



Jhulelal Institute of Technology

Internal Quality Assurance Cell

Off Koradi Road, Lonara, Nagpur. Tel:-0712-2023130, 2668223/34/35

Web site - www.jit.org.in

E-mail-admin@jit.org.in,

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-

1. Resolutions 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 HODs must ensure that the subject teachers should follow the prescribed formats for attendance of the students, class test marks, teaching plan and subject notes and submit respective documents to IQAC at the end of session.
- 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:
HODs must make sure that the students assessment is done as per the defined criteria
- Project monitoring:
Take necessary steps that were discussed about the initiation of the project.
Progress of every project must be reported to IQAC every month or during audits.
- Counseling/Mentoring records:
Academic & Personal counseling of the students must be done by their respective mentors on a regular basis.
- Feedback:
Timely feedback must be taken & corrective decisions must be made accordingly for the desired outcome.

- Nptel, Spoken Tutorial & Guest Lecture Monitoring:
Students must be prepared and 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.
Training sessions must be arranged for other competitive exams for interested students in higher studies.
There must be EDP cell to guide interested students for becoming entrepreneur.
 - TNP:
Aptitude & GD Training activities must be adhered and executed through departments.
Mock interviews must be conducted for guiding students.
 - Lab Maintenance & Upgradation:
Record of lab requirements and upgradations must be maintained.
 - 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 verified by Principal –
Teachers to be identified for Invigilation Duty
Rooms to be identified for Seating Plan
Requirements of infrastructure (if any)
Budget & Expenses.
- 2. The following points (complaints) were discussed:**
- All HODs must 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 must be scheduled in regular time table.
 - Aptitude/Other trainings must be encouraged in the upcoming session.

- EDP cell must guide interested students for developing entrepreneurship skills.
- Plans and Reports to be submitted to IQAC.
- Library Incharge must maintain all records of books

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

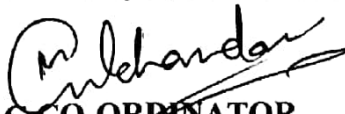
4. Details of new Academic System Implemented:

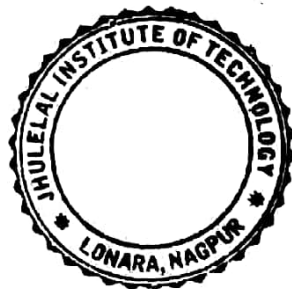
- **NPTEL, spoken tutorial & guest lecture monitoring**
- Video lectures, tutorials and guest lectures conducted by each department were reviewed and discussed.
- Video lectures, spoken tutorial & guest lecture are amply executed by all the departments.
- Record of NPTEL, spoken tutorials guest lectures and related documents were fairly maintained in the departments.


5. Major Issues Found

- Minor changes in date of conduction of events.
- Availability of guest lecturer.
- Industrial Visits date changed in accordance to the availability at respective industry.
- Extra time required for submission of subject file, course file and lab manual.
- Paper Publication got delayed.
- Extra Lectures were required for some subjects.

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


IQAC CO-ORDINATOR




PRINCIPAL
PRINCIPAL
JHULELAL INSTITUTE OF TECHNOLOGY
NAGPUR.