



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

SJB Institute of Technology

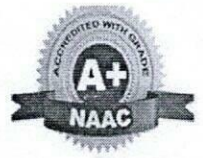
BGS Health and Education City, Dr. Vishnuvardhana Road, Kengeri, Bengaluru-560060

Approved by AICTE, New Delhi.

Autonomous Institute 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)



Read and Approved:

MINUTES OF MEETING

Date: 14.10.2024

Time: 03.00PM To 04.00PM

Location: Academic Dean Chamber

Meeting Title: Internal IQAC members meeting.

Meeting Circular: SJBIT/IQAC/2024/24 Dated 09/10/2024.

Meeting Convened by: Dr.Babu N V, Academic Dean

Members Attendance:

| Sl. No. | Name | Designation | Department | Signature |
|---------|-----------------------|-----------------------|------------|-------------|
| 01 | Dr. Lokesh M | Dean- Student Welfare | - | M. Lokesh |
| 02 | Dr. Doreswamy .B.H | Professor & HOD | Physics | AB |
| 03 | Dr. Gopalakrishna M T | Professor & HOD | AI&ML | AB |
| 04 | Dr. K Somashekar | Professor | ECE | Somashekar |
| 05 | Dr. Bindiya M K | Professor | CSE | Bindiya M K |
| 06 | Dr. Pavitra Bai S | Professor | ISE | Pavitra |
| 07 | Dr. Karthikeyan C | Professor | MBA | Karthikeyan |
| 08 | Dr. J P Sridhar | Associate Professor | EEE | JPS |
| 09 | Mr. Ravi Kumbar | Assistant Professor | MECH | Ravi Kumbar |
| 10 | Mrs. Laxmi M | Assistant Professor | MBA | Laxmi |
| 11 | Mrs. Chaitra A C | Assistant Professor | Maths | Chaitra |
| 12 | Mr. Kiran M S | Assistant Professor | Civil | Kiran |
| 13 | Ms. Shreeya N | Student | ECE | Shreeya |

abw
15/10/24



॥ Jai Sri Gurudev ॥
SRI ADICHUNCHANAGIRI SHIKSHANA TRUST^(R)
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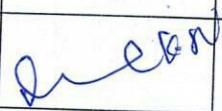
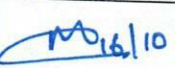



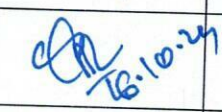


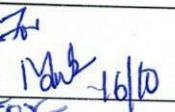
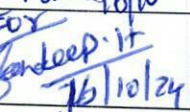
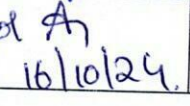
#67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560060.


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Date: 16/10/2024

Circulation of Internal IQAC members Minutes of meeting 14/10/2024.

Copy to principal office, Deans & all HODs, COE for information & needful:

| Sl. No. | Dept. | Sign | Sl. No. | Dept. | Sign |
|---------|------------------------|---|---------|-----------|---|
| 1 | Principal office |  | 10 | MECH | for 16/10 |
| 2 | Dean (R&D) |  | 11 | AI & ML |  |
| 3 | Dean (Student Welfare) |  | 12 | CSE (DS) |  |
| 4 | COE |  | 13 | Physics | for 16/10 |
| 5 | CSE |  | 14 | Chemistry | for 16/10/24 |
| 6 | ISE |  | 15 | Maths | for 16/10 |
| 7 | ECE |  | 16 | MBA | for 16/10/24 |
| 8 | EEE |  | 17 | MCA | for 16/10/24 |
| 9 | Civil |  | 18 | HRD | for 16/10/24 |


Academic Dean
Dr. Babu N V



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Internal Quality Assurance Cell (IQAC)



Date: 15/10/2024

| | | | |
|--|--|-------------------------|-----------------------------|
| Title of the Meeting: | IQAC Members (Internal) meeting | | |
| Date & Time: | 14/10/2024 @ 03:00PM to 4:00 PM | | |
| Agenda of the meeting: 1) Planning of preparations for submission of AQAR 2023-24. 2) Any other matter with the permission of the chair | | | |
| Discussions & Notes: The meeting was convened in continuation to the circular SJBIT/IQAC/2024/25 dated: 09/10/2024 with the consent of the Principal to discuss on the planning for preparations for submission of AQAR 2023-24. The IQAC coordinator deliberated and upon discussions of all the members, the following points are noted. | | | |
| Presented by | Agenda / Issues / Discussions / Observations / Decisions taken | Responsibility Assigned | Status (Open / Closed / NA) |
| Agenda 1: Planning of preparations for submission of AQAR 2023-24. | | | |
| IQAC coordinator | <p>The following guidelines were discussed for the smooth and successful completion of the NAAC works. The HODs to support the IQAC team by ensuring the following of below guidelines.</p> <ol style="list-style-type: none">1. Only SPOC coordinators shall communicate with the respective institute level criteria coordinators for any support. Guide your respective SPOCs to own the responsibility and avoid passing the buck to some coordinators within the department. Similarly, every other staff shall own the responsibility of completion of their works in time.2. The SPOC coordinators to coordinate with the concerned staff within the department gather all the data as per data template (not limited to, may be other data as required time to time) and supporting documents.3. The data templates are e-mailed to all the section heads on 14/10/2024.4. All the filled data templates have to be collected, segregate criteria wise in the separate folders, zip the folder and e-mail to dean office as per the below mentioned timelines. E-mail to acadeanoffice@sjbit.edu.in.5. Please note no modifications whatsoever shall be made in the data template, except for addition of rows for providing the complete information. | HODs, SPOC & IQAC team | NA |

| | | | | | |
|---|---|---|---|------|---------------------|
| | 6. The department's (SPOC) shall contact the respective criteria coordinators as mentioned above for any guidance and support. | | | | |
| | 7. The HODs, SPOC and other staff are requested to go through the AQAR formats, guidelines & SOP on the NAAC website. HODs are requested to depute the SPOC coordinators for the meeting. | | | | |
| | Timelines to follow: | | HODs & Respective criteria coordinators of IQAC | Open | |
| | S.# | Particulars | | | Timelines |
| | 1 | Submission of SPOC coordinator details. | | | 15/10/2024 EOD |
| | 2 | Doubts clarification session at dean office for SPOC coordinators along with criteria coordinators. | | | 18/10/2024 @ 3.00PM |
| 3 | Submission of data templates along with the supporting documents (e-mail). | 30/10/2024. | | | |
| 4 | Consolidation of data templates and segregation of the documents by the criteria coordinators. | 09/11/2024 | | | |

Agenda 2: Any other matter with the permission of the chair.

| | | | |
|------------------|--|----|----|
| IQAC coordinator | Status of the following recent activities planned from the IQAC and pending approvals/completion from the concerned was discussed: | NA | NA |
| | 1) Refresher course for staff. 2) Staff on-boarding program. 3) Workshop on Curriculum design & OBE. 4) Invited talks or expert talks on diversified and quality concern issues. 5) Energy audit & green audit. 6) Workshop on research. 7) Organizing of international conference by IT branches & ME branch. | | |

Prepared by


IQAC Coordinator

Dr. Babu N V

Academic Dean

Approved by


IQAC Chairman

Dr. K V Mahendra Prashanth

Principal