




## Notice

The inaugural meeting of the Internal Quality Assurance Cell (IQAC) of the Institute has been scheduled to be held on 4<sup>th</sup> August, 2018 at 3.00 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:

<b>Agenda Items</b>	
IQAC.01.01	Welcome and introduction of all the members of IQAC in this inaugural meeting.
IQAC.01.02	Regarding discussion on tentative activity calendar of the institute including the university academic calendar.
IQAC.01.03	Regarding discussion on the format of the course file that is to be prepared by all faculties of the institute.
IQAC.01.04	Regarding collection of feedback of students on curriculum and other facilities available in the institute.
IQAC.01.05	Regarding motivation of faculties and students for an active participation in research activities.
IQAC.01.06	Regarding constitution of various committees of the institute including participation of staff and students.
IQAC.01.07	Regarding conduct of expert lectures in the institute on the topics of gender sensitization.
IQAC.01.08	Regarding any other item/s with the permission of the chair.

  
Chairperson IQAC

CC: for information, please

1. Director Office
2. Registrar office
3. All member of IQAC
4. Notice Board



## Members of IQAC

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
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
	Mr. Naresh Bansal	Industrialists

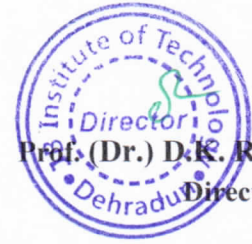


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Nominee from Employers/Industrialists/Stake holders	Mr. Bipin Vidhan	HR, Avtra Corporation (Employer)
	Mr. Ravi Bharthwal	HR, Zircon Technologies India Limited(Employer)
	Mr. K.S. Rawat	Parents



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

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**Minutes of Meeting**  
**01<sup>st</sup> Meeting of Internal Quality Assurance Cell**  
**JBIT, Dehradun**

<b>Date/Time</b>	4 <sup>th</sup> August, 2018 at 3:00 PM
<b>Venue</b>	Conference Hall
<b>Minutes were taken by</b>	Dr. Sanjay Kumar Agarwal
<b>Chairperson/Convener</b>	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	



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

IQAC.01.01	Welcome and introduction of all the members of IQAC in this inaugural meeting.
IQAC.01.02	Regarding discussion on tentative activity calendar of the institute including the university academic calendar.
IQAC.01.03	Regarding discussion on the format of the course file that is to be prepared by all faculties of the institute.
IQAC.01.04	Regarding collection of feedback of students on curriculum and other facilities available in the institute.
IQAC.01.05	Regarding motivation of faculties and students for an active participation in research activities.
IQAC.01.06	Regarding constitution of various committees of the institute including participation of staff and students.
IQAC.01.07	Regarding conduct of expert lectures in the institute on the topics of gender sensitization.
IQAC.01.08	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 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:

S. Kumar





Sr. No.	Discussions/Suggestions/Resolutions	Actionee
1	<p><b>IQAC.01.01: Welcome and introduction of all the members of IQAC in this inaugural meeting.</b></p> <p>The Chairperson of the IQAC welcomed all the members present in this inaugural meeting and introduced all. He explained the constitution, working and usefulness of IQAC to maintain and improve quality of an institution in all dimensions. IQAC is such a cell that will look after, initiate processes, check and balance on certain issues and working, monitoring in various fields etc. for the overall quality maintenance. All these activities and functions are to be under the guidance and look after of the IQAC, hence plays a very important role. The constitution of IQAC is according to NACC guidelines to make all possible improvements to meet the quality parameters.</p>	All members of IQAC
2	<p><b>IQAC.01.02: Regarding discussion on tentative activity calendar of the institute including the university academic calendar.</b></p> <p>Discussion was held in the meeting of IQAC on the issue of preparation of activity cum academic calendar of the institute based upon the academic calendar of the affiliated university. It was resolved that the Director of the institute in consultation with the Registrar and few senior HODs will plan the formation of the institute's academic cum activity calendar including all major events scheduled to be held in the institute.</p>	Director, Registrar and HODs.
3	<p><b>IQAC.01.03: Regarding discussion on the format of the course file that is to be prepared by all faculties of the institute.</b></p> <p>It was discussed in the meeting of IQAC on the matter of preparing a format of the course file that is to be prepared by all faculties of the institute which will include all the various documents with attachments to be the necessary part of teaching learning in the institute by the faculties. It was resolved that the Director of the institute will constitute a committee of three senior faculty members including a member from IT department who will prepare a sample course file with all completion of documents and formats of activities etc. Accordingly all the faculties will prepare course files.</p>	Director and committee of three senior faculties.
4	<p><b>IQAC.01.04: Regarding collection of feedback of students on curriculum and other facilities available in the institute.</b></p> <p>Discussion was held in the meeting of IQAC on the matter of the collection of feedback of students on curriculum and other facilities available in the institute that a free and fair feedback should have been collected from the students of the institute on the issues of curriculum and other facilities. Resolved that the Director of the institute in a meeting with all HODs instruct them to prepare a feedback Performa upon which they are to collect the feedback. HODs will instruct their departmental faculties accordingly and instruct them for timely collection of feedback.</p>	Director and convener research committee.



5	<p><b>IQAC.01.05: Regarding motivation of faculties and students for an active participation in research activities.</b></p> <p>The matter of motivation of faculties and students for an active participation in research activities was discussed at length to motivate them for a more active participation and involvement in research activities including the writing and publishing of research papers and patents. It was resolved that the Director and the Convener of research committee will motivate the faculties and HOD's in a meeting for this purpose to be called at an earliest possible. In turn the HOD's and faculties will motivate the students in their classes.</p>	Director, Convener research committee, all HODs and faculties.
6	<p><b>IQAC.01.06: Regarding constitution of various committees of the institute including participation of staff and students.</b></p> <p>It was discussed in details on the matter of constitution of various committees of the institute including participation of staff and students that for the smooth running of the institution in all respect, i.e., academic, administrative, cultural, curricular, and all other activities the various committees have been constituted for their intended purposes. It was resolved in the meeting that in all the committees except the financial committee there should have been a sufficient participation of staff and students. Director and Registrar after consultation and keeping in view the need of the work will constitute the committees.</p>	Director and Registrar
7	<p><b>IQAC.01.07: Regarding conduct of expert lectures in the institute on the topics of gender sensitization.</b></p> <p>It was discussed in details on the issue of conduct of motivational lectures on the gender sensitization issues by the senior faculties of the institute and outside experts. It was resolved that the ICC committee of the institute in coordination with extension committee including gender sensitization cell and under the direction of Director of the institute will organize some motivational lectures on this issue by inviting outside experts and the senior faculties of the institute to enlighten our boys and girls students to observe a mutual cooperation of one another and to develop a congenial and friendly atmosphere in the institute. The faculties and HODs also motivated students in their classes on this issue.</p>	Director, HODs and faculties
8	<p><b>IQAC.01.08: Regarding any other item/s with the permission of the chair :</b></p> <p>Discussion was held in the IQAC meeting on the issue of Green and Energy Audit to be done by the certified agency as an annual practice in the institute. By the audit reports the institute will come to know about the improvements to be done in various aspects as will be suggested in the audit reports. It was resolved after long discussion on this issue that the office of the institute under the direction of Director and Registrar of the institute will conduct this audit from the certified and approved agency.</p>	Director and Registrar.





## ACTION TAKEN REPORT: IQAC-01

The agenda item-wise action taken report of the minutes of the 01<sup>st</sup> meeting of the IQAC held on 04<sup>th</sup> August, 2018 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	<b>IQAC.01.01: Welcome and introduction of all the members of IQAC in this inaugural meeting.</b>	A detailed discussion on the minutes of the previous 03 <sup>rd</sup> meeting of IQAC and its agenda items wise action taken report was held and after deliberations on some issues the minutes of previous meetings were approved and confirmed.
2.	<b>IQAC.01.02: Regarding discussion on tentative activity calendar of the institute including the university academic calendar.</b>	In compliance to the minutes of the meeting against this agenda item the Director, Registrar and some HODs discussed on the preparation of academic calendar of the institute including all the activities scheduled to be held in the institute during the session. The activity calendar was prepared accordingly and observed in the institute.
3.	<b>IQAC.01.03: Regarding discussion on the format of the course file that is to be prepared by all faculties of the institute.</b>	As discussed and approved in the IQAC meeting on this issue the Director of the institute constituted a committee of three senior faculty members including a member from IT department. The committee prepared a sample course file with all completion of documents and formats of activities etc. and it was approved by the Director and Registrar of the institute. Accordingly all the faculties prepared their course files.
4.	<b>IQAC.01.04: Regarding collection of feedback of students on curriculum and other facilities available in the institute.</b>	As approved and resolved in the IQAC meeting in compliance to the minutes of the IQAC meeting the Director of the institute instructed the HODs in a meeting to prepare a Feedback Performa based upon the curriculum and other facilities available in the institute. Then HODs instructed accordingly to the faculties and the feedback from all the students of the institute on the prescribe performa.
5.	<b>IQAC.01.05: Regarding motivation of faculties and students for an active participation in research activities.</b>	In compliance to the minutes of the meeting on this agenda item of taking initiatives to motivate faculties and students for an active participation in research activities. The Director and the Convener of research committee called a meeting of all HODs and faculties and motivated them in that meeting. In turn the HOD's and faculties motivated the students in their classes. The results of these motivations have been proved to be good.
6.	<b>IQAC.01.06: Regarding constitution of various committees of the institute including participation of staff and students.</b>	In compliance to the minutes of the meeting in respect of this agenda item of formation of various committees in the institute. The Director and Registrar after consultation constitute all the committees for their intended purposes. In almost all the committees there has been a justified participation and involvement of staff and the students. In addition some other committees which are statutory have





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		also been constituted with inclusion of members from outside like from government department, NGOs, expertise from various organizations, university and other regulating bodies. The committees are ICC, Anti-ragging committee and Grievance Redressal cell.
7.	<b>IQAC.01.07:</b> <b>Regarding conduct of expert lectures in the institute on the topics of gender sensitization.</b>	As resolved in the IQAC meeting on the issue of conduct of motivational lectures on the gender sensitization issues by the senior faculties of the institute and outside experts, the convener ICC in coordination with extension committee under the guidance of Director of the institute organized motivational lectures for boys and girls students together on the gender sensitization issues by the senior faculties and the outside experts. In addition students were also motivated on the same issue in their classes on gender sensitization issues to have a friendly atmosphere by the faculties.
8.	<b>IQAC.01.08:</b> <b>Regarding any other item/s with the permission of the chair.</b>	As discussed and resolved in the meeting of IQAC and in compliance to the minutes of this any other item to conduct Green and Energy Audit on the institute. The Director and Registrar instructed the office accordingly. The Green Energy audit have been done in the institute.

Prepared by:

IQAC Coordinator

Approved by:

Director



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