



Date: 25.07.2020

## Notice

A meeting of the IQAC of the Institute is scheduled to be held on 05<sup>th</sup> August, 2020 at 3:30 PM in an online mode. All the IQAC members are requested to attend this online meeting at the specified date & time. Kindly note.

Following will be the agenda items of the meeting:

Agenda Items	
IQAC.07.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.07.02	Regarding conduct of disciplinary and inter –disciplinary online webinars.
IQAC.07.03	Regarding discussion on feed back collection of students, alumni and the employrs after restoration of teching work in likely to be restoredvery soon ,may be in phases.
IQAC.07.04	Regarding preparation of departments with improved ICT based teaching learning in the Institute.
IQAC.07.05	Regarding initiatives taken by faculty to improve reseaech activities by utilizing their available time in research centre including research papers publications and writing of chapters / books.
IQAC.07.06	Regarding conduct of annual academic audit in all the departments of the institute and preparation of consolidated academic audit report of the institution.
IQAC.07.07	Regarding planning to organize National Conference on Recent Trends in Emerging Technology and Sciences
IQAC.07.08	Regarding analysis of examination results of students of odd and even semester of previous session.
IQAC.07.09	Regarding any other item/s, with the permission of the chair.

Director

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. 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
15.	Nominee from Local Society/Students/ Alumni	Smt. Baby Rani	Gram Pradhan, Shashpur Dehradun Uttarakhand
16.		Mr. Yaman Chaudhary ME	Alumni
17.		Mr. Ashish Upadhyay CSE	Students
18.		Mr. Naresh Bansal	Industrialists



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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  
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**Minutes of Meeting**  
**07<sup>th</sup> Meeting of Internal Quality Assurance Cell**  
**JBIT, Dehradun**

Date/Time	05 <sup>th</sup> August, 2020 at 3:30 PM (Online mode)
Venue	Conference Hall
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>
21.	Mr. K.S. Rawat	Parents	<i>Rawat</i>

	Agenda items
IQAC.07.01	Confirmation of minutes of the previous meeting and their action taken report.
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IQAC.07.09	Regarding any other item/s, with the permission of the chair.

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*Pok 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	<p><b>IQAC.07.01: Confirmation of minutes of the previous meeting and their action taken report.</b></p> <p>IQAC coordinator presented the agenda item wise minutes along with their action taken report of the previous 06<sup>th</sup> meeting of the IQAC before the house to be discussed. After deliberations on some issues of the agenda items the minutes of the previous meeting were approved and confirmed.</p>	All members of IQAC
2	<p><b>IQAC.07.02: Regarding conduct of disciplinary and inter – disciplinary online webinars.:</b></p> <p>The matter of conduct of disciplinary and inter-disciplinary online Webinars was discussed in details about their organization, procedure and participation of participants. It was resolved with words of motivation to all HODs and faculties to conduct various webinars individually and collectively by departments. Director and Registrar of the institute were requested to provide all necessary facilities to conduct these webinars.</p>	Director and Registrar of Institute
3	<p><b>IQAC.07.03: Regarding collection of feedback from all stakeholders at priority especially the alumni and the employers:</b></p> <p>The matter of collection of feedback from all stakeholders of the Institute was discussed in details that the teaching work is likely to be resumed in near future although will be with certain strict restrictions to be followed by us in our interest to save our lives. It is possible that the students' entry may be in phases therefore we need to start collecting feedback somewhat earlier so that the same may be collected absolutely. At the same time it is also essential to collect feedback of other stakeholders. Resolved that the Director of Institute will call a meeting of all HODs in online or offline mode as per convenience to instruct them in this matter who in turn will further direct their faculties of departments.</p>	Director, all HODs and faculties

*Pok Singh*



4	<p><b>IQAC.07.04: Regarding preparation of departments with improved ICT based teaching learning in the Institute</b> It was discussed in details among members of IQAC about the initiatives to be taken by the Institute's authorities for the improvements of ICT enabled teaching –learning in the institute. It was resolved that all HODs under the supervision of the Director of the institute will make use of this improved ICT based teaching .It was also suggested that it is possible to carry out teaching-learning in a hybrid mode i.e. in online as well as offline mode in future or till the situation is normalized.</p>	Director and HODs
5	<p><b>IQAC.07.05: Regarding initiatives taken by faculty to improve reseaech activities by utilizing their available time in research centre including research papers publications and writing of chapters / books:</b> The matter of initiatives taken by faculties towards research activities including papers and books/chapters publication was discussed in details among the members present in the meeting that the faculties must utilize theis available time in research activities in the Research Centre and to get engaged in research papers' publications and writing of chapters / books Resolved that the Director of the institute is requested to continue motivating the faculties as well as the students for more and more engagement in research activities.</p>	Director
6	<p><b>IQAC.07.06: Regarding conduct of annual academic audit in all the departments of the institute and preparation of consolidated academic audit report of the institution.</b> The IQAC coordinator informed all the members present in the meeting that it is an essential parameter of quality education to conduct an academic audit of an institute to find at which level the institute stands and to about the shortcomings and weaknesses of the institute in various fields and to execute corrective measures to uplift the level. It was resolved that the Director of the institute will constitute the Academic Audit Committee who will prepare annual Academic Repot as per norms.</p>	Director
7	<p><b>IQAC.07.07: Regarding planning to organize National Conference on Recent Trends in Emerging Technology and Sciences</b> :Discussion was held in the meeting of IQAC regarding planning to organize National Conference on Recent Trends in Emerging Technology and Sciences in the Institute by inviting experts from outside organizations as well as a wide circulation of the information of its conduct in the institute will attract the scholars from different educational organizations to participate and share their research ideas. Resolved in the meeting that the Director and Registrar in coordination with HODs and other senior faculties will complete all the formalities to organize this national conference as a successful event.</p>	Director, Registrar and all HODs of the institute

*Bak Singh*





8	<p><b>IQAC.07.08: Regarding analysis of examination results of students of odd and even semester of previous session:</b> The matter of analysis of examination results of students of odd and even semester of previous session was discussed in details among the members of the IQAC committee that the results are very much satisfactory and are showing a positive direction. Yet there are always chances of improvement. It was resolved after this detailed discussion that the Director, Registrar, HODs and all faculties will motivate the students at all platforms to improve themselves to get better horizons.</p>	Director, Registrar, all HODs and Faculties
9	<p><b>IQAC.07.09: Regarding any other item/s, with the permission of the chair:</b> 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>	----

*PokSingh*





## ACTION TAKEN REPORT: IQAC-07

The agenda item-wise action taken report of the minutes of the 07<sup>th</sup> meeting of the IQAC has been prepared. It is presented as below:

S. No	Agenda Item	Action Taken
1.	<b>IQAC.07.01: Confirmation of minutes of the previous meeting and their action taken report.</b>	After discussion on all the agenda items and action taken report on the minutes of the previous 06 <sup>th</sup> IQAC meeting the MOM and action taken report of the previous meeting were approved and confirmed.
2.	<b>IQAC.07.02: Regarding conduct of disciplinary and inter –disciplinary online webinars.</b>	In compliance to the minutes of the meeting in respect of the conduct of disciplinary and inter – disciplinary online webinars the Director and the Registrar of the institute made available all the facilities for the successful conduct of webinars in an online mode. These have been conducted successfully.
3.	<b>IQAC.07.03: Regarding discussion on feed back collection of students, alumni and the employers after restoration of teaching work in likely to be restored very soon ,may be in phases</b>	As resolved in the IQAC meeting the Director of the institute instructed all HODs in an online meeting to collect feedback from the students as the teaching work is resumed and side by side from other stakeholders the alumni and the employers. He also instructed them to get cooperation and involvement of all the faculties of their departments in this matter. The faculties and HODs complied with the instructions and collected feedback from all stake holders.
4.	<b>IQAC.07.04: Regarding preparation of departments with improved ICT based teaching learning in the Institute.:</b>	As suggested and resolved in the meeting of IQAC the Director of the institute called a meeting of all HODs in an online mode keeping in view the corona guidelines and instructed them that probably there will be hybrid mode of teaching – learning due to covid guidelines and an improved use of online mode and use of ICT enabled teaching learning. The HODs have complied with instructions.
5.	<b>IQAC.07.05: Regarding initiatives taken by faculty to improve reseach activities by utilizing their available time in research centre including research papers publications and writing of chapters / books.</b>	As discussed and resolved in the IQAC meeting the Director of the institute motivated all the faculty members and HODs of the institute for research activities by utilizing their all available time as well as to write research papers and the writing of books and chapters in books. Accordingly as per instructions the faculties are doing their best in both research activities and the writing of books and chapters in books successfully.
6.	<b>IQAC.07.06: Regarding conduct of annual academic audit in all the departments of the institute and preparation</b>	As discussed and resolved in the IQAC meeting the Director of the Institute constituted an academic audit committee who visited all the departments and conducted academic audit in all respects. Finally the audit team prepared the consolidated audit report with suggestions for the betterment of the academics in

*Ak Singh*



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	<b>of consolidated academic audit report of the institution.</b>	the institution.
7.	<b>IQAC.07.07: Regarding planning to organize National Conference on Recent Trends in Emerging Technology and Sciences</b>	In compliance to the minutes of the IQAC meeting the Director and the Registrar of the Institute In consultation with the HODs and senior faculties made all the formalities completed in all respect in terms of invitation of experts research scholars from other institutions etc.
8.	<b>IQAC.07.08: Regarding analysis of examination results of students of odd and even semester of previous session</b>	As approved in the IQAC meeting on the matter of analysis of examination results of students of odd and even semester of previous session, all the faculties, HODs , Registrar and Director motivated students at all occasiobns and in classes to work hard in studies to get better results. The students are doing best .

Prepared by:

*Bok Singh*

IQAC Coordinator

Approved by:



Director

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