# SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

Dept.: CSE Date: 30/01/2019

Section	No.	Parameters	Max. Marks	Comments
	1	Maintenance of Accreditation files (To check	25	Department files needs improvement as per standard format.
		all files and latest updates)	10	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	
70	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 10.7%
Dept. centric activities	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
entric	12	Interaction with parents (to document in the standard format)	30	Parent's interaction needs to be increased.
Dept. c	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 and 13 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

. , , 1	22	Book publication (at least one in the dept)	20	Local publishers
, ,		Fund from AICTE, DST, VTU etc (at least	30	No funds
	23	one)		
	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	
7.	31	Some innovative methods adopted in the dept.	10	Only Teaching Aids
	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	
SS	38	Beyond syllabus (at least two, before III test document in a file)	10	Beyond Syllabus for Few subjects are missing
ic activities	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	
tric ac	40	Additional classes to weak students (to show documents)	20	Not up to the mark
nt cen	41	Management of assignment (questions, submission & documents)	15	Filing was not done properly
Studer	42	Identification of weak students after I test &follow up action	20	Filing was not done properly
Staff and Student centri	43	Student information system (to update the	10	* <del></del>
Staf	44	records)  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
	46	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	15	Filing was not done properly
	51	days) 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,

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9 .	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	10	Documentation needs to be improved
		technical committees plan)	10	
	56	Picnic /Tour/ Industry visits : following	10	
		standard procedure (at least one)	10	
	57	Coaching classes for GATE, GRE, TOEFL,	20	coaching classes for GATE, GRE,
		etc	20	TOEFL not conducted
	58	Library attendance of staff (% and frequency,	20	
		best lib user)	20	
	59	performance appraisal (cumulative records &	10	
		individual teacher)	10	
	60	Attendance registers (neat entry, sign of HOD		Attendance not well maintained
		& staff), Blue books & Index sheets (compare	25	
		with attendance, action on absentees)		
	Total marks			
1			1000	

Name

Dr & H. Boresmeny

(2) Rajesh. L

3 HONARENDRA KUMAR J 4 G. Anil Kumar GA 5 Dr. Vijagneumar Fau 6 Sondeep . s. a 5



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# **Quality Audit Observations & Suggestions**

**Department: Computer Science and Engineering (CSE)** 

Aca. Year: 2018-19/ODD SEM

Date: 30/01/2019

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.

- 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:	4 GAnil Kumar GAILY
1. Dr BH Dorowany DC	
2. Dr. Vijaya Kuman Fran	5. Rojesh. L
3. H-Nareyola kums	6 Sordey. S. & SL.
IQAC Coordinator (Dr.Babu N V)	Principal Principal
(Dispasse 14 v)	SJB Institute of Technology
	# 67, BGS Health & Education City, Dr. Vishnuvardhan Road,
	Kengeri, Bengaluru - 560 060.

## SJB INSTITUTE OF TECHNOLOGY

### **BANGALORE** – **560060**

**Dept.: ISE Date: 30/01/2019** 

Section	No.	Parameters	Max. Marks	Remarks
	1	Maintenance of Accreditation files (To check	25	Department files need improvement as per standard format.
		all files and latest updates) Subject allotment and workload	10	
	3	Lesson plan for 100% syllabus ( standard		
	3	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	
Se	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 5.67%
ctivitie	.11	Critical attendance and internal marks cases, action taken, improvement	20	Action taken statements are missing for few students
ıtric ac	12	Interaction with parents (to document in the standard format)	30	Parent's interaction needs to be increased.
Dept. centric activities	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)	I	T
	22	Book publication (at least one in the dept)	20	NT 1 1 11 2
	23	Fund from AICTE, DST, VTU etc (at least one)	20	No book publications
	24	Consultancy work by the department	30	No funds
		Circular procedure & maintenance (affice vity	20	No Consultancy work
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	
		Thought for the day (to check the day wise		
	26	quotes)	10	
		Staff OOD details (% of staff deputed and		
2	27	documentation)	10	Some of the faculties have not availed
	28	Stock verification (if done)	10	OODs(89%)
	29	Purchase (check with standard procedure)	10	
		Upkeep of department units (labs, class & staff	10	
	30	rooms, etc.)	10	
	31	Some innovative methods adopted in the dept.	10	Only to all a sile
				Only teaching aids
w 5	32	Student registration (to check method followed)	10	80%
		Late coming students (list follow up action		1.70/
	33	improvement)	15	1.7%
		Student discipline: ID cards, Dress code, neat		
	34	haircut, No mobile phone, (surprise visit action	20	Documentation needs to be improved
-		improvement)		
				proctor meeting remarks needs to be
	35	proctor system (meeting noting problems, follow up action)	20	elaborated & students signatures missing
	7			in few books, few books were not
		Syllohya agyanad data ila (ta ayyan da 1		updated
	36	Syllabus covered details (to compare the lesson planning)	20	
		Lab conduction details (to follow the procedure		
	37	given by the college)	20	
	38	Beyond syllabus (at least two, before III test		
ies		document in a file )	10	
ivit	39	Less detention cases due to attendance and		
act		exam not attended (list and follow action)	10	No follow up action
j.	40	Additional classes to weak students (to show		
l sut		documents)	20	Only one class taken
tc	41	Management of assignment (questions,		_
l den		submission & documents)	15	Documentation needs to be improved
)	42	Identification of weak students after I test	20	
l g		&follow up action	20	
Staff and Student centric activities	43	Student information system (to update the	10	
taf		records)	10	
$\sim$	44	Student presentation in class room: subject	10	
		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	10	
		community services	10	
	49	Guest lecturers (at least two for staff / students,	10	
	<i></i>	before III test)	10	
	50	Non-teaching training (at least one, min for 3	15	
-	<i>E</i> 1	days)	15	
	51	Workshop (min 2 days for students) OR	40	No budget, No approval, Feedback not
-	52	National/International Conference	10	collected
	52	Workshop (min for 3 days) OR FDP (min for 6	40	Internal participants and resource
		days) for staff		persons

	1	itte en mlen)	10	Documentation needs to be improved
4.	53	Sports activities ( as per committees plan)		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	10	Documentation needs to be improved
		technical committees plan)	10	2
	56	Picnic /Tour/ Industry visits : following	10	
	30	standard procedure (at least one)	10	
	57		00	Only orientation classes are conducted
	37	Coaching classes for GATE, GRE, TOEFL, etc	20	for GATE, GRE, TOEFL not conducted
	7.0	Library attendance of staff (% and frequency,		
	58		20	
		best lib user)		
	59	performance appraisal (cumulative records &	10	
		individual teacher)		
	60	Attendance registers (neat entry, sign of HOD &		Overwriting found, signatures are
		staff), Blue books & Index sheets (compare	25	missing in few Attendances
		with attendance, action on absentees)		mioning in 20
		Total marks	1000	
			1500	

Name

Dr & H. Bonnseny

(2) G. Anil Kumar

(3) H. NARENDRA KUMAR

(4) Dr. Smikantakus Ku

(5) Dr. Virjayanuman

(6) Sundeep. 5.1



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# **Quality Audit Observations & Suggestions**

**Department: Information Science and Engineering (ISE)** 

Aca. Year: 2018-19/ODD SEM

Date: 30/01/2019

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.

- 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-Navenda kum
1. Dr & 14. Doresvany IRP	4 Dr. Vijaya kumant Flands. S. Ginn: 1 Kumar Garit
2. Dr. Svi kuntansus kc mpaine	s. Gnn: 1 Kumar Gait
	6. Sardeep SR SL
IQAC Coordinator	Principal
(Dr.Babu N V)	Principal SJB Institute of Technology # 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

## SJB INSTITUTE OF TECHNOLOGY

BANGALORE - 560060

Dept.: ECE Date: 01/02/2019

Section	No.	Parameters	Max. Marks	Comments
	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	
A.	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 %
ivities	11	Critical attendance and internal marks cases, action taken, improvement	20	Action taken statements are missing for few students
ric act	12	Interaction with parents (to document in the standard format)	30	Action taken statements are missing for few students
Dept. centric activities	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

,		TOTAL DOMESTIC (11	20	No fund
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No fund No consultancy
1	24	Consultancy work by the department	20	No consultancy
	25	Circular procedure & maintenance (office, vtu	10	Not maintained properly
		& dept Circulars)  Thought for the day (to check the day wise		
	26	quotes)	10	Incomplete
		Staff OOD details (% of staff deputed and		2004
	27	documentation)	10	90%
	28	Stock verification (if done)	10	
	29	Purchase (check with standard procedure)	10	
		Upkeep of department units (labs, class & staff	10	
	30	rooms, etc.)		
	31	Some innovative methods adopted in the dept.	10	Only teaching aids
	32	Student registration (to check method followed)	10	76% on First day
	32	Late coming students (list follow up action		0.70/
	33	improvement)	15	0.7%
	- 55	Student discipline: ID cards, Dress code, neat		
	34	haircut, No mobile phone, (surprise visit action	20	Frequency of visits to be increased
		improvement)		
		proctor system (meeting noting problems,		proctor meeting remarks needs to be
	35	follow up action )	20	elaborated & students signatures missing
				in few books
	36	Syllabus covered details (to compare the lesson	20	
	50	planning)		Finalisation of Lab marks in few cases
* ×	37	Lab conduction details (to follow the procedure	20	not appropriate
	20	given by the college)  Beyond syllabus (at least two, before III test		Some subject's beyond syllabus were
,	38	document in a file )	10	missing
	39	Less detention cases due to attendance and		meemg
es	39	exam not attended (list and follow action)	10	
viti	40	Additional classes to weak students (to show	20	NI- was an de symmettism
lcti		documents)	20	No proper documentation
ic 2	41	Management of assignment (questions,	15	Average marks of the Assignments are
- sutr		submission & documents)	13	not calculated properly.
t ce	42	Identification of weak students after I test	20	Identification of weak students not done
		&follow up action		for 7 <sup>th</sup> semester
Stuc	43	Student information system (to update the	10	
pt 5		records)		
Far F	44	Student presentation in class room: subject	10	
Staff and Student centric activities	15	teacher to document	25	5/25 Papers published in paid journal
	45	Paper by staff Paper by students	25	No papers presented
	46	Staff membership of professional bodies	10	
	48	Staff club (formation and its activities ) Like		
	40	community services	10	
	49	Guest lecturers (at least two for staff / students,	10	
		before III test)	10	
	50	Non-teaching training (at least one, min for 3	15	Only four outside participants
		days)	13	Only four outside participants
	51	Workshop (min 2 days for students) OR	40	No proper documentation
		National/International Conference	40	140 propor documentation
	52	Workshop (min for 3 days) OR FDP (min for 6	40	No proper documentation
		days) for staff		* *
	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	10	No proper documentation
		technical committees plan)		

,				
	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	

Name

OPT BH. BORNERY Q G. Anil Kumar 3) H. NARENDRA KUMAR (4) Rajesh. L

5 Sandrep J.A



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# **Quality Audit Observations & Suggestions**

Department: Electronics & Communication Engineering (ECE)

Aca. Year: 2018-19/ODD SEM

Date: 01/02/2019

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:	4 Ganil Kumar GA9+
I. DY BH HIMMING ING	
2. Sandreip S.R. SL	5. Rajesh. L
3. H-N averado kum Il	2
	1 0
IQAC Coordinator	V WILL
(Dr.Babu N V)	Principal Principal
	SJB Institute of Technology
	# 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road.

Kengeri, Bengaluru - 560 060.

## SJB INSTITUTE OF TECHNOLOGY

BANGALORE - 560060

**Dept.:** EEE Date: 01/02/2019

Section	No.	Parameters	Max. Marks	Comments
	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	<u></u>
	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%
ivities	11	Critical attendance and internal marks cases, action taken, improvement	20	
ric act	12	Interaction with parents (to document in the standard format)	30	Interacted -15.7%, Parent's interaction needs to be increased
Dept. centric activities	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	- <del></del>
	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)	T	
	22	Book publication (at least one in the dept)	20	No Deeds D. 11'
	23	Fund from AICTE, DST, VTU etc (at least	30	No Book Publication  No funds
	24	one)		
		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
2.	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
		Student registration (to check method		
	32	followed)	10	81% on First day
	33	Late coming students (list follow up action		0.54%
	33	improvement)	15	0.3470
	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	
ģ	38	Beyond syllabus (at least two, before III test document in a file)	10	
tivitie	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	No followup action
Staff and Student centric activities	40	Additional classes to weak students (to show documents)	20	Incomplete documentation
ıt cent	41	Management of assignment (questions, submission & documents)	15	
nden	42	Identification of weak students after I test	20	
nd St	43	&follow up action Student information system (to update the		
taff a	44	records) Student presentation in class room : subject	10	
$\infty$		teacher to document	10	object of the proof of
	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		Internal participants and resource
	51	days) Workshop (min 2 days for students) OR	15	persons and resource
-		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
40,	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	

Name

Dr & H. Dornwarmy Dr. Sokanthers KC

3) H. NARENDRA KUMAR 4) G. Anil Komar 5) Rajesh. L (6) Dr. Vijayakumar

### **Faculty**

Sl. No.	Name	Signature	Sl. No.	Name	Signature
1	Dr.Mamatha Mahesh Gowda	60	10	Chandan V	de
2	Dr.Lalithamma G A	OK.	11	Tarakeshwari V	1
3	Chandrashekar M J	V	12	Deepthi H L	W
4	Rekha P S		13	Vidyashree M S	asy
5	Sandeep S.R	34	14	Deepthi D	
6	Dwarakanath S K	Stouth	15	Prarthana J V	Q_
7	Hemalatha B K	1	16	Chiranth L N	Certe
8	J P Sridhar	DR			
9	Vijay Kumar K	VS			

Lay.



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# **Quality Audit Observations & Suggestions**

**Department: Electrical & Electronics Engineering (EEE)** 

Aca. Year: 2018-19/ODD SEM

Date: 01/02/2019

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.

- 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:	Ca Maria ala salta da
1. Or BH. Donnuany, DO	is Dr. W. Jaige Remards Train
2. Dr. Sollantinas la Confina	4 Dr. Vijagakamant Frances 5. Rajesh. L.
2. Dr. 38 (Cas)	6. GANI KUMAY GALL
3. H. Nareygha kum Hy	
	· Voice
IQAC Coordinator	Principal Principal
(Dr.Babu N V)	SJB Institute of Technology
	# 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road,
	Kengeri, Bengaluru - 560 060.

# SJB INSTITUTE OF TECHNOLOGY

BANGALORE - 560060

Dept.: Mech. Engg. Date: 02/02/2019

Section	No.	Parameters	Max. Marks	Remarks
	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	20	
		format)	. 20	ath 1: 42 and 1-blo 2rd 4
	4	Notes material readiness, for 100% syllabus	20	5 <sup>th</sup> sem only two subjects available,3 <sup>rd</sup> -4 subjects
	5	Question bank (VTU's at least 5 papers in the book form)	10	5 <sup>th</sup> sem only two subjects available,3 <sup>rd</sup> -4 subjects
	6	Solutions to the above question bank (in the book form)	20	5 <sup>th</sup> sem only two subjects available,3 <sup>rd</sup> -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	10	
es	10	principal.  Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 10.02%
ıctiviti	11	Critical attendance and internal marks cases, action taken, improvement	20	
ntric a	12	Interaction with parents (to document in the standard format)	30	9 interactions, Interacted -11.95%
Dept. centric activities	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	<u></u>
	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,	20	<b></b>
	18	Alumni meet effective Interaction &	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	05	

	22	D 1 111		
	22	- Fuchibation (at least the in the dent)	20	Local publisher
		Fund from AICTE, DST, VTII etc. (at least one)	30	Docar publisher
	24	Consultancy work by the department	20	110 Iuliu
	25	Circular procedure & maintenance (office vtu	1	110 consultancy
		\alpha 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	10	
		rooms, etc.)	10	
	31	Some innovative methods adopted in the dept.	10	0.1
	32	Student registration (to check method followed)		Only teaching aids
	32	Late coming students (list C 1)	10	78.34% on First day
	33	Late coming students (list follow up action improvement)		2.050/
		Student discipling: ID could D	15	3.05%
	34	Student discipline: ID cards, Dress code, neat		
		haircut, No mobile phone, (surprise visit action improvement)	20	No proper documents
		proctor system (masti		1 1
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be
		Syllabus covered detail (	20	elaborated, proctor books not updated
	36	Syllabus covered details (to compare the lesson planning)	20	- space
		Lab conduction details (4- C 11	20	<del></del>
	37	Lab conduction details (to follow the procedure given by the college)	20	few entries were not done and HOD
	38	Beyond syllabus (at least two, before III test	20	Signature missing.
		document in a file )	10	
	39	Less detention cases due to attendance and		
S		exam not attended (list and follow action)	10	2000
'iti	40	Additional classes to weak students (to show	1.00	
ctiv		documents)	20	Filing was not done properly
s B	41	Management of assignment (questions,		Time was not done properly
itri		submission & documents)	15	Filing was not done properly
ceī	42	Identification of weak students after I test		a ming was not done properly
ant		&follow up action	20	Filing was not done prop
Staff and Student centric activities	43	Student information system (to update the	7-1-5	Timing was not done prop
St		records)	10	and the second s
pun	44	Student presentation in class room: subject		Life.
ff 8		teacher to document	10	(11 - 12 - 12 - 13 - 13 - 13 - 13 - 13 -
Sta	45	Paper by staff	25	7/0.4
	46	Paper by students	25	7/34 Papers published in paid journal
	47	Staff membership of professional bodies	25	5/250 papers
	48	Staff club (formation and its activities ) Like	10	
		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		III IIOUSO
		days) for staff	40	Documentation needs to be improved
	53	Sports activities ( as per committees plan)	10	
	34	Cultural activities ( as per committees plan)	10	Documentation needs to be improved
	22	Technical, quiz etc. competition (as per	10	Documentation needs to be improved
		technical committees plan)	10	Documentation needs to be improved
		. /		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	

Name

1 Dr By, Borenbary

1 H. NARENDRA KUMAR

4) Rajesh. L 3) Dr. Vijayanumar

6- Sandup S.A



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### **Quality Audit Observations & Suggestions**

**Department: Mechanical Engineering** 

Aca. Year: 2018-19/ODD SEM

Date: 02/02/2019

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.

- 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 BH. Donnumy DCD	4. Sonderp. SAR PC.
2. Dr. Sikandane KC Afange	5. Rajesh. L D.
3. H. Narende Kum H/2	6. Dr. Vijayajaman Flux
	S VINI
IQAC Coordinator	Principal Principal
(Dr.Babu N V)	SJB Institute of Technology
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	Dr. Vishnuvardhan Road,

## SJB INSTITUTE OF TECHNOLOGY

BANGALORE - 560060

**Dept.:** Civil Date:11/02/2019

Section	No.	Parameters	Max. Marks	Comments
·	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	
Dept. centric activities	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees =13.2%
ric act	11	Critical attendance and internal marks cases, action taken, improvement	20	Not in standard format andNo improvement
cent.	12	Interaction with parents (to document in the standard format)	30	Interacted -84, PAF -23
Dept	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	<b></b>
	14	HOD & Class teacher meeting with students (at least two)	15	
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	
	16		25	Result history not found
	17	Department committee works: effectiveness,	20	Minutes of meeting written after signatures.
	18	presentation to our students	30	No presentations.
	19	Written code of conduct and lectures for students and faculty members, including	20	<del></del>
	20		20	

	Т			
		industry)		
	21	New staff recruitment (check with standard	05	
	20	Book publication (at least one in the dept)	20	No Book publications
	22	Fund from AICTE, DST, VTU etc (at least		
	23	one)	30	
	24	Consultancy work by the department	20	12500/- only
	24	Circular procedure & maintenance (office, vtu		
	25	& dept Circulars)	10	
		Thought for the day (to check the day wise		
	26	quotes)	10	
		Staff OOD details (% of staff deputed and	1.0	96%
	27	documentation)	10	
	28	Stock verification (if done)	10	
	29	Purchase (check with standard procedure)	10	
		Upkeep of department units (labs, class & staff	10	Report not upto date
	30	rooms, etc.)	10	
	31	Some innovative methods adopted in the dept.	10	only teaching aids.
		Student registration (to check method	10	69% on First day
	32	followed)	10	
)		Late coming students (list follow up action		0.8%
	33	improvement)	15	
		Student discipline: ID cards, Dress code, neat		No list after each internals and
	34	haircut, No mobile phone, (surprise visit action	20	improvement to be shown.
		improvement)		di d
		proctor system (meeting noting problems,	20	proctor meeting remarks needs to be
	35	follow up action)	20	elaborated, signature missing and needs
		*		improvement.
	36	Syllabus covered details (to compare the lesson	20	
ν,		planning) Lab conduction details (to follow the procedure		Overwriting, usage of whitener found,
itie	37	given by the college)	20	HOD signatures missing
Staff and Student centric activities	38	Beyond syllabus (at least two, before III test		Proof not found for all subjects
ac	36	document in a file )	10	11001 not 10 and 101 and 5 and 5 and 5
 tric	39	Less detention cases due to attendance and	1.0	Exam not attended details not furnished.
l sen		exam not attended (list and follow action)	10	
int	40	Additional classes to weak students (to show	20	No proper documentation
nde		documents)	20	
St	41	Management of assignment (questions,	15	
nud		submission & documents)	13	
##	42	Identification of weak students after I test	20	
Sta		&follow up action	20	
	43	Student information system (to update the	10	
		records)	10	
	44	Student presentation in class room: subject	10	
		teacher to document		06/00 7
	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	10	
		community services	-	NT1
	49	Guest lecturers (at least two for staff / students,	10	No approval
		before III test)	1.5	Only one day for internal narticipants
	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	

Name

OBH. DORANGEN RC

(3) Rajesh. L

4. Sadup s.a. 5) G. Aril Kumar



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# **Quality Audit Observations & Suggestions**

**Department: Civil Engineering Aca. Year: 2018-19/ODD SEM** 

Date: 11/02/2019

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:	e contra la contra de la contra della contra de la contra de la contra de la contra de la contra della contra de la contra de la contra de la contra de la contra della contra
1. Dr 8 H. Dorusam, DC	1. O Anil Kumar GALA
2. Dr. Sollandins kil many.	4. Rogerh. L
	5. Sondup. S.R SL.
IQAC Coordinator	Lun _
(Dr.Babu N V)	Principal^ Principal
	SJB Institute of Technology
	# 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road,

Kengeri, Bengaluru - 560 060.

### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

Dept.: MBA
Date: 02/02/2019

ect on	No.	Parameters	Max. Marks	Remarks
OII	1	Maintenance of Accreditation files (To check all files and latest updates)	40	Needs to be improved
-	2	Subject allotment and workload	10	-Nil-
	$\frac{2}{3}$	Lesson plan for 100% syllabus ( standard format)	20	-Nil-
-		Notes material readiness, for 100% syllabus	40	-Nil-
	4	Question bank (VTU's at least 5 papers in the book form)	10	-Nil-
1	5	Solutions to the above question bank (in the book form)	20	-Nil-
	6	PPT material for theory	20	Needs to be improved
	7	Time-table: Originally approved, Modification etc.	10	-Nil-
	8	Orientation to new & old staff, students: by HOD, Details should	10	Photos missing
	9	incorporate comprehensive plan as suggested by the principal.	10	0.8%
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	40	
	11	Critical attendance and internal marks cases, action taken,	20	-Nil-
es	10	improvement Interaction with parents (to document in the standard format)	30	Less Interactions, 5%
Dept. centric activities	12	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one	20	-Nil-
ric		before end of sem)	10	-Nil-
ent	14	HOD & Class teacher meeting with students (at least two)	15	No activities
t.c	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	-Nil-
Deb	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	30	note in the
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	-Nil-
	18	· · · · · · · · · · · · · · · · · · ·	30	No meet
	10	Written code of conduct and lectures for students and faculty	e in ma	-Nil-
	19	members, including professional ethics, social etiquettes, moral	20	
		values and social responsibility (at least one)	10	-Nil-
	20	New staff recruitment (check with standard procedure)	20	No books published
	21	Book publication (at least one in the dept)	10	-Nil-
	22	Circular procedure & maintenance (office, vtu & dept Circulars)	10	-Nil-
	23	Thought for the day (to check the day wise quotes)	10	OOD 83%
	24		10	-Nil-
	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	Teaching aids only
	28	Some innovative methods adopted in the dept.	10	90%
0	29	Student registration (to check method followed)	15	1.5%
Staff and Student centric	30	Student discipline: ID cards, Dress code, neat haircut, No mobile	20	-Nil-
nt c		phone, (surprise visit action improvement)		-Nil-
ıde	activities	proctor system (meeting noting problems, follow up action )	20	-Nil-
Str	· <u>A</u> 3.	Syllabus covered details (to compare the lesson planning)	20	-Nil-
and	g 3,	Beyond syllabus (at least two, before III test document in a file) Less detention cases due to attendance and exam not attended (list	10 t	Format to be
taff	3	and follow action)		corrected(Standardized
S	3		20	-Nil-

		20	-Nil-
37	Management of assignment (questions, submission & documents)	20	7
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		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		10	-Nil-
54		40	To be improved
	Total marks	1000	100,4000

Name

O Dr & H. Donnery

(2) Lojesh. L

(3) G. Anil Kumar (4) H. NARENDRA KUMAR (6) Dr. Vijougalemmont (6) Sandeep. 5.2



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

# **Quality Audit Observations & Suggestions**

Department: MBA

Aca. Year: 2018-19/ODD SEM

Date: 02/02/2019

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.

- 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:	- T.
1. Dr BH. DO HALINA my Dhoso	4. Dr. Vijayaramant Flam
L.H. Narcuda kumply	5. Rajesh. L
3. Sorderp 52 8 L	6. A. Anid Kumar GAN
	The state of the s
IQAC Coordinator	Principal ^
(Dr.Babu N V)	Principal SJB Institute of Technology
	# 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road,
	Kengeri, Bengaluru - 560 060.

## SJB INSTITUTE OF TECHNOLOGY

### BANGALORE – 560060

**Dept.: Physics Date: 02/02/2019** 

ection	No.	Parameters	Max. Marks	Remarks
, l	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	
ŀ	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
		Lab manual with viva question (in the book form)	20	No proper formatting
	7	Time-table: Originally approved, Modification etc.	10	
	8	Orientation to new & old staff, students: by HOD,		
	9	Details should incorporate comprehensive plan as	10	
	10	suggested by the principal.  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
ies	12	Interaction with parents (to document in the standard format)	30	Only 6 interactions
Dept. centric activities	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
centr	14	HOD & Class teacher meeting with students (at least two)	15	Improper documentation
Dept.	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	2 N 12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	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	(A) A TA(1) A - ((
	21	Staff OOD details (% of staff deputed and documentation)	10	90%
	22	Stock verification (if done)	10	
	22	Purchase (check with standard procedure)	10	
	23	Upkeep of department units (labs, class & staff rooms,	20	
	25	etc.) Student registration (to check method followed)	10	80%
Staff and Student centric activities	26	Late coming students (list follow up action	25	No follow up action
	27	improvement)  Student discipline: ID cards, Dress code, neat haircut, No		Improper documentation
nd Student activities	28	mobile phone, (surprise visit action improvement) proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated
taff aı	29	Syllabus covered details (to compare the lesson	20	
$\infty$	30	planning)  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 improve
45	Cultural activities ( as per committees plan)	10	Documentation needs to be improve
46	Picnic /Tour: following standard procedure (at least one)	10	Documentation needs to be improve
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.
11,	Total marks	1000	

Name

(i) Nr. Sinkaufrish W

(ii) G. Anil Kumar

(iii) H-NARENDRA KUMAR

(iii) Rojush. L

5- Sondeep - s.n.



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

### **Quality Audit Observations & Suggestions**

**Department: Physics** 

Aca. Year: 2018-19/ODD SEM

Date: 02/02/2019

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.

- 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 Ay
2. H. warendra kum It le	5. Rajesh. L
3. Sordup 52 8C	
IQAC Coordinator (Dr.Babu N V)	Principal Principal Principal Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

# SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

Dept: Chemistry Date: 2/2/2019

Section	No.	Parameters	Max. Marks	Remarks
	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
vities	12	Interaction with parents (to document in the standard format)	30	Only 6 interactions
Dept. centric activities	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	,
pt. cer	14	HOD & Class teacher meeting with students (at least two)	15	Improper documentation
De	15	Exam Results ( teacher wise and subject wise, dept result history)	40	Consolidated statement, before and aft 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	, <b></b>
	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
nt 'S	25	Student registration (to check method followed)	10	80%
Stude	26	Late coming students (list follow up action improvement)	25	No follow up action
Staff and Student centric activities	27	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	30	Improper documentation
Staf	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	<del></del>
	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
Γ	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	

Name:

Om Sylvantions to Of Anil Kumar 3) H. NARENDRA KUMAR (H) Royah. L 5. Sadiep 5.2



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# **Quality Audit Observations & Suggestions**

**Department: Chemistry** 

Aca. Year: 2018-19/ODD SEM

Date: 02/02/2019

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.

- 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:	1 Carles BA Pan
I. Dr. Snileantaine ket whome	4. G. Anil Kumar RA Pry
2. H-Narenda kum fi	5. Rayesh. L
3. Sordiepge SL.	
IQAC Coordinator (Dr.Babu N V)	Principal Principal Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

## SJB INSTITUTE OF TECHNOLOGY

BANGALORE – 560060

Dept.: Mathematics Date: 02/02/2019

		Quanty Audit Observations 2020	Max.	
ection	No.	Parameters	Marks	Remarks
	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	
		Notes material readiness, for 100% syllabus	30	
	4	Question bank (VTU's at least 5 papers in the book form)	20	
-	5	Solutions to the above question bank (in the book form)	20	
	6	Lab manual with viva question (in the book form)	20	
	7	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	<u></u>
ies	12	Interaction with parents (to document in the standard format)	30	Only 6 interactions
Dept. centric activities	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	
centr	14	HOD & Class teacher meeting with students (at least two)	15	Improper documentation
Dept.	15	Exam Results (teacher wise and subject wise, dept result history)	40	Consolidated statement, before and afte 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	of and the many of the
	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	1 9 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	23	Purchase (check with standard procedure)	10	
	24	Unkeep of department units (labs, class & staff rooms,	20	Improper documentation
	25	Student registration (to check method followed)	10	80%
ítri	26	Late coming students (list follow up action improvement)	25	No follow up action
nt.cen s	25	Student discipline: ID cards, Dress code, neat haircut, No	30	Improper documentation
Staff and Student centric activities	28	proctor system (meeting noting problems, follow up	20	proctor meeting remarks needs to be elaborated
nd (	100	1 1	) 20	/
ff ar	30	Lab conduction details (to follow the procedure given by	20	
<u>6</u>	31			

1	C1- )		
	a file )  Less detention cases due to attendance and exam not	20	No follow up
32	attended (list and follow action)	20	•
33	Additional classes to weak students (to show documents)	20	Improper documentation
	Identification of weak students after I test &follow up	20	Improper documentation
34	action	20	improper decision
	Management of assignment (questions, submission &	15	Improper documentation
35	documents)		
36	Student information system (to update the records)	10	Improper documentation
27	Student presentation in class room: subject teacher to	10	
37	document	20	2 paper
38	Paper by staff	30	7/8
39	Staff membership of professional bodies	10	//8
40	Staff club (formation and its activities ) Like community	20	
	services		
41	Guest lecturers (at least two for staff / students, before III	10	1
	test)	50	Not done
42	National/International Conference	50	Not done
43	Workshop (min for 3 days) OR FDP (min for 6 days) for	50	Not done
	staff	10	Documentation needs to be improved
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	30	are an always and a second
	user)		
48	performance appraisal (cumulative records & individual	10	The state of the s
	teacher)		
49	Attendance registers (neat entry, sign of HOD & staff),	40	Needs improvement
	Blue books & Index sheets (compare with attendance,	40	1400d3 Improvement
	action on absentees)	-	1000
	Total marks	1000	

Name

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(3) G. Anil Kurnor

(3) Rajuch. L

G. Sondeep 5-R



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**Department:** Mathematics

Aca. Year: 2018-19/ODD SEM

Date: 02/02/2019

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

- 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. Sileantin & money	
2. G Anil Kumar GAOS 3. Sondey 32 sl	D. Rajesh. L. B.
3. Sondey 31 8 Lo	
IQAC Coordinator (Dr.Babu N V)	Principal Principal SJB Institute of Technology # 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.