



DATE: 26<sup>th</sup> Nov, 2019

## 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> Dec, 2019 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.05.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.05.02	Regarding scheduling to conduct annual academic audit in the institution in all the departments and preparation of academic audit report.
IQAC.05.03	Regarding improvement and initiatives taken by the institute to promote research activities in the institute by motivation of faculty and the students.
IQAC.05.04	Regarding discussion to improve the usage of e-resources by the students and the faculties of the institute.
IQAC.05.05	Regarding enlightenment of students in the institute on the environmental issues and to reduce pollution.
IQAC.05.06	Regarding initiatives implemented by the institution for energy savings and to save environment.
IQAC.05.07	Regarding eco-friendly welcome of the guests, experts and other dignitaries visiting the institute at various occasions.
IQAC.05.08	Regarding improvement and up gradation in automation of library of the institute and to further enrich library with more e-books and e-journals
IQAC.05.09	Regarding planning to organize Staff Development Program and Management Development Program for non-teaching staff enrichment.
IQAC.05.10	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**  
**05<sup>th</sup> Meeting of Internal Quality Assurance Cell**  
**JBIT, Dehradun**

Date/Time	07 <sup>th</sup> Dec, 2019 at 3.30 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	



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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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	<b>IQAC.05.01: 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 04 <sup>th</sup> meeting of the IQAC were discussed in detail among all the members of the cell. After deliberations on some agenda items the minutes of the previous meeting were approved and confirmed.	All members of IQAC
2	<b>IQAC.05.02: Regarding scheduling to conduct annual academic audit in the institution in all the departments and preparation of academic audit report.</b> Discussion on the issue of conducting annual academic audit in the institution in all the departments and preparation of academic audit report by a duly constituted academic audit team was done in details on all the aspects. It was resolved that the Director of the institute will constitute an Academic Audit committee that will visit all the departments and will verify all the documents and record as well in all other aspects related to academics progression . The audit team will prepare a consolidated report and submit to the Director of institute.	Director and Academic Audit Committee
3	<b>IQAC.05.03: Regarding improvement and initiatives taken by the institute to promote research activities in the institute by motivation of faculty and the students.</b> It was discussed in the meeting of IQAC on the matter of improvement and initiatives taken by the institute to promote research activities in the institute by motivation of faculty and the students that in this era of an advanced developments in Science and Technology there is an urgent need of improvement to promote research activities and therefore the institute has to take initiative in this regard. It was resolved that the Director and the Convener Research Committee will motivate the faculties and the students including HODs in general meetings as well as HODs and faculties will motivate students further in this respect in their classes.	Director , Convener Research Committee, HODs and faculties
4	<b>IQAC.05.04: Regarding discussion to improve the usage of e-resources by the students and the faculties of the institute.</b> Discussion was held in the meeting of IQAC on the matter of improving the usage of e-resources by the students and the faculties of the institute in the library system and otherwise in the academics so as	Director, IT head and librarian.



	<p>to compete with the latest global developments in the e-resources. Resolved that under the guidance of the Director and the IT Head of the institute. As a result there is an improvement in the e-resources in terms of sharing of lecture notes, web links, notes, information of events and add on courses etc.</p>	
5	<p><b>IQAC.05.05: Regarding enlightenment of students in the institute on the environmental issues and to reduce pollution.</b> The matter of enlightenment of students in the institute on the environmental issues and to reduce pollution was discussed in details among the members of committee that with the advancement of technology the environment has been largely affected with more of increase of air, water and soil pollution. Hence it is essential that the students of the institute which are the future of our country must be made aware of environmental issues and how to reduce pollution they should be aware of. Resolved that there should be regular programs on the environmental and pollution issues in the institute by delivery of enlightenment lectures to be delivered by subject specialists organized under the guidance of Director and the Registrar of the institute. HODs and faculties will enlighten students in their classes on the issues.</p>	Director, Registrar, All HODs and faculties.
6	<p><b>IQAC.05.06: Regarding initiatives implemented by the institution for energy savings and to save environment.</b> There was a detailed discussion on the issue of initiatives implemented by the institution for energy savings and to save environment that the prices of the various sources of energy like the LPG, fuels and electricity are increasing day by day and are becoming costlier. The renewable sources of energy like sunlight can be utilized as solar systems. The environment can be made pollution free by planting more and more trees and to have cleanliness. Sewerage water can be purified and water pollution be reduced by using STP. It was resolved that the measures to save energy by using solar systems and to save environment use of STP (Sewerage Treatment Plant) are the major initiatives to be taken. The Director of the institute and the extension committee should take initiatives.</p>	Director and extension committee.
7	<p><b>IQAC.05.07: Regarding discussion on best practices and distinctiveness of the institute:</b> It was discussed among the members of the IQAC in details that in any institute there are several practices to be in operation and in practice for the general and special developments in some specific fields. As well as there is always some distinctiveness in any institution by which that institution is known and famous. It was resolved that the Director of the institute will conduct a meeting with the Registrar and all HODs to discuss and find at least three/ four best practices which are in practice in our institute. The distinctiveness of the institute is also to be searched out among various specialties existing and in progress in the institute.</p>	Director, Registrar and HODs



8	<p><b>IQAC.05.08: Regarding improvement and up gradation in automation of library of the institute and to further enrich library with more e-books and e-journals</b></p> <p>Discussion was held in the IQAC meeting on the issue of improvement and up gradation in automation of library of the institute and to further enrich library with more e-books and e-journals that at this time of well advanced technology and movement of various organizations to be paperless. It was resolved that in our institute also as a step towards paperless there is an urgent need of an enrichment in the number of e-books and e-journals and improvements and up gradation of automation of library. Director of the institute in coordination with librarian will do all needful in this matter of procurement of e-books and e- journals as well as about automation of library.</p>	Director and Librarian.
9	<p><b>IQAC.05.09: Regarding planning to organize Staff Development Program and Management Development Program for non-teaching staff enrichment.</b></p> <p>It was discussed in the meeting of IQAC that for the enrichment and awareness among the non-teaching staff of any institute it is essential to update them with the latest know how in their related fields of accounts, office management and other related fields. For this purpose SDP and MDP are organized. It was resolved that in our institute also under the direction of Director and Registrar of the institute we are to conduct SDP and MDP by inviting outside experts and specialist of the fields.</p>	Director and Registrar
10	<p><b>IQAC.05.10: Regarding any other item/s with the permission of the chair :</b></p> <p>Some members of the IQAC informed the house that in this era of increasing population, decreasing cultivating land and advance technology of automobiles and industrial development has created environmental issues. Our institute should also contribute to save environment. It was resolved that a small initiative that is possible in our institute is that eco-friendly welcome of the guests, experts and other dignitaries visiting the institute at various occasions. The Registrar of the institute will take care of this.</p>	Registrar.



## ACTION TAKEN REPORT: IQAC-05

The agenda item-wise action taken report of the minutes of the 05<sup>th</sup> meeting of the IQAC held on 17<sup>th</sup> April, 2021 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	<b>IQAC.05.01: Confirmation of minutes of the previous meeting and their action taken report.</b>	Detailed discussion was held on the minutes and agenda items wise action taken report of the previous 04 <sup>th</sup> meeting of IQAC. After deliberations on some agenda items the minutes of previous meetings were approved and confirmed.
2.	<b>IQAC.05.02: Regarding scheduling to conduct annual academic audit in the institution in all the departments and preparation of academic audit report.</b>	In compliance to the minutes of the meeting against this agenda item the Director of the institute constituted an academic audit committee who was instructed to visit all the departments and to examine all the documentation and other departmental facilities in accordance with the academic audit and then to prepare a consolidated academic audit report. The audit team performed their duty and submitted the audit report to the Director of the institute.
3.	<b>IQAC.05.03: Regarding improvement and initiatives taken by the institute to promote research activities in the institute by motivation of faculty and the students.</b>	As discussed and approved in the IQAC meeting on this issue of initiatives taken to promote research activities in the institute the Director and the convener research committee motivated the HODs, faculties and students collectively on this issue. In turn the HODs and faculties further motivated the students in their classes to have their inclination and interest in the research activities as the future of all may rise to best level.
4.	<b>IQAC.05.04: Regarding discussion to improve the usage of e-resources by the students and the faculties of the institute.</b>	As resolved in the IQAC meeting the Director of the institute called a meeting with the HODs and the IT head on the issue of improvement in the usage of e-resources by the students. As a result there is an improvement in the e-resources in terms of sharing of lecture notes, web links, notes, information of events and add on courses etc. there should have been improvement and increase in the purchase of e-resources in the library with latest text books and the reference books after consultation with the librarian.
5.	<b>IQAC.05.05: Regarding enlightenment of students in the institute on the environmental issues and to reduce pollution.</b>	In compliance to the minutes of the meeting on this agenda item the institute has organized expert lectures on environmental issues by inviting experts of the fields from the other institutions and our senior faculties. The HODs and faculties enlighten students on these issues in their classes.
6.	<b>IQAC.05.06: Regarding initiatives implemented by the</b>	As resolved in the IQAC meeting on the issue of the initiatives taken by the institute for saving of energy and the environment. The institute has established



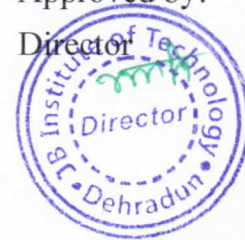
	<b>institution for energy savings and to save environment.</b>	solar systems for water heating on the roofs of the hostel buildings as well as most of the ordinary bulbs and tubes have been replaced by CFL and LEDs. STP is used to minimize water pollution and well maintained lush green campus is a major to reduce air pollution.
7.	<b>IQAC.05.07: Regarding discussion on best practices and distinctiveness of the institute.</b>	In compliance to the minutes of the meeting in respect of this agenda item of best practices and distinctiveness to be in practice and observation in the institute. The Director of the institute called a meeting with all HODs and Registrar of the institute to discuss this matter and asked them to work on and analyse all facilities of the institute and to find at least three/ four best practices and the distinctiveness of the institute.
8.	<b>IQAC.05.08: Regarding improvement and up gradation in automation of library of the institute and to further enrich library with more e-books and e-journals</b>	As discussed and resolved in the meeting of IQAC against this agenda item the Director of the institute visited the library and discussed in details the matter of enrichment of library with more e-books and e-journals after searching the already present e-books and e-journal in the library of the institute. it was also discussed to improve and upgrade the automation of library. The more number of e-books and e-journal were procured by the institute. Necessary up gradation of automation of library also been done.
9.	<b>IQAC.05.09: Regarding planning to organize Staff Development Program and Management Development Program for non-teaching staff enrichment.</b>	In compliance to the minutes of IQAC on the planning to organize Staff Development Program and Management Development Program for non-teaching staff enrichment. The Registrar of the institute after consultation with the Director planned to organize SDP and MDP in the institute and subsequently organized the same by inviting outside experts of the field successfully.
10.	<b>IQAC.05.10: Regarding any other item/s with the permission of the chair</b>	As resolved in the IQAC meeting against this agenda item to use eco-friendly measure to save environment our institute has taken a small initiative that eco-friendly welcome of the guests, experts and other dignitaries visiting the institute at various occasions by presenting a Tulsi pot under the guidance of Registrar of the institute. Tulsi plant is consider as a source of oxygen and has medicinal value.

Prepared by:

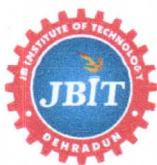
IQAC Coordinator

Approved by:

Director







## Office order

### Sub: Re-constitution of committee for Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) of JB Institute of Technology has been re-constituted for the session 2019-20.

It has been reconstituted in accordance with the guidelines issued by National Assessment and Accreditation Council, with the aim of fostering a culture of continuous improvement in all our academic and administrative processes as per the quality parameters.

The newly constituted IQAC will consist of the following members:

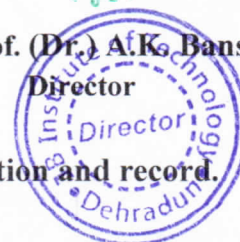
Nomenclature of IQAC Composition	Name	Designation
Chairperson (Head of Institute)	Dr. Amit Kumar Bansal	Director
Coordinator IQAC	Dr. Lokendra Singh	Associate Professor, Dept. of Electronics & Communication Engineering
Faculty Members	Dr. Jogiender Singh Chauhan	Professor, Dept. of Computer Sci. & Engineering
	Mr. Madan Pal Singh	Assistant Professor, Dept. of Electronics & Communication Engineering
	Dr. Sanjeev Gill	Professor, Dept. of Civil Engineering
	Mr. Manoj Chaudhary	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
	Dr. Sugam Gupta	Assistant 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	Smt. Baby Rani	Gram Pradhan, Shashpur Dehradun Uttarakhand
	Mr. Ashish Upadhyay CSE	Students
	Mr. Yaman Chaudhary ME	Alumni
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 to please note the committee and its meeting schedule.

Prof. (Dr.) A.K. Bansal  
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