



JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

Department of Mechanical Engineering

Circular

Date: 3/12/2016

This is to inform all members of DQAC that there is a meeting on "Feedback analysis and action taken report from different stake holders" scheduled from 2 to 4 pm on 05.12.2016 at the BT-19, B-Block, to discuss the following agenda points:

The following agenda points will be discussed:

1. Feedback of mission, vision of institute and department.
2. Feedback on student's curricular and co-curricular activities.
3. Feedback on teaching and learning.
4. Feedback of Employer & alumni.
5. Any other related aspect

HOD -ME

Head of the Department
Mechanical Engineering
JECRC, Jaipur

CC to

- Principal
- Registrar
- On the notice board



Minutes of Meeting

Meeting Venue: BT-19, B-Block

Date: 05/12/2016

The department collects the feedback from the different stakeholders and later analysis is done. The various stake holders are mainly the students, faculty members, alumni and employer. Based on the analysis, an action taken report is prepared for further improvement. Program coordinator informs all faculty members about the feedback and the analysis of the stakeholders.

1. Vision and Mission of JECRC and Department of ME:

Parameters	Responses
Vision of JECRC and Department of ME	Majority of the faculties agreed with the Vision statement of JECRC and Department of ME.
Mission of JECRC and Department of ME	Majority of the faculties agreed with the Mission statement of JECRC and Department of ME.

2. Students Curriculum Feedback Analysis:

Parameters	Responses	Action taken
Present Curriculum of JECRC	Approximately 86-92 % students were agree with present curriculum and 08-14 % students were not agree with present curriculum.	HoD advised to all the faculty members regarding improvement in Students Curriculum Feedback are as follows: <ul style="list-style-type: none"> ➤ Faculty members have to identify more content beyond syllabus and same is added into the academic calendar. ➤ Faculty members addressed the issue and action based on the same is taken. ➤ Department has signed MOU with companies and activities from these companies with subsidized rate and centre of excellence are established in the department.
Teaching Learning Feedback Analysis	Approximately 84-96 % students were agree with present teaching learning and 04-16 % students were not agree with present teaching learning system	HoD advised to all the faculty members regarding improvement in Teaching Learning Feedback are as follows: <ul style="list-style-type: none"> ➤ Increase the involvement of slow learners in discussion. ➤ Ensure the regularity and punctuality of faculty members in class. ➤ Motivate the students to make maximum involvement in extracurricular activities. ➤ Upload advanced study materials, lecture videos, lab experiments videos/ NPTEL/ Swayam/ Swayam Prabha links to students. ➤ Address all grievances related issues of students on time.



Students Extra Curriculum Feedback Analysis	Approximately 89-96 % students were agree with present Students Extra Curriculum and 04-11 % students were not agree with present Students Extra Curriculum system.	HoD advised to all the faculty members regarding improvement in Students Extra Curriculum Feedback are as follows: <ul style="list-style-type: none">➤ Increase the number of activities and motivate each student to participate in at least one activity as a team leader or team member as well as in ethical orientation.➤ Increase the participation of students in National / International conferences and provide support for the same.➤ Ensured the students that there will be no loss related to academic during the time period of the participation in extracurricular activities.
Student's Facilities Feedback Analysis	Approximately 90-96 % students were agree with present Student's Facilities and 04-10 % students were not agree with present Student's Facilities system.	HoD advised to all the faculty members regarding improvement in Student's Facilities Feedback are as follows: <ul style="list-style-type: none">➤ Faculty members inform to campus in-charge for proper maintenance, cleanliness, also advised to organize plantation activity regularly.➤ Recommend to increase the number of ICT based classroom in the campus and sports in-charge has been instructed to maintain and enhance the sports facility.➤ Faculty should inform the campus in-charge about the first aid facility in the college and to resolve the grievances of student's within given time frame.

3. Alumni feedback analysis:

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. HOD advised to training incharge to increase the number of days for training program.

4. Employer feedback analysis:

- Students needs to prepare more about the company and institute should invest more in analytical skills of the students.
- Should work on student's thought process so they could be spontaneous apart that JECRC team is doing well.

HOD-ME

Head of the
Mechanical Engg
JECRC, Jaipur

Principal

PRINCIPAL
Jaipur Engineering College &
Research Centre