

Academic year-2019-2020

#### Internal Quality Assurance Committee

#### Circular

No: JECRC/2019/Meeting/

Date: 04.12.2019

This is to inform all members of IQAC that there is a meeting on "Feedback analysis and action taken report from different stake holders" scheduled from 2 to 4 pm on 07.12.2019 at the A-Block Conference hall. The Program coordinator are requested to bring the feedback analysis of their department for discussion on the following agenda points:

- 1. Feedback analysis for different stakeholders.
- Discussion on action taken report on student's curriculum, co-curricular, facilities, hostel and transport.
- 3. Discussion on action taken report on parent's feedback.
- 4. Discussion on action taken report on alumni feedback.
- 5. Discussion on action taken report on Employer feedback.
- 6. Any other

CC to

- Principal
- Registrar
- All HOD's
- All IQAC Members
- On the notice board

IQAC Coordinates artment
Head of the Department
Mechanical Engineering
JECRC, Jaipur



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#### **Minutes of Meeting**

Meeting Venue: Conference Hall, A-Block

Date: 08/12/2019

The meeting held on 7.12.2019 regarding feedback taken by different departments which department collects from the different stakeholders and later analysis is done at department level and submitted to IQAC. Later the analysis is done and IQAC prepares the collective feedback analysis and shared to the stakeholders. The various stake holders are mainly the students, faculty members, alumni, parents and employer. Based on the analysis, an action taken report is prepared for further improvement.

IQAC coordinator shared the action taken report with the program coordinator and also with all the faculty members about the feedback and the analysis of the stakeholders. The following agenda points were discussed.

#### Students Curriculum: Student's Curriculum feedback forms received from students and summary as follows

Parameters	Respon	ises	Action taken		
	<60%	≥60%			
Vision of JECRC	4.90	95.10	Majority of the students agreed with the Vision statement of JECRC		
Mission of JECRC	5.15	94.85	Majority of the students agreed with the Mission statement of JECRC		
Curriculum provided by university is satisfactory	8.96	91.04	Curriculum is as per RTU. IQAC advised the all-faculty members to identify more content beyond the syllabus and introduce more add on courses.		
Curriculum provided by university will help me in getting jobs	9.73	90.27	To fill the gap between the curriculum provided by university and requirement of industry, IQAC advised to the all-faculty members to identify more content beyond. Introduced more add on courses, enhance the number of industrial visits, guest lecturers etc.		



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Curriculum will help me in competing at global level.	13.16	86.84	IQAC advised to all HoDs to introduce advanced add on courses according to need of industries for students.
Preparing for higher education.	12.40	87.60	IQAC advised to all HoDs to arrange guest lectures on the importance of higher education for the students. Also, all faculty members are advised to provide the advanced study materials to all students.
Inter disciplinary knowledge	9.54	90.46	Every year all department of JECRC organized international conferences at one platform. Also, all HoDs are advised to arrange more interdisciplinary guest lectures and IV'S.
Human values, professional ethics & Environment & Sustainability included	9.28	90.72	IQAC advised to all HoDs to arrange awareness session on Environment & Sustainability, also plan activities.

#### Teaching Learning-feedback: Student's Teaching Learning forms received from students and summary as follows

Parameters	Responses		Action taken	
	<60	≥60		
To what extent the teacher discusses course outcomes and program outcomes in the class.	5.76	94.24	The students appreciate the efforts made by faculty members regarding the discussion of COs & POs. Few students required more discussion regarding the same. IQAC instructed to all HoDs to speak with his faculty members to increase the frequency of discussion of COs &POs in classroom.	
To what extent the teacher encourages participation and discussion in class.	5.16	94.84	The faculty members encourage innovative participation of students to make active discussions in classroom teaching. IQAC advised to all faculty members to increase the participation and discussion in class. Also increase the involvement of slow learners in discussion.	
To what extent teacher maintains regularity and punctuality in class.	5.28	94.72	The students appreciated the regularity and punctuality of faculty members in classroom. IQAC instructed to all HoDs to insure the regularity and punctuality of faculty members in class.	



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To what extent the teacher motivates students for participation in extracurricular activities.	7.80	92.20	The students appreciate the efforts made by the faculty members. Also, faculty members are advised to motivate the students to make maximum involvement in extracurricular activities.
To what extent the teacher provides mentoring for academic and non-academic matters	6.36	93.64	The students appreciated the faculty members. Also, it is advised to mentors to increase the frequency of active mentoring sessions, especially for slow learners.
To what extent faculty members deliver online lecture and e-notes through google classroom	5.58	94.42	The students appreciate the efforts made by the faculty members. Also, instructed to all faculty members to provide the advanced study materials like GATE, IES etc. materials, lecture videos, lab experiments videos through google classroom.
To what extent the faculty members provide the assignments and discussion related to problem solving approach	5.76	94.24	Almost all faculty members provide the quality assignment to the students. IQAC advised to faculty members to enhance the difficulty level of assignments by incorporate complex problems. Also provide last year GATE, IES etc. questions in assignments for fast learners and provide extra discussion time for slow learners.
To what extent faculty members provide notes/ppt /e-materials through online platform.	5.94	94.06	The students appreciate the efforts made by the faculty members. IQAC advised the faculty members to upload advanced study materials, lecture videos, lab experiments videos/ NPTEL/ Swayam/ Swayam Prabha links to students.
To What extent grievances related issues are addressed	6.42	93.58	The students appreciate the efforts made by the department. Almost all the grievances are addressed. IQAC instructed all HoDs to address all grievances related issues of students at time.

### **3. Alumni action taken analysis:** Alumni Feedback forms received from students and summary as follows

11.	Parameters	Responses		Action taken	
		≥60 %	<60%		



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To what extent you agree with the vision of JECRC	94.0	6.0	The majority of the alumni satisfied with the Vision statement of JECRC.
To what extent you agree with the Mission of JECRC	92.8	7.2	The majority of the alumni satisfied with the Mission statement of JECRC.
The extent to which the	following	abilities/sk	ills were inculcated in you:
Technical abilities	90.1	9.9	Alumni appreciated the technical abilities developed during the bachelor degree. IQAC advised to all HoDs to increase the number of technical activities in their respective department. Also, advised to introduce new add-on courses, increase the number of industry supported lab, industry visits, guest lecturers etc.
Communications Skills	91.2	8.8	Alumni feel that JECRC has put a lot of efforts into developing communications skills in them. Every year JECRC organized the training program for the development/ improvement of communication skills of the students. IQAC advised to training in charge to increase the number of days for training program. Also, IQAC advised to all HoDs to increase the frequency of student presentation and group discussion in their respective department.
Problem Solving Capacity	91.4	8.6	Alumni feel that JECRC has put a lot of efforts into developing problem solving capabilities in them. IQAC advised to all faculty members to increase the difficulty level of questions in assignments/ tutorials. Also, advised to all HoDs to organize such type of technical events that improve the problem-solving abilities in students.
Ethical Values & Social Responsibility	93.4	6.6	JECRC organized several activities to inculcate moral values and social responsibilities in students. Most of the students participated in these activities. IQAC advised to HoDs to motivate each student to participate in at least one activity.
Leadership Skills	92.4	7.6	Alumni appreciated the leadership skills developed in them during the bachelor degree. Every year JECRC organize several



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			activities to inculcate leadership skills in students. IQAC advised to all HoDs to increase the number of activities that improve the leadership abilities in students.
Ability to develop practical solutions to work place problems using technology and workplace equipment	90.7	9.3	Alumni appreciated the ability developed in them for practical solutions to work place problems using technology and workplace equipment. The IQAC advised to all HoDs to increase the number of activities that improve the ability of the students to provide practical solutions. Further, ensure that the students complete their projects on the college campus itself using college labs and facilities.
Working as part of a team	94.0	6.0	Alumni feel that JECRC has put a lot of efforts into developing team spirit in them. Every year JECRC organize several activities to inculcate team spirit in students. IQAC advised to HoDs to motivate each student to participate in at least one activity as a team member or team leader.

### **4. Parent's Feedback:** Parent's Feedback forms received from students and summary as follows

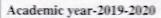
Parameters	Respon	ses	Action taken	
	<60% ≥60%			
To what extent you agree with the vision of JECRC	4.12	95.88	The majority of the parents appreciate the Vision statement of JECRC.	
To what extent you agree with the Mission of JECRC	4.65	95.35	The majority of parents appreciate the Mission statement of JECRC.	
How do you rate the infrastructure and ambience of the college for overall development of your ward?	8.16	91.84	Majority of parents appreciate the infrastructure and ambience of the college. Also, for further improvement, IQAC discussed this issue with campus in-charge, sports in-charge and others who are involved in the development/ maintenance	



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	of the contract of the contrac		of the infrastructure and ambience of the college.
To what extent the faculty of department is accessible to your ward	5.49	94.51	Parents appreciate the involvement of teachers with students. IQAC advised to mentors to increase the frequency of active mentoring sessions, especially for slow learners. Also, advised to class coordinators to create a WhatsApp group of respective class.
Where do you rate the efforts of the college in providing the study material and books to your ward	8.31	91.69	Parents appreciate the availability of study material. Center library has sufficient number of course books in hard copy as well as in soft copy. Also, each department has its own library. IQAC advised to Center library in-charge and department library incharge to enhance the quantity and quality of e-material.
How satisfied are you with the placement/ job opportunities provided by the college?	7.09	92.91	JECRC has good track record in campus placements. Parents appreciate the efforts made by college regarding to placement. IQAC advised the placement office to raise more concern about core companies and provide recruiters feedback of the respective department so that they can introduce new addon courses according to the need of industry requirement.
To what extent the opportunities are provided to your ward for curricular/cocurricular activities.	6.71	93.29	JECRC organized number of curricular/co- curricular activities every academic year. Majority of students participated in these activities. IQAC advised to faculty members to motivate each and every student to participate in at least one activity.
At what extent do you recommend JECRC to your friends/ relatives.	6.78	93.22	Majority of parents praise the environment of JECRC and recommend JECRC to their friends/ relatives. For continuous improvement, feedbacks are taken regularly from the stakeholders and actions have been carried out after the analysis of feedback.

5. Employer's Feedback analysis: Employer's Feedback received from industry person's and summary as follows





Parameters	Responses	14 15 1. 1.	Any suggestion
	<60%	≥60%	
Does our syllabus match with your industrial requirements	9	91	Curriculum is as per RTU. To fill the gap between the curriculum provided by RTU and requirement of industry, IQAC advised to the all-faculty members to identify more content beyond. Introduced more add on courses, enhance the number of
			industrial visits, guest lecturers etc.
Technical abilities of our students	O	100	Employers appreciated the technical abilities of the students. IQAC advised to all HoDs to plan new industry oriented new addon courses for students.
Analytical abilities of our students	0	100	Employers are satisfied with the analytical abilities of the students. IQAC advised to faculty members to enhance the
			difficulty level of assignments by incorporate complex problems. Also provide last year GATE, IES etc. questions in assignments. Also, advised to HoDs to motivate the students for paper presentation/ participation in conferences.
Would you like to visit JECRC again	0	100	Employers are satisfied with the effort made by the JECRC. IQAC advised to all HoDs to maintain and enhance the efforts for the overall development of the students.
Will you recommend JECRC to other companies	0	100	Employers are satisfied with the effort made by the JECRC. IQAC advised to all HoDs to maintain and enhance the efforts for the overall development of the students.
How would you rate our students already working in your company	0	100	Employers are satisfied with the pass out students of JECRC who are working in their companies. IQAC advised to all HoDs to



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			maintain and enhance the efforts for the overall development of the students.
Hospitality	0	100	Employers appreciate the hospitality of the JECRC. IQAC advised to training and placement department to take care of the hospitality of the employers/employers' representatives.
Overall experience at our institute	0	100	Employers appreciate the effort made by the JECRC for the overall development of the students and hospitality of the employers/employers' representatives. IQAC advised to all departments to maintain/enhance the efforts for continues improvement of the quality of the JECRC.

## **6. Students Extra Curriculum:** Feedback forms received from students and summary as follows

Parameters	Responses		A -44 TD-1	
rarameters	Farameters <60 ≥60		Action Taken	
How would you rate the extracurricular activities at campus?	7.5	92.5	Students appreciated the extracurricular activities in college. Every year JECRC organizes several extracurricular activities. IQAC advised to HoDs to increase the number of activities and motivate each student to participate in at least one activity.	
How would you rate the Institution support in organizing the activities?	8.1	91.9	College encourages students to organize and participate in extracurricular activities and provide support in the form of auditorium, playground, electrical supply etc.	
How would you rate the involvement of teachers and students in the activities?	7.3	92.7	The students appreciate the involvement of Faculty members and students in the activities. To motivate the students and faculty members, IQAC introduced reward program for students and teachers. Also,	



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			advised to HoDs to motivate each student and each faculty member to participate in at least one activity as a team leader or team member.
How would you rate the appreciation for organizing/participating in the activities?	7.7	92.3	IQAC introduced reward program for students as well as faculty members for organizing/participating in the activities. Also, provide support in the form of auditorium, playground, electrical supply etc.
How would you rate Blood Donation Camp?	4.9	95.1	Students appreciate the blood donation camp activities and in line to this more activities were planned.
How would you rate social events?	4.4	95.6	Most of the students actively associated with social events. IQAC advised to HODs to motivate each student to participate in at least one event as a team leader or team member.
How would you rate SDP donation?	3.8	96.2	Students appreciate the SDP donation. Students of JECRC not only involved in technical activities but also have ethical orientation.
How would you rate the institute to support in conference?	5.6	94.4	Mostly students satisfied with the support provided by the JECRC. The JECRC encourage participation of students in National / International conferences and provide support for the same.
In what way the institute provides the platform to participate in the conference?	6.8	93.2	Every year most of the department of JECRC organizes national and international conferences. Mostly Students participates in these conferences. IQAC advised to HODs to motivate each student to participate in at least national or international conferences.
To what extent do you get motivation to propose activities?	8.5	91.5	Students are motivated for propose activities so that they develop their creativity and innovations. IQAC advised to HODs to plan more such type of activities in their department.
To what extent you get support to participate in the activities outside campus?	12.5	87.5	The students are satisfied with the support provided by JECRC for the participation outside the campus. IQAC advised to HODs to motivate the students for the same and insured the students that there will be no loss related to academic during



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 2		the time period of the participation in extracurricular activities.
	20	

# 7. **Student's Facilities Feedback: Student's Facilities** Feedback forms received from students and summary as follows

Parameters	Responses		Action taken		
	<60 ≥60				
How would you rate the Cleanliness & greenery of college campus?	10.86	89.14	The students appreciated the cleanliness and greenery of college campus. The campus incharge has been instructed to proper maintain the cleanliness and horticulture, also advised to organize plantation activity regularly.		
How would you rate the infrastructure of laboratory in college?	13.44	86.56	The students appreciated the academic related laboratory. IQAC advised the HoDs to establish few industries supported labs. Also, it is proposed to equip the laboratory with latest sophisticated instruments.		
How would you rate the infrastructure of Library in college?	7.59	92.41	The students appreciated the infrastructure of library. For further improvement, it is proposed to enhancement of e- library related facility.		
How would you rate the Wi-Fi internet facility in the college?	37.66	62.34	Wi-Fi issue is raised and communicated for necessary action. It is proposed to install more routers in the campus.		
How would you rate the classroom ambience in the college?	12.74	87.26	The students appreciated the classroom ambiences. Campus in-charge was asked to arrange the curtain for few remaining curtainless windows. Also, maintain the classroom properly.		
How would you rate the canteen facility?	17.62	82.38	The issue has been discussed with the canteen contractor and advised him to provide proper facilities.		
How would you rate the spiritual cell facility for counseling?	4.71	95.29	The students appreciated the spiritual cell facility for counseling. IQAC inform about the feedback received from students to spiritual cell in charge for further improvement and to organize more activities.		
How would you rate the ICT facilities?	8.05	91.95	The students appreciate the ICT based facilities in the campus. Also, it is proposed to increase the number of ICT based classroom in the campus.		



How would you rate sports facility in the college?	20.05	79.95	This issue has been discussed with the sports in-charge. The sports in-charge has been instructed to maintain and enhance the sports facility.
How would you rate First Aid facility in college?	13.36	86.64	The students appreciate the first aid facilities in the campus. Campus in-charge was asked to maintain the first aid facility in the college.
How would you rate the grievances regarding facility?	10.25	89.75	Mostly students are satisfied with the grievances regarding facilities. IQAC advised the grievances cell to resolve the grievances of student's within given time frame.

## **8.Student's Transport Facility Feedback: Student's Transport** Feedback forms received from students and summary as follows

Parameters	Responses (%)		Action taken	
	<60%	≥60 %		
To what extent transport facility at JECRC is dependable and punctual.	8.02	91.98	Most of the students appreciate the punctuality of transport. Also, transportation in-charge has been instructed to enhance the transportation facility according to requirement.	
To what extent bus drivers demonstrates safe and preventive driving skills.	7.89	92.11	Safety of the students/staff is the prime concern for the College. The majority of students appreciated the safety maintained by the drivers while driving. Also, transportation in-charge has been instructed to talk with the drivers and give instructions for safe driving.	
To what extent the drivers maintain proper dress code.	5.14	94.86	Mostly students appreciate this. Transportation in-charge has been instructed to talk with the drivers and give instructions to wear proper dress code while on duty.	
How would you rate the cleanliness of the interior and exterior of the vehicle?	7.14	92.86	The students are satisfied with the cleanliness of the interior and exterior of the vehicle. Also, transportation in-charge has been instructed to proper maintain interior and exterior cleanliness of vehicle.	
To what extent the drivers communicate related to schedule.	8.02	91.98	The majority of the students feel that drivers adhere to the schedule. Transportation incharge has been instructed to inform the students/staff before 3-4 day from effective implementation of new schedule.	



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## **9. Student's hostel facility feedback:** Student's Hostels Feedback forms received from students and summary as follows

Parameters	Responses (in %)		Action taken	
*	<60	≥60		
To what extent you agree that hostel surroundings are secure.	11.31	88.69	The majority of the students agree with this statement as they find a safe and secure environment in the hostel. Also, this issue has been discussed with campus security incharge.	
To what extent the			Care takers of each hostel have been	
cleanliness of kitchen and dining space are properly taken care of.	24.64	75.36	instructed to pay attention to the cleanliness of kitchen and dining space. Also, hostel audit team has been instructed to increase the frequency of audit.	
To what extent you agree that food in the mess is served fresh.	28.69	71.31	Mess in-charge of each hostel has been instructed to maintain the quality of food. Also, hostel audit team has been instructed to increase the frequency of audit. Also, residents have been instructed that if the caretaker is unable to solve the problem, they can report their problem in grievance cell.	
To what extent you agree that timings of mess are properly maintained.	15.12	84.88	The students appreciate the timely management of food and the service. Also, Mess in-charge of each hostel has been instructed to maintain the timing of mess. Also, residents have been instructed that if the caretaker is unable to solve the problem, they can report their problem in grievance cell.	
To what extent the Wi-Fi facility is available in the hostel campus.	41.43	58.57	This is a major concern area for enhancing the Wi-Fi facility in the hostel. This issue has been communicated to the concerned official and asked to install more routers in the hostel.	
How would you rate the cooperativeness and accessibility of hostel staff?	24.05	75.95	Care taker of each hostel was instructed to be accessible for 24*7 and to cooperate more with the resident. Also, residents have been instructed that if the caretaker is unable to solve the problem, they can report their problem in grievance cell.	



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How would you rate the menu is properly displayed?	27.26	72.74	The menu has been displayed at different places in hostel mess. Also, mess in-charge was instructed to display menu properly at different places in hostel mess.
How would you rate Do's and Don'ts are displayed?	18.69	81.31	The Do's and Don'ts list are displayed everywhere in the hostel premise. Also, care taker was instructed to display and maintain the Do's and Don'ts list properly at different places in hostel premises.

# 10. **Employee feedback:** Employee Feedback forms received from faculty members and summary as follows

Parameters	Responses		Action taken	
	<60%	≥60 %		
To what extent you agree with the vision of JECRC	0	100	All the faculty members agree and appreciate the Vision statement of JECRC.	
To what extent you agree with the Mission of JECRC	0	100	All the faculty members agree and appreciate the mission statement of JECRC.	
To what extent you agree with the vision of department	0	100	All the faculty members agree and appreciate the Vision statement of department.	
To what extent you agree with the Mission of department	0	100	All the faculty members agree and appreciate the mission statement of department.	
To what extent the syllabus has balance between theory and practical application.	0	100	Jaipur Engineering College and Research Center (JECRC) is an affiliated institution from Rajasthan Technical University (RTU) and it receives curriculum to be taught to the students as provided by the University. All faculty members agree and appreciate the balance between the theory and practical application in the syllabus.	
To what extent the college gave freedom to adopt new techniques and	0	100	All faculty members appreciate the freedom given by the administration to adopt new techniques and strategies of teaching and learning.	

Strategies of teaching and learning.			
To what extent sufficient number of prescribed books available in library.	0	100	All faculty members appreciate the availability of prescribed books in library. Also, HoDs advised to all faculty members to provide e-books to the students.
To what extent the present syllabus is compatible with industry requirement.	3	97	All faculty members appreciate the compatibility of syllabus with industry requirement. HoDs advised to faculty members to find out the gap between the technical education and industry requirement, accordingly introduced new add-on courses.
To what extent you are aware of faculty welfare scheme.	4	96	Most faculty members are aware with the faculty welfare scheme. Also, registrar advised to OS to share the faculty welfare policy to newly appoint faculty member at the time of joining.
To what extent you are aware appraisal system	4	96	Most faculty members are aware with the faculty appraisal system. Also, registrar advised to OS to share the faculty appraisal documents with the newly appoint faculty member at the time of joining.
How satisfied are you with college environment conductive to teaching and research?	0	100	All the faculty members appreciate the college environment for teaching and research.
At what extent college support to the faculty members for upgrading skills and qualification.	3	97	Most faculty members feel that college motivate and support the faculty members for upgrading skills and qualification. Appraisal form has been modified toinclude some points for new skills.
To what extent college- maintained cleanliness.	2	98	Most faculty members are satisfied with the cleanliness of college campus. This issue has been discussed with campus in charge.
To what extent classrooms / labs are clean and well maintained.	2	98	Most faculty members are satisfied with the cleanliness of classroom/labs. This issue has been discussed with block in charge.

(IQAC Coordinator)

Head of the Department Mechanical Engineering JECRC, Jaipur

AC Chairperson)

Julipur Engineering College & Took Russ. Jesus-20142

### Following members were present in the meeting:

Sno.	Name	Designation	Signature
1	Prof (Dr) V K Chandna	Principal & IQAC Chairperson	Than
2	Dr M P Singh	HOD ME & IQAC Coordinator	moh
3	Dr Fauzia Siddiqui	Dy-IQAC Coordinator	Light.
4	Dr Bhuvnesh Bhardwaj	Associate professor- Member	1 Trel
5	Dr Ruchi Mathur	Dean Ist year	And
6	Dr Sanjay Gour	HOD-CSE	ion.
7	Dr Sandeep Vyas	HOD-ECE	8
8	Dr Prerak Bhardwaj	HOD-EE	freren
9	Dr O P Netula	HOD-CE	+ Auto.
10	Mr Piyush Gautham	HOD-IT	Dante
11	Dr Neelu Jain	Social Head	welles
12	Sh Ramesh Rawat	Placement Head	
13	Ms Priyanka Shukla	Alumni Head	and the second