

**Meeting 01**  
**3<sup>rd</sup> week of April'17 (13/04/2017)**


Sl.No.	Agenda	Minutes	Resolution
1	Welcome	<p>At the outset, Dr. Puttaraju, Principal, SJBIT &amp; Chairman of IQAC welcomed all the members for the IQAC meeting.</p> <p>IQAC chairperson informed the meeting that as per the discussions in HOD's meeting the IQAC is constituted as recommended by the HOD's meeting under the supervision of principal and chairperson IQAC. the members of IQAC were circulated for all the departments for information.</p> <p>He extended a special welcome to the nominee-members Mr. Kumar Swamy K MD, Aiddition Technologies (Industry-Member), Mr. Nithin C Alumni, Dept. of CSE, Ms. Meghana M Student member and Mr. Mruthunjaya in absentia for the IQAC meeting. The Principal informed the members that the diverse experience, knowledge and skills of these members would go a long way in accomplishing the aims and objectives of SJBIT-IQAC. The Principal informed in the meeting that constitution of IQAC was approved in the HOD's Meeting.</p>	
2	Approval of Previous Meeting minutes	The minutes of the previous IQAC meeting and the action taken report were presented by the IQAC co ordinator. The minutes of the meeting held on 03.04.17 was approved by the IQAC members. The IQAC co ordinator set the agenda for the meeting.	
3	Presentation on IQAC	<p>The chairperson of IQAC made a brief PPT presentation on IQAC SJBIT.</p> <p>After the presentation, the chairperson of IQAC welcome the feedback and suggestions from the IQAC members.</p> <p>Suggestions by Mr. Nithin C (Representative of Alumni): started with his sweet memories of his student life in SJBIT and expressed his gratitude for considering him for the membership of the IQAC.</p> <p>Mr. Kumar Swamy K Expressed his gratitude for consider him for the member for the IQAC and he also assured to provide all the necessary support and suggestions for the betterment of the college growth.</p>	
4	Reorganizing of existing committees	Principal & Chairman of IQAC informed the meeting that the existing committees are resumed and new committees to be formed as per the objectives of NAAC by maintaining the quality in the higher education system. Committees are to be reformed by grouping the	

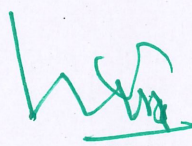


4	Reorganizing of existing committees	<p>Principal &amp; Chairman of IQAC informed the meeting that the existing committees are resumed and new committees to be formed as per the objectives of NAAC by maintaining the quality in the higher education system. Committees are to be reformed by grouping the similar/specific existing working committees to attain quality in institutional process with the following</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1) The reformed committees will function with a main objective of bringing quality enhancement in the Institution in coordination with IQAC (Internal Quality Assurance Cell).</li> <li>2) The committee is solely responsible for defining the objectives of the respective committee, strategizing the various activities in the departments &amp; Institution, monitoring the quality enhancement of the activities and the Institution.</li> <li>3) The committee must function independent/without influence of the department works in coordination with all the academic &amp; administrative departments of the Institution.</li> <li>4) All the HODs, Faculty and Staff of Academic &amp; Administrative departments of the Institution are to work in coordination with all the committees for the quality enhancement and better progress of the Institution.</li> </ol> <p>It is discussed to frame 18 academic specific committees and 06 administrative specific committees.</p>	
5	Constitution of Committees	<p>Principal &amp; Chairman of IQAC explained about the formation structure of new committees.</p> <p>Each committee is formed with the following constitution:</p> <ol style="list-style-type: none"> <li>1) Coordinator – a senior and efficient faculty.</li> <li>2) Members – One qualified faculty from each department giving due consideration to the Basic science</li> </ol> <p>The coordinators for the committees framed are identified with thorough discussion amongst all the IQAC members.</p> <p><b>The list of Committees and the coordinators compositions refer annexure – 02</b></p> <p>The members for the committees are to be identified by each dept. &amp; the information for the same to be circulated.</p>	<p>IQAC Co ordinator will send the circular regarding the committee's formation and the identified co ordinators for the information.</p> <p>Send the copy to all the co ordinators and also all the departments for the information to all the staffs and necessary actions.</p> <p>IQAC Co ordinator will mentioned in the same circular to identify the members for each committee across all the departments including basic science also circulated.</p>



6	Parent Teachers Meeting	The chairperson of the IQAC informed the meeting that Parent - Teacher meeting was conducted in all the departments. The Principal informed the IQAC members to call all the Proctors meeting and discuss the feedback received in the parent teachers meeting. The co ordinator suggested that organize a seminar by an expert doctor to address the staffs on how to counsel the students in a better way and it also help the faculties to adopt the same during the discussions with the students while counsel.	Co ordinator will informed the meeting it will do it shortly. And it is resolved.
7	Letter of Intent (LOI) to NAAC & submission of SSR to NAAC	IQAC chairman discussed about the acceptance of LOI by NAAC dated 12/04/2017. It is discussed and decided to submit the NAAC SSR as per the guidelines at the earliest.	
8	Vote of thanks	The IQAC coordinator proposed the vote of thanks	

  
 IQAC Coordinator

  
 IQAC Chairman  
 Principal  
 SJB Institute of Technology  
 BGS Health & Education City  
 No. 67, Uttarahalli Road, Kengeri  
 Bangalore South - 560 060.