



INTERNAL QUALITY ASSURANCE CELL

Session 2017-18

Minutes of Meeting

Minutes of Meeting held on: 10/06/2018	
Next meeting is proposed on:17/06/2018	
VENUE: IQAC Office	
TIME: 11:00 am.	
Members present	Mr. Pramod Pampatwar, Director Technical, JIT Ms. Madhavi Wairagade, Director HR Admin, JIT Dr. Narendra Bawane, Principal, JIT Dr. Debashish Bhowmick, Vice Principal, JIT Ms. Mona Mulchandani, HOD, CSE, JIT Mr. Dhananjay Tiwari, Asst. Administrative Officer, JIT Prof. Rohan Ingle, HOD, Electrical Dept, JIT Dr. Sachin Chaudhary, Asst Prof. CSE Dept, JIT Dr. Swati Rahate, HOD, MBA Dept, JIT Dr. Indrani Das Sharma, Associate Prof, First year, JIT Dr. K.G. Rewatkar, HOD, Physics, DAC, Nagpur Ms. Sakshi Mishra, ETC Dept, JIT Mr. Yogesh Jotwani, Executive HR, Jubilient Technologies Mr. Vinod Takarkhede, Sr. Project Manager, Advance Technology, Nagpur
Leave of Absence:	


Sr.	AGENDA	DISCUSSION	DECISIONS	RESPONSIBILITY	ACTION TAKEN
1	Academic Calendar with the plan of Co/Extracurricular activities.	Some of the events were not conducted as planned (all the departments of engineering as well as MBA).	Delay in execution of some of the events was observed due to schedule of retests.	HoDs and forum incharge	The academic calendar was promptly followed.
2	Course file and lab manual monitoring	The status of all course files, Subject Files and lab Manuals was seen and verified.	Authentication by the HoDs was found to be pending for some of the formats as certain corrections were required in the reports.	HoDs and all subject teachers	All the required files were maintained and available with all the departments of engineering.
3	Attendance monitoring	Monthly Cumulative Attendance Report was scrutinized and discussed. The issue of less attendance of students was discussed with reasons and actions taken to correct the same	It was observed that the attendance was less initially, later due to corrective actions, the attendance was improved.	HoDs and Class In-charges	Parents were called and informed about the absence of their wards. Warning letters were issued to the students. The said issue was audited and monitored by IQAC.

4.	Students assessment record monitoring	The students assessment records (like Attendance, assignments, activities, their performance in Unit test & Sessional exams.)and the concerned consolidated reports were analyzed and discussed .	It was found that the students were assessed as per the guidelines prescribed by IQAC and documentation was done accordingly and duly maintained in the respective departments.	HoDs of respective departments	All the concerning records and documents like course plan and daily delivery report were fairly maintained in the department.
5	Project monitoring	The students teams were made as per policies defined by IQAC. Emphasis must be laid on getting live projects. Technical papers must be published by each group in UGC certified journals.	The progress regarding the project was audited by IQAC.	HODs of respective departments	Progress of the projects must be recorded , all the related details should be fairly recorded and documented.
6	Counseling/ Mentoring records.	Some of the documents were still not submitted. Some of the home visits of the mentees were found to be pending by the mentors.	Mentoring records with all the reports of the students (all departments) were verified by IQAC.	HoDs and mentoring Incharge	The mentors to pay the visit positively in the even sem.
7	Feedback Analysis & Action taken	Student feedback Parent feedback Programme exit survey of final year students Action taken on the basis of feedback (for improvement)	Timely corrective actions were taken by mentors for desired outcome.	HODs and feedback Incharges	All types of feedback reports with their action taken reports were submitted to IQAC.
8	Nptel, Swayam,MOOC faculty enrollment and students online courses conduction monitoring	Discussion on the Video lectures/ tutorials conducted are cross verified and faculty enrollment for the online courses were reviewed.	Students were encouraged to appear for the online courses and get certified for NPTEL/Spoken Tutorials,Swayam, etc. Faculty must enroll themselves for the online courses	HODs, College level and departmental e-learning co-ordinators.	HODs to keep track of adequate number of online courses/ spoken tutorial trainings imparted must be documented and keep track of faculty enrolled for the online courses.
9	Student Progression	Discussion regarding Placement of the students, students pursuing higher studies and students undertaken Entrepreneurship was held.	GATE classes were scheduled and conducted for students appearing for GATE exam. Other entrance training sessions must be arranged for the students interested in higher studies.	TnP officer, HODs, EDP cell co-ordinator	GATE classes scheduled in regular time table. Aptitude/Other trainings were planned and executed in the upcoming session.

10	TnP	Training and development needs of the students and plans for career fair were discussed.	Annual Training & Placement activity calendar was planned & executed for the set targets. Career fairs were organized in the even sem for final year students and Mock interview and personality tests were conducted by training and placement cell.	TnP coordinator	Reports regarding the issues discussed are submitted to IQAC.
11	Library	The following discussions were made: 1. Availability and of furniture 3. Catalogue and bibliography record 4. Daily visitors and internet usage record 5. Budget of Books and Journals 6. Expenditure 7. Damage books Inventory	Record of books issued and returned to be maintained in the software. Record of footfall to be maintained in a register.	Library In-charge	Use of software was made mandatory for the maintenance of records of the library.
12	University Exam	Discussions regarding composition of the exam committee (winter 2017) Control Room Hand Over, blank answer sheet record, seating plan was made.	Plans for the following issues were submitted and amended by Principal: 1. schedule of invigilation duties 2. Rooms and Seating Plan 3. Requirement of furniture 4. budget & expenses prepared and verified	OIC for Exams appointed.	The budget was approved after certain amendments. Control room and authority over committee members and non teaching staff was handed over to the OIC. The invigilation duties were assigned to the faculties.

Co-ordinated By Dr. Narendra Bawane, Principal, JIT


IQAC CO-ORDINATOR
 Mona Mulchandani
 HOD, CS-Dept.
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