



DATE: 11<sup>th</sup> Dec, 2018

## Notice

The 02<sup>nd</sup> meeting of the Internal Quality Assurance Cell (IQAC) of the Institute has been scheduled to be held on 22<sup>nd</sup> Dec, 2018 at 3:30 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.02.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.02.02	Regarding information of organization of IPRs, workshops and conferences in the institute and future planning on these issues.
IQAC.02.03	Regarding improvement and initiatives taken to conduct more number of add on programs in the institute.
IQAC.02.04	Regarding discussion to enlighten students on the issue of electoral literacy to describe the importance of vote and voting in a democratic country.
IQAC.02.05	Regarding motivation of students to have better participation in all the events, extension activities, environmental, social and ethical issues as well as outreach activities may be through clubs or the institution.
IQAC.02.06	Regarding need of improvement in the initiatives to be taken to strengthen the institute-industry interaction and MOUs.
IQAC.02.07	Regarding collection of remaining feedback from the alumni and the employers and to prepare a mechanism to collect maximum feedback from the stakeholders.
IQAC.02.08	Regarding conduct of gender audit in the institution as per the policy of the regulating authorities.
IQAC.02.09	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 Boards





**Minutes of Meeting**  
**02<sup>nd</sup> Meeting of Internal Quality Assurance Cell**  
**JBIT, Dehradun**

Date/Time	22 <sup>nd</sup> Dec, 2018 at 3:30 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	





# JBIT

## JB Institute of Technology

Approved by AICTE  
Affiliated to Uttarakhand Technical University, Dehradun

16	Mr. Abhishaek Chakerborty CSE	Alumni	Abhi
17	Mr. Ajay Kumar Mandal ME	Students	Ajay
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.02.02	Regarding information of organization of IPRs, workshops and conferences in the institute and future planning on these issues.
IQAC.02.03	Regarding improvement and initiatives taken to conduct more number of add on programs in the institute.
IQAC.02.04	Regarding discussion to enlighten students on the issue of electoral literacy to describe the importance of vote and voting in a democratic country.
IQAC.02.05	Regarding motivation of students to have better participation in all the events, extension activities, environmental, social and ethical issues as well as outreach activities may be through clubs or the institution.
IQAC.02.06	Regarding need of improvement in the initiatives to be taken to strengthen the institute-industry interaction and MOUs.
IQAC.02.07	Regarding collection of remaining feedback from the alumni and the employers and to prepare a mechanism to collect maximum feedback from the stakeholders.
IQAC.02.08	Regarding conduct of gender audit in the institution as per the policy of the regulating authorities.
IQAC.02.09	Regarding any other item/s with the permission of the chair.

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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 agenda item wise minutes of the meeting one by one.

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

Sr. No.	Discussions/Suggestions/Resolutions	Actionee
1	<p><b>IQAC.02.01: Confirmation of minutes of the previous meeting and their action taken report.</b></p> <p>The agenda item wise minutes along with their action taken report of the previous 01<sup>st</sup> meeting of the IQAC were discussed among all the members of the cell. After deliberations on some of the issues of some agenda items, the minutes of the previous meeting were approved and confirmed.</p>	All members of IQAC
2	<p><b>IQAC.02.02: Regarding information of organization of IPRs, workshops and conferences in the institute and future planning on these issues.</b></p> <p>Discussion at large was held among the members of the IQAC on the information presented by the Chairperson IQAC on the organization of IPRs, workshops and conferences in the institute during this semester and a draft of future planning to conduct such events. It was resolved after appreciation for the previously done such events in the institute and suggested to perform such activities in future in the institute with more and more participation of our own faculty and faculties from outside as well as the students. The Director, Registrar, convener research committee as well as all HODs should have been actively engaged to improve in all these programs and events.</p>	Director, Registrar, convener research committee and HODs.
3	<p><b>IQAC.02.03: Regarding improvement and initiatives taken to conduct more number of add on programs in the institute.</b></p> <p>It was discussed in the meeting of IQAC on the matter of improvement and initiatives taken by the institute to conduct more number of add on programs since our institution is committed for the holistic development of students studying in the institute. In order to compete with the global challenges in this era of high science and technology development, it is essential for all students to have much more overall knowledge in addition to their academic syllabus. It was resolved that more number of add on programs must be conducted in the institute which should be mandatory for all students. Director of the institute will plan on this agenda in a meeting with Registrar and all HODs and implement accordingly.</p>	Director, Registrar and HODs.

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4	<p><b>IQAC.02.04: Regarding discussion to enlighten students on the issue of electoral literacy to describe the importance of vote and voting in a democratic country.</b></p> <p>Discussion was held in the meeting of IQAC on the matter of enlightenment of students on the issue of electoral literacy to describe the importance of vote and voting in a democratic country that in our institution the students are generally admitted with 18+ age and as per our Indian Constitution, they are all eligible to be the voters. It has been noticed that a good number of students have not been registered as voters and they are not aware of the value of vote in a democratic nation like ours. Resolved after this discussion that now it is a time to develop a well-organized electoral literacy club in the institute in place of the previously existing voter club. Director, Registrar, HODs and all faculties must take initiation to enlighten students about the importance of vote and voting in a democratic country.</p>	Director, Registrar, HODs and all faculties.
5	<p><b>IQAC.02.05: Regarding motivation of students to have better participation in all the events, extension activities, and environmental, social and ethical issues as well as outreach activities may be through clubs or the institution.</b></p> <p>The matter of motivation of students in the institute on their participation in all events, activities inside and outside the campus on various important issues like environmental, social, ethical etc. was discussed in details among the members of committee that for the holistic development of the students to meet the requirements of multi-dimensional knowledge it is essential that they should participate in these non-academic activities also. Resolved that the students must be motivated for their participation and involvement in all these activities by Director, Registrar, HODs and faculties will enlighten students in at all platforms may be general functions as well as in their classes.</p>	Director, Registrar, All HODs and faculties.
6	<p><b>IQAC.02.06: Regarding need of improvement in the initiatives to be taken to strengthen the institute-industry interaction and MOUs.</b></p> <p>There was a detailed discussion on the issue of initiatives taken by the institute to strengthen the institute-industry interaction that the institute has got quite good number of institute-industry interactions but there is a tremendous increase in the development of science and technology in all fields. Hence it becomes essential to have an improvement in these interactions to get a very good number that may make our students to develop to good heights. After this long discussion it was resolved that the Director of the institute will hold a meeting with all HODs, Convener research committee, T&amp;P head to discuss and finalized a very best number of institute-industry interaction through MOUs.</p>	Director, HODs, Convener research committee and T&P head.

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7	<p><b>IQAC.02.07: Regarding collection of remaining feedback from the alumni and the employers and to prepare a mechanism to collect maximum feedback from the stakeholders.</b></p> <p>It was discussed among the members of the IQAC in details that in any institute there are several practices to be in operation and to collect feedback from its outside stakeholders i.e. alumni, parents and employers is one of the important practice. It was informed by the chairperson cum director of the Institute that from this outside stakeholder the response is lesser than expected. It was resolved that the Director will instruct the HODs and HODs to faculties to be more actively engaged at priority to call and ask these stakeholders to submit their feedback. This repetition will certainly give best results. In addition the Director and Registrar will frame a mechanism to collect maximum feedback from these stakeholders.</p>	Director, Registrar, HODs and faculties.
8	<p><b>IQAC.02.08: Regarding conduct of gender audit in the institution as per the policy of the regulating authorities.</b></p> <p>Discussion was held in the IQAC meeting on the issue of conduct of gender audit in the institution as per the policy of the regulating authorities that in order to have a good observation of coordination and friendly environment among the boys and girls in institute is may be very helpful to incorporate the various suggestions to improve gender harmony and to develop a congenial atmosphere in the institute in the interest of the students both boys and girls. It was suggested and approved that as previous annual practice the gender audit must have been conducted in accordance with the guideline of the regulating authority under the direction of the Director and Registrar in coordination with ICC (Internal Complained Committee).</p>	Director, Registrar and ICC.
9	<p><b>IQAC.02.09: Regarding any other item/s with the permission of the chair.</b></p> <p>Non-issue was raised by any member of the cell against this agenda item in the meeting. Hence meeting concluded with the vote of thanks to all present in the meeting.</p>	----





## ACTION TAKEN REPORT: IQAC-02

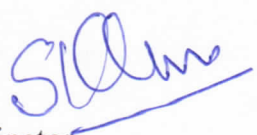
The agenda item-wise action taken report of the minutes of the 02<sup>nd</sup> meeting of the IQAC held on 22<sup>nd</sup> Dec., 2018 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	<b>IQAC.02.01: Confirmation of minutes of the previous meeting and their action taken report.</b>	Discussion in details was held on the minutes and agenda items wise action taken report of the previous 01 <sup>st</sup> meeting of IQAC. After deliberations on some issues of some of the agenda items the minutes of previous meetings were approved and confirmed.
2.	<b>IQAC.02.02: Regarding information of organization of IPRs, workshops and conferences in the institute and future planning on these issues.</b>	In compliance to the minutes of the meeting against this agenda item the Director of the institute called a meeting of Registrar, Convener research committee, all HODs and faculties in the auditorium and shared the information and the minutes passes in the IQAC meeting on this matter with a motivation to all to organized more number of IPRs, workshops and conferences in the institute in future in their own interest including students. Such events has been improved in quality and quantity in the institute.
3.	<b>IQAC.02.03: Regarding improvement and initiatives taken to conduct more number of add on programs in the institute.</b>	As discussed and approved in the IQAC meeting on this issue of improvement and initiatives taken for conduct more number of add on programs in the institute, the Director called a meeting with Registrar and all HODs discussed this matter to select some add on courses which are very much helpful for the students for their future prospect. They accordingly did the compliance and conducted various add on courses in the institute mandatory for all students.
4.	<b>IQAC.02.04: Regarding discussion to enlighten students on the issue of electoral literacy to describe the importance of vote and voting in a democratic country.</b>	As resolved in the IQAC meeting the Director of the institute along with the Registrar, HODs and all faculties enlighten the students on the issue of electoral literacy to describe the importance of vote and voting in a democratic country at common platform during general meeting and in classes by faculties and HODs. In addition an Electoral literacy club has been constituted as according to the regulatory authority in place of the Voter club already working in the institute.
5.	<b>IQAC.02.05: Regarding motivation of students to have better participation in all the events, extension activities, environmental, social and ethical issues as well as outreach activities may be through clubs or the institution.</b>	In compliance to the minutes of the meeting on this agenda item the Director, Registrar, HODs and faculties have motivated the students in general meetings as well as in their classes to have a better participation in all events and activities conducted within and outside the campus of the institute for their holistic development that is essential for an individual to compete with the global competitive world with the multi-dimensional

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		knowledge. This has also been an important component of the NEP-2020.
6.	<b>IQAC.02.06: Regarding need of improvement in the initiatives to be taken to strengthen the institute-industry interaction.</b>	As discussed and resolved in the IQAC meeting on the issue of improvement in the initiatives to be taken to strengthen the institute-industry interaction. The Director of the institute hold a meeting with all HODs, Convener research committee and T&P head to discuss and finalize some more number of institute-industry interaction through MOUs in addition to the already existing and in operation the MOUs. The matter was complied with and a good number of MOUs have been signed and are executed.
7.	<b>IQAC.02.07: Regarding collection of remaining feedback from the alumni and the employers and to prepare a mechanism to collect maximum feedback from the stakeholders.</b>	In compliance to the minutes of the meeting in respect of this agenda item of collection of remaining feedback from the alumni and the employers and to prepare a mechanism to collect maximum feedback from the stakeholders. All faculties and HODs were instructed and got engaged to call time and again the stakeholders to submit the feedback. As a result they were successful to collect the feedback from most of the alumni and the employers.
8.	<b>IQAC.02.08: Regarding conduct of gender audit in the institution as per the policy of the regulating authorities.</b>	As suggested and approved in the IQAC meeting against this agenda item that as per previous annual practice the gender audit has been conducted in accordance with the guideline of the regulating authority under the direction of the Director and Registrar in coordination with ICC in the institute.

Prepared by:   
IQAC Coordinator

Approved by:  
Director







## Office order

### Sub: Constitution of committee for Internal Quality Assurance Cell (IQAC)

The institute has constituted IQAC as per National Assessment and Accreditation Council (NAAC) guidelines. The IQAC works towards attaining excellence in all the academic and non-academic curricular activities as well as for continuous improvement in teaching-learning process. An introductory meeting has been scheduled on 11-07-2018 at 4:10 PM in the conference room first floor, Main Academic Block.

Structure of the committee

Nomenclature of IQAC Composition	Name	Designation
Chairperson (Head of Institute)	Prof. (Dr.) Dinesh Kumar Rao	Director
Coordinator IQAC	Dr. Sanjay Kumar Agarwal	Professor, Dept. of Applied Science & Humanities
Faculty Members	Mr. Santosh Kumar Mishra	Associate Professor, Dept. of Computer Sci. & Engineering
	Mr. Manoj Kumar Bansal	Associate Professor, Dept. of -Electronics & Communication Engineering
	Dr. Sanjeev Gill	Professor, Dept. of - Civil Engineering
	Mr. Manish Kumar	Associate Professor, Dept. of -Computer Sci. & Engineering
	Mr. Lakhan Singh	Assistant Professor, Dept. of - Electrical Engineering
	Mr. Punit Kumar	Associate Professor, Dept. of -Mechanical Engineering
	Mr. Rajendra Kumar Prajapati	Assistant Professor, Dept. of Electrical Engineering
	Ms. Sakshi Gautam	Assistant Professor, Dept. of Computer Sci. & Engineering
	Mrs. Archana Sharma	Associate Professor, Dept. of Applied Science & Humanities
Management Nominee	Sh. Sandeep Singhal	Vice-Chairman, Jai Bhagwan Educational Society
Administrative Officers	Dr. Vishant Kumar	Registrar
	Dr. S.K. Chaudhary	Controller of Examination



Nomenclature of IQAC Composition	Name	Designation
Nominee from Local Society/Students/Alumni	Mohd. Irshad Ahmad	Gram Pradhan, Shashpur Dehradun Uttarakhand
	Mr. Abhishaek Chakerborty CSE	Alumni
	Mr. Ajay Kumar Mandal ME	Students
Nominee from Employers/Industrialists/Stake holders	Mr. Naresh Bansal	Industrialists
	Mr. Bipin Vidhan	HR, Avtra Corporation (Employer)
	Mr. Ravi Bharthwal	HR, Zircon Technologies India Limited(Employer)
	Mr. K.S. Rawat	Parents

All concerned please note the committee and its introductory meeting schedule.

Prof. (Dr.) D.K. Rao  
Director



A copy of the above is forwarded to the following for information and record:

1. PS to Chairman BoM: For kind information of Hon'ble Chairman.
2. All Head of the department
3. IT-Head to upload on Institute website.
4. All concerned
5. Notice Boards