



Dated: 23th Nov. 2021

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) of the Institute has been scheduled to be held on 04th Dec. 2021 in its Conference Hall at 04:00 pm. All the members are requested to attend the meeting at the specified date and time.

The agenda points for the meeting are as follows :

IQAC 11.01: Regarding confirmation of minutes of the previous meeting and their action taken report.

IQAC 11.02: Regarding Discussion to introduce new program of MBA in the institute from the forthcoming session 2022-23.

IQAC 11.03: Regarding progress of initiating National Service Scheme (NSS), a students' societal unit in the institution.

IQAC 11.04: Regarding Installation of Eco-Friendly LED tubes and bulbs in place of all previously installed such electrical appliances to reduce electrical consumption in the Institute.

IQAC 11.05: Regarding Up-dation and installation of latest version of software in computer sets Installed in the language lab with latest configuration.

IQAC 11.06: Regarding Encouragement of employees of the Institute who are having good performance record in different activities held in the Institute.

IQAC 11.07: Regarding Encouragement of faculties who have published research papers in reputed UGC Care list journals and the Patents.

IQAC 11.08: Regarding filling of Institutional data on the AISHE Portal for the academic Session 2021-22.

IQAC 11.09: 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 Board



Minutes of Meeting
11th Meeting of Internal Quality Assurance Cell
JBIT, Dehradun

Date /Time	04 th December 2021/3:00 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	
14.	Mr. Punit Kumar	Controller of Examination	



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15	Smt. Baby Rani	Gram Pradhan, Sahaspur Dehradun Uttarakhand	Baby
16	Mr. Yaman Chaudhary ME	Alumni	Y
17	Ms. Ritika Saini CSE	Students	R
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)	R
21	Mr. K.S. Rawat	Parents	Rawat

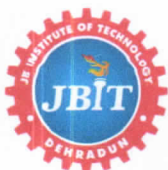
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Agenda Items

- IQAC 11.01: Regarding confirmation of minutes of the previous meeting and their action taken report.**
- IQAC 11.02: Regarding Discussion to introduce new program of MBA in the institute from the forthcoming session 2022-23.**
- IQAC 11.03: Regarding progress of initiating National Service Scheme (NSS), a students' societal unit in the institution.**
- IQAC 11.04: Regarding Installation of Eco-Friendly LED tubes and bulbs in place of all previously installed such electrical appliances to reduce electrical consumption in the Institute.**
- IQAC 11.05: Regarding Up-dation and installation of latest version of software in computer sets Installed in the language lab with latest configuration.**
- IQAC 11.06: Regarding Encouragement of employees of the Institute who are having good performance record in different activities held in the Institute.**
- IQAC 11.07: Regarding Encouragement of faculties who have published research papers in reputed UGC Care list journals and the Patents.**
- IQAC11.08: Regarding filling of Institutional data on the AISHE Portal for the academic Session 2021-22.**
- IQAC11.09: Regarding 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 meeting one by one. The agenda item wise discussions/suggestions and resolutions are as under:

S. No.	Discussions/Suggestions	Actionee
1	IQAC11.01: Regarding confirmation of minutes of the previous meeting and their action taken report: The Minutes of the previous meeting of IQAC were read out and confirmed after long discussion and deliberations on some of the issues of some agenda items of that previous meeting and their action taken.	All Members
2	IQAC11.02: Regarding Discussion to introduce new program of MBA in the institute from the forth coming session 2022-23: Discussion was held regarding introduction of a new PG program of management i.e. MBA in the Institute from the forthcoming session 2022-23. The necessary formalities have been started with the regulating and approving authorities. Resolved that the Director of the Institute has to speed up the process of affiliation and approval so as to receive the permission in time so that we may then have sufficient time for its marketing by our admission team.	Director of Institute
3	IQAC11.03: Regarding progress of initiating National Service Scheme (NSS), a students' societal unit in the institution: It was discussed in the meeting of IQAC regarding the submission of documents related to start NSS unit, students' societal unit in the institute at an earliest possible because it is essential for the institution to have an organized forum of Govt. of India although we are already running the institutional and outreach students' related activities to a large extent. Resolved that the Director and the Registrar of the institute will make personal efforts for getting this NSS unit to be started in the institute at an earliest possible by completing all the official formalities immediately.	Director and Registrar
4	IQAC11.04: Regarding Installation of Eco-Friendly LED tubes and bulbs in place of all installed such electrical appliances to reduce electrical consumption in the Institute: The matter of Installation of Eco-Friendly LED tubes and	



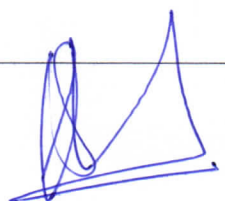
	<p>bulbs in place of all previously installed such electrical appliances to reduce electrical consumption in the Institute was discussed among the members present in the meeting. It was resolved that all the previously fitted tube lights and bulbs are to be replaced in phases so that the work may also not suffer. The Registrar of the institute will get this work completed by instructing electricians accordingly. It was also resolved that the old removed tubes and bulbs may be reinstalled if in good condition at the remotely used places.</p>	Registrar and the Electricians
5	<p>IQAC11.05: Regarding Up-dation and installation of latest version of software in computer sets installed in the language lab with latest configuration: It was discussed in this meeting that the computers installed in the Language Lab of the Institute require up-gradation with latest configuration as proposed by the Infrastructure and IT committee on the recommendation of faculty of English department. Resolved that the Director of the Institute will direct the IT Head to get it done at an earliest possible.</p>	Director of Institute and IT Head
6	<p>IQAC11.06: Regarding Encouragement of employees of the Institute who are having good performance record in different activities held in the Institute: Members of the committee discussed regarding the encouragement of those teaching and non-teaching employees of the Institute who are having good performance record in different activities held in the Institute in addition to their assigned work. Their honor will certainly be a lesson for others and may lead to a good improvement in the system. Resolved that the Authorities may be requested by the Director, Registrar and some other members of IQAC on this issue to encourage their own employees by cash or kind.</p>	Director, Registrar and some other members of IQAC.
7	<p>IQAC11.07: Regarding encouragement of faculties who have published research papers in reputed UGC Care list journals and the Patents: Discussion was held in the meeting of IQAC on the issue of encouragement of those faculties who have been actively engaged in research activities and have published research papers in reputed UGC Care list journals. This encouragement will certainly motivate others to get them involved in research activities. Resolved that in the annual function such faculties should have been honored with cash</p>	Director and Registrar of the Institute



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	or kind prizes. Registrar and Director will make all formalities in this concern after talking with the Management representative.	
8	IQAC11.08: Regarding filling of Institutional data on the AISHE Portal for the academic Session 2021-22. The matter of filling of institutional data on the AISHE portal for the academic session 2021-22 was discussed in the meeting of IQAC that it is a routine matter of filling the data of the institution on the prescribe format of AISHE. It was resolved that in this session also this data need to be filled on the portal well in time hence the Director's office must take initiation to do needful in this matter immediately.	Director
9	IQAC11.09: Regarding any other item/s with the permission of the chair: No any member of IQAC raised any issue in this 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 11th meeting of the Internal Quality Assurance cell (IQAC) held on 04th Dec 2021 has been prepared which is presented as below:

- 1. IQAC11.01: Regarding confirmation of minutes of the previous meeting and their action taken report:** The agenda item wise minutes and their action taken of the previous 10th meeting of IQAC were read out and discussed item wise and after deliberation on few points of some agenda items, the minutes of the previous meeting were approved and confirmed.
- 2. IQAC11.02: Regarding Discussion to introduce new program of MBA in the institute from the forth coming session 2022-23:** As approved in the meeting the Director of the institute followed up the approval process of the new program of MBA that has gained speed and it is hopeful that its approval will be received very soon.
- 3. IQAC11.03: Regarding progress of initiating National Service Scheme (NSS), a students' societal unit in the institution:** In compliance to the minutes of meeting of IQAC regarding NSS unit to be started in the institute the Director instructed the office to complete all formalities and requirements of the regulating authorities of NSS so that the institute be able to get permission of starting NSS unit/s at earliest. The formalities have been almost completed and institute is in wait of any quarry if it is made or the permission to be granted to the institution to start NSS unit/s.
- 4. IQAC11.04: Regarding Installation of Eco-Friendly LED tubes and bulbs in place of all previously installed such electrical appliances to reduce electrical consumption in the Institute:** As resolved in the IQAC meeting the Registrar of the institute got done the replacement work of all the electric bulbs and the tubes in whole of the campus in phases in a way without causing hindrance in the normal teaching –learning and other works.
- 5. IQAC11.05: Regarding Up-dation and installation of latest version of software in computer sets installed in the language lab with latest configuration:** As recommended and approved by the IQAC the Director of the Institute called a meeting with the faculty of English department and the IT Head and asked them to make the process of up-dation and installation of latest version of software in the computers installed in the language lab.



- 6. IQAC11.06: Regarding Encouragement of employees of the Institute who are having good performance record in different activities held in the Institute:** As resolved and approved in the IQAC meeting in compliance to the minutes of this agenda item the Director and Registrar of the Institute prepared a list of the employees both from teaching and non-teaching staff who have been engaged in various activities more actively and contributed a lot in addition to their assigned work. The list was forwarded to the Management for approval and after approval and finalization the employees were honored with prizes as an encouragement.
- 7. IQAC11.07: Regarding Encouragement of faculties who have published research papers in reputed UGC Care list journals and the patents:** As discussed and approved in the IQAC meeting regarding the encouragement of faculties who have published research papers in reputed UGC Care list journals and also published the Patents the Director and the Registrar of the Institute called the details of papers published by the faculties in the reputed UGC Care list Journals and published patents. The list was forwarded to the Management for approval. The concerned faculties were encouraged by prizes in the form of mementoes and appreciation letters on 05th September i.e., Teachers' Day.
- 8. IQAC11.08: Regarding filling of Institutional data on the AISHE Portal for the academic Session 2021-22:** As discussed and approved in the meeting in compliance to the minutes of the meeting of IQAC for this agenda item the Director of the institute instructed his office for filling of the institutional data on the AISHE Portal of the Govt. of India as per its Performa. The office staff has filled the Performa and after approval the concerned certificate has been received.