JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
UNIVERSITY COLLEGE OF ENGINEERING JAGTIAL
(AUTONOMOUS)
Nachupally (Kondagattu), Kodimial (M), Jagtial Dist.-505 501, Telangana (India)
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A constituent College of JNTUH, Hyderabad & Approved by AICTE, New Delhi, Recognised by UGC u/s 2(f) & 12(B) of UGC Act 1956
Accredited by NAAC with A+ Grade

Dr. S. VISWANADHA RAJU
Senior Professor of CSE & **PRINCIPAL**

CIRCULAR

No.UCEJ/July/03/2025/ **Date: 17.07.2025**

All Heads of the departments hereby informed that, in preparation for the upcoming accreditation review and continuous quality improvement, you are kindly requested to coordinate the following actions in your respective departments:

Mentor-Mentee Allocation & Interaction:

Assign faculty mentors to student groups and initiate mentor-mentee interactions without delay. These meetings are essential for personal and academic guidance, and should be conducted regularly to submit the yearly report for NAAC.

Course Registration Forms:

Collect duly filled Course Registration forms from all students and ensure that records are maintained departmentally for verification purposes.

Elective Course Selection:

Facilitate the collection of student choices for Professional Electives through the SWAYAM-NPTEL platform. Submit the final compiled data to the Exam Branch on or before 26-07-2025.

Consistent Departmental Updates:

Regularly update departmental webpages, including: Syllabus revisions, Faculty profiles, department achievements and credentials etc.

These updates play a crucial role in enhancing transparency and showcasing departmental progress.

Academic Documentation:

Maintain proper documentation and evidences of academic activities such as Power Point presentations, Project reports, and Event records for future reference and audits.

Encourage Minor Degree Enrolments:

Actively motivate students to enroll in Minor Degree Programs to enhance their skill set and employability.

Rubric Implementation:

Standardize and implement rubrics for assessments in line to University Regulations and accreditation bodies.

Student Presentations/ Case studies/ Seminars, Project Work and Other co-curricular activities. This ensures fairness, clarity, and objective evaluation.

Additional Department-Specific Initiatives:

Feel free to introduce any other innovative or student-centric practices as per your departmental vision.

IQAC Submission:

All documentation, records, and evidence related to the above points must be compiled and submitted to the IQAC Cell at the end of the semester as part of the accreditation and quality audit process to submit the yearly report for NAAC.

Thank you for your support and cooperation.

Encl: Rubrics, Mentor-Mentee Roles & Responsibilities

PRINCIPAL

Copy to Vice-Principal.
Copy to all HODs with a request to circulate among all the staff.
Copy to file.

JNTUH UCEJ - Mentor-Mentee Roles and Responsibilities
(Aligned with Institution and Department Vision and Mission)

Institution Vision Alignment

JNTUH UCEJ strives to develop technically skilled, socially responsible, and ethically sound graduates through quality education and continuous mentoring that fosters academic excellence, innovation, and leadership.

Mentor – Roles and Responsibilities

- Mentors guide students' academic, personal, and professional growth, promoting innovation, confidence, and ethical conduct.

Roles:

- Academic Advisor: Guides academic planning and improvement.
- Career Coach: Supports goal setting and skill development.
- Professional Connector: Provides exposure to industry and research opportunities.
- Ethical Role Model: Demonstrates integrity and social responsibility.

Responsibilities:

- Build trust and maintain confidentiality.
- Identify mentee needs and support overall well-being.
- Conduct regular mentoring sessions with documentation.
- Encourage participation in academics and co-curricular activities.
- Foster critical thinking, leadership, and problem-solving skills.
- Guide mentees through challenges and refer to support services as needed.
- Communicate consistently and track mentee progress for institutional reporting.

Mentee – Roles and Responsibilities

- Mentees actively engage in their development, embracing learning and ethical behavior under mentor guidance.

Roles:

- Proactive Learner: Committed to academic and skill growth.
- Growth Seeker: Seeks feedback and learning beyond curriculum.
- Responsible Individual: Upholds respect and professionalism.

Responsibilities:

- Attend mentoring sessions regularly and communicate openly.
- Set and pursue goals aligned with institutional mission.
- Apply mentor guidance and take ownership of progress.
- Respect mentor's time and maintain professionalism.
- Maintain records and participate in mentorship processes.

Conclusion:

This mentoring framework supports JNTUH UCEJ's commitment to excellence, innovation, and social responsibility, fulfilling accreditation requirements and enhancing student success.

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Department of _____

Power Point Presentations (PPT)/ Poster Presentation based on the attached Power Point Presentations (PPT)/Poster Presentation Rubric

Programme (B.Tech. / M.Tech): **Year & Sem. :** **Theory Subject :**

Sl. No.	Roll No./ HT No.	Name of the Student	Title of the Presentation	Content Quality vs. Technical Understanding						Communication Skills vs. Engagement						Total Score obtained	Total Score (12 Attributes x 4 = 48x4=48)	Total Marks (out of 5), M = (Total Score Obtained / Total Score) × 5
				Clarity of Topic	Content Relevance	Understanding of Subject	Data & Examples	Slide Design	Others	Verbal Communication	Eye Contact & Body Language	Timing & Flow	Audience Engagement	Response to Questions	Others			
1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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Faculty Coordinator Head of the department Vice Principal/IQAC Coordinator Principal

Power Point Presentations (PPT)/Poster Presentation etc. Rubric

Rubric 1: Content Quality vs. Technical Understanding

Attributes	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1. Clarity of Topic	Topic is clearly defined and focused; purpose is obvious.	Topic is clear with minor ambiguity.	Topic is somewhat unclear or lacks focus.	Topic is confusing or poorly chosen.
2. Content Relevance	Thorough and well-researched; content aligns with curriculum outcomes.	Mostly relevant and informative.	Partially relevant; lacks depth.	Off-topic or shallow content.
3. Understanding of Subject	Demonstrates deep understanding and explains concepts accurately.	Good understanding with minor errors.	Basic understanding; explanations lack depth.	Misunderstanding or misrepresentation of concepts.
4. Data & Examples	Uses strong data, examples, or case studies effectively.	Includes appropriate examples with some detail.	Limited or loosely connected examples.	Little or no supporting data or examples.
5. Slide Design	Visually engaging, consistent, and professional slides.	Mostly clear and readable slides with good structure.	Basic design; some readability issues.	Poor formatting, cluttered or distracting slides.
6. Others:				

Rubric 2: Communication Skills vs. Engagement

Attributes	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1. Verbal Communication	Speaks clearly, confidently, and fluently.	Mostly clear; minor hesitations.	Understandable but lacks fluency or energy.	Mumbles, unclear, or lacks confidence.
2. Eye Contact & Body Language	Maintains eye contact, uses gestures naturally.	Occasional eye contact and gestures.	Limited engagement with audience.	Avoids eye contact; closed or distracting posture.
3. Timing & Flow	Excellent pacing; presentation flows smoothly.	Minor timing issues; good flow.	Uneven pacing or rushed in parts.	Poor timing; disorganized flow.
4. Audience Engagement	Actively engages audience; invites interaction or discussion.	Some effort to connect with audience.	Minimal interaction; one-way delivery.	No engagement or connection with audience.
5. Response to Questions	Handles questions confidently and accurately.	Answers most questions with moderate confidence.	Hesitant or partial answers.	Unable to answer or avoids questions.
6. Others:				

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Laboratory Projects based on the attached Laboratory Project Rubric

Programme (B.Tech. / M.Tech): **Year & Sem. :** **Practical Subject Name :**

Sl. No.	Roll No./ HT No.	Name of the Student	Title of the Laboratory Project	Technical Competency vs. Project Execution						Learning Outcomes vs. Soft Skills						Total Score obtained	Total Score (12x4=48)	Total Marks (out of 10), M = (Total Score Obtained / Total Score) × 10
				Problem Identification & Application of Theory	Experiment Design & Tools Usage	Data Handling & Analysis	Innovation & Result Validation	Documentation & Presentation	Others	Goal Clarity & Critical Thinking	Learning from Mistakes & Time Management	Contribution & Teamwork	Ethics & Communication	Demonstration & Response to Questions	Others			
1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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Laboratory projects Rubric

Rubric 1: Technical Competency vs. Project Execution (5 Attributes)

Attributes	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1. Problem Identification & Application of Theory	Clearly defines problem and applies theory accurately.	Minor gaps in problem or theory application.	Vague problem or weak theoretical grounding.	Misunderstood problem; no theoretical link.
2. Experiment Design & Tools Usage	Well-planned design and efficient use of appropriate tools.	Adequate design and tool selection with minor flaws.	Functional design; tool use is limited.	Poor design; tools misused or irrelevant.
3. Data Handling & Analysis	Thorough data collection and insightful analysis.	Data mostly accurate; logical interpretation.	Some data gaps; basic interpretation.	Incomplete/misleading data or no analysis.
4. Innovation & Result Validation	Demonstrates originality and validates results effectively.	Shows creativity; reasonable result checking.	Limited creativity; partial validation.	No innovation; results not validated.
5. Documentation & Presentation	Well-written report and confident, clear presentation.	Mostly organized report; acceptable delivery.	Basic report; presentation lacks clarity.	Incomplete report; poor communication.
6. Others:				

Rubric 2: Learning Outcomes vs. Soft Skills (5 Attributes)

Attributes	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1. Goal Clarity & Critical Thinking	Clear objectives with strong analytical reasoning.	Slightly broad goals; good thinking.	Goals loosely defined; limited analysis.	Vague objectives; lacks critical thinking.
2. Learning from Mistakes & Time Management	Reflects and adapts; work delivered on time.	Minor delays or learning gaps.	Learning is shallow; close calls with deadlines.	Poor time use; ignores feedback.
3. Contribution & Teamwork	Leads and collaborates effectively.	Active participation with occasional issues.	Passive or inconsistent involvement.	Rarely contributes or disrupts group work.
4. Ethics & Communication	Shows integrity; communicates clearly.	Generally ethical; minor clarity issues.	Needs reminders for ethics or clarity.	Lacks integrity or clear communication.
5. Demonstration & Response to Questions	Engaging visuals; confidently handles questions.	Adequate support materials; answers most questions.	Visuals basic; hesitant responses.	No visual support; cannot respond to questions.
6. Others:				

These rubrics are concise, efficient, and aligned with **Outcome-Based Education (OBE)** assessment.

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Project Evaluation based on the attached Project Evaluation Rubric

Programme (B.Tech. / M.Tech): **Year & Sem. :** **Mini Project / IOP/ Major Project etc. :**

Sl. No.	Roll No./ HT No.	Name of the Student	Title of the Project	Problem Identification & Differentiation	Feasibility Study (Technical, Operational, Economic)	Understanding & Use of the Dataset	Sample Example with Step-by-Step Process	Testing with Multiple Approaches	Identification of Limitations & Improvements	Progress Tracking (Every 15 Days)	Prototype / Demonstration	Documentation & Report Quality	Video Recording / Presentation	Awards / Certifications / Hackathon Participation	Others	Total Score obtained	Total Score (12x4=48)	**Total Marks (out of N), M = (Total Score Obtained / Total Score) × N**
1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	**XXXX**	**XXXX**	**XXXX**	**4**	**3**	**3**	**3**	**4**	**3**	**3**	**3**	**3**	**3**	**3**	**4**	**39**	**48**	
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Project Evaluation Rubric

Attributes	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1. Problem Identification & Differentiation	Clearly defined, relevant problem with detailed comparison to existing methods; strong novelty	Problem identified with moderate differentiation and improvement over existing solutions	Vaguely defined problem, minor or unclear innovation	Unclear problem or simply replication of existing work
2. Feasibility Study (Technical, Operational, Economic)	Detailed study covering technical viability, operational scope, and cost analysis	Adequate coverage of at least two feasibility aspects	One or more incomplete feasibility assessment	No feasibility study included
3. Understanding & Use of the Dataset	Comprehensive knowledge, proper preprocessing, validation, and insightful usage of data	Satisfactory use of the dataset with minimal preprocessing	Basic dataset usage without processing or insight	Misunderstanding or misuse of the dataset
4. Sample Example with Step-by-Step Process	Realistic sample input data provided with a detailed, logical, and replicable process flow	Input data used with a fairly complete step-wise explanation	The sample or steps are incomplete or unclear	No clear sample or logical sequence
5. Testing with Multiple Approaches	Exhaustive testing using unit, integration, black/white-box methods; results well-documented	Multiple testing methods applied with basic analysis	Limited or poorly explained testing	No or irrelevant testing
6. Identification of Limitations & Improvements	Clearly articulated limitations with actionable suggestions for future scope	Limitations are addressed briefly, with some future scope	Superficial mention of limitations	No analysis of limitations or future work
7. Progress Tracking (Every 15 Days)	Timely, consistent reports with logs, issues, resolutions, and updates	Reports submitted regularly with minor inconsistencies	Irregular or brief reports	No progress tracking or records
8. Prototype / Demonstration	Fully working system, live demonstration, interactive or deployed on web/mobile	Prototype functional with recorded demo or screenshots	Partial prototype with limited demonstration	No prototype or only a theoretical explanation
9. Documentation & Report Quality	Thorough, well-organized documentation (report, diagrams, citations, appendices)	Report is mostly complete with some gaps	Poorly structured or incomplete documentation	Very minimal or no documentation
10. Video Recording / Presentation	Professionally recorded demo or presentation clearly explaining the project	Informative video with decent explanation	Low-quality or incomplete video	No video submitted
11. Awards / Certifications / Hackathon Participation	Won prizes or received certifications in hackathons or relevant events	Participated in external events with documented proof	Applied or mentioned events without proof	No participation or recognition mentioned
12. Others:				