



Jhulelal Institute of Technology
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Vision: To become an eminent institution through knowledge and research

INTERNAL QUALITY ASSURANCE CELL

Annual Report **Session: 2017-18**

Date: 29th April, 2018

Annual Report of IQAC is categorized into following points-

1st IQAC Meeting was held on: 01/06/2017

1. Following Resolution have been passed:

- Academic Calendar with the plan of Co/Extra curricular activities: The HODs of respective departments must submit the duly verified calendar to IQAC.
- Subject file, Course file & Lab manual preparation: All the HODs shall ensure that the subject teachers should follow the prescribed formats for entering attendance of the students, Class and series test marks, teaching plan and subject notes , submit their respective.
- Attendance monitoring: The HODs to monitor the said issues and review the shortage of attendance of students with Principal, Submit Monthly Cumulative Attendance report to IQAC.
- Students assessment record monitoring: All HODs must make sure that the students assessment is done as per the defined criteria
- Project monitoring: The necessary steps to be initiated and the progress to be reported to IQAC every month or during audits.
- Counseling/Mentoring records: The counseling of the students must be conducted by their respective mentors on a regular basis.
- Feedback: Timely corrective decisions are to be made accordingly for the desired outcome.
- Nptel, spoken tutorial & guest lecture monitoring: Students must be encouraged to appear for the online tests and get certified for NPTEL/Spoken Tutorials, etc.
- Student Progression: GATE classes must be conducted for students appearing for GATE exam. Other entrance training sessions must be arranged for the students interested in higher studies. EDP cell to guide interested students for becoming entrepreneur.
- TnP: Training activities must be planned and executed through departments. Mock interviews must be conducted for guiding students.
- Library: Record of books issued and returned to be maintained in the software. Record of footfall to be maintained in a register.
- University Exam: Plans for the following issues to be made and to be verified by Principal –

1. Teachers to be identified for Invigilation Duty
2. Rooms to be identified for Seating Plan

3. Requirement of furniture (if any)

4. Budget & Expenses.

2. The following points where complains and implemented:

- All the HODs to mail their verified copy of academic calendar to IQAC.
- HODs of all the departments must confirm the availability of all academic departmental files in prescribed formats.
- Monthly conduction reports must be submitted to IQAC.
- The evidences of all the said criteria must be maintained in the department.
- Monitoring of the projects, students in teams and the guide faculty and all the related details should be fairly recorded and documented.
- Mentoring records are to be properly maintained by each department.
- All types of feedback reports with their action taken reports must be submitted to IQAC.
- HODs to keep track of adequate number of guest lectures/ spoken tutorial trainings imparted must be documented
- GATE classes scheduled in regular time table.
- Aptitude/Other trainings to be planned in the upcoming session. EDP cell to guide interested students for developing entrepreneurship skills.
- Plans and Reports to be submitted to IQAC.
- All types of records must be maintained in library
- New OIC was appointed for RTMN University Exam session 2017-18 along with other committee members.

3. No .of Quality Initiatives Done: 14

- Academic Calendar with the plan of Co & extra Curricular activities
- Structured Course file and lab manual integrating ICT and continuous monitoring
- Attendance Monitoring
- Students Assessment Record Monitoring
- Project Monitoring
- Counseling / Mentoring Records
- Feedback Analysis and action taken based on Analysis
- Compulsory guest lecture from Industry
- Student Progression records with more detailed evidences.
- Training & Placement Booklet
- Efficient Library resource utilization and continuous monitoring
- University exam records and continuous assessment
- Continuous Monitoring on faculty enrollment and usage of MOOC, SWAYAM, NPTEL.
- NAAC & NBA Accreditation Certificates

4. Details of new Academic System Implemented:


- **NPTEL, spoken tutorial & guest lecture monitoring**
- Number of Video lectures, tutorials and guest lectures conducted by each department was reviewed and discussed. Video lectures, spoken tutorial & guest lecture are amply

executed by all the departments. Record of NPTEL, spoken tutorials guest lectures and related documents were fairly maintained in the departments.

5. Major Issues Found

- Minor changes in date of conduction of events.
- Students Assessment may get delayed due to session exam assessment.
- Availability of guest lecture.
- Industrial Visits date may change according to the availability.
- Need extra time for submission of subject file, course file and lab manual.
- Paper Publication may get delayed.
- Need Extra Lecture for some subjects.
- Some subjects need more programming practice.

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