



DATE: 24TH JULY, 2019

Notice

The 4th meeting of the Internal Quality Assurance Cell (IQAC) of the Institute has been scheduled to be held on 03rd August, 2019 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:

Agenda Items	
IQAC.04.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.04.02	Regarding review of completion of syllabus of all the courses in all discipline in the institute in accordance with outcome based education.
IQAC.04.03	Regarding discussion on the proposal to organize an inter disciplinary national conference in the institute.
IQAC.04.04	Regarding review of the existing research policy of the institute and accordingly preparation of the revised research policy by including latest developments and the amended points.
IQAC.04.05	Regarding initiatives to be taken to enhance the extension activities in the institute during forthcoming session.
IQAC.04.06	Regarding conduct of motivational lectures on the gender sensitization issues by the senior faculties of the institute and outside experts.
IQAC.04.07	Regarding motivation of students to participate in inter/ intra institution, university, state and national level in curricular, co-curricular and extracurricular activities.
IQAC.04.08	Regarding timely collection of feedback of our own students as well as of the alumni of the institute and the employers of the recruited students of the institute.
IQAC.04.09	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





Members of IQAC

S.No.	Nomenclature of IQAC Composition	Name	Designation
1.	Chairperson (Head of Institute)	Dr. Amit Kumar Bansal	Director
2.	Coordinator IQAC	Dr. Lokendra Singh	Associate Professor, Dept. of Electronics & Communication Engineering
3.	Faculty Members	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.		Management Nominee	Sh. Sandeep Singhal
13.	Administrative Officers	Dr. Vishant Kumar	Registrar
14.		Dr. S.K. Chaudhary	Controller of Examination
15.	Nominee from Local Society/Students/Alumni	Smt. Baby Rani	Gram Pradhan, Shashpur Dehradun Uttarakhand
16.	Nominee from Local Society/Students/Alumni	Mr. Ashish Upadhyay (CSE)	Students
17.		Mr. Yaman Chaudhary (ME)	Alumni



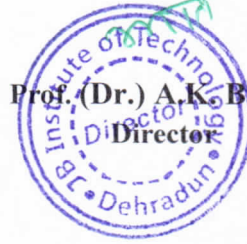
JBIT

JB Institute of Technology

Approved by AICTE
Affiliated to Uttarakhand Technical University, Dehradun

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

Prof. (Dr.) A.K. Bansal



An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY
Regd. Office: 17, Mandir Marg, Vasant Vihar Enclave, Dehradun (UK)

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | Website: www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 8449199991, 8449199992



Minutes of Meeting
04th Meeting of Internal Quality Assurance Cell
JBIT, Dehradun

Date/Time	3 rd August, 2019 at 3.00 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	

Agenda Items	
IQAC.04.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.04.02	Regarding review of completion of syllabus of all the courses in all discipline in the institute in accordance with outcome based education.
IQAC.04.03	Regarding discussion on the proposal to organize an inter disciplinary national conference in the institute.
IQAC.04.04	Regarding review of the existing research policy of the institute and accordingly preparation of the revised research policy by including latest developments and the amended points.
IQAC.04.05	Regarding initiatives to be taken to enhance the extension activities in the institute during forthcoming session.
IQAC.04.06	Regarding conduct of motivational lectures on the gender sensitization issues by the senior faculties of the institute and outside experts.
IQAC.04.07	Regarding motivation of students to participate in inter/ intra institution, university, state and national level in curricular, co-curricular and extracurricular activities.
IQAC.04.08	Regarding timely collection of feedback of our own students as well as of the alumni of the institute and the employers of the recruited students of the institute.
IQAC.04.09	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 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.



Sr. No.	Discussions/Suggestions/Resolutions	Actionee
1	<p>IQAC.04.01: Confirmation of minutes of the previous meeting and their action taken report.</p> <p>The agenda item wise minutes along with their action taken report of the previous 03rd meeting of the IQAC were discussed in details in the house among all the members of the cell. After deliberations on some issues of some agenda items the minutes of the previous meeting were approved and confirmed.</p>	All members of IQAC
2	<p>IQAC.04.02: Regarding review of completion of syllabus of all the courses in all discipline in the institute in accordance with outcome based education.</p> <p>Discussion on the issue of review of completion of syllabus of all the courses in all discipline in the institute in accordance with outcome based education was held and resolved with suggestions that the Director of institute with Registrar and heads of all the departments will ensure the completion of the specified syllabus in accordance with OBE well before the commencement of CIE-1 and similarly for CIE-2 including the revision of important topics.</p>	Director, Registrar and HODs.
3	<p>IQAC.04.03: Regarding discussion on the proposal to organize an interdisciplinary national conference in the institute.</p> <p>It was discussed in the meeting of IQAC on the matter of proposal to organize an interdisciplinary national conference in the institute that in this session the institute is planning to organize 3rd National Conference on Recent Trends in Emerging Technology and Science in association with the Government department of USERC. Resolved that the Director of the institute will discuss the matter in a meeting with Registrar and HODs on this issue and carry out all kind of formalities in terms of invitation of experts, participants and all other requisition for successful organization of the Conference.</p>	Director, Registrar and HODs.
4	<p>IQAC.04.04: Regarding review of the existing research policy of the institute and accordingly preparation of the revised research policy by including latest developments and the amended points.</p> <p>Discussion was held in the meeting of IQAC on the matter of the review of the existing research policy of the institute and accordingly preparation of the revised research policy by including latest developments and the amended points. It was resolved that the Director of the institute will constitute a committee with at least three senior faculties headed by the convener research committee to review the existing research policy and will incorporate the latest developments and amendments and the notifications of the regulating authorities regarding research in the higher education system. The Director of the institute will monitor the all process.</p>	Director and convener research committee.



5	<p>IQAC.04.05: Regarding initiatives to be taken to enhance the extension activities in the institute during forthcoming session.</p> <p>The matter of initiatives to be taken to enhance the extension activities in the institute during forthcoming session was discussed in details that it is very much essential for the students of our institute to not only to have betterment in the academics but also have to get laurels in non-academic extension activities mainly based upon social issues, ethics, health and hygiene as well as environmental awareness etc. which are the best tools for holistic development of an individual. It was resolved that the Director, Registrar, all HODs and faculties motivate the students for these activities. The institute will initiate new programs of extension activities in the outreach areas and within the campus by a good involvement and participation of students.</p>	Director, Registrar, All HODs and faculties.
6	<p>IQAC.04.06: Regarding conduct of motivational lectures on the gender sensitization issues by the senior faculties of the institute and outside experts.</p> <p>There was a detailed discussion on the issue of conduct of motivational lectures on the gender sensitization issues by the senior faculties of the institute and outside experts. Resolved that the ICC committee of the institute 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 motivate our boys and girls students to maintain a congenial atmosphere in the institute by mutual cooperation of one another and a kind of friendly atmosphere should have always been maintained in the institute. The faculties also motivated students on this issue in their classes.</p>	Director, Registrar, HODs and faculties
7	<p>IQAC.04.07: Regarding motivation of students to participate in inter/ intra institution, university, state and national level in curricular, co-curricular and extracurricular activities.</p> <p>It was discussed among the members of the IQAC in details to motivate students to participate in inter/ intra institution, university, state and national level in curricular, co-curricular and extracurricular activities. Discussed that for the overall development of the students in educational institute in addition to academics, it is essential for them to participate in all other activities than academics to get enriched with the other aspects of life in general as well as to have good health and ethics. It was resolved that the Director, Registrar, all HODs and faculties motivate the students for these activities at the common platform and in the classes.</p>	Director, Registrar, HODs and faculties
8	<p>IQAC.04.08: Regarding timely collection of feedback of our own students as well as of the alumni of the institute and the employers of the recruited students of the institute.</p> <p>Discussion was held in the IQAC meeting on the timely collection of feedback of our own students as well as of the alumni of the institute and the employers of the recruited students of the institute that the faculties</p>	HODs and faculties.



JBIT

JB Institute of Technology

Approved by AICTE
Affiliated to Uttarakhand Technical University, Dehradun

	and HODs will be able to collect the feedback from the students of their classes at an ease but from alumni and the employers needs more attention. It was resolved that the collection of feedback should have been started timely by HODs and faculties from the students, alumni and the employers of the institution side by side and will put more emphasis and interest on collection of feedback from the alumni and students.	
9	IQAC.04.09: 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.	

An educational unit of JAI BHAGWAN EDUCATIONAL SOCIETY
Regd. Office: 17, Mandir Marg, Vasant Vihar Enclave, Dehradun (UK)

Campus: 23 Milestone, NH-7, Shankarpur, Chakrata Road, Dehradun (UK) - India
Email: info@jbitdoon.edu.in | Website: www.jbitdoon.edu.in
Contacts: 0135-2698880, 2698896, 8449199991, 8449199992



ACTION TAKEN REPORT: IQAC-04

The agenda item-wise action taken report of the minutes of the 04th meeting of the IQAC held on 03rd August, 2019 has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	IQAC.04.01: Confirmation of minutes of the previous meeting and their action taken report.	A detailed discussion on the minutes and agenda items wise action taken report of the previous 03 rd meeting of IQAC was held. After deliberations on some issues the minutes of previous meetings were approved and confirmed.
2.	IQAC.04.02: Regarding review of completion of syllabus of all the courses in all discipline in the institute in accordance with outcome based education.	In compliance to the minutes of the meeting against this agenda item the Director and all HODs monitored the completion of specified syllabus well before the CIE-1 and CIE-2 and the faculties have also met with the extra revision classes of the important topics. The reaching learning was exactly in accordance with the CO-PO mapping.
3.	IQAC.04.03: Regarding discussion on the proposal to organize an interdisciplinary national conference in the institute.	As discussed and approved in the IQAC meeting on this issue of proposal to organize an interdisciplinary national conference in the institute that the institute has organized 3rd National Conference on Recent Trends in Emerging Technology and Science in association with the Government department of USERC with a good participation of the research scholars and faculties from ours and other institutions. Experts of research activities were also invited to deliver their lectures.
4.	IQAC.04.04: Regarding review of the existing research policy of the institute and accordingly preparation of the revised research policy by including latest developments and the amended points.	As approved and resolved in the IQAC meeting the Director of the institute constituted a committee of three persons headed by convener of research committee. The committee reviewed the existing research policy and framed the new revised research policy by including latest developments and the amended points. This revised policy have been approved by the Director and the management of the institute.
5.	IQAC.04.05: Regarding initiatives to be taken to enhance the extension activities in the institute during forthcoming session.	In compliance to the minutes of the meeting on this agenda item of taking initiatives to enhance extension activities in the institute during the forthcoming session and motivation of students. The institution has taken initiatives to enhance extension activities as well as to have an improved participation of students in these activities. The Director, Registrar, HODs and faculties



		motivated the students in this regard.
6.	IQAC.04.06: Regarding conduct of motivational lectures on the gender sensitization issues by the senior faculties of the institute and outside experts.	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 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. The faculties also motivated students in their classes on gender sensitization issues to have a friendly atmosphere while studying in institute.
7.	IQAC.04.07: Regarding motivation of students to participate in inter/ intra institution, university, state and national level in curricular, co-curricular and extracurricular activities.	In compliance to the minutes of the meeting in respect of this agenda item of motivation of students to participate at different levels in different events. The Director and Registrar are motivated the students for these activities at the common platform and by HODs and faculties in their classes. The students have shown keen interest in participation in all these activities at different levels in the institute and outside the institute.
8.	IQAC.04.08: Regarding timely collection of feedback of our own students as well as of the alumni of the institute and the employers of the recruited students of the institute.	As discussed and resolved in the meeting of IQAC against this agenda item the feedback collection was started by HODs and faculties in time from the students as well as alumni and the employers of our students. There was complete feedback collection from the students of the institute while the faculties and HODs have taken good interest to collect feedback from alumni and employers by calling them time and again, as a result they were successful to collect a good extent of feedback from alumni and employers.

Prepared by:

IQAC Coordinator

Approved by:

