



JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

INTERNAL AUDIT CORRECTION REPORT

Academic year 2020-21

		DATE	5 th August 2021
PROCESS	Academic Process		
Auditors	1) Dr. Krishan Kant Saini 2) Dr. Smita Jain	Auditees	Applied Science Faculty Members
Observers	1) Dr. Sarita Poonia 2) Mr. Manoj Pathak		

Observation Table -

S.No	Observation	Status & Remark
1	All Academic process	Signed by HOD
2	Course File(Dr. Tripathi Gupta, Ms. Swarnima Joshi)	Sample checked found completed
	2(a) CO, PO & Mapping	COs are clearly mentioned & Mapping is done
	2(b) CO wise Assignments	Completed
	2(c) MTTs Question Paper & Solutions	Question Papers are as per format & Solutions are completed.
	2(d) CO Analysis	Analysis done and action taken found
	2(e) Remedial Lectures	Completed
	2(f) Advance Learners	Highlighted in course file
	2(g) Slow learners efforts taken	Documents are maintained
3	Student Participation in Technical activities/ Webinar	Found satisfactory
4	Social Activities/ Ethical/Moral value Education	Done via Anandam Activity & Project Reports are found
5	Mentor File (Sample checked)	Found satisfactory
6	Lab Records & Assignments of Students (Pdfs Checked)	Found satisfactory
7	Budget	Compilation In process

8	FDP/Publications	Faculty members produced the proof of FDP attended & Publication are found satisfactory
9	Curricular and Co-curricular activities	Activities are organized for students & Reports are found
10	Student Feedback Analysis	Feedback is taken & Analysis is done

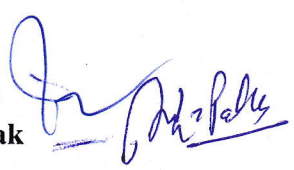
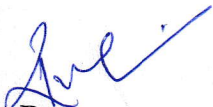
Auditors-

1. Mr. Krishan Kant Saini
2. Dr. Smita Jain

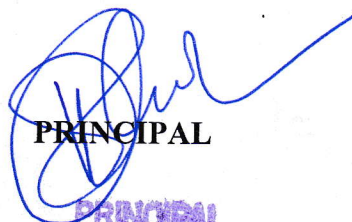



Observers –

1. Dr. Sarita Poonia
2. Mr. Manoj Pathak

Dean
(First Year)
(Applied Science)
Dean First Year
JECRC, Jaipur



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Department of Applied Science

Format for Academic Audit (2020-21)

Name of the Department : Applied Science(First Year)

Date: 5th August 2021

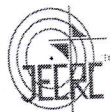
Name, Designation and Address of Academic Audit Experts:

- 1. Mr. Sarvesh Shrivastava**
Manager, Technical Services
Ultra Tech Cement Ltd.
- 2. Mr. Jitendra Kumar**
Project Lead
Scalability Engineers Pvt. Limited

Members of Staff Present:

- 1. Dr. Ruchi Mathur**
- 2. Dr. Barkha Shrivastava**
- 3. Dr. S.K. Dixit**
- 4. Dr. Neelu Jain**

Criterion	Items	Verifica tion Yes / No	Comments	Suggestions for improvement
1. Cur ricu lum	Steps followed in the designing of syllabus & curriculum	Y	Affiliated to Rajasthan Technical University (Still course enrichment activities found)	-
	Contents of the Curriculum			
	Validation done			
	IDC / EDC			
	Credits allotted / distribution			



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	- logic			
2. Curriculum Transaction	Teaching methods & teaching aids	Y	<ul style="list-style-type: none"> • Chalk and Talk • Practical Knowledge in the form of lab videos • Presentations • Assignments 	Guest Lectures can be organized on application of first year subjects
	E-learning modules	Y	<ul style="list-style-type: none"> • Online ppts and videos for students uploaded on website • NPTEL/Swayam content links are given • Question banks are also provided on website 	As per the new credit system all the students should be motivated to do credit course on various portals
	Internal assessment – components – Uniqueness	Y	<p>Internal Assessment is done through various means:</p> <ul style="list-style-type: none"> • Online MTTs • Online Assignments • Presentations • Online viva through MCQ's <p>CO analysis is done for MTTs and slow and advanced learners are identified on this basis.</p>	Is transparency of online exams taken care of? Guidelines for online exams clearly mentioned?
	Student support – remedial coaching	Y	<p>Slow Learners are identified on the basis of CO analysis and remedial classes are conducted for them. Weak student assignment and Retest is also conducted for them</p>	Found satisfactory
	Parents Open House Meeting –	Y	Parents are informed time to time about the progress of their ward through class	Frequency of meeting can be increased in



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	evaluation of student's progress		coordinators. One ptm per semester is also planned in first year.	online mode.
	Feedback from students	Y	Feedback from students is taken and same is shared with faculty members.	Found satisfactory
	Steps taken on the feedback	Y	Feedback analysis is done and on the basis of analysis proper actions are taken.	Appreciations may be given to those faculty members with best feedback.
3.Faculty Profile	Projects completed / on going	NA	NA	NA
	Seminars / conferences attended	Y	Faculty attends both offline and online seminars, conferences and workshops	Satisfactory
	Papers / articles / books published	Y	Maximum faculty is PhD and regularly involved in research and development.	Publication in 20-21 are less, needs a boost. Book Chapters may be increased.
	FDP / RC / OC / Training Program / Workshop	Y	Faculty attends both offline and online FDPs and Training Programs	Satisfactory
	Preparation of E-learning materials / Content	Y	Faculty is involved in developing E learning materials and share the same with students. PPTs for theory and lab videos are being uploaded on website too along with assignments, Question Banks and viva questions.	Found satisfactory
	Acted as resource	Y	As it is UG college very few faculty is involved in	Requires more work in this area



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	persons		activities like research guidance.	
4.Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Y	990	Appreciable
	Students involvement in extra-curricular & Co curricular activities	Y	95% students participated in some extra –curricular and co curricular activities in online mode. College organises various such activities for students to participate and organize.	Satisfactory....students may organize some activities
	Study tour / industrial visits / exhibitions / Internship / Training	Y	Every year Annual Project Exhibition is planned for students but could not happen . Some students are involved in training in second semester in online mode.	Industrial visit or field visit can be planned for first year students when college opens.
	Achievements	Y	Students scored prizes and recognitions in various technical and social activities.	
5. Infrastructure in the Department	No. of class rooms	Y	13	Sufficient classrooms for proper engagement of classes
	No. of laboratories	Y	8	Sufficient infrastructure for faculty and student learning.
	No. of computers – for teachers	Y	6 computers in department exclusive for faculty members. 3 computer labs	
	No. of computers – for students	Y	3 computer Labs(28*3= 84)	



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	No. of instruments	Y		<i>Satisfactory</i>
6. Activities of the Department	Conference / Seminar / Workshop conducted	Y	Department organised webinars and technical activity in 2020-21.	National /International conference and FDP may be planned.
	Extension Activity	Y	Students are encouraged to participate in various extension activities like tree plantation, cleanliness drive, blood donation, social activities etc. Through Anandam 100% students participated in such activities.	Project Reports found. Good Work done. Appreciable.
	Interaction with Industry / Research Centres / Educational Institutions	Y	Students participate in various inter college activities and attend sessions from various alumnus and industry persons.	Frequency can be increased
	Newsletters / Magazine	Y	Department releases bi annual E magazine edited by faculty members and students	Found satisfactory
	Placement	NA		

Please comment on SWOT Analysis :

Strength:

- Expert and dedicated faculty with strong research and publication.
- Maximum number of faculties holding doctorate degree.
- All the students of first year participate in the 15 day long induction program(including all branches).
- Interdisciplinary syllabus and interaction with faculty of almost all branches.

Weakness:

- Behavioural problem in students.



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- Students from rural area face language problems
- Less faculty funding and research facilities.

Opportunities:

- Societal interaction.
- Technological advances.
- Opportunity to promote oneself as administrator.
- Enhancement of monitoring skills.
- To participate or work as organizes and volunteers in different technical and social events.

Challenges:

- Industry Expectation.
- Reporting requirements absorb large resources.
- Curriculum is decided by affiliating university.
- Sift on focus on quantitative achievement vs. qualitative achievement.

Best Practice (s) / Innovations of the Department:

Practice-1: J-Techtrix (Redefine the Possible)

Practice-4: Anandam "A Community Services Program" (CSP)

Practice-5: Laboratory videos for practice purpose

Practice-6: One to one interaction with students through Mentoring

Practice-7: Students @ Editorial Board

Practice-8: Faculty up gradation for imparting Quality Teaching

Future of the Department:

- More students driven activities
- Industry visits and hands on training
- More activities based on soft skills and communication


Signature of the HoD with Seal
JECRC, Jaipur


Signature of the Academic Audit Experts


(Principal)

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