

HEWETT POLYTECHNIC, LUCKNOW

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC SESSION : 2019-20

1. BRIEF HISTORY

Hewett Polytechnic, Lucknow is an aided polytechnic by Govt. of Uttar Pradesh. Three years diploma courses in Civil, Electrical, Mechanical Engg. and Information Technology are running with intake of 56 in each branch and total intake of 224.

2. QUALITY POLICY

- 2.1 To develop a quality system for continuous improvement.
- 2.2 To improve academic and administrative performance of the polytechnic by adopting best practices with available resources.

3. OBJECTIVE

- 3.1 To improve conditions of laboratories and shops in accordance with latest NSQF based syllabus.
- 3.2 To develop infrastructure and other requirements as per AICTE norms.
- 3.3 To provide education as per latest syllabus prescribed by BTE, UP.

4. FUNCTION

- 4.1 Application of concept of quality circle.
- 4.2 Organisation of workshops and seminars for staff and students.
- 4.3 Motivating students for attending morning prayer, minimum 75% attendance and class tests as per Academic Calendar.
- 4.4 Tutor guardians to take care of first year students.
- 4.5 Arrangement of feedback system from stakeholders such as students, parents, faculty, alumni and employer.
- 4.6 Documentation of activities carried out by IQAC.

5. IQAC COMMITTEE:

All quality related programmes shall be implemented through following cell members:-

Sl. No	Name	Designation	IQAC Designation
1	Dr. U.C. Bajpai	Principal	Chairman
2	Shri Rajesh Kumar	Member-Management Committee	Member
3	Shri Sanjai Kumar	Member-Management Committee	Member
4	Shri Surjan	Special Secretary (Retd.), UP Govt.	Member

5	Shri S.S. Agnihotri	Joint Secretary (Retd.),UP Govt.	Member
6	Shri P.D. Saraswat	DGM (Retd.), SIDBI	Member
7	Shri P.S. Kushwaha	Lecturer/Academic Incharge	Coordinator
8	Shri Kundan Singh	HOD- Electrical Engg.	Member/Alumni Incharge
9	Shri M.P. Singh	Incharge- Mechanical Engg.	Member/TPO
10	Shri Pankaj Joshi	Lecturer- Electronics Engg.	Member/Proctor
11	Shri Sandeep Kumar	Lecturer- Electrical Engg.	Member/AICTE Incharge
12	Shri Devesh Agnihotri	Lecturer- Civil Engg.	Member
13	Shri Ankit Gupta	Lecturer- Civil Engg.	Member
14	Shri Devekhi Nandan Shukla	Lecturer- Computer Science	Member
15	Shri V.K. Singh	Workshop Instructor	Member/WS (officiating)
16	Shri S.N. Vishwakarma	Workshop Instructor	Member/Store Officer
17	Shri Ashish Agrawal	Stenographer	Member
18	Shri Prashant Gupta	Owner XL Computers	Member (Alumni)
19	Shri V.K. Tripathi	CEO-DTP Pvt. Ltd.	Member (Industry)
20	Shri Ashutosh Upadhyay	Final Year-Mechanical Engg.	Member (Student)
21	Shri Pradeep Singh	Final Year- Electrical Engg.	Member (Student)
22	Shri Ajay Pratap Verma	Final Year- Civil Engg.	Member (Student)
23	Km. Harshita Gupta	Final Year- Information Tech.	Member (Student)

6. RESPONSIBILITIES

6.1 Student

- To report college at 09:40 am and attend morning prayer.
- To maintain at least 75% attendance and appear in class tests as scheduled in Academic Calendar.
- To provide feedback for improvement in teaching-learning process.
- To take active participation in extracurricular activities such as games, debate, celebration on special days, Swaccha Bharat Abhiyan etc.

6.2 Faculty

- To encourage and ensure discipline among the students according to the rules and regulations of the college.
- To ensure quality teaching and learning process.
- To improve infrastructure of laboratories/workshops as per latest NSQF based syllabus prescribed by BTE,UP.
- To take feedback from students and submit it to HOD/Incharge.
- To complete assignments/tasks given by authority within required time frame for comprehensive improvement of the system.

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6.3 HODs /Incharge

- To arrange seminars on value added course and workshops for students of the department after approval from Principal.
- To take feedback from faculty, parents and take corrective measures for quality improvement and report it to Principal.
- To monitor attendance and performance of students and take necessary corrective measures.
- To monitor academic progress of the department.
- To apply quality circle activities in the department.
- To ensure availability of infrastructural requirement of laboratories and shops and its functioning.
- To prepare and provide documents related to the activities.

6.4 Co-ordinator

- To arrange IQAC meeting.
- Documentation of IQAC activities.
- To upload IQAC report on polytechnic website.

6.5 Alumni

- To maintain goodwill of the institution through their skills.
- To provide feedback from market, technology trends and job opportunity.

6.6 Principal

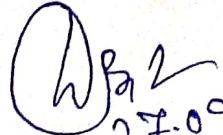
- To chair IQAC meeting.
- To develop sense of belongingness and participation among staff for quality improvement at each level.
- To encourage faculty to attend STCs/ Workshops for updating knowledge and skills.

6.7 Management

- To provide support as and when required.

7. QUORUM

Quorum of the meeting shall be two-third.


27.09.19
(Dr. U.C. Bajpai)
Principal/Chairman-IQAC