



Date: 05.03.2021

## Notice

A meeting of the IQAC of the Institute has been scheduled to be held on 15<sup>th</sup> March, 2021 at 2.00 PM in the Conference Hall of the institute. All the committee members are requested to attend the meeting at the specified date & time.  
All concern to please note.

The following will be the agenda items of the meeting:

Agenda Items	
IQAC.09.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.09.02	Regarding upgradation of the ERP portal of the institute to include new revised modules in the existing portal.
IQAC.09.03	Regarding reconstitution of various committees.
IQAC.09.04	Regarding conduct of FDPs for the enlightenment and upgradation of faculties with the latest know how in various fields.
IQAC.09.05	Regarding review of timely completion of syllabus of all the courses and conduct of revision classes on important topics.
IQAC.09.06	Regarding information of the conduct of a workshop on Intellectual Property Right (IPR), RM in the institute by inviting external experts.
IQAC.09.07	Regarding motivation of teaching staffs to participate and present the Research papers in the National / International conferences scheduled in the other organizations.
IQAC.09.08	Regarding analysis of the performance of the students of the institute towards non academic activities including sports for their holistic development .
IQAC.09.09	Regarding discussion on implementation of National Education Policy (NEP – 2020).
IQAC.09.10	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**  
**09<sup>th</sup> Meeting of Internal Quality Assurance Cell**  
**JBIT, Dehradun**

Date /Time	15 <sup>th</sup> March, 2021/2:00 PM
Venue	Conference Room
Minutes were taken by:	Dr. Bijay Kumar Singh
Chairperson/Convener	Dr. Amit Kumar Bansal

S.No.	Name	Designation	Signature
1.	Dr. Amit Kumar Bansal	Director	
2.	Dr. Bijay Kumar Singh	Professor, Dept. of Electronics & Communication Engineering	
3.	Dr. Jogiender Singh Chauhan	Professor, Dept. of Computer Sci. & Engineering	
4.	Dr. S.K. Chaudhary	Associate Professor, Dept. of Applied Science & Humanities	
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. Madan Pal Singh	Assistant Professor, Dept. of Electronics & Communication Engineering	
9.	Mr. Sumit Kumar	Assistant Professor, Dept. of Mechanical 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.	Mr. Punit Kumar	Controller of Examination	
15.	Smt. Baby Rani	Gram Pradhan, Shashpur Dehradun Uttarakhand	
16.	Mr Yaman Chaudhary ME	Alumni	
17.	Mr. Ashish Upadhyay	Students	





18.	Mr. Naresh Bansal	Industrialists	<i>Naresh</i>
19.	Mr. Bipin Vidhan	HR, Avtra Corporation (Employer)	<i>Bipin</i>
20.	Mr. Ravi Bharthwal	HR, Zircon Technologies India Limited (Employer)	<i>Ravi</i>
21.	Mr. K.S. Rawat	Parents	<i>K.S. Rawat</i>

Agenda Items	
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IQAC.09.02	Regarding upgradation of the ERP portal of the institute to include new revised modules in the existing portal.
IQAC.09.03	Regarding reconstitution of various committees.
IQAC.09.04	Regarding conduct of FDPs for the enlightenment and upgradation of faculties with the latest know how in various fields.
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IQAC.09.08	Regarding analysis of the performance of the students of the institute towards non academic activities including sports for their holistic development .
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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 the minutes by reading agenda items one by one.

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

Sr. No.	Discussions/Suggestions/Resolutions	Actionee
1	<b>IQAC.09.01: Confirmation of minutes of the previous meeting and their action taken report:</b> The minutes along with their agenda item wise action taken report of the previous 08 <sup>th</sup> meeting of the IQAC were presented for an open discussion in the house by the IQAC coordinator. After deliberations on some issues of the agenda items the minutes of the previous meeting were approved and confirmed.	All members of IQAC

*Adk Singh*



2	<p><b>IQAC.09.02: Regarding upgradation of the ERP portal of the institute to include new revised modules in the existing portal:</b> Discussion on the issue of upgradation of the ERP portal of the institute to include new revised modules in the existing portal was discussed in the meeting at large with different suggestions by the members of the cell. It was resolved that the Director of the institute in consultation with the Registrar and the IT Head on this issue and upgrade our ERP to the best possible facilities for better convenience and easy working.</p>	Director and Registrar
3	<p><b>IQAC.09.03: Regarding reconstitution of various committees :</b> Discussion was held at length in the meeting of IQAC that as a part of participative management and to carry out all kind of administrative academic and other works several committees have been constituted comprising of faculties , non teaching staffs and students generally however in few committees like IQAC itself, ICC(Internal Complaint Committee) and GRC (Grievance Redressal Committee) also include some officials and other dignitaries of society. Resolved that as per the previous practice the Director of the institute in consultation with Registrar will constitute the committees.</p>	Director , and Registrar
4	<p><b>IQAC.09.04: Regarding conduct of FDPs for the enlightenment and upgradation of faculties with the latest know how in various fields :</b> Discussion was held in the meeting of IQAC on the matter of the conduct of FDPs for the enlightenment and upgradation of faculties with the latest know how in various fields that it is an essential component of education system to update and enlighten the faculties with the latest know how in respect of all developments in science and technology . Hence it was resolved that there will be conducted the FDPs in the institute atleast 3 or 4 times in the interest of faculties hence to improve teaching learning. Director and all HODs will execute the process of FDPs by inviting experts from outside.</p>	Director and all HODs
5	<p><b>IQAC.09.05: Regarding review of timely completion of syllabus of all the courses and conduct of revision classes on important topics :</b> This matter of review of timely completion of syllabus of all the courses and conduct of revision classes on important topics was discussed in details among the members of IQAC. It was suggested and resolved that the faculties will make their best efforts to complete the syllabus well before time to the best satisfaction of the students. In addition during the remaining time before examinations a regular revision of all the important topics is likely to be revised in the interest of students. Director and all HODs will monitor and ensure the same.</p>	Director and all HODs
6	<p><b>IQAC.09.06: Regarding information of the conduct of a workshop on Intellectual Property Right (IPR), RM in the institute by inviting external experts :</b> There was a detailed discussion on the issue of information of the conduct of a workshop on Intellectual Property Right (IPR), RM (Research Methodology) in the institute by inviting external experts that in the present scenario of an advanced stage of science and technology it is necessary to update all concerned to academics, the</p>	Director, Registrar and HODs

*Ask Singh*





	students and the faculties with the knowledge of IPR and RM especially. It was resolved that the Director of the institute in consultation with Registrar and all HODs prepare a schedule of conduct of IPR and RM by inviting the dignified external experts.	
7	<b>IQAC.09.07: Regarding motivation of teaching staffs to participate and present the Research papers in the National / International conferences scheduled in the other organizations :</b> It was discussed among the members of the IQAC in details that for the overall development of the faculties of the institution that it is necessary to motivate the faculties to participate and present the Research papers in the National / International conferences scheduled in the other organizations and for this purpose they will be granted academic leave along with the expenditures met by them while attending these conferences by the institution. Resolved that the Director of the institute along with the convener of the research committee will motivate the faculties for this purpose. So that the faculties will publish the Research papers in the National / International conferences as well as the patents.	Director and convener of research committee.
8	<b>IQAC.09.08: Regarding analysis of the performance of the students of the institute towards non academic activities including sports for their holistic development :</b> Discussion was held in the IQAC meeting on the analysis of the performance of the students of the institute towards non academic activities including sports for their holistic development that now a days in addition to academics it also much more important for the students atleast to be rich with multi domentional knowledge in all the fields. Resolved that the students involvement in all other kind of non-academic activities like social and cultural activities, sports, involvement in seminars, other events, annual functions etc. is although good as reported and its analysis shows that more improvement is required for the holistic developments of all the students in institute. Director, Registrar, HODs and all faculties will motivate the students for active participation of students in all aspects at various platforms including classes.	Director and Registrar
9.	<b>IQAC.09.09: Regarding discussion on implementation of National Education Policy (NEP – 2020) :</b> The matter of National Education Policy (NEP 2020) was discussed on the issues of its implementation in respect of the various parameters and regulations concerned with the higher education as proposed by the Government of India that after discussion it clearly appears that this policy is absolutely for the betterment of the institutions and the overall multidisciplinary development of the students in order to compete with the other competent at global level. Resolved that the Director and the Registrar of the institute will study in details the NEP 2020 and initiate the process of implementation accourdingly.	Director and Registrar.

*Adk Singh*



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10	<b>IQAC.09.10: 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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*Prakash Singh*





## ACTION TAKEN REPORT: IQAC-09

The agenda item-wise action taken report of the minutes of the 09<sup>th</sup> meeting of the IQAC held on 15<sup>th</sup> March, 2021 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1	<b>IQAC.09.01: Confirmation of minutes of the previous meeting and their action taken report:</b>	After a detailed discussion on the minutes and agenda items wise action taken report of the previous 08 <sup>th</sup> meeting followed by deliberations on some issues the minutes of previous meetings were approved and confirmed.
2	<b>IQAC.09.02: Regarding upgradation of the ERP portal of the institute to include new revised modules in the existing portal:</b>	In compliance to the minutes of the meeting against this agenda item it was discussed by the Director with the Registrar and the IT head on the matter of upgradation of ERP portal of the institute to include new revised modules in the existing portal. After their discussion the outsource agency was accordingly instructed by the Director of the institute.
3	<b>IQAC.09.03: Regarding reconstitution of various committees :</b>	As discussed and approved in the IQAC meeting on this issue of reconstitution of various committees, the Director of the institute constituted various committees for their relevant purposes after consultation with Registrar of the Institute. The names of the Government officials and other social dignitaries were included in some statutory committees after getting their consent.
4	<b>IQAC.09.04: Regarding conduct of FDPs for the enlightenment and upgradation of faculties with the latest know how in various fields :</b>	As approved and resolved in the IQAC meeting the Director of the institute discussed the matter of conduct of FDPs in the institute for the enlightenment and upgradation of faculties with the latest know how in various fields. A schedule was prepared in this discussion and the FDPs were conducted by inviting experts from outside.
5	<b>IQAC.09.05: Regarding review of timely completion of syllabus of all the courses and conduct of revision classes on important topics :</b>	In compliance to the minutes of the meeting on this agenda item the Director of the institute and HODs monitored the completion of syllabus of all the courses was completed well before time by the faculties in all the classes to the best satisfaction of students. The extra revision classes in all the courses on important topics were also ensured by all the faculties.
6	<b>IQAC.09.06: Regarding information of conduct of workshops on Intellectual Property Right (IPR), RM in the institute by</b>	As resolved in the IQAC meeting on the issue of information of conduct of workshop on Intellectual Property Right (IPR), RM in the institute by inviting external experts. The Director of the institute in consultation with Registrar and all HODs prepared a schedule of conduct of IPR and RM by inviting the

*B.R. Singh*



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	<b>inviting external experts :</b>	dignified external experts and accordingly these were conducted in the institute.
7	<b>IQAC.09.07: Regarding motivation of teaching staffs to participate and present the Research papers in the National / International conferences scheduled in the other organizations :</b>	As resolved in the meeting of IQAC the teaching staff members were motivated by the Director of the institute and convener of the research committee to participate and present the Research papers in the National / International conferences scheduled in the other organizations. A good number of faculties participated and presented the research paper in this outside conferences and their expenditures were reimbursed by the institute.
8	<b>IQAC.09.08: Regarding analysis of the performance of the students of the institute towards non academic activities including sports for their holistic development :</b>	In compliance to the minutes of this agenda item the Director, Registrar, HODs and all faculties of the institute motivated the students of all the classes at various platforms about the advantage and profits of extra activities not only essential for the holistic development of the students as well as are fruitful for their career. The faculties motivate students in their classes time and again. It has produced good results and students participation has been largely increased.
9	<b>IQAC.09.09: Regarding discussion on implementation of National Education Policy (NEP – 2020) :</b>	As discussed and resolved in the meeting of IQAC the Director and Registrar of the institute made a thorough study of the NEP 2020 and highlighted important points which are to be implemented in the institute in the good interest of the students and institution. The process of implementation has been initiated.

Prepared by:

IQAC Coordinator

Approved by:



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