



|| Jai Sri Gurudev ||
Sri Adichunchanagiri Shikshana Trust (R)

SJB Institute of Technology

BGS Health and Education City, Dr. Vishnuvardhana Road, Kengeri, Bengaluru-560060

Approved by AICTE, New Delhi.

Autonomous Institution Affiliated to Visvesvaraya Technological University, Belagavi

Accredited by NAAC with 'A+' grade, Certified by ISO 9001 - 2015

Recognized by UGC, New Delhi with 2(f) & 12 (B)

Internal Quality Assurance Cell (IQAC)



Ref.:SJBIT/IQAC/2024/14

Date: 17/05/2024

CIRCULAR

It is hereby requested to all the IQAC members to attend the **Internal Quality Assurance Cell (IQAC) meeting convened on 22/05/2024 at 02.00PM in Academic Dean office** to discuss the following agenda. The Internal IQAC members are informed to attend the meeting with all the necessary preparations.

Agenda:

1. Planning of the IQAC activities.
2. Organizing of IQAC works.
3. Any other matters with the permission of the chair.


IQAC Coordinator

Dr. Babu N V

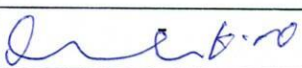

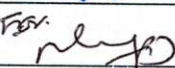

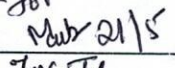
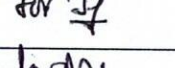

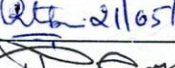
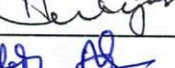
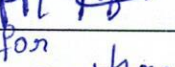
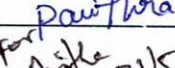
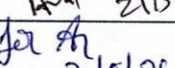
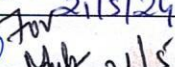
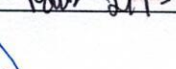
Academic Dean

Copy to principal office, & IQAC members for information & needful:


IQAC Chairman

Dr. KV Mahendra Prashanth

Principal

Sl. No.	Name	Designation	Department	Signature
1	Principal office		-	
2	Dr. Lokesh M	Dean- Student Welfare	-	
3	Dr. B H Dore Swamy	Professor & HOD	Physics	
4	Dr. Gopalakrishna M T	Professor & HOD	AI&ML	
5	Dr. K Somashekar	Professor	ECE	
6	Dr. J P Sridhar	Associate Professor	EEE	
7	Dr. Bindiya M K	Professor	CSE	
8	Dr. Pavitra Bai S	Professor	ISE	
9	Dr. Karthikeyan C	Professor	MBA	
10	Mr. Ravi Kumbar	Assistant Professor	MECH	
11	Mrs. Laxmi M	Assistant Professor	MBA	
12	Mrs. Chaitra A C	Assistant Professor	Maths	
13	Mr. Kiran M S	Assistant Professor	Civil	
14	Ms. Shreeya N	Student	ECE	


21/5/24



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Internal Quality Assurance Cell (IQAC)



Title of the Meeting:		IQAC Members (Internal) meeting	
Date & Time:		22/05/2024 @ 02:45PM to 4:30 PM	
Agenda of the meeting: 1) Organizing of IQAC works. 2) Planning of the IQAC activities. 3) Any other matter with the permission of the chair			
Discussions & Notes The meeting was convened with the consent of the Principal to discuss on the planning of fulfilling the IQAC objectives. The IQAC coordinator deliberated the objectives and requested for the members suggestions, and upon discussions of all the members, the following points are noted.			
Presented by	Agenda / Issues / Discussions / Observations	Decision taken/ Responsibility Assigned	Status (Open / Closed / NA)
Agenda 1: Organizing of IQAC works.			
IQAC coordinator	Submission status of AQAR 2021-22 & 2022-23: It was informed that the AQAR for the years 2021-22 & 2022-23 was submitted and the reviews raised by the NAAC also been submitted and waiting for the acceptance from the NAAC.	NA	NA
	Organizing of the IQAC works:		
	1) Preparation of AQARs & SSR: i) Upon thorough discussions, all the criteria coordinators were asked to prepare the data aggregation process by preparing the MS forms for data & document collection. Also, the guidelines & procedures has to be prepared to guide the departments, sections and committees for fulfilling their works time to time. ii) Upon suggestions of the respective criteria coordinators, the completion of this task was planned phase wise and to be completed by the end of June 2024. iii)In the first phase preparation of MS forms by 31/05/2024. In the 2 nd phase: discussions & finalization of MS forms by 08/06/2024. 3 rd phase: preparation & finalization of guidelines & procedures by 14/06/2024. In the 4 th phase: Dissemination & orientation to the HODs & staff for providing the data by 29/06/2024.	Respective criteria coordinators of IQAC	Open
	2) Target plan & Strategic plan: i) It was informed that, further to the discussions in the recently concluded 27 th IQAC meeting, the SPP team is preparing the	SPP team of IQAC	Open


	<p>guidelines & procedures for each of the metric and will be completing by 25/05/2024.</p> <p>ii) It was also discussed to add two more columns such that responsibility of each parameter could be assigned, and the necessary support required from the management could be mentioned.</p> <p>iii) It was discussed once the preliminary document is ready, the whole IQAC shall meet and discuss for any inputs and modifications before forwarding for approval and dissemination.</p>		
	<p>3) Academic & Administrative Audit (AAA):</p> <p>i) It was informed that the first AAA for the year 2023-24 is planned to be held from 4th June to 6th June 2024.</p> <p>ii) Necessary planning and arrangements are being taken care by the TQMT coordinator Dr. Doreswamy.</p> <p>iii) The meeting of TQMT at Academic Dean office is called on 23/05 2024 at 2.00 PM to discuss on planning and preparations.</p>	Dr. Doreswamy & TQMT	Open
	<p>4) Feedback analysis:</p> <p>It was discussed to streamline the process of feedback system at the institution.</p> <p>i) Feedback of teaching pedagogy:</p> <p>a) Feedback of various stake holders (students, alumni, parents, industry experts, employers, etc.) has to be collected, analysed, action taken for improvement & shall be published on the website.</p> <p>b) The entire process was discussed and shall be taken care by the criteria 1 coordinator Dr. Bindiya M K as per the guidelines of metric 1.4.1.</p> <p>ii) Student Satisfaction Survey (SSS):</p> <p>a) The feedback of the students on the support system, infrastructure has to be collected once in a year, analyse and actions shall be taken based on the analysis and shall be published on the website.</p> <p>b) The whole process was discussed, and the criteria 2 coordinator Dr. J P Sridhar shall take care of the whole process as per metric 2.7.</p>	Dr. Bindiya M K & Dr. J P Sridhar	Open

Agenda 2: Planning of the IQAC activities.


IQAC coordinator	<p>It was discussed that along with the mandatory activities such as Strategic Perspective Plan (SPP) & target plan, AAA, data aggregation for AQAR & SSR, the IQAC also needs to carry out some of the activities to enable all the stake holders and drive them towards quality enhancement.</p> <p>Upon considering all the standards of accreditation & other statutory bodies, it was discussed and planned to conduct the following activities fulfilling for the academic year 2023-24 ending July 31st.</p> <p>Team was formed within the IQAC (Internal members) to carry out the activities.</p> <p>All the departments, respective committees, and staff to take responsibility and support in carrying out these activities.</p>	NA	NA
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<p>All the IQAC members to coordinate and support each other in executing the activities of IQAC.</p> <p>All the activities shall be conducted by following the proper procedures and necessary approvals.</p> <p>The opportunity shall be provided to the SJBIT staff who are willing to deliver after a through scrutiny process.</p>		
<p>1) Refresher course for staff:</p> <p>i) For all the staff of SJBIT once in a year to bring in rejuvenation in the staff and also to update and enhance to meet the dynamic changes in the working environment.</p> <p>ii) Planned to conduct by 1st week of July 2024.</p> <p>iii) Resource persons can be internal or external or any agency. Suitably the plan shall be made.</p>	<p>Mrs. Lakshmi, Dr. Bindiya M K & Dr. Karthikeyan</p>	Open
<p>2) Staff training program:</p> <p>i) The program is intended to train those staff who has less than two years of experience either as newcomers or at SJBIT.</p> <p>ii) The training shall enable the staff to induct themselves into the teaching environment.</p> <p>iii) Planned to conduct before June 2024.</p> <p>iv) Resource persons can be internal or external or any agency. Suitably the plan shall be made.</p>	<p>Mrs. Chaitra A C, Mr. Ravi Kumbar & Dr. Karthikeyan</p>	Open
<p>3) Invited talks or expert talks:</p> <p>i) Talks on advancements in teaching methodology, administration & governance, advancements in education, quality enhancements, patents, psychology, mentoring, etc.</p> <p>ii) At least two activities shall be completed by end of July 2024.</p>	<p>Dr. K Somashekar</p>	Open
<p>4) Workshops, Talks, etc. on the research & consultancy:</p> <p>i) Regular awareness & motivational sessions need to be arranged in the institution to inculcate the research environment at the institution.</p> <p>ii) At least one activity before July 2024.</p>	<p>Dean (R&D)</p>	Open
<p>5) Energy audit & Green audit:</p> <p>i) Green campus initiatives shall be carried out at the institution regularly.</p>	<p>Mr. Kiran M S</p>	Open

Prepared by


IQAC Coordinator
 Dr. Babu N V
 Academic Dean

Approved by


IQAC Chairman
 Dr. K V Mahendra Prashanth
 Principal