

Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files needs improvement as per standard format.
	2	Subject allotment and workload	10	----
	3	Lesson plan for 100% syllabus (standard format)	20	----
	4	Notes material readiness, for 100% syllabus	20	----
	5	Question bank (VTU's at least 5 papers in the book form)	10	Question bank needs to be updated after June 2016
	6	Solutions to the above question bank (in the book form)	20	Solution to Question bank needs to be updated after June 2016
	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 = 7.24%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Follow-up action for critical attendance and internal marks cases needs to be improved
	12	Interaction with parents (to document in the standard format)	30	Parents interaction needs to be increased.
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	----
	14	HOD & Class teacher meeting with students (at least two)	15	----
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Validity of IEEE registration is expired and 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	Agenda and minutes of the meeting to be discussed in detail.
	18	Alumni meet, effective Interaction & presentation to our students	30	----
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	----
	20	Industry tie up (at least with one reputed industry)	20	----
	21	New staff recruitment (check with standard	05	----

		procedure)		
	22	Book publication (at least one in the dept)	20	----
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No funds
	24	Consultancy work by the department	20	No Consultancy work
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	----
	26	Thought for the day (to check the day wise quotes)	10	----
	27	Staff OOD details (% of staff deputed and documentation)	10	----
	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	----
Staff and Student centric activities	32	Student registration (to check method followed)	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	----
	38	Beyond syllabus (at least two, before III test document in a file)	10	----
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	----
	40	Additional classes to weak students (to show documents)	20	Not up to the mark
	41	Management of assignment (questions, submission & documents)	15	----
	42	Identification of weak students after I test & follow up action	20	----
	43	Student information system (to update the records)	10	----
	44	Student presentation in class room : subject teacher to document	10	----
	45	Paper by staff	25	Only two papers published in journals
	46	Paper by students	25	Only two papers presented
	47	Staff membership of professional bodies	10	----
	48	Staff club (formation and its activities) Like community services	10	----
	49	Guest lecturers (at least two for staff / students, before III test)	10	----
	50	Non-teaching training (at least one, min for 3 days)	15	----
	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	----
	53	Sports activities (as per committees plan)	10	----
	54	Cultural activities (as per committees plan)	10	----

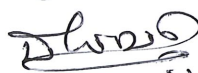
55	Technical, quiz etc. competition (as per technical committees plan)	10	----
56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	----
57	Coaching classes for GATE, GRE, TOEFL, etc	20	In-house coaching classes for GATE, GRE, TOEFL not conducted
58	Library attendance of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

Committee Members:

Name

Signature

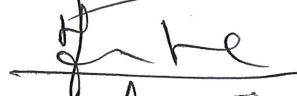
① Dr B.H. Dorewamy



② G. Anil Kumar



③ H. NARENDRA KUMAR



④ Rajesh. L



⑤ Dr Vijayakumar T



⑥ Sordrup. S. 2




Principal



|| Jai Sri Gurudev ||
Sri Adichunchanagiri Shikshana Trust ®



SJB Institute of Technology

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

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 activities were less.
10. Papers/publications by faculty were few in numbers.
11. GRE/GATE/TOFEL/IELTS/Other coaching classes were nil.

Suggestions:

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: ① Dr B.H. Doranamy ② G. Anil Kumar ③ H. Narasimha Kumar	④ Dr. Vijayakumar ⑤ Rajesh L ⑥ Sandeep S M S L
 IQAC Coordinator (Dr. Babu N V)	 Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

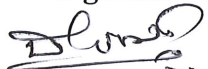

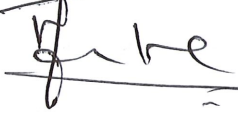


Quality Audit Observations 2019-20 (Odd Sem)

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Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	---
	5	Question bank (VTU's at least 5 papers in the book form)	10	---
	6	Solutions to the above question bank (in the book form)	20	---
	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 = 4.84%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Action taken details missing
	12	Interaction with parents (to document in the standard format)	30	Parent's interaction needs to be increased.
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	---
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Assn. 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 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 procedure)	05	---
	22	Book publication (at least one in the dept)	20	No book
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No funds
	24	Consultancy work by the department	20	10800rs Consultancy work
	25	Circular procedure & maintenance (office, 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
Staff and Student centric activities	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	---
	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	---
	38	Beyond syllabus (at least two, before III test document in a file)	10	---
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	---
	40	Additional classes to weak students (to show documents)	20	---
	41	Management of assignment (questions, submission & documents)	15	---
	42	Identification of weak students after I test & follow up action	20	---
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	Only one papers presented in Int. conferences
	46	Paper by students	25	No papers presented
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	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 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
58	Library attendance of staff (% and frequency, best lib user)	20	0.9hrs
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, whitener usage.
Total marks		1000	

Committee Members:

Name	Signature
① Dr B.H. Donawany	
② G. Anil Kumar	
③ H. NARENDRA KUMAR	
④ Dr Vijayakumar T	
5 Sondeep S.N	


Principal



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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. 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. 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.

Suggestions:

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:	
① Dr. B.H. Dorewamy	④ G. Anil Kumar
② H. Narendra Kumar	⑤ Dr. Sriharshana K C
③ Dr. Vijayakumar	⑥ Sandeep S R
 IQAC Coordinator (Dr. Babu N V)	 Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

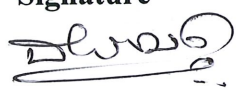

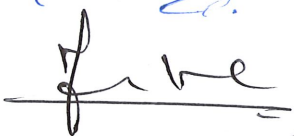
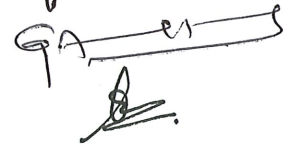

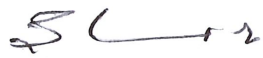
Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	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	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees =>2%
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	Shown
	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	---
	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 dept)	20	Published in sep-2019, local
	23	Fund from AICTE, DST, VTU etc (at least one)	30	More than 7 lakh
	24	Consultancy work by the department	20	Very less work
	25	Circular procedure & maintenance (office, vtu&dept Circulars)	10	---
	26	Thought for the day (to check the day wise quotes)	10	---
	27	Staff OOD details (% of staff deputed and documentation)	10	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	Only teaching aids, seminars shown
Staff and Student centric activities	32	Student registration (to check method followed)	10	56% on First day
	33	Late coming students (list follow up action 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 missing in few books
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	---
	38	Beyond syllabus (at least two, before III test document in a file)	10	Missing for Some subjects
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	---
	40	Additional classes to weak students (to show documents)	20	---
	41	Management of assignment (questions, submission & documents)	15	---
	42	Identification of weak students after I test & follow up action	20	---
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	---
	45	Paper by staff	25	8/26 Papers published in paid journal
	46	Paper by students	25	No papers presented
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	No approval letter
	49	Guest lecturers (at least two for staff / students, before III test)	10	No approval letter
	50	Non-teaching training (at least one, min for 3 days)	15	No certificate and feedback forms
	51	Workshop (min 2 days for students) OR National/International Conference	40	Planned for next month July 15-17 th
	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	Cultural activities (as per committees plan)	10	---
	55	Technical, quiz etc. competition (as per	10	---

	technical committees plan)		
56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	1 day 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	

Committee Members:

Name	Signature
① Dr. B. H. Dorewamy	
② Dr. Srikantachari	
③ H. NARENDRA KUMAR	
④ G. Anil Kumar	
⑤ Rajesh. L	
6. Sandeep. S	


Principal



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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 activities were 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.

<p>Name and Signature of Committee Members:</p> <p>① Dr. B.H. Doraswamy <i>BH Doraswamy</i></p> <p>② Dr. Sankar Kumar KC <i>Sankar Kumar KC</i></p> <p>③ H. Narendra Kumar <i>H. Narendra Kumar</i></p>	<p>④ G. Anil Kumar <i>G. Anil Kumar</i></p> <p>⑤ Rajesh <i>Rajesh</i></p> <p>⑥ Sandeep S R <i>Sandeep S R</i></p>
<p align="center"><i>[Signature]</i> IQAC Coordinator (Dr. Babu N V)</p>	<p align="center"><i>[Signature]</i> Principal Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.</p>

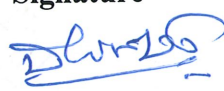

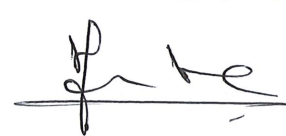
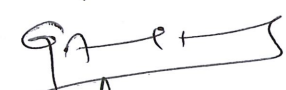


Quality Audit Observations 2019-20 (Even Sem)

Section	No.	Parameters	Max. Marks	Remarks
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	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	---
	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 not calculated properly
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	Interacted online
	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	---
	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	No Book
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No funds
	24	Consultancy work by the department	20	No consultancy
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	---
	26	Thought for the day (to check the day wise quotes)	10	---
	27	Staff OOD details (% of staff deputed and documentation)	10	26.6% OODs
	28	Stock verification (if done)	10	---
	29	Purchase (check with standard procedure)	10	---
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	---
	31	Some innovative methods adopted in the dept.	10	Teaching aids
Staff and Student centric activities	32	Student registration (to check method followed)	10	93% on First day
	33	Late coming students (list follow up action improvement)	15	0.9%
	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	proctor meeting remarks needs to be elaborated
	36	Syllabus covered details (to compare the lesson planning)	20	---
	37	Lab conduction details (to follow the procedure given by the college)	20	---
	38	Beyond syllabus (at least two, before III test document in a file)	10	Not documented properly
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	---
	40	Additional classes to weak students (to show documents)	20	---
	41	Management of assignment (questions, submission & documents)	15	---
	42	Identification of weak students after I test & follow up action	20	---
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	Not documented
	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	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff/ students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	Internal training
	51	Workshop (min 2 days for students) OR National/International Conference	40	Ethnotech training
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	---
	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	---









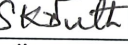


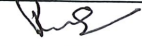



56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
57	Coaching classes for GATE, GRE, TOEFL, etc	20	In-house coaching classes for GATE, GRE, TOEFL not conducted
58	Library attendance of staff (% and frequency, best lib user)	20	34 mins per staff
59	performance appraisal (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	

Committee Members:

Name	Signature
① Dr. H. Dorewamy	
② Dr. Srikandatesh	
③ H. NARENDRA KUMAR	
④ G. Anil Kumar	
⑤ Rajesh. L	
⑥ Dr. Vijayakumar	


Principal

Faculty

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





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: 30/02/2020

Quality Audit Observations & Suggestions

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

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

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

Observations:

1. Curricular plan was prepared in advance and the same was followed
2. Subject wise result analyses were carried out regularly.
3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
4. Dept. activities are recorded.
5. Dept. specific professional bodies activities not initiated
6. Alumni activities in the dept. is less
7. Few research papers were published in paid journal.
8. 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.

<p>Name and Signature of Committee Members:</p> <p>① Dr. S.H. Dorewamy </p> <p>② Dr. Vijayakumart </p> <p>③ Rajesh </p>	<p>④ H. Narendra Kumar, </p> <p>⑤ G. Anil Kumar </p>
<p> IQAC Coordinator (Dr. Babu N V)</p>	<p> Principal Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.</p>

Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	20	only 1 subjects missing
	5	Question bank (VTU's at least 5 papers in the book form)	10	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	---
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 2.95%
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	Interacted -12%, new format
	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	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	Book publication (at least one in the dept)	20	1 Local book
	23	Fund from AICTE, DST, VTU etc (at least one)	30	No fund
	24	Consultancy work by the department	20	No consultancy
	25	Circular procedure & maintenance (office, vtu&dept Circulars)	10	Signatures not done
	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 activities
	32	Student registration (to check method followed)	10	86.9% on First day
Staff and Student centric activities	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	5 visits of documents
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated, proctor books not updated
	36	Syllabus covered details (to compare the lesson planning)	20	100%
	37	Lab conduction details (to follow the procedure given by the college)	20	few entries were not done
	38	Beyond syllabus (at least two, before III test document in a file)	10	Videos in softcopy
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	---
	40	Additional classes to weak students (to show documents)	20	---
	41	Management of assignment (questions, submission & documents)	15	---
	42	Identification of weak students after I test & follow up action	20	---
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	Not documented
	45	Paper by staff	25	6/34 Papers published in paid journal 2/254 papers
	46	Paper by students	25	
	47	Staff membership of professional bodies	10	---
	48	Staff club (formation and its activities) Like community services	10	---
	49	Guest lecturers (at least two for staff / students, before III test)	10	---
	50	Non-teaching training (at least one, min for 3 days)	15	Not done
	51	Workshop (min 2 days for students) OR National/International Conference	40	Conducted not documented properly
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	---
	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	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	

Committee Members:

Name

Signature

① Dr B. H. Doranay

B. H. Doranay

② H. NARENDRA KUMAR

H. NARENDRA KUMAR

③ Dr. Sankarabharathi

Sankarabharathi

④ Rajesh. L

Rajesh. L

⑤ Dr. Vijayakumar T

Vijayakumar T

G. Sandeep. S.R

G. Sandeep. S.R

Principal



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Accredited by NAAC, New Delhi with 'A' Grade.
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 were less.
8. Parents interactions were less.
9. Consultancy/fund from state and central Govt./ any other is nil.
10. Book publication is done.

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. Students need 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.

Name and Signature of Committee Members:	
① Dr B.H. Doraswamy	④ Rajesh.L
② H. Narasimha Kumar	⑤ Dr. Vijaya Kumar T
③ Dr. Srikantam K C	⑥ Sandeep S R
 IQAC Coordinator (Dr. Babu N V)	 Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	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	---
	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 >4%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Needs improvement
	12	Interaction with parents (to document in the standard format)	30	Interactions are less, and no permission letter and formats
	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.
	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	No Book published
	23	Fund from AICTE, DST, VTU etc (at least one)	30	10Lakh fund
	24	Consultancy work by the department	20	22500rs from consultancy
	25	Circular procedure & maintenance (office, vtu&dept Circulars)	10	---
	26	Thought for the day (to check the day wise quotes)	10	---
	27	Staff OOD details (% of staff deputed and documentation)	10	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.
Staff and Student centric activities	32	Student registration (to check method followed)	10	88% on First day
	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, No list after each internals and improvement to be shown.
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting signature missing and needs improvement.
	36	Syllabus covered details (to compare the lesson planning)	20	100%
	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	No mapping to titles given in hardcopy
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	Exam not attended details not furnished.
	40	Additional classes to weak students (to show documents)	20	---
	41	Management of assignment (questions, submission & documents)	15	---
	42	Identification of weak students after I test & follow up action	20	Follow up and improvement not done
	43	Student information system (to update the records)	10	---
	44	Student presentation in class room : subject teacher to document	10	Signatures and missing some subject copies
	45	Paper by staff	25	No papers
	46	Paper by students	25	No papers
	47	Staff membership of professional bodies	10	25/27 memberships shown
	48	Staff club (formation and its activities) Like community services	10	No documents
	49	Guest lecturers (at least two for staff / students, before III test)	10	Conducted 2, No permission letter, proof 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
	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	---

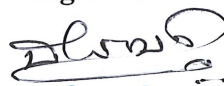


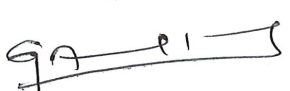


55	Technical, quiz etc. competition (as per technical committees plan)	10	---
56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	---
57	Coaching classes for GATE, GRE, TOEFL, etc	20	In-house coaching classes for GATE, GRE, TOEFL not conducted, no ppts
58	Library attendance 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	

Committee Members:

Name

Signature

- ① Dr B.H. Doranvany
- ② Dr. Srilekshna K C
- ③ Rajesh. L
- ④ G. Anil Kumar
- ⑤ Dr. Vijayakumar T
- ⑥ Sandeep. S R

Principal



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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. 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. 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 activitiesare 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.

Suggestions:

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. Facultiesand 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.

<p>Name and Signature of Committee Members:</p> <p>① Dr B.H. Doranwamy <i>Doranwamy</i></p> <p>② Dr. Srikantnagar KC <i>(Signature)</i></p> <p>③ Rajesh.L <i>(Signature)</i></p>	<p>④ G. Anil Kumar <i>GA</i></p> <p>⑤ Sandeep S <i>SL</i></p> <p>⑥ Dr. Vijayarajam T <i>(Signature)</i></p>
<p align="center"><i>(Signature)</i> IQAC Coordinator (Dr. Babu N V)</p>	<p align="center"><i>(Signature)</i> Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.</p>

Quality Audit Observations 2019-20 (Odd Sem)

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

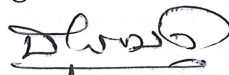
37	Management of assignment (questions, submission & documents)	20	---
38	Identification of weak students after I test & follow up action	20	---
39	Student information system (to update the records)	10	---
40	Student presentation in class room : subject teacher to document	10	---
41	Paper by staff	30	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 and needs improvement.
Total marks		1000	

Committee Members:

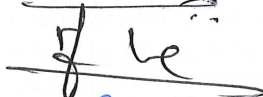
Name

Signature

① Dr. B. H. Doregamy



② H. NARENDRA KUMAR



③ Mr. Sankar Kumar KC



(4) Rajesh. L



⑤ Dr. Vijayakumar T



6. Sandeep S.R




Principal



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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/students are less.
8. Consultancy/conferences are nil.

Suggestions:

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:	
① Dr. B.H. Dornanthy <i>[Signature]</i>	④ Dr. Vijayaraman <i>[Signature]</i>
② H. Navendu Kumar <i>[Signature]</i>	⑤ Rajesh L <i>[Signature]</i>
③ Dr. Srikantane KC <i>[Signature]</i>	⑥ Sandeep S.R. <i>[Signature]</i>
 IQAC Coordinator (Dr. Babu N V)	 Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format
	2	Subject allotment and workload	10	---
	3	Lesson plan for 100% syllabus (standard format)	20	---
	4	Notes material readiness, for 100% syllabus	30	---
	5	Question bank (VTU's at least 5 papers in the book form)	20	---
	6	Solutions to the above question bank (in the book form)	20	---
	7	Lab manual with viva question (in the book form)	20	---
	8	Time-table: Originally approved, Modification etc.	10	---
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	No orientation related photos
	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	---
	12	Interaction with parents (to document in the standard format)	30	---
	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	6 meetings
	14	HOD & Class teacher meeting with students (at least two)	15	---
	15	Exam Results (teacher wise and subject wise, dept result history)	40	Rank probability not done
	16	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	30	NSS, varchasva, audit
	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	1page document
	18	Book publication (at least one in the dept)	20	1Online book
	19	Fund from AICTE, DST, VTU etc (at least one)	30	NIL
	20	Circular procedure & maintenance (office, vtu& dept. Circulars)	20	---
	21	Staff OOD details (% of staff deputed and documentation)	10	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	---
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	---
	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	Old ppts
	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	20	---

	action		
35	Management of assignment (questions, submission & documents)	15	---
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	5 PAPERS
39	Staff membership of professional bodies	10	90%
40	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	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	---
45	Cultural activities (as per committees plan)	10	---
46	Picnic /Tour: following standard procedure (at least one)	10	1 day
47	Library attendance of staff (% and frequency, best lib user)	30	2.14hrs
48	performance appraisal (cumulative records & individual teacher)	10	---
49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Needs improvement
Total marks		1000	

Committee Members:

Name

Signature

① Dr. Srikant Kumar KC

② H. NARENDRA KUMAR

③ G. Anil Kumar

④ Rajesh. L

⑤ Dr. Vijayakumar T

⑥ Sandeep. S.R

(Handwritten signatures of committee members)

(Handwritten signature of Principal)
Principal



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

Date: 06/02/2020

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.

Suggestions:

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.

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







Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	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
	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	---
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	---
	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	2meetings
	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	---
	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	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	---
	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	---
	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	---

Dr. S. S. S.

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	---
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	3/6 papers
39	Staff membership of professional bodies	10	6/6, consolidated report has to be displayed
40	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	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	---
45	Cultural activities (as per committees plan)	10	---
46	Picnic /Tour: following standard procedure (at least one)	10	Mysore
47	Library attendance of staff (% and frequency, best lib user)	30	50 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	Needs improvement
Total marks		1000	

Committee Members:

Name	Signature
① Dr. Subantius KC	
② H. NARENDRA KUMAR	
③ G. Anil Kumar	
④ Rajesh-L	
⑤ Dr. Vijayakumar	
⑥ Sandeep. S.N	




Principal



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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.

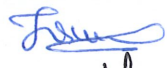
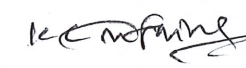






The following are Observations and Suggestions given by the QA Committee members.

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

Suggestions:

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:	
① Dr. Vijayakumar 	④ Dr. Srikanth Kumar 
② H. Narasimha Kumar 	⑤ Rajesh L 
③ G. Anil Kumar GA 	⑥ Sandeep S R 
 IQAC Coordinator (Dr. Babu N V)	 Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Quality Audit Observations 2019-20 (Odd Sem)

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format
	2	Subject allotment and workload	10	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%
	11	Critical attendance and internal marks cases, action taken, improvement	20	---
	12	Interaction with parents (to document in the standard format)	30	---
	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	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	---
	17	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	---
	18	Book publication (at least one in the dept)	20	No book
	19	Fund from AICTE, DST, VTU etc (at least one)	30	No fund
	20	Circular procedure & maintenance (office, vtU& dept. Circulars)	20	---
	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%
	30	Lab conduction details (to follow the procedure given by the college)	20	No lab
	31	Beyond syllabus (at least two, before III test document in a file)	10	Handouts expected, documents shown
	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	---

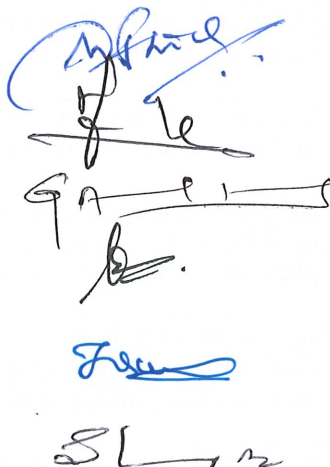
34	Identification of weak students after I test & follow up action	20	---
35	Management of assignment (questions, submission & documents)	15	---
36	Student information system (to update the records)	10	---
37	Student presentation in class room : subject teacher to document	10	Format has to be changed
38	Paper by staff	30	2/10 paper
39	Staff membership of professional bodies	10	9/10
40	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	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	---
45	Cultural activities (as per committees plan)	10	---
46	Picnic /Tour: following standard procedure (at least one)	10	---
47	Library attendance of staff (% and frequency, best lib user)	30	5hrs
48	performance appraisal (cumulative records & individual teacher)	10	---
49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Needs improvement
Total marks		1000	

Committee Members:

Name

Signature

- ① Dr. Srikanth Kumar KC
- ② H. NARENDRA KUMAR
- ③ G. Anil Kumar
- ④ Rajesh. L
- ⑤ Dr. Vijayakumar T
- ⑥ Sandeep. S. R



Principal





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Date: 06/02/2020

Quality Audit Observations & Suggestions

Department: Mathematics
Aca. Year: 2019-20/ ~~EVEN~~ 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

Suggestions:

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:	
① Dr. Sankaradev K. Srinivas	④ Rajesh L
② H. Narasimha Kumar	⑤ G. Anil Kumar
③ Dr. Vijayarajam	⑥ Sandeep S. L.
 IQAC Coordinator (Dr. Babu N V)	 Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.