

APEX MANUAL

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Jansons Institute of Technology

Coimbatore-641 659

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List of Abbreviations

| Abbreviation | Expansion |
|---------------------|--|
| AC | Academic |
| AMC | Annual Maintenance Contract |
| CEC | Continuing Education Cell |
| DTE | Director of Technical Education |
| DP | Departmental Procedures |
| ECE | Electronics and Communication Engineering |
| EEE | Electrical and Electronics Engineering |
| HODs | Heads of the Department |
| HR | Human resource |
| i/ c | In charge |
| ISO | International Organization for Standardisation |
| JIT | Jansons Institute of Technology |
| max | Maximum |
| MN | Maintenance |
| Nos | Numbers |
| PR | Purchase |
| QM | Quality Manual |
| QS | Quality System |
| Rev | Revision |
| ST | Stores |
| TC | Transfer Certificate |
| UPS | Un-interrupted Power Supply |




Jansons Institute of Technology

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List of Controlled Copy Holders

| Copy No: | Copy Holders |
|-----------------|---------------------|
| 01 | MR |
| 02 | Principal |

| | | |
|---|--------------------------|----------------------|
|  | QUALITY PROCEDURE | DOC NO.: AM01 |
| | TITLE AND SCOPE | |

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Considering the context of the institution and needs and expectations of interested parties identified under AM04, the scope of Quality Management System implemented in line with ISO 9001:2015 in Jansons Institute of Technology, Karumathampatty, Coimbatore-641659, is defined as:

“PROVIDING EDUCATIONAL SERVICES LEADING TO GRADUATE AND POST GRADUATE DEGREE IN ENGINEERING”

Requirements not applicable:

- i) Being an affiliated institution (affiliated to Anna University, Chennai), design and development of curriculum is the responsibility of the University and the requirements under clause 8.3 is not applicable and not included in the scope of QMS.
- ii) Requirements on Periodical verification of Monitoring and Measuring Resources under clause 7.1.5 are also not applicable as instruments provided in the laboratory are not used for measuring the quality of the academic services provided and being affiliated institution, evaluation of the answer sheets of end semester examination is the responsibility of the University.

The process identified under the QMS includes QA processes (Covering Document Control, Control of Records, Internal Audit and QMS performance review process through MRM), Admission Process, Academic Processes, Examination Process, Library Process, Placement and Training Process, Physical Education Process, Faculty & Staff Development Process and Administration (covering both recruitment and stationary procurement). Processes details covering the relevant clauses of ISO 9001:2015 Clauses are included in the respective procedure Manuals (QP01 to QP09).

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|---|----------------------------|----------------------|
|  | APEX MANUAL | DOC NO.: AM02 |
| | INSTITUTION PROFILE | |

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Jansons Institute of Technology (JIT) is having a vision to be in the forefront of Technical Education and Research worldwide. JIT is the second venture of the Jansons Foundation in the field of Higher Education. JIT offers Bachelor's Degree programmes in Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering and Civil Engineering and Masters Degree in VLSI Design, Power Electronics and Drives and Computer Science and Engineering. JIT has been promoted by the Jansons Business Group, a textile major with significant presence in Granites and Health Care.

Location: in its most modern state-of-the-art campus located 25kms from Coimbatore on the Coimbatore-Chennai National Highway in Tamilnadu, India.

JIT is approved by the All India Council for Technical Education (AICTE) and the Government of Tamil Nadu, and is affiliated to Anna University, Chennai. JIT, guided by its motto, 'the most preferred destination for Technical Education', takes every effort to create opportunities to students for their professional development with the inclusion of value added courses apart from curriculum. JIT employs the finest brains in Technical Education as its faculty to lead its students to a fruitful learning.

The mission and vision statements of JIT are:

| |
|---|
| <p>Vision</p> <p>To germinate and develop a unique band of Engineers who will be change-agents in the field of technology.</p> <p>Mission</p> <p>To impart quality value-based Technical Education in order to prepare and strengthen young minds for their future calling.</p> |
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Chairman’s Message:


“The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.” - Martin Luther King, Jr.

Mere transferring of information is not what is expected from an educational institution. Every student comes with myriad qualities and infinite potential. To channel those strengths into positive avenues is what is expected from educators. Along with this, there is the uniquely invisible trait present in students – this astounding attribute called Character. It is the bounden duty of places of learning to provide enough challenges so that the character of students is finely landscaped, in addition to delivering the required knowledge characteristics that make up an engineering graduate. This is the Holistic Learning envisaged at JIT.

Vice Chairman’s Message:

“Develop a passion for learning. If you do, you will never cease to grow.” - Anthony J. D’Angelo

When we love what we do, we seem to lose track of the passage of time. Such must be the aim of the teaching and student community. Let not subtle distractions keep one from moving full-throttle towards one’s goal – in this case, pursuing an engineering degree that is to your liking. Give it your complete attention, and be willing to spend your time and energy on this pursuit. If you passionately go after your goal, learning will be a joyous and fulfilling experience here.

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CEO's Message:

“That is what learning is. You suddenly understand something you’ve understood all your life, but in a new way.” - Doris Lessing

Life is such a wonderful journey that you do not know when or where the next best thing will happen. Learning too, is a similar odyssey you will never know what will inspire you or what will make you come out alive. The only thing that you can do in these four years of learning is to be aware of what you would devote your time for, during the next 40 years of work-life. Once you take control of this aspect, you will begin to realize how very differently you will start looking at life – with more maturity, discernment and understanding.


May your four years here prepare you for a life time of adventure!

Principal's Message:

“In doing, we learn.” - George Herbert

Engineering education is more action than words. However, before getting your hands dirty, it is of great significance to learn the fundamentals of theory. This adequate balancing of both knowledge dissemination and application-orientation is constitutional to ensuring a meaningful and relevant engineering education. This is what is purported at JIT.

Believe the best will happen to you!

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Placement- Training Centre

It is the Centre for Corporate Relations at Jansons Institute of Technology that takes care of the training needs of students who opt for Campus Placement. The Centre ensures that there is a sustained relationship with the industry in order to aid the students in preparing themselves for a variety of corporate opportunities.

The Placement Programme at JIT is conducted at the campus with the participating companies, and the modules on Aptitude Tests, Group Discussions, Personal Interviews, among others, are organized as required by the recruiters. There is a dedicated space for Placement activities, complete with the latest multi-media equipment. The Centre is responsible for extending hospitality to the recruiters who visit the campus for placement.


INFRASTRUCTURE:

1) LECTURE HALLS:

JIT has adequate fully air conditioned lecture halls with the latest educational technology equipment, including ergonomically designed work desks, LCD Projectors and internet connectivity.

2) LIBRARY:

As the most important logical extension of laboratory-practicum modules, the library at JIT acts as an avenue for students to take an educated detour into the world of engineering ideas. The library is so designed to cultivate in the students, an appreciation for peaceful self-learning.

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3) AUDITORIUM

The Sivaganga Auditorium at JIT is a fitting place to conduct events of importance. Its gallery-type seating for 314 persons, with a well-crafted décor, lends a professional touch to this august structure.

4) HOSTEL


There are separate and completely outfitted hostel rooms for boys and girls. The facilities in the hostels include individual mattressed cots, along with cupboards and shelves for each student. The hostels have facilities like all-round water and electricity and generator back-up, along with Wi-Fi. Every block of the hostel has security personnel guarding it 24x7.

5) TRANSPORT

With over 15 buses, JIT ensures that students are picked-up and dropped in the city. The well-maintained buses make travelling a pleasure for the students.

6) SPORTS AND GAMES

Every form of encouragement is provided to students who take an interest in sport activities, besides academics. Hence, JIT has established well-planned spaces for Ball Badminton, Shuttle, Volleyball, Basketball and Cricket.

| | | |
|---|-----------------------|----------------------|
|  | APEX MANUAL | DOC NO.: AM03 |
| | STRATEGIC PLAN | |

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1.0 PURPOSE: To define the strategic plan (or direction) for the Institute and is considered as the overall Direction for the Development and subsequent improvement in QMS

2.0 REFERENCE: ISO 9001:2015, Clause 4.1 & 5.3

3.0 RESPONSIBILITY: Principal


4.0 DESCRIPTION:

a) The Strategic plan of the Organization is defined for a period of 3 -5 years by the Principal (in consultation with CEO) considering the following factors: Accreditation / Certification Requirements, Stature of the Institute (such as Autonomous status to Deemed university etc), New Program addition, Increase in Intake, Infrastructural Development, Research and Development, Consultancy/ Sponsored Projects, Tie up (or MoU) with the Reputed Institutions (both Educational Institutions and R&D Institutes both in India and abroad), Faculty Qualification, Student Intake Quality etc.

b) This is used as the basis for reviewing and understanding the context of the organization, needs and expectations of interested parties and development of quality policy.

c) This plan is reviewed atleast once in a year (by May of every year) and relevant points are also considered for defining objectives and targets for the forth coming year as reviewed in the MRM.

5.0 DOCUMENTS/ RECORDS: Strategic Plan

| | | |
|---|--------------------------------|----------------------|
|  | APEX MANUAL | DOC NO.: AM04 |
| | CONTEXT OF ORGANIZATION | |

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1.0 PURPOSE: To define the scope of QMS after understanding the context of the organization and needs and expectations of the interested parties and to define the relevant QMS processes supporting the scope defined.

2.0 REFERENCE: ISO 9001:2015, Clause 4.0

3.0 RESPONSIBILITY: Respective HODs/ AO/ Librarian/ Placement Coordinator/
Physical Director

4.0 DESCRIPTION:

The individual sub clause wise reference documents supporting the requirements are given below.

| Sub clause Number | Title of the sub clause | Reference to supporting Document |
|-------------------|--|--|
| 4.1 | Understanding the Organization and its context | AM04A |
| 4.2 | Understanding the needs and expectations of interested parties | AM04B |
| 4.3 | Determining Scope of the Quality Management System | AM01 |
| 4.4 | Quality Management System and its Process: | (The process requirements defined in 4.4.1(a) to 4.4.1(g) and along with need to identify the need for maintaining and retaining documented information for each of the process is addressed in QP01 to QP09 |

5.0 DOCUMENTS AND RECORDS: AM04A, AM04B, and those referred in QP01 to QP09.



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UNDERSTANDING THE ORGANIZATION AND ITS CONTEXT

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| Relevant Factors or conditions for consideration | International/ National/ Regional/ Local | Positively supporting [+] or creating negative effect [-ve] | To be considered for QMS or Not | Justification for not considering | Responsibility | Method of integrating with QMS |
|---|--|---|---------------------------------|--|----------------|---|
| I. External Context: | | | | | | |
| A. Legal Requirements | | | | | | |
| a) Maintaining approval from Government of Tamilnadu, AICTE and Anna University for offering UG and PG Programs | National & Regional | +ve | No | Being a routine process directly taken care of by Principal and Management | Principal | NA |
| b) Students' admission approval (including transfer and change of institution) by DOTE | Regional | +ve | Yes | --- | Principal / AO | Included in QP02 |
| c) Compliance to Faculty qualification and experience by University & AICTE | National & Regional | +ve | No | Taken care of through annual renewal of approval by AICTE/ University as per serial no (a) | Principal | NA |
| d) Not maintaining NBA Accreditation for UG programs (required for approval of additional PG programs and increasing strength of UG programs) | National | -ve | Yes | --- | Management | To defined as a Management Objective and monitoring the progress of achieving the objective |



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| Relevant Factors under consideration | International/ National/ Regional/ Local | Positively supporting [+] or creating negative effect [-ve] | To be considered for QMS or Not | Justification for not considering | Responsibility | Method of integrating with QMS |
|---|---|---|---------------------------------|--|--------------------------------------|--|
| e) Attendance monitoring, internal assessment and end semester examination as per Anna University rules | Regional | +ve | Yes | NA | HODs & Examination Coordinator | As detailed in QP02 and QP03 |
| f) PF rules | | | | | | |
| Coverage of eligible employees under PF | National | +ve | Not Required | Included as part of monthly salary payment | Principal/ AO | NA |
| B. Technological | | | | | | |
| 1. Faculty members meeting the required qualification and experience | National | +ve | Yes | NA | Principal | QP09 |
| 2. Availability of facilities (Laboratory) to meet syllabus requirements | Regional | +ve | Yes | NA | Faculty i/c of laboratory courses | Taken care of through release of laboratory cycle of experiments as detailed in QP03 |
| 3. Library facilities (both central library and department library) | National | +ve | Yes | NA | Librarian and department library i/c | QP03 (for the maintenance of department library) and QP05 (for central library) |
| 4. Need for strengthening research facilities | Regional | -ve | Yes | NA | Principal/ HODs | |



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| Relevant Factors under consideration | International/ National/ Regional/ Local | Positively supporting [+] or creating negative effect [-ve] | To be considered for QMS or Not | Justification for not considering | Responsibility | Method of integrating with QMS |
|--|---|---|---------------------------------|--|-------------------|--|
| C. Competition | | | | | | |
| 1. Availability of more number of institutions in the nearby locality (lapse in getting the sanctioned seats filled) | Regional / Local | -ve | Yes | NA | Principal / AO | Objective and target defined for admission process. In addition, NBA accreditation for UG programs are also planned which helps to face the competition. |
| 2. Group institution in the field of Management studies (and have already established their reputation) | Regional / Local | +ve | No | Already existing at the adjacent premises and is functional | Management | ---- |
| 3. More software industries requiring engineering graduates | National | +ve | Yes | Objective and target defined for placement process to monitor the % of students placed | Placement officer | QP06 |



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| Relevant Factors under consideration | International/ National/ Regional/ Local | Positively supporting [+ve] or creating negative effect [-ve] | To be considered for QMS or Not | Justification for not considering | Responsibility | Method of integrating with QMS |
|---|---|---|---------------------------------|--|--|--|
| 4. Affiliated to Anna University | Regional / National | +ve | Yes | NA | Principal & HODs | QP02, QP03 & QP04 |
| D. Cultural/ Social (of the society where organization is located) | | | | | | |
| 1. Educated Society – aspiring for higher qualification | Local | +ve | Yes | | AO | Objective and target defined for admission process |
| 2. Employee turnover (due to more number of engineering educational institutions in the nearby locations) | Regional | -ve | No | This also facilitates easy identification of replacement (and also is supported by D1) | --- | --- |
| 3. No gender discrimination both for admission and recruitment | Regional & National | +ve | Yes | NA | Principal / AO | No such constraint addressed in QP02 in admission and QP09 for recruitment |
| 4. Encourages faculty/ staff to acquire knowledge | Regional | +ve | Yes | NA | HODs for teaching faculty and laboratory staff and AO for administrative staff | QP08 |
| 5. Prescribing dress code for students and faculty | Local | +ve | --- | Already defined and being adhered to | --- | --- |



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|---|---|---|---------------------------------|---|------------------------------------|---|
| G. Economic | | | | | | |
| 1. People in the High or Middle Income group | Regional | +ve | -- | Being a totally external factor no control through QMS is possible | --- | --- |
| 2. Availability of financial institutions supporting low income group | Regional | +ve | --- | Being the choice of Students / parents (customers), no control through QMS possible | --- | --- |
| 3. Located in Industrial hub of TN | Regional | +ve | --- | Supports placement process / in Plant training/ internship | Placement Officer & II Coordinator | QP03 & QP06 (through placement objectives and target) |



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|---|---|---|---------------------------------|-----------------------------------|---|---|
| II. Internal Context | | | | | | |
| A. Knowledge | | | | | | |
| 1. Availability of competent faculty members | NA | +ve | Yes | | HODs | Course allocation is based on faculty option on the courses (who in turn consider his/ her specialization while choosing the course). |
| 2. Availability of facilities to meet the curriculum requirements | NA | +ve | Yes | | Faculty i/c of laboratory course | Considered while cycle of experiments as detailed in QP03. |
| 3. PG programs being offered by identified departments | NA | +ve | Yes | | HODs | 1.Availability of faculty with qualification in specialized field helps in offering UG electives opted by students. 2. PG labs can be used for undertaking UG Projects |
| 4. Courses being offered through in house faculty members (without relying on visiting faculty members) | NA | +ve | Yes | | QP03 addresses course handling through internal faculty only. | |



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| Relevant Factors under consideration | International/ National/ Regional/ Local | Positively supporting [+] or creating negative effect [-ve] | To be considered for QMS or Not | Justification for not considering | Responsibility | Method of integrating with QMS |
|---|---|---|---|--|--|--|
| B. Culture | | | | | | |
| 1. No gender discrimination both for admission and recruitment | Regional & National | +ve | Yes | NA | Principal / AO | No such constraint addressed in QP02 in admission and QP09 for recruitment |
| 2. Encourages faculty/ staff to acquire knowledge | Regional | +ve | Yes | NA | HODs for teaching faculty and laboratory staff and AO for administrative staff | QP08 |
| 3. Prescribing dress code for students and faculty | Local | +ve | --- | Already defined and being adhered to | --- | --- |
| 4. Compliance to applicable rules and regulations | National/ Regional | +ve | Already addressed under 'External context' under I(A) above | | | |
| 5. Maintaining Clean and Hygiene Environment (in and around the premises) | Local | +ve | --- | No direct impact on the strategic direction of the institution | --- | --- |
| 5 Working Hours – Commonly acceptable | Local | +ve | Yes | --- | Time table coordinator | Taken care of in the preparation and release of time table |



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| Relevant Factors under consideration | International/ National/ Regional/ Local | Positively supporting [+] or creating negative effect [-ve] | To be considered for QMS or Not | Justification for not considering | Responsibility | Method of integrating with QMS |
|---|---|---|---------------------------------|-----------------------------------|---------------------------------|--|
| C. Values | | | | | | |
| 1. Top Management's commitment towards adherence to systems and practices | NA | +ve | Yes | | MR | Adherence to systems and procedures and planning for QMS certification |
| 2. Promotion of discipline among students | NA | +ve | Yes | | HODs and Class Advisor | QP03 – Monitoring attendance and internal performance with feed back to parents |
| 3. Aspiration towards higher education among students | NA | +ve | --- | Planned by Students themselves | --- | ---- |
| D. Performance | | | | | | |
| 1. Academic Performance (some courses not meeting the target defined) | NA | -ve | Yes | NA | Course handling faculty members | Defining target individual courses and monitoring achievement of target defined (as defined in QP03) |
| 2. Placement performance meeting the target defined | NA | +ve | Yes | | Placement officer | Meeting and excelling the target defined |
| 3. UG Programs not accredited | NA | -ve | Yes | | Principal / HODs | Management objective defined for getting accreditation and being monitored |



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| Relevant Factors under consideration | International/ National/ Regional/ Local | Positively supporting [+] or creating negative effect [-ve] | To be considered for QMS or Not | Justification for not considering | Responsibility | Method of integrating with QMS |
|---|---|---|---------------------------------|--|---|--|
| E. Infrastructure | | | | | | |
| 1. Facilities (both library and laboratory facilities) meeting the AICTE/ Curriculum requirements | NA | +ve | Yes | | Faculty i/c of laboratory courses & Librarian | Taken care of while planning laboratory cycle of experiments (and for library, for adding volumes objectives and target defined) |
| 2. Hostel and transport facilities | Local | +ve | No | It is an option for the students to avail the facility and not mandatory | ---- | ---- |



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NEEDS AND EXPECTATIONS OF INTERSTED PARTIES

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| Needs and Expectations of Interested parties identified | Effect on consistently providing products and services meeting customer requirements | Affecting applicable statutory and regulatory requirements | Responsibility | Reference to Risk assessment |
|--|--|---|---|------------------------------|
| A) Students: | | | | |
| 1) Academic Performance – Performance in the examinations | Supports placement and subsequent batches admission process | Supports NBA Accreditation process | HODs / Course handling faculty members | QP03B |
| 2) Support for Placement | Supports subsequent batches' admission process | Supports NBA Accreditation process | Placement officer and department placement coordinators | QP03B |
| 3) Industrial Exposure | Supports Academic performance (for carrying out projects) and placement performance | --- | II Coordinator | QP03B |
| 4) Library facilities | Supports Academic performance | Supports NBA Accreditation process & AICTE / University Norms | Librarian & Department Library i/c | QP03B |
| 5) Hostel, Transport facilities | Supports Academic and Examination Process | --- | Principal/ AO | QP03B |
| 6) Opportunities for Extracurricular activities – Sports and games | Personality development which supports placement process | Augment the AICTE/ University approval and renewal process | Physical Director | QP03B |
| 7) Opportunities for Co-curricular activities | Supports Academic and Placement process | Supports NBA Accreditation process | Class Advisors | |



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| Needs and Expectations of Interested parties identified | Effect on consistently providing products and services meeting customer requirements | Affecting applicable statutory and regulatory requirements | Responsibility | Reference to Risk assessment |
|--|---|---|---|-------------------------------------|
| B) Parents | | | | |
| 1) Academic Performance – Performance in the examinations | Supports placement and subsequent batches admission process | Supports NBA Accreditation process | HODs / Course handling faculty members | QP03B |
| 2) Support for Placement | Supports subsequent batches' admission process | Supports NBA Accreditation process | Placement officer and department placement coordinators | QP03B |
| 3) Maintaining Discipline | Supporting academic performance of the students | University rules on attendance and internal marks | HODs/ Class Advisor & Mentors | QP03B |
| C) Industries offering placement | | | | |
| 1) Academic performance of the students | Supports the Placement process (improving the placement statistics) | Supports NBA Accreditation process | HODs & Course handling faculty members | QP03B |
| 2) Communication & Soft skills | Supports the Placement process (improving the placement statistics) | ---- | Placement Officer | QP07B |



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| Needs and Expectations of Interested parties identified | Effect on consistently providing products and services meeting customer requirements | Affecting applicable statutory and regulatory requirements | Responsibility | Reference to Risk assessment |
|---|---|---|---|------------------------------------|
| D) Statutory Bodies | | | | |
| 1) Compliance to applicable rules and regulations | Supports admission and academic processes | 1) University rules on admission, academic, examination processes and infrastructure requirements 2) AICTE rules on admission, recruitment and infrastructure requirements 3) DOTE rules on admission | Principal, AO, HODs and Exam cell coordinator | QP02B, QP03B, QP05B, QP04B & QP09B |
| E) Management | | | | |
| 1) Improving Admission Statistics | Institutional growth as well as reputation which gives confidence in the mind of customer to get academic services meeting their needs and expectations | Supports NBA Accreditation | Principal /AO | QP02B |
| 2) Acquiring certifications and accreditations | | --- | | QP02B |
| 3) Improved Academic Performance | Supports subsequent placement process there by strengthening the admission statistics and reputation | Supports NBA Accreditation | HODs | QP03B |



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| Needs and Expectations of Interested parties identified | Effect on consistently providing products and services meeting customer requirements | Affecting applicable statutory and regulatory requirements | Responsibility | Reference to Risk assessment |
|---|--|--|---|-------------------------------|
| F) Employees | | | | |
| 1) Enhancement of Knowledge & competence towards self-development | Able to deliver processes in a more effective and efficient manner | --- | Respective HODs for teaching faculty and laboratory staff & AO for Non teaching staff | QP08B |
| 2) Acquiring higher qualification (for teaching faculty) | Supports academic process | Supports accreditation NBA | Principal/ AO | QP09B |
| G) External Service Providers | | | | |
| 1) Continued business opportunities | Supports academic, library, physical education and administration process | ---- | HODs, Librarian, Physical Director & AO | QP03B, QP05B, QP07B and QP09B |
| H) Society | | | | |
| 1) Infrastructure development in and around the Institution | Supports all the QMS processes | ---- | Principal/ Management | QP09B |
| 2) Job (and business) opportunities for the local residents | Supports support processes like canteen, transport, maintenance, housekeeping etc. | --- | Principal/ Management | QP09B |

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| | LEADER SHIP | |

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1.0 PURPOSE: To demonstrate leadership and commitment with respect to the QMS

2.0 REFERENCE: ISO 9001:2015, Clause 5.0

3.0 RESPONSIBILITY:


Primary : Principal

Secondary : Management Representative/ Department HODs/ Exam Cell Coordinator
Librarian/ Placement Coordinator/ Physical Director

4.0 DESCRIPTION:

a) The individual sub clause wise reference documents supporting the requirements are given below.

| Sub clause Number | Title of the sub clause | Reference to supporting Document |
|-------------------|--|--|
| 5.1 | Leadership and commitment | |
| 5.1.1 | General | Quality Policy (AM05A), Objectives included in the respective Quality Procedures, Risk assessment and process approach- QP01 to QP07, Management Review as detailed in QP01 |
| 5.1.2 | Customer Focus | QP02 (admission process) and review of customer satisfaction (as addressed in QP03 & QP06) and complaints reviewed at MRM as detailed in QP01. |
| 5.2 | Quality Policy | AM05A |
| 5.3 | Organizational roles, responsibilities and authorities | Roles assigned for implementation and effectiveness of QMS as detailed in QP01 to QP09 along with their responsibilities. The responsibilities and authorities of Principal (with regard to his leadership role are given below) Organization chart at HODs level is given in AM05B |

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b) Responsibilities and Authorities of Principal:

1. Principal:

a) Define the strategic direction of the Institute in consultation with the approval (including review and update of the strategic direction) CEO

b) Approval Quality Policy

c) Approval of Apex Manual and Quality procedures (and formats) including changes


d) Review the performance of QMS through Management Review

e) Provision of budget and resources with the approval of CEO

(Other responsibilities of Principal related to individual processes are detailed in QP02 to QP09)

5.0 DOCUMENTS AND RECORDS: Responsibilities and Authorities defined for different roles included in QP01 to QP09.



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|---|-----------------------|-----------------------|
|  | APEX MANUAL | DOC NO.: AM05A |
| | QUALITY POLICY | |

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QUALITY POLICY

JANSONS INSTITUTE OF TECHNOLOGY IS COMMITTED TO IMPROVE THE QUALITY MANAGEMENT SYSTEM EFFECTIVENESS IN ORDER TO MEET THE REGULATORY REQUIREMENTS AND EXPECTATIONS OF STUDENTS AND RELEVANT INTERESTED PARTIES. THIS IS ACHIEVED THROUGH PLACEMENT SUPPORT AND STUDENTS EXPOSURE TO PROGRAMS OF PRACTICAL RELEVANCE AS WELL AS FACULTY DEVELOPMENT

DATE: 06-01-2016

Principal



APEX MANUAL

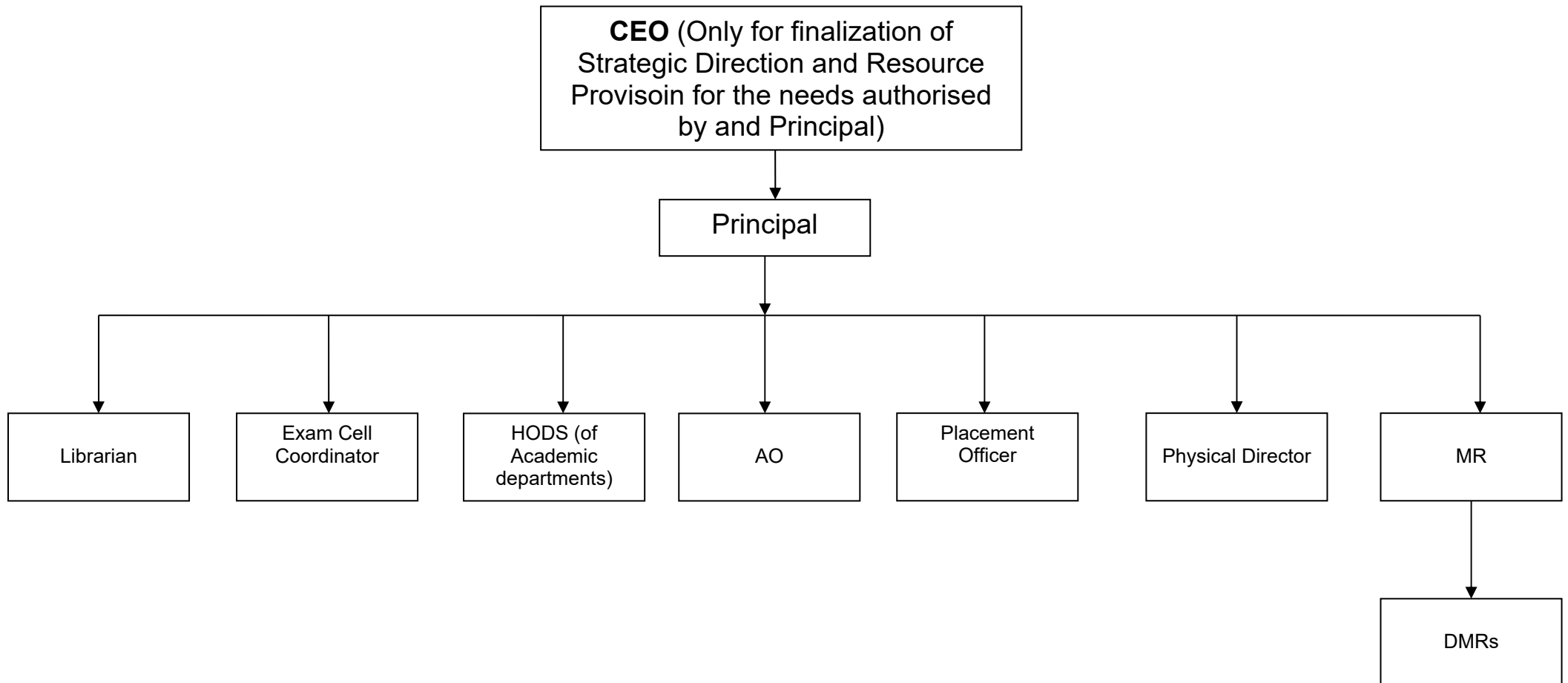
DOC NO.: AM05B


ORGANIZATION CHART

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|---|--------------------|--------------------------|
|  | APEX MANUAL | DOC NO.: AM06 |
| | PLANNING | |

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1.0 PURPOSE:

To identify the risks and opportunities of individual processes and these are considered for the planning of QMS including defining objectives and targets.

2.0 REFERENCE: ISO 9001:2015, Clause 6.0

3.0 RESPONSIBILITY: Respective HODs

4.0 DESCRIPTION:

The individual sub clause wise reference documents supporting the requirements are given below.

| Subclause Number | Title of the subclause | Reference to supporting Document |
|------------------|---|---|
| 6.1 | Actions to address risks and opportunities | QP01 to QP09 includes process wise risk assessment carried out based on the procedure of risk assessment defined in QP01B. Risk assessment also include actions to address high and medium risks (or opportunities) identified |
| 6.2 | Quality objectives and planning to achieve them | QP02, QP03, QP05, QP06 and QP07 also includes the objectives and targets defined for individual process and objective monitoring record is maintained reflecting the planning to achieve the target against objectives. Management level objectives are maintained as per AM06A. |
| 6.3 | Planning of changes | Review of context, interested parties needs risk assessment are planned once in a year and based on the review changes if any are incorporated. Academic Process change is done only when there is a change in Syllabus and Curriculum and are reflected in Course delivery plan (in case of theory courses and cycle of experiments in case of laboratory courses). In addition any minor changes to course delivery plan is incorporated with the approval of HODs. System changes are also incorporated as detailed in QP01 and Changes to customer requirements (by of change of branches or transfer of institutions are incorporated as detailed in QP02. |

5.0 DOCUMENTS AND RECORDS: Risk assessment and objectives included in the respective quality procedures referred above.

**APEX MANUAL**

DOC NO.: AM06A

MANAGEMENT OBJECTIVES AND TARGETS

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| Objectives | Targets |
|---|----------------|
| Acquiring NBA accreditation for UG Programs | January 2017 |



APEX MANUAL

DOC NO.: AM07

SUPPORT

Rev. No. 00

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1.0 PURPOSE:

To Identify and Provide Resources required for the Implementation, Maintenance and Contnual Improvement of QMS

2.0 REFERENCE: ISO 9001:2015, Clause 7.0

3.0 RESPONSIBILITY: Respective HODs

4.0 DESCRIPTION:

The individual sub clause wise reference documets supporting the requirements are given below.

| Subclause Number | Title of the subclause | Reference to supporting Document |
|------------------|--|---|
| 7.1.1 | General | For the current processes identified resource requirements are identified and included in QP01A to QP09A. Additional resources required are identified by HODs (or AO for non academic processes) and provided after review at MRM (or subsequently reveiwed at MRM once provided). Need for external providers requirements are identified for Value added courses as well as for procurement of consumables for laboratory courses or physical education process as detailed in QP03 or QP07. |
| 7.1.2 | People | QP09 details the process of providing additional manpower when required |
| 7.1.3 | Infrastructure | Needs of Infrastructre requirements are included along with respective Process Modules QP01A to QP09A (in addition to specific requirements identified for laboratory courses and library process as detailed in ,QP03 and QP05 (through provision of annual budget). Additinal needs are identified and provided as reviewed at MRM Maintenance of laboratory equipments are detailed in QP03. |
| 7.1.4 | Environment for the operation of the Process | The Institute is located away from the city (supported with trannsporation / hostel facilities for both students and faculty members to come to the institute) inorder to provide an ambience for learning. During maintenance (or routine checking of laboratory instruments), any faulty instruments after repair are taken for calibration if required as detailed in QP03 |



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SUPPORT

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| Subclause Number | Title of the subclause | Reference to supporting Document |
|------------------|------------------------------------|---|
| 7.1.5 | Monitoring and Measuring Resources | Not applicable as the instruments provided are mainly used for knowledge transfer and not for measuring the quality of the academic services provided. For examination process also, verification of faculty members capability for evaluation is also not applicable as the evaluation of end semester examination is the responsibility of the University (being affiliated institution) and as and when it is applicable process will be defined and implemented. |
| 7.1.6 | Organizational knowledge | Process wise knowledge requirements are included in QP01 to QP09. |
| 7.2 | Competence | Training to enhance competence is detailed in QP08 |
| 7.3 | Awareness | Awareness Training to new employees (orientation training) is detailed in QP08 |
| 7.4 | Communication | QP01 to QP09 includes communication matrix for individual process which details the internal communication requirements along with relevant communication with the interested parties for the process |
| 7.5 | Documented Information | Documented Information to be maintained as part of QMS includes Apex Manual, Quality Procedure which also includes relevant forms. Laboratory Manuals are maintained for laboratory courses. Records to be maintained for each processes are identified and included in the respective Procedures. Control of Apex Manual and Quality procedures and control of records are detailed in QP 01 and those of Laboratory Manuals in QP03. External document control is addressed in QP03 and QP05. |

5.0 DOCUMENTS AND RECORDS: Records related to Man Power Recruitment, Training, Maintenance, Control of documented information addressed in QP01, QP03, QP08 and QP09 in addition of communication matrix and Process Knowledge included in QP01 to QP09.



APEX MANUAL

DOC NO.: AM08

OPERATION

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1.0 PURPOSE: To plan, implement and control processes need to meet the requirements for the provision of products and services and to implement actions identified through risk assessment

2.0 REFERENCE: ISO 9001:2015, Clause 8.0

3.0 RESPONSIBILITY: Respective HODs

4.0 DESCRIPTION:

The individual sub clause wise reference documents supporting the requirements are given below.

| Subclause Number | Title of the subclause | Reference to supporting Document |
|------------------|--|--|
| 8.1 | Operational planning and Control | Requirements are covered in the respective procedure manuals on Processes such as Admission (QP02), Academic (including externally provided products) (QP03), Examination process (QP04), Library (including procurement of Books and periodicals from external providers) (QP05), Training & Placement (QP06) and Physical Education (including procurement of sports goods from external providers(QP07) and Procurement of stationary(QP09) |
| 8.2 | Requirements for Products and Services | Admission Procedure – QP02 |
| 8.3 | Design and Development of Products and services | Not Applicable as curriculum development is the responsibility of the University (being an affiliated institution) |
| 8.4 | Control Externally Provided Processes, Products and Services | Procurement Laboratory Equipments and consumables- QP03, Procurement of books and periodicals - QP05, Procurement of Sports goods- QP07 and Procurement of Stationary –QP09. |
| 8.5.1 | Control of Production and Service Provision | Academic Procedure- QP03, Examination Procedure –QP04, Library services –QP05, Training and Placement-QP06, Physical Education-QP07. |



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OPERATION

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| Subclause Number | Title of the subclause | Reference to supporting Document |
|------------------|---|---|
| 8.5.2 | Identification and Traceability | Students identification through roll number or register number addressed in QP02& QP03, Course identification through course code as addressed in QP03 and identification of laboratory consumables as included in QP03. Identification library books and periodicals addressed in QP05 |
| 8.5.3 | Property belonging to customers or external providers | Control on students' certificates addressed in QP02. For any material to be taken out gate pass system is being followed which also takes care of externally providers' products also. |
| 8.5.4 | Preservation | Addressed in QP03 for Laboratory consumables, QP05 for Library books and periodicals, QP07 for Consumables for Physical Education and QP09 for stationary |
| 8.5.5 | Post-Delivery activities | Students who have completed the course are provided with testimonials when requested for. For those who have not completed the course, support is given for writing the examination and complete the course. |
| 8.5.6 | Control of Changes | Any changes to course delivery is reflected in course delivery plan and laboratory cycle of experiments for laboratory courses and incorporated with the approval of HODs. |
| 8.6 | Release of Products and Services | Academic services are provided once all the arrangements to cover the syllabus is ensured as included in the cycle of experiments or course delivery plan prior to commencement of each cycle or semester (in case of theory courses) |
| 8.7 | Control of non conforming Products | Addressed in QP03 for handling non conformity with regard to academic services. Related to other procurement, it is addressed in QP03, QP05, QP07 or QP09 for the disposal of nonconformity if any identified. |

5.0 DOCUMENTS AND RECORDS: Records related to Admission, Examination, Library, Placement & Training, Physical Education, Administration (including the procurement of products addressed in the respective procedures) QP02 to QP07 & QP08.



APEX MANUAL

DOC NO.: AM09

PERFORMANCE EVALUATION

Rev. No. 00

Rev. Date: 06-01-2016

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1.0 PURPOSE:

- 1.To define the monitoring and measurement requirements and use the data for performance evaluation.
- 2.To collect the feed back from students and industries and to analyse the data towards improvement of customer satisfaction.
3. To plan and conduct internal audit.
4. To review the performance of QMS through periodical Management Review.

2.0 REFERENCE: ISO 9001:2015, Clause 9.0

3.0 RESPONSIBILITY:

1. Product or Service and Process Measurement – Academic department HODs/ AO/ Examination Cell Coordinator/ Librarian/ Placement Officer/ Librarian
3. Customer Satisfaction Measurement- Academic department HODs/ Placement Officer
4. Internal audit and MRM- MR

4.0 DESCRIPTION:

The individual sub clause wise reference documents supporting the requirements are given below.

| Subclause Number | Title of the subclause | Reference to supporting Document |
|------------------|--|--|
| 9.1 | Monitoring, measurement, analysis and evaluation | |
| 9.1.1. | General | Measurement of Product or Service as well as process parameters – QP02 to QP09 |
| 9.1.2 | Customer Satisfaction | Academic Procedure – QP03 & Training and Placement Procedure – QP07 |
| 9.1.3 | Analysis and Evaluation | Addressed in QP02 to QP09 |
| 9.2 | Internal Audit | Addressed in QP01 |
| 9.3 | Management Review | Addressed in QP01 |

5.0 DOCUMENTS AND RECORDS: Records related to Inspection, customer satisfaction measurement, internal audit, management review and analysis and evaluation as detailed in QP01 to QP09.



APEX MANUAL

IMPROVEMENT

DOC NO.: AM10

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1.0 PURPOSE:

1. Identify improvement opportunities and implement necessary actions to meet the customer requirements and enhance customer satisfaction

2.0 REFERENCE: ISO 9001:2015, Clause 10.0

3.0 RESPONSIBILITY: HODs of Academic Departments/ AO/ Exam Cell Coordinator/
Librarian/ Placement officer

4.0 DESCRIPTION:

The individual sub clause wise reference documents supporting the requirements are given below.

| Subclause Number | Title of the subclause | Reference to supporting Document |
|------------------|--------------------------------------|--|
| 10.1 | General | Addressed in respective procedures QP01 to QP09 |
| 10.2 | Non conformity and corrective action | Addressed in QP01 to QP09 |
| 10.3 | Continual Improvement | Improvement objectives are defined and ensure sustenance of the target through on going practices. |

5.0 DOCUMENTS AND RECORDS: Records related to non conformities and corrective actions as detailed in QP01 to QP09 .