SJB INSTITUTE OF TECHNOLOGY
BANGALORE – 560060

Dept.: CSE
Date: 30/01/2019

Quality Audit Observations 2018-19(Odd Sem)

Section	No.	Parameters	Max. Marks	Comments
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files needs improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	--
	5	Question bank (VTU's at least 5 papers in the book form)	10	Question bank needs to be updated
	6	Solutions to the above question bank (in the book form)	20	Solution to Question bank needs to be updated
	7	Lab manual with viva question (in the book form)	10	---
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 10.7%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Follow-up action for critical attendance and internal marks cases needs to be improved
	12	Interaction with parents (to document in the standard format)	30	Parent's interaction needs to be increased.
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Filing was not done properly
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	Filing was not done properly
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	Agenda and minutes of the meeting to be discussed in detail.
	18	Alumni meet, effective Interaction & presentation to our students	30	Three presentations, no meet and13 interactions
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	20	Industry tie up (at least with one reputed industry)	20	---
	21	New staff recruitment (check with standard procedure)	05	No advertisement copy and short list

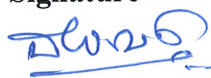|				
	22	Book publication (at least one in the dept)	20	Local publishers
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No funds
	24	Consultancy work by the department	20	No Consultancy work
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	Filing was not done properly
	26	Thought for the day (to check the day wise quotes)	10	Not upto date
	27	Staff OOD details (% of staff deputed and documentation)	10	87%
	28	Stock verification (if done)	10	---
	29	Purchase (check with standard procedure)	10	---
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	---
	31	Some innovative methods adopted in the dept.	10	Only Teaching Aids
Staff and Student centric activities	32	Student registration (to check method followed)	10	66%
	33	Late coming students (list follow up action improvement)	15	---
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	No action taken
	35	proctor system (meeting noting problems, follow up action)	20	Parents interaction by mentors to be documented properly, proctor meeting remarks needs to be elaborated.
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	---
	38	Beyond syllabus (at least two, before III test document in a file)	10	Beyond Syllabus for Few subjects are missing
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	---
	40	Additional classes to weak students (to show documents)	20	Not up to the mark
	41	Management of assignment (questions, submission & documents)	15	Filing was not done properly
	42	Identification of weak students after I test &follow up action	20	Filing was not done properly
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	Only Three papers published in journals
	46	Paper by students	25	No papers presented
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	Filing was not done properly
	51	Workshop (min 2 days for students) OR National/International Conference	40	Filing was not done properly
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	Only six outside participants,

53	Sports activities (as per committees plan)	10	Documentation needs to be improved
54	Cultural activities (as per committees plan)	10	Documentation needs to be improved
55	Technical, quiz etc. competition (as per technical committees plan)	10	Documentation needs to be improved
56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
57	Coaching classes for GATE, GRE, TOEFL, etc	20	coaching classes for GATE, GRE, TOEFL not conducted
58	Library attendance of staff (% and frequency, best lib user)	20	---
59	performance appraisal (cumulative records & individual teacher)	10	---
60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Attendance not well maintained
	Total marks	1000	

Committee Members:
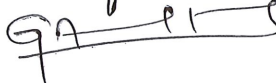
Name	Signature
(1) Dr B H. Doreswamy	
(2) Rajesh. L	
(3) H. NARENDRA KUMAR	
(4) G. Anil Kumar	
(5) Dr. Vijayakumar T	
6. Sandeep . S. R	

Principal

ll Jai Sri Gurudev ll
Sri Adichunchanagiri Shikshana Trust ®

SJB Institute of Technology

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Accredited by NAAC, New Delhi with 'A' Grade.
BGS Health and Education City, Kengeri, Bangalore-560 060

Quality Audit
Observations & Suggestions

Department: Computer Science and Engineering (CSE)   **Date: 30/01/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept. of CSE conducted and the road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

Observations:

1. Department files need improvement as per standard format.
2. Calendar of events were prepared in advance and the same was executed
3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
4. Departmental activities are recorded.
5. Dept. specific professional bodies activities not initiated.
6. Subject wise result analysis were carried out regularly.
7. Alumni activities were less.
8. Papers publications by faculty were few in numbers and no paper publications from students.
9. Consultancy and funded projects are not initiated.
10. Parents interaction is less.
11. GRE/GATE/TOFEL/IELTS/Other coaching classes were nil.

Suggestions:

1. Consultancy activities to be initiated.
2. Publications need to be encouraged.
3. To concentrate more on slow learners.
4. Alumni interaction to be enhanced and make use of the same.
5. All faculty members to be motivated to apply for funded projects.
6. Consultancy and funded projects to be initiated.
7. Parent interaction needs to be improved.
8. Encourage students to take up GRE/GATE/TOFEL/IELTS/Other examinations
9. Staff should be encouraged to interact with outside world.

Committee Members:	
1. Dr B.H. Doreswamy	4 G Anil Kumar
2. Dr. Vijaya Kumar	5. Rajesh. L
3. H-Narendra Kumar	6 Sandeep. s k
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

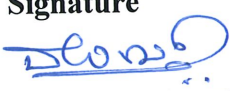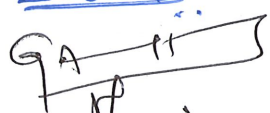| Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	---
	5	Question bank (VTU's at least 5 papers in the book form)	10	Question bank needs to be updated
	6	Solutions to the above question bank (in the book form)	20	Solution to Question bank needs to be updated
	7	Lab manual with viva question (in the book form)	10	---
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 5.67%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Action taken statements are missing for few students
	12	Interaction with parents (to document in the standard format)	30	Parent's interaction needs to be increased.
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Activities not done.
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	History of the result not found
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	Documentation needs to be improved.
	18	Alumni meet, effective Interaction & presentation to our students	30	Alumni presentations needs to be increased and interactions to be properly documented, no Alumni Meet
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	20	Industry tie up (at least with one reputed industry)	20	---
	21	New staff recruitment (check with standard	05	---

		procedure)		
	22	Book publication (at least one in the dept)	20	No book publications
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No funds
	24	Consultancy work by the department	20	No Consultancy work
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	---
	26	Thought for the day (to check the day wise quotes)	10	---
	27	Staff OOD details (% of staff deputed and documentation)	10	Some of the faculties have not availed OODs(89%)
	28	Stock verification (if done)	10	---
	29	Purchase (check with standard procedure)	10	---
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	---
	31	Some innovative methods adopted in the dept.	10	Only teaching aids
Staff and Student centric activities	32	Student registration (to check method followed)	10	80%
	33	Late coming students (list follow up action improvement)	15	1.7%
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	Documentation needs to be improved
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated & students signatures missing in few books, few books were not updated
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	---
	38	Beyond syllabus (at least two, before III test document in a file)	10	---
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	No follow up action
	40	Additional classes to weak students (to show documents)	20	Only one class taken
	41	Management of assignment (questions, submission & documents)	15	Documentation needs to be improved
	42	Identification of weak students after I test &follow up action	20	---
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	Only four papers presented in Int. conferences
	46	Paper by students	25	No Student papers
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	---
	51	Workshop (min 2 days for students) OR National/International Conference	40	No budget, No approval, Feedback not collected
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	Internal participants and resource persons

53	Sports activities (as per committees plan)	10	Documentation needs to be improved
54	Cultural activities (as per committees plan)	10	Documentation needs to be improved
55	Technical, quiz etc. competition (as per technical committees plan)	10	Documentation needs to be improved
56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
57	Coaching classes for GATE, GRE, TOEFL, etc	20	Only orientation classes are conducted for GATE, GRE, TOEFL not conducted
58	Library attendance of staff (% and frequency, best lib user)	20	---
59	performance appraisal (cumulative records & individual teacher)	10	---
60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Overwriting found, signatures are missing in few Attendances
	Total marks	1000	

Committee Members:

Name	Signature
① Dr B.H. Bonavany	
② G. Anil Kumar	
③ H. NARENDRA KUMAR	
④ Dr. Srikantas KC	
⑤ Dr Vijayakumar	
6. Sandeep. J.R	

Principal

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Quality Audit
Observations & Suggestions

Department: Information Science and Engineering (ISE)   **Date: 30/01/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept. of ISE conducted and the Road map of the departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

Observations:
1. Calendar of events were prepared in advance and the same was executed
2. Departmental activities are recorded.
3. Dept. specific professional bodies activities to be intiated,
4. Alumni activities were less.
5. Papers publications by faculty and students were very less in the dept.
6. FDP/Workshop/conference conduction is much appreciated, outside participants and resource persons are not involved.
7. Students participate in /Extra Curricular/Co-Curricular activities were less.
8. Interactions with parents were less.
9. Subject wise result analyses were carried out regularly and history of the result analysis not prepared.
10. Book publication/consultancy/fund from state and central Govt./ any other is nil
11. Papers publications by faculty were few in numbers and no paper publications from students.

Suggestions:
1. Consultancy work and funds activities to be initiated.
2. Encourage students for higher studies.
3. Alumni activities need to be improved.
4. Faculty members to be motivated to apply for funded and consultancy projects.
5. More attentiveness for slow learners
6. Motivate faculty members to publish more research papers in reputed journals.
7. Staff should be encouraged to interact with outside world.
8. Encourage faculty members to publish Books in reputed publishers.
9. Result analysis history to be prepared.

Name and Signature of Committee Members:	3. H. Narendra kumr
1. Dr S H. Dorvamy	4. Dr. Vijayakumar T
2. Dr. Srikantaiah KC	5. Anil kumar GA
	6. Sandeep SR SL
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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SJB INSTITUTE OF TECHNOLOGY

Dept.: ECE

BANGALORE – 560060

Date: 01/02/2019

Quality Audit Observations 2018-19 (Odd Sem)

Section	No.	Parameters	Max. Marks	Comments
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	Some subject's lesson plan missing
	4	Notes material readiness, for 100% syllabus	20	---
	5	Question bank (VTU's at least 5 papers in the book form)	10	Question bank needs to be updated
	6	Solutions to the above question bank (in the book form)	20	Solution to Question bank needs to be updated for many subjects
	7	Lab manual with viva question (in the book form)	10	---
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 8.4 %
	11	Critical attendance and internal marks cases, action taken, improvement	20	Action taken statements are missing for few students
	12	Interaction with parents (to document in the standard format)	30	Action taken statements are missing for few students
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Documentation needs to be improved.
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	History of the result not found
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	No Activities
	18	Alumni meet, effective Interaction & presentation to our students	30	Alumni presentations need to be increased. No Alumni meet
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	20	Industry tie up (at least with one reputed industry)	20	---
	21	New staff recruitment (check with standard procedure)	05	No documentation
	22	Book publication (at least one in the dept)	20	One book with local publisher

	23	Fund from AICTE, DST, VTU etc (at least one)	30	No fund
	24	Consultancy work by the department	20	No consultancy
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	Not maintained properly
	26	Thought for the day (to check the day wise quotes)	10	Incomplete
	27	Staff OOD details (% of staff deputed and documentation)	10	90%
	28	Stock verification (if done)	10	---
	29	Purchase (check with standard procedure)	10	---
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	---
	31	Some innovative methods adopted in the dept.	10	Only teaching aids
Staff and Student centric activities	32	Student registration (to check method followed)	10	76% on First day
	33	Late coming students (list follow up action improvement)	15	0.7%
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	Frequency of visits to be increased
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated & students signatures missing in few books
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	Finalisation of Lab marks in few cases not appropriate
	38	Beyond syllabus (at least two, before III test document in a file)	10	Some subject's beyond syllabus were missing
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	---
	40	Additional classes to weak students (to show documents)	20	No proper documentation
	41	Management of assignment (questions, submission & documents)	15	Average marks of the Assignments are not calculated properly.
	42	Identification of weak students after I test &follow up action	20	Identification of weak students not done for 7th semester
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	5/25 Papers published in paid journal
	46	Paper by students	25	No papers presented
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	Only four outside participants
	51	Workshop (min 2 days for students) OR National/International Conference	40	No proper documentation
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	No proper documentation
	53	Sports activities (as per committees plan)	10	No proper documentation
	54	Cultural activities (as per committees plan)	10	No proper documentation
	55	Technical, quiz etc. competition (as per technical committees plan)	10	No proper documentation

56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
57	Coaching classes for GATE, GRE, TOEFL, etc	20	coaching classes for GATE, GRE, TOEFL not conducted
58	Library attendance of staff (% and frequency, best lib user)	20	---
59	performance appraisal (cumulative records & individual teacher)	10	---
60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Overwriting found, signatures missing in few Attendances
	Total marks	1000	
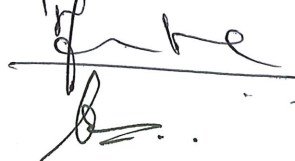
Committee Members:

Name	Signature
① Dr. B.H. Adireddy	
② G. Anil Kumar	
③ H. NARENDRA KUMAR	
(4) Rajesh. L	
5 Sandeep. J. A	

Principal

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BGS Health and Education City, Kengeri, Bangalore-560 060

Quality Audit
Observations & Suggestions

Department: Electronics & Communication Engineering (ECE)   **Date: 01/02/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept. of ECE conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

Observations:
1. Calendar of events were prepared in advance and the same was executed
2. Departmental activities are recorded.
3. Dept. specific professional bodies activities are not initiated.
4. Alumni activities were less.
5. One Book has published.
6. Papers were published in paid journal
7. Center of Excellence (NI lab) establishment was much appreciated.
8. Subject wise result analyses were carried out regularly and history of the result analysis not prepared.
9. Outside participants for Non-Teaching training program is less.
10. Coaching classes for GATE/GRE/TOEFL are not conducted

Suggestions:
1. Staff should be encouraged to interact with outside world.
2. Consultancy & funded project to be enhanced.
3. Faculty & Students Publications need to be encouraged.
4. Alumni databases & interactions to be increased.
5. To concentrate more on slow learners.
6. Library utilizations to be improved.
7. Students to be encouraged to take up GRE/GATE/TOFEL/IELTS/Other examinations.
8. Result analysis history is to be maintained in the dept.

Name and Signature of Committee Members:	
1. Dr B.H. Doreswamy	4. G Anil Kumar
2. Sandeep.S.R	5. Rajesh. L
3. H. Narendra Kumar	

IQAC Coordinator **(Dr.Babu N V)**	**Principal**

Sri Adichunchanagiri Shikshana Trust®
SJB INSTITUTE OF TECHNOLOGY
Dept.: EEE
BANGALORE – 560060
Date: 01/02/2019
Quality Audit Observations 2018-19 (Odd Sem)

Section	No.	Parameters	Max. Marks	Comments
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	---
	5	Question bank (VTU's at least 5 papers in the book form)	10	Question bank needs to be updated
	6	Solutions to the above question bank (in the book form)	20	Solution to Question bank needs to be updated
	7	Lab manual with viva question (in the book form)	10	---
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees =0.97%
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	Interacted -15.7% , Parent's interaction needs to be increased
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Activities not done.
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	No rank probables
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	Filing was not done properly
	18	Alumni meet, effective Interaction & presentation to our students	30	Alumni presentations needs to be increased and interactions to be properly documented, no Alumni Meet. Four presentations
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	20	Industry tie up (at least with one reputed industry)	20	---
	21	New staff recruitment (check with standard	05	---

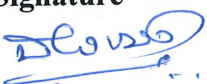|				
		procedure)		
	22	Book publication (at least one in the dept)	20	No Book Publication
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No funds
	24	Consultancy work by the department	20	No consultancy
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	---
	26	Thought for the day (to check the day wise quotes)	10	Incomplete documentation
	27	Staff OOD details (% of staff deputed and documentation)	10	88.24%
	28	Stock verification (if done)	10	---
	29	Purchase (check with standard procedure)	10	---
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	---
	31	Some innovative methods adopted in the dept.	10	Teaching aids
Staff and Student centric activities	32	Student registration (to check method followed)	10	81% on First day
	33	Late coming students (list follow up action improvement)	15	0.54%
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	Documentation needs to be improved
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	---
	38	Beyond syllabus (at least two, before III test document in a file)	10	---
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	No followup action
	40	Additional classes to weak students (to show documents)	20	Incomplete documentation
	41	Management of assignment (questions, submission & documents)	15	---
	42	Identification of weak students after I test &follow up action	20	---
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	2 /17 Papers published in paid journal
	46	Paper by students	25	No papers
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	Internal participants and resource persons
	51	Workshop (min 2 days for students) OR National/International Conference	40	Incomplete documentation
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	Incomplete documentation
	53	Sports activities (as per committees plan)	10	Documentation needs to be improved

54	Cultural activities (as per committees plan)	10	Documentation needs to be improved
55	Technical, quiz etc. competition (as per technical committees plan)	10	Documentation needs to be improved
56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
57	Coaching classes for GATE, GRE, TOEFL, etc	20	Only Orientation coaching classes for GATE, GRE, TOEFL conducted
58	Library attendance of staff (% and frequency, best lib user)	20	1hour 42 minutes
59	performance appraisal (cumulative records & individual teacher)	10	---
60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Signature of HOD missing and needs improvement.
	Total marks	1000	

Committee Members:

Name	Signature
(1) Dr B.H. Doreswamy	
(2) Dr. Srikanthens KC	
(3) H. NARENDRA KUMAR	
4) G. Anil Kumar	
(5) Rajesh. L	
(6) Dr. Vijayakumar T	

Principal

Faculty

Sl. No.	Name	Signature	Sl. No.	Name	Signature
1	Dr.Mamatha Mahesh Gowda		10	Chandan V	
2	Dr.Lalithamma G A		11	Tarakeshwari V	
3	Chandrashekar M J		12	Deepthi H L	
4	Rekha P S		13	Vidyashree M S	
5	Sandeep S.R		14	Deepthi D	
6	Dwarakanath S K		15	Prarthana J V	
7	Hemalatha B K		16	Chiranth L N	
8	J P Sridhar				
9	Vijay Kumar K				

SJB Institute of Technology

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BGS Health and Education City, Kengeri, Bangalore-560 060

Quality Audit
Observations & Suggestions

Department: Electrical & Electronics Engineering (EEE)   **Date: 01/02/2019**

Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept. of EEE conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

Observations:
1. Curricular plan was prepared in advance and the same was followed
2. Subject wise result analyses were carried out regularly.
3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
4. Dept. activities are recorded.
5. Dept. specific professional bodies activities not initiated
6. Alumni activities in the dept. is less
7. Few research papers were published in paid journal.
8. Interaction with parents is less.
9. Book publication/consultancy/fund from state and central Govt./ any other is nil.

Suggestions:
1. Staff should be encouraged to interact with outside world.
2. Consultancy activities to be initiated.
3. Faculty & Students paper publications need to be encouraged.
4. Alumni activities need to be increased.
5. Encourage students to take up GRE/GATE/TOFEL/IELTS/Other examinations.
6. MoU tie-ups with relevant industries to be enhanced.
7. Parent interaction with teachers need to improve.
8. Research Funding from government and other agencies to be initiated.

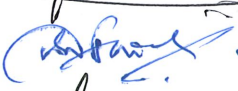| Name and Signature of Committee Members:	
1. Dr B.H. Doreswamy,	4. Dr Vijayakumar
2. Dr. Srikantaiah KC	5. Rajesh. L
3. H. Narendra kumr	6. G Anil Kumar
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Quality Audit Observations 2018-19 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	5th sem only two subjects available,3rd -4 subjects
	5	Question bank (VTU's at least 5 papers in the book form)	10	5th sem only two subjects available,3rd -4 subjects
	6	Solutions to the above question bank (in the book form)	20	5th sem only two subjects available,3rd -4 subjects
	7	Lab manual with viva question (in the book form)	10	Needs improvement
	8	Time-table: Originally approved, Modification etc.	10	----
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 10.02%
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	9 interactions, Interacted -11.95%
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Activities not done.
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	No rank probables
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	---
	18	Alumni meet, effective Interaction & presentation to our students	30	Alumni presentations need to be increased. No Alumni meet
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	20	Industry tie up (at least with one reputed industry)	20	---
	21	New staff recruitment (check with standard procedure)	05	---

	No	Item	Marks	Remarks
	22	Book publication (at least one in the dept)	20	Local publisher
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No fund
	24	Consultancy work by the department	20	No consultancy
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	Not reached to all the faculties
	26	Thought for the day (to check the day wise quotes)	10	---
	27	Staff OOD details (% of staff deputed and documentation)	10	91%
	28	Stock verification (if done)	10	---
	29	Purchase (check with standard procedure)	10	---
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	---
	31	Some innovative methods adopted in the dept.	10	Only teaching aids
Staff and Student centric activities	32	Student registration (to check method followed)	10	78.34% on First day
	33	Late coming students (list follow up action improvement)	15	3.05%
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	No proper documents
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated, proctor books not updated
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	few entries were not done and HOD Signature missing.
	38	Beyond syllabus (at least two, before III test document in a file)	10	---
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	---
	40	Additional classes to weak students (to show documents)	20	Filing was not done properly
	41	Management of assignment (questions, submission & documents)	15	Filing was not done properly
	42	Identification of weak students after I test &follow up action	20	Filing was not done prop
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	7/34 Papers published in paid journal
	46	Paper by students	25	5/250 papers
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	---
	51	Workshop (min 2 days for students) OR National/International Conference	40	In house
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	Documentation needs to be improved
	53	Sports activities (as per committees plan)	10	Documentation needs to be improved
	54	Cultural activities (as per committees plan)	10	Documentation needs to be improved
	55	Technical, quiz etc. competition (as per technical committees plan)	10	Documentation needs to be improved

56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
57	Coaching classes for GATE, GRE, TOEFL, etc	20	In-house coaching classes for GATE, GRE, TOEFL not conducted
58	Library attendance of staff (% and frequency, best lib user)	20	---
59	performance appraisal (cumulative records & individual teacher)	10	---
60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Signature of HOD missing, mismatch in dates and needs improvement.
	Total marks	1000	

Committee Members:

Name	Signature
① Dr B H. Dorcnvany	
② H. NARENDRA KUMAR	
③ Dr. Srikantas KC	
4) Rajesh. L	
⑤ Dr. Vijayakumar	
6- Sandep. S.A	

Principal

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Quality Audit
Observations & Suggestions

Department: Mechanical Engineering   **Date: 02/02/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept. of Mechanical Engg. conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

Observations:
1. Calendar of events were prepared in advance and the same was executed.
2. Subject wise result analysis was carried out regularly.
3. Students were encouraged to participate in extra curricular/co-curricular activities.
4. Center of Excellence - Rexroth BOSCH establishment is much appreciated.
5. Dept. activities are recorded regularly as per the schedule.
6. Dept. specific professional bodies' activities are not conducted for the student chapter.
7. Papers by faculties and students were less.
8. Parents interactions were less.
9. Dept. Specific professional bodies like CSE/IEEE/Dept. Associations activities were nil.
10. Consultancy/fund from state and central Govt./ any other is nil.
11. Book publication is less.

Suggestions:
1. Faculties and students should be encouraged to attend conferences/ symposiums/ FDP, etc.
2. Consultancy & funded project to be initiated.
3. Faculty & Student publications need to be encouraged.
4. Timely updations of Alumni databases & interactions to be increased.
5. To concentrate more on slow learners.
6. Students need to be encouraged to take up GRE/GATE/TOFEL/IELTS/other examinations.
7. Teachers are initiate to attend seminars/conferences/workshop/FDP and present papers.
8. Dept. Specific professional bodies like CSE/IEEE/Dept. Associations activities to be initiated.

Name and Signature of Committee Members:	
1. Dr B H Doreswamy, DCP	4. Sandeep. S R
2. Dr. Srikantamurthy KC	5. Rajesh. L
3. H. Narendra Kumar	6. Dr. Vijayakumar
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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SJB INSTITUTE OF TECHNOLOGY
BANGALORE – 560060

Dept.: Civil

Date:11/02/2019

Quality Audit Observations 2018-19(Odd Sem)

Section	No.	Parameters	Max. Marks	Comments
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	---
	5	Question bank (VTU's at least 5 papers in the book form)	10	---
	6	Solutions to the above question bank (in the book form)	20	Recent qp questions to be included
	7	Lab manual with viva question (in the book form)	10	Viva questions not found in few manuals
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees =13.2%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Not in standard format andNo improvement
	12	Interaction with parents (to document in the standard format)	30	Interacted -84, PAF -23
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	---
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	Result history not found
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	Minutes of meeting written after signatures.
	18	Alumni meet, effective Interaction & presentation to our students	30	No presentations.
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	20	Industry tie up (at least with one reputed	20	---

		industry)		
	21	New staff recruitment (check with standard procedure)	05	---
	22	Book publication (at least one in the dept)	20	No Book publications
	23	Fund from AICTE, DST, VTU etc (at least one)	30	---
	24	Consultancy work by the department	20	12500/- only
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	---
	26	Thought for the day (to check the day wise quotes)	10	---
	27	Staff OOD details (% of staff deputed and documentation)	10	96%
	28	Stock verification (if done)	10	---
	29	Purchase (check with standard procedure)	10	---
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	Report not upto date
	31	Some innovative methods adopted in the dept.	10	only teaching aids.
Staff and Student centric activities	32	Student registration (to check method followed)	10	69% on First day
	33	Late coming students (list follow up action improvement)	15	0.8%
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	No list after each internals and improvement to be shown.
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated, signature missing and needs improvement.
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	Overwriting, usage of whitener found, HOD signatures missing
	38	Beyond syllabus (at least two, before III test document in a file)	10	Proof not found for all subjects
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	Exam not attended details not furnished.
	40	Additional classes to weak students (to show documents)	20	No proper documentation
	41	Management of assignment (questions, submission & documents)	15	---
	42	Identification of weak students after I test &follow up action	20	---
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	06 /28 Papers published in paid journal
	46	Paper by students	25	4 papers/250 students
	47	Staff membership of professional bodies	10	80%
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	No approval
	50	Non-teaching training (at least one, min for 3	15	Only one day for internal participants

		days)		
	51	Workshop (min 2 days for students) OR National/International Conference	40	---
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	Ethnotech
	53	Sports activities (as per committees plan)	10	No proper documentation
	54	Cultural activities (as per committees plan)	10	No proper documentation
	55	Technical, quiz etc. competition (as per technical committees plan)	10	No proper documentation
	56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
	57	Coaching classes for GATE, GRE, TOEFL, etc	20	Only Orientation classes for GATE, GRE, TOEFL conducted
	58	Library attendance of staff (% and frequency, best lib user)	20	---
	59	performance appraisal (cumulative records & individual teacher)	10	---
	60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Signatures of staff, HOD, entries finalization, Marks entry in blue books to be done and needs improvement.
		Total marks	1000	

Committee Members:

Name	Signature
(1) B.H. Doraswamy	
(2) Dr. Srikantatal Kc	
(3) Rajesh. L	
4. Sadeep S.a	
5) G. Anil Kumar	

Principal

ll Jai Sri Gurudev ll
Sri Adichunchanagiri Shikshana Trust ®

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BGS Health and Education City, Kengeri, Bangalore-560 060

Quality Audit
Observations & Suggestions

Department: Civil Engineering   **Date: 11/02/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept of Civil Engg. conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

Observations:
1. Calendar of events were prepared in advance and the same was executed.
2. Participation in extra curricular/co-curricular activities is less.
3. Dept. activities are recorded regularly as per the schedule.
4. Dept. specific professional bodies activities are not conducted for the student chapter.
5. Alumni presentation in the department is nil.
6. Staff and student paper publication were few in numbers.
7. Consultancy work in the Dept. is much appreciated.
8. Subject wise result analyses were carried out regularly and history of the result analysis not prepared.
9. Parent interaction is much appreciated.
10. Book publication and Fund is nil in dept.
11. Staff professional body membership is not done for all the faculties.
12. Limited employability to the students.

Suggestions:
1. Faculties and students should be encouraged to attend conferences/Symposiums/ FDP, etc.
2. Funded project to be enhanced.
3. Faculty & Students publications need to be encouraged.
4. Timely updations of Alumni databases & interactions to be increased.
5. Dept. Specific professional bodies like CSE/IEEE/Dept. Associations activities to be initiated.
6. Collaborative publication are to be encouraged.
7. Encourage faculty members to attend Online certification courses.
8. Students were encouraged to participate in co-scholastic activities.
9. Motivate faculty members for Research activities.

Name and Signature of Committee Members:	
1. Dr B.H. Doravany, DP 2. Dr. Soilandhar KC (m farm)	3. G Anil Kumar GA lf 4. Rajesh.L 5. Sandup.S.R SL
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Quality Audit Observations 2018-19 (Odd Sem)

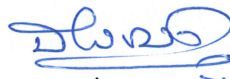| Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	40	Needs to be improved
	2	Subject allotment and workload	10	-Nil-
	3	Lesson plan for 100% syllabus (standard format)	20	-Nil-
	4	Notes material readiness, for 100% syllabus	40	-Nil-
	5	Question bank (VTU's at least 5 papers in the book form)	10	-Nil-
	6	Solutions to the above question bank (in the book form)	20	-Nil-
	7	PPT material for theory	20	Needs to be improved
	8	Time-table: Originally approved, Modification etc.	10	-Nil-
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	Photos missing
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	40	0.8%
	11	Critical attendance and internal marks cases, action taken, improvement	20	-Nil-
	12	Interaction with parents (to document in the standard format)	30	Less Interactions, 5%
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	20	-Nil-
	14	HOD & Class teacher meeting with students (at least two)	10	-Nil-
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	No activities
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	30	-Nil-
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	-Nil-
	18	Alumni meet, effective Interaction & presentation to our students	30	No meet
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	-Nil-
	20	New staff recruitment (check with standard procedure)	10	-Nil-
	21	Book publication (at least one in the dept)	20	No books published
	22	Circular procedure & maintenance (office, vtu & dept Circulars)	10	-Nil-
	23	Thought for the day (to check the day wise quotes)	10	-Nil-
	24	Staff OOD details (% of staff deputed and documentation)	10	OOD 83%
	25	Stock verification (if done)	10	-Nil-
	26	Purchase (check with standard procedure)	10	-Nil-
	27	Upkeep of department units (labs, class & staff rooms, etc.)	10	-Nil-
	28	Some innovative methods adopted in the dept.	10	Teaching aids only
Staff and Student centric activities	29	Student registration (to check method followed)	10	90%
	30	Late coming students (list follow up action improvement)	15	1.5%
	31	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	-Nil-
	32	proctor system (meeting noting problems, follow up action)	20	-Nil-
	33	Syllabus covered details (to compare the lesson planning)	20	-Nil-
	34	Beyond syllabus (at least two, before III test document in a file)	10	-Nil-
	35	Less detention cases due to attendance and exam not attended (list and follow action)	10	Format to be corrected(Standardized)
	36	Additional classes to weak students (to show documents)	20	-Nil-

37	Management of assignment (questions, submission & documents)	20	-Nil-
38	Identification of weak students after I test &follow up action	20	-Nil-
39	Student information system (to update the records)	10	-Nil-
40	Student presentation in class room : subject teacher to document	10	-Nil-
41	Paper by staff	30	No publication – 0/16
42	Paper by students	30	Paper publication to be improved – 5/200
43	Staff membership of professional bodies	10	-Nil-
44	Staff club (formation and its activities) Like community services	10	-Nil-
45	Guest lecturers (at least two for staff / students, before III test)	10	-Nil-
46	Workshop (min 2 days for students) OR National/International Conference	50	-Nil-
47	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	No workshop or FDP done for staff
48	Sports activities (as per committees plan)	10	-Nil-
49	Cultural activities (as per committees plan)	10	-Nil-
50	Business quiz etc. competition (as per technical committees plan)	10	-Nil-
51	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	Nil
52	Library attendance of staff (% and frequency, best lib user)	20	Nil
53	performance appraisal (cumulative records & individual teacher)	10	-Nil-
54	Attendance registers (neat entry, sign of HOD & staff), Blue books (compare with attendance, action on absentees)	40	To be improved
	Total marks	1000	

Committee Members:

Name	Signature
(1) Dr S H. Donswerry	
(2) Rajesh. L	
(3) G. Anil Kumar	
(4) H. NARENDRA KUMAR	
(5) Dr. Vijayakumar	
6 Sandeep. S.2	
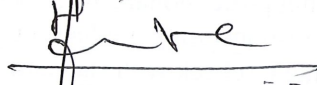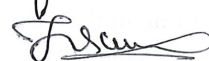
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II Jai Sri Gurudev II

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BGS Health and Education City, Kengeri, Bangalore-560 060

Quality Audit
Observations & Suggestions

Department: MBA   **Date: 02/02/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept. of MBA conducted and the Road map of the Departments were planned & executed appropriately.
The following are Observations and Suggestions given by the QA Committee members.

Observations:

1. Curricular plan was prepared in advance and the same was followed
2. Subject wise result analysis was carried out regularly.
3. Dept. specific professional bodies like CSI/IEEE/ dept. assn. activities are nil.
4. Parent interaction is less.
5. Book publication is nil.
6. Research papers publication by faculty members are nil.
7. Student publications are found only few in numbers.

Suggestions:

1. Consultancy activities to be activated.
2. Research funding to be initiated.
3. Placement activities and Industry interaction to be improved.
4. Corporate training to be enhanced.
5. Faculty publications to be encouraged
6. Encourage faculty members to attend and conduct FDP/Workshop/Seminar/Conferences
7. Alumni activities need to be increased.

Name and Signature of Committee Members:	
1. Dr B.H. Doreswamy	4. Dr. Vijayakumar T
2. H. Narendra kumar	5. Rajesh. L
3. Sandeep	6. G. Anil Kumar
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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SJB INSTITUTE OF TECHNOLOGY
BANGALORE – 560060

Dept.: Physics
Date: 02/02/2019

Quality Audit Observations 2018-19 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	30	---
	5	Question bank (VTU's at least 5 papers in the book form)	20	Not upto date
	6	Solutions to the above question bank (in the book form)	20	Not upto date
	7	Lab manual with viva question (in the book form)	20	No proper formatting
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	1.64%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Improper documentation
	12	Interaction with parents (to document in the standard format)	30	Only 6 interactions
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	Improper documentation
	14	HOD & Class teacher meeting with students (at least two)	15	Improper documentation
	15	Exam Results (teacher wise and subject wise, dept result history)	40	Consolidated statement, before and after revaluation statements not found
	16	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	30	Improper documentation
	17	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	18	Book publication (at least one in the dept)	20	Local publisher/online copy
	19	Fund from AICTE, DST, VTU etc (at least one)	30	NIL
	20	Circular procedure & maintenance (office, vtu & dept. Circulars)	20	---
	21	Staff OOD details (% of staff deputed and documentation)	10	90%
	22	Stock verification (if done)	10	---
	23	Purchase (check with standard procedure)	10	---
	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	---
Staff and Student centric activities	25	Student registration (to check method followed)	10	80%
	26	Late coming students (list follow up action improvement)	25	No follow up action
	27	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	30	Improper documentation
	28	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated
	29	Syllabus covered details (to compare the lesson planning)	20	---
	30	Lab conduction details (to follow the procedure given by	20	Signatures missing

		the college)		
31	Beyond syllabus (at least two, before III test document in a file)	10	Documentation for Few subjects missing	
32	Less detention cases due to attendance and exam not attended (list and follow action)	20	No follow up	
33	Additional classes to weak students (to show documents)	20	Improper documentation	
34	Identification of weak students after I test &follow up action	20	Improper documentation	
35	Management of assignment (questions, submission & documents)	15	Improper documentation	
36	Student information system (to update the records)	10	Improper documentation	
37	Student presentation in class room : subject teacher to document	10	---	
38	Paper by staff	30	5 PAPERS	
39	Staff membership of professional bodies	10	---	
40	Staff club (formation and its activities) Like community services	20	---	
41	Guest lecturers (at least two for staff / students, before III test)	10	1	
42	National/International Conference	50	Not done	
43	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	Not done	
44	Sports activities (as per committees plan)	10	Documentation needs to be improved	
45	Cultural activities (as per committees plan)	10	Documentation needs to be improved	
46	Picnic /Tour: following standard procedure (at least one)	10	Documentation needs to be improved	
47	Library attendance of staff (% and frequency, best lib user)	30	1 hour 12 minutes	
48	performance appraisal (cumulative records & individual teacher)	10	---	
49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Signature of HOD missing and needs improvement.	
	Total marks	1000		

Committee Members:

Name	Signature
① Dr. Srikaantiah kc	
② G.Anil kumar	
③ H. NARENDRA KUMAR	
(4) Rajesh. L	
5. Sandeep – s.n	

Principal

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Quality Audit
Observations & Suggestions

Department: Physics   **Date: 02/02/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept. of Physics conducted and the Road map of the Departments were planned & executed appropriately.
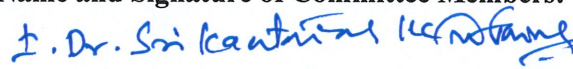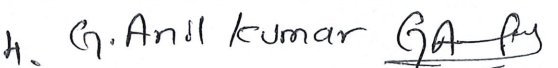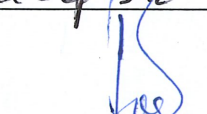
The following are Observations and Suggestions given by the QA Committee members.

Observations:

1. Calendar of events were prepared in advance and the same was executed.
2. Students were encouraged to participate in extra curricular/co-curricular activities.
3. Departmental activities are recorded regularly as per the schedule.
4. Research papers published in reputed journals were appreciated.
5. Interaction with parents is less.
6. Consolidated statement of result analysis not found.

Suggestions:

1. Encourage faculty members to do certification courses
2. Faculty members are encouraged to get research fund projects from Govt. and other agencies.
3. Faculty Book publications need to be encouraged.
4. Faculty members are initiate to attend and conduct seminars/conferences/workshop/FDP and present papers.
5. Motivate faculties for consultancy work.

Name and Signature of Committee Members:	4. G. Anil kumar GA Py
1. Dr. Srikantiah Hernotaure	5. Rajesh. L
2. H. Narendra kumar	
3. Sandup SL	

| IQAC Coordinator (Dr.Babu N V) | Principal |
| | Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060. |

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SJB INSTITUTE OF TECHNOLOGY
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Dept: Chemistry
Date: 2/2/2019

Quality Audit Observations 2018-19 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	Individual faculty allotment document is not done
	3	Lesson plan for 100% syllabus (standard format)	20	In old format
	4	Notes material readiness, for 100% syllabus	30	---
	5	Question bank (VTU's at least 5 papers in the book form)	20	---
	6	Solutions to the above question bank (in the book form)	20	---
	7	Lab manual with viva question (in the book form)	20	Needs improvement
	8	Time-table: Originally approved, Modification etc.	10	No master time table
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	Not done for faculty
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	1.64%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Improper documentation
	12	Interaction with parents (to document in the standard format)	30	Only 6 interactions
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	Improper documentation
	15	Exam Results (teacher wise and subject wise, dept result history)	40	Consolidated statement, before and after revaluation statements not found
	16	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	30	Improper documentation
	17	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	Not done
	18	Book publication (at least one in the dept)	20	Local publisher
	19	Fund from AICTE, DST, VTU etc (at least one)	30	---
	20	Circular procedure & maintenance (office, vtu & dept. Circulars)	20	Improper documentation
	21	Staff OOD details (% of staff deputed and documentation)	10	---
	22	Stock verification (if done)	10	---
	23	Purchase (check with standard procedure)	10	---
	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	Improper documentation
Staff and Student centric activities	25	Student registration (to check method followed)	10	80%
	26	Late coming students (list follow up action improvement)	25	No follow up action
	27	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	30	Improper documentation
	28	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated
	29	Syllabus covered details (to compare the lesson	20	---

		planning)		
	30	Lab conduction details (to follow the procedure given by the college)	20	---
	31	Beyond syllabus (at least two, before III test document in a file)	10	Documentation for Few subjects missing
	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	---
	33	Additional classes to weak students (to show documents)	20	---
	34	Identification of weak students after I test &follow up action	20	Not in proper format
	35	Management of assignment (questions, submission & documents)	15	Not in proper format
	36	Student information system (to update the records)	10	Not in proper format
	37	Student presentation in class room : subject teacher to document	10	---
	38	Paper by staff	30	4/6
	39	Staff membership of professional bodies	10	---
	40	Staff club (formation and its activities) Like community services	20	---
	41	Guest lecturers (at least two for staff / students, before III test)	10	In house
	42	National/International Conference	50	Not done
	43	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	Not done
	44	Sports activities (as per committees plan)	10	Documentation needs to be improved
	45	Cultural activities (as per committees plan)	10	Documentation needs to be improved
	46	Picnic /Tour: following standard procedure (at least one)	10	Documentation needs to be improved
	47	Library attendance of staff (% and frequency, best lib user)	30	1 hour and 30 minutes
	48	performance appraisal (cumulative records & individual teacher)	10	---
	49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Signature of HOD missing and needs improvement.
		Total marks	1000	

Committee Members:

Name: Signature:

① Dr. Srikantwas ke

② G. Anil Kumar

③ H. NARENDRA KUMAR

④ Rajesh. L

5. Sandeep S.2

Principal

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Quality Audit
Observations & Suggestions

Department: Chemistry   **Date: 02/02/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept of Chemistry conducted and the Road map of the Departments were planned & executed appropriately.
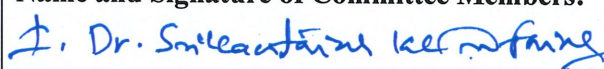
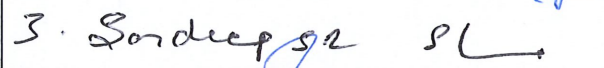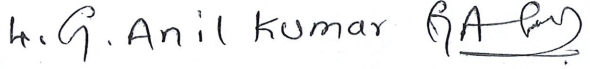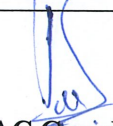The following are Observations and Suggestions given by the QA Committee members.

Observations:

1. Calendar of events were prepared in advance and the same was executed.
2. Consolidated statement of result analysis not found.
3. Students were encouraged to participate in extra curricular/co-curricular activities.
4. Departmental activities are recorded regularly as per the schedule.
5. Faculty paper publications is very less.
6. Interaction with parents is less.

Suggestions:

1. Encourage faculty members to do certification courses
2. Faculty members are initiate to attend and conduct seminars/conferences/workshop/FDP and present papers.
3. Motivate faculties for consultancy work.
4. Faculty Book publications need to be encouraged.
5. Faculty members are encouraged to get research fund projects from Govt. and other agencies.

Name and Signature of Committee Members:	4. G. Anil Kumar (RA—)
1. Dr. Smileantarus kelmfanng	
2. H.Narendra kumr	5. Rajesh. L
3. Sandeep	
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Quality Audit Observations 2018-19 (Odd Sem)

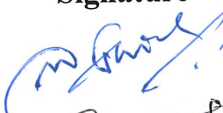| Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	30	---
	5	Question bank (VTU's at least 5 papers in the book form)	20	---
	6	Solutions to the above question bank (in the book form)	20	---
	7	Lab manual with viva question (in the book form)	20	---
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	1.64%
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	Only 6 interactions
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	Improper documentation
	15	Exam Results (teacher wise and subject wise, dept result history)	40	Consolidated statement, before and after revaluation statements not found
	16	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	30	Improper documentation
	17	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	18	Book publication (at least one in the dept)	20	No book publications
	19	Fund from AICTE, DST, VTU etc (at least one)	30	No funds
	20	Circular procedure & maintenance (office, vtu & dept. Circulars)	20	Improper documentation
	21	Staff OOD details (% of staff deputed and documentation)	10	44%
	22	Stock verification (if done)	10	---
	23	Purchase (check with standard procedure)	10	---
	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	Improper documentation
Staff and Student centric activities	25	Student registration (to check method followed)	10	80%
	26	Late coming students (list follow up action improvement)	25	No follow up action
	27	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	30	Improper documentation
	28	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated
	29	Syllabus covered details (to compare the lesson planning)	20	---
	30	Lab conduction details (to follow the procedure given by the college)	20	---
	31	Beyond syllabus (at least two, before III test document in	10	---

		a file)		
	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	No follow up
	33	Additional classes to weak students (to show documents)	20	Improper documentation
	34	Identification of weak students after I test &follow up action	20	Improper documentation
	35	Management of assignment (questions, submission & documents)	15	Improper documentation
	36	Student information system (to update the records)	10	Improper documentation
	37	Student presentation in class room : subject teacher to document	10	---
	38	Paper by staff	30	2 paper
	39	Staff membership of professional bodies	10	7/8
	40	Staff club (formation and its activities) Like community services	20	---
	41	Guest lecturers (at least two for staff / students, before III test)	10	1
	42	National/International Conference	50	Not done
	43	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	Not done
	44	Sports activities (as per committees plan)	10	Documentation needs to be improved
	45	Cultural activities (as per committees plan)	10	Documentation needs to be improved
	46	Picnic /Tour: following standard procedure (at least one)	10	Documentation needs to be improved
	47	Library attendance of staff (% and frequency, best lib user)	30	---
	48	performance appraisal (cumulative records & individual teacher)	10	---
	49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Needs improvement
		Total marks	1000	

Committee Members:

Name	Signature
① Dr. Srikanthwas LC	
② G. Anil Kumar	
③ Rajesh. L	
④ Sandeep S.R	

Principal

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Sri Adichunchanagiri Shikshana Trust ®

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BGS Health and Education City, Kengeri, Bangalore-560 060

Quality Audit
Observations & Suggestions

Department: Mathematics   **Date: 02/02/2019**
Aca. Year: 2018-19/ODD SEM

Quality Audit of Dept of Mathematics conducted and the Road map of the Departments were planned & executed appropriately.
The following are Observations and Suggestions given by the QA Committee members.

Observations:

1. Calendar of events were prepared in advance and the same was executed.
2. Consolidated statement of result analysis not found.
3. Departmental activities are recorded regularly as per the schedule.
4. Students were encouraged to participate in extra curricular/co-curricular activities.
5. Interaction with parents is less.
6. Book publication/consultancy/fund from state and central Govt./ any other is nil.
7. Faculty paper publications is very less

Suggestions:

1. Encourage faculty members to do certification courses
2. Faculty members are encouraged to get research fund projects from Govt. and other agencies.
3. Faculty Book publications need to be encouraged.
4. Faculty members are initiate to attend and conduct seminars/conferences/workshop/FDP and present papers.
5. Motivate faculties for consultancy work.

Name and Signature of Committee Members:	
1. Dr. Srikantaiah K C	Dr. Rajesh. L
2. G Anil Kumar	
3. Sandeep	
IQAC Coordinator **(Dr.Babu N V)**	**Principal** Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.