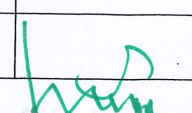


Meeting 6(19/07/2017)

Sl.No.	Subject	Minutes	Resolution
1	Welcome	At the outset, Co ordinator IQAC welcomed all the members for the Seventh meeting of SJBIT IQAC.	
2	Approval of the Previous meeting minutes	The previous meeting minutes were presented and the action taken report for the previous meeting was discussed and resolved.	
3	NAAC Visit Preparations	The co ordinator of IQAC explained the status of the work happened so far and the remaining works related to the NAAC Visit preparations. The chairman of IQAC informed all the committee members that the necessary facilities required for the NAAC visits like infrastructure facilities and other facilities has to be listed. The Principal and chairman of IQAC also informed all the HODs to prepare the Department presentations and fix the date for the HOD's Presentations.	
4	Action Plan for the Academic Year 2017-18	The chairperson IQAC suggested to submit the action plan for the academic year 2017-18.	
5	Preparations for Fresher's Day for BE and B.Arch. Students	Principal and chairperson informed that the date for fresher's day is finalized after discussion with the MD and it is on 7 th August 2017. Informed the IQAC members to start preparations. Identify the chief guests for the fresher's day and others necessary works	
6	Felicitation to the Rank holders and meritorious students	Principal also told that in Freshers day the rank holders and meritorious students from each department is facilitated with a cash prize of Rs 35000. It was decided to facilitate around 38 students for the Academic Year 216-17. Awarding the meritorious students and university Rank holders is encouragement the students who are excel in their academics in the Freshers day function will have impact on the Freshers students and it will motivate them to take the academics seriously. It is one of the good practice followed in the institution.	
7	Drinking water and Wi-Fi Facility	Principal informed the meeting that the managing director has approved for Providing the extension of drinking water facility at the floors in the hostels. The principal also informed the meeting that the managing Director also approved the Upgraded the capacity of the existing hot water facility and Wi-fi facility will be resolved soon. The chairperson of IQAC and Members thanked the management for the facility provided for the benefit of students.	
8	Review of documents filed- criterion wise to SSR.	The IQAC-Chairman & Principal with the IQAC coordinator will scrutinize all the criterion wise file department wise and a schedule was drawn for the same. It was decided to have department co ordinator who will be in-charge of. updating all the related documents criterion wise.	
9	Vote of thanks	The IQAC co ordinator proposed vote of thanks.	

QAC Coordinator

IQAC Chairman


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