## SJB INSTITUTE OF TECHNOLOGY

## BANGALORE - 560060

Dept.: CSE

Date: 29/01/2020

Quality Audit Observations 2019-20 (Odd Sem)

Max. Remarks **Parameters** Section No. Marks Department files needs improvement as 25 Maintenance of Accreditation files (To check 1 per standard format. all files and latest updates) Subject allotment and workload 10 ----2 Lesson plan for 100% syllabus ( standard 3 20 Notes material readiness, for 100% syllabus 20 4 Ouestion bank needs to be updated after Question bank (VTU's at least 5 papers in the 5 10 June 2016 Solutions to the above question bank (in the Solution to Question bank needs to be 6 20 updated after June 2016 book form) 7 Lab manual with viva question (in the book 10 Time-table: Originally approved, Modification 8 10 Orientation to new & old staff, students: by 9 HOD, Details should incorporate 10 comprehensive plan as suggested by the principal. 10 Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees 20 Test absentees = 7.24%(more absentees award less marks) Dept. centric activities Follow-up action for critical attendance 11 Critical attendance and internal marks cases, 20 and internal marks cases needs to be action taken, improvement improved Parents interaction needs to be 12 Interaction with parents (to document in the 30 standard format) increased. Staff meeting (at least six meetings, one for 13 subject allotment, one before commencement of 15 sem, one before each test and one before end of HOD & Class teacher meeting with students (at 14 15 least two) 15 Dept. specific professional bodies like Validity of IEEE registration is expired 15 and activities not done. CSI/IEEE/Dept. Asson. Etc 16 Exam Results ( teacher wise and subject wise, 25 dept result history, rank probable's list) Department committee works: effectiveness, Agenda and minutes of the meeting to be documentation etc and Assignment of other 20 17 discussed in detail. departmental work to all staff Alumni meet, effective Interaction & 18 30 presentation to our students Written code of conduct and lectures for students and faculty members, including 19 20 professional ethics, social etiquettes, moral values and social responsibility (at least one) Industry tie up (at least with one reputed 20 20 industry) 05 21 New staff recruitment (check with standard

		procedure)	T	
	22	Book publication (at least one in the dept)	20	1
	23	Fund from AICTE, DST, VTU etc (at least one)	30	NT- C - 1
	24	Consultancy work by the department	20	No funds
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	No Consultancy work
	26	Thought for the day (to check the day wise quotes)	10	
	27	Staff OOD details (% of staff deputed and documentation)	10	
	28	Stock verification (if done)	10	
	29	Purchase (check with standard procedure)	10	
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	Last two months documents not shown
	31	Some innovative methods adopted in the dept.	10	The Silovin
	32	Student registration (to check method followed)		
	32		10	
	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	
	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	
70	38	Beyond syllabus (at least two, before III test document in a file)	10	
activities	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	<u> </u>
	40	Additional classes to weak students (to show documents)	20	Not up to the mark
Staff and Student centric	41	Management of assignment (questions, submission & documents)	15	
tuden	42	Identification of weak students after I test &follow up action	20	
and S	43	Student information system (to update the records)	10	
Staff	44	Student presentation in class room: subject teacher to document	10	
	45	Paper by staff	25	0.1
	46	Paper by students	25	Only two papers published in journals
	47	Staff membership of professional bodies	25	Only two papers presented
	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	
-	51	Workshop (min 2 days for students) OR		
-	52	National/International Conference Workshop (min for 3 days) OR FDP (min for 6	40	
		days) for staff	40	
-	53	Sports activities ( as per committees plan)	10	
	54	Cultural activities ( as per committees plan)	10	

2.	55	Technical, quiz etc. competition (as per technical committees plan)	10	
r (	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	Attendance not well maintained
		Total marks	1000	

Name

1) Dr & H. Dorensamy

(1) G. Avil Komar

(3) H. NARENDRA KUMAR

(4) Rajesh. L

(5) Dr Vijagrumar T

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#### II Jai Sri Gurudevll

Sri Adichunchanagiri Shikshana Trust ®



# SJB Institute of Technology

Affiliated to Visvesvaraya Technological University, Belagavi. Approved by AICTE, New Delhi.

Accredited by NAAC, New Delhi with 'A' Grade.

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

Date: 29/01/2020

# **Quality Audit Observations & Suggestions**

Department: Computer Science and Engineering (CSE)
Aca. Year: 2019-20/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. Parents interactions are less.
- 2. Dept. specific professional bodies activities not initiated.
- 3. Department committee works agenda and minutes of meeting to be documented in detail.
- 4. Calendar of events were prepared in advance and the same was executed
- 5. Consultancy and funded projects are not initiated.
- 6. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
- 7. Departmental activities are recorded.
- 8. Subject wise result analysis were carried out regularly.
- 9. Alumni activitieswere less.
- 10. Paperspublications by faculty were few in numbers.
- 11. GRE/GATE/TOFEL/IELTS/Other coaching classes were nil.

- 1. To concentrate more on slow learners.
- 2. Alumni interaction to be enhanced and make use of the same.
- 3. Consultancy and funded projects to be initiated.
- 4. Encourage students to take up GRE/GATE/TOFEL/IELTS/Other examinations
- 5. Staff should be encouraged to interact with outside world.
- 6. Publications need to be encouraged.
- 7. Patents/copyrights work to be initiated.
- 8. Dept. specific professional bodies activities to be initiated.

Committee Members:	Dr. Vijayakermon Fleus
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O G. Anil Kumar GA	10 Rajesh L
3 H. Navouche kumer & le	6 Sandrep SR SC
Jahren 1	Van de la companya della companya della companya de la companya della companya de
IQAC Coordinator	Principal
(Dr.Babu N V)	Principal SJB Institute of Technology
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	Kengeri, Bengaluru - 560 060

# SJB INSTITUTE OF TECHNOLOGY

**BANGALORE** – **560060** 

# Quality Audit Observations 2019-20 (Odd Sem)

**Dept.: ISE Date: 29/01/2020** 

			M	
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 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	
	7	Lab manual with viva question (in the book form)	10	
	8	Time-table: Originally approved, Modification etc.	10	
11	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	
ities	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 4.84%
activ	11	Critical attendance and internal marks cases, action taken, improvement	20	Action taken details missing
sentric	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	<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	
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	<del></del>
	18	Alumni meet, effective Interaction & presentation to our students	30	Alumni presentations needs to be increased and interactions to be properly documented, 1ppt
	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	2 4
	22	procedure)		<u> </u>
	23	Book publication (at least one in the dept) Fund from AICTE, DST, VTU etc (at least one)	20	No book
	24	Consultancy work by the department	30	No funds
		Circular procedure & maintenance (office,		10800rs Consultancy work
	25	vtu&dept Circulars)	10	Missing some Signatures of faculties
	26	Thought for the day (to check the day wise quotes)	10	
	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	Youtube links are shared to students
	32	Student registration (to check method followed)	10	80% on first day
	33	Late coming students (list follow up action improvement)	15	1.2% average
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	<del></del>
	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	100%
	37	Lab conduction details (to follow the procedure given by the college)	20	
S	38	Beyond syllabus (at least two, before III test document in a file)	10	<u></u>
tivitie	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	
nt cen	41	Management of assignment (questions, submission & documents)	15	
Stude	42	Identification of weak students after I test &follow up action	20	
Staff and Student centric activities	43	Student information system (to update the records)	10	<u></u>
Staf	44	Student presentation in class room: subject teacher to document	10	
	45	Paper by staff	25	Only one papers presented in Int.
	46	Paper by students	25	No papers procented
	47	Staff membership of professional bodies	$\frac{23}{10}$	No papers presented
	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	Nil
	51	Workshop (min 2 days for students) OR National/International Conference	40	Nil
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	Done

53	Sports activities ( as per committees plan)	10	
54	Cultural activities ( as per committees plan)	10	
55	Technical, quiz etc. competition (as per	10	
	technical committees plan)	10	
56	Picnic /Tour/ Industry visits : following	1.0	
	standard procedure (at least one)	10	
57			In-house coaching classes for GATE,
",	Coaching classes for GATE, GRE, TOEFL, etc	20	GRE, TOEFL not conducted
58	Library attendence of staff (0/ and fragment		GRE, TOETE not conducted
38	Library attendance of staff (% and frequency,	20	0.9hrs
	best lib user)		V17 A V
59	performance appraisal (cumulative records &	10	
	individual teacher)	10	<del></del>
60	Attendance registers (neat entry, sign of HOD		
	&staff), Blue books & Index sheets (compare	25	Signatures, whitener usage.
	with attendance, action on absentees)		is is incored, with tollor usage.
	Total marks	1000	

Name

Dr Bld. Dongwerry

(2) G. April Kamar

(3) H. NARENDRA KUMAR

(4) Dr Vijagaraman T

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

Date: 29/01/2020

# **Quality Audit Observations & Suggestions**

Department: Information Science and Engineering (ISE)
Aca. Year: 2019-20/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. Dept. specific professional bodies activities to be initiated
- 2. Alumni activities were less.
- 3. Calendar of events were prepared in advance and the same was executed
- 4. Departmental activities are recorded.
- 5. Paperspublications 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. Book publication/fund from state and central Govt./ any other is nil
- 8. Journals paper publications by faculty members is nil and one paper published in Int. conference.
- 9. Students participate in /Extra Curricular/Co-Curricular activities were less.
- 10. Consultancy work initiated.
- 11. YouTube video links shared with students.

- 1. Result analysis history to be prepared.
- 2. Research fund activities to be initiated.
- 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 research papers in reputed journals.
- 7. Staff should be encouraged to interact with outside world.
- 8. Encourage faculty members to publish books.

Name and Signature of Committee Members:  Opr Beth Dornword Thro	BGADILKUMAN GA11-
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3 Dr. Vijagaragnan Flow	6 Sondap 52 16
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# Sri Adichunchanagiri Shikshana Trust® SJB INSTITUTE OF TECHNOLOGY

## BANGALORE - 560060

Dept.: ECE Date: 01/02/2020

# Quality Audit Observations 2019-20 (Odd Sem)

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 format)	20	<b></b>
	4	Notes material readiness, for 100% syllabus	20	PG subject notes missing
	5	Question bank (VTU's at least 5 papers in the book form)	10	Some subject QP was not there
	6	Solutions to the above question bank (in the book form)	20	Some subject QP Solution was not there
	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	
SS	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees =>2%
stivitie	11	Critical attendance and internal marks cases, action taken, improvement	20	
ntric ac	12	Interaction with parents (to document in the standard format)	30	Shown
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	12 meetings, missing signatures of faculties
	14	HOD & Class teacher meeting with students (at least two)	15	<u></u>
	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	
	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.
	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	shown internship as activity
	21	New staff recruitment (check with standard procedure)	05	

	22	Book publication (at least one in the 1	T	
	23	Book publication (at least one in the dept) Fund from AICTE, DST, VTU etc (at least one)	20	Published in sep-2019, local
	24	Consultancy work by the department	30	More than 7 lakh
		Circular procedure & maintenance (office,	20	Very less work
	25	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	81.5%
	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	0.1
	32	Student registration (to check method followed)	10	Only teaching aids, seminars shown
	- 52	Late coming students (list follow up action	10	56% on First day
	33	improvement)	15	0.96+0.85+0.815 (internal wise) documented neatly.
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	Undertakings as action taken
	35	proctor system (meeting noting problems, follow up action )	20	proctor meeting remarks needs to be elaborated& students signatures missin 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	
	38	Beyond syllabus (at least two, before III test document in a file)	10	Missing for Some subjects
ities	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	g === s and subjects
Staff and Student centric activities	40	Additional classes to weak students (to show	20	
ric	41	documents)	20	<del></del> -
cent	41	Management of assignment (questions, submission & documents)	15	
ıdent	42	Identification of weak students after I test &follow up action	20	
l Stu	43	Student information system (to update the		
f and	44	Student presentation in class room : subject	10	
Staf		teacher to document	10	
	45	Paper by staff	25	8/26 Papers published in paid journal
	46	Paper by students	25	No papers presented
]	47	Staff membership of professional bodies	10	ivo papers presented
	48	Staff club (formation and its activities) Like community services	10	No approval letter
	49	Guest lecturers (at least two for staff / students.	10	
-	50	Non-teaching training (at least one, min for 3	10	No approval letter
-	51	days)	15	No certificate and feedback forms
		Workshop (min 2 days for students) OR National/International Conference	40	Planned for next month July 15-17 <sup>th</sup>
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	Ongoing
	53	Sports activities ( as per committees plan)	10	
	54 55	Cultural activities ( as per committees plan)	10	
<b>⊢</b>		Technical, quiz etc. competition (as per	1	

4		technical committees plan)		
g e Pa	56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	1day T technologies
	57	Coaching classes for GATE, GRE, TOEFL, etc	20	2 PPTs GATE, GRE, TOEFL
	58	Library attendance of staff (% and frequency, best lib user)	20	1.40 minutes/faculty/month + DPD attendance
	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	No uniformity in assigning marks in blue books. Signatures and whitener usage
		Total marks	1000	

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3) H. NARENDRA KUMAR -

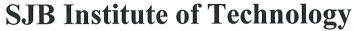
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### lI Jai Sri Gurudevll

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

Date: 01/02/2020

# **Quality Audit Observations & Suggestions**

Department: Electronics & Communication Engineering (ECE)
Aca. Year: 2019-20/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. Dept. specific professional bodies activities are not initiated.
- 2. Alumni activitieswere less.
- 3. One Book has published.
- 4. Papers were published in paid journal
- 5. Center of Excellence (NI lab) establishment was much appreciated.
- 6. Subject wise result analyses were carried out regularly
- 7. Non-Teaching training program conducted but feedback form not updated.
- 8. Departmental activities are recorded.
- 9. Calendar of events were prepared in advance and the same was executed.

### Suggestions:

- 1. Consultancy project to be enhanced.
- 2. Faculty & Students Publications need to be encouraged.
- 3. Alumni databases & interactions to be increased.
- 4. Library utilizations to be improved.
- 5. Students to be encouraged to take up GRE/GATE/TOFEL/IELTS/Other examinations.
- 6. Staff should be encouraged to interact with outside world.
- 7. Patents for projects and copyrights to be initiated.

Name and Signature of Committee Members:	@ G.Anil Kumar GA11-
1) Dr. B.H. Dorenwamy Thomas	@ Raiesh. A
1 Dr. Sohantons Kc Astons	C region,
3 H. Naveuda Kumer & K	6 Sandrepsa 8
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IQAC Coordinator	Principal
(Dr.Babu N V)	Principal
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Kengeri, Bengaluru - 560 060.

# SJB INSTITUTE OF TECHNOLOGY

BANGALORE – 560060

Dept.: EEE Date: 15/09/2020

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# Quality Audit Observations 2019-20 (Even Sem)

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.
ó	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	
	7	Lab manual with viva question (in the book form)	10	
	8	Time-table: Originally approved, Modification etc.	10	<u></u>
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	
es	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees not calculated properly
ctiviti	11	Critical attendance and internal marks cases, action taken, improvement	20	7
ntric a	12	Interaction with parents (to document in the standard format)	30	Interacted online
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	in the second se
	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	
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	Should be 2 meetings per committee
	18	Alumni meet, effective Interaction & presentation to our students	30	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	

	22	Book publication (at least one in the dept)	20	
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No Book
	24	Consultancy work by the department	20	No funds
		Circular procedure & maintenance (office, vtu		No consultancy
	25	& dept Circulars)	10	
	26	Thought for the day (to check the day wise		
	26	quotes)	10	<del></del>
	27	Staff OOD details (% of staff deputed and		
	21	documentation)	10	26.6% OODs
	28	Stock verification (if done)	10	
	29	Purchase (check with standard procedure)	10	3 S <u></u>
	30	Upkeep of department units (labs, class & staff	10	
		rooms, etc.)	10	
	31	Some innovative methods adopted in the dept.	10	Teaching aids
	32	Student registration (to check method followed)	10	93% on First day
		Late coming students (list follow up action		
	33	improvement)	15	0.9%
		Student discipline: ID cards, Dress code, neat	10	
	34	haircut, No mobile phone, (surprise visit action	20	
		improvement)		
	35	proctor system (meeting noting problems,	20	proctor meeting remarks needs to be
		follow up action )	20	elaborated
	36	Syllabus covered details (to compare the lesson	20	
		planning)	20	<del></del>
	37	Lab conduction details (to follow the procedure	20	
	38	given by the college)	20	
	36	Beyond syllabus (at least two, before III test document in a file)	10	Not documented properly
	39	Less detention cases due to attendance and		- The decimented property
S		exam not attended (list and follow action)	10	
itie	40	Additional classes to weak students (to show		
Staff and Student centric activities		documents)	20	
c ac	41	Management of assignment (questions,		
ıtri		submission & documents)	15	
cei	42	Identification of weak students after I test	• •	
ent		&follow up action	20	
nqe	43	Student information system (to update the	1.0	10.7
I St		records)	10	
anc	44	Student presentation in class room: subject	10	
aff	4.5	teacher to document	10	Not documented
St	45	Paper by staff	25	3 /16 Papers published in journal
	46	Paper by students	25	No papers
	47	Staff membership of professional bodies	10	
	40	Staff club (formation and its activities) Like	10	
	49	Cuest lecturers (et lecet true for a CC / a l		
	72	Guest lecturers (at least two for staff / students, before III test)	10	
-	50	Non-teaching training (at least one, min for 3		
	50	days)	15	Internal training
	51	Workshop (min 2 days for students) OR		В
91		National/International Conference	40	Ethnotech training
İ	52	Workshop (min for 3 days) OR FDP (min for 6		0
		days) for staff	40	
	53	Sports activities ( as per committees plan)	10	
	54	Cultural activities ( as per committees plan)	10	
L				
	55	Technical, quiz etc. competition (as per technical committees plan)	10	

7.1	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	34 mins per staff
	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	Needs improvement.
		Total marks	1000	

Name

1 Angry Boservenny

B Dr. Siteandaics he

3 H. NARENDRA KUMAR

& G. Anil Kumar

(5) hajesh.L (5) Dr. Vijagakumar F Signature

Daries

P. C.

GAR.

Principal

# **Faculty**

Sl. No.	Name	Signature	SI. No.	Name	Signature
1	Dr. Mamatha M G	10	9	Tarakeshwari V	1
2	Chandrashekar M J	Us .	10	Vidyashree M S	An
3	Rekha P S	000	11	Prarthana J V	- Re
4	Sandeep S.R	31.	12	Deepthi D	10
5	Dwarakanath S K	Skouth	13	Chiranth L N	Cette
6	Hemalatha B K	1	14	Prakyath D	18
7	Dr.J P Sridhar	OBS	15	Kubera U	MASS
8	Vijay Kumar K	N		- MINISTER	1600 H

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#### II Jai Sri Gurudevll

Sri Adichunchanagiri Shikshana Trust ®

# **SJB Institute of Technology**



Affiliated to Visvesvaraya Technological University, Belagavi. Approved by AICTE, New Accredited by NAAC, New Delhi with 'A' Grade.

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

Date: 30/02/2020

# **Quality Audit Observations & Suggestions**

Department: Electrical & Electronics Engineering(EEE) Aca. Year: 2019-20/ODD SEM

Quality Audit of Dept. of EEE conductedand 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. Book publication/consultancy/fund from state and central Govt./ any other is nil.
- 9. Non-teaching training conducted by internal faculties
- 10. Inhouse coaching classes conducted for GRE/GATE/TOFEL/IELTS/Other examinations.

#### **Suggestions:**

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

Name and Signature of Committee Members:  O Dr. 2 H. Direwany The	@ H. Navenda kumor, & Le
1 Dr. Vijagaramant Frans  3 Rajerhil	5 G. Anil Kumer G411-1
IQAC Coordinator (Dr.Babu N V)	Principal Principal SJB Institute of Technology # 67, BGS Health & Education City.

Kengeri, Bengaluru - 560 060.

# SJB INSTITUTE OF TECHNOLOGY

BANGALORE - 560060

Dept.: Mechanical Engg. Date: 01/02/2020

# Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement a 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	only 1 sulting
	5	Question bank (VTU's at least 5 papers in the book form)	10	only 1 subjects missing only 1 subjects missing
	6	Solutions to the above question bank (in the book form)	20	only 1 subjects missing
	7	Lab manual with viva question (in the book form)	10	Scheme not updated
	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	
SS	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 2.95%
tivitie	11	Critical attendance and internal marks cases, action taken, improvement	20	
ntric ac	12	Interaction with parents (to document in the standard format)	30	Interacted -12%, new format
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	Rank details missing
	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(=2) need to be increased. No Alumni meet, 10interactions
	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	No activities
	21	New staff recruitment (check with standard procedure)	05	

	22	paration (at least one in the dent)	20	17 11 1
	23	Fund from AICTE, DST VTI etc (at least one)	30	1 Local book
	24	Consultancy work by the department	20	No fund
	25	Circular procedure & maintenance (office		No consultancy
		viu&dept Circulars)	10	Signatures not done
	26	Thought for the day (to check the day wise quotes)	10	
	27	Staff OOD details (% of staff deputed and		
	20	documentation)	10	97%
	28		10	
	29	The carry of the c	10	
	30	Upkeep of department units (labs, class & staff		
	31	rooms, etc.)	10	, v v
	31	Some innovative methods adopted in the dept.	10	Department activities
	32	Student registration (to check method followed)	10	86.9% on First day
	22	Late coming students (list follow up action		
	33	improvement)	15	
	24	Student discipline: ID cards, Dress code, neat		
	34	nancul, No mobile phone. (surprise visit action	20	5 visits of documents
		improvement)		3 visits of documents
	35	proctor system (meeting noting problems,	•	proctor meeting remarks needs to be
		[ Iollow up action )	20	elaborated, proctor books not update
	36	Syllabus covered details (to compare the lesson	20	
		planning)	20	100%
	37	Lab conduction details (to follow the procedure	20	0
	38	given by the college)	20	few entries were not done
	36	Beyond syllabus (at least two, before III test	10	
	39	document in a file )	10	Videos in softcopy
S		Less detention cases due to attendance and	10	
itie	40	exam not attended (list and follow action)	10	
Staff and Student centric activities	10	Additional classes to weak students (to show documents)	20	
ac	41	Management of assignment (questions,	20	
tric		submission & documents)	15	
Sen	42	Identification of weak students after I test	13	
nt (		&follow up action	20	
ıde	43	Student information system (to update the		
Str		records)	10	
pu	44	Student presentation in class room: subject		<del></del>
E a		teacher to document	10	Not documented
Sta	45	Paper by staff		
• -	46	Paper by students	25	6/34 Papers published in paid journal
	47	Staff membership of professional bodies	25	2/254 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	Not done
	51	Workshop (min 2 days for students) OR		Tvot dolle
		National/International Conference	40	Conducted not documented properly
	52	Workshop (min for 3 days) OR FDP (min for 6		not documented properly
		days) for staff	40	
	53	Sports activities ( as per committees plan)		
		Cultural activities (	10	
	54	Cultural activities (as ner committees plan)	1.0	
	34	Cultural activities ( as per committees plan) Technical, quiz etc. competition (as per	10	

,	56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	
	57	Coaching classes for GATE, GRE, TOEFL, etc	20	Ppt
	58	Library attendance of staff (% and frequency, best lib user)	20	0.85 minutes/faculty/month + DPD attendance
	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

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(A) Rujesh. L (5) Dr. Vijagakuman T 6. Sanderp. S.R



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

Date: 01/02/2020

# **Quality Audit Observations & Suggestions**

Department: Mechanical Engineering Aca. Year: 2019-20/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. Dept. specific professional bodies' activities are not conducted.
- 2. Calendar of events were prepared in advance and the same was executed.
- 3. Subject wise result analysis was carried out regularly.
- 4. Few alumni interactions are done.
- 5. Students were encouraged to participate in extra curricular/co-curricular activities.
- 6. Center of Excellence Rexroth BOSCH establishment is much appreciated.
- 7. Papers by faculties and students wereless.
- 8. Parents interactions were less.
- 9. Consultancy/fund from state and central Govt./ any other is nil.
- 10. Book publication isdone.

### **Suggestions:**

- 1. Non-teaching training to be initiated.
- 2. Faculties and students should be encouraged to attend conferences/ symposiums/ FDP, etc.
- 3. Consultancy & funded project to be initiated.
- 4. Faculty & Student paper publications needs to be improved.
- 5. Timely updations of Alumni databases & interactions to be increased.
- 6. To concentrate more on slow learners.
- 7. Studentsneed to be encouraged to take up GRE/GATE/TOFEL/IELTS/other examinations.
- 8. Dept. Specific professional bodies like CSE/IEEE/Dept. Associations activities to be initiated.

Dr. B.H. Dornavarny Bload & Rajexh. L. Dr. Vijayaramar Fland Dr. Sorkartani K. C. Marrie Sandup sa 8 C.  IQAC Coordinator (Dr. Babu N V)  Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road,	Name and Signature of Committee Members:	0 0 . 1
IQAC Coordinator (Dr.Babu N V)  Principal Principal SJB Institute of Technology # 67, BGS Health & Education City.	1 Dr BH. Donovary Those	la Rajorh. L
IQAC Coordinator (Dr.Babu N V)  Principal Principal SJB Institute of Technology # 67, BGS Health & Education City.	1 H- Nasanda Kuns of le	1 Dr. Vijayakumar Flee
(Dr.Babu N V)  Principal Principal  SJB Institute of Technology # 67, BGS Health & Education City.	3 Dr. Soikantany Kc mfant	5 Sondey SR 8C
Duduation City.	-	Principal SJB Institute of Technology

Kengeri, Bengaluru - 560 060.

## SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

Dept.: Civil Engg. Date: 05/02/2020

# **Quality Audit Observations 2019-20 (Odd Sem)**

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	No principal signature
	3	Lesson plan for 100% syllabus ( standard format)	20	Softcopy of 1 subject in M Tech was not there.
	4	Notes material readiness, for 100% syllabus	20	Softcopy of some UG subjects and M Tech were not shown.
	5	Question bank (VTU's at least 5 papers in the book form)	10	Recent qp questions to be included
	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	
	8	Time-table: Originally approved, Modification etc.	10	<u></u>
	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 >4%
ric act	11	Critical attendance and internal marks cases, action taken, improvement	20	Needs improvement
cent	12	Interaction with parents (to document in the standard format)	30	Interactions are less, and no permission letter and formats
Dep	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	Did 13 meetings – no issues
	14	HOD & Class teacher meeting with students (at least two)	15	2 CT
	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	Not properly documented, No data sheets
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	Exam results not shown in committee work
	18	Alumni meet, effective Interaction & presentation to our students	30	Collected registration forms, No presentations.
٠	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	

		27	1	
	21	New staff recruitment (check with standard	05	
	22	procedure)   Book publication (at least one in the dept)	20	N. D. 1. 111.1
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No Book published
	24	Consultancy work by the department	20	10Lakh fund 22500rs from consultancy
	1.6	Circular procedure & maintenance (office,		2230018 from consultancy
	25	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	97%
	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	Department activity shown.
	32	Student registration (to check method followed)	10	88% on First day
		Late coming students (list follow up action		
	33	improvement)	15	
		Student discipline: ID cards, Dress code, neat		N
	34	haircut, No mobile phone, (surprise visit action	20	No action, No list after each internals and improvement to be shown.
		improvement)		
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting signature missing and
		Syllabus covered details (to compare the lesson		needs improvement.
	36	planning)	20	100%
	37	Lab conduction details (to follow the procedure	20	
		given by the college)	20	
200	38	Beyond syllabus (at least two, before III test	10	No mapping to titles given in hardcopy
	39	document in a file )	10	140 mapping to titles given in nardcopy
activities	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	Exam not attended details not furnished.
tivi	40	Additional classes to weak students (to show		100 100 100 100 100 100 100 100 100 100
c ac		documents)	20	
ıtri	41	Management of assignment (questions,	1.7	
cer		submission & documents)	15	
Staff and Student centric	42	Identification of weak students after I test	20	Follow ye and immerse 4 1
tud	40	&follow up action	20	Follow up and improvement not done
S p	43	Student information system (to update the	10	
[an	44	records) Student presentation in class room: subject		
taff	44	teacher to document	10	Signatures and missing some subject
$\sim$	45	Paper by staff	25	copies
	46	Paper by students	25	No papers
	47	Staff membership of professional bodies	10	No papers
	48	Staff club (formation and its activities) Like		25/27 memberships shown
		community services	10	No documents
	49	Guest lecturers (at least two for staff / students,	10	Conducted 2, No permission letter, proof
_	7.0	before III test)	10	of photos, Student list.
	50	Non-teaching training (at least one, min for 3 days)	15	Not done
	51	Workshop (min 2 days for students) OR		
		National/International Conference	40	No workshops
ŀ	52	Workshop (min for 3 days) OR FDP (min for 6		-
		days) for staff	40	Jan 7 to 12, no documents
	53	Sports activities ( as per committees plan)	10	
	54	Cultural activities ( as per committees plan)	10	

55	Technical, quiz etc. competition (as per technical committees plan)	10	
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, no ppts
58	Library attendance of staff (% and frequency, best lib user)	20	>2 hours
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 staff, HOD, entries finalization, Marks entry in blue books to be done and needs improvement.
	Total marks	1000	

Name

(3) Royesh. L 4) G. Anil Kumar 5) Dr. Vijapuman T 6. Sandeep. En



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Accredited by NAAC, New Delhi with 'A' Grade.

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

Date: 05/02/2020

# **Quality Audit Observations & Suggestions**

Department: Civil Engineering Aca. Year: 2019-20/ODD SEM

Quality Audit of Dept of CivilEngg. 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. Staff professional body membership is not done for all the faculties.
- 2. Non-teaching training/workshop not initiated.
- 3. Consultancy work/fund in the Dept. is much appreciated.
- 4. Subject wise result analyses were carried out regularly and history of the result analysis not prepared.
- 5. Parent interactions areless.
- 6. Calendar of events were prepared in advance and the same was executed.
- 7. Dept. activities are recorded regularly as per the schedule.
- 8. Dept. specific professional bodies activities are not conducted for the student chapter.
- 9. Alumni presentationin the department is nil.
- 10. Staff and student paper publications are nil.
- 11. Book publication is nil.
- 12. Coaching classes for GATE/GRE/TOEFL not conducted.

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

Name and Signature of Committee Members:	@ G. Anil Kumar GAIT
ODr BH. DOMNumy Dung	
1 Dr. Sorkantning KC ( Affairs.	@ Sonderp 52 &C
3 Rajeshil &	6 Dr. Vijayaravenar Thum
	5 0
IQAC Coordinator	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
(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: 01/02/2020 Quality Audit Observations 2019-20 (Odd Sem)

Max. Section No. **Parameters** Remarks Marks 1 Department files need Maintenance of Accreditation files (To check all files and latest 40 improvement as per standard updates) format. Subject allotment and workload 2 10 3 Lesson plan for 100% syllabus (standard format) 20 4 Notes material readiness, for 100% syllabus 40 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 7 Ppt materials for theory 20 8 Time-table: Originally approved, Modification etc. 10 Orientation to new & old staff, students: by HOD, Details Documentation for orientation should incorporate comprehensive plan as suggested by the 10 incomplete principal. Test conduction, Time Table, test QP, scheme, attendance, 10 finalization of marks & absentees (more absentees award less Test absentees = 1.8+0.97%40 11 Critical attendance and internal marks cases, action taken, 20 improvement 12 Interaction with parents (to document in the standard format) 30 Interacted -16.92%, PAF -63 Staff meeting (at least six meetings, one for subject allotment, 13 one before commencement of sem, one before each test and one 20 Dept. centric activities before end of sem) 14 HOD & Class teacher meeting with students (at least two) 10 Dept. specific professional bodies like CSI/IEEE/Dept. Asson. 15 15 Activities not done. Exam Results (teacher wise and subject wise, dept result 16 30 history, rank probable's list) Department committee works: effectiveness, documentation etc 17 20 ED cell and Assignment of other departmental work to all staff Alumni meet, effective Interaction & presentation to our 18 30 Need more interactions students Written code of conduct and lectures for students and faculty 19 members, including professional ethics, social etiquettes, 20 moral values and social responsibility (at least one) 20 New staff recruitment (check with standard procedure) 10 Book publication (at least one in the dept) 21 20 No book Circular procedure & maintenance (office, vtu&dept Circulars) 22 10 Thought for the day (to check the day wise quotes) 23 10 Staff OOD details (% of staff deputed and documentation) 24 10 70% Stock verification (if done) 25 10 26 Purchase (check with standard procedure) 10 Upkeep of department units (labs, class & staff rooms, etc.) 27 10 28 Teaching aids, guest lecture Some innovative methods adopted in the dept. 10 Indian army 29 Student registration (to check method followed) 95% on First day 10 30 Late coming students (list follow up action improvement) 15 0.9% Student discipline: ID cards, Dress code, neat haircut, No 31 20 mobile phone, (surprise visit action improvement) Staff and Student centric activities proctor meeting remarks needs to proctor system (meeting noting problems, follow up action ) 20 32 be elaborated Syllabus covered details (to compare the lesson planning) 33 20 100% 34 Beyond syllabus (at least two, before III test document in a file) 10 ---Less detention cases due to attendance and exam not attended 35 10 (list and follow action) 36 Additional classes to weak students (to show documents) 20

37	Management of assignment (questions, submission & documents)	20	
38	Identification of weak students after I test &follow up action	20	
39	Student information system (to update the records)	10	
40	Student presentation in class room: subject teacher to document	10	
41	Paper by staff	30	2/9 Papers published in paid journal
42	Paper by students	30	1/240 papers
43	Staff membership of professional bodies	10	100%
44	Staff club (formation and its activities) Like community services	10	
45	Guest lecturers (at least two for staff / students, before III test)	10	4GL
46	Workshop (min 2 days for students) OR National/International Conference	50	Ethnotech
47	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	
48	Sports activities ( as per committees plan)	10	
49	Cultural activities ( as per committees plan)	10	
50	Business quiz etc. competition (as per technical committees plan)	10	
51	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	Mysore
52	Library attendance of staff (% and frequency, best lib user)	20	13 mins
53	performance appraisal (cumulative records & individual teacher)	10	
54	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Signature of HOD missing an needs improvement.
	Total marks	1000	

Name

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Sri Adichunchanagiri Shikshana Trust ®

# **SJB Institute of Technology**



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



Date: 01/02/2020

# **Quality Audit Observations & Suggestions**

Department: MBA Aca. Year: 2019-20/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. Dept. specific professional bodies like CSI/IEEE/ dept. assn.activities are nil.
- 2. Alumni interactions are less.
- 3. Book publication is nil.
- 4. Curricular plan was prepared in advance and the same was followed
- 5. Subject wise result analysis was carried out regularly.
- 6. Parent interaction is less.
- 7. Research papers publication by faculty members/studentsare less.
- 8. Consultancy/conferences are nil.

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

Name and Signature of Committee Members:	@ Dr. Vijayaamart Jun
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ale)	
IQAC Coordinator	Principal ?
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	Dr. Vishnuvardhan Road,
	Kengeri, Bengaluru - 560 060.

# SJB INSTITUTE OF TECHNOLOGY

## BANGALORE - 560060

**Dept.: Physics** 

Date: Quality Audit Observations 2019-20 (Odd Sem)

Max. Section No. Parameters Remarks Marks Maintenance of Accreditation files (To check all files and 1 30 Department files need improvement latest updates) as per standard format 2 Subject allotment and workload 10 Lesson plan for 100% syllabus (standard format) 3 20 4 Notes material readiness, for 100% syllabus 30 ---5 Question bank (VTU's at least 5 papers in the book form) 20 Solutions to the above question bank (in the book form) 6 20 7 Lab manual with viva question (in the book form) 20 Time-table: Originally approved, Modification etc. 8 10 ---Orientation to new & old staff, students: by HOD, Details 9 should incorporate comprehensive plan as suggested by the 10 No orientation related photos 10 Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award 30 Critical attendance and internal marks cases, action taken, 11 20 Dept. centric activities improvement 12 Interaction with parents (to document in the standard 30 format) 13 Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before 15 6 meetings each test and one before end of sem) 14 HOD & Class teacher meeting with students (at least two) 15 15 Exam Results (teacher wise and subject wise, dept result 40 Rank probability not done 16 Department committee works: effectiveness. documentation etc and Assignment of other departmental 30 NSS, varchasva, audit work to all staff Written code of conduct and lectures for students and faculty members, including professional ethics, social 17 20 etiquettes, moral values and social responsibility (at least 1page document 18 Book publication (at least one in the dept) 20 10nline book Fund from AICTE, DST, VTU etc (at least one) 19 30 NIL Circular procedure & maintenance (office, vtu& dept. 20 20 Circulars) 21 Staff OOD details (% of staff deputed and documentation) 10 100% 22 Stock verification (if done) 10 23 Purchase (check with standard procedure) 10 ---24 Upkeep of department units (labs, class & staff rooms, etc.) 20 25 Student registration (to check method followed) 10 ---26 Late coming students (list follow up action improvement) Staff and Student centric activities 25 Student discipline: ID cards, Dress code, neat haircut, No 27 30 mobile phone, (surprise visit action improvement) proctor system (meeting noting problems, follow up action 28 proctor meeting remarks needs to be 20 elaborated 29 Syllabus covered details (to compare the lesson planning) 20 Lab conduction details (to follow the procedure given by 30 20 Beyond syllabus (at least two, before III test document in a 31 10 Old ppts Less detention cases due to attendance and exam not 20 32 attended (list and follow action) 33 Additional classes to weak students (to show documents) 20 ---Identification of weak students after I test &follow up 34 20

	action		
35	Management of assignment (questions, submission & documents)		
33		1.5	
36	Student information system (to update the records)	15	
37	Student presentation in class room: subject teacher to	10	
37	document document	10	
38	Paper by staff	10	
39	Staff membership of professional bodies	30	5 PAPERS
40	Staff club (formation and its activities) Like community services	10	
	services Like community	20	90%
41		20	Sudhama old age visit
	Guest lecturers (at least two for staff / students, before III test)	10	
42	National/International Conference	10	Induction program activitie
43	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	
	staff staff or 6 days) OR FDP (min for 6 days) for	70	Not done
44	Sports activities ( as per committees plan)	50	Not done
45	Cultural activities ( as per committees plan)  Picnic / Town fall	10	
46	Picnic /Tour: following standard the standar	10	/ <del></del>
47	Picnic /Tour: following standard procedure (at least one)  Library attendance of stoff (%)	10	
48		30	1day
	performance appraisal (cumulative records & individual teacher)		2.14hrs
49		10	
	Attendance registers (neat entry, sign of HOD & staff),		
	Blue books & Index sheets (compare with attendance, action on absentees)	40	No. 1
	1000111003)	The U	Needs improvement
	Total marks	1000	
		1000	

Name

Signature

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2 H. NARENDRA KUMAR

3 9. Anil Kumar

(4) Royesh. L

5 Dr. Vijagaraman T

6. Sonderp. 5. R



### II Jai Sri Gurudevll

Sri Adichunchanagiri Shikshana Trust ®

# **SJB Institute of Technology**



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



# Quality Audit Observations& Suggestions

Department: Physics Aca. Year: 2019-20/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. Research papers published in reputed journals were appreciated.
- 2. Book publication done in online mode.
- 3. Conference/FDP/workshop not conducted.
- 4. Calendar of events were prepared in advance and the same was executed.
- 5. Departmental activities are recorded regularly as per the schedule.
- 6. Interaction with parents is less.
- 7. Consolidated statement of result analysis not found.
- 8. Department committee works are appreciated.
- 9. Fund from Central/state Govt. agencies are nil.

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

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Name and Signature of Committee Members:	4 Rajeshel 2.
1 Dr. Sileantines 12 Confines	
O Dr. Vijagarmar The	& H. Nasenda kurry
3 Ganil Kumer GA- und	6 Sordey 5-2 PC
7	
IQAC Goordinator	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.: CHEMISTRY
Date: 6101000 6/2/2020

# Quality Audit Observations 2019-20 (Odd Sem)

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	done
	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	Needs improvement
		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	
	11	Critical attendance and internal marks cases, action taken, improvement	20	
rities	12	Interaction with parents (to document in the standard format)	30	
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	
ot. cer	14	HOD & Class teacher meeting with students (at least two)	15	2meetings
Dep	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	
	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	Documented
	18	Book publication (at least one in the dept)	20	1Online book
	19	Fund from AICTE, DST, VTU etc (at least one)	30	30lakh ongoing
)	20	Circular procedure & maintenance (office, vtu& dept. Circulars)	20	
	21	Staff OOD details (% of staff deputed and documentation)	10	100%
	22	Stock verification (if done)	10	4
	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	
	26	Late coming students (list follow up action improvement)	25	
	27		30	
	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	
Studen	30	Lab conduction details (to follow the procedure given by	20	
and	31	Beyond syllabus (at least two, before III test document in	10	
Staff	32	Less detention cases due to attendance and exam not	20	



33	Additional classes to weak students (to show documents)	20	
34	Identification of weak students after I test &follow up action	20	
35	Management of assignment (questions, submission & documents)	15	w/.
36	Student information system (to update the records)	10	
37	Student presentation in class room: subject teacher to document	10	
38	Paper by staff	30	016
39		30	3/6 papers
40	Staff membership of professional bodies	10	6/6, consolidated report has to be displayed
	Staff club (formation and its activities ) Like community services	20	Sudhama old age visit
41	Guest lecturers (at least two for staff / students, before III test)	10	Induction program activities
42	National/International Conference	50	
43	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	Not done  Not done
44	Sports activities ( as per committees plan)	10	
45	Cultural activities ( as per committees plan)	10	alan in a constitution of the second
46	Picnic /Tour: following standard procedure (at least one)	10	Tankana
47	Library attendance of staff (% and frequency, best lib user)	30	Mysore 50 minutes
48	performance appraisal (cumulative records & individual teacher)	10	tu e rice de sia lindi v <u>e i</u> 11
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	

Name

(1) Dr. Salvantans KC 2) H. NARENDRA KUMAR (3) G. Anil Komar (4) Roych. L (5) Dr. Vijanjanuman r 6- Sonderp. P. R



### <u>II Jai Sri Gurudevll</u> Sri Adichunchanagiri Shikshana Trust ®



# SJB Institute of Technology

Affiliated to Visvesvaraya Technological University, Belagavi. Approved by AICTE, New Delhi
Accredited by NAAC, New Delhi with 'A' Grade
BGS Health and Education City, Kengeri, Bangalore-560 060

Date: 06/02/2020

# Quality Audit Observations& Suggestions

Department: Chemistry Aca. Year: 2019-20/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. Faculty paper publications is less.
- 2. Interaction with parents is less.
- 3. Departmental activities are recorded regularly as per the schedule.
- 4. Result analysis data needs to improve.
- 5. One book published in online mode.
- 6. Lab manual formatting needs to be improved.
- 7. Calendar of events were prepared in advance and the same was executed.
- 8. Students were encouraged to participate in extra curricular/co-curricular activities.
- 9. Conduction of conferences/workshops/FDP not done

- 1. Encourage faculty members to do certification courses
- 2. Faculty members are initiate to attend and conduct seminars/conferences/workshop/FDP
- 3. Motivate faculties for consultancy work.
- 4. Encourage Book publication with reputed publishers

Name and Signature of Committee Members:	4 Dr. Stillantains reconfains
1 H- Narmae Kuns Hle	5 Rajerh L
1 H. Narande Kuns Hle	
3 G. Anil Kumar GALIT	6 Sonderp S.R SL
IQAC Coordinator	Principal
(Dr.Babu N V)	Principal
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	# 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

## SJB INSTITUTE OF TECHNOLOGY

BANGALORE - 560060

Dept.: Mathematics
Date: 6/2/2020

**Quality Audit Observations 2019-20 (Odd Sem)** 

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	Not shown properly
	3	Lesson plan for 100% syllabus ( standard format)	20	No lesson plans section wise and M Tech
	4	Notes material readiness, for 100% syllabus	30	M tech not found
	5	Question bank (VTU's at least 5 papers in the book form)	20	M tech
	6	Solutions to the above question bank (in the book form)	20	M tech
	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	TA=1.01%
ities	11	Critical attendance and internal marks cases, action taken, improvement	20	
activ	12	Interaction with parents (to document in the standard format)	30	<u></u>
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>
epi	14	HOD & Class teacher meeting with students (at least two)	15	
Q	15	Exam Results (teacher wise and subject wise, dept result history)	40	Dept. result history not found
	16	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	30	Coda Jake 1 1/1 &
	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	1-10/28 (
	18	Book publication (at least one in the dept)	20	No book
	19	Fund from AICTE, DST, VTU etc (at least one)	30	No fund
	20	Circular procedure & maintenance (office, vtu& dept. Circulars)	20	2 91 15- 50- 1
	21	Staff OOD details (% of staff deputed and documentation)	10	50%
	22	Stock verification (if done)	10	
	23	Purchase (check with standard procedure)	10	
	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	Mechanical dept copy
Staff and Student centric activities	25	Student registration (to check method followed)	10	
	26	Late coming students (list follow up action improvement)	25	
	27	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	30	
	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	100%
Stude	30	Lab conduction details (to follow the procedure given by the college)	20	No lab
f and	31	Beyond syllabus (at least two, before III test document in a file )	10	Handouts expected, documents shown
Stafi	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	

	34	Identification of weak students after I test &follow up	20	
123	35	Management of assignment (questions submission &		
	36	documents)	15	
		Student present ti	10	
	. 37	Student presentation in class room: subject teacher to document	10	Format has to be changed
	38	Paper by staff	20	
	39	Staff membership of professional bodies	30	2/10paper
	40	Staff club (formation and its activities ) Like community	10	9/10
	41	services	20	Sudhama old age visit
		Guest lecturers (at least two for staff / students, before III test)	10	Induction program activities
	42	National/International Conference	50	
	43	Workshop (min for 3 days) OR FDP (min for 6 days) for	50	Not done
-	44	Staff	50	Not done
H	45	Sports activities ( as per committees plan)	10	
-	46	Cultural activities ( as per committees plan)	10	
	46	Picnic /Tour: following standard procedure (at least one)	10	
-		Library attendance of staff (% and frequency best lib year)	30	5hrs
	48	performance appraisal (cumulative records & individual teacher)	10	Siirs
	49	Attendance registers (neat entry, sign of HOD & staff),	10	elu Xunare terri il <del>Ter</del> e di
		Blue books & Index sheets (compare with attendance, action on absentees)	40	Needs improvement
		Total marks	1112 1 (22.1)	
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Name

Signature

2 H. NARENDRA KUMAR

3 G. Anil Kumar W Ranjosh. L 5 Dr. Vijayakumar 6 Sondeep. 5.2



#### <u>II Jai Sri Gurudevll</u> Sri AdichunchanagiriShikshana Trust ®

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

Date: 06/02/2020

# Quality Audit Observations& Suggestions

Department: Mathematics Aca. Year: 2019-20/EVEM 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. Book publication/consultancy/fund from state and central Govt./ any other is nil.
- 2. Calendar of events were prepared in advance and the same was executed.
- 3. Consolidated statement of result analysis not found.
- 4. Departmental activities are recorded regularly as per the schedule.
- 5. Interaction with parents is less.
- 6. Faculty paper publications is less
- 7. Conferences/work shop/FDP not conducted

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

Name and Signature of Committee Members:	(D) Paris (1)
1 Dr. Smeadtine (central	@ Kaylesh L
O H-Narada Kurr Hle	3 G. Anil Komer GAIL
3 Dr-Vijagaraman Franco	6 Sondey sit 84
IQAC Coordinator (Dr.Babu N V)	Principal Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.