



Read and Approved: MINUTES OF MEETING

Date: 28.12.2024

Time: 10:30 am onwards

Location: New Board room
(Admin Block)

Meeting Title: 28th IQAC Meeting

Meeting Circular: Meeting Invitations,
Circular SJBIT/IQAC/2024/34 dated 19/12/2024

Meeting Convened by: Dr. Babu N V, IQAC Coordinator/Director

IQAC Members Attendance:

Sl. No.	Designation	Name	Affiliation	Signature
1.	Chairman	Dr. K V Mahendra Prashanth	Principal, SJBIT	
2.	Special Invitee	Dr. Puttaraju	Academic Director, SJB & BGS Group of Institutions	
3.	Teachers to represent at all levels	Dr. Lokesh M	Dean (student welfare)	
4.		Dr. Dore Swamy B H	Prof. & HOD, Dept. of Physics	
5.		Dr. Gopal Krishna M T	Prof. & HOD, Dept. of AI & ML	
6.		Dr. K Somashekar	Professor, Dept. of ECE	
7.		Dr. J P Sridhar	Assoc. Prof., Dept. of EEE	
8.		Dr. Bindiya M K	Prof., Dept. of CSE	
9.		Dr. S Pavithra Bai	Prof., Dept. of ISE	
10.		Mr. Ravi Kumbar	Asst. Prof., Dept. of ME	

11.		Mrs. Lakshmi M	Asst. Prof., Dept. of MBA	
12.		Mrs. Chaitra A C	Asst. Prof., Dept. of Mathematics	<i>Chaitra</i>
13.		Mr. Kiran M S	Asst. Prof., Dept. of Civil Engineering	<i>Kiran</i>
14.	One member from the management	Mr. Somshekar	Senior Advocate, Supreme Court of India. Governing Council (GC) Member, SJBIT	
15.	Senior Administrative Officer (Manager/Office Superintendent)	Dr. Karthikeyan	PRO & Professor, Dept of MBA	<i>Karthikeyan</i>
16.	Nominee from local society/Trust, Students & Alumni	Dr. B G Sangameshwara Nominee from local society	Academic Advisor, SJBIT. Former VC, JSS STU.	<i>So. J</i> <i>28/12/24</i>
17.		Ms. Shreeya N Student Representative	Student, ECE 1JB21EC073, 2021-25 batch	<i>N Shreeya</i>
18.		Mr. Sunil Kumar Alumni Representative	CSE, 2001-05 batch. Software Engineering Manager, Intel India Pvt. Ltd.	
19.	Nominee from Employers, Industrialists & Stakeholders	Mr. Santosh Employer Representative	Manager – Academic Sales Wipro 3D, Wipro Enterprises Pvt. Ltd.	<i>Santosh</i>
20.		Mr. Viswanath Y R Industry Representative	Business Head, Flatworld solutions	
21.		Dr. Prakash Stakeholder Representative	Senior Vice President East Point group of Institutions	
22.	IQAC Coordinator/Director	Dr. Babu N V	Academic Dean, SJBIT	<i>Babu</i> <i>28/10/24</i>

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Prashanth B.R Sr. TPO

[Signature]



|| 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)



28th IQAC Meeting Proceedings

Date:	28/12/2024	Time:	10:30 AM TO 1:30 PM
Location:		New Board Room, Admin block	
Meeting Title	28 th IQAC Meeting		
Meeting Reference	SJBIT/IQAC/2024/34 dated 19/12/2024 & Invites for external members		
IQAC Chairman	Dr. K V Mahendra Prashanth, Principal		
IQAC Coordinator	Dr. Babu N V, Academic Dean		

Meeting Agenda:

28.01 Welcoming of Academic Director, Chairman & Members of IQAC

28.02 Review of 27th IQAC Meeting

28.03 Quality Initiatives of IQAC

28.04 Academic & Administrative Audit report for the academic year 2023-24.

28.05 Submission of Annual Quality Assurance Report (AQAR) for the Academic Year 2023-24.

28.06 Academic Performance Evaluation (APE) for Faculties for the Academic Year 2023-24.

28.07 Any other matter with the permission of the chair.



Presented by	Meeting Minutes/ Action Taken / Decision taken	Responsibility Assigned to	Status (Open/ Closed/ NA)						
28.01: Welcome									
<p>IQAC chairman & IQAC Coordinator</p>	<p>The 28th IQAC meeting was initiated by the Principal and IQAC Chairman Dr. K V Mahendra Prashanth in the presence of Academic Director Dr. Puttaraju.</p> <p>IQAC Chairman welcomed Academic Director Dr. Puttaraju to the IQAC meeting, and also welcomed Academic advisor, External and Internal IQAC Members to the 28th IQAC Meeting.</p> <p>IQAC chairman briefed about the significance of IQAC in the institution. IQAC is the integration of academicians, industry experts, alumni & student representatives and other stakeholder of SJBIT.</p> <p>IQAC chairman brief about the meeting agenda and requested Academic Director Dr. Puttaraju sir to share his valuable inputs to the 28th IQAC Meeting.</p> <p>Academic Director emphasized the importance of IQAC in the institution to maintain the quality initiatives and holistic development of the institution through several quality initiatives.</p> <p>The Academic Director also stressed upon the necessity and need of progress towards the Research and Development activities through quality paper publications, patents, Funded research projects etc. at SJBIT. The institution shall look for that delta improvements which will make the institution to progress time on time.</p> <p>IQAC coordinator and Academic Dean Dr. Babu N V Started the meeting by thanking and welcoming all the honorable members of IQAC.</p> <p>IQAC coordinator deliberated on the meeting agenda and requested all the members for the inputs and suggestions of all the members.</p>	NA	NA						
Agenda 28.02: Review of 27 th IQAC Meeting									
<p>IQAC Coordinator</p>	<p>IQAC coordinator brief about the 27th IQAC meeting agenda and action taken report the meeting. Which is already circulated among all the stakeholders.</p> <table border="1"> <thead> <tr> <th>Agenda</th> <th>Action taken</th> </tr> </thead> <tbody> <tr> <td>Academic & Administrative Audit (AAA)</td> <td>Two Academic & Administrative Audits were conducted: i) AAA-1 for the period August 1st, 2023 to January 31st, 2024: 04/06/24 to 06/06/24. ii) AAA-2 for the period February 1st, 2024 to July 31st, 2024: 24/09/24 to 28/09/24.</td> </tr> <tr> <td>Strategic action plan discussed</td> <td>Adopted from the last semester.</td> </tr> </tbody> </table> <p>IQAC coordinator briefed about the Academic and administrative audit conducted by TQMT team inclusive of two external members and detailed auditing repot of the individual departments have been circulated already to HODs for the plan of action and improvements. Academic advisor suggested the team to present the statistics of individual metrics to meeting with comparison statement.</p> <p>IQAC chairman also insisted to send the shortfalls to individual departments and direct them to complete the shortfalls immediately. It was informed that the report already shared with departments.</p>	Agenda	Action taken	Academic & Administrative Audit (AAA)	Two Academic & Administrative Audits were conducted: i) AAA-1 for the period August 1 st , 2023 to January 31 st , 2024: 04/06/24 to 06/06/24. ii) AAA-2 for the period February 1 st , 2024 to July 31 st , 2024: 24/09/24 to 28/09/24.	Strategic action plan discussed	Adopted from the last semester.	IQAC coordinator	Closed
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Strategic action plan discussed	Adopted from the last semester.								

Agenda 28.03: Quality Initiatives of IQAC

IQAC Coordinator	IQAC coordinator briefed about some of the significant achievements and initiatives by the IQAC are:		IQAC coordinator	Closed
	Particulars	Action taken / Status		
	Software subscriptions and Adoption of e-learning platforms for effective teaching-learning outcomes.	<ul style="list-style-type: none"> ❖ IIITB spoken tutorial: students have been certified, mapped with formative assessments. ❖ MATLAB campus suite: mapped with formative assessments. ❖ Cadence tool is procured. 		
	NBA Accreditation	<ul style="list-style-type: none"> ❖ Continuation of NBA with an extension of 03 years for CSE, ISE, ECE & EEE depts valid up to 2027. ❖ In process of submitting SAR for MBA programme. 		
	Participation in QS I-gauge rankings	❖ final stages of review.		
	Participation in NIRF	❖ 150-300 band in innovation category		
	Staff development programs	Planned: <ul style="list-style-type: none"> ❖ Staff on boarding program for the newly joined staff. ❖ Refresher courses for the faculties with less than five years of experience and more than five years of experience. ❖ Workshops on curriculum design, OBE, upskilling of teaching pedagogy, etc. 		
	Institution Innovation Council (IIC)	❖ Q1 – 11 activities, Q2 – 10 activities, Q3 – 13 activities, Q4 – 06 activities		
	Co and extracurricular activities	❖ Are planned and executed as per the calendar of events		
	Student Certification Programs, HRD Training programs	❖ Are executed as per plan Brief report was presented by SPO		
Training of foreign languages	❖ Japanese language Training is initiated and about 67 students have registered for training.			
HRD department infrastructure	❖ HRD lab infrastructure upgraded with new 250 Computers with high end processors for the smooth placement activities and training programs.			
1) Individual departments should plan the strategies for the effective usage of the software tools available towards the activity based and project-based learning, develop students' mini projects and also to access the students with different formative assessments. 2) Departments to maintain log of utilization of various software & e-learning platforms and prepare a report of outcomes.				

Agenda 28.04: Academic and Administrative Audit Report for the academic Year 2023-24.

IQAC Coordinator	<p>IQAC coordinator informed the meeting that for the academic year 2023-24 two academic and administrative audits were conducted by TQMT team along with external members.</p> <ul style="list-style-type: none"> • 1st Academic Audit: 04-06-2024 to 06-06-2024. • 2nd Academic Audit: 24-09-2024 to 28-09-2024. <p>Detailed reports of Academic and administrative audits with statistics are presented and discussed in detail about all the important aspects and also informed that observation report is shared to all heads of the departments for further improvements.</p> <p>As per the suggestions given in the previous IQAC meeting, IQAC coordinator presented the detailed Statistical Analysis Report of the Quality audit parameters along with the department performances on each parameter is presented.</p> <p>The summary of the observations & SWOC analysis of the AAA was presented to the meeting and discussed.</p> <p>Brief report of SPO:</p> <p>Training and Placement officer Prof. Prashanth briefed about the HRD Training process for UG and PG departments.</p> <ul style="list-style-type: none"> • 1st Year BE/MBA: Aptitude, Verbal and Soft skills training (Total 30 hours / 15 Sessions) • 2nd Year BE/MBA: Aptitude, Verbal and Soft skills training (Total 30 hours / 15 Sessions). • 3rd Year BE: Pure Technical training (Total 30 hours/15 Sessions). • Vocational Training Program: 10 to 15 Days (7 hours per day). <p>During the current year around 35 companies have visited so far for placement activities and as of now overall 69% placements were achieved and targeted to cross 85% before end of the 7th semester.</p> <ul style="list-style-type: none"> • Civil already reached 100% placements and Mechanical - 93% Placements are achieved. 	IQAC coordinator	Closed
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Agenda 28.05: Submission of Annual Quality Assurance Reports for the Aca. Year 2023-24.

IQAC Coordinator	<p>The IQAC Coordinator informed the meeting that the annual quality assurance reports for the academic year 2023-24 is completed and the draft copy of the reports was submitted to the principal for review & approval.</p> <p>The AQAR report was discussed in the meeting and sought for approval for submission to NAAC.</p>	IQAC coordinator	Open
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Agenda 28.06: Academic Performance Evaluation (APE) for faculties

IQAC Coordinator	<p>The overall APE process is based on the following classifications.</p> <ol style="list-style-type: none"> 1. Teaching Learning-outcomes – 310. 2. Professional Development – 170. 3. Research and Development – 320. 4. Additional Works (Both Institute and Dept. level works) – 110. 5. Autonomous related works – 60. 6. Professionalism and code of conduct – 30. <p>The metrics of Academic performance Evaluation was discussed and observed that the metrics defined are in line with the institutional goals & objectives.</p>	NA	NA
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Agenda 28.07: Any other matters with the permission of the chair

IQAC chairman & members	<ul style="list-style-type: none"> • Advised the HRD to start German language along with the Japanese language because a greater number of students will choose Germany for higher studies. • Informed the HRD that in coordination with the departments and industry connect to build a panel of industry experts who can develop the assessment content course wise for conducting the assessments periodically to check the effectiveness of preparations at the level of expectations of industries. This will change the perception of student's towards specific courses and improves the students learning ability. • Advised the HRD to conduct the mock assessments and interviews regularly for enabling the students towards better placements. • Student representative Shreya requested to tie up with more core companies for circuit branches. • Employer representative Mr. Santhosh suggested to invite and involve industry personals to activities such as project exhibitions, workshops, STTPS etc. and also suggested to organize the training programs for students and faculties outside the college premises will helps to understand the different experience. • Advised to publish the abstract of the research papers and other important accomplishments in the department notice boards on regular basis and on the institution website. • The student representative suggested the following: <ul style="list-style-type: none"> ○ Funding support for projects to all groups instead of selected groups. ○ To offer specialized course training in collaboration with respective industries. ○ More workshops shall be planned on core engineering technologies also instead of only programming related concepts. ○ Extending the research internship by the department/institution faculty. ○ Financial support required for publishing the papers. ○ It was appraised by the institution that funding support is already available to the staff for all the curricular, co & extra-curricular activities. 	Concerned heads of the depts.	
IQAC Coordinator	Vote of thanks: At the end the IQAC coordinator submitted gratitude to all Poojya Swamijis and proposed the vote of thanks to the Academic director, IQAC chairman, Academic Advisor for their support. Appreciated and thanked all the IQAC members for their commitment, valuable inputs and suggestions for the overall development.	NA	NA


IQAC Coordinator

Dr. Babu N V
Academic Dean


IQAC Chairman

Dr. K V Mahendra Prashanth
Principal


Academic Director

Dr. Puttaraju