JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

JECRC Campus, Shri Ram Ki Nangal, Via-Vatika, Jaipur

Department of Information Technology

INTERNAL AUDIT CORRECTION REPORT

Academic Year: 2019-20

DQAC PROCESS	Academic Process (Department of Information Technology)	DATE	23/9/2019
Auditors	1) Dr. M.P.Singh 2) Dr. Sanjay Gaur	Auditees	IT Faculties
Observers	1) Ms. Shweta Saxena 2) Ms. Shikha Srivastava		

Sr. No	Observation	Type	Correction
1	Course file (Mr. Naveen Kumar Kedia)	SI	OK
2	Academic Diary (Ms. Preeti Sharma)	SI	OK
3	Defaulter list (All CC's)	SI	Maintained in hard copy and soft copy
4	Mapping of all subjects	SI	Mapping Done
5	Industry feedback data	O	Maintained in soft copy

Sr. No	Observation	Type	Correction
1	Course File	SI	Corrected
2	PO and PEOs and CO and PSO's	SI	Completed
3	Mapping	SI	Mapping is done
4	Student feedback analysis index	OK	Analysis is ok
5	Industry feedback analysis index	SI	Going On
6	Alumni feedback analysis index	SI	Going On
7	Remedial Lectures	In process	OK
8	Advance Learners	OK	Completed
9	Slow learners' efforts taken	OK	Completed
10	Add on Courses	In process	In Process
11	Seminars/Guest Lectures	OK	Files are properly maintained
12	Social Activities/ Ethical/Moral value education	OK	OK
13	Higher Education data	In Process	Going On
14	Internship data	OK	Completed
15	Student final year project	OK	Completed

18	All files (Sample tested)	OK	OK
19	Previous Students punched old files, exam record	OK	OK
20	Existing submission	OK	Going on
21	Training needed identification teaching, nonteaching	OK	Maintained in soft copy
22	Budget	In Progress	OK
23	Library details	Not Found	Not Found ok
24	FDP/Publications	OK	Completed
25	Curricular and co-curricular activities	OK	Completed

Auditors:

1. Dr. M.P. Singh
2. Dr. Sanjay Gaur

Observers:

1. Ms. Shweta Saxena
2. Ms. Shikha Srivastava

Mr. Piyush Gautam
HOD, IT

PRINCIPAL

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

JECRC Campus, Shri Ram Ki Nangal, Via-Vatika, Jaipur

Format for Academic Audit (2019-20)

Name of the Department: Information Technology
Date: 15 October 2019
Name, Designation and Address of Academic Audit Experts:

Members of Staff Present:
1. Mr. Piyush Gautam
2. Mr. Naveen Kumar Kedia
3. Ms. Kusum Yadav

Reviewed by
a). Dr.Kavita Choudhary,, Computer Science and Engineering , Jyoti Vidyapeeth Women's University, Jaipur.
b). Mr. Anuj Garg, Salesforce Software Developer, Appirio, Jaipur.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
1.Curriculum	Contents of the Curriculum	YES	Affiliated to Rajasthan Technical University(RTU), Kota	Recognize more content beyond the syllabus which will fill the gap between the employer requirement and technical education.
	Add-on courses	YES	Department introduced add on courses in the field of automation, data science and salesforce	Advised to Introduced more add on courses which fill the gap between the industry requirement and technical education.
2. Curriculum Transaction	Teaching methods & teaching aids	YES		
	E-learning modules	YES	Faculty members uploaded advanced study materials, e books, lecture videos, lab experiments videos. Also, provided NPTEL/ Swayam / Swayam Prabha, NDL,	Advised to enhance the quality and quantity of e-material. Motivate to students to attend MOOC courses.

	Project work	YES	Student's projects are good but very few students projected converted into research papers/ patents.	Advised to convert student's projects into patent, start up and research papers.
	Internal assessment	YES	Department has very sound mechanism for internal assessment.	Advised to provide more questions from last year GATE/PSU etc question paper in assignment and MTT papers. Also, provide more CO based assignments to the weaker students.
	Preparing for higher education	YES	Faculty members provides study material related to GATE.	Advised to provide the advanced study materials along with the last year GATE question papers to all students.
	Inter disciplinary activities	YES	Few interdisciplinary guest lectures/IV'S have been arranged	Enhance the interdisciplinary guest lectures and IV'S.
	Feedback from Stake holder	YES	Department has good feedback mechanism	Appreciate and advise to involve more industry persons.
	Steps taken on the feedback	YES	Department analysed collected feedback and took action. Also, circulated to the stake holders.	After circulation of feedback action taken report to stake holders, collect the suggestions of stake holders on action taken report.
3. Faculty Profile	Projects completed / on going	YES	Some DST projects have been applied by the faculty members	Advised to faculty members to apply more govt. funded research projects
	Seminars / conferences attended	YES	Many faculties attended conferences and seminars.	Advised to motivate faculty members to attend more seminar/ conferences. And share learning with other faculty members as well as with the students.
	Papers / articles / books published	YES	Many faculties have excellent publication	Advised to motivate all the faculty members for publication in reputed research journals/ publication house.

	FDP /STTP/ Training Program / Workshop attended	YES	Most faculty members attended FDP/STTP programme	Appreciate and advised to motivate the faculty members to attend more FDP/STTP. Also share the learning with other faculty members as well as with students.
	Preparation of E-learning materials / Content	YES	Faculty prepared E-Learning material like video lectures of subjects/ labs/ PPT/ Subject notes.	Advised to prepare more the e-learning materials/content
	Acted as resource persons	YES	Some faculty members are guiding M-Tech. & PhD candidates. Also, some faculty members acted as an external examiner, session chair, evaluator etc.	Advised to motivate other faculty members to act as resource person.
4.Profile of Students	Students involvement in extra-curricular & Co-curricular activities	YES	Majority of students are involved in extra-curricular & Co-curricular activities.	Advise to motivate each student to participate in at least one activity
	Study tour / industrial visits / guest lectures /Training	YES	Department arranged industrial visits/ guest lectures / training for the students.	Advised to arrange more industrial visits/ guest lectures.
	Achievements	YES	Department follows Outcome based education	Prepare for accreditation.
5. Infrastructure in the Department	No. of class rooms	YES	4	Sufficient classroom as per curriculum prescribed by RTU
	No. of laboratories	YES	4	As per curriculum by RTU

	No. of computers – for students	YES	CP Lab 26	
6. Activities of the Department	MoU's signed	YES	Few MoUs have been signed by the department	Enhance the number of MoUs with the industries.
	Consultancy	No	-	**Advised to incorporate.**
	Guest lectures	YES	Department arranged guest lectures from the eminent personalities from the corporate world, motivational personalities/academic personalities etc	Enhanced the number of guest lectures.
	Conference / Seminar /Workshop conducted	YES	Every year department of Information Technology, organised a one National and one International conference.	Organized more FDPs.
	Extension Activity	Yes	The dept. actively participated in various programs like Swach Bharat Abhiyan, tree plantation drive, blood donation camps, SDP donors, sports, dance, singing, street play etc	Appreciate and advise to motivate each student and each faculty member to participate in at least one activity.
	Interaction with Industry /Research Centres	YES	Department have industry supported labs, organized guest lectures, Also, sign MoUs with the industries.	Advised to establish more industry supported labs in the department and sign more MoUs with industries.
	Newsletters / Magazine	YES	Department of Information Technology published newsletter and	The department having a good practice of releasing e-newsletters and magazines, also student's

			Magazine and highlighted the various activities of the department by faculty members and students in Newsletters / Magazine.	magazine can be initiated for motivation and encouragement of students.
	Placement	YES	Department of Information Technology provide jobs for advanced learners as well as slow learners students.	**Advised to interact with renowned industries to place students to get higher packages.**

Please comment on SWOC Analysis:

SWOC Analysis:

STRENGTH:
- Outcome based education.
- Good Placements.
- Retention of the faculty member is good.
- Majority of women in academic staff.
- ICT enabled teaching.
- Faculty members are registered on recognized portals such as Vidwan.
- MOOC Courses.
- Add On certification courses.
- Use of open ended software recommended through AICTE.

WEAKNESS:
- Faculty members must be registered for Ph.D as there are few number of Ph.D faculty member in the department.
- Research publications in reputed journals, funded projects, patent and consultancy may be improved.
- Industrial tie-ups may be improved.

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OPPORTUNITY

- Use of Govt. recommended portals such as NPTEL, Swayam, Atal Innovation to explore knowledge and employability of students as well as faculty members.
- Use of technology to connect with people around the world for sharing knowledge.
- Many more opportunities for tie-ups with both established and start-up companies in India and abroad for enhancing learning outcomes.

CHALLENGES

- No flexibility to change RTU syllabus.
- To motivate students for higher education, Govt. Jobs, Defense courses.
- To tie-up with foreign Universities to compete at Global level.

Best Practice (s) / Innovations of the Department: (need to mention more. Just one best practice means the college doesn't have much to position itself as a good place for study. Add information related to courses, faculty strength etc)
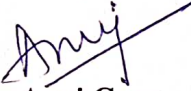
1. Identifying thrust areas and guidance by senior faculty to juniors for confident and satisfactory delivery in the classroom for that content.
2. To improve the satisfaction index of students for teaching and learning activity.
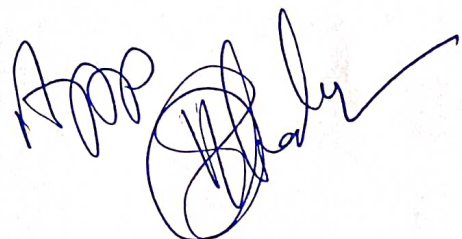3. Mentoring of weak students.

Future of the Department:

1. To improve industry collaboration.
2. To constantly up-grade content to bridge gaps between learning outcomes and employability.
3. Sponsored projects from various governing bodies.

Signature of the HoD with Seal

Dr. Kavita Choudhary
Jyoti Vidyapeeth Women's University, Jaipur.

Mr. Anuj Garg
Appirio, Jaipur.

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Department of Information Technology

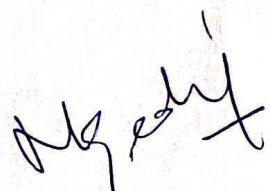## Lab Audit for Year (2019-20)

Name of the Department: Information Technology
Name of Laboratory: Computer Lab-19
Lab Incharge: Mr. Brijesh Kumar Singh
Lab Technician: Mr. Deepak Kumar Sharma
Audit Date: 30-11-2019
Session: July-December 2019

Members of Staff Present: 1. Mr. Naveen Kumar Kedia
2. Ms. Kusum Yadav

S. No.	Comments	Action Taken	Remark
1	Stock Register Checked and Verified.	Instruction given to incharge for physical verification.	Physical verification done.
2	Ubuntu, SQL Software already updated.	Instruction given to lab technician to keep maintains.	Keep Maintain.
3	All computers are found in working condition.	Instruction given to keep maintains.	Keep Maintain.
4	Notices on notice board were not arranged in systematic order.	Instruction given to lab technician to maintain notice board.	Notice board arranged properly.

Signature of the HOD with Seal

Head of the Department
Information Technology
JECRC, Jaipur

Signature of the Lab Audit Experts

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

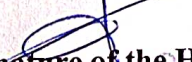## JECRC Campus, Shri Ram Ki Nangal, Via-Vatika, Jaipur

Department of Information Technology

Lab Audit for Year (2019-20)

Name of the Department: Information Technology
Name of Laboratory: Computer Lab-23
Lab Incharge: Ms. Shikha Shrivastava
Lab Technician: Mr. Banwari Lal Sharma
Audit Date: 30-11-2019
Session: July-December 2019

Members of Staff Present: 1. Mr. Naveen Kumar Kedia
2. Ms. Kusum Yadav

S. No.	Comments	Action Taken	Remark
1	Maintenance of AC is required.	Instruction given to lab incharge submit grievance.	Keep follow up and informed.
2	Configuration of all computers should be on the notice board.	Instruction given to lab incharge to update the notice board.	Keep update the notice board.
3	Student Record Checked and available	Records were available.	Advised to keep records.
4	Lab Manual all checked and verified.	Instruction given to faculty regarding update the lab manual.	Lab Manuals updated properly.

Signature of the HOD with Seal

Head of the Department
Information Technology
JECRC, Jaipur

Signature of the Lab Audit Experts

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

JECRC Campus, Shri Ram Ki Nangal, Via-Vatika, Jaipur

Department of Information Technology

Lab Audit for Year (2019-20)

Name of the Department: Information Technology
Name of Laboratory: Computer Lab-26
Lab Incharge: Ms. Deepika Bansal
Lab Technician: Mr. Krishan Kumar Sharma
Audit Date: 30-11-2019
Session: July-December 2019

Members of Staff Present: 1. Mr. Naveen Kumar Kedia
2. Ms. Kusum Yadav

S. No.	Comments	Action Taken	Remark
1	All systems were in working condition except five computers.	Instruction given to Lab incharge to Submit Grievance.	Keep follow up and inform.
2	Stock register was not maintained properly.	Instruction given to Lab incharge to maintain stock register.	Keep Maintain
3	RAM Up gradation Required	Instruction given to hardware incharge to submit proposal in maintenance	Submit on priority.
4	Contents on the white board were not properly visible.	Instruction given to lab incharge to submit Grievance.	Keep follow up and inform.

Signature of the HOD with Seal

Head of the Department
Information Technology
JECRC, Jaipur

Signature of the Lab Audit Experts

JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

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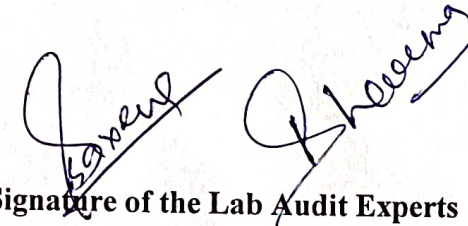## Department of Information Technology

Lab Audit for Year (2019-20)

Name of the Department: Information Technology
Name of Laboratory: Computer Lab-27
Lab Incharge: Ms. Preeti Sharma
Lab Technician: Mohd. Furkhan Khan
Audit Date: 30-11-2019
Session: July-December 2019

Members of Staff Present:
1. Mr. Naveen Kumar Kedia
2. Ms. Kusum Yadav

S. No.	Comments	Action Taken	Remark
1	Internet connection high bandwidth is required.	Instruction were given to network administrator to update the lab	Internet connectivity should be updated on priority.
2	MS office needs to update.	Instruction given to lab technician to update the MS Office.	Update and keep maintained.
3	Experiment list was missing on notice board.	Instruction given to the lab technician to display experiment list.	Update on urgent basis.
4	Antivirus should be updated	Instruction given to lab technician does it on priority.	Check on regular basis

Signature of the HOD with Seal

Head of the Department
Information Technology
JECRC, Jaipur

Signature of the Lab Audit Experts

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Department of Information Technology

Lab Audit for Year (2019-20)

Name of the Department:	Information Technology
Name of Laboratory:	Computer Lab-19
Lab Incharge:	Mr. Brijesh Kumar Singh
Lab Technician:	Mr. Deepak Kumar Sharma
Audit Date:	31-08-2020
Session:	January-June 2020

Members of Staff Present:
1. Ms. Shweta Saxena
2. Ms. Preeti Sharma

S. No.	Comments	Action Taken	Remark
1	Notice board updated.	Instruction given to lab technician to keep maintains.	Keep Maintain.
2	Lab Manuals checked and verified.	Advised concerned faculty to update lab manual.	Lab Manuals updated properly.
3	Software's are updated	Check and keep update regularly.	Keep Maintain.
4	Internet connection high bandwidth is required.	Instruction were given to network administrator to update the lab	Internet connectivity should be updated on priority.

Signature of the HOD with Seal

Signature of the Lab Audit Experts

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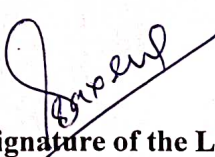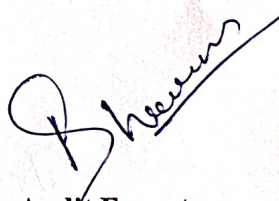### Department of Information Technology

Lab Audit for Year (2019-20)

Name of the Department: Information Technology
Name of Laboratory: Computer Lab-23
Lab Incharge: Ms. Shikha Shrivastava
Lab Technician: Mr. Banwari Lal Sharma
Audit Date: 31-08-2020
Session: January-June 2020

Members of Staff Present:
1. Ms. Shweta Saxena
2. Ms. Preeti Sharma

S. No.	Comments	Action Taken	Remark
1	Stock Register Checked and Verified.	Instruction given to incharge for physical verification.	Physical verification done.
2	Software's are updated	Check and keep update regularly.	Keep Maintain.
3	Ubuntu installed properly on few Systems.	Instruction given to lab technician to install every System.	Check and verify on every System.
4	No hardware related problem was found on any system.	Instruction given to keep maintain	Keep Maintain.

Signature of the HOD with Seal

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Lab Technician:	Mr. Krishan Kumar Sharma
Audit Date:	31-08-2020
Session:	January-June 2020

Members of Staff Present: 1. Ms. Shweta Saxena
2. Ms. Preeti Sharma

S. No.	Comments	Action Taken	Remark
1	Need to update hardware such as motherboard, RAM.	Instruction given to Lab Incharge to Submit Grievance.	Keep follow up and inform.
2	Time table displayed on notice board were not updated.	Instruction given to lab technician to remove old time tables from the notice board.	Check on regular basis.
3	List of experiments and lab time-table should be on the notice board.	Instruction given to lab technician to keep update.	Update on regular basis.
4	Stock Register Checked and Verified.	Instruction given to incharge for physical verification.	Physical verification done.

Signature of the HOD with Seal

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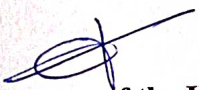
JECRC Campus, Shri Ram Ki Nangal, Via-Vatika, Jaipur
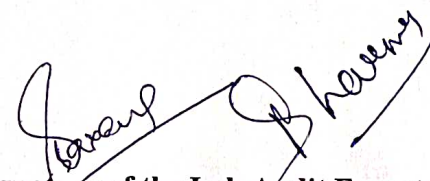
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Members of Staff Present: 1. Ms. Shweta Saxena
2. Ms. Preeti Sharma

S. No.	Comments	Action Taken	Remark
1	Lab is found well maintained.	Instruction given to lab technician to keep maintains.	Keep Maintain.
2	All systems are found in working condition.	Instruction given to lab technician to keep maintains.	Keep Maintain.
3	Time table was missing from notice board.	Instructed to lab technician to paste time table on notice board.	Do it on urgent basis.
4	Stock Register Checked and Verified.	Instruction given to incharge for physical verification.	Physical verification done.

Signature of the HOD with Seal

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Signature of the Lab Audit Experts