



Meeting -02 (28/04/17)

Sl.No.	Agenda	Minutes	Resolution
1	Welcome	Principal and chairman of IQAC welcomed all the IQAC Members for the meeting.	
2	Recap of the previous meeting minutes	IQAC coordinator presented the previous meeting minutes for the information and the minutes will be approved by the IQAC members. The IQAC co ordinator set the agenda for the meeting.	
3	Infrastructure Developments	<p>The principal and chairperson of IQAC announce that the managing director has approved the following civil works in the college.</p> <ol style="list-style-type: none"> 1. Construction of New Administrative Block 2. Construction of New Floors on+ CSE and ISE Blocks exclusively for Research and Development. 3. Extension of Parking facility in ECE-EEE Block, MBA and CSE-ISE Blocks. 4. Extension of girls Hostel <p>Principal and all the members thanked the Managing Director for the facilities provided.</p>	
4	Submission of hard copy of Self Study Reports.	<p>The IQAC coordinator informed all the members that hard copies of Self Study Reports along with requisite fee are Submitted to NAAC on 20/04/2017.</p> <p>The pdf of SSR is uploaded on the college website.</p> <p>The hardcopy of SSR is provided to all the departments.</p> <p>The chairman of IQAC also add a note that informed all the faculties has to download the SSR which is available in the website and go through the Self-study report and start the preparations according to the report.</p>	
5	Preparations for the NAAC inspection	<p>IQAC chairman welcome all the co ordinators and members for the NAAC Preparations meeting.</p> <p>IQAC chairman informed to all the members of IQAC & committee coordinators and members that Self-study report has been submitted to and now to prepare with all the seriousness and with collective efforts for the NAAC inspection process and start prepare all the necessary works required for the NAAC.</p>	List of Committees with co ordinator and members is circulated in the meeting for the information.

6	Identification of committee members and roles & responsibilities of committee members	<p>IQAC chairman explained about the need for reorganizing the committees focusing on the objectives, need, roles & responsibilities of the committees in the quality enhancement of the institution.</p> <p>Also, explained the roles and responsibilities of the coordinators of the committees, responsibilities of the HODs of various academic & administrative departments of the institution.</p> <p>IQAC chairman urged the HODs & Committee coordinators to work and coordinate with professionalism in the best interest of the institution.</p> <p>Further the IQAC coordinator explained about importance of the committees, roles and responsibility of the coordinators and members and the future course of action.</p> <p>The IQAC coordinator informed all the committee coordinators:</p> <ul style="list-style-type: none"> • to convene the meetings of the respective committees to fulfil the objectives of reframing the committees. • submit the plan of actions of the new committees before the next meeting. The plan of action which includes need of the committee, Objectives, Plan of Action, Implementation, evaluation and outcomes as clearly defined in the plan of action. • Prepare the necessary guidelines and plan of action for the departments regarding their committee activities. <p>The chairperson of IQAC informed the co ordinators and members of the new committees to come up with an action plan of the respective committees by the next meeting.</p>	Collected the members names from each dept. and circulated the same for the co ordinators for the needful and it is resolved.
7	Vote of thanks	The IQAC Coordinator proposed vote of thanks.	


QAC Coordinator


IQAC Chairman

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