

JIS College of Engineering
The Annual Quality Assurance Report (AQAR) of the IQAC
2013-14

Part – A

I. Details of the Institution

- | | |
|--------------------------------------|------------------------------|
| 1.1 Name of the Institution | JIS College of Engineering |
| 1.2 Address Line 1 | Block A, Phase III, |
| Address Line 2 | Kalyani, Nadia |
| City/Town | Kalyani, |
| State | West Bengal |
| Pin Code | 741235 |
| Institution e-mail address | principal_jisce@jisgroup.org |
| Contact Nos. | 033 25822865 |
| Name of the Head of the Institution: | Dr. Sankar Ray |
| Tel. No. with STD Code: | 033 25822138 |
| Mobile: | 9831434182 |
| Name of the IQAC Co-ordinator: | Dr. Somsubhra Gupta |
| Mobile: | 9836545777 |
| IQAC e-mail address: | info.jiscollege@jisgroup.org |
- 1.3 **NAAC Track ID** (*For ex. MHCogn 18879*) : WBCOXX13889
- 1.4 **NAAC Executive Committee No. & Date:** : EC No. **EC/49/A&A/44** dated **16th June 2009**
(*For Example EC/32/A&A/143 dated 3-5-2004.*
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)
- 1.5 Website address:

Web-link of the AQAR: [www.jiscollege.ac.in/AQAR 2013-14.doc](http://www.jiscollege.ac.in/AQAR%2013-14.doc)

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.72	2009	05 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY : 26/06/2010

1.8 AQAR for the year (for example 2010-11) : 2014 - 15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR 25-10-2014 (dd/mm/yyyy)

ii. AQAR 20-10-2013 (dd/mm/yyyy)

iii. AQAR 15-12-2012 (dd/mm/yyyy)

iv. AQAR 11-12-2011 (dd/mm/yyyy)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Technology

1.12 Name of the Affiliating University (*for the Colleges*) : West Bengal University of Technology

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers : 06

2.2 No. of Administrative/Technical staff : 02

2.3 No. of students : 01

2.4 No. of Management representatives : 02

2.5 No. of Alumni : 01

2.6 No. of any other stakeholder and community representatives : 01

2.7 No. of Employers/ Industrialists : 02

2.8 No. of other External Experts : 01

2.9 Total No. of members : 16

2.10 No. of IQAC meetings held 4 /anum (Quarterly)

2.11 No. of meetings with various stakeholders: No. 02 Faculty: 04
 Non-Teaching Staff Students : 02 Alumni : 02 Others : (Management) 01

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Theme ----- a. Best Practices for Quality Enhancement in the academic institution
 b. Students' participation in quality improvement
 c. Mentorship a system to achieve quality excellence

2.14 Significant Activities and contributions made by IQAC

IQAC evolve mechanisms and procedures to improve the academic and administrative performance of the institution by:

- Preparing Annual Quality Assurance Report
- Developing quality benchmarks for the various academic and administrative activities.
- Documenting various programmes.
- Disseminating information on various quality parameters of higher education.
- Introducing innovative methods of teaching, learning and evaluation
- Value addition of staffs and knowledge base
- Conducted International Seminar in January 2014
- Conducted National Seminar 04 numbers by ECE, EE, CSE and IT departments

Enhance the quality of the existing programmes provided by the college such as:

- Conducted Remedial classes
- Introduced mentorship programme
- Introduced continuous performance evaluation
- Provided training on Personality Development and Communication Skills
- Organised Coaching Classes to prepare the students for the commercial world.
- Computerized accounting package using ERP, Payroll
- Organised GATE/ MAT/ JECA coaching
- Promoting Sports & Cultural activities through SLC (Student Life Centre) activities

For Institutional management capacity enhancement

- Governance development Plan in place
- Governance self review is done periodically
- Departmental heads are provided management training from leading management institutions

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Year 2014-15 (Plan only since ongoing):

➤ Execution of Solid waste management effective disposal system of waste from college & hostels.
➤ To renovate the Electrical and water supply facilities of the college with iron removal plant and installing energy saving CFL lights.
➤ Improve infrastructure of all the departments.
➤ Re arranges the laboratory support systems and makes it more users friendly.
➤ Encourage teachers to take up Research Projects.
➤ To improve the class room facilities and creation of at least one smart class room per department.
➤ To organize seminar already sanctioned by UGC, TEQIP & AICTE.
➤ To organize conduct an International Conference on Electrical Engineering.
➤ Make internet knowledge compulsory to prepare the assignments and projects.
➤ Provide an orientation programme to students to introduce the many programmes of the college.
➤ Avail the value education hours to introduce the many programmes.
➤ Conduct training programmes in Personality development and soft skills more intensively.
➤ Make the documentation of IQAC more effective with the help of software.
➤ To introduce software support for handling examination data.
➤ Add on more number of courses under NCVT.
➤ Continue the value addition programmes as part of the curriculum: Each department may start a diploma or certificate course as part of improving the curriculum content and issue certificates.
➤ Interdisciplinary programmes will be organized by way of invited talks, seminars etc. with the assistance of subject associations and various clubs functioning in the college.
➤ To organize a workshop for +2 students in the state to inspire them in technological subjects.
➤ Human Resource Development Training for students (HRD Training)
➤ Staff Training programmes will be organized periodically to train the staff in ICT based teaching
➤ Departmental meetings be arranged every month to review the progress of the academic plan for the current year
➤ All departments will introduce at least one worthy practice to be emulated by other departments and colleges, with a definite goal and evidence of success.
➤ To develop Digital Library in a fully fledged facility.
➤ To give a training course in website up-dations to one faculty member from each department. So that the department links in the college website may be kept current and operational.
➤ To covert the campus into an echo friendly campus.

Year 2013-14:

To install a biogas plant and solid gas crushing unit for the effective disposal of waste from the college canteen.	Committee being formed, they have prepared the project with physibility report. It shows that it will be uneconomic considering the amount of waste generating in the canteen. They are working with inclusion of the waste from both the hostel.
To renovate the Electrical and water supply facilities of the college with iron removal plant and installing energy saving CFL lights.	CFL lights being installed in the hostels and few areas in the college and work is going for complete change over.
Improve infrastructure of all the departments.	Continuous improvement is on
Re arranges the laboratory support systems and makes it more users friendly.	Done
Encourage teachers to take up Research Projects.	Maximum thrust has been given on this. As a result 13 minor projects being sanctioned by UGC this year. 5 projects are submitted to MNRE, DST and AICTE. Workshop conducted on research project.
To improve the class room facilities and creation of at least one smart class room per department.	Already three smart classrooms been prepared and handed over to three departments. Rests will be completed within the year 2014.
To organize seminar already sanctioned by UGC, TEQIP & AICTE.	Organised all the scheduled seminars
To organize conduct an International Conference on Electrical Engineering.	Conducted International conference in the month of January 2014
Make internet knowledge compulsory to prepare the assignments and projects.	Process is going on
Provide an orientation programme to the students to introduce the many programmes of the college.	04 Interactive sessions have been organised amongst the students to make them aware about the programmes. As a result as on date 960 students are the active members of different clubs of the college.
Conduct training programmes in Personality development and soft skills more intensively.	Personality development and soft skill training was conducted for all the student of pre-final year.
Make the documentation of IQAC more effective with the help of software.	In progress
To introduce software support for handling examination data.	It has been started of conducting on line mid semester exam and the software for handling the exam data.
Add on more number of courses under NCVT.	Periodically we are increasing the courses
Continue the value addition programmes as part of the curriculum: Each department may start a diploma or certificate course as part of improving the curriculum content and issue certificates.	Bio-Medical Engineering department started a certificate course
Interdisciplinary programmes will be organized by way of invited talks, seminars etc. with the assistance of subject associations and various clubs functioning in the college.	
To organize a workshop for +2 students in the state to inspire them in technological subjects.	Organised workshop in the month of Nov 2013 with 10+2 students of the surrounded institutes and distributed the directory of higher technical institutes prepared by us.
Human Resource Development Training for students (HRD Training)	Training organised for pre-final year students on HR topics such as – Motivation, Organisational Behaviour, TQM etc.
Staff Training programmes will be organized periodically to train the staff in ICT based teaching	Conducted 02 nos. Staff development programme by British Council.
Departmental meetings be arranged every month to review progress of the academic plan for the current year	Process is continuing

All departments will introduce at least one worthy practice to be emulated by other departments and colleges, with a definite goal and evidence of success.	Few department have incorporated some practices which will be assessed in terms of success evidence
To develop Digital Library in a fully fledged facility.	Yet to be completed
To give a training course in website up-dations to one faculty member from each department. So that the department links in the college website may be kept current and operational.	Work is on progress
To covert the campus into an echo friendly campus.	Targeted to declare the campus as Green Campus by 2018.

ACADEMIC CALENDAR

JIS College of Engineering (An Autonomous Institution) ACADEMIC CALENDAR FOR 2013

EVEN SEMESTER		For Continuing Batch
Academic Programme Commences	January 10, 2013	
Annual Sports	February 14, 2013	
Inter College Cricket Tournament (JIS Group)	February 25 - February 28, 2013	
Governing Body Meeting	March 6, 2013	
First Test Slot (UG/PG)	March 18 - March 19, 2013	
Second Test Slot (UG/PG)	April 17 - April 18, 2013	
Examination form submission (All semester)	April 19, 2013 - April 22, 2013	
Teaching End	May 3, 2013	
Annual Fest	May 4, 2013	
Rabindranath Tagore's Birthday Celebration	May 9, 2013	
Practical Examinations & Viva-Voce (All semester, UG & PG)	May 11 - May 17, 2013	
Theory Examinations (for all UG & PG)	May 15 - June 7, 2013	
Governing Body Meeting	May 11, 2013	
Summer Recess	June 12 - July 12, 2013	

** Practical Training where applicable during summer recess

ODD SEMESTER		New Batch	Continuing Batch
Academic Programme	August 1, 2013	July 1, 2013	
Admission of new students closes	July 30, 2013		
Governing Body Meeting	August 10, 2013		
First Test Slot	September 20 & September 23, 2013		
Annual Tech Quiz Contest / Tech Fest	September 27, 2013		
Mid-Semester Break	October 10 - October 19, 2013		
Second Test Slot	October 23 & October 24, 2013		
Registration of newly admitted students for the session 2012-2013 ends	October 24, 2013		
Annual Debate Competition	(General & Lateral entry both)		
Form Fill up for ODD Semester Examination under Autonomous Structure	October 25, 2013		
Teaching End	November 11, 2013 - November 13, 2013		
Governing Body Meeting	November 15, 2013		
Competition : "Go Green Campus"	November 16, 2013		
Practical Examinations & Viva-Voce (All semester, UG & PG) &	November 20, 2013		
Theory Examinations (for all UG & PG)	November 21, 2013 - December 22, 2013		
Inter Semester Break	December 25, 2013 - January 04, 2014		

*** Visit websites www.jiscollege.ac.in / www.jisgroup.org for announcements regarding Registration, Examinations time to time.

EVEN SEMESTER

January : Industrial Tour
Seminars (Departmental)
Mentor-Parent Meet
Republic day Celebration
Business Skill Development Programme

February : Annual Football Tournament
Saraswati Puja Celebration
Seminars (Departmental)
Annual Sports

March : Annual Fest
Seminars (Departmental)
Industrial Visit

April : Seminars (Departmental)
Mentor-Parent Meet

May : Examinations (Practical)

June : Theory Examination

Effective Working Days
in the Even Semester: 144

Effective Teaching Days
in the Even Semester: 115

ODD SEMESTER

July : Classes begins with orientation
lectures
Mentor-Parent Meet

August : Independence day celebration
Seminars (Departmental)
Industrial Visit

September : Annual Cricket Tournament
Viswakarma Puja Celebration

October : Mentor-Parent Meet

November :

December : Examination

Effective Working Days
in the Even Semester: 139

Effective Teaching Days
in the Even Semester: 110

**Events / Tours / Seminars
to be arranged by JISCE
within the year 2013**

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

It has been placed in IQAC.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	10	-	10	
UG	10	-	10	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	20		20	
Interdisciplinary	1			
Innovative	1			

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester V	20
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (*On all aspects*)

Mode of feedback : Online Manual Co-operating schools (for PEI)

* *Please provide an analysis of the feedback in the Annexure*

Based upon the following PEO-PO the analysis of Feedback has been provided in the following :

B.Tech. Programme in Information Technology:

Programme Educational Objectives (PEO):

- I. To prepare students to excel in graduate school or technical careers through a world-class, rigorous and competitive program
- II. To train students across the spectrum of basic and applied science, recognizing and exploiting common descriptions in disparate systems.

- III. To train students with sufficient scientific and engineering breadth to design and create novel solutions to real-life problems in engineering systems
- IV. To develop in students professional and ethical attitudes, effective communication and teamwork skills, and an ability to place science and engineering issues and solutions within the broader societal context.
- V. To provide students with an academic environment committed to excellence and innovation that contributes for developing role ready individual with leadership, professionalism, and life-long learning for professional careers.

Programme Outcomes (PO):

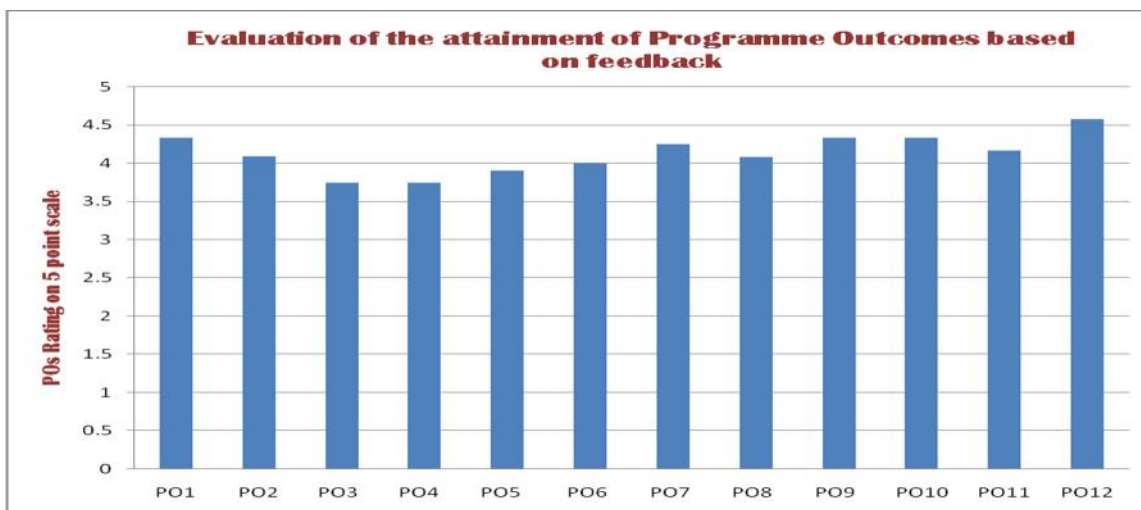
- Graduates will demonstrate basic knowledge in Mathematics, Science and Engineering.
- Graduates will demonstrate the ability to design, develop and test systems corresponding to real life problems under consideration including the physical models, interpret and analyze data, and report results and use experimental results for further expansion.
- Graduates will demonstrate the ability to design a digital system or a computational system or a process that meets demand driven specifications and requirements.
- Graduates will foster team spirit and elevate the enthusiasm in teamwork-concept of sharing in demonstrating their ability in technological solution as a part of specialized engineering and science laboratory teams, as well as on multidisciplinary design teams.
- Graduates will have the ability to identify, formulate and solve service oriented architectural problems.
- Graduates will demonstrate an understanding of their professional and ethical responsibilities.
- Graduates will be able to communicate effectively in both verbal and written forms.
- Graduates will have the confidence to apply engineering solutions in global and societal contexts.
- Graduates should be capable of self-learning and clearly understand the value of lifelong learning.
- Graduates will be broadly educated and will have an understanding of the impact of engineering on society and demonstrate awareness of contemporary and emergent issues.
- Graduates will be familiar with state-of-the-art software tools and to analyze relevant engineering problems.

Mapping of Programme Educational Objectives & Programme Outcomes

Programme Educational Objectives	Programme Outcomes											
	a	b	c	d	e	f	g	h	i	j	k	
	I											
	II											
	III											
	IV											
V												

Following is the analysis of the Stakeholders feedback:

Enter Your Details:	Whether You are an Academician / Industry Personnel / Research Scientist / Alumni/ Student	Enter Expected Year of Passing/	Vision	Mission	PEO 1	PEO 2	PEO 3	PEO 4	PEO 5	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	Remarks
dmv/jsce/ap	Academician	2005	5	5	4	5	5	4	5	5	4	4	3	2	4	4	4	5	5	4	4	
Amarendra kumar	Student	2015	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Jayanta Dutta	Student	2015	4	4	3	4	5	5	5	4	5	5	5	5	4	5	4	5	5	5	5	
prince kumar singh jis college of engineering student it 3rd year	Student	2015	4	4	4	4	4			4	4	4	3	3	4	4	4	4	4	3	5	overall the department is disciplined
Arijit Dana Oracle India Pvt Ltd. Senior Analyst	Industry Personnel		4	4	4	3	4	5	4	4	4	4	5		3	3	4	5	5	3	5	
Debanjan Ghosh, Tata Consultancy Services Ltd., Systems Engineer	Alumni	2010	3	4	3	4	3	3	4	4	3	3	3	4	4	5	3	3	3	3	4	
	Student	2015	5	5	4	5	5	4	5	5	4	5	5	4	4	5	4	5	4	5	5	
Name Dr. INDRANATH SARKAR Organisation JIS College of Engineering Designation Assistant Professor	Academician		5	4	5	4	4	5	4	5	4	4	5	4	4	5	5	5	5	4	5	



1.4 Whether there is any revision / update of regulation or syllabi, if yes, mention their salient aspects.

Incorporation of Technological priorities at International, National and regional level is done after a thorough review of curriculum. Experts from industry and universities are involved in the development of curriculum as members of Board of Studies. The members meet regularly in BoS meeting and make changes in the curriculum depending on the need from Industry. The inputs from Alumni and industry are taken into consideration while revising the existing curriculum. Normally a maximum of 20% courses undergo major changes. In recent revision in most of the departmental programmes 10% of the courses underwent major revision and rest with minor revision.

Frequency of BOS meeting in the departments during transitional phase of autonomy is at least once in a semester.

1.5 Any new Department/Centre introduced during the year. If yes, give details. : No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
248	219		29	

2.2 No. of permanent faculty with Ph.D.

44

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11				03				14	

2.4 No. of Guest and Visiting faculty and Temporary faculty

07

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	53+24=77	00
Presented papers	02	31 (included in attended list)	00
Resource Persons	NA	-	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ✓ **Preparation of Objective Driven Teaching Plan.**
 - A detailed lesson plan in accordance with the learning objective is in place. The lesson Plan has been done with curriculum content analysis. Academic Record it in the register kept in the department and Teacher's Diary. Under the semester system design the syllabus so as to finish it in 4months.
- ✓ **Continuous evaluation diary maintained by our Faculty Members which contain**
 - Tutorial hours with the names of the students
 - Administrative, curricular and co-curricular activities
 - Study Objective
 - Lesson Plan
 - The topic and the class engaged
 - Teaching methods
 - Questions & results of the surprise test
- ✓ **Evaluation of teachers** by students are conducted periodically through online systems and intimated personally.

- ✓ **Internal academic audit** is being conducted.
- ✓ **Documentation** of various activities and maintenance of the existing files up-to-date. They may be submitted for internal audit.

➤ **Learner Centric Methods Of Teaching**

To make students' involved in the teaching learning process, innovative teaching techniques in addition to the traditional lecture method must be evolved. The faculty members will employ learner centric techniques such as web related assignments, peer teaching, discussion method, experiential learning, use of audio-visual aids, case study, projects, surveys, Quiz etc in the delivery of academic programmes.

➤ **Human Resource Development Training for students (HRD Training)**

With the cooperation of different associations and clubs, a course spread over a year at flexible time schedule will be organized to build up competence and skill for students. A committee consisting of the co-coordinator of the concerned co-curricular programme will monitor the programmes. The course consists of **Life Guidance Programme, Career Awareness, Personality Development and Leadership Training and Communication Skill.**

➤ **Mentoring**

Each member of the departments is attached to Mentorship programme. Each member of the teaching faculty is entrusted with the task of mentoring 10 to 15 students. They are responsible for academic and personal mentoring. This is to strengthen the bonds of appreciation and affection that exists between teachers and students. Interaction with students and counseling them help in their personal development. Tutors may keep the progress of the students in the Teacher's diary. This method ensures one to one assistance provided to the students.

➤ **Training for ICT enabled teaching and learning**

Teacher Training programmes organized periodically to train the staff in ICT based teaching. The students encouraged to prepare slides, transparency sheets and power point presentations as part of their assignments and project presentations. This makes the teaching –learning process a two way process, involving both the teachers and learners. Conducted workshop for teachers on “Semester Systems, Grading, Choice Based Credit System and Continuous Performance Evaluation”.

2.7 Total No. of actual teaching days during this academic year 230

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Continuous Performance Evaluation (weekly basis)
- Class tests. Already converted to online with MCQ pattern.
- Semester Evaluation

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study / Faculty / Curriculum Development workshop 120

- All Departmental Committee members are part of BOS.
- 8-technolgoical disciplines each having a DC team-size around 15. All of them are member of BOS in addition to Expert members from University and Industry.

- All of them attended curriculum workshop organized at various times after obtaining autonomy (viz. NITTTR pedagogical workshop etc.), associated with restructuring / revision of syllabus.
- All the above information are applicable to UG autonomy as Academic autonomy was availed from the commencement of each and every PG courses.

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
CSE	128	9.37%	128	0	0	100%
IT	72	9.72%	69	0	0	100%
ECE	121	23.14%	121	0	0	100%
EIE	59	10.16%	54	0	0	100%
EE	96	14.58%	96	0	0	100%
BME	29	10.34%	29	0	0	100%
ME	61	13.11%	61	0	0	100%
MCNT	4	100%	4	0	0	100%
EDPS	14	64.28%	14	0	0	100%
SE-IT	6	33.33%	2	0	0	100%
MCSE	17	94.11%	16	0	0	100%
MAEIE	5	40.00%	2	0	0	100%
MBI	1	100%	1	0	0	100%
MCA	52	34.61%	52	0	0	100%
BCA	34	12.12%	33	0	0	94.28%
MBA	34	NIL	21	0	0	88%
BBA	22	NIL	10	0	0	100%

Distinction: above 75%

Ist Class: above 60%

2.12 How does IQAC Contribute / Monitor / Evaluate the Teaching & Learning processes :

Course-coverage is monitored by HOD and reports the same to the Principal. Wherever, a deviation is observed, the HOD seeks clarification from the faculty member concerned and also connect Mentor.

Special remedial class work is planned. The evaluation procedure for both theory and lab exams are kept transparent. The teacher issues answer scripts of the periodical tests to students and internal lab examinations with his / her comments. Discrepancies reported by any student are verified and necessary action is taken before the marks statement is finalized. When a student feels dissatisfied with marks allotted, he / she may seek the intervention of the HOD. If the problem still remains unaddressed, then the student may bring it to the attention of the principal. The mentoring programme and Continuous evaluation system continuously with regular academic process.

First year students are given Hand Book containing:

Academic Calendar, Class & Examination Schedules, Syllabus etc

The following information is given at the college website and Notice Boards,

1. Statement of Vision and Mission
2. Rules and regulations
3. Anti Ragging Declarations and college facilities against ragging
4. Necessary contact person's name with phone numbers.
5. Events schedules

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	
HRD programmes	04
Orientation programmes	07
Faculty exchange programme	
Staff training conducted by the university	06
Staff training conducted by other institutions	15
Summer / Winter schools, Workshops, etc.	10

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	36			
Technical Staff	40			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing / Promoting Research Climate in the institution

Research is the key-factor in the Institutional identity and overall grading and rating of the Institute. Innovative research gives recognition to one institute. On the contrary, the institute which are weak in research become dependent on outside supply of the knowledge and their ranking and recognition goes down substantially.

- To facilitate improvement in research quality
- To publicize programme strengths to attract to students, faculty and funding
- To identify potential research collaborators to complement research strengths
- To make more rational, strategic and resource allocation decision

To fulfil the initiative the following benchmarking are done:

- Number of highly cited researchers in the Institute
- Academic performance per faculty
- Journal published in nature
- Total articles in reputed journals
- Number of books published
- Number of citations ...etc
- H-index of Institute and individual faculty member

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01 (TEQIP II under Sub Component 1.2)		02(COE)
Outlay in Rs. Lakhs		4.0 Crores		

Note: UGC major projects are yet to submit.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			11 (UGC)	
Outlay in Rs. Lakhs			3149000.00	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	178	661	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	267	245	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	--	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	2011 2013	DST CSIR	4.20 Lacs 18.22 Lacs	4.2 Lacs 5.108 Lacs
Industry sponsored				
Projects sponsored by the University/ College	2013	IE(I)		Completed 2014
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	2013 2013 2013 2013 2013	AICTE -RPS-EE AICTE-RPS-IT AICTE-RPS-BME AICTE-RPS-ECE AICTE- MODROB-CSE	8 Lacs 2.6 Lacs 10.55 Lacs 11.33 Lacs 8.9 Lacs	7 Lacs 2.6 Lacs 8 Lacs 8 Lacs 7.9 Lacs

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01			
Sponsoring agencies	ICONCE-2014 TEQIP - IEEE Kolkata Section	N3CD-13 TEQIP			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: 64 Lacs (36.5 Lacs under TEQIP)

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	05
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
2		2				

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="11"/>	(Club activities)
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="2"/>	Any other <input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Hosting social re-union for the elderly people from old age home
- Making wheel chair and lift provision for differently able people
- Donation of Clothes to the orphanage (450) through community connect club, JISCE
- Organised Blood Donation Camp
- Organised Dental Check up camp
- Conducted awareness programme on Dengu in the nearby community
- Tree plantation and tree distribution free of cost from the campus by environmental club, JISCE
- Efforts are on to provide books and excursive books to Primary School in the nearby locality as suggested by TEQIP performance Auditor

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	17.5		JISCE	
Class rooms	55	5 smart rooms	JISCE	
Laboratories	63		JISCE	
Seminar Halls	2		JISCE	
No. of important equipments purchased (- 1-0 lakh) during the current year.	7		JISCE	
Value of the equipment purchased during the year (Rs. in Lakhs)	27		JISCE	
Others				

** QEEE Server and IBM server, ECG machine etc..in RPS.

4.2 Computerization of administration and library:

Facilities	Status
OPAC	Yes
Digital Resources	Intranet through the space
Electronic Resource Management package for e-journals	IEL
Federated searching tools to search articles in multiple databases	Yes
Library Website	College Website
In-house/remote access to e-publications	Yes
Library automation	Yes
Total number of computers for public access	10
Total numbers of printers for public access	01
Internet band width / speed	50 mbps
Institutional Repository	Yes
Content management system for e-learning	Yes
Participation in Resource sharing networks/consortia (like Inflibnet)	INDEST Consortium

4.3 Library services:

	Existing (rs)		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	83000	1.68 cr	10000	15 lacs	83000	1.83 cr
Reference Books	6009	18 lacs	500	2 lacs	6509	20 lac
e-Books	641	619400	-	-	641	619400
Journals	108	600400	-	-	108	600400
e-Journals	200	617952	-	-	200	617952
Digital Database	-	-				
CD & Video	2900	5 lacs			2900	5 lacs
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	800	12	50 mbps railtel	Yes	Yes		CSE/IT/CA	ECE/EE/EIE
Added	50							
Total	850							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Number of computing systems with different computational environment viz. Client Sever, N-computing, Cloud etc.
- Internet connection of 50 mbps (Railtel) and emergency admin connection through BSNL
- Training to teachers through live classes in Smart Classrooms via IIT-NMEICT ISTE workshops in the summer and winter. JISCE is an remote centre (RC-1335)
- Design Lab certification to the students via online exam under IIT-MHRD framework
- Technology up-gradation in various operations like payroll management, biometric employee attendance, material requisition etc.
- Technology up-gradation in research viz. Solar Light installation via RPS project
- Wi-fi enabled audio visual Project presentation Lab for skill enhancement
- State of art Language Lab

4.6 Amount spent on maintenance in lakhs: (2013-14)

i) ICT	24.41
ii) Campus Infrastructure and facilities	10.6
iii) Equipments	250.52
iv) Others	1613.85
Total :	1899.38

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students representative In IQAC
- IQAC instrumental in formulation of Students Life Centre. A total of 11 club activities are there for the students
- Sports Club, Science Club, Engineering Modelling Club, Mathematics Club are few illustration.
- Internal Quality Assurance Cell formulated the appraisal through stakeholders feedback in assessing students support.

5.2 Efforts made by the institution for tracking the progression

- Monitoring and evaluation
- Mentoring
- Appraisal
- Feedback
- Continuous performance evaluation

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2875	561	-	-

(b) No. of students outside the state

283

(c) No. of international students

15

Men	No	%	Women	No	%
	2681	78		755	22

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
731	03	67	128		929	725	07	77	136		945

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- GATE Coaching for the student
- Finishing school to produce role ready Engineer
- Aptitude training by Professional House for Competitive exams.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Students counselling are done in multiple platforms viz. departments through mentorship programme
- At Career guidance via Placement Cell
- Via TEQIP Equity Action Programme etc.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
33	573	375	124

5.8 Details of gender sensitization programmes

- Gender sensitization is taken into account in right from admission to equity action plan so as to ensure a balanced ratio between male-female.
- Institutional Women Cell is instrumental in hosting awareness programme
- The equity factor is evident at objective of the institution in treating everyone equally

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State / University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (in lacs)
Financial support from institution	13	2.45
Financial support from government	42	126
Financial support from other sources	71	14.2
Number of students who received International/ National recognitions (TEQIP scholarship –world bank)	46	46

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Our Vision is to generate a stimulating academic environment for higher learning and to bring about a harmonious development of personality among the students by fostering leadership values and importing high degree of professional skills.

Mission

Our mission is to provide excellent educational infrastructure and academic ambience conducive to higher learning by setting up centers of excellence and instill a sense of ethics and value system among the students. We are committed to provide opportunities to the students to develop their full potential and professional growth and to spread the light of higher education.

6.2 Does the Institution has a Management Information System

Yes. The following activity heads are maintained through MIS:

1. Accounts and financial works
2. Store and material requisition
3. Staff attendance biometric and leave approval
4. Library and information science (through libsys)

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

1. Institutional objective must be reflected in departmental programme educational objective (PEO).
2. Stakeholders (student, guardian, alumni, employer) feedback must be taken and analysed before framing out the syllabus.
3. The BOS of all technological departments must take into account the Institutional Vision, Mission and objective and frame the Curriculum accordingly.
4. The credit range has been suggested
5. There should be a balance between professional core, professional elective and free electives with basic science, engineering science and humanities subjects.
6. Curriculum must be outcome based
7. Attainment parameters and measurement of outcome has to be given immense emphasize.
8. Direct and indirect assessment tools are to be used.

6.3.2 Teaching and Learning

Improving existing teaching method by adopting a mix of new techniques-

1. Lecture method- interactive technique-case study- tv commercials
2. Simulation – problem based learning
3. Group discussion- picture prompt- individual presentation-tournament –role play
4. Assignment
5. Workshops
6. Brain storming
7. Learning by doing –web based instruction etc.

6.3.3 Examination and Evaluation

The following reforms has been made –

- Class tests has been conducted online
- Each course syllabus has been parted in to Section A, Section-B. One part is set internally and another part externally from lead Universities / institutions of the state in the case of UG.
- In PG, half of the papers are set externally and remaining half internally from the lead Universities / Institutions.
- Evaluation and result declaration timeline is set within 1 month.
- Maintaining Evaluation standard has been given high priority

6.3.4 Research and Development

Research is the key factor in the institutional identity and overall grading and rating of the institution. Innovative research gives recognition to an institute. On the contrary, institute which are weak in research become dependent on the outside supply of the knowledge. Faculty members of JISCE shall involve in conduction and publication of quality research.

- To facilitate improvement in research quality
- To publicize programme strengths to attract top students, faculty and funding
- To identify potential research collaborators
- To make more rational and strategic resource allocation decision.

Following research benchmarking criterion has been introduced:

- Number o highly cited researchers in the institute
- Academic performance per faculty
- Total articles in reputed journals
- Number of citations
- H-index of institute and individual faculty members
- International collaborations
- Number of patents granted and files... so on.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Recommendation for library includes:

- Online library management systems.
- Enough reading time beyond official hour.
- Consistent inclusion of quality Books and Journals from time to time.
- Resealable number of titles with volumes.
- Subscription to high-end e-journal repository like IEEE IEL or Springer link to aid researchers.
- Opening up e-library segment and gradually converting it to digital library
- Lecture videos and web lecture repositories.
- Availability of the text books in the Book bank section.
- Grow reading culture of text and reference books.

Recommendation for infrastructure:

- Procurement of equipments in traditional engineering in a regular interval. Keeping focus on modernization and removal of obsolescence
- Computing departments will have enough resources in terms of High end equipments like Server, internet Servers, PCs ETC.. Timely up gradation of the same.
- Regular incorporation of instrument tool kit in electronics and allied fields.
- Incorporation of equipments/ instruments through research projects RPS etc.
- For quality and standard of utilization with a slogan “Lab to land”, implemented successfully through a research project in which Solar lights are successfully installed.

6.3.6 Human Resource Management

Recommendations are as follows:

- Identify people intended towards teaching, training and learning and to setting the benchmark for best performance from them.
- Encourage strong Faculty and Staff development Plan so as to train them strongly in domain knowledge and pedagogical aspects.
- Identifying people have strong research potential and scholarly attitude and encourage them to attract funding agencies and apply research projects
- Encourage hosting International and National Conference so as to enhance reputation of the institution.
- Identify people with leadership skills
- Groom them with administrative responsibilities.
- Find people with strong co-curricular/ extra-curricular skills and encourage them to organize sports/ social cultural events etc.

6.3.7 Faculty and Staff recruitment

By following the recruitment policy of the JIS Group to which the Institution belongs. There are steps like paper advertisements, conducting interviews by the eminent professors from lead universities / institutions etc.

6.3.8 Industry Interaction / Collaboration

The Industry Institute Partnership cell (IIPC) is instrumental in keeping strong bonding with Industry. Few illustrations are Microsoft faculty Connection, IBM TGMC, Infosys Campus Connect, collaboration with Texas Instruments etc.

Recommendations are –

- Direct involvement of industry personnel in framing out autonomous curriculum syllabus to make role-ready, industry ready engineers.
- Industry personnel in Board of Studies of the departments
- Industry representative in Academic Council
- Industrial training/ visits for the students with faculty coordinators
- Industry sponsored projects / electives
- Industry sponsored research
- Skill orientation programme of the students directly by the Industry experts.
- Industry members in maintaining quality / standard i.e. In IQAC
Etc.

Students successfully achieve prize in Industrial events like SOA(TCS), Transition (CTS), Aspiration (Infy) etc..

6.3.9 Admission of Students

Being a Engineering College in the State and autonomous institution affiliated to State University, it strictly adhere to admission policies of WBJEE Board through JEE(main), WBJEE, AMPAI and other statutory provisions.

6.4 Welfare schemes for

Teaching	Fast track increment/ promotion
Non teaching	Same
Students	Recognition / Prize for the achievements, economic help against fees

6.5 Total corpus fund generated

Rs. 948246.45/-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes / No	Agency	Yes / No	Authority
Academic	Yes	Advisor, NIT Agartala		
Administrative	Yes	Performance & statutory audit		

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
For PG Programmes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Setting half of the papers externally from lead university/ institution, maintaining high standard in evaluations, conducting online class tests, introducing continuous performance evaluations and declaration of semester result within one month

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Providing valuable suggestion / advise through University representative in statutory committees like Board, Academic Council etc.

6.11 Activities and support from the Alumni Association

- Alumni Association meeting held
- Alumni meet conducted
- Alumni 'Day out programme" organized recently.
- Alumni archive and Alumni chapter in top major cities proposed.

6.12 Activities and support from the Parent – Teacher Association

- Parent are the important stakeholders
- IQAC plan to incorporate more views from the parent in terms of their wards education.
- Appraisal / indirect assessment from the Guardian are proposed by IQAC since they are the financier and they make investment in child education

6.13 Development programmes for support staff

- Staff development programme frequency enhanced under autonomous framework
- Sr. Admin staffs are sent in different state for skill up-gradation
 - Technical staffs are provided with SDT
 - Administrative and technical staffs were provided BCL training

6.14 Initiatives taken by the institution to make the campus eco-friendly

JISCE has the responsibility of conducting Green-Audit on yearly basis and take effective measures to protect and preserve green atmosphere in the college campus.

The recommendations from IQAC cell are:

1. To make the college campus greenery by planting more sapling.
2. Make the campus as plastic free zone
3. To take initiative to keep the campus clean.
4. To give botanical name of each plant/tree
5. To plant flower trees

Since inception importance is given for development of eco – friendly atmosphere in the campus by the management and allocation of certain amount is present in annual budget. Hence, a separate green audit does not arise until now. However, the following explanation highlights the commitment of the institution towards eco-friendly campus.

- College is covered with over greenery and trees.
- Huge no. of plants in pots spreading over all departments.
- Bio- manure is prepared in the campus using bio – waste provided out of trees and plants.
- Organic waste of the campus is converted into fertilizer compost within the campus.
- College maintaining a nursery with samplings.
- Establishment of Eco-park is planned in near future.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

<p>The innovations created mainly to uplift standard in quality of education:</p> <ul style="list-style-type: none">- Mandatory Curriculum content analysis, lesson and session Plan for each courses by the teachers- Practise outcome based teaching methodologies- Stress on active, interactive and self learning- Model based and real-world problem based teaching. <p>Five patent applications were filed.</p> <p>Research innovation include</p> <ul style="list-style-type: none">- more interdisciplinary works- attract more PG student to research by encouraging them to attend conferences
--

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Based on the plan submitted in the 2013-14 (mentioned in the Section 2.15, following are the Action taken report.

Committee being formed, they have prepared the project with feasibility report. It shows that it will be enough to have existing solid waste management system considering the amount of waste generating in the canteen. They are working with inclusion of the waste from both the hostel.
CFL lights being installed in the hostels and few areas in the college and work is going for complete change over.
Continuous improvement is on
Done
Maximum thrust has been given on this. As a result 13 minor projects being sanctioned by UGC this year. 5 projects are submitted to MNRE, DST and AICTE. Workshop conducted on research project.
Already three smart classrooms were prepared and handed over to three departments. Rests will be completed within the year 2014.
Organised all the scheduled seminars
Conducted International conference in the month of January 2014
Process is going on
04 Interactive sessions have been organised amongst the students to make them aware about the programmes. As a result as on date 960 students are the active members of different clubs of the college.
Personality development and soft skill training was conducted for all the student of pre-final year.
In progress
It has been started of conducting on line mid semester exam and the software for handling the exam data.
Periodically we are increasing the courses
Bio-Medical Engineering department started a certificate course

Organised workshop in the month of Nov 2013 with 10+2 students of the surrounded institutes and distributed the directory of higher technical institutes prepared by us.
Training organised for pre-final year students on HR topics such as – Motivation, Organisational Behaviour, TQM etc.
Conducted 02 nos. Staff development programme by British Council.
Process is continuing
Few department have incorporated some practices which will be assessed in terms of success evidence
Yet to be completed
Work is on progress
Targeted to declare the campus as Green Campus by 2018.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

<p>Two best practices in the Institution under the autonomous framework are:</p> <ul style="list-style-type: none"> • Mentorship Programme • Student Life Centre • Continuous performance Evaluation

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

<p>Following are the contribution:</p> <ul style="list-style-type: none"> * Energy conservation * Use of renewable energy * Water harvesting * Efforts for Carbon neutrality * Plantation * Hazardous waste management * e-waste management * any other

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p>SWOT Analysis is exclusively conducted and taken into consideration during in each annual Plan. The process started during first accreditation in NAAC and also during joining TEQIP Phase II</p>
--

8. Plans of institution for next year

Infrastructure development and Civil works:
➤ To complete the construction of a separate Civil Engineering wing and start conduction of programme in this new venue
➤ To setup new Annex building beside the CMS building in a row for the Department of Electronics and related courses viz. Instrumentation and Biomedical Engineering in multi-storied pattern
➤ To expand Computer Science and Engineering in the Institutional main building
Faculty and Staff Development
➤ To conduct advanced module of pedagogical training for all faculty members of NITTTR
Research and Development
➤ To establish link with National Knowledge Network (NKN)
➤ To open up a Knowledge Incubation Centre
➤ To organize one International Conference (ICAME 2015)

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure

Best Practices for Quality Enhancement in the academic institution

- A detailed lesson plan in accordance with the learning objective is prepared. Academic Record it in the register kept in the department and Teacher's Diary. Under the semester system design the syllabus so as to finish it in 4months.
- Continuous evaluation diary maintained by our Faculty Members will be continued, which contain
 - Tutorial hours with the names of the students
 - Administrative, curricular and co-curricular activities
 - Study Objective
 - Lesson Plan
 - The topic and the class engaged
 - Teaching methods
 - Questions & results of the surprise test
 - Evaluation of teachers by students will be conducted periodically through online systems and is intimated through proper channels.
 - Internal academic audit is conducted.
 - Documentation of various activities and maintenance of the existing files up-to-date. They may be submitted for internal audit.

The image shows the cover and the first page of a 'Continuous Evaluation Diary'. The cover is blue and white, featuring the JIS College of Engineering logo and text: 'JIS College of Engineering (An Autonomous Institution) Block- A, Phase-III, Kalyani, Nadia'. Below this, it says 'Continuous Evaluation Diary Odd Semester- 2014'. There is a field for 'Name of the Faculty' and 'Department:'. A small note at the bottom of the cover states: 'Extra Sheet should be attached for inclusion of the results of the Continuous Evaluation'. The first page is white with a header section for 'Stream:', 'Semester:', and 'Batch:'. It specifies 'WEEK: ONE (01.07.2014 to 04.07.2014)'. Below this, there are seven numbered sections for recording activities: 1. Available Days, 2. Theory Classes, 3. Laboratory Classes, 4. Subject Module Taught, 5. Evaluation / Weekly Examination Problems open access (if require), 6. Tutorial/ Mentoring Classes, and 7. Recovery of Pending Classes.

The image shows two pages from the 'Continuous Evaluation Diary'. The left page is titled 'Details' and has a section for 'Lesson Planning:' followed by several horizontal lines for writing. The right page is titled 'Delivery of Lecture:' followed by several horizontal lines for writing. Both pages have the text 'Continuous Evaluation Diary' printed vertically on the left side.

