



Date: 10.12.2020

Notice

A meeting of the IQAC Committee of the Institute is scheduled to be held on 19th Dec., 2020 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.08.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.08.02	Regarding teaching -learning after covid break in the Institution, outcome of academic syllabus of all the courses and evaluation.
IQAC.08.03	Regarding discussion on latest teaching pedagogy techniques to be initiated using ICT tools.
IQAC.08.04	Regarding preparedness of the departments for the upcoming semester keeping in view the Covid guidelines and other notifications issued by the University and the Government authorities.
IQAC.08.05	Regarding conduct of annual Academic Audit in the institute in all the departments and preparation of consolidated report.
IQAC.08.06	Regarding improving feedback collection of alumni and the employers in addition to that of all students of institute..
IQAC.08.07	Regarding conduct of motivation lectures on Gender Sesityation and on environmental issues to enlighten students.
IQAC.08.08	Regarding information of progress in NAAC preparation in the Institute.
IQAC.08.09	Regarding any other item/s with the permission of the chair.



CC for information, please

1. PA to Vice Chairman
2. Director Office
3. Registrar office
4. All member of IQAC
5. Notice Board



Minutes of Meeting
08th Meeting of Internal Quality Assurance Cell
JBIT, Dehradun

Date /Time	19 th Dec. 2020/3:00 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 CSE	Students	



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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> <i>Bharthwal</i>
21.	Mr. K.S. Rawat	Parents	

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IQAC.08.08	Regarding information of progress in NAAC preparation in the Institute.
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Pk Singh



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 by the IQAC coordinator. IQAC coordinator 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	IQAC.08.01: Confirmation of minutes of the previous meeting and their action taken report: The IQAC coordinator presented the minutes along with their agenda item wise action taken report of the previous 07 th 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	IQAC.08.02: Regarding teaching –learning after covid break out in the Institution, outcome of academic syllabus of all the courses and evaluation: A detailed discussion was held in the IQAC meeting on the issue of teaching learning done in the Institute after the Covid breakout since the students attendance is in accordance with the Government guidelines and in phases it is being increased. As a result the Institute is doing teaching learning in a hybrid mode in the interest of the students. It was resolved that the faculties are expected to complete the syllabus in time with a best outcome and simultaneously the hybrid mode of teaching learning must be conducted successfully with all best efforts in the interest of students. Director and Registrar will monitor all.	Director and Registrar
3	IQAC.08.03: Regarding discussion on latest teaching pedagogy techniques to be initiated using ICT tools.: Discussion was held at length in the meeting of IQAC that in this age of advanced science and technology developments the ICT tools have got a high importance in all the fields especially in the field of higher education and technical institutions. Due to this CORONA breakout in the country the system has been largely shifted towards the online mode in education at all levels. Resolved that the Director of the institute will call a meeting of all HODs and the IT Head in this concern and will initiate the latest teaching pedagogy using ICT tools in all the courses.	Director, HODs and IT Head
4	IQAC.08.04: Regarding preparedness of the departments for the upcoming semester keeping in view the Covid guidelines and other notifications issued by the University and the Government authorities The matter of preparedness of all the departments of the institute for the upcoming even semester of the session 2020-21 keeping in view the Covid guidelines and other notifications issued by the University and the Government authorities Discussed in details and resolved among members of IQAC that the COVID Guidelines and other notification must have been followed in the interest of saving our lives. The management is to be aware of the preparedness of the institute in respect of the forthcoming semesters as well as for the next session and the necessary improvements must be ensured by the management through the Director	Director and Registrar

Pk Singh



	and the Registrar	
5	<p>IQAC.08.05: Regarding conduct of annual Academic Audit in the institute in all the departments and preparation of consolidated report.: This matter of conduct of annual Academic Audit in the institute in all the departments and preparation of consolidated report was discussed at length among all the members of IQAC that institute certainly have upliftment in academics and other fields by knowing the weaknesses as suggested by the Audit Team. It was resolved that the Director of the institute will constitute an academic audit team who will visit all the departments and as per schedule decided after consultation with HODs and will collect all the data in all respect individually from departments and then will prepare the consolidated academic audit report. This will be submitted to the Director of the institute by the Audit Team.</p>	Director and all HODs
6	<p>IQAC.08.06: Regarding improving feedback collection of alumni and the employers in addition to that of all students of institute. There was a detailed discussion on the issue of improving feedback collection of alumni and the employers in addition to that of all students of institute, that it is convenient to collect the feedback from our own students to 100% but it requires much more efforts by the HODs and the faculties to collect feedback from other stake holders. It was resolved that our staff deserves appreciation due to their maximum effort to collect feedback from alumni and the employers. However it is again expected to do some extra efforts to collect more improved percentage of feedback. The Director will motivate the faculty in this purpose.</p>	Director, HODs and the faculties
7	<p>IQAC.08.07: Regarding conduct of motivation lectures on Gender Sesityation and on environmental issues to enlighten students.: It was discussed among the members of the IQAC in details that for the overall development of the students and the institution there should be a congenial atmosphere in the institute in which all the girls and boys are studying and getting developments for a good future by coordination of each other and there is no any demarcation of gender. In addition a healthy atmosphere is a basic need which should have been pollution free with fresh air. Hence it is essential to conduct the motivation lecture on Gender Sesityation and on environmental issues to enlighten students. Resolved that HODs, the Registrar and the Director of the institute will plan to conduct motivational lectures for the students by our own senior faculties and the experts from outsides.</p>	Director, Registrar and all HODs
8	<p>IQAC.08.08: Regarding information of progress in NAAC preparation in the Institute.: Discussion was held in the IQAC meeting on the information of the progress of the NAAC preparations that the coordianator IQAC put forts the progress made by the institute in various parameter to meet the requisition of NAAC. Resolved that preparations of NAAC are going on yet it requires an acceleration that will be possible by the motivation of our faculties and the Non Teaching staffs. Director and Registrar will motivate whole of teaching and non- teaching staff to work with more zeal and</p>	Director and Registrar

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	enthusiasm for NAAC preparation.	
9.	IQAC.08.09: Regarding any other item/s with the permission of the chair: 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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ACTION TAKEN REPORT: IQAC-08

The agenda item-wise action taken report of the minutes of the 08th meeting of the IQAC held on 19th Dec., 2020 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	IQAC.08.01: Confirmation of minutes of the previous meeting and their action taken report:	The minutes and action taken report of the previous 07 th meeting were approved and confirmed after a detailed discussion on all the agenda items and their item wise action taken report followed by deliberations on some issues
2.	IQAC.08.02: Regarding teaching -learning after covid break in the Institution, outcome of academic syllabus of all the courses and evaluation.	In compliance to the minutes of the meeting against this agenda item it was ensured and observed in practical the syllabus completion under the monitoring of Director and Registrar with complete monitoring. The teaching -learning was conducted in the hybrid mode with timely completion of syllabus of all the courses.
3.	IQAC.08.03: Regarding discussion on latest teaching pedagogy techniques to be initiated using ICT tools.	As discussed and approved in the IQAC meeting on this issue due to covid the teaching learning mode has been shifted towards the online mode making use of ICT tools. The online lectures were prepared by the faculties in the IT department and recording was done on the Microsoft teams and then recorded video lectures were seen , collected and saved online by students.
4.	IQAC.08.04: Regarding preparedness of the departments for the upcoming semester keeping in view the Covid guidelines and other notifications issued by the University and the Government authorities	As approved and resolved in the IQAC meeting the preparedness of all the departments of the Institute in view of covid guidelines issued by Government and the university notifications. Director and the Registrar monitored all preparedness of departments through HODs. The management was made aware of all this for the forthcoming and the odd semester of next session
5.	IQAC.08.05: Regarding conduct of annual Academic Audit in the institute in all the departments and preparation of consolidated report.:	In compliance to the minutes of the meeting on this agenda item of conduct of annual Academic Audit in the institute in all the departments and preparation of consolidated report the Director constituted an Academic Audit Committee who visited all the departments and seen all the record and facilities in concern with academic and related fields. The Academic Audit team prepared the consolidated report and put in suggestions for removing weaknesses and submitted to Director's office
6.	IQAC.08.06: Regarding improving feedback collection of alumni and the employers in addition to that of all students of institute.	As resolved in the IQAC meeting on the issue of improving feedback collection of alumni and the employers in addition to that of all students of institute that the HODs and faculties on the direction of the Director of the institute asked for submission of online feedback from the alumni and the employers time and again. As a result the institute was successful to receive

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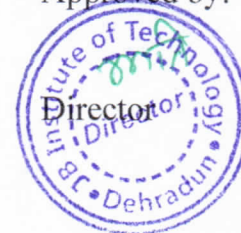
		a good percentage of feedback report from the alumni and the employers. T&P cell helped a lot.
7.	IQAC.08.07: Regarding conduct of motivation lectures on Gender Sesityation and on environmental issues to enlighten students.	In compliance to the minutes of this agenda item the Director of Institute inconsultaion with Registrar and HODs prepared an action plan for conduct of motivation lectures on Gender Sesityation and on environmental issues to enlighten students. Such programs were organized in the institute by delievery of such lectures by our senior faculties, invited experts as well as senior professors of Agriculture of our sister concern college.
8.	IQAC.08.08:Regarding information of progress in NAAC preparation in the Institute.:	In compliance to the minutes of this agenda item the Director of Institute informed all present in a meeting of whole of teaching and non-teaching staff about the progress in NAAC preparation. He motivated them to be more active with more zeal and encouragement in NAAC preparation to get better results. All present assued to do much more than their worth.

Prepared by:

Prk Singh

IQAC Coordinator

Approved by:



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Ref. No.: JBIT/DO/ 7246 /2020-21

Date: 06/07/2020

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 2020-21.

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:

S.No.	Nomenclature of IQAC Composition	Name	Designation
1.	Chairperson (Head of Institute)	Dr. Amit Kumar Bansal	Director
2.	Coordinator IQAC	Dr. Bijay Kumar Singh	Professor, Dept. of Electronics & Communication Engineering
3.	Faculty Members	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.		Management Nominee	Sh. Sandeep Singhal
13.	Administrative Officers	Dr. Vishant Kumar	Registrar
14.		Mr. Punit Kumar	Controller of Examination



S.No.	Nomenclature of IQAC Composition	Name	Designation
15.		Smt. Baby Rani	Gram Pradhan, Shashpur Dehradun Uttarakhand
16.	Nominee from Local Society/Students/ Alumni	Mr. Yaman Chaudhary ME	Alumni
17.		Mr. Ashish Upadhyay CSE	Students
18.	Nominee from Employers/ Industrialists/Stake holders	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

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. All Head of the department
2. IT-Head to upload on Institute website.
3. All concerned
4. Notice Boards