



JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

INTERNAL AUDIT CORRECTION REPORT

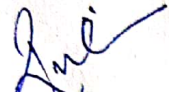
Academic year 2019-20

DQAC		DATE	July 2020
PROCESS	Academic Process (Department of Applied Science)		
Auditors	1) Dr Ruchi Mathur 2) Dr Barkha Shrivastava 3) Dr R.K. Mangal 4) Dr. Neelu Jain	Auditees	Applied Science Faculty members
Observers			

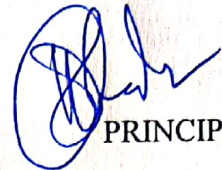
Sr.No	Observation	Status & Remark
1	Course file (Ms. Rekha Vijay, Dr. Tripathi Gupa)	Completed
2	Academic Diary (Ms. Saroj Parihar)	Completed
3	Debarred list (All CC's)	Signed by HOD
4	Mapping of all subjects	Mapping Done

Sr. No	Observation	Status & Remark
1	All Academic process	Signed by HOD
2	Course File	Completed
3	PO and CO	Completed
4	Mapping	Mapping is done
5	Student feedback analysis index	Analysis done and action taken found
6	Remedial Lectures	Completed
7	Advance Learners	Highlighted in course file
8	Slow learners efforts taken	Documents are maintained
9	Student participation in Technical activities	OK
10	Social Activities/ Ethical/Moral value education	OK
11	All files (Sample tested)	OK
12	Previous Students punched old files, exam record	OK
13	Existing submission	Going on

14	Budget	In process
15	Library details	Maintained in soft copy & hard copy
16	FDP/Publications	Completed
17	Curricular and co-curricular activities	Completed


Deah

(Applied Science)
Dean First Year
JECRC, Jaipur


PRINCIPAL



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JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

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

Department of Applied Science

Format for Academic Audit (2019-20)

Name of the Department : Applied Science(First Year)

Date: August 2020

Name, Designation and Address of Academic Audit Experts:

- 1. Mr. Sarvesh Shrivastava**
Manager, Technical Services
Ultra Tech Cement Ltd.
- 2. Mr. Vikas Rattan**
Associate Professor
Department of Computer Applications,
Chitkara University, Punjab, Patiala, Rajpura.

Members of Staff Present:

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

Criterion	Items	Verifi cation Yes / No	Comments	Suggestions for improvement
1. C ur ri cu lu m	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			



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	Credits allotted / distribution – logic			
2. Curriculum Transaction	Teaching methods & teaching aids	Y	<ul style="list-style-type: none"> • Chalk and Talk • Practical Knowledge • Presentations • Assignments • Tutorials 	Guest Lectures can be organized on various topics based on syllabus and beyond syllabus
	E-learning modules	Y	<ul style="list-style-type: none"> • Online ppts and videos for students • NPTEL/Swayam content • Students are motivated to use Swayam/courseera 	As per the new credit system all the students should be motivated to do credit course on these portals
	Internal assessment – components – Uniqueness	Y	<p>Internal Assessment is done through various means:</p> <ul style="list-style-type: none"> • MTTs • Assignments • Presentations <p>CO analysis is done for MTTs and slow and advanced learners are identified on this basis.</p>	Elaborate the component of MTTs /Assignments/Presentations. Are same methods used for practicals also?
	Student support – remedial coaching	Y	Slow Learners are identified on the basis of CO analysis and remedial classes are conducted for them.	What steps are taken to convert slow learner to fast learner?
	Parents Open House Meeting – evaluation of student's progress	Y	Parents are informed time to time about the progress of their ward through class coordinators. One ptm per semester is also planned in first year.	Frequency of meeting can be increased, may be on online mode.



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	Feedback from students	Y	Feedback from students is taken and same is shared with faculty members.	
	Steps taken on the feedback	Y	Feedback analysis is done and on the basis of analysis proper actions are taken.	
3.Faculty Profile	Projects completed / on going	Y	Ongoing	Number of projects needs to be improved.
	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 is satisfactory. 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.	Faculty can develop content other than syllabus for students which is useful for them.
	Acted as resource persons	Y	As it is UG college very few faculty is involved in activities like research guidance.	Can be increased
4.Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Y	990 seats	Appreciable
	Students involvement in	Y	95% students are involved in some extra –curricular	Some activities can be planned in I



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	extra-curricular & Co curricular activities		and co curricular activities. College organises various such activities for students to participate and organize.	semester also.
	Study tour / industrial visits / exhibitions / Internship / Training	Y	Annual Project Exhibition is planned for students. Some students are involved in training in second semester.	Industrial visit or field visit can be planned for first year students too.
	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		
	No. of computers – for students	Y	3 computer Labs	
	No. of instruments			
6. Activities of the Department	Conference / Seminar / Workshop conducted	Y	Department organises national conference and FDP annually.	Try to involve students in it
	Extension Activity	Y	Students are encouraged to participate in various extension activities like tree plantation, cleanliness drive, blood donation,	Students may form projects based on these activities.



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			social activities etc.	
	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	Y	Students are encouraged to participate in placement activities as interns.	Good initiative

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.
- 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.



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- 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-2: Departmental Library for Financially weak students

Practice-3: Student Improvement Program (SIP)

Practice-4: Community Services Program (CSP)

Practice-5: Extra Laboratory hours 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

S. S. S.

[Seal]

Dean First Year
JECRC, Jaipur

Signature of the Academic Audit Experts



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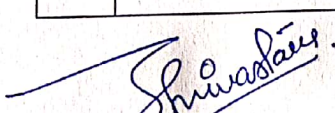
Department of Chemistry

Lab Audit for year (2019-20)

Name of the Department: Chemistry
Name of Laboratory: Engineering Chemistry
Lab In charge: Ms. Rekha Vijay
Lab Technician: Mr. Nagendra Hada
Audit Date: 2 July 2020 Session: 2019-20

Members of Staff Present: 1. Dr. Barkha Shrivastava
2. Dr. Rekha Mithal

Sr. No.	Comments	Action Taken	Remark
2	Equipment related to experiment listed under "List of Equipment" was available in the lab and equipments were 22 in number.	N.A.	List of equipment is attached.
3	Chemicals are not sufficient for both semesters and need to be purchased	A requirement is prepared and moved through HOD in budget for the year 2020-21	Only in case of offline classes the requirement is up to the mark. In case of online classes it will be modify as per the requirement. Suppliers are asked to send the quotation.
4	Repair work is required in 4 instruments namely Pensky Martens apparatus(1) and Redwood viscometer (3)	Requirement is included in Budget and submitted for approval.	Service provider is called to check the fault.
5	Stock registers are well maintained and regularly updated	N.A.	N.A.
6	Good housekeeping and cleanliness	Lab technician was appreciated for the same.	-


Signature of the HOD
with Seal


Signature of the Lab Audit Experts



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302 022.

Academic year:2019-20
Sem: I & II

Department of Applied Science (Chemistry)

Date:-06/10/20

Equipment/others infrastructure & Maintenance Sheet


Sr. No.	Name of Laboratory	Item/ Equipment's	Quantity	Working	Not Working	Problems identification (if any)	Sign of Lab – in charge with remark
1	Engg. Chemistry Lab	Electronic Balance	1	Working			
2		Cloud & Pour Point Apparatus	2		Not Working	Broken of bowl strip	Gas welding on 28/8/19
3(a)		Muffle Furnace	2		Not working (1)	Rectangular coil	Repaired on 3/9/19
3(b)		Muffle Furnace			Not working (1)	Energy regulator	Repaired on 7/1/2020
4		Pensky Marten Apparatus	3	Working			
5		Redwood Viscometer No.1	2	Working			
6		Oven	1		Not working	Thermostat 50-350°C	Repaired on 11/9/19
7		Water Distillation apparatus	1	Working			
8		Bomb Calorimeter	2	Working			
9		Heating Mental	1	Working			
10		Heating Plate	2	Working			
11		Stop watch	5	Not working		Need to be purchased	4 Purchased on 20/11/19

Lab In-charge

Ms. Rekha Vijay

HOD 6/10/2020

Dr. Barkha Shrivastava

 JEERC JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE	Jaipur Engineering college and research centre, Shri Ram ki Nangal, via Sitapura RIICO Jaipur- 302 022.	Academic year:2019- 20 Sem: I & II
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Department of Applied Science (Physics)

Lab. Audit for academic year – 2019-20

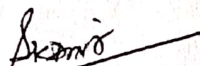
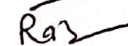
Name of the Department: Physics

Name of Laboratory: Engg. Physics

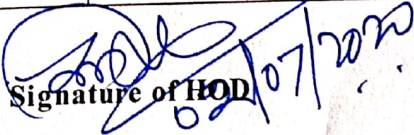
Lab. Incharge: Mr. Manoj Pathak 

Lab. Technician: Mr. Chandan Singh 

Audit Date: 02/07/2020

Members of Staff Present: 1) Dr.S.K.Dixit 
 2) Dr.Raj kumar 

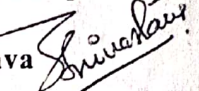
S. No.	Comments	Action Taken	Remark
1	Stock registers are maintained and regularly updated .	N.A	N.A
2	No. of experiments in working order = 08 (Total no. of set up with duplicated in working order = 16)	N.A	N.A
3	No of experiments in non working order = 02 (He -Ne LASER based expt.)	Requirement is included in budget for the year 2020-21.	LASER Sources become out of order (Gas Exhausted).
4	Breakage items are to be disposed off = 50 no.	List is prepared and submitted.	Action taken under process.
5	Good housekeeping and cleanliness	-	-

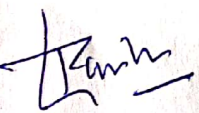

 Signature of HOD

Dr. R. K. Mangal

DEPT. OF APPLIED SCIENCE
 PHYSICS
 JAIPUR ENGINEERING COLLEGE
 AND RESEARCH CENTRE

Signature of the Lab. Audit Experts

1. Dr. Barkha Shrivastava 

2. Mr. Ram Singh 



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Department of English & Humanities (Applied Science)

Lab Audit for year (2019-20)

Name of the Department: English & Humanities

Name of Laboratory: Language Lab

Lab Incharge: Ms. Rashmi Kaushik *R. Kaushik* Lab Technician: Mr. Anil Sharma

Audit Date: 29/9/2020 Session: 2019-20

Members of Staff Present: 1. Dr. Neelu Jain *Neelu Jain*
2. Ms. Sonia Khubchandani *Sonia.K*
3. Ms. Saroj Parihar *Sj*

Sr. No.	Comments	Action Taken	Remark
1	The Language Lab software needs to be renewed. Out of 28 PCs, the software is installed on 20 PCs.	The application for the renewal of Language Lab software is communicated to the Principal office.	Action taken is under process
2	One headphone needs to be replaced.	The application for new headphone is communicated to the Principal office.	As soon as it is sanctioned, will be purchased
3	The PCs, notice board and all other equipments are in good working condition	N.A.	-
4	The lab was clean and well maintained.	N.A.	-

Neelu Jain
Signature of the HOD
with Seal

Sonia Khubchandani
Signature of the Lab Audit Experts



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

**Department of Electrical Engineering
Lab Audit for year (2019 - 20)**

Name of the Department: Electrical Engineering
Name of Laboratory: Basic Electrical Engineering Lab
Lab In charge: Dr Prerak Bhardwaj
Lab Technician: Mr Adarsh Goyal
Audit Date: 27/09/2019
Session: 2019-2020

Members of Staff Present:

1. Mr Sunil Sharma
2. Mr Ashok Singh Chundawat
3. Mr Pravin kr. Sharma

Sr. No.	Comments	Action Taken	Remark
1	Stock register verified and all item are matched with stock register entry	Letter for physical verification given to lab in charge	Physical verification has been done
2	Lab manuals are not updated	Letter send to lab in charge regarding update of the lab manual and also increase the availability of lab manual copy for students	Lab manual update
3	Kits are required (Torque speed characteristics of DC motor and PWM DC to AC inverter) as per RTU syllabus	Letter send to lab in charge and lab technician to prepare note sheet according to lab kit requirement as per RTU syllabus and generate requirement	Requirement generated
4	RTU syllabus and Scheme for lab are missing on the display board of the lab.	Letter send to lab technician to maintain the notice board and display RTU scheme	Display board updated
5	Consumable item of lab like patch cords and wires are found missing or loosely connected with the machines.	Letter send to lab in charge and lab technician for proper maintenance of the lab and preparing note sheet according to Lab requirement	Requirement has been full fill
6	Bill available	No action require	Advice to keep maintain the bill file

Signature of Lab Technician

Signature of Lab In charge

Signature of the Lab Audit Experts

(1)
(2)
(3)

Signature of the HOD



JAIPUR ENGINEERING COLLEGE
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Jaipur Engineering college and research centre,
Shri Ram ki Nangal, via Sitapura RIICO Jaipur-
302 022.

Academic year:2019-
2020 (Even Sem.)

Sem:

Department of Civil Engineering.

Lab Audit for academic year _2019-2020

Name of Laboratory: Basic of Civil Engineering (2FY3-27)

Lab Incharge:-Mr.Narendra Sipani&Ms.Nida Khanam Lab Technician:-Mr.Prem phoolfagar

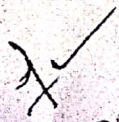
Audit Date:4/09/2020

Members of Staff Present:

- 1)Mr. Narendra Sipani
- 2) Ms.Nida Khanam
- 3)Mr.Pradeep Kumar Jain

S. No.	Comments	Action Taken	Remark
1	Under maintenance apparatus- vernier theodolite, compass, tilting level & dumpy level	Under Process	Under maintenance
2	Row materials required :- Buffer Tablets, Filter paper, Tissue paper, Litmus paper, Distilled Water	Under Process	Row materials required

Signature of the HOD with Seal Signature of the Lab Audit Experts


Head of the Department
Civil Engineering
JECRC Jaipur



JAI PUR ENGINEERING COLLEGE
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Jaipur Engineering college and research centre,
Shri Ram ki Nangal, via Sitapura RHC/Jaipur-
302 022.

Academic year:
2019-2020

Sem: Odd Sem

Department of Civil Engineering

Lab Audit for academic year 2019-2020

Name of Laboratory: Basic of Civil Engineering (1FY3-27)

Lab Incharge:-Mr.Narendra Sipani & Ms.Nida Khanam

Lab Technician:-Mr.Prem phoolfagar

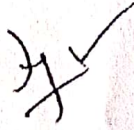
Audit Date:4/09/2020

Members of Staff Present:

- 1)Mr. Narendra Sipani
- 2)Ms. Nida Khanam
- 3)Mr. Akhil Maheshwari

S. No.	Comments	Action Taken	Remark
1	Under maintenance apparatus- vernier theodolite, compass, tilting level & dumpy level	Under Process	Under maintenance apparatus
2	Raw materials required :- Buffer Tablets, Filter paper, Tissue paper, Litmus paper, Distilled Water	Under Process	Raw materials required

Signature of the HOD with Seal Signature of the Lab Audit Experts


Head of the Department
Civil Engineering
JECRC Jaipur



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Jaipur Engineering college and research centre,
Shri Ram ki Nangal, via Sitapura RIICO Jaipur-
302 022.

Academic year:2019-20
Sem:I & II Sem.

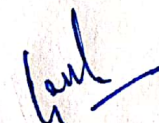
Department of Ist Year (Computer Science)
Lab Audit for academic year 2019-20

Name of the Department: Computer Science (Ist Year)
Name of Laboratory: CP Lab-21
Lab Incharge: Ms. Abhilasha
Lab Technician: Mr. Dashrath Verma
Audit Date: 16 July 2020
Session : 2019-20

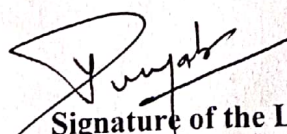
Members of Staff Present :


1. Ms. Yogita Panjabi
2. Ms. Abhilasha


S. No.	Comments	Action Taken	Remark
1	All hardware and software are in working condition	N.A.	All equipments and computers list is attached.
2	Time table was not on the notice board.	Advise to Lab incharge to paste the time table on notice board.	-
3	Stock registers are well maintained and regularly updated	N.A.	N.A.
4	Good housekeeping and cleanliness	Lab technician was appreciated for the same	-


Signature of the HOD

First Year
JEERC Jaipur


Signature of the Lab Audit Experts


Brijish Krish

 JAI PUR ENGINEERING COLLEGE AND RESEARCH CENTRE	Jaipur Engineering college and research centre, Shri Ram ki Nangal, via Sitapura RIICO Jaipur- 302 022.	Academic year:2019-20 Sem:I & II Sem.
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Department of Ist Year (Computer Science)

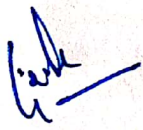
Lab Audit for academic year 2019-20

Name of the Department: Computer Science (Ist Year)
Name of Laboratory: CP Lab-20
Lab Incharge: Ms. Yogita Panjabi
Lab Technician: Mr. Dilip Kumar Sharma
Audit Date: 16 July 2020
Session : 2019-20

Members of Staff Present :

1. Ms. Yogita Panjabi
2. Ms. Abhilasha

S. No.	Comments	Action Taken	Remark
1	All hardware and software are in working condition	N.A.	All equipments and computers list is attached.
2	List of experiments and lab time table was not on the notice board.	Advise to Lab incharge to paste all experiments and time table on notice board.	-
3	Stock registers are well maintained and regularly updated	N.A.	N.A.
4	Repair work is required in 1 mother board.	Requirement is included in Budget and submitted for approval.	-
5	Good housekeeping and cleanliness	Lab technician was appreciated for the same	-


Signature of the HOD



Signature of the Lab Audit Experts

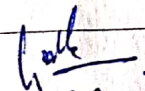
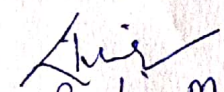
Jaipur Engineering College and Research Centre
Department of 1st Year

Recurring Expenses

Following is the details of maintenance and recurring expenses to update the computer labs of department of 1st Year.

S. No.	Particulars	Purpose	Qty.	Unit Price (Rs.)	Amount(Rs.)
1	Mother Board	Repairing	6	650	3900
2	RJ45 Connector Box	Purchase for maintenance	1	600	600
3	Pen-drive 16 GB	Purchase for Support services	1	450	450
4	Pen-drive 32 GB	Purchase for Support services	1	550	550
5	HDD 250	Purchase for system maintenance	3	950	2850
6	SMPS	Purchase for system maintenance	3	650	1950
7	Mouse	Purchase for system maintenance	8	250	2000
8	Key Board	Purchase for system maintenance	6	520	3120
9	Crimping Tool	Purchase for maintenance and services	1	1050	1050
10	Cutter	Purchase for maintenance and services	1	200	200
11	SATA Cable	Purchase for system maintenance	6	40	240
12	SATA Power	Purchase for system maintenance	6	30	180
13	CMOS Battery Box	Purchase for system maintenance	1	750	750
14	Screwdriver set	Purchase for maintenance and services	1	250	250
15	Blower machine	Purchase for maintenance and services	1	700	700
Total Amount Required					18790.00


Amrit Kr. Roy
Incharge-Computer H/W (JECRC)


(Gopendey Sharma)

Dr. Ruchi Mathur
HoD-1st Year (JECRC)