



Dated: 15<sup>th</sup> March, 2022

## Notice

The 12<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) of the Institute has been scheduled to be held on, 26<sup>th</sup> March, 2022 in Conference Hall of the Institute at 03:30 pm. All the members are requested to attend the meeting at the specified date and time.

The following will be the agenda items of the meeting:

- IQAC 12.01: Confirmation of minutes of the previous meeting and their action taken report.**
- IQAC 12.02: Regarding discussion on the initiatives to be taken for feedback collection from alumni and employers**
- IQAC 12.03: Regarding motivation of faculties of the institute to participate and present research papers in the conferences scheduled in other organizations.**
- IQAC 12.04: Regarding proposal for upgradation of the ERP system working in the Institute to include a greater number of modules in addition to the already working modules.**
- IQAC 12.05: Regarding discussion on progress of start of NSS units in the institute.**
- IQAC 12.06: Regarding motivation of faculty and students for an active involvement in research activities and publication of research papers.**
- IQAC 12.07: Regarding participation of students in sports events inside and outside the Institute in various tournaments scheduled at different levels.**
- IQAC 12.08: Regarding discussion on enhancement of outreach Extension activities for the holistic development of the students.**
- IQAC 12.09: Any other item/s with the permission of the chair.**

CC: for information, please

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





**Minutes of Meeting**  
**12<sup>th</sup> Meeting of Internal Quality Assurance Cell**  
**JBIT, Dehradun**

Date /Time	26 <sup>th</sup> March 2022/3:00 PM		
Venue	Conference Room		
Minutes were taken by:	Dr. S.K. Chaudhary		
Chairperson/Convener	Dr. Amit Kumar Bansal		
S.No.	Name	Designation	Signature
1.	Dr. Amit Kumar Bansal	Director	
2.	Dr. S.K. Chaudhary	Associate Professor, Dept. of Applied Science & Humanities	
3.	Dr. Bijay Kumar Singh	Professor, Dept. of Electronics & Communication Engineering	
4.	Dr. Sunil Kumar	Associate 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. Sumit Kumar	Assistant 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	Associate Professor, Dept. of Applied Science & Humanities	
12.	Sh. Sandeep Singhal	Vice-Chairman, Jai Bhagwan Educational Society	
13.	Dr. Vishant Kumar	Registrar	



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14	Mr. Punit Kumar	Controller of Examination	
15	Smt. Baby Rani Gram Pradhan, Shashpur Dehradun Uttarakhand	Local Society	
16	Mr. Yaman Chaudhary ME	Alumni	
17	Ms. Ritika Saini CSE	Students	
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	

An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY  
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## **Agenda Items**

**IQAC 12.01: Confirmation of minutes of the previous meeting and their action taken report.**

**IQAC 12.02: Regarding discussion on the initiatives to be taken for feedback collection from alumni and employers**

**IQAC 12.03: Regarding motivation of faculties of the institute to participate and present research papers in the conferences scheduled in other organizations.**

**IQAC 12.04: Regarding proposal for upgradation of the ERP system working in the Institute to include a greater number of modules in addition to the already working modules.**

**IQAC 12.05: Regarding discussion on progress of start of NSS units in the institute.**

**IQAC 12.06: Regarding motivation of faculty and students for an active involvement in research activities and publication of research papers.**

**IQAC 12.07: Regarding participation of students in sports events inside and outside the Institute in various tournaments scheduled at different levels.**

**IQAC 12.08: Regarding discussion on enhancement of outreach Extension activities for the holistic development of the students.**

**IQAC 12.09: Any other item/s with the permission of the chair.**



The meeting of the IQAC started with the welcome address of the Chairperson of the Cell. The IQAC coordinator introduced all members present in the meeting and started reading of agenda items of the minutes of the meeting one by one. The agenda item wise discussions/suggestions and resolutions are as under:

Sr. No.	Discussions/Suggestions	Actionee
1	<b>IQAC 12.01: Regarding confirmation of minutes of the previous meeting and their action taken report:</b> The agenda item wise Minutes of the previous 11 <sup>th</sup> meeting of IQAC held on 04 <sup>th</sup> Dec.2021 were discussed and confirmed after deliberations on some of the issues of some agenda items of that previous meeting and their action taken.	All Members
2	<b>IQAC 12.02: Regarding discussion on the initiatives to be taken for feedback collection from alumni and employers:</b> Discussion was held regarding the initiatives to be taken for feedback collection at priority from the alumni and the employers as from our students it is easy and in routine will be collected while the alumni and the employers are at distant places and may take time in providing the feedback. It was resolved with suggestions that the HODs and their departmental faculties will take initiatives at priority to collect feedback from alumni and employers.	HODs and all faculties
3	<b>IQAC 12.03: Regarding motivation of faculties of the institute to participate and present research papers in the conferences scheduled in other organizations.</b> The matter of motivation of faculties for participation and presentation of the research paper in the conferences schedules in the other organizations was discussed among the members that the institute is providing facilities of academic leave as well as the reimbursement of the payment made by them as registration fee and the TA/DA. It was resolved that the Director of the institute will circulate a notice in this context and will motivate all the HODs and faculties during the meeting to attend and present papers in these conferences in their own interest. It will improve their academic career.	Director, Registrar, HODs.
4	<b>IQAC 12.04: Regarding proposal for upgradation of the ERP system working in the Institute to include a greater number of modules in addition to the already working modules:</b> The matter of upgradation of the ERP system working in the Institute to include some more modules in addition to the already working modules was discussed in details. It was resolved that The Director and the Registrar of the institute will discuss about the various modules to be included in already existing and working ERP modules and	Director & Registrar





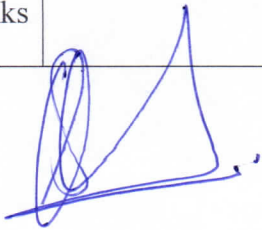
	accordingly the outsource agency of ERP to be instructed.	
5	<b>IQAC 12.05: Regarding discussion on progress of start of NSS units in the institute:</b> The discussion was held on the progress of start of NSS unit in the institute that in the last meeting also the matter of start of NSS units in the institute was discussed and followed by the institute's office. The IQAC coordinator inform the house that the formalities have already been completed and no any quarry has been received in the institute's office till date. In addition he informed that the institute has come to know from reliable sources that the permission is likely to be issues to us very shortly. Resolved that the Director of the Institute should take personal interest and follow the regulating authority of NSS to get this permission at an earliest otherwise the session will be completed without its permission.	Director of institute.
6	<b>IQAC 12.06: Regarding motivation of faculty and students for an active involvement in research activities and publication of research papers:</b> Discussion was held in the meeting of IQAC on the issue of motivation of faculties and the students to be actively engaged in research activities including the publication of research papers in reputed UGC Care list journals. Resolved that the Director of the Institute will instruct all HODs and faculties on the matter of active involvement in research activities and in turn they will further motivate the students for the same.	Director, HODs and all Faculties
7	<b>IQAC12.07: Regarding participation of students in sports events inside and outside the institute in various tournaments scheduled at different levels:</b> The matter of participation of students of the Institution in various sports activities was discussed at length that if our students are motivated time and again as well as are made aware of the importance of sports in health, achievements in getting jobs and status upliftment etc. they will certainly take much interest and participate in tournaments to be held inside and outside the institute. Resolved that Director, Registrar and Sports In-charge will motivate students at the sports grounds and by all faculties in the classes.	Director, Registrar, HODs, Sports In-charge and all faculties of the Institute
8	<b>IQAC12.08: Regarding discussion on enhancement of outreach Extension activities for the holistic development of the students:</b> Discussion was held among the members of the IQAC in the meeting on the matter of improvement & enhancement of the extension activities conducted with the student volunteers of various clubs of the Institute especially in the nearby villages for the overall development of the students as outreach activities. Resolved with suggestions that more number of activities with involvement of more number of students need to be conducted at large. The Registrar and the convener	Director, Registrar and Convener Extension Committee.



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	of the extension committee under the guidance of the Director of Institute will accelerate the activities.	
9	<b>IQAC 12.09: Any other item/s with the permission of the chair:</b> No any member of IQAC raised any issue in the meeting against this agenda item. The meeting therefore, concluded with the vote of thanks to all present in the meeting.	----- 

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## ACTION TAKEN REPORT

The action taken report in respect of the agenda items of the 12<sup>th</sup> meeting of the Internal Quality Assurance cell (IQAC) held on 26<sup>th</sup> March 2021 has been prepared. It is presented as below:

- 1. IQAC 12.01: Regarding confirmation of minutes of the previous meeting and their action taken report:** The minutes of the previous 11<sup>th</sup> meeting of IQAC and their agenda item wise action taken were read out by the IQAC coordinator and discussed in details among all the members of the cell. After deliberation on few points of the agenda items, the minutes of the previous meeting were approved and confirmed.
- 2. IQAC 12.02: Regarding discussion on the initiatives to be taken for feedback collection from alumni and employers:** As discussed and approved in the meeting of IQAC the Heads of all the departments after getting direction from Director of the institute asked their faculties to take initiatives to accelerate the process of feedback collection from the alumni and the employers preferably in addition to calling them time and again. Their efforts have produced good results.
- 3. IQAC 12.03: Regarding motivation of faculties of the institute to participate and present research papers in the conferences scheduled in other organizations:** In compliance to the minutes of the meeting of IQAC the Director of the institute in coordination with the Convener Research Committee motivated all the faculties and HODs to move to participate as well as present the research papers during the different conferences scheduled in the other organization and they will be granted with reimbursement of all expenses and academic leave. Notice was also circulated. A number of faculties availed these facilities.
- 4. IQAC 12.04: Regarding proposal for upgradation of the ERP system working in the Institute to include a greater number of modules in addition to the already working modules:** As resolved in the IQAC meeting, the Director and the Registrar of the Institute discussed about the existing modules and the new other modules to be included. Then the outsource agency was accordingly instructed. The ERP has been upgraded.
- 5. IQAC 12.05: Regarding the facility of remote access of study materials provided to students through online mode:** As approved after discussion in the meeting of IQAC the Director of the Institute called a meeting with all HODs and the IT In charge on the matter of





providing the facility of remote access of the study materials to students whenever such students have gone to their home towns which are located at far off places. The study material was made available to the IT in-charge who uploaded online to be accessed by students living in remote areas.

6. **IQAC 12.06: Regarding motivation of faculty and students for an active involvement in research activities and publication of research papers:** As resolved and approved in the IQAC meeting in compliance to the minutes of this agenda item the Director of the Institute instructed all the HODs and faculties to do their best for the research activities and motivate all students of their classes to create their interest and to have maximum involvement in research activities and the publication of research papers as well as the patents.
7. **IQAC 12.07: Regarding participation of students in sports events inside and outside the Institute:** As discussed and approved in the IQAC meeting regarding the encouragement of students of the Institute to have much more interest in sports, about the importance of sports in life etc. the Director, Registrar and Sports In-charge motivated student players in the evening, Sundays and on holidays when playing on the grounds. HODs and faculties however encouraged students in their classes to have more and more participation in sports events and to do practice in the grounds in the evening and on holidays including Sundays. There is a tremendous improvement observed among boys and girls' students of the institute.
8. **IQAC 12.08: Regarding discussion on enhancement of outreach Extension activities for the holistic development of the students:** As discussed and approved in the IQAC meeting regarding enhancement in the outreach extension activities by more and more involvement of students in more and more such activities for the holistic development of students especially in societal and ethical values. The Director in coordination with the Registrar and the Convener Extension activities committee motivated and encouraged the students of the Institute on this matter. The students have now much better involvement and participation in all the extension activities including outreach activities.