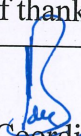
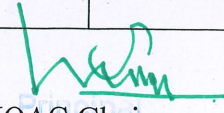


**Meeting 9 16/08/2017**

Sl.No.	Subject	Minutes	Resolution
1	Welcome	At the outset, IQAC Coordinator welcomed all the members for the IQAC meeting.	
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	Department Presentations	All the HOD's will gave the Dept. presentations in the IQAC. The presentations will focus mainly on Teaching -Learning methodologies, short term and bridge courses, Evaluation procedures, Results, Placements, Students Activities Co and Extra-Curricular, Research and Consultancy and other activities of the department.	
4	Review the NAAC Visit Preparations.	The chairman of the IQAC informed the co ordinator that Prepare the schedule for the mock visits of the departments for their preparations for the NAAC Peer Team Visit and complete the mock visits by 30 <sup>th</sup> August 2017. Chairperson also informs that for the dept. mock visits will headed by chairman and all the IQAC members. According to the schedule complete the mock visits of the departments. Chairperson also informs that give necessary suggestions and feedback during the mock visits for the improvements in HOD's Presentation, Dept. facilities, Lab facilities etc.	
5	Review of various committees presentations	The IQAC coordinator explains the works that are ready for the NAAC Visit. IQAC Co ordinator informed to IQAC chairperson and members that all the committees presentations were completed and informed the co ordinators for the correction and scope for improvements. The chairperson informed the members that ED Cell, and sports committee presentations were good and chairperson congratulate the coordinators effort for their committees presentation.	
6	Dept. Mock Visits	The chairperson informed the IQAC co ordinator and other members that presentations of all the committees are completed in this regard informed the IQAC co ordinator to prepare the schedule for the mock visit of the departments and mock presentations of all the committees in the CSE Seminar hall. IQAC co ordinator informed that the classes are started and the staffs were busy with their academic works in this regard he requested the chairperson to conduct the mock visits on Saturday and Sunday. The chairperson informed the IQAC members for their suggestions. And after the discussions it was decided this coming Saturday and Sunday will be full working days and mock visit will be on Saturday and Sunday. The chairperson informed the IQAC co ordinator to send the circular regarding the same and the schedule for the mock visit.the coordinator informed schedule is ready and it will be circulated. <b>Refer Annexure 6 for the schedule for mock visits of the departments and committees presentation.</b>	
7	Vote of thanks	The IQAC Coordinator proposed vote of thanks and conclude the meeting.	

  
IQAC Coordinator

  
IQAC Chairman  
SJB Institute of Technology  
BGS Health & Education City  
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