



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

**JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE, JAIPUR**

No: JECRC/2020-21/IQAC /

Date: 12/01/21

**Meeting Notice**

This is in continuation of meeting dated 12/01/2021, there is a follow-up meeting on Saturday the 16<sup>th</sup> of January 2021 at 11:00 AM, with all IQAC members in the Conference room Block A, to discuss the following –

1. MTT result analysis as per format.
2. Events organized in July to Dec 2020.
3. Planning of next semester.
4. Result analysis faculty wise.
5. Modification in faculty appraisal form.
6. Finalization of project certificate.

All concerned are requested to come prepare with the above and make it convenient to attend.

**IQAC Coordinator**  
**IQAC Coordinator**  
**JECRC, Jaipur**

Copy to –

1. Vice Chairman
2. Director
3. IQAC
4. All Program Coordinators/HODs, Dean I Year
5. Registrar
6. Shri Tovinder Sahoo- for necessary arrangements in the conference room block A



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### Internal Quality Assurance Cell MINUTES OF MEETING

No: JECRC/2020-21/IQAC /

16/01/2021

Venue: Conference Room, Block A

Date & Time: January 16, 2021 at 11:00 A.M.

#### Members Present:

Meeting started at 11:00 AM; following items were discussed:

S.No	Name	Designation	Signature
1	Dr V.K Chandna	IQAC Chairperson	
2	Dr. M.P. Singh	IQAC coordinator	
3	Dr. Fauzia Siddiqui	IQAC co-coordinator	
4	Dr. Sanjay Gaur	Program coordinator CSE	
5	Dr. Smita Agarwal	Program coordinator IT	
6	Dr. Sandeep Vyas	Program coordinator ECE	
7	Dr. Prateek Bhardwaj	Program coordinator EE	
8	Dr. Ruchi Mathur	Dean I year	
9	Dr. Neelu Jain	Social Head	
10.	Shri Gopal Tiwari	Deputy Program coordinator EE	
11.	Shri Krishna Kant Saini	Program coordinator Civil	
12.	Shri Hetram Sharma	Deputy Program coordinator Civil	
13.	Dr. Vinita Mathur	IQAC Member	
14.	Shri P.K. Gupta	CAO	
15.	Mr. Pranshu Sharma	SDO	
16.	Mr Manish Jain	Management Representative	
17.	Mr Mukesh Agarwal	Training Head	
18.	Mr. Sohan S. Dhakad	Parent	
19.	Sh. Rakesh Mital	Student Member	
20.	Sh. M.L Sharma	Member	
21.	Ms. Mansi Mehta, Alumni	Member	
22.	Sh. Giriraj Maheshwari	Industry Representative Member	
23.	Sh. Ramesh Rawat	Member	



**JECRC Foundation**  
www.jecrcfoundation.com

Jaipur Engineering College and Research Centre

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Meeting started at 11:00 AM; following items were discussed:

S.No.	Agenda	Discussion	Action to be Taken
1.	MTT result analysis as per format.	<p>Shri Krishna Kant (HOD CE) discussed MTT result analysis and was found satisfactory.</p> <p>Dr. Smita Agarwal (HOD IT) informed that some faculty members have not submitted the analysis and will complete the same in next days.</p> <p>Dr. M.P. Singh (HOD ME) informed the committee members that almost all faculty members of the department have submitted MTT result analysis.</p> <p>Dr. Sanjay Gaur (HOD CS) informed that 60% of the students have achieved the target in MTT result analysis</p> <p>Dr. Sandeep Vyas (HOD ECE) discussed that more than 80% faculty members have achieved the target in MTT result analysis.</p> <p>Dr. Prerak Bhardwaj (HOD EE) discussed the sample of MTT result analysis and will be submitting the same in completed form in next 2 days.</p>	<p>MTT result analysis for ODD semester was done by almost all faculty members and verified by HOD, it was asked to submit to IQAC for further verification.</p> <p>Since previously MTT target was set to 60% and most of the departments have achieved so it was suggested by IQAC to further increased the targets 70 %.</p>
2.	Events organized in July to Dec 2020	Discussion about events organized and attended during pandemic since	All departments were asked to submit the reports to





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		July 2020 to Dec 2020 and all HOD's discussed about the events conducted and organized and told that all activities are uploaded on website.	IQAC in the prescribed format which is showing the relevance to activities with content beyond, PO's, PSO's & industry institute interaction.
3.	Planning of next semester.	Discussion was done by HOD's about planning of academic calendar for academic year 2020-21, which includes subject allocation, time table, lecture plan and notes of upcoming even semester.	IQAC suggested to all HOD's to submit the academic calendar for academic year 2020-21 and ensure that all faculty members notes must be completed.
4.	Result analysis faculty wise.	RTU result analysis of last 5 years was discussed and was asked by departments to submit. Detailed discussion about improvement of final year result was done and rotation of subject was planned. Faculty members whose results are continuously decreasing, then explanation was asked with that faculty members	IQAC suggested that detailed result analysis was done and based on that action was done. Faculty members are suggested to follow the OBE process in order to increase the quality of teaching.
5.	Modification in faculty appraisal form.	Detailed discussion was done regarding faculty appraisal form and was approved by all committee members.	The detail discussion was conducted and different points from all HOD'S were considered and given to



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	<p>Dr. Sandeep Vyas (HOD ECE) suggested that departmental activities should be given separate marks, technical events marks should be increased, participation marks should be distinguished in institute level activities.</p> <p>Dr. Prerak Bhardwaj (HOD EE) suggested to increase technical, institute level activity marks and award received marks.</p> <p>Dr. Sanjay gaur (HOD CSE) suggested in liberty in grant amount for project revision in marks for expert lectures, asked about duration for certificate course, lecture and notes uploading, enquired about SIH project domain.</p> <p>Dr. Smita Agarwal (HOD IT) suggested to increase technical activity marks, and also discussed about institute level participation.</p> <p>Dr MP Singh (HOD,ME) suggested that to add various departmental responsibilities in appraisal form as</p> <p>Mentor/class coordinator,</p> <p>Examination Incharge/Coordinator, Lab Incharge, Time Table In charge, NAAC/NBA</p>	<p>IQAC for modification and circulation to all program coordinators.</p>
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		<p>Coordinator, TPO, Social In charge, Project coordinator, Seminar coordinator, Proctor , Student and HOD Feedback</p> <p>Dr Ruchi Mathur suggested to include project-based learning in the appraisal form and detailed discussion was done on the concept of PBL.</p>	
6.	Finalization of project certificate.	Format for project certificate was discussed with all HOD'S and later finalized.	Approved Project certificate format was decided to share to all HOD'S for academic year 2020-21 .

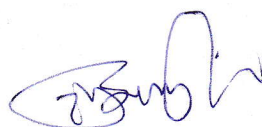


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### ACTION TAKEN REPORT

S.no	Agenda	In charge person	Completion date	Remark
1	MTT Analysis as per prescribed format	All HOD's	21.01.21 to 23 .01. 21	In progress
2	Events organized in July to Dec 2020	All HOD's	25 .01 .21	In progress
3	Planning of next semester.	All HOD's	22 .01. 21	In progress
4	Result analysis faculty wise.	All HOD's	22.1.21	In progress
5	Modification in faculty appraisal form.	All HOD's	17.1.21	Modified and circulated
6	Finalization of project certificate.	All HOD's	17.1.21	Modified and circulated

  
IQAC Chairperson

  
IQAC Coordinator  
IQAC Coordinator  
JECRC, Jaipur