



DATE: 08TH April, 2019

Notice

The 4th meeting of the Internal Quality Assurance Cell (IQAC) of the Institute has been scheduled to be held on 20th April, 2019 at 3.00 PM in the Conference Hall of the institute. All the committee members are requested to make it convenient to attend the meeting at the specified date & time.

All concerned to please note.

The agenda items of the meeting will be as follows:

Agenda Items	
IQAC.03.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.03.02	Regarding implementation of OBE (Outcome Based Education) including Blooms Taxonomy in the institute and their CO-PO attainment.
IQAC.03.03	Regarding information of completion of syllabus coverage in all the classes of the institute and instructions to those who are unable to do so.
IQAC.03.04	Regarding plan to organize National Conference on Recent Innovation in Emerging Technology and Science (NCRIETS).
IQAC.03.05	Regarding constitution of an Academic Audit committee and conduct of annual Academic Audit in the institute followed by submission of its consolidated Academic Audit report.
IQAC.03.06	Regarding motivation of faculties and the students to have better participation and engagements in research activities especially writing and publication of research papers, attending and presenting of research papers in conferences and seminars.
IQAC.03.07	Regarding discussion on the examination results of students of the previous odd semester of this session 2018-19 and its analysis.
IQAC.03.08	Regarding conduct of expert lectures on career counseling and personality development for the students of final and pre-final year by the T&P cell.
IQAC.03.09	Regarding encouragement of students to have a better participation in all other non-academic activities like sports, extension & outreach activities, projects formation, cultural activities etc. for their holistic development .
IQAC.03.10	Regarding any other item/s with the permission of the chair.

CC: for information, please

1. Director Office
2. Registrar office
3. All member of IQAC
4. Notice Board





Minutes of Meeting
03rd Meeting of Internal Quality Assurance Cell
JBIT, Dehradun

Date/Time	20 th April, 2019 at 3.00 PM
Venue	Conference Hall
Minutes were taken by	Dr. Sanjay Kumar Agarwal
Chairperson/Convener	Prof. (Dr.) Dinesh Kumar Rao

S. No.	Name	Designation	Signature
1	Prof. (Dr.) Dinesh Kumar Rao	Director	
2	Dr. Sanjay Kumar Agarwal	Professor, Dept. of Applied Science & Humanities	
3	Mr. Santosh Kumar Mishra	Associate Professor, Dept. of Computer Sci. & Engineering	
4	Mr. Manoj Kumar Bansal	Associate Professor, Dept. of - Electronics & Communication Engineering	
5	Dr. Sanjeev Gill	Professor, Dept. of - Civil Engineering	
6	Mr. Manish Kumar	Associate Professor, Dept. of - Computer Sci. & Engineering	
7	Mr. Lakhan Singh	Assistant Professor, Dept. of - Electrical Engineering	
8	Mr. Punit Kumar	Associate Professor, Dept. of - Mechanical Engineering	
9	Mr. Rajendra Kumar Prajapati	Assistant Professor, Dept. of Electrical Engineering	
10	Ms. Sakshi Gautam	Assistant Professor, Dept. of Computer Sci. & Engineering	
11	Mrs. Archana Sharma	Associate Professor, Dept. of Applied Science & Humanities	
12	Sh. Sandeep Singhal	Vice-Chairman, Jai Bhagwan Educational Society	
13	Dr. Vishant Kumar	Registrar	
14	Dr. S.K. Chaudhary	Controller of Examination	
15	Mohd. Irshad Ahmad	Gram Pradhan, Shashpur Dehradun Uttarakhand	



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16	Mr. Abhishaek Chakerborty CSE	Alumni	Abhi ^o
17	Mr. Ajay Kumar Mandal ME	Students	Ajaya
18	Mr. Naresh Bansal	Industrialists	Naresh
19	Mr. Bipin Vidhan	HR, Avtra Corporation (Employer)	Bipin
20	Mr. Ravi Bharthwal	HR, Zircon Technologies India Limited(Employer)	Ravi
21	Mr. K.S. Rawat	Parents	K.S. Rawat

Agenda Items

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IQAC.03.02	Regarding implementation of OBE (Outcome Based Education) including Blooms Texonomy in the institute and their CO-PO attainment.
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IQAC.03.09	Regarding encouragement of students to have a better participation in all other non-academic activities like sports, extension & outreach activities, projects formation, cultural activities etc. for their holistic development .
IQAC.03.10	Regarding any other item/s with the permission of the chair.

S. K. Rawat



The meeting of the IQAC started with the welcome address of the Chairperson of the cell to all members present in the meeting. IQAC Coordinator introduced the new members and presented one by one the agenda item wise minutes of the meeting.

The agenda item wise discussions/suggestions/resolutions are as follows

Sr. No.	Discussions/Suggestions/Resolutions	Actionee
1	IQAC.03.01 Confirmation of minutes of the previous meeting and their action taken report: The minutes of the previous 02 nd meeting of the IQAC along with their action taken report were discussed agenda item wise in details in the meeting of the cell. After deliberations on some issues of some agenda items the minutes of the previous meeting were approved and confirmed.	All members of IQAC
2	IQAC.03.02: Regarding implementation of OBE (Outcome Based Education) including Blooms Texonomy in the institute and their CO-PO attainment. Discussion on the issue of implementation of OBE (Outcome Based Education) including Blooms Texonomy in the institute and their CO-PO attainment was held among all the members that from this session we have implemented the OBE comprising of COs, POs & PSOs and that is based upon Bloom's Texonomy and the CO-PO attainment of each course. Resolved that the Director and Registrar of the institute with the help of HODs will take care of this progressive mode of teaching learning as per the constituent of NEP-2020 meant for outcome based education	Director, Registrar and HODs
3	IQAC.03.03: Regarding information of completion of syllabus coverage in all the classes of the institute and instructions to those who are unable to do so. It was discussed in the meeting of IQAC on the matter of completion of syllabus in all the classes of the Institute that the syllabus of all the courses must be completed well before the commencement of the internal examinations that as per the requisition of CIE-I & CIE-II as well as some time must have been available for the revision of the important topics. It was resolved after this long discussion that the Director, Registrar and HODs will monitor this aspect to ensure completion of syllabus well in time followed by revision.	Director, Registrar and HODs
4	IQAC.03.04: Regarding plan to organize National Conference on Recent Innovation in Emerging Technology and Science (NCRIETS). Discussion was held in the meeting of IQAC among its members on the matter of organizing 3 rd NCRIETS in the institute by	Director, Convener research



	<p>the financial aid from the USERC as organized earlier also. It was resolved that the Director in consultation with the Registrar, Convener research committee and HODs will distribute the work among them and invitation of guest participants and all other doings in respect of a successful organization of this events be there.</p>	committee & All HODs
5	<p>IQAC.03.05: Regarding constitution of an Academic Audit committee and conduct of annual Academic Audit in the institute followed by submission of its consolidated Academic Audit report. The matter of constitution of an Academic Audit committee and conduct of annual Academic Audit in the institute followed by submission of its consolidated Academic Audit report was discuss in details in IQAC meeting that the academic audit report prepared after a thorough verification of all documents and other facilities in the departments and hence in the institute will be helpful to make best from better in all respects. It was resolved that the Director of the institute will constitute the academic audit committee as per norms, that will visit all the departments, verified accordingly and prepare its report in consolidated form and submit to the Director of the institute</p>	Director, Academic Audit Committee
6	<p>IQAC.03.06: Regarding motivation of faculties and the students to have better participation and engagements in research activities especially writing and publication of research papers, attending and presenting of research papers in conferences and seminars. There was a detailed discussion on the issue of motivation of faculties and the students of the institute to have better participation in research activities including papers publications that in this era of advance science and technologies to meet the global challenges. It is essential to cope up with much more improvement in research activities in the institute. It was resolved that the Director and convener research committee will motivate the whole of faculties including HODs to be more actively participate engage themselves in the research activities and papers publications. In turn the HODs and faculties will motivate the student on the same context in their classes.</p>	Director, Convener Research , HODs and faculties
7	<p>IQAC.03.07: Regarding discussion on the examination results of students of the previous odd semester of this session 2018-19 and its analysis. It was discussed among the members of the IQAC in details on the matter of examination results of students of the previous odd semester of this session 2018-19 and its analysis that the examination results of the students show the performance of students and the faculties teaching them. It was resolved with suggestions that the analysis in details about the results be done by the Director and the Registrar of the Institute and the concerned students and the faculties need to be advised to do better in the forth coming examinations to cover up the deficiency of their previous results.</p>	Director and Registrar
8	<p>IQAC.03.08: Regarding conduct of expert lectures on career counseling and personality development for the students of final and pre-final year by the T&P cell. Discussion was held on the matter of conduct of expert lectures on</p>	Director, HODs and

Signature



	<p>career counseling and personality development for the students of final and pre-final year by the T&P cell that in the interest of students to get better carrier opportunities it is necessary for their upliftment in knowledge and to develop more confidence among them, the expert lecture are to be conducted on the topics of carrier counseling and the personality development under the aegis of T & P cell of the institute. Resolved after this discussion that the T & P cell head will consult with the Director of the institute in this matter and invite the experts from the reputed organizations.</p>	T & P cell Head
9	<p>IQAC.03.09: Regarding encouragement of students to have a better participation in all other non-academic activities like sports, extension & outreach activities, projects formation, cultural activities etc. for their holistic development.</p> <p>The matter of holistic development of the students of the institute by making them competent with multi-dimensional knowledge not only limited upto the academics that they should have knowledge in all fields of non-academic activities. It was resolved that the Director and the Registrar of the institute at common platform will encourage the students for participation in non-academic activities like sports, extension & outreach activities, projects formation, cultural activities etc. while HODs and faculties will encourage the students in their classes time and again in their own interest of students.</p>	Director, Registrar, HODs and All Faculties
10.	<p>IQAC.03.10: Regarding any other item/s with the permission of the chair.</p> <p>None issue was raised by any member of the committee against this agenda item. Therefore meeting ended with the vote of thanks to all present in the meeting.</p>	-----

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ACTION TAKEN REPORT: IQAC-03

The agenda item-wise action taken report of the minutes of the 03rd meeting of the IQAC held on 20th April, 2019 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	IQAC.03.01 Confirmation of minutes of the previous meeting and their action taken report.	A detailed discussion on the minutes and agenda items wise action taken report of the previous 02 nd meeting of IQAC was held. After deliberations on some issues of some of the agenda items, the minutes of previous meetings were approved and confirmed.
2.	IQAC.03.02: Regarding implementation of OBE (Outcome Based Education) including Blooms Texonomy in the institute and their CO-PO attainment.	In compliance to the minutes of the meeting against this agenda item the Director and Registrar of the institute with the help of HODs taken care of this progressive mode of teaching learning for outcome based education and Blooms Texonomy. All the syllabi of all the courses were taught and completed in accordance with the CO-PO system as well as their attainment was calculated on the same pattern as per the guidelines of the regulating authorities.
3.	IQAC.03.03: Regarding information of completion of syllabus coverage in all the classes of the institute and instructions to those who are unable to do so.	As discussed and approved in the IQAC meeting on this issue of completion of syllabus of all the courses in all the classes as per scheduled for CIE-I and CIE-II were completed well before time and ensured by HODs to the Director. There was also conduct of revision classes of important topics after completion of the syllabus. All the faculties ensured completion of syllabus in time and conduct of some revision classes.
4.	IQAC.03.04: Regarding plan to organize National Conference on Recent Innovation in Emerging Technology and Science (NCRIETS).	As approved and resolved in the IQAC meeting the Director of the institute in coordination with the convener research committee called a meeting of all HODs and discussed this matter. It was pointed out in the meeting that due to certain unavoidable circumstances it will not be possible to organize this conference in this session. However the same may be conducted early during the next session.
5.	IQAC.03.05: Regarding constitution of an Academic Audit committee and conduct of annual Academic Audit in the institute followed by submission of its consolidated Academic Audit report.	In compliance to the minutes of the meeting on this agenda item the Director of the institute constituted an Academic Audit committee as per the norms who conducted audit complete in all respect by visiting in all the departments. The consolidated report was prepared and submitted to the Director by the Academic Audit committee.



6.	IQAC.03.06: Regarding motivation of faculties and the students to have better participation and engagements in research activities especially writing and publication of research papers, attending and presenting of research papers in conferences and seminars.	As resolved in the IQAC meeting after long discussion on the issue of motivation of faculties and the students of the institute to have better participation and engagement in research activities including publication of research papers as well as presentation of research papers in conferences and seminars schedule in our own institute as well as in other institutes/colleges etc. The Director and convener research committee motivated all faculties and HODs in a meeting called for the purpose. In turn HODs and faculties motivated the students in their classes and at common platform. This exercise produced good results.
7.	IQAC.03.07: Regarding discussion on the examination results of students of the previous odd semester of this session 2018-19 and its analysis.	In compliance to the minutes of the meeting in respect of this agenda item the Director and the Registrar of the Institute collectively analyzed the examination results of the odd semester of all the students of this session. After analysis the students with poor results and their teachers were advised accordingly to do best during this semester to cover up the deficiency of the previous semester.
8.	IQAC.03.08: Regarding conduct of expert lectures on career counseling and personality development for the students of final and pre-final year by the T&P cell.	As discussed and resolved in the meeting of IQAC against this agenda item the T & P cell head consulted on this matter with the Director of the Institute and invited the experts from reputed organizations to deliver expert lectures on carrier counseling and personality development of students of final and pre-final year of all discipline. These events were conducted successfully that resulted in good placement of students with confidence in good organizations.
9.	IQAC.03.09: Regarding encouragement of students to have a better participation in all other non-academic activities like sports, extension & outreach activities, projects formation, cultural activities etc. for their holistic development.	In compliance to the minutes of the meeting in respect of this agenda item the Director and the Registrar of the institute motivated students at common platforms in respect of their better participation in non-academic activities of various kind for their holistic development. The HODs and faculties motivated students in their classes to participate in sports and cultural events etc. The students were encouraged and participation in all the events, projects formation, cultural and extension activities etc. have been tremendously increased.

Prepared by:

IQAC Coordinator

Approved by:

