



Date: 10.04.2023

### Notice

A meeting of the IQAC Committee of the Institute is scheduled to be held on 15<sup>th</sup> April, 2023 at 3.00 PM in the Conference Hall of the institute. All the committee members are requested to attend the meeting at the specified date & time. Kindly note.

Following are the agenda items of the meeting:

Agenda Items	
IQAC.15.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.15.02	Regarding online collection of feedback from all the stakeholders like students, alumni, employers and teachers.
IQAC.15.03	Regarding participation in the National Intellectual Property Awareness Mission organized by NIPAM Govt. of India.
IQAC.15.04	Regarding preparation and submission of Research Projects to Government / non- Government sectors for research grant.
IQAC.15.05	Regarding conduct of Faculty Orientation Program for the new faculty members as an initiative of IQAC.
IQAC.15.06	Regarding initiatives taken by faculty towards chapters / books publications and the research papers publications.
IQAC.15.07	Regarding installation of Solar System in the institute as eco friendly energy savings measure.
IQAC.15.08	Regarding information of successful regular working of new computer IOT lab with all upgraded facilities
IQAC.15.09	Regarding information of progress in NAAC preparation in the Institute.
IQAC.15.10	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**  
**15<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC)**  
**JBIT, Dehradun**

Date /Time	15 <sup>th</sup> April 2023/3:30 PM		
Venue	Conference Room		
Minutes were taken by:	Dr. S.K. Chaudhary		
Chairperson/Convener	Dr. P. K. Chaudhary		
S.No.	Name	Designation	Signature
1.	Dr. Pitamber Kumar Chaudhary	Chairperson	
2.	Dr. M. K. Arora	Professor, Dept. of Applied Science & Humanities	
3.	Dr. Sunil Kumar	Associate Professor, Dept. of Electronics & Communication Engineering	
4.	Dr. Sanjeev Gill	Professor, Dept. of Civil Engineering	
5.	Mr. Manoj Chaudhary	Associate Professor, Dept. of Computer Sci. & Engineering and AI & ML	
6.	Mr. Lakhan Singh	Associate Professor, Dept. of Electrical Engineering	
7.	Mr. Sumit Kumar	Associate Professor, Dept. of Mechanical Engineering	
8.	Dr. Bharat VPS Rawat	Associate Professor, Dept. of Mechanical Engineering	
9.	Dr. Neeraj Kumar	Associate Professor, Dept. of Applied Science & Humanities	
10.	Sh. Sandeep Singhal	Member- Management	
11.	Dr. Vishant Kumar	Member- Administrative Officer	
12.	Mr. Punit Kumar	Member- Administrative Officer	
13.	Mohammad Imran Khan	Member- Administrative Officer	
14.	Smt. Baby Rani	GramPradhan, Shashpur Dehradun Uttarakhand	



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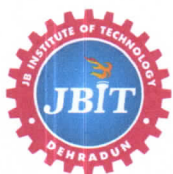
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15.	Ms. Ritika Saini, CSE	Students	
16.	Ms. Aysha, CSE	Alumni	
17.	Mr. Naresh Bansal	Industrialists	
18.	Mr. Bipin Vidhan	HR, Avtra Corporation (Employer)	
19.	Mr. Ravi Bharthwal	HR, Zircon Technologies India Limited (Employer)	
20.	Mohammad Yunus	Parent	
21.	Dr. S.K. Chaudhary	Associate Professor, Dept. of Applied Science & Humanities	

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<b>Agenda Items</b>	
<b>IQAC.15.01</b>	<b>Confirmation of minutes of the previous meeting and their action taken report.</b>
<b>IQAC.15.02</b>	<b>Regarding online collection of feedback from all the stakeholders like students, alumni, employers and teachers.</b>
<b>IQAC.15.03</b>	<b>Regarding participation in the National Intellectual Property Awareness Mission organized by NIPAM Govt. of India.</b>
<b>IQAC.15.04</b>	<b>Regarding preparation and submission of Research Projects to Government / non- Government sectors for research grant.</b>
<b>IQAC.15.05</b>	<b>Regarding conduct of Faculty Orientation Program for the new faculty members as an initiative of IQAC.</b>
<b>IQAC.15.06</b>	<b>Regarding initiatives taken by faculty towards chapters / books publications and the research papers publications.</b>
<b>IQAC.15.07</b>	<b>Regarding installation of Solar System in the institute as eco friendly energy savings measure.</b>
<b>IQAC.15.08</b>	<b>Regarding information of successful regular working of new computer IOT lab with all upgraded facilities</b>
<b>IQAC.15.09</b>	<b>Regarding information of progress in NAAC preparation in the Institute.</b>
<b>IQAC.15.10</b>	<b>Regarding any other item/s with the permission of the chair.</b>



The meeting of the IQAC started with the welcome address of the Chairperson of the cell to all members present in the meeting and introduction of the new members. The IQAC coordinator of the institute 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.15.01: Confirmation of minutes of the previous meeting and their action taken report:</b> The IQAC Coordinator presented the minutes along with their agenda item wise action taken report of the previous 14 <sup>th</sup> meeting of the IQAC for an open discussion in the house. After deliberations on some issues of the agenda items the minutes of the previous meeting were confirmed.	All members of IQAC
2	<b>IQAC.15.02: Regarding online collection of feedback from all the stakeholders like students, alumni, employers and teachers.</b> Discussion was held on the collection of feedback from all stakeholders like students, alumni, employers and teachers in details that the feedback collection from all stakeholders will be in online mode and need to be collected by the institute by its set procedure to possible maximum extent. It was resolved that under the guidance of the Director of the institute all HODs and faculties will collect the feedback from all its stakeholders. In case of collection of feedback from the alumni and the employers more efforts will be required as they are all outstations and may take time to submit the same to the institution.	Director, HODs and Faculties.
3	<b>IQAC.15.03: Regarding participation in the National Intellectual Property Awareness Mission organized by NIPAM Govt. of India.</b> There was a long discussion on the process and importance of IPR (Intellectual Property Right) among the members of the cell. It was informed by the NAAC coordinator that our institutes has participated in the awareness mission of IPR under the aegis of NIPAM Ministry of Commerce and Industry (DPIIT) Govt. of India and have been honored by an appreciation letter. It was resolved with congratulations to all involved and the institute and suggested that such IPR programs should have been conducted under the guidance of Director and the convener research committee on regular basis in the institute to cause awareness among the students and hence among the masses through these students.	Director and the convener research committee.



4	<p><b>IQAC.15.04: Regarding preparation and submission of Research Projects to Government / non- Government sectors for research grant.</b></p> <p>Discussed in details among members of IQAC about the research projects which were under process and also discussed in the previous meeting of IQAC. The IQAC coordinator informed the house that all the three projects have been awarded to our institute and the work is in progress. It was resolved with suggestions that the faculties and the HODs should make more efforts to get approved their research projects from Government and Non- Government agencies. Director will motivate all the faculties and HODs.</p>	Director, HODs and all faculties
5	<p><b>IQAC.15.05: Regarding conduct of Faculty Orientation Program for the new faculty members as an initiative of IQAC.</b></p> <p>It was discussed in the meeting on the issue of conduct of Faculty Orientation Program for the new faculty members to be conducted in the institute to make them aware of working , time scheduling, other events and programs to be held in the institute as well as to make them aware of the conduct rules and other policies etc. After discussion it was resolved that the orientation program should have been conducted within 15 days of the beginning of the session or the new faculties have joined the institute under the guidance of Director and the Registrar of the institute.</p>	Director and Registrar.
6	<p><b>IQAC.15.06: Regarding initiatives taken by faculty towards chapters / books publications and the research papers publications.</b></p> <p>The matter of initiatives taken by faculties towards research activities including papers and books/chapters publication was discussed in details among the members present in the meeting that although our Institute's research centre is working in progressive way yet it is must to do much more in this competitive world to meet the challenges. Resolved that we all appreciate their work and the Director of the institute is requested to continue motivating the faculties as well as the students for more and more engagement in research activities.</p>	Director
7	<p><b>IQAC.15.07: Regarding installation of Solar System in the institute as eco friendly energy savings measure.</b></p> <p>The IQAC coordinator informed all the members present in the meeting that energy conservation and to save environment to reduce pollution to the minimum etc are the major topics to be considered by all. As an initiative in this concern the Management of the Institute have installed the Solar Panels which are providing 5.0 KVA Power supply.</p>	Director
8	<p><b>IQAC.15.08: Regarding information of successful regular working of new computer IOT lab with all upgraded facilities.</b></p> <p>On this agenda item all the members of the IQAC were informed by</p>	Director, Registrar, HOD



	<p>the coordinator of IQAC that the newly formed IOT lab of the Computer Science lab has been well upgraded with all latest PC sets, software etc. and other necessities making it a perfect IOT lab. It has now been put in work and students are making use of it with the best of their satisfaction. Resolved that the HOD computer science and the IT head will further make all efforts to keep this important asset always upgraded all the time by updation with latest software etc. the Director and Registrar will monitor all these.</p>	(CSE)and IT head.
9.	<p><b>IQAC.15.09: Regarding information of progress in NAAC preparation in the Institute.</b></p> <p>It was discussed in the meeting on the review of the progress of the NAAC preparations that the management has decided to go in for NAAC accreditation just after the completion of this academic year. Probably it will be the last meeting of IQAC in this session .Resolved that there is an urgent need to review the preparations of NAAC and the weak or the remaining matrix of the different criterion of NAAC must be considered at priority and now it is the time to work on war footing. Director and Registrar will motivate whole of teaching and non- teaching staff to work on war footing for NAAC preparation.</p>	Director, Registrar, HODs and all faculties
10.	<p><b>IQAC.15.10: Regarding any other item/s with the permission of the chair:</b></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>	-----



### ACTION TAKEN REPORT: IQAC-15

The agenda item-wise action taken report of the minutes of the 15th Meeting of the IQAC held on 15th April, 2023 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	<b>IQAC.15.01: Confirmation of minutes of the previous meeting and their action taken report:</b>	After a detailed discussion on all the agenda items and their item wise action taken report of the previous 14 <sup>th</sup> IQAC meeting followed by deliberations on some issues the minutes and action taken report of the previous meeting were approved and confirmed.
2.	<b>IQAC.15.02: Regarding online collection of feedback from all the stakeholders like students, alumni, employers and teachers.</b>	In compliance to the minutes of the meeting of IQAC to collect the feedback from all its stakeholders the Director instructed HODs who further made aware its departmental faculties to collect feedback from all the stakeholders in time in online mode. From students and the teachers it was collected 100% while from alumni and employers to the maximum possible extent by appreciable efforts of the faculties.
3.	<b>IQAC.15.03: Regarding participation in the National Intellectual Property Awareness Mission organized by NIPAM Govt. of India.</b>	As discussed and approved in the IQAC meeting the matter of conduct of events based upon IPRs by inviting specialists of the field in the institute was shared by the Director of the institute with all HODs and faculties in a meeting. The HODs and faculties conducted IPRs in the institute successfully.
4.	<b>IQAC.15.04: Regarding preparation and submission of Research Projects to Government / non-Government sectors for research grant.</b>	Director of the institute and Convener Research Committee motivated all HODs and faculties in a general meeting with whole of teaching staff motivated them to prepare the research projects to be submitted to the funding agencies and to motivate students in their classes. The research work on all the allocated three projects is in progress.
5.	<b>IQAC.15.05: Regarding conduct of Faculty Orientation Program for the new faculty members as an initiative of IQAC.</b>	In compliance to the minutes of the meeting on this agenda item of conduct of Faculty Orientation Program for the new faculty members in the month of August the FOP was scheduled in the third week and was successfully held with motivation and enlightenment of new faculties with the conduct rules, working, time scheduling etc. in the institute.





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6.	<b>IQAC.15.06: Regarding initiatives taken by faculty towards chapters / books publications and the research papers publications.</b>	As discussed and resolved in the IQAC meeting the Director of the institute motivated all the faculty members and HODs of the institute for research activities as well as to write research papers and the writing of books and chapters in books. The faculties are doing well in this field.
7.	<b>IQAC.15.07: Regarding installation of Solar System in the institute as eco friendly energy savings measure.</b>	As discussed and resolved in the IQAC meeting the management has approved and then installed Solar Panels on the roof of the institute to the extent of supplying 5.0 KVA power supply as an eco friendly energy savings measure.
8.	<b>IQAC.15.08: Regarding information of successful regular working of new computer IOT lab with all upgraded facilities</b>	As discussed and approved in the IQAC meeting regarding this agenda item of IOT lab of the institute the Director and the Registrar are monitoring the working and maintenance of IOT lab while the updation and the lab maintenance is carried out under the supervision of IT head and the HOD CSE.
9	<b>IQAC.15.09: Regarding information of progress in NAAC preparation in the Institute.</b>	In compliance to the minutes of this agenda item the Director of Institute called a meeting of whole of teaching and non-teaching staff and both motivated them to be more active with more encouragement in NAAC preparation as we are very shortly going for accreditation. All assured and have been making more efforts now.

Prepared by:

IQAC Coordinator

Approved by:

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