



JHULELAL INSTITUTE OF TECHNOLOGY
NAGPUR

Jhulelal Institute of Technology

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IQAC: Meetings

Minutes of Internal quality Assurance Cell (IQAC) meeting held on 1st June 2017 in the Conference room of JIT.

Co-ordinator: Prof. Mona Mulchandani

Sr. No.	Points	Discussion	Action
1	Composition of IQAC committee for Quality Assurance	In this meeting the guidelines laid down by NAAC were circulated to all the members present discussion on various post and members in IQAC Committee. Discussion on the roles and responsibilities of the IQAC team was discussed in details.	Inputs were given by all members and the Committee was constituted as mentioned below and draft was made for roles and responsibilities.
2.	Operational procedure for IQAC for internalization of the quality culture in JIT	Discussions on already existing quality procedures held	Improvements in the existing quality procedures were noted. The IQAC co-ordinator in consultation with the principal takes followup for improvements needed and noted areas of improvements .
3.	Academic formats review for teaching learning process enhancement	Discussion was held over NAAC IQAC guidelines for improvement of the teaching learning process of JIT	Identified academic formats for improvements and given formats to the department
4.	Design of the Academic Calendar of college and departments	The members discussed over the compliance of department academic calendar with college academic calendar	The IQAC co-ordinator along with the other members need to prepare a format for the followup and compliance.
5.	Maintenance of the students attendance and monitoring irregular students	Discussion on attendance muster format that is already existing and enhancing the same.	Preparation of attendance muster format including tutorial classes, remedial classes and extra lectures planned.
6.	Course wise & course teacher Feedback Analysis Process (even and odd Semester)	Discussion was held on process and strategies for obtaining feedback from students about the teaching and learning.	IQAC Co-ordinator need to prepare a feedback system and implement the same for analyzing the teaching learning feedback of courses

Sr. no.	Name of the Member	Designation
1	Dr. D. Bhowmick, Principal, JIT	Chairperson
2	Ms. Madhavi Wairagade, Director, HR & Admin, JIT	Management Member
3	Prof. Mona Mulchandani, Dean Academics, JIT	Coordinator/Director of the IQAC
4	Mr. Dhananjay Tiwari, Asst. Administrative Officer, JIT	Administrative officer
5	Prof. Rohan Ingle, HOD, Electrical Dept, JIT	Senior Teacher
6	Dr. Sachin Chaudhary, Asst Prof. CSE Dept, JIT	Senior Teacher
7	Dr. Swati Rahate, HOD, MBA Dept, JIT	Senior Teacher
8	Dr. Indrani Das Sharma, Associate Prof, First year, JIT	Senior Teacher
9	Dr. Sanjay. B Bodke, Dean Academics, RKNEC, Nagpur	Local Society Member
10	Dr. K.G. Rewatkar, HOD, Physics, DAC, Nagpur	Local Society Member
11	Ms. Vrushali Kulkarni, CSE Dept, JIT	Student
12	Ms. Sakshi Mishra, ETC Dept, JIT	Student
13	Mr. Anurag Sukhija, First Impression Technologies, Nagpur	Alumni
14	Mr. Yogesh Jotwani, Executive HR, Jubliant Technologies	Alumni
15	Mr. Ashwin Balani, CEO, First Impression Technologies, Nagpur	Employer
16	Mr. Vinod Takarkhede, Sr. Project Manager, Advance Technology, Nagpur Nagpur, India	Employer



Dr. D. Bhowmick

Principal, JIT

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