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**Internal Quality Assurance Cell (IQAC)**



## Best Practices

### Practice 1: IQAC Contribute, Monitor and evaluate Teaching & Learning Processes (TLP)

The process of IQAC audit contributes in TLP during each semester in an academic year is as follows:

IQAC will meet every semester and plan for academic audits during the semester. Different audit teams are formed with the external auditor to audit the academic performance of the various departments (Interdepartmental). The audit team will verify the following documents of each department in line with OBE process, and make necessary recommendations to enhance quality of technical education.

1. Planning of course delivery (Course Material File)
2. Work Diary, attendance registers
3. Blue book evaluation with scheme for evaluation
4. Local Guardian Books with the meeting details
5. Project reports
6. Laboratory evaluation process.

The audit team submits the report to the IQAC coordinator, and he analyzes them with the head of the institution. Next head of the institution discusses audit findings with concerned department heads and gives suggestions for addressing the concern(s) raised by the IQAC.

### Practice 2: Rubrics for evaluation process

The IQAC team of the institution framed the rubrics and formats to be followed for the evaluation process of various reports academic activities as mentioned below: Project phase I and Phase II, Technical seminar, and Internship.

### Practice 3: Orientation Programs

The IQAC team initiates orientation programs for faculties, whenever program course syllabus is changed/updated or any new course is introduced. The outcome of this is to make faculties to become familiar with the changes in the syllabus for successfully conducting the courses.

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