



Date: 06.07.2022

## Notice

A meeting of the IQAC Committee of the Institute is scheduled to be held on 09<sup>th</sup> July 2022 at 3:00 PM in the Conference Hall of the institute. All the committee members are requested to attend the meeting at the specified date & time. Kindly note.

Following are the agenda items of following the meeting:

Agenda Items	
IQAC.13.01	Confirmation of minutes of the previous meeting and their action taken report.
IQAC.13.02	Regarding information of reconstituted IQAC and conduct of urgent meeting with the new members.
IQAC.13.03	Regarding information of start of National Service Scheme (NSS) and adoption on five villages under UBA campaign of Ministry of Education, Government of India.
IQAC.13.04	Regarding reformation of working plans of CV Raman Centre for Research, Innovations and Entrepreneurship.
IQAC.13.05	Regarding measures initiated by the Institute for the promotion of gender equity and analysis of Gender Audit
IQAC.13.06	Regarding conduct of Induction program in the institute for fresher's of all the departments.
IQAC.13.07	Regarding collection of feedback from all stakeholders at priority especially the alumni and the employers.
IQAC.13.08	Regarding information of eco-friendly measures adopted in the institute to reduce consumption of energy.
IQAC.13.09	Regarding approval of strengthen of ERP data resources in the existing ERP system in the institute.
IQAC.13.10	Regarding improvement in library up-gradation /automation with the latest used software KOHA
IQAC.13.11	Regarding approval of the proposals for Add-on/ Value Added courses in different departments.
IQAC.13.12	Regarding reconstitution of statutory committees along with all other committees working in the institute.
IQAC.13.13	Regarding discussion on activities of various clubs and other student associations/ societies in the institute.
IQAC.13.14	Regarding any other item/s, with the permission of the chair.



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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. Pitamber Kumar Chaudhary	Director
2.	Faculty Members	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.		Management Nominee	Sh. Sandeep Singhal
11.	Administrative Officers	Dr. Vishant Kumar	Registrar
12.		Mr. Punit Kumar	Controller of Examination
13.		Mohammad Imran Khan	Administrative Officer



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14.		Smt. Baby Rani	GramPradhan, Shashpur Dehradun Uttarakhand
15.	Nominee from Local Society/Students/Alumni	Ms. Ritika Saini, CSE	Students
16.		Ms. Aysha, CSE	Alumni
17.		Mr. Naresh Bansal	Industrialists
18.	Nominee from Employers/Industrialists/Stake holders	Mr. Bipin Vidhan	HR, Avtra Corporation (Employer)
19.		Mr. Ravi Bharthwal	HR, Zircon Technologies India Limited (Employer)
20.		Mohammad Yunus	Parent
21.		Coordinator IQAC	Dr. S.K. Chaudhary

  
Prof. (Dr.) **P.K. Chaudhary**  
Director

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

Date /Time	09 <sup>th</sup> July 2022/3:00 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	
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	

### Agenda Items

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The meeting of the IQAC started with the welcome address of the Chairperson of the committee to all members present in the meeting and introduction of the new members. The IQAC coordinator of the institute presented the agenda item wise minutes.

The agenda item wise discussions/suggestions/resolutions are as follows:

S.No.	Discussions/Suggestions/Resolutions	Actionee
1	<b>IQAC.13.01: Confirmation of minutes of the previous meeting and their action taken:</b> The IQAC coordinator presented the agenda item wise minutes along with their action taken report of the previous 12 <sup>th</sup> meeting of the IQAC 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	<b>IQAC.13.02: Regarding information of reconstituted IQAC and conduct of urgent meeting with the new members:</b> The IQAC coordinator informed the house that by a notification from the Director's office the IQAC has been reconstituted. Some previous committee members have either left the institution or retired from their organization and similarly some student members have also been passed out from the institute. Therefore these have been replaced by new members of same cadre in this reconstituted committee. It was resolved in the meeting with request to the IQAC coordinator to aware the new members about the IQAC norms, NAAC norms and policies as well as the working of IQAC in the institute.	IQAC Coordinator and new members

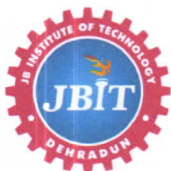


3	<p><b>IQAC.13.03: Regarding information of start of National Service Scheme (NSS) and adoption of five villages under UBA camping of Ministry of Education, Government of India.</b></p> <p>The Coordinator of IQAC informed the house that the institute has been permitted to start two units of NSS as well as adoption of five villages under UBA camping of Ministry of Education, Government of India. These student units have started working under the supervision of two NSS program officers. It was resolved that it is a matter of pride for the institute to have such achievement and our institution must do their best in the institute as well as in the adopted villages under the supervision of the Director and Registrar of the institute.</p>	Director, Registrar and NSS program officers.
4	<p><b>IQAC.13.04: Regarding reformation of working plans of CV Raman Centre for Research, Innovations and Entrepreneurship.</b></p> <p>There was a detailed discussion on the issue of reformation of working plans of the C V Raman Centre for Research, Innovations and Entrepreneurship of our institute as all the research activities of all disciplines are conducted through this centre. There is an urgent need for reformation in the working plans of the institute's research centre. Resolved that the courses as well as the students strength increase requires teaching learning inclusion of research activities by the faculty and the students for their enrichment for overall development of an individual and also to comply with the NEP 2020. Hence the Director and the In-charge Research Centre will frame the plan of reformation and will implement accordingly.</p>	Director , In-charge Research Centre
5	<p><b>IQAC.13.05: Regarding measures initiated by the Institute for the promotion of gender equity and analysis of Gender Audit</b> The matter of measures initiated by the Institute for the promotion of gender equity and analysis of Gender Audit was discussed in details among the members of IQAC that it is very much essential in a co-educational Institute to sincerely observed the measures for the promotion of Gender Equity and analysis of Gender Audit. It was resolved that at our Institutional level we are to conduct gender sensitive and awareness lectures, to provide equal opportunities in placement , in committees, in cultural</p>	Director, Registrar, Conveners of SGRC,ICC,ARC & ARS





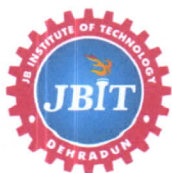
	<p>and other events, Research and other activities etc as well as free, fair and secured environment. Director and registrar will monitor all this with the help of SGRC, ICC, ARC &amp; anti Ragging Squad. The Annual Gender Audit need to be conducted in the institute for the session 2022-23 as conducted in previous years.</p>	
6	<p><b>IQAC.13.06: Regarding conduct of Induction program in the institute for fresher's of all the departments:</b> It is informed all the members present in the meeting about the conduct of a three week induction program for first year fresher students of every discipline as per the guidelines of the regulating authorities like AICTE every in the beginning of session. Some members pointed out that the fresher students of the institute need to be motivated all round for their holistic development. It was approved with the resolution that the Director, Registrar, will take initiation and motivate as well as enlighten the fresher's about the institute, rule regulations, Beneficial schemes for candidates belonged to reserved categories of SC/ST/OBC/Minorities activities, events, programs, etc. scheduled to be held in the institute during the whole session in addition after commencement of the classes they will be motivated also by the faculties.</p>	Director, Registrar, HODs and all faculties
7	<p><b>IQAC.13.07: Regarding collection of feedback from all stakeholders at priority especially the alumni and the employers.</b> The matter of collection of feedback from all stakeholders was discussed in details that from this session the feedback collection from our existing students will be in online mode and need to be collected by teacher to absolute extent. However, from alumni and the employers may take time so all concerned departmental Heads must give more priority and attention to collect it to maximum extent. It was resolved that the Director will guide all HODs who will further guide their faculties on this matter of feedback collection.</p>	Director & all HODs
8	<p><b>IQAC.13.08: Regarding information of eco-friendly measures adopted in the institute to reduce consumption of energy:</b> The IQAC coordinator informed the house regarding eco-friendly measures adopted in the institute to reduce consumption of electricity as an initiative of energy conservation and environmental promotion and sustainable</p>	Director, Registrar, HODs and all faculties



	<p>activity. That the institute has changed all the light providing electrical appliances by CFL and LED bulbs and tubes. This has not only reduced the light consumption but also provides environmental protections. Resolved that as teachers it is our duty to motivate students in their classes and at common platform about the usefulness of these energy saving devices. HODs and faculties will perform this duty.</p>	
9.	<p><b>IQAC.13.09: Regarding approval of strengthen of ERP data resources in the existing ERP system in the institute.</b></p> <p>The IQAC coordinator informed the house regarding the introduction of new modules in the ERP System already working in the institute that there are few new modules need to be introduced along with the previously working modules. This will certainly improve the working electronically quick and more reliable with transparency. Resolved that the Director of the institute will discuss this matter with the Registrar of the institute and after finalization the new modules and will accordingly instruct the Out-Source agency for them to be instituted in the ERP System.</p>	Director, Registrar, and Outsource Agency
10.	<p><b>IQAC.13.10: Regarding improvement in library upgradation /automation with the latest used software KOHA</b></p> <p>There was a long discussion on the issue of improvement in library up-gradation /automation with the latest with software to be installed in the library system of automation that our library already automated and needs up-gradation and hence it was resolved that the latest software of library is KOHA to be installed in the library automation system.</p>	Director, Registrar, HODs and all faculties
11.	<p><b>IQAC.13.11: Regarding approval of the proposals for Add-on/ Value Added courses in different departments:</b></p> <p>The matter of conduct of Add-on/ Value Added courses in different departments in the institute which are planned by the departmental heads in their departmental committees in the interest of the students which are linked with their curriculum for the up-liftmen of the students in respect of their academic knowledge. It was resolved after this discussion that the HODs will prepare the list of such programs for the whole session and after discussion with Director of the institute will get approval of their proposal from IQAC.</p>	Director, HODs and all faculties



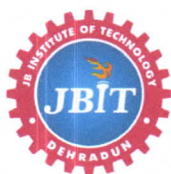
12.	<p><b>IQAC.13.12: Regarding reconstitution of statutory committees along with all other committees working in the institute.</b></p> <p>It was discussed in the meeting of IQAC on the matter of the smooth and best working of the institute based upon participative management system by an active involvement and participation of the faculties and the students in various committees, the statutory and the other committees which have been constituted as per norms of the regulatory bodies as well as for cooperating the authorities in smooth running of institute. it was resolved that some of the committees do have the members from society, university and other government organizations/ departments like anti-ragging, ICC and IQAC while in all other committees like academic, admission, SC/ST , feedback, discipline, time table etc. committees have the members from the staff and the students. The Director in coordination with Registrar and IQAC will reconstitute all these committees.</p>	Director, Registrar and IQAC.
13.	<p><b>IQAC.13.13: Regarding discussion on activities of various clubs and other student associations/ societies in the institute.</b></p> <p>The matter of activities conducted inside and outside the institute by the various clubs as well as the student associations and societies like NSS was discussed and praised by all on the appreciable reports and receipt of the appreciation letters from the various public and government authorities of villages and district authorities for their social, environmental and ethical activities conducted in the nearby villages and the cities. Resolved that these activities should continue with more acceleration and enthusiasm with more participation of students and the faculties covering more and more area for the up-liftmen of the people of these areas that may spread out awareness in masses.</p>	Director, Registrar, club and society incharges.
14.	<p><b>IQAC.13.14: Regarding any other item/s with the permission of the chair:</b></p> <p>None issue was raised by any member of the committee against this agenda item.</p> <p>Therefore meeting ended with the vote of thanks to all present in the meeting.</p>	-----



### ACTION TAKEN REPORT: IQAC-13

The agenda item-wise action taken report of the minutes of the 13<sup>th</sup> meeting of the IQAC held on 09<sup>th</sup> July, 2022 in the conference hall of the institute has been prepared. It is presented as below;

S. No	Agenda Item	Action Taken
1.	<b>IQAC.13.01: Confirmation of minutes of the previous meeting and their action taken report</b>	After a long discussion on all the agenda items and actions taken report of the previous 12 <sup>th</sup> IQAC meeting the MOM and action taken report of the previous meeting were approved and confirmed.
2.	<b>IQAC.13.02: Regarding information of reconstituted IQAC and conduct of urgent meeting with the new members:</b>	The convener of the committee informed the house about the reconstituted committee by the Director of institute. New members were welcomed and all present were introduced. Then an urgent meeting was called by the convener with new members and they were made to aware about the working and procedure of IQAC.
3.	<b>IQAC.13.03: Regarding information of start of National Service Scheme (NSS) and adoption on five villages under UBA campaign of Ministry of Education, Government of India.</b>	As resolved in the meeting of the IQAC, the Director and the Registrar congratulated the volunteers and the program officers of the NSS who are working their best for the improvement and up-liftmen of the students and the society. The outreach activities have been successfully conducted by NSS volunteers in all the five adopted villages as well as in the institute itself based upon social, environmental, health and hygiene etc themes.
4.	<b>IQAC.13.04: Regarding reformation of working plans of CV Raman Centre for Research, Innovations and Entrepreneurship.</b>	As resolved in the IQAC meeting on the issue of reforming of working plans in our research centre, the Director of Institute called a meeting with In-charge Research Centre to discuss the matter in hand in details keeping in view the latest Research Policy of Institute and the revised syllabus and NEP-2020 and decided to prepare a precise but more effective working plan. The matter is in progress.
5.	<b>IQAC.13.05: Regarding measures initiated by the Institute for the promotion of gender equity and analysis of Gender Audit</b>	As resolved in the meeting of IQAC regarding this gender based agenda the gender sensitization lectures were conducted in the Institute at the common platform as well as in classes the students were enlightened on issues of Gender Equity and related activities. The girls have been engaged in all the committees, events, sports, cultural activities etc.



6.	<b>IQAC.13.06: Regarding conduct of Induction program in the institute for fresher's of all the departments</b>	The induction program of all the fresher students of all the departments was organized in accordance with the guidelines of the AICTE . The students were enlightened with the conduct rules, activities, events etc. to be held in institute by Chief Guest, Guests, experts, faculties, HODs, Registrar, Director etc
7.	<b>IQAC.13.07: Regarding collection of feedback from all stakeholders at priority especially the alumni and the employers.</b>	As resolved in the IQAC meeting the Director of the institute instructed all HODs in a meeting to be more active to collect feedback from the stakeholders especially the alumni and the employers. He also instructed them to get cooperation and involvement of all the faculties of their departments in this matter. All did their best efforts and collected the feedback.
8.	<b>Re IQAC.13.08: Regarding information of eco-friendly measures adopted in the institute to reduce consumption of energy.</b>	After complete replacement of electrical tubes and bulbs with CFL and LED the HODs and faculties of the institute motivated the students in their classes about the eco- friendly measures to save environment. They have been enlightened to use CFL and LED bulbs and tubes
9.	<b>IQAC.13.09: Regarding approval of strengthen of ERP data resources in the existing ERP system in the institute.</b>	As approved in the IQAC meeting on the matter of introduction of new modules in the ERP already operating in the institute to cover many more aspects in an electronic system to be more quick and transparent., the Director discussed the matter with Registrar and finally instructed the Out-Source agency to update ERP by including these new modules.
10.	<b>IQAC.13.10: Regarding improvement in library up-gradation /automation with the latest used software KOHA</b>	In compliance to the minutes of the IQAC meeting as proposed the librarian on the institute was consulted by the Director of the institute on the matter of up-gradation of the library automation with the software KOHA and finally it was instituted in the library to upgrade its automation.
11.	<b>IQAC.13.11: Regarding approval of the proposals for Add-on/ Value Added/ Short Term courses in different departments</b>	As discussed and approved in the IQAC meeting all the HODs hold meeting with Director and finalized the Add-On/ value added/ Short Term courses to be taught to our students for their up-liftmen. The courses have been taught to all students of institute
12.	<b>IQAC.13.12: Regarding reconstitution of statutory committees along with all other committees working in the institute.</b>	In compliance to the minutes of this agenda item the Director of Institute after consultation with the Registrar of the institute and the latest norms of the regulating bodies constituted various committees by including the person from society and alumni, govt. and university sector as well as the staff and the students in all the committees as per the norms. These all committees are in operation.



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13.	<b>IQAC.13.13: Regarding discussion on activities of various clubs and other student associations/societies in the institute.</b>	As discussed and approved in the meeting of IQAC the volunteers of the various clubs and associations/societies of the institute have progressively performed various activities on social, environmental, health and ethical issues for the up-liftmen of people of these regions. These activities have been recognized by the public and govt. authorities in the form of appreciation letters.
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Prepared by:

  
IQAC Coordinator

Approved by:

