



## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

MOM Date: 06.04.2022 Time: 10.30 AM to 11.45AM Venue: Principal Chamber Approved Date: 08.04.2022
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#### Agenda:

1. NAAC Accreditation and Assessment Process
2. Academic Performance Evaluation (APE) audit
3. Even Semester Activities
4. Placement Statistics
5. Academic Results
6. KSCST Student Project Proposals
7. Any other matter with permission of chair

Agenda	Proposed By	Meeting Minutes/ Action Taken/ Decision taken	Responsibility Assigned to	Status (open/ Closed /NA)
Welcome	IQAC Chairman & IQAC Chief-Coordinator	Dr. B N Shobha, IQAC Chief-Coordinator formally welcomed the IQAC Chairman Dr. G T Raju and all the IQAC members and appraised about the agenda points  The IQAC chairman too welcomed all the members of the IQAC and appraised about the developments in the Institution	NA	Closed

Approval of Previous meeting minutes	IQAC Chief-Coordinator	IQAC Chief-Coordinator briefed about the previous IQAC minutes which was held on 26.02.2022	NA	Closed
NAAC Accreditation and Assessment Process	IQAC Chairman & IQAC Chief-Coordinator	<p>IQAC Chief-Coordinator briefed about the NAAC Accreditation and Assessment Process and criteria wise Chief-Coordinators of respective departments were clearly assigned responsibilities to take over NAAC process and target to get good points.</p> <p>Dr.Ravi Kumar NAAC Coordinator presented NAAC process and discussed all the seven criterions in detail.</p> <p>IQAC Chairman informed to Dr.Ravi Kumar to mention qualitative and quantitative metrics</p> <p>IQAC Chairman informed to IQAC Chief-Coordinator to arrange workshop to the criterion coordinators from NAAC expert committee</p>	IQAC Chief-Coordinator	Open
Academic Performance Evaluation (APE) audit	IQAC Chairman	<p>IQAC Chairman Dr. G T Raju informed in the meeting that Academic Performance Evaluation (APE) audit of faculty is very important aspect for the institution and it is one of the important parameter for the NAAC &amp; NBA.</p> <p>IQAC Chairman informed to IQAC Chief-Coordinator to complete the APE audit of the remaining departments (MED, ECE, CSE, Maths, Physics and Chemistry)</p>	IQAC Chief-Coordinator	Open
Even Semester Activities for the academic year 2022-23	IQAC Chairman	IQAC Chairman informed to IQAC Chief-Coordinator and HODs to monitor the activities as per the calendar of events	IQAC Chief-Coordinator	Open

Placement Statistics	IQAC Chairman	<p>IQAC Chairman informed to Placement officer Prof. Shashi Kumar to discuss the feedback given by employers.</p> <p>Placement Officer gave the feedback from the employers about the skill demands from industries</p> <p>IQAC Chairman informed IQAC Chief-Coordinator, Placement officer and to all the HODs to organize various skill enhancement programmes for students so as to prepare them for industry needs.</p>	IQAC Chief-Coordinator & Placement Officer	Open
Academic Results	IQAC Chief-Coordinator	HODs presented the 7 <sup>th</sup> semester result analysis of all the departments with comparative result analysis with respect to nearby competitive institutions and at university level.	IQAC Chief-Coordinator	Closed
KSCST Student Project Proposals	IQAC Chairman	IQAC Chairman congratulated on the approval of 19 KSCST Student Project Proposals by KSCST with sanctioned amount 1,19,000/-	HODs and IQAC Members	Closed
Vote of Thanks	IQAC Chief-Coordinator	The IQAC Chief-Coordinator proposed the vote of thanks after summarizing the meeting remarks	-	Closed

*B.N. Shobha*  
08/04/2022

IQAC Chief-Coordinator

Dr. B N Shobha

Prof & HOD, Dept of ECE

**Chief Coordinator**  
**SJCIT-IQAC**

IQAC Chairman

Dr. G T Raju

*G T Raju*  
Principal

**Principal**

**S.J.C Institute of Technology**  
**Chickballapur-562101**

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

MOM Date: 05.08.2021 Time: 10.00 AM to 11.00AM Venue: Principal Chamber Approved Date: 09.08.2021
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#### Agenda:

1. Reconstitution of IQAC
2. DHI Automation Software
3. Academic documents review
4. Internal Expert Lecture Series
5. AQAR Submission for the academic year 2021-22
6. Any other matter with permission of chair

Agenda	Proposed By	Meeting Minutes/ Action Taken/ Decision taken	Responsibility Assigned to	Status (open/ Closed /NA)
Welcome	Principal	Dr.G T Raju, Principal formally welcomed all the members and appraised about the activities to be done under IQAC	NA	Closed
Reconstitution of IQAC	IQAC Coordinator	The IQAC Coordinator Prof.Sathish Chandra Reddy, HOD ISE welcomed the new IQAC Chairman Dr. G T Raju, the new IQAC Chief-Coordinator Dr.B N Shobha, HODE ECE and all the IQAC members of the Institution  The members from various departments has been reconstituted to IQAC with an objective to	NA	Closed

		<p>develop a quality system towards the overall Academic and Administrative performance of the Institution as per the guidelines of the NAAC</p> <p>The IQAC Coordinator Prof.Sathish Chandra Reddy, briefed about the agenda points to all the members present and requested the chairman to take over the meeting proceedings</p> <p>The IQAC Chairman appreciated the continuous efforts of the NAAC coordinators for their good work and informed to them to see the documents which are submitted earlier and ensure the documents with zero errors before uploading to the NAAC portal</p> <p>The IQAC Chairman informed the IQAC Chief Coordinator to start with meeting proceedings</p>		
DHI Automation Software	IQAC Chairman & IQAC Chief-Coordinator	IQAC Chief-Coordinator informed to DHI coordinator to arrange the meeting with DHI software team and DHI coordinators of all the departments to discuss about the completion of entry in the software in all aspects, entries with respect to NBA and integration of MS Excel tool with the software for NBA attainment calculations	DHI Coordinator	Open
Academic documents review	IQAC Chairman	IQAC Chairman Dr. G T Raju informed to IQAC Chief-Coordinator with team to visit all the programs to review the academic documents before availing the vacation by the faculty members	IQAC Chief-Coordinator	Open
Internal Expert Lecture Series	IQAC Chairman	IQAC Chairman informed to IQAC Chief-Coordinator to conduct Internal Expert Lecture Series by the eminent faculty under IQAC in order to share their enormous and deep knowledge with all inhouse faculty members for enhancing the academic excellence	IQAC Chief-Coordinator	Open
AQAR Submission for the academic	IQAC Chairman	IQAC Chairman informed to IQAC Chief-Coordinator and NAAC coordinator to present AQAR report in the next meeting	IQAC Chief-Coordinator & NAAC coordinator	Open

year 2021-22		The IQAC Chairman requested to all the members to study NAAC manuals and the related process		
Vote of Thanks	IQAC Chief-Coordinator	The IQAC Chief-Coordinator proposed the vote of thanks after summarizing the meeting remarks	-	Closed

*B.N. Shobha*  
09/08/2022  
IQAC Chief-Coordinator

Dr. B N Shobha

Principal of ECE.  
**SJCIT-IQAC**

IQAC Chairman

*D. G. T. Raju*  
Principal

Principal

**Principal**  
**SJC Institute of Technology**  
**Chickballapur-562101**