

Institute Quality Assurance Cell

July 2017



Jaypee Institute of Information Technology

Noida

Vision

To become a Centre of Excellence in the field of IT & related emerging areas education, training and research comparable to the best in the world for producing professionals who shall be leaders in innovation, entrepreneurship, creativity and management.

Mission

- To develop as a benchmark University in emerging technologies.
- To provide state of the art teaching learning process and R&D environment.
- To harness human capital for sustainable competitive edge and social relevance.

Quality Policy

Towards achieving the vision of producing professionals who shall be leaders in innovation, entrepreneurship, creativity and management, JIIT is committed to provide quality education, research, training and consultancy. It is also our commitment for improving the effectiveness of management practices toward knowledge, human capital for sustainable competitive edge and social relevance, to the satisfaction of all stake holders.

This is accomplished through:

- Periodic Quality Audits.
- Taking feedback of all stake holders.
- Communicating and overseeing all the academic and administrative processes of the Institute.
- Adhering to Compliance.

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1. Academic (Research) - Prof. Amrish Aggrawal
2. Academic (Teaching and Learning) - Prof. R.K. Dwivedi
3. Stakeholder - Dr. Mukta Mani
4. Professional Activities - Dr. Vikram Karwal
5. Student Activities and Placement - Prof. Krishna Sundari

1. INTRODUCTION

Higher education is the key driver for long term social development, technology development and economic progress of a country, However, it is imperative to have higher education of top quality which provides (social and/or technical) values to students and prepares them to take up future challenges. The quality paradigm must be dynamic enough to accommodate changing environment and especially it must address the following:

- Demand for accountability.
- Dynamic changes in instructional delivery.
- Globalization of higher education.

Recognizing the need to establish and audit quality metrics in all academic and administrative processes, **Jaypee Institute of Information Technology, Noida (JIIT)** has established Institute Academic Quality Assurance Cell to audit and thereby improve the quality in academics and administration as well as in research processes.

Institute Quality Assurance Cell (IQAC) is responsible for the day to day administration of quality assurance at JIIT through the Institute Quality Assurance Process (IQAP)*.

***IQAP:** Institute academic system; processes and procedures approved by the Academic Council of the Institute for activities and discipline.

Mission

- a. To promote and inculcate the culture of quality consciousness in all processes in the Institute.
- b. To implement and administer the IQAP (Institute Quality Assurance Process)
- c. To become the vehicle for quality improvement by regular reviews of audit reports.

Goals

To ensure, support and promote the quality of all its academic programmes and activities in conformity with the vision of JIIT. Quality Assurance is also to provide greater acceptance of JIIT degrees at the national and international level and for greater opportunities for student's employment.

Responsibilities

Institute Quality Assurance Cell (IQAC) is responsible for the implementation and administration of the IQAP. It interacts and works with Dean(s) for Graduate and Post Graduate Programmes, Registrar, Institute's units (departments/centres/research groups) for new programmes approval and cyclic programmes/courses reviews and also to support the implementation of review outcomes. IQAC will also be responsible for auditing academic and administrative activities and utilization of the Institute resources.

IQAC is considerate and respectful of the autonomy of the faculty and academic activities, in curricular development, professional and R &D activities. The cell works both collaboratively and transparently and provides guidelines for reports and outcomes.

2. Administration

Vice-Chancellor

The Vice-Chancellor (VC) is responsible for Quality Assurance, its implementation and administration with the assistance from the Committee for the Institute Quality Assurance Cell, the Director, Dean(s) and Head of the Departments. VC monitors the progress of the implementation of recommendations agreed to in the action plan.

Committee for Institute Quality Assurance Cell (CIQAC)

The committee is responsible for ensuring the implementation of the Institute Quality Assurance Process (IQAP) and quality auditing of academic and administrative activities. The committee through its Convener reports regularly to the Vice-Chairman). Following is the Constitution of Committee:

Sl. No.	Name	Department	Phone Nos.	E-Mail ID
1.	Prof Hari Om Gupta, Convener	Director	9582899128	hariom.gupta@jiit.ac.in
2.	Prof Krishna Gopal	Dean (A&R)	9654231334	krishna.gopal@jiit.ac.in
3.	Prof Amrish Aggrawal	Maths	9958335676	amrish.aggrawal@jiit.ac.in
4.	Prof S.P. Purohit	PMSE	9873169098	sp.purohit@jiit.ac.in
5.	Prof Krishna Sundari	Biotech	9910345794	krishna.sundari@jiit.ac.in
6.	Prof Vikas Saxena	CSE/IT	9818958936	vikas.saxena@jiit.ac.in
7.	Dr Vikram Karwal	ECE	9717652233	vikram.karwal@jiit.ac.in
8.	Dr Rajnish K Misra	JBS	9560206629	rajnish.misra@jiit.ac.in
9.	Dr Mukta Mani	HSS	9899112913	mukta.mani@jiit.ac.in
10.	Dr Monali Bhattacharya	HSS	8800989521	monali.bhattacharya@jiit.ac.in
11.	Prof R.K. Dwivedi	PMSE	9971286625	rk.dwivedi@jiit.ac.in
12.	Dr Sujata Mohanty	Biotech	9013387679	sujata.mohanty@jiit.ac.in
13.	Dr Manish K. Thakur	CSE	9953280244	manish.thakur@jiit.ac.in
14.	Dr Pankaj Kumar Yadav		8700977638	pankaj.yadav@jiit.ac.in
15.	Dr Neetu Sardana	CSE	9811354407	neetu.sardana@jiit.ac.in
16.	Dr Ashish Goel	ECE	9811946987	ashish.goel@jiit.ac.in
17.	Dr Swati Rawal	PMSE	9968099472	swati.rawal@jiit.ac.in
18.	Dr Kanupriya Misra Bakhru	HSS	9971100454	kanupriya.misra@jiit.ac.in
19.	Registrar	JiIT	9818122700	raju.sangal@jiit.ac.in
20.	Dr Subhash Joshi	Social worker, C409, Rajhans Tower, Ahinsa khand, Indrapuram, Ghaziabad(UP)	9711061199	subhashjoshi2107@gmail.com
21.	Mr Rakesh Khurana	CEO Motherson Sumi, C- 26, Sector-62 Noida (U.P.)	9810292968	rakesh.khurana@mind- infotech.com
22.	Ms Tuhina Jain	Talent Partner, Adobe, Noida(Alumni)	9582804475	tuhinajain@gmail.com

(The Committee may, at its discretion, co-opt further members)

The committee through its sub-committees oversees the following activities of the academic units:

2.1 Academic (Teaching and Learning)

1. Development of expected outcomes and outputs of different programs considering national and international scenario.
2. Overseeing the development, establishment and revision of learning objectives and outcomes of different courses and programmes.
3. Overseeing the teaching learning resources and experiences of the students and the faculty members in theory and laboratory classes.
4. Ensuring the course coverage and the execution of the laid down evaluation processes.
5. Analyze the feedback of students, Alumni, faculty and use of equipments and prepare reports and recommendation.

These activities are to be further strengthened by benchmarking academic practices with the leading departments of other reputed institutes/universities. To ensure that, following activities are being followed at academic unit level:

- i) Evaluation process is being followed and syllabus covered.
- ii) Course activities and content covered are aligned in a coherent way.
- iii) Equipments, software's, manuals and lab class's guidelines/instructions are available and are used effectively.
- iv) Learning resources (articles, multimedia content, monographs, book chapters, books etc.) are created by faculty/students and are used effectively.
- v) Output/Outcome is benchmarked with the leading departments of other reputed Institutes/Universities.

2.2 Academic (Research)

To ensure that the academic research objectives of the Institute are being met in the following academic research activities:

1. Publications

2. Sponsored R&D projects.
3. Master and Ph.D. degrees.
4. Patents.
5. Individual achievements/awards.
6. Review articles and books in developing areas.
7. Interdisciplinary Research.
8. Creation of databases for research and consultancy.
9. Benchmarking of academic units with other Universities/Institutes.

2.3 Stakeholder Relationship

1. To oversee and analyse the feedback from external stake-holders [Employers & Industry, parents, regulators, Govt. and community, Alumni, professional institutions and suppliers] about the Institute and programmes.
2. To analyse the feedback of internal members [students, faculty, non-teaching employee and trustees].

2.4 Professional and Social Activities

To oversee the quality of the following activities:

1. Consultancy.
2. Professional and special courses/workshops.
3. Conferences.
4. Industrial Interactions.
5. Social Activities.

2.5 Student activities and placements

This committee will oversee the various student activities and placement of students the data and feedback will be collected and analysed to prepare reports and recommendations.

3. Sub-Committees and their calendar

3.1 Academic (Teaching and Learning)

The aim of the Academic (Teaching and Learning) subcommittee is to audit the teaching and learning academic activities of the institute. The aim is to be achieved by taking several measures as mentioned below:

- (i) To develop expected outcomes and outputs of different programs considering national and international scenario.
- (ii) To oversee the development, establishment and revision of learning objectives and outcomes of courses and programmes,
- (iii) To oversee the feedback of students including pass-out students and their expectations from the program/course.
- (iv) To oversee the feedback of faculty in carrying out lecture/lab classes' consideration learner centric concept and outcomes of the program/course.
- (v) To ensure that study material/course files are being maintained and updated.

For the above purpose various feedback forms have been developed. The details of the feedback forms are as following.

Sl. No.	Form No.	Title	Evaluation scale	Frequency
1.	QA-AC-1	Student feedback analysis theory course	1 to 10	Once in a semester for every course
2.	QA-AC-2	Student feedback analysis laboratory course	1 to 10	Once in a semester for every course
3.	QA-AC-3	Faculty feedback		Once in a semester
4.	QA-AC-4	Department feedback on use of equipments		Once in a year
5.	QA-AC-5	Feedback of educational experience of students visited abroad in academic exchange program		Once in a year

Calendar for filling performas

S. No.	Form No.	Title	To be filled by	Time of filling
1.	QA-AC-1	Student feedback analysis theory course	Registrar / Dean Academic	Semester End (during May and December)
2.	QA-AC-2	Student feedback analysis laboratory course	Registrar / Dean Academic	Semester End (during May and December)
3.	QA-AC-3	Faculty feedback	Faculty	Semester End (during May and December)
4.	QA-AC-4	Department feedback on use of equipments	Department	Yearly (during May)
5.	QA-AC-5	Feedback of educational experience of students visited abroad in academic exchange program	Department	Yearly (during May)

A sample copy of course proposal is placed in Annexure I. The procedural steps currently being followed for introduction of new course and new program is described in Annexure II and Annexure III.

Institute Academic Quality Assurance Cell

Academic (Teaching and Learning)

Student Feedback Analysis for Theory Class

Subject Code:

Subject Name:

Faculty Name:

Number of Registered Students in Class:

Exam Code:

Maximum Number of Respondents:

ITEM	E	V	G	S	U	Total	W	Item Rating
Concern for students learning and help extended outside the class								
Delivery of lectures, if any								
Engagement of students in critical and creative thinking								
Evaluation & assessment if done by the teacher and appreciation for good / innovative work by students								
Frequency of questions and quality of answers								
Integration of subject with real world problems / situations								
Interest and curiosity evoked in the subject								
Level of assignments / projects and tests								
Maintaining discipline and classroom management								
Regularity and punctuality								
TOTAL								

Overall Average Rating:

Summary / comment's if any:

i= Responses; j = Items; W = Weighted Count of the item

Weightage (w_i): E = 10; V = 8; G = 7; S = 5; U = 3; C_{ij} = Count of Respondents; Item

Rating I_j = Sum (C_{ij} * W_{ij})/Sum(C_{ij});

Overall Average Rating = Sum (Item Rating)/10

(Name and Signature)

Institute Academic Quality Assurance Cell

Academic (Teaching and Learning)

Student Feedback Analysis for Lab Class

Subject Code:
 Faculty Name:
 Exam Code:

Subject Name:
 Number of Registered Students in Class:
 Maximum Number of Respondents:

ITEM	E	V	G	S	U	Total	W	Item Rating
Concern for students learning and help extended outside the lab classes								
Contribution of the laboratory work on conceptual understanding								
Encouragement to students to ask questions and express opinion								
Evaluation & assessment and appreciation for good / innovative work by students								
Guidance and support extended to carry out the Lab work								
Interest and curiosity evoked in the practical aspects of the subject								
Maintaining discipline and classroom management								
Making students aware of Safty and Risk issues								
Regularity and punctuality								
TOTAL								

Overall Average Rating:

Summary / comment's if any:

i= Responses; j = Items

W = Weighted Count of the item; Weightage (w_j): E = 10; V = 8; G = 7; S = 5; U = 3
 C_{ij} = Count of Respondents; Item Rating, I_j = Sum (C_{ij} * W_{ij})/Sum(C_{ij}); Overall Average Rating = Sum (Item Rating)/9

(Name and Signature)

**Institute Academic Quality Assurance Cell
Academic (Teaching and Learning)
Faculty Feedback (Lecture / Lab Course)**

(Date to be completed by: Within a week after end of classes in the semester)

Faculty Name: _____ Department: _____
Course Name: _____ Course Code: _____
Semester: _____ Year: _____
Batches: _____ Class Strength: _____

1. Project Based Learning Components in the course:
2. Any specific requirement of tool/software/hardware to be addressed: Yes / No
3. Any specific infrastructure requirement in delivering the course content: Yes / No
4. Revisions/modification suggested for detailed course content: Yes / No
5. Any support required from peers for synchronising course delivery (for larger courses where team teaching is involved): Yes / No
6. How was the course received by the students (provide opinion based on following parameters)
Class attention (Good/ satisfactory/ unsatisfactory): G S U
Discipline (Good/ Satisfactory/ Unsatisfactory): G S U
Interactiveness (Good/ Satisfactory/ Unsatisfactory): G S U
7. Whether course materials and learning resources disseminated to students through Study Materials (SM):(mention file path on server):
8. Whether course file is maintained: Yes / No
9. Any changes in the course made this year: Yes / No
10. Is there a coherent alignment in course activities, assessments and content? Yes / No
11. Any difficulty faced during conduct of course and suggestions to overcome the difficulty:

(Name and Signature)

Date- _____

Institute Academic Quality Assurance Cell
Student Exit feedback

Name of the Department: _____ Name of the program: _____

Please give your feedback on the following points:

S. No.	Items	Outstanding	Excellent	Very Good	Good	Fair
1.	Curriculum structure					
2.	Teaching and learning					
3.	Laboratory & IT facilities					
4.	Examination and evaluation system					
5.	LRC (Including digital library)					
6.	Hostel facilities					
7.	Mess facilities					
8.	Extracurricular activities					
9.	Services/interaction with Registry					
10.	Services/interaction with Accounts					

11. Training & placement facilities

- (i) Your current CGPA
- (ii) Did you sit for placements: Yes/No (if No, skip the next question)
- (iii) In how many companies did you participate?
- (iv) Have you been placed: Yes/No
- (v) Was T&P helpful when approached? Yes/No
- (vi) Were the preparatory sessions for placement organized by T&P useful? Yes/No
- (vii) Did student placement committee help in placement? Yes/No
- (viii) Should we keep you in our data base for the companies yet to come: Yes/No

12. Did you appear for any national level qualifying exam? Yes/No If yes, please give details-

S. No.	Name of competitive exam (NET; SET/SLET; GATE; CAT; GRE; GMAT; IAS; IPS; IFS; UPSC; Others)	Organizing body	Year & Months appeared	Qualified (Yes/No/Result awaited)	Rank if applicable
1					
2					
3					

Note: If possible please provide the proof such as score card/ admit card

Additional Suggestions, if any: (you may use the back side of this sheet, if required)

**Institute Academic Quality Assurance Cell
 Academic (Teaching and Learning)**

Feedback of Educational Experience of Student Visited Abroad in Academic Exchange Program

Name of Student: _____ Enrollment No. _____
 Department at IIIT: _____
 Name of the Exchange Program: _____
 University Visited Abroad: _____
 Department(s) of University Visited Abroad: _____
 Duration of the visit: from _____ to _____
 Purpose of the visit: _____

Details of the number of credits earned at the foreign university if applicable:

Sl. No.	Course Name	Course Code	Course Credits	Grade Obtained

Feedback

Sl. No.	Your assessment of educational experience in the above courses at the foreign university	Outstanding	Excellent	Very Good	Good	Fair
1.	Contribution to enhancement of your knowledge					
2.	Quality and quantity of the contents					
3.	Integration of subjects with real world problems / situations					
4.	Level of assignments / projects					
5.	Your overall assessment of the educational experience					
6.	Differences in educational environment w.r.t. IIIT vis-a-vis:	1. Students: 2. Faculty: 3. Laboratory: 4. General environment: 5. Rules and regulations:				
7.	Which new courses / electives of your discipline IIIT can consider to include?	1. 2. 3. 4.				
8.	Comments and Other suggestions, if any .					

(Name and Signature

Annexure I

Detailed Syllabus

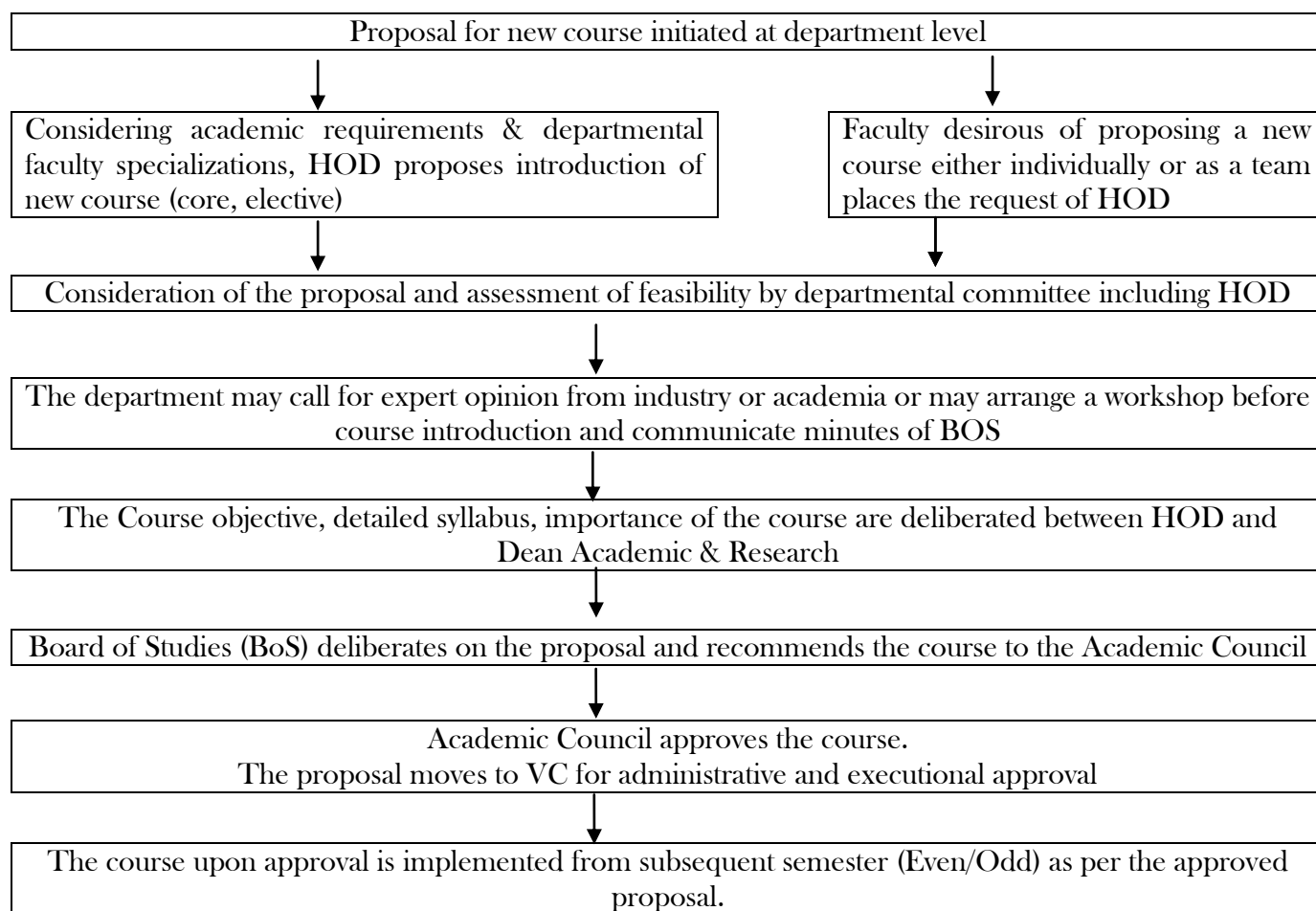
B. Tech. Course-Core

Subject Code	10B11PH111	Semester: Odd	Session 2016-17 Month from July to December	
Subject Name	PHYSICS I			
Credits	4	Contact Hours	4	
Objective: Broadly, the study of Physics improves one's ability to think logically about the problems of science and technology and obtain their solutions. The present course is aimed to offer a broad aspect of those areas of Physics which are specifically required as an essential background to all engineering students for their studies in higher semesters.				
Learning Outcomes: At the end of the course, the students will have sufficient scientific understanding of different phenomena associated with light, relativity, statistical physics, atomic physics and lasers.				
Module No.	Subtitle of the Module	Topics in the module	No. of Lectures for the module	Mapping with PEO's
1.	Physical Optics	Analytical treatment of interference, Intensity distribution of fringe system, Fresnel's biprism, Newton's rings, Michelson interferometer, Diffraction (limited to Fraunhofer class) from Single slit, double slit and Diffraction grating, Polarization, Phenomenological understanding of Birefringence, Principles of use of uniaxial crystals practical polarizers, compensators and wave plates, Production and analysis of completely polarized light. Optical activity, polarimeters.	15	
2.	Relativity	Michelson-Morley experiment, Lorentz transformations, Addition of velocities, Mass variation with velocity, Mass-energy relation.	5	
3.	Radiation	Black body radiation, Wein's law, Rayleigh Jeans law, Planck's law of radiation, Compton scattering.	4	
4.	Atomic Structure	Origin of spectral lines, spin and orbital angular momentum, Quantum numbers, Atoms in magnetic field, Zeeman effect.	5	

5.	Statistical Distributions and Lasers	Maxwell-Boltzmann, Bose-Einstein and Fermi-Dirac distributions and their applications. Principle and working of laser, Einstein A and B coefficients, Ruby Laser	11	
Total number of Lectures			40	
Recommended Reading material:				
1.	Ghatak, <i>Optics</i> , Tata McGraw Hill.			
2.	E. Hecht, <i>Optics</i> , Pearson Education.			
3.	F.A. Jenkins and H.E. White, <i>Fundamentals of optics</i> , Tata McGraw Hill			.
4.	R.S. Sirohi, <i>Wave Optics, Orient and Longman</i> .			
5.	Reshnick, <i>Relativity, New Age</i> .			
6.	A. Beiser, <i>Concepts of Modern Physics</i> , McGraw Hill International.			

Annexure II

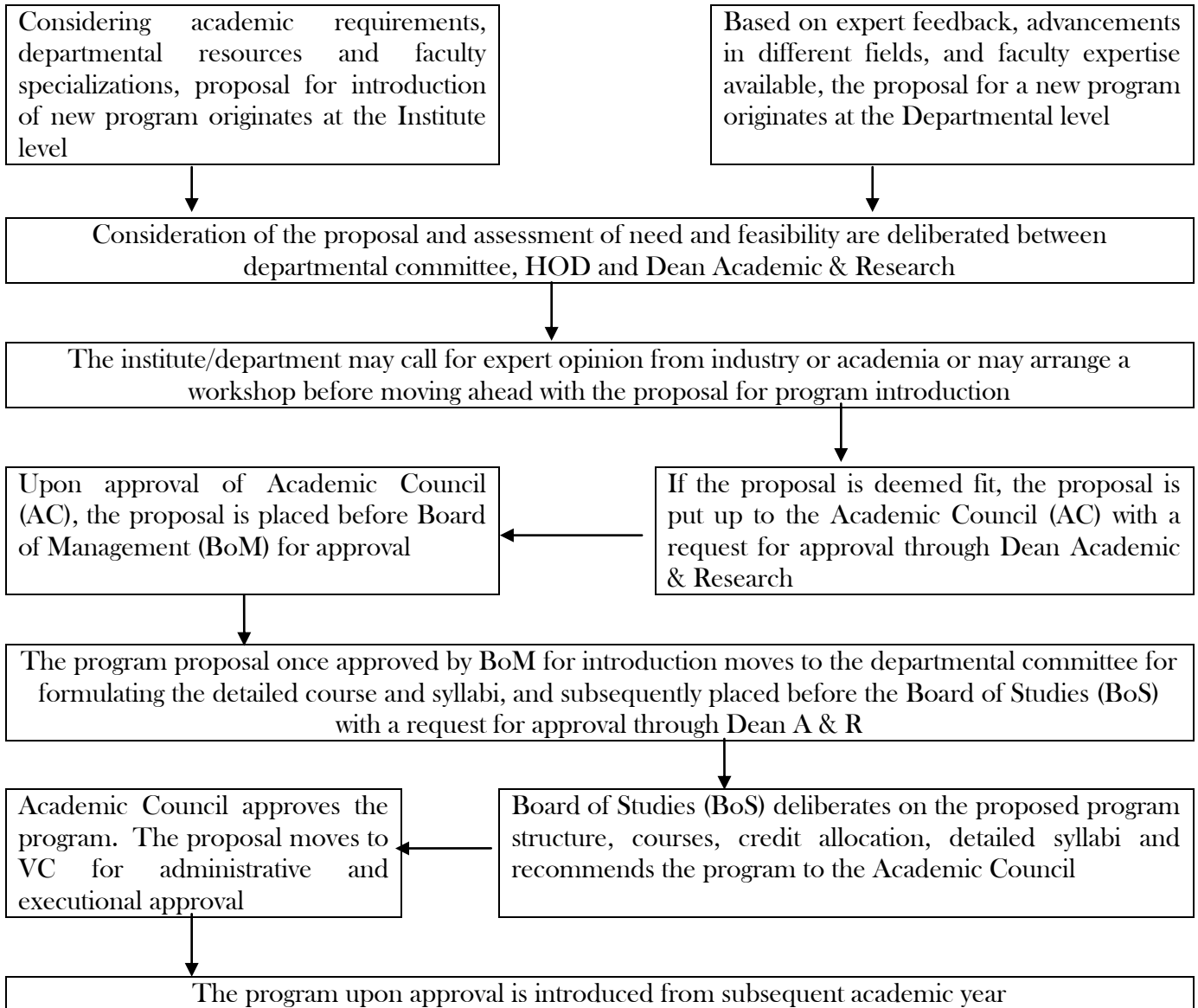
Procedural steps currently followed for introduction of a new course



- For major revision of the course in progress, the steps will all be similar to course introduction as mentioned above, with an additional brainstorming session by the department where external experts could be invited.

Annexure III

Procedural steps currently followed for introduction of a new course



3.2 Academic (Research)

The teaching and research activities of any institution of higher learning are its backbone. While the quality of teaching provided to its students helps them in achieving their desired goals and reflects in the performance in their career, the research environment prevailing in the particular institute distinguishes it from other such similar institutions. The aim of Academic (Research) sub-committee is to audit quality of research in the Institute ensuring that faculty/students are cognizant and periodically made sensitive about the issues of safety, environment, plagiarism and ethics while planning and performing research and publishing thereafter.

The academic research can be an outcome of the following:

- (i) Independent research carried out by the Faculty on their own,
- (ii) Research contribution coming out of Ph.D./P.G. dissertations
- (iii) Research contribution coming out of sponsored research projects.
- (iv) Research contribution coming out of major projects of B. Tech. students,

The aim is to be achieved by closely monitoring following academic research activities.

1. Publications.
2. Sponsored R&D projects.
3. Master and Ph.D. degrees.
4. Patents.
5. Individual achievements/awards.
6. Review articles and books in developing areas.
7. Interdisciplinary Research.
8. Data Bases.
9. Benchmarking of academic units with other universities /Institutes.

For the above purpose, the ARC has proposed seven performatas (QA-AR 1-7). These will be got filled up by the departments and the data thus obtained will be analysed by the ARC. The methodology for awarding API score has also been suggested in each performa.

Academic Research:

Sl. No.	Form No.	Title	Evaluation Criteria	Frequency
1.	QA-AR-1	Summary of Publications	API Score	Once in a year
2.	QA-AR-2	Sponsored R & D Projects	API Score	Once in a year
3.	QA-AR-3	Master and Ph.D. Degrees	API Score	Semester Wise
4.	QA-AR-4	Patents Registered by JIIT Faculty / Students	API Score	Once in a year
5.	QA-AR-5	Awards & Achievements	NA	Once in a year
6.	QA-AR-6	B. Tech. Major Project	Distributed to other forms	Once in a year
7.	QA-AR-7	Summary of Review articles and Books in Developing areas	API Score	Once in a year
8.	QA-AR-8	Interdisciplinary Research	API Score	Once in a year

Calendar for filling Performa:

S. No.	Form No.	Title	To be filled by	Time of filling
1.	QA-AR-1	Summary of Publications	Faculty/Department	Beginning of academic year
2.	QA-AR-2	Sponsored R & D Project	Faculty/Department	Beginning of academic year
3.	QA-AR-3	Master and Ph.D. Degrees	Faculty/Department	January and July
4.	QA-AR-4	Patents Registered by JIIT Faculty / Students	Faculty/Department	Beginning of academic year
5.	QA-AR-5	Awards & Achievements	Faculty/Department	Beginning of academic year
6.	QA-AR-6	B. Tech. Major Project	Faculty/Department	Beginning of academic year
7.	QA-AR-7	Summary of Review articles and Books in Developing areas	Faculty/Department	Beginning of academic year
8.	QA-AR-8	Interdisciplinary Research	Faculty/Department	Beginning of academic year

IQAC
Academic Research
Summary of Publications

Name of the Department: -----

(a) Publication wise:

S. No.	Authors*	Complete Reference (IEEE Format) Title, Journal, Vol., Issue, page no. , year	Type of publication**	Impact Factor			Indexing body (SCOPUS/SCI/GOOGLE WEB OF SCIENCE)	H Index of Journal/Conference proceeding (SJR: http://www.scimagojr.com)	ISSN/ISBN
				JCR	SJR	SNIP			

(b) Faculty Wise:

S. No.	Faculty Name	No. of publications in Journals with IF/SCI, Scopus, DBLP /Webscience, Google Scholar indexed	No. of publications in journals having ISSN/ISBN number but not indexed	No. of publications in Indexed Conferences(Scopus/Web of Science/DBLP) Google Scholar	No. of publications in non indexed conference proceedings having ISBN/ISSN number	No. of other categories publications	H Index of faculty			API Score***
							H-index: Scopus	H-5 index: Google Scholar	I-10 index: Google Scholar	

* In case of external authors, provide their affiliation and designation as well.

** International Journal, National Journal, International Conference, National Conference etc

(***) (i) Refereed Journals: 15/Publication, (ii) Non refereed Journal but having ISBN/ISSN number:10/ Publication (iii) Conference proceeding as a full paper per publication: International Conference (IC) 10, National Conference (NC):08, Regional Conference/Local Conference (LC): 06, International/National Conference- Presented but not published (PN):04, Only abstract (OA) :02

(a) Augment above score as under:

(i) Paper published in indexed journals/conference by 05 points; (ii) paper with impact factor between 1 and 2 by 10 points; (iii) paper with impact factor between 2 and 5 by 15 points; (iv) paper with impact factor between 5 and 10 by 25 points.

(b) For Joint Publications, API points will be distributed as under:

First/Principal Author and Corresponding Author/Supervisor/Mentor would share equally 60% points and remaining 40% points would be shared equally by all other authors.

(b) Additional score of 10 may be awarded for delivering invited lecture in an Institute Conference.

@ In case of more than one, provide all indexing bodies.

\$ ISSN No (both print & online, if applicable)

Note: For MBA indexing details as per NIRF

Institute Academic Quality Assurance Cell

Academic (Research)
Sponsored R&D Projects

Name of the Department: -----

S.No.	Title of the project	Principal investigator/ Co-Investigator	Collaborative Institute.(If any)	Cost of the project Rs. (in Lakhs)	Sponsoring Agency Name (Type Govt./Pvt./JIIT)	Date of Start	Duration	% of work left	Year wise money received		
									I	II	III
1											
2											
3											

API Score to be entered directly for faculty as per criteria given

- (a) 20 API points for each Sponsored Research Projects with grants of Rs. 10 lakhs or more; Rs. 3 lakhs in case of HSS & Management,.
- (b) 15 API points for each Sponsored Research Projects with grants between Rs. 4 to 10 lakhs; Rs. 1 to 3 lakhs in case of HSS & Management,
- (c) 10 API points for each Sponsored Research Projects with grants between Rs. 0.5 to 4 lakhs, Rs. 0.25 to 1 lakhs in case of HSS & Management,
- (d) For Consultancy Projects apply (a), (b) & (c) above with amount and API points reduced to 50% level.
- (e) In case of Joint projects API points will be shared as in case of jointly authored books (see form 7).

(Name and Signature)

Institute Academic Quality Assurance Cell
Academic (Research)
Master and Ph.D. Degrees
Name of the Department: -----

S. No.	Title of Project/ Dissertation/ Thesis	Student's Name and Enrolment No.	Supervisor(s) name(s)	Level :(Master/Ph.D.)	Acad. Year	Completed/ On-going
1						
2						
3						

API Score to be awarded to faculty as per criteria given:

(*) (i) 5/ M.Tech degree awarded (ii) 10/ Ph.D. degree awarded (iii) 7/ Ph.D. thesis submitted (iv) 3/ Ongoing Ph.D. thesis of more than 6 months duration (v) In case of joint guidance , points to be shared as in the case of jointly authored books.(Form 7)

(Name and Signature)

**Institute Academic Quality Assurance Cell
Academic (Research)
Patents Registered by IIIT Faculty / Students**

Name of the Department: -----

S. No.	Name of faculty/student (Specify applicant & co-applicant)	Title of the patent	Patent No.	Country**	Nature of patent application (Provisional / Full length, National / PCT)	Date of filing /Granted	Status (Filed / Granted)	API * Score
1								
2								
3								

(*) 30 for each granted National Level Patent and 50 for each granted International Level Patent.

** Name of country where patent is registered

(Name and Signature)

Institute Academic Quality Assurance Cell
Academic (Research)
Awards & Achievements

Name of the Department: -----

Awards won during Conference / Technical Event / Technical competition				
S.No.	Name(s) of Faculty/ Students	Details of the award (Event, Organizing body, date, venue and Title of Award)	Prize Won(I/II/III)	State / National/Inte rnational
1				
2				
3				
Awards National / International (Awards by Societies, National / International bodies etc., apart from those given above)				
S.No.	Name(s) of Faculty/ Students	Details of the award (Title, organizing body, date, venue)	Nature of the award	
1				
2				
3				

(Name and Signature)

Institute Academic Quality Assurance Cell

Academic (Research)

B. Tech. Major Projects

Name of the Department: -----

S. No.	Project ID	Acad. Year	Title of the Project	Name & Enroll. no. of the Student	Name(s) of faculty involved (Supervisor)	Publications if any (nos.) IJ/NJ/IC/NC/No
1						
2						
3						
4						

IJ: International Journal; NJ: National Journal; IC: International Conference; NC: National Conference; No: None

(Name and Signature)

Institute Academic Quality Assurance Cell
Academic (Research)
Summary of Review articles and Books, Book Chapters in Developing Areas
Name of the Department: -----

S. No.	Faculty Name (Author & Co-authors*)	Title	Type (Book/Book Chapters/Article/Case Study/Tech. Report/Review)	ISBN No.	Year	Publisher
1						
2						
3						

(*) Complete affiliation of Co-author if other than IIIT

API Score to be awarded to faculty directly as per criteria given below:

(i)Books Published by International Publisher after Peer Review: 50 per book (ii) Published by National Publisher with ISBN/ISSN number; 25 per book (iii) Published by Local Publisher with ISBN/ISSN number: 15 per book (iv) Chapter in any of the above categories: 20% of the category per chapter

In case of jointly authored books:

- (a) Two Authors – 60% to First/Principal Author and remaining 40% to the other author.
- (b) More than Two Authors - 40% to First/Principal Author and remaining 60% to be shared equally among all the other authors.

(Name and Signature)

Institute Academic Quality Assurance Cell
Academic (Research)
Interdisciplinary Research

Name of the Department: -----

S.No.	Name of faculty	Name of faculty/researcher from other department/ Institution		Outcome of Collaboration (Thesis/Dissertation Supervised; Research Paper, Research Project Published)	Role of the Collaborator (Co-sup. / Co-author)
		Name	Dept./Inst.		
1					
2					
3					

(Name and Signature)

IQAC
Academic Research
RESESRCH SCHOLARS FEEDBACK FORM

QA-AR- Form-9

Dear Research Scholar,

Based on your experience of working as a research scholar in this Institute, you are requested to give your frank and unbiased feedback. You may rate the following on a scale of 5 to 1 (*Outstanding, Very Good, Good, Average, Poor*).

- | | |
|--|--------------------|
| 1. The Admission Process to Ph.D. Programme | ----- |
| 2. The Relevance of Course work | ----- |
| 3. Process of Allotment of Supervisor(s) | ----- |
| 4. Availability of Research Material
(including software's and equipment) | ----- |
| 5. Available Infrastructure in the Deptt./Instit.
(Access to internet /WIFI etc.) | ----- |
| 6. Availability of Funds for Attending National/
Conferences/Symposia | -----International |
| 7. Process of Release of Teaching/Research Assistantship | ----- |
| 8. Work Load in the Institute/Deptt. besides Your Own
Research Work | ----- |
| 9. Availability of Supervisor(s) for Consultation | ----- |
| 10. Overall Research Environment in the Department | ----- |
| 11. Working of DPMAC | ----- |
| 12. Cooperation Received from LRC staff. | ----- |
| 13. Cooperation Received From Institute Administration | ----- |

Suggestions about any other matter which is important in your opinion and not covered above.

3.3 Stakeholder Relationship Committee

A stakeholder is any person, group or organization who can place a claim on an organization's attention, resources or output, or is affected by that output. Effective management of relationship with stakeholders is crucial to resolve issues that organizations face from time to time. By using their influence, stakeholders hold the key to the environment in which the Institute operates and the subsequent financial and operating performance of the Institute. Through proper maintenance of stakeholder relations, the Institute can influence stakeholder attitudes, decisions, and actions for mutual benefit.

The main steps of stakeholder relationship maintenance are: identification of stakeholders and engaging with them. The Institute communicates with the stakeholders in a proactive and efficient manner. The communication is both ways where each get regular status reports; messages etc. and get a forum to air their concerns and grievances while having the comfort of knowing that they will get a response. The aim of stakeholders' relationship sub-committee is to oversee and analyse the feedbacks from various stakeholders of the institute and prepare reports giving recommendation and suggestions.

The aim is achieved in the following ways:

1. Overseeing and analysis the feedback from external stockholders (Employers & Industry, parents, regulators, Govt. and community, Alumni, professional institutions and suppliers) about the Institute and programmes.
2. Overseeing and analysis the feedback of internal members (students, faculty, non-teaching employee and trustees).

The stakeholders have been categorised as internal stakeholders and external stakeholders. The feedback of stakeholders is taken from time to time. The feedback of faculty members, students, non-teaching staff, corporate, parents, alumni and trustees is directly collected through filling of feedback forms. For this purpose various feedback forms have been developed . The details of the feedback forms are as follows:

Stakeholder Relationship:

Sl. No.	Form No.	Title	Evaluation scale	Frequency
1.	QA-SR-1	Faculty feedback form	5 to 1	Yearly
2.	QA-SR-2	Trustee feedback form	Outstanding/Very good/Good/Fair	Yearly
3.	QA-SR-3	Non-teaching feedback form	5 to 1	Yearly
4.	QA-SR-4	Student feedback on undergraduate/post graduate education experience acquired from JIIT	Outstanding/Very good/Good/Fair	Yearly
5.	QA-SR-5	Corporate feedback form	Outstanding/Very good/Good/Fair	Once in a year (when the company comes for campus placement)
6.	QA-SR-6	Parents feedback form	Outstanding/Very good/Good/Fair	Once in a year (at the time of Convocation)
7.	QA-SR-7	Alumni feedback form	Outstanding/Very good/Good/Fair	Either at the time of Alumni meet or online (at least 2 years after passing out)

The feedback of other stakeholders such as community and government organisations is collected indirectly. The community feedback is indicated by the rating reports of the Institute published by rating agencies (Annexure IV). The feedback of government organisations is reflected in the accreditation and assessment reports and queries of government bodies.

Calendar for filling Performa:

S. No.	Form No.	Title	To be filled by	Time of filling
1	QA-SR-1	Faculty feedback form	Faculty	End of academic year
2	QA-SR-2	Trustee feedback form	Trustee	End of academic year
3	QA-SR-3	Non-teaching feedback form	Non-teaching	End of academic year
4	QA-SR-4	Student feedback on undergraduate/post graduate education experience acquired from JIIT	Students	End of academic year
5	QA-SR-5	Corporate feedback form	Corporate	Once in a year (when the company comes for campus placement)
6	QA-SR-6	Parents feedback form	Parents	Once in a year (at the time of Convocation)
7	QA-SR-7	Alumni feedback form	Alumni	Either at the time of Alumni meet or online (at least 2 years after passing out)

Institute Academic Quality Assurance Cell
Stakeholder Relationship

Faculty Feedback Form

Name of Department _____ Program you are associated with _____

Please give your feedback on the following points-

1	Balance between your teaching and research workload	Outstanding	Excellent	V. good	Good	Fair	Remarks
2	Scope of flexibility and innovation in a) Teaching b) Research and R&D projects c) Consultancy and industry interaction d) Extracurricular and social activities	Outstanding	Excellent	V. good	Good	Fair	Remarks
		Outstanding	Excellent	V. good	Good	Fair	Remarks
		Outstanding	Excellent	V. good	Good	Fair	Remarks
		Outstanding	Excellent	V. good	Good	Fair	Remarks
3	Research environment and support	Outstanding	Excellent	V. good	Good	Fair	Remarks
4	Opportunity extended to participate in Faculty development/ training programs	Outstanding	Excellent	V. good	Good	Fair	Remarks
5	Financial assistance to attend conferences, workshops etc	Outstanding	Excellent	V. good	Good	Fair	Remarks
6	Experience gained from Faculty development/ training programs	Outstanding	Excellent	V. good	Good	Fair	Remarks
7	Consultation / Grievances mechanisms	Outstanding	Excellent	V. good	Good	Fair	Remarks
8	Salary as compared to a) AICTE norms b) Other private teaching and research organizations	Outstanding	Excellent	V. good	Good	Fair	Remarks
		Outstanding	Excellent	V. good	Good	Fair	Remarks
9	Medical reimbursement benefit	Outstanding	Excellent	V. good	Good	Fair	Remarks
10	Leave Travel Allowance benefit	Outstanding	Excellent	V. good	Good	Fair	Remarks
11	Employee Provident Fund	Outstanding	Excellent	V. good	Good	Fair	Remarks
12	Medical Insurance benefit	Outstanding	Excellent	V. good	Good	Fair	Remarks
13	Leaves	Outstanding	Excellent	V. good	Good	Fair	Remarks
14	Infrastructural facilities- a) Cabin b) Computer c) Telephone d) Internet	Outstanding	Excellent	V. good	Good	Fair	Remarks
		Outstanding	Excellent	V. good	Good	Fair	Remarks
		Outstanding	Excellent	V. good	Good	Fair	Remarks
		Outstanding	Excellent	V. good	Good	Fair	Remarks
15	Administrative support	Outstanding	Excellent	V. good	Good	Fair	Remarks
16	Technical support (lab staff or Teaching assistants)	Outstanding	Excellent	V. good	Good	Fair	Remarks
17	Working environment such as the relationship with co-workers and superiors, organizational culture, etc.	Outstanding	Excellent	V. good	Good	Fair	Remarks
18	Library resources	Outstanding	Excellent	V. good	Good	Fair	Remarks
19	ERP and Examination system support	Outstanding	Excellent	V. good	Good	Fair	Remarks
20	Purchase, repair and maintenance	Outstanding	Excellent	V. good	Good	Fair	Remarks

Any other suggestion

Thanks

Institute Academic Quality Assurance Cell
Stakeholder Relationship
Trustee Feedback Form

1. Name of the program:
B. Tech. /Dual degree / M.Tech / Ph.D.
2. Please give your opinion on the overall functioning of the program and any noteworthy changes that you observed.
3. Your observations on the Institute in general and its success in terms of the output it is generating.
4. In your opinion, is the institute upholding its commitment to students and parents in terms of?
Imparting value education:
Maintaining student discipline:
Providing healthy academic environment:
5. Are you being actively communicated about various developments / initiatives taken by the institute from time to time? Please provide your opinion.
6. Please give an overall rating to the program:

Outstanding	Excellent	Very good	Good	Fair
-------------	-----------	-----------	------	------

7. Please provide your suggestions for further improvements

(Name and Signature)

Thank you

**Institute Academic Quality Assurance Cell
Stakeholder Relationship
Non-Teaching Staff Feedback Form**

Name of Department _____

Please give your feedback on the following points-

1	Training provided for your job	Outstanding	Excellent	Very good	Good	Fair	Remarks
2	Job profile in terms of competency, workload, diversity of work etc.	Outstanding	Excellent	Very good	Good	Fair	Remarks
3	Career advancement opportunities	Outstanding	Excellent	Very good	Good	Fair	Remarks
4	Consultation/ Grievances mechanisms	Outstanding	Excellent	Very good	Good	Fair	Remarks
5	Salary as compared to	Outstanding	Excellent	Very good	Good	Fair	Remarks
	a) Minimum wages notified by Govt. of India						
	b) Other private teaching and research organizations	Outstanding	Excellent	Very good	Good	Fair	Remarks
6	Infrastructural facilities-	Outstanding	Excellent	Very good	Good	Fair	Remarks
	e) Cabin	Outstanding	Excellent	Very good	Good	Fair	Remarks
	f) Computer	Outstanding	Excellent	Very good	Good	Fair	Remarks
	g) Telephone	Outstanding	Excellent	Very good	Good	Fair	Remarks
	h) Internet	Outstanding	Excellent	Very good	Good	Fair	Remarks
7	Working environment such as relationship with co-workers and supervisors etc.	Outstanding	Excellent	Very good	Good	Fair	Remarks

Any other suggestion

Thanks for your feedback

Institute Academic Quality Assurance Cell
 Stakeholder Relationship
 Student Exit feedback

Name of the Department: _____ Name of the program: _____

Please give your feedback on the following points:

1.	Curriculum structure	Outstanding	Excellent	V. Good	Good	Fair
2.	Teaching and learning	Outstanding	Excellent	V. Good	Good	Fair
3.	Laboratory & IT facilities	Outstanding	Excellent	V. Good	Good	Fair
4.	Examination and evaluation system	Outstanding	Excellent	V. Good	Good	Fair
5.	LRC (Including digital library)	Outstanding	Excellent	V. Good	Good	Fair
6.	Hostel facilities	Outstanding	Excellent	V. Good	Good	Fair
7.	Mess facilities	Outstanding	Excellent	V. Good	Good	Fair
8.	Sports, cultural and other extracurricular activities	Outstanding	Excellent	V. Good	Good	Fair
9.	Services/interaction with Registry	Outstanding	Excellent	V. Good	Good	Fair
10.	Services/interaction with Accounts	Outstanding	Excellent	V. Good	Good	Fair

11. Training & placement facilities

(i) Your current CGPA

(ii) Did you sit for placements: Yes/No (if No, skip the next question)

(iii) In how many companies did you participate?

(iv) Have you been placed:

Yes/No

(v) Was T&P helpful when approached?

Yes/No

(vi) Were the preparatory sessions for placement organized by T&P useful?

Yes/No

(vii) Should we keep you in our data base for the companies yet to come:

Yes/No

Additional Suggestions, if any:

Thank you

Institute Academic Quality Assurance Cell
Stake holder Relationship
Corporate Feedback Form

1. Name of the Company: _____
2. Address: _____
3. Company Representative/s: _____
Designation: _____
4. Contact Details (including Email and Phone Number): _____
5. Date of Selection Process: _____
6. Specialization Areas Considered: _____
7. Aptitude of Students (both strong and weak points):
8. Position of JIIT Students (with respect to other premier institutes):
9. Preparedness of JIIT Students for the Company:
10. Suitability of Course Curriculum for the Company:
11. Suggestions for Improvement:
12. Please give an overall rating to the institute:

Outstanding	Excellent	Very good	Good	Fair
-------------	-----------	-----------	------	------

(Name and Signature)

Thank you

Institute Academic Quality Assurance Cell
Stakeholder Relationship
Parents Feedback Form

1. Name of the Ward (Optional): _____
2. Program Enrollment No. (Optional): _____ Year of admission _____
3. Year in which your ward is studying/pass out: _____
4. Change that you see in your ward:
(a) After One year: _____

(b) At the end of the Program: _____

5. Knowledge Acquired:
a) Significant b) Average c) Marginal
6. Skills Acquired:
a) Significant b) Average c) Marginal
7. How relevant are the courses offered to the students in the University:
a) Conventional b) Up-to date c) exceptional
8. Admission procedure:
a) Highly satisfied b) Satisfied c) Dissatisfied
9. Why did you choose JIIT for your ward's education? (Tick one or more options)
a. Fee structure
b. Infrastructure
c. Technical strength (teaching, faculty and lab facilities)
d. Placement
e. Location, environment
f. Any other (pl. specify) _____
10. Do you find the knowledge and Skills relevant to get a job: (Yes/No/Can't Say?)
11. Suggestions for the Improvement of the program

Please give an overall rating to the program:

Outstanding	Excellent	Very good	Good	Fair
-------------	-----------	-----------	------	------

Thanks for your feedback

**Institute Academic Quality Assurance Cell
Stakeholder Relationship
Alumni Feedback Form**

1. Name of the Alumni: _____
2. Branch and Pass-out year: _____
3. Contact Details: E-mail: _____ Phone Number: _____
4. Higher Studies Details (if any)

Course Name	M.Tech	M.S.	MBA	PhD	Any other
University Name					
National/International					
Session (if completed else year of admission)					

5. Any competitive exam cleared after graduation

Exam	SET/SLET	GATE	CAT	IAS	IPS	IFS	UPSC	NET	Any other
Year									
Rank/Qualified									

6. Placement Details (if any)

Current Organization name: _____

Organization type: a) Govt./PSU b) MNC c) Private sector d) Self employed

Current Designation: _____

Previous Organization (s), if any: _____

7. Any specific course (or curriculum in general) that helped in your development:
8. The competency (technical/personality) level of JIITians at your current Organization / University:
9. Any specific course you want to be included into the JIIT Course Curriculum to be at par with others at your Organization / University:
10. Any suggestions for improvement:
11. Please give an overall rating to the program:

Outstanding	Excellent	Very good	Good	Fair
-------------	-----------	-----------	------	------

Thanks for your feedback

3.4 Professional and Social Activities Committee

The aim of Professional and Social Activities Sub-committee is to audit the quality of the professional activities and social activities other than teaching and research being carried in the Institute. This includes consulting projects, conferences, workshops and special courses. Social activities will include activities which promote social harmony and awareness. The aim is to be achieved by taking several measures as mentioned below:

1. Overseeing and analysis of the feedback from the organizers and participants of the Conferences/ Workshops/Courses.
 2. Overseeing and analysis of the feedback of Institutional resources and support available.
 3. Overseeing and analysis of the feedback from the industry regarding joint trainings/ Workshops/collaborative projects.
 4. Overseeing and analysis of the feedback on social activities carried out by the faculty and/or students.
- For above purpose various feedback forms have been developed. The details are as follows:

Form Number	Title	Evaluation Scale/Statement	Frequency
QA-PSA-1A	Consulting Process Mapping Form		Annually in May
QA-PSA-1B	Consulting Process Mapping Feedback Form	Outstanding - Fair and 1 - 5 point scale	Annually in May
QA-PSA-2A	Approval for Conducting Workshops/courses/Guest Lectures/FDP		Semester Wise in Jan and July.
QA-PSA-2B	Workshops/courses/Guest Lectures/FDP Feedback Form	Outstanding - Fair and 1 - 5 point scale	Semester Wise in Jan and July.
QA-PSA-3A	Performa for Approval of Conference		Annually in July
QA-PSA-3B	Budget Sheet for Proposed Conference		Annually in July
QA-PSA-3C	Feedback on Conference	Outstanding - Fair and 1 - 5 point scale	Annually in July
QA-PSA-4A	Industrial Interactions		Semester wise in Jan. and July
QA-PSA-4B	Industrial Interactions Feedback Form	Outstanding-Fair and 1 - 5 point scale	Semester wise in Jan. and July
QA-PSA-5	Social Activities		Annually in July
QA-PSA-6	Financial Assistance availed for attending workshop/conference/FDP etc.		Annually in July

**Institute Quality Assurance Cell
 Professional and Social Activities Committee
 Consulting Process Mapping Form**

1. Department: _____

Project ID	Project Title	Client Organization	Faculty ID	PI/ Investigators	Nature of Project	Duration	Start Date	End Date	Component Purchase	Consulting Amount	
										Institute Charges	S. Tax
					1. Case study 2. Design / Simulation 3. Experimental 4. Testing 5. Software Development 6. Visiting/Opinion						

2. Feedback

Project ID	Project Title	Client Organization	Interim Feedback	Final Feedback	Amount Used	Date	Institutional Facilities used 1. Outstanding 2. Excellent 3. Very Good 4. Good 5. Fair	Institution Support	Human Resource Requirements	Revenue Sharing

Approval:

- a. Investigators: _____
- b. Head of Department: _____
- c. Dean Academic & Research: _____
- d. Vice Chancellor: _____

(Name and Signature)

Form: QA-PSA-1B
 Frequency - Annually in May
 Date- _____

Institute Quality Assurance Cell
Professional and Social Activities Committee
Consulting Process Mapping Feedback Form
 (To be completed after completion of the Consultancy Project)

Project ID	Project Title	Date of Completion	Faculty ID	PI / Investigators	Amount Used		Amount Received	Account settled and utilization certificate issued	Feedback on institute facilities used	Feedback on Human Resources used	Achievements/ publications/ outcomes of project	Feedback of Company 5 (Highest) 1 (Least)
					Institute charges	Service Tax						

Signature of PI _____

Signature of HoD _____

Institute Quality Assurance Cell
Professional and Social Activities Committee
Performa for approval of VC for Conducting Workshops/courses/Guest Lectures/ FDP

Department _____

Workshop ID	Workshop Title	Co-ordinator	Duration	Start Date	End Date	Resource Person			Tentative Budget	Target Audience
						Name	Affiliation/ Designation	Expertise		

Signature of the Applicant with Date:

Recommendation of the HOD:

Approval of the Vice Chancellor:

**Institute Quality Assurance Cell
Professional and Social Activities Committee
Workshops, Special Courses, Guest Lectures, Faculty Development Program Feedback**

(Performa to be filled after completion of program)

Department _____

Workshop ID	Workshop Title	Co-ordinator	Duration	Start Date	End Date	Funds Raised for Program	Funds Spent	Participants Feedback 5 (Highest) 1 (Least)	Feedback of Resource Person	Feedback of organizer regarding administrative support

(Name and Signature of Organizer)

**Institute Quality Assurance Cell
 Professional and Social Activities Committee
 Performa for Approval of Conference**

1. Department Name _____

Conference Acronym	Conference Title	Type (National/International)	Focus Area	Objective	Proposed Budget	Duration	Start Date	End Date	Number of Participants expected	Details of Keynote Speakers	Details of Invited Speakers	Are tutorial planned with conf.

Signature and Name of Organizing Secretary
 Recommendation of HOD/Director

Approved/Not Approved
 Vice Chancellor

**Institute Quality Assurance Cell
 Professional and Social Activities Committee
 Budget Sheet for proposed conference**

1. Department Name: _____

Conference Acronym	Receipts						Expenditure									
	Registration Fee	No. of expected registrations	Total Registration Fee (Expected)	External Financial Support (From Govt. institutions)	External Financial Support (From Private organizations)	Total Receipt	Remuneration to Keynote Speakers	Expenditure on Registration Material	Expenditure on Lunch, Tea, Snacks	Expenditure on Conference Dinner	Expenditure on Invited Guests	Expenditure on Souvenirs	Total Expenditure	Expenditure on Conference Proceedings	Expenditure on CD etc.	

Name and Signature of Organizing Secretary

HOD/Director

Form: QA-PSA-3C
 Frequency - Annually in July
 Date-

**Institute Quality Assurance Cell
 Professional and Social Activities Committee
 Feedback on Conference**

Conference Acronym	Number of Registered Participants	Funding from the Institute	Funding received from external sources	Expenditure							Overall Feedback of Participants	Overall Feedback of Experts
				Remuneration to Keynote Speakers	Expenditure on Registration Material	Expenditure on Lunch, Tea, Snacks	Expenditure on Conference Dinner	Expenditure on Invited Guests	Expenditure on Souvenirs	Total Expenditure		
											1. Outstanding 2. Excellent 3. Very Good 4. Good 5. Fair	1. Outstanding 2. Excellent 3. Very Good 4. Good 5. Fair

Name and Signature of Coordinator: _____

Comments and Recommendations of HOD/Director: _____

Vice Chancellor: _____

Date-

**Institute Quality Assurance Cell
Professional and Social Activities Committee
Industrial Interactions Details**

Department _____

Interaction ID	Nature of Interaction Consulting work	Guest Lecture from Industry	Visit of Faculty to Industry	Visit of Student	Lab Establishment/ other Facility	Training at IIIT	Training at other organization	Fellowships	Collaborative Degree Programmes	Authorship of Joint Articles	Industry Support for Conferences/ Meetings

(Name and Signature of Raporteur)

Signature of HoD

**Institute Quality Assurance Cell
Professional and Social Activities Committee
Industrial Interactions Feedback Form**

Department_____

Interaction ID	Feedback of Guest Speaker about the Institute	Feedback of Participants	Overall Feedback of Industry sponsoring the project	Feedback of PI/ Investigators	Feedback of Instructor about the training	Feedback of participants

(Name and Signature of Rapporteur)

HoD

Frequency - Annually in July

Date- _____

**Institute Quality Assurance Cell
Professional and Social Activities Committee
Social Activities Report Form**

Social Activity ID	Financial Fellowships provided to needy students	Blood Donation Camps	Eye Camp	Awareness Camp	Environment Camps	Educational Camps	Social Service in case of Natural Calamity	Donations (Financial/ Goods)	NSS / NCC activity organized in the Institute

(Name and Signature of Raporteur)

3.5 Student activities and placement

In the Institute, education goes well beyond course work, extracurricular activities forms a vital part of student experience, creating unique opportunities for friendship, overall development and learning. The student activities complement the studies. There is various hubs under JYC to facilitate students to participate in the extracurricular activities within the University and participate at Regional/National/International level.

Campus placement is a very important activity of the Institute. Many reputed organization/companies visit the Institute every year for recruiting UG/PG students. Campus placement record of the Institute is very good. This subcommittee has the following responsibility.

1. To oversee and analyse data/feedback received from JYC, various hubs and department regarding student's activities.
2. To oversee and analyse data/feedback received from Training and placement Cell, students, employees and parents.

Form Number	Title	Evaluation Scale/Statement	Frequency
QA-SAP - 1	Awards & Achievements	Data/statements	Every Sem.
QA- SAP - 2	HUB/Group Activities	Data/statements	Every Sem.
QA- SAP - 3	Institute, JYC Activities with Societal relevance	Data/statements	Every Sem.
QA- SAP - 4	Job Placement	Data/statements	Every Year
QA- SAP - 5	Higher education, Entrepreneurship	Data/statements	Every Year

Institute Academic Quality Assurance Cell
Student Activities & Placement (SAP)
Awards & Achievements

Awards won during Technical Event, Competition / Cultural event, competition / Inter College fests / Sports / On-line competitions (outside IIIT)										Specify if online (Y/N)	
S. No.	Name of Student	Enrl. No.	Branch	Details of the award					Level of the event (Inter College / National / International)	Nature of the award (Cash/Certificate / Medal/ Memento etc.)	
				Name of Event	Organizing body	Date	Venue	Title of Award (I / II prize, best paper etc)			

S.No.	Name	IIIT Enrl No.	Name of competitive exam (NET; SET/SLET; GATE; CAT; GRE; GMAT; IAS; IPS; IFS; UPSC; Others)	Reg./Hall ticket/admit card No. Of competitive exam	Organizing body	Year & Months appeared	Qualified (Yes/No/ Result awaited)	Rank if applicable
1								
2								

Note: Scan copy of proof to be uploaded

Institute Academic Quality Assurance Cell
Student Activities & Placement (SAP)
HUB/Group Activities

Name of the Hub: -----

Name of Faculty Coordinators for the Hub:-----

S. No.	Name of the activity	Name of student organizers for the event	Details of event			Financial support (Institute, any external sponsorship, nature of external sponsorship – Cash, Kind)	Winners from IIIT/other with affiliation	College/ regional/ state/ national/ international level
			organized as a part of institute fest or individual event	Date	Type of event: (competition-on-line/off-line, demonstration, exhibition etc.)			
1								
2								

Note: Scan copy of proof to be uploaded.

(Signature of faculty Co-ordinators of the hub)

QA-SAP-Form 3

Frequency: Every semester

Date:

Institute Academic Quality Assurance Cell

Student Activities & Placement (SAP)

Institute, JYC Activities with Societal relevance

Name of Faculty / Administrative Coordinators for the Activity: -----

S. No.	Name of the activity	Name of student organizers for the event	Details of event			Financial support (Institute, any external sponsorship, nature of external sponsorship – Cash/Kind)	No of participants
			Date/ duration	organized by institute, JYC, individual faculty, NGO, any other	Type of event: (Society benefit, environment etc.)		
1							

* Copy of certificate to be submitted

Participation of students in nationally organized NSS events						
Name of the activity	Name of Student participants	Enroll No.	Details of event			Type of event: (Society benefit, environment etc.)
			Date	NSS	location	

(Signature of event Coordinators)

*Scan Copy of certificate to be uploaded.

Date:

Institute Academic Quality Assurance Cell
Student Activities & Placement (SAP)

Job Placement

Data to be procured from Institute Placement cell

S.N o.	Name of the company	Number of offers made/ students placed	Detail of the student placed				Nature of company		Salary Package*	On campus / Off- campus
			Name	Enr oll No	Bra nch	Progr am	MNC/Publ ic sector/ National/ Pvt. Ltd. /Any other specify	Large scale/Medium scale/start-up		
1										
2										

Salary Package*: Specify if there is any difference with respect to package offered to different branches

(Signature of Placement officer)

Frequency: to be filled by every final year student on last day of his/her exam Date:

Institute Academic Quality Assurance Cell

Student Activities & Placement (SAP)

Higher education, Entrepreneurship

S. No.	Name of student	JIIT Enrl. No.	Branch	Name of Institute, Organization, University and place (where secured admission)	National / International	Prospective Degree (M.Sc./ M.Tech/ MBA/ PHD, etc.)	Specialization (area/branch/field)	Qualifying exam (Yes/No) (If GATE, GRE, GMAT)	Fellowship(Y/N)	Year of admission / pass out
1										
2										

* Scan copy of proof to be uploaded

Entrepreneurship / Incubation activities								
S. No.	Name of student	Enroll No.	Degree	Deptt	Type of activity / firm established (Entrepreneurship, incubation project, partnership activity, on-line free lance etc.)	Nature of financial support (external agency / Self/JIIT)	Deliverables Service / product	Year of initiation

* Scan copy of proof to be uploaded

Form: QA-AC-5
 Frequency- Yearly
 Date -

**Institute Academic Quality Assurance Cell
 Academic (Teaching and Learning)**

Feedback of Educational Experience of Student Visited Abroad in Academic Exchange Program

Name of Student: _____ Enrollment No. _____
 Department at JIIT: _____
 Name of the Exchange Program: _____
 University Visited Abroad: _____
 Department(s) of University Visited Abroad: _____
 Duration of the visit: from _____ to _____
 Purpose of the visit: _____
 Details of the number of credits earned at the foreign university if applicable:

Sl. No.	Course Name	Course Code	Course Credits	Grade Obtained

Feedback

Sl. No.	Your assessment of educational experience in the above courses at the foreign university	Outstanding	Excellent	Very Good	Good	Fair
1.	Contribution to enhancement of your knowledge					
2.	Quality and quantity of the contents					
3.	Integration of subjects with real world problems / situations					
4.	Level of assignments / projects					
5.	Your overall assessment of the educational experience					
6.	Differences in educational environment w.r.t. JIIT vis-a-vis:	1. Students: 2. Faculty: 3. Laboratory: 4. General environment: 5. Rules and regulations:				
7.	Which new courses / electives of your discipline JIIT can consider to include?	1. 2. 3. 4.				
8.	Comments and Other suggestions, if any .					

(Name and Signature

4. Constitution of committees for academic year 2016-17

4.1 Academic (Teaching and Learning):

(i)	Prof. R.K. Dwivedi	-	PMSE	(Convener)
(ii)	Prof. Krishan Gopal	-	ESE	
(iii)	Dr. Vikas Saxena	-	CSE	
(iv)	Dr. Rajnish K. Mishra	-	JBS	
(v)	Dr. Vikram Karwal	-	ECE	
(vi)	Dr. Krishna Sundari	-	Biotech	

4.2 Academic (Research):

(i)	Prof. G.S. Srivastava	-	Math	(Convener)
(ii)	Prof. K. Kant	-	CSE	
(iii)	Dr. Krishna Sundari	-	Biotech	
(iv)	Dr. Divakar Yadav	-	CSE	

4.3 Stakeholder Relationship:

(i)	Dr. Mukta Mani	-	HSS	(Convener)
(ii)	Dr. Krishna Sundari	-	Biotech	
(iii)	Dr. Rajnish K. Mishra	-	JBS	
(iv)	Dr. Manish K. Thakur	-	CSE	

4.4 Professional Activities:

(i)	Dr. Vikram Karwal	-	ECE	(Convener)
(ii)	Dr. K. Kant	-	CSE	
(iii)	Dr. Rajnish K. Misra	-	JBS	
(iv)	Dr. Mukta Mani	-	HSS	

4.5 Student Activities and Placement:

(i)	Dr. Krishna Sundari	-	Biotech	(Convener)
(ii)	Prof. R.K. Dwivedi	-	PMSE	
(iii)	Dr. Pankaj Yadav	-	ECE	
(iv)	Dr. Manish K. Thakur	-	CSE	

5. Constitution of audit committees to audit departments for year 2015-16:

Sl. No.	Department to be Audited	Audit Team	
5.1	Biotech	Dr. Shamim Akhtar, ECE Dr. Navendu Goswami, Physics Mr. Himanshu Agarwal, CSE	Convener Member Member
5.2	CSE	Dr. R.K. Dwivedi, Physics Dr. Vikram Karwal, ECE Ms. Anshu Banwari, HSS	Convener Member Member
5.3	ECE	Prof. Amrish Agarwal, Math. Dr. Vikash Saxena, CSE Dr. Sandeep Chhokar, Physics	Convener Member Member
5.4	HSS	Dr. Rajnesh Mishra, JBS Dr. Shikha Mehta, CSE Dr. Bhartendu Chaturvedi, ECE	Convener Member Member
5.5	JBS	Dr. Badri Bajaj, HSS Dr. Sangeeta Mittal, CSE Dr. Akhilesh Kumar, Maths.	Convener Member Member
5.6	Maths	Dr. Sudha Srivastava, Biotech Dr. Satish Chandra, CSE Mr. Pushendra Singh, ECE	Convener Member Member
5.7	Physics	Prof. Krishna Asawa, CSE Dr. Vibha Gupta, Biotech Dr. Vineet Khandelwal, CSE	Convener Member Member

6. Constitution of Committees for the Academic Year 2017-18

6.1 Academic (Teaching and Learning):

i.	Prof. R.K. Dwivedi	PMSE (Convener)
ii.	Prof. Krishan Gopal	ECE
iii.	Prof. Vikas Saxena	CSE
iv.	Prof. Rajnish K. Mishra	JBS
v.	Prof. Krishna Sundari	Biotech
vi.	Dr. Vikram Karwal	ECE
vii.	Dr Monali Bhattacharya	HSS

6.2 Academic (Research):

i.	Prof. Amrish Aggarwal	Mathematics (Convener)
ii.	Dr Neetu Sardana	CSE
iii.	Dr Sujata Mohanty	Biotech
iv.	Dr Ashish Goel	ECE
v.	Dr Kanupriya Misra Bakhru	HSS
vi.	Dr Swati Rawal	PMSE
vii.	Dr Debdeep De	JBS

6.3 Stakeholder Relationship:

i.	Dr. Mukta Mani	HSS (Convener)
ii.	Prof. Krishna Sundari	Biotech
iii.	Prof. Rajnish K. Mishra	JBS
iv.	Dr. Manish K. Thakur	CSE

6.4 Professional Activities:

i.	Dr. Vikram Karwal	ECE (Convener)
ii.	Prof. Rajnish K. Misra	JBS
iii.	Dr. Mukta Mani	HSS

6.5 Student Activities and Placement:

i.	Prof. Krishna Sundari	Biotech (Convener)
ii.	Prof. R.K. Dwivedi	PMSE
iii.	Dr. Pankaj Yadav	ECE
iv.	Dr. Manish K. Thakur	CSE

**7. Constitution of Audit Committees to Audit Teaching Departments for the Year
2016-17:**

Sl. No.	Department to be Audited	Audit Team	
7.1	Biotech	Dr. Navendu Goswami, Physics	Convener
		Dr. Abhinav Gupta, ECE	Member
		Mr. Shariq Murtuza, ECE	Member
7.2	CSE	Dr. Bhagwati Prasad Chamola, Math	Convener
		Dr. Vikram Karwal, ECE	Member
		Dr. Sakshi Varshney, HSS	Member
7.3	ECE	Dr. Nitin, CSE	Convener
		Dr. Chetna Gupta, CSE	Member
		Dr. Sandeep Chhokar, Physics	Member
7.4	HSS	Dr. Rajnesh Mishra, JBS	Convener
		Dr. Shatish Chandra, CSE	Member
		Dr. Manish Kumar, ECE	Member
7.5	JBS	Dr. Lokendra Kumar, Math	Convener
		Dr. Sangeeta Mittal, CSE	Member
		Dr. Monali Bhattacharya, HSS	Member
7.6	Maths	Dr. Sudha Srivastava, Biotech	Convener
		Dr. Parmeet Kaur, CSE	Member
		Dr. Amit Singhal, ECE	Member
7.7	Physics	Dr. Vibha Rani, Biotech	Convener
		Dr. Shelly Sachdeva, CSE	Member
		Dr. Vineet Khandelwal, CSE	Member

8. Constitution of Audit Committees to Audit Non-Teaching Departments for the Year 2016-17:

Sl. No.	Departments to be Audited	Audit Team	
8.1	Accounts	Dr. Shweta Dang, Biotech	Convener
		Dr. Dharamveer Rajpoot, CSE	Member
		Dr. Yogesh Gupta, Maths.	Member
8.2	Administration	Dr. Papia Chowdhury, PMSE	Convener
		Dr. Richa Gupta, ECE	Member
		Mr. Mihir Jha, Registry	Member
8.3	Environment	Dr. Sujata Mohanty, Biotech	Convener
		Dr. Monali Bhattacharya, HSS	Member
		Dr. Shikha Jain, CSE	Member
8.4	JYC	Dr. Sanjeev Sharma, Math	Convener
		Dr. Navneet K Sharma, PMSE	Member
		Dr. Ashish Goel, ESR	Member
8.5	IT	Dr. Vikas Saxena, CSE	Convener
		Dr. Abhinav Gupta, ECE	Member
		Dr. Smriti Gaur, Biotech	Member
8.6	Maintenance	Dr. Rahul Sharma, JBS	Convener
		Dr. Manoj Chauhan, PMSE	Member
		Dr. Badri Bajaj, HSS	Member
8.7	Registry	Dr. Indira P Sarethy, Biotech	Convener
		Dr. Parul Puri, ECE	Member
		Sh. Kapil Sud, SW	Member
8.8	, Training & Placement	Dr. Sandeep Kr. Singh, CSE	Convener
		Dr. Gagandeep Kaur, ECE	Member
		Sr. Vijay Jaiswal, IT	Member