



DATE: 25<sup>TH</sup> Feb, 2020

## Notice

The 4<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) of the Institute has been scheduled to be held on 07<sup>th</sup> March, 2020 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.06.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.06.02	Regarding conduct of lectures on women health by inviting a qualified doctor on the occasion of celebration of International Women's day.
IQAC.06.03	Regarding discussion on the revised staff appraisal format for teaching and non-teaching staff of the institute.
IQAC.06.04	Regarding increase in conduct of Intellectual Proprietary Rights (IPRs) and Research Methodology activities in the institute.
IQAC.06.05	Regarding motivation of students to participate in sports and cultural events at the institute level and inter college, university and state level etc.
IQAC.06.06	Regarding motivation of students of the institute to prepare the working and non-working projects to be displayed during annual exhibition Tech-fest scheduled in the institution.
IQAC.06.07	Regarding discussion on some of the existing policies which need revision and to prepare revised policies with latest amendments.
IQAC.06.08	Regarding discussion on the mentor files of the various departments and their review.
IQAC.06.09	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**  
**06<sup>th</sup> Meeting of Internal Quality Assurance Cell**  
**JBIT, Dehradun**

Date/Time	07 <sup>th</sup> March, 2020 at 3:00 PM
Venue	Conference Hall
Minutes were Taken by	Dr. Lokendra Singh
Chairperson/Convener	Dr. Amit Kumar Bansal

S.No.	Name	Designation	Signature
1.	Dr. Amit Kumar Bansal	Director	
2.	Dr. Lokendra Singh	Associate Professor, Dept. of Electronics & Communication Engineering	
3.	Dr. Jogiender Singh Chauhan	Professor, Dept. of Computer Sci. & Engineering	
4.	Mr. Madan Pal Singh	Assistant Professor, Dept. of Electronics & Communication Engineering	
5.	Dr. Sanjeev Gill	Professor, Dept. of Civil Engineering	
6.	Mr. Manoj Chaudhary	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.	Dr. Sugam Gupta	Assistant 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.	Smt. Baby Rani	Gram Pradhan, Shashpur Dehradun Uttarakhand	





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16.	Mr. Ashish Upadhyay (CSE)	Students	
17.	Mr. Yaman Chaudhary (ME)	Alumni	
18.	Mr. Naresh Bansal	Industrialists	
19.	Mr. Bipin Vidhan	HR, Avtra Corporation (Employer)	
20.	Mr. Ravi Bharthwal	HR, Zircon Technologies India Limited (Employer)	
21.	Mr. K.S. Rawat	Parents	

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IQAC.06.05	Regarding motivation of students to participate in sports and cultural events at the institute level and inter college, university and state level etc.
IQAC.06.06	Regarding motivation of students of the institute to prepare the working and non-working projects to be displayed during annual exhibition Tech-fest scheduled in the institution.
IQAC.06.07	Regarding discussion on some of the existing policies which need revision and to prepare revised policies with latest amendments.
IQAC.06.08	Regarding discussion on the mentor files of the various departments and their review.
IQAC.06.09	Regarding any other item/s with the permission of the chair.

An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY  
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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	<b>IQAC.06.01: Confirmation of minutes of the previous meeting and their action taken report.</b> The minutes of the previous 05 <sup>th</sup> meeting of the IQAC along with their action taken report of were discussed agenda item wise in details in the meeting among all the members 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	<b>IQAC.06.02: Regarding conduct of lectures on women health by inviting a qualified doctor on the occasion of celebration of International Women's day.</b> Discussion on the issue of conduct of lecture on women health by a qualified doctor on the occasion of celebration of International Women's Day was held in the meeting among the members of the cell that this lecture will be beneficial for the girl students as most of the girls are generally physically weak and have deficiency of Iron. It was resolved that the Convener ICC in coordination with the extension committee under the guidance of Director of the Institute will organize this lecture on that day.	Director and Convener ICC.
3	<b>IQAC.06.03: Regarding discussion on the revised staff appraisal format for teaching and non-teaching staff of the institute.</b> It was discussed in the meeting of IQAC on the matter of revised staff appraisal format for teaching and non-teaching staff of the institute that the existing appraisal form is very old one and since inception it has not been revised. Therefore, it needs revision with some modifications in the format. Resolved that the Director and the Registrar will make the appraisal form modified and from the next coming session this new revised staff appraisal form will be applicable.	Director and Registrar
4	<b>IQAC.06.04: Regarding increase in conduct of Intellectual Proprietary Rights (IPRs) and Research Methodology activities in the institute:</b> Discussion was held in the meeting of IQAC to make more efforts to increase the number of activities of the conduct of Intellectual Proprietary Rights (IPRs) and Research Methodology in the institute which is nowadays important for any institution to have the latest overall	Director and convener research committee.





	knowledge in these aspects or IPR and RM. After this discussion it was resolved that the Director of the institute and the convener of research committee will make all arrangements to organize these two activities in the institute with a proper planning.	
5	<b>IQAC.06.05: Regarding motivation of students to participate in sports and cultural events at the institute level and inter college, university and state level etc.</b> The matter of motivation of students to participate in sports and cultural events at the institute level and inter college, university and state level etc. was discussed in details as these are the best activities for holistic development of an individual. It was resolved that the Director, Registrar, all HODs and faculties motivate the students for these activities. Especially the faculties will motivate students for such activities in their classes.	Director, Registrar, all HODs and faculties.
6	<b>IQAC.06.06: Regarding motivation of students of the institute to prepare the working and non-working projects to be displayed during annual exhibition Tech-fest scheduled in the institution.</b> There was a detailed discussion on the issue of motivation of students of the institute to prepare the working and non-working projects to be displayed during annual exhibition Tech-fest scheduled in the institution. Resolved that the Director and Registrar will motivate students at common platform to move on for preparation of projects under the guidance of their teachers. The HODs and faculties also motivated students on this issue in their classes and helped them in preparation of projects.	Director, Registrar, HODs and faculties
7	<b>IQAC.06.07: Regarding discussion on some of the existing policies which need revision and to prepare revised policies with latest amendments.</b> It was discussed among the members of the IQAC in details on the matter of policies which were in operation since the inception of the Institute and are in need of some amendments which have been taken place in due course of time and are to be incorporated in the policies. In addition some rules and regulations have been modified and some notifications have also been issued by the regulating bodies etc. It was resolved in the meeting that the Director and the Registrar of the institute will prepare the revised policies by incorporating all these aspects in the revised policies.	Director and Registrar
8	<b>IQAC.06.08: Regarding discussion on the mentor files of the various departments and their review.</b> Discussion was held on the matter of mentor files prepared by the faculties with details of all the student mentee of their group that the existing system of mentor – mentee is in action since inception of the institute and it requires some amendments and rectifications, It was resolved that the Director of the institute will constitute a committee of	Director and Committee of three HODs.



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	three HIODs to get the modification in mentor files and procedures in the interest of students and the Institution towards a step of improvement in quality.	
9	<b>IQAC.06.09: Regarding any other item/s with the permission of the chair :</b> 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.	

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## ACTION TAKEN REPORT: IQAC-06

The agenda item-wise action taken report of the minutes of the 06<sup>th</sup> meeting of the IQAC held on 07<sup>th</sup> March.2020 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	<b>IQAC.06.01: Confirmation of minutes of the previous meeting and their action taken report.</b>	Discussion on the minutes and agenda items wise action taken report of the previous 05 <sup>th</sup> meeting of IQAC was held in details. After deliberations on some issues the minutes of previous meetings were approved and confirmed.
2.	<b>IQAC.06.02: Regarding conduct of lectures on women health by inviting a qualified doctor on the occasion of celebration of International Women's day.</b>	In compliance to the minutes of the meeting against this agenda item the Convener ICC and the convener extension committee under the guidance of Director of the institute made all arrangements of a qualified lady doctor of hospital who delivered a valuable lecture on women health during the celebration of International women's day. It was praised by all.
3.	<b>IQAC.06.03: Regarding discussion on the revised staff appraisal format for teaching and non-teaching staff of the institute.</b>	As discussed and approved in the IQAC meeting on this issue of preparation of revised and modified staff appraisal form the Director and the Registrar of the institute prepared the same with some modifications.
4.	<b>IQAC.06.04: Regarding increase in conduct of Intellectual Proprietary Rights (IPRs) and Research Methodology activities in the institute.</b>	As approved and resolved in the IQAC meeting the Director of the institute in coordination with the convener research committee prepared a master plan with more number of IPRs and RM to be conducted during this coming session. These have been executed in the interest of the teaching staff and the students.
5.	<b>IQAC.06.05: Regarding motivation of students to participate in sports and cultural events at the institute level and inter college, university and state level etc.</b>	In compliance to the minutes of the meeting on this agenda item the Director and Registrar motivated the students in this regard at common platforms. The HODs and faculties motivated students in their classes to participate in sports and cultural events at the institute level and inter college, university and state level. This has shown good results.
6.	<b>IQAC.06.06: Regarding motivation of students of the institute to prepare the working and non-working projects to be displayed during annual exhibition Tech-fest scheduled in the institution.</b>	As resolved in the IQAC meeting on the issue of motivation of students of the institute to prepare the working and non-working projects to be displayed during annual exhibition Tech-fest scheduled in the institution. The Director and Registrar of the institute motivated students at their general meetings at common platform while HODs and the faculties motivated students in their classes and helped them to prepare these projects. The students displayed their projects successfully.



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7.	<b>IQAC.06.07: Regarding discussion on some of the existing policies which need revision and to prepare revised policies with latest amendments.</b>	In compliance to the minutes of the meeting in respect of this agenda item the Director and the Registrar of the Institute studied all the policies and selected those policies which were to be revised and then made all rectifications and modifications with the amendments as per the revised statutes notifications and other latest rules and regulations and accordingly incorporated in the new policies.
8.	<b>IQAC.06.08: Regarding discussion on the mentor files of the various departments and their review.</b>	As discussed and resolved in the meeting of IQAC against this agenda item the Director of the Institute constituted a committee of three HODs who inspected the mentor files and accordingly made certain modifications and rectifications in mentor- mentee system.

Prepared by:

IQAC Coordinator

Approved by:



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