



Date: 22.11.2022

Notice

A meeting of the IQAC of the Institute is scheduled to be held on 03rd December, 2022 at 3.30 PM in the Conference Hall of the institute. All the IQAC 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.14.01	Confirmation of minutes of the previous meeting and its action taken report.
IQAC.14.02	Regarding Purchase of more number of PC sets with latest configuration.
IQAC.14.03	Regarding academic syllabus completion review of all the courses and further instructions to the faculties.
IQAC.14.04	Regarding enhancement of students' participation in curricular, co-curricular and extra-curricular activities at different levels.
IQAC.14.05	Regarding planning to organized National Conference on Recent Innovations in Emerging Technology and Science (NCRIETS) in the institute.
IQAC.14.06	Regarding information of setting up of new computer IOT lab with all upgrade facilities in the institute.
IQAC.14.07	Regarding up-gradation of configurations of the computers installed in the institute.
IQAC.14.08	Regarding information of renewal of ISO certification.
IQAC.14.09	Regarding discussion to review the progress of NAAC preparation in the institute.
IQAC.14.10	Regarding information and progress to institute YRC (Youth Red Cross, the youth wing of Indian Red Cross Society) in the Institute.
IQAC.14.11	Regarding constitution of academic audit committee and conduct of Academic and Administrative Audit (AAA) of the institution.
IQAC.14.12	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
14th Meeting of Internal Quality Assurance Cell
JBIT, Dehradun

Date /Time	03 rd December 2022/3:30 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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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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Agenda Items

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The 14th meeting of IQAC started with the welcome address of the Chairperson of the committee to all members present in the meeting. IQAC coordinator of the institute was requested to read out and discuss the action taken report of the previous meeting.

The agenda item wise discussions/suggestions/resolutions of this meeting are as below:

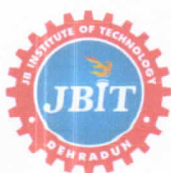
S.No.	Discussions/Suggestions/Resolutions	Actionee
1	IQAC.14.01: Confirmation of minutes of the previous meeting and its action taken report: The IQAC Coordinator presented the agenda item wise minutes along with their action taken report of the previous 13 th meeting of the IQAC held on 09 th July 2022 before the house for an open discussion. After deliberations on some issues of the agenda items the minutes of the previous meeting were confirmed.	All members of IQAC
2	IQAC.14.02: Regarding Purchase of more number of PC sets with latest configuration: Coordinator IQAC informed the house that there has been requisition of 40 new PC sets by the IT department of the Institute with latest configuration to be installed in different Computer labs, since some of the previous computers are no more usable. Discussed and approved to forward this requisition to the Management through Director of the institute for final approval and further purchasing by the purchase committee.	Director
3	IQAC.14.03: Regarding academic syllabus completion review of all the courses and further instructions to the faculties: The IQAC coordinator informed the house that there is provision of two internal examinations (CIE 1&2) in each semester as per university guidelines. In CIE-1 as per our academic calendar about 40% syllabus is ensured to be completed while in the CIE-2 whole syllabus in each course the complete syllabus coverage is ensured and all this is monitored by the Registrar under the guidance of Director. Resolved that the syllabus coverage must be ensured well before examinations so that some time may be available and utilized for revision and sufficient time is left to students for their self study and asking problems. Director, Registrar & HODs will monitor and instruct the faculties.	Director & all HODs
4	IQAC.14.04: Regarding enhancement of students' participation in curricular, co-curricular and extra-curricular activities at different levels.: The matter of enhancement of the students' participation in curricular, co-curricular and extra-curricular activities at different levels was discussed among the member of the IQAC. The coordinator IQAC informed the house that in addition to academic activities it is very much	Director, Registrar, HODs and all faculties



	<p>essential for the holistic development of the students to have participation and good achievements in curricular, co-curricular and extra-curricular activities at different levels. However our participation is required to be enhanced with more number of students to be involved in all these activities. It was resolved after a long discussion that the faculties and HODs should motivate the students in their classes about the usefulness and their importance of all kind of non –academic activities. Director and Registrar will enlighten and encourage the students at common platform.</p>	
5	<p>IQAC.14.05: Regarding planning to organize National Conference on Recent Innovations in Emerging Technology and Science (NCRIETS) in the institute:</p> <p>The matter of planning to organize National Conference on Recent Innovations in Emerging Technology and Science (NCRIETS) in the institute was discussed in details that it will be the fourth National conference to be organized in the institute while the other three have already been successfully organized with good participation of research scholars, outside faculties and experts of the field. Resolved that this time also the institute under the Director of the institute must organized the conference successfully with a good number of participations of scholars and faculties from outside as well as to invite expert of the field. The Director is requested to coordinate with Registrar and HODs to prepare a master plan for successful organization of the conference.</p>	Director, Registrar & HODs
6	<p>IQAC.14.06: Regarding information of setting up of new computer IOT lab with all upgrade facilities in the institute: The IQAC coordinator informed the house about the new computer IOT lab. With all upgraded facilities that the lab has been in active operation since couple of months and there the classes are continuously conducted in respect of computer practical's. All members appreciated the efforts of the institute towards the quality enhancement of the institution. Resolved with a request to Director of the Institute to keep the maintenance of the lab to the best satisfaction of the students according to the syllabus all the time with the help of HOD Computer Science.</p>	Director & HOD CSE
7	<p>IQAC.14.07: Regarding up-gradation of configurations of the computers installed in the institute: Discussion was held in the meeting of IQAC regarding up-gradation of configurations of the computers installed in the institute as it is very much essential to update all computer systems with the latest configuration as according to the change of syllabus of different classes . Resolved that the Director of the Institute will consult the matter with IT head and instruct the IT team to update all computer sets with latest configuration.</p>	Director of the institute and IT head



8	<p>IQAC.14.08: Regarding information of renewal of ISO certification</p> <p>Discussion was held in the meeting of IQAC regarding renewal of ISO certification that the certification of ISO is time bound documents need renewal after its maturity subject to fulfillment of all its requisitions. After discussion it was resolved that the Director's office be instructed by the Director himself to take care of this and the renewal of certification must have been ensured after doing needful in this matter.</p>	Director of the Institute
9.	<p>IQAC.14.09: Regarding discussion to review the progress of NAAC preparation in the institute.</p> <p>The matter of progress of NAAC preparations in the institute was discussed at length in this meeting of IQAC and the members were satisfied with the progress. However the members pointed out that in certain metrics/criteria of NAAC, there is noted the slow progress. It was resolved that the Director of the institute will call a meeting with whole of teaching and non-teaching staff and instruct them to improve their working in respect of NAAC preparations. This will certainly improve the overall progress of the institution.</p>	Director and all staffs
10	<p>IQAC.14.10: Regarding information and progress to institute YRC (Youth Red Cross, the youth wing of Indian Red Cross Society) in the Institute:</p> <p>The information on the progress of start of YRC unit in the institute was given by the coordinator IQAC to the house that all formalities of the department have been completed with the Indian Red Cross Society Dehradun unit and the permission is awaited. Resolved after discussion on this issue that this matter is to be taken at priority and followed up by the Director's office so that our institute may be able to conduct various activities in the interest of students and the general public.</p>	Director
11.	<p>IQAC.14.11: Regarding constitution of academic audit committee and conduct of Academic and Administrative Audit (AAA) of the institution.</p> <p>The matter of the conduct of annual Academic and Administrative Audit (AAA) of the institution by a duly constituted academic audit team was discussed in details that it is very important for the institution to have the remarkable academic excellence. It was resolved that the Director of the institute will constitute academic audit committee as per norms and that team will conduct the AAA department wise considering all aspects as per the academic audit system.</p>	Director and Academic Audit committee
	<p>IQAC.14.12: Regarding any other item/s, with the permission of the chair.</p> <p>None issue was raised by any member of the committee against this agenda item. Hence meeting concluded with the vote of thanks to all.</p>	



ACTION TAKEN REPORT: IQAC-14

The agenda item-wise action taken report of the minutes of the 14th Meeting of the IQAC has been prepared. It is presented as below;

S. No	Agenda Item	Action Taken
1.	IQAC.14.01: Confirmation of minutes of the previous meeting and its action taken report:	After discussion on all the agenda items and action taken report of the previous 13 th IQAC meeting the MOM and action taken report of the previous meeting were approved and confirmed.
2.	IQAC.14.02: Regarding Purchase of more number of PC sets with latest configuration:	The Director of the institute in compliance to the minutes of the meeting forwarded the requisition to the management for necessary order of purchase of the computer sets. The management representative assured the Director that the matter of purchase will be placed and passed by the Board of Governors and the purchasing will be done at earliest possible.
3.	IQAC.14.03: Regarding academic syllabus completion review of all the courses and further instructions to the faculties:	In compliance to the minutes of the meeting against this agenda item of ensuring the syllabus completion review by the Director and the Registrar of the Institute, they have visited the Examination Cell, confirmed from HODs and Faculties as well reconfirmed from students with complete monitoring. The syllabus as per our academic calendar was completed well before the examinations and some revision was also done by the faculties in all the courses.
4.	IQAC.14.04: : Regarding enhancement of students' participation in curricular, co-curricular and extra-curricular activities at different levels.:	In compliance to the minutes of the IQAC meeting on the issue of enhancement of students participation in curricular, co-curricular and extra-curricular activities at different levels, the Director and Registrar enlightened students on this issue and their importance in general meetings while the HODs and Faculties motivated and enlightened students about the extra academic activities. All these efforts bring encouragements in students with fruitful results.
5.	IQAC.14.05 Regarding planning to organize National Conference on Recent Innovations in Emerging Technology and Science (NCRIETS) in the institute.	As discussed and resolved in the IQAC meeting the Director of the institute called a meeting with Registrar and all HODs and instructed them in the matter of successful organization of NCRIETS in the institute by a perfect planning. With suggestions number of various committees with their specific role were constituted to perform their duties and assigned. All did their duties honestly and the conference was successfully conducted.



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6.	IQAC.14.06: : : Regarding information of setting up of new computer IOT lab with all upgrade facilities in the institute:	As discussed and resolved in the IQAC meeting the computer IOT lab with latest upgrade facility has been almost ready to work with all latest facilities to be up to the mark. It is likely to be used by students very shortly. This IOT lab has been monitored by HOD of computer science.
7.	IQAC.14.07: Regarding up-gradation of configurations of the computers installed in the institute.	In compliance to the minutes of the meeting in respect of up-gradation of configurations of the computers installed in the institute. The Director asked the IT head to do needful in this matter for up-gradation of all the computers of the institute installed in the computer labs with latest configurations.
8.	IQAC.14.08: Regarding information of renewal of ISO certification :	As resolved in the meeting of IQAC for this agenda item the Director of the Institute instructed to the office staff to complete all formalities for the renewal of ISO certification . With good efforts of all concerned the renewal of ISO certificate has been done well before its maturity.
9.	IQAC.14.09: Regarding discussion to review the progress of NAAC preparation in the institute.	As approved after detailed discussion on the matter of progress in the NAAC preparations, the Director of the institute called a meeting of whole of teaching and non-teaching staff and requested them to get involved in NAAC preparations with more courage and enthusiasm. All the staff of the institute is doing the work of NAAC preparation to the satisfaction of authorities.
10.	IQAC.14.10: Regarding information and progress to institute YRC (Youth Red Cross, the youth wing of Indian Red Cross Society) in the Institute:	As discussed and resolved in the IQAC meeting the Director office completed all formalities to get permission for starting of a YRC unit in the Institute and followed up sincerely . As a result the permission was received in first week of January 2023 and our unit has performed with excellence and has been honored at different platforms especially by Hon'ble Governor of the state.
11.	IQAC.14.11: Regarding constitution of academic audit committee and conduct of Academic and Administrative Audit (AAA) of the institution.	As resolved in the IQAC meeting against this agenda item the Director of the institute constituted the academic audit committee who visited all the departments and conducted audit of documents and other facilities etc. completely as per the audit system. Then they prepared the consolidated final audit report and submitted to the Director.

Prepared by

IQAC Coordinator

Approved by

Director

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