

Meeting 09 (24/08/2017)

Sl.No.	Subject	Minutes	Resolution
1	Welcome	At the outset, IQAC co ordinator welcome the chairperson and all the members for the IQAC meeting.	
2	Approval of the Previous meeting minutes	The IQAC coordinator presented the previous meeting minutes and the action taken report of the previous minutes of meeting was also discussed.	
3	3 rd Batch DPD Training	The chairperson of the IQAC informed in the meeting that the DPD Training for 50 staff members in the third batch is already started.	
4	Received the NAAC Visit Dates	The IQAC chairman informed the meeting that we received the dates of NAAC Peer Team visit to the College which is from September 14/09/2017 to 16/09/2017. He also informed the IQAC members that to speed up the works and complete all the remaining works by the next week and should not be any types of lapses during the visit.	
5	Formation of various committees	<p>The IQAC Co ordinator informed the chairperson and IQAC Members that to give the suggestions for the various committees which is required for making the necessary preparations for the NAAC Peer Team visit. The chairperson informed the IQAC members to discuss and finalize the committees and their roles and responsibility. Based on the several discussions the following committees were finalized to look forward the preparations required for NAAC Peer team visit.</p> <p>Reception and Hospitality committee Presentation Committee Publicity committee Food committee Cultural committee for cultural function Student, Alumni and parent representatives for interaction Visit to facilities like hostels, Sports, gym, language lab, Auditorium etc.</p> <p>Refer Annexure 7 for the information about committees work.</p>	
6	NAAC peer team visit schedule	<p>The IQAC chairperson informed the meeting that as we know NAAC peer team visit the college scheduled on 14th to 16th September 2017.</p> <p>In this regard, he informed the IQAC coordinator to prepare the detailed schedule for the NAAC Peer team visit and take the approval. The IQAC coordinator informed it will be prepared and take the approval from the Chairperson soon.</p>	
7	Mock Visit Observations	The IQAC Coordinator informed the chairperson regarding the mock visits observations of the departments and committees presentations happened last week. The chairperson ask the feedback about the mock visits from the IQAC members. The members of the IQAC will share the feedback of the department visits and committees presentations are summarized.	

		<p>ECE Dept:</p> <ul style="list-style-type: none"> i) Reduce the number of slides in the presentation ii) Stress more on curricular and Teaching learning methods iii) Innovative practices iv) Students demographics v) Dept. News letters <p>MBA Dept.</p> <ul style="list-style-type: none"> i) Presentation time is more ii) To avoid explanations in detail iii) Avoid comparisons <p>CSE Dept.</p> <p>Uniformity in figures has to maintain throughout the Presentation</p> <p>Avoid the repetitions of slides, alignments and spell checks</p> <p>Stress more on student achievements</p> <p>CIVIL Dept.</p> <ul style="list-style-type: none"> i) Uniformity in figures has to maintain throughout the Presentation ii) Talk more on curriculum enrichment iii) Add credits to the IQAC for their suggestions. iv) Fees concession, scholarships are highlight <p>ISE Dept.</p> <ul style="list-style-type: none"> i) Correct the logos ii) Correct the grammatical mistakes in the presentations iii) Link the other committees in the presentation <p>MECH Dept.</p> <ul style="list-style-type: none"> i) Add the numbers to slides ii) Link the role of IQAC in the presentation iii) Add the distinguished alumnus and Rank holders in the presentation 	
8	Vote of thanks	The IQAC Coordinator proposed vote of thanks.	

QAC Coordinator

IQAC Chairman

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