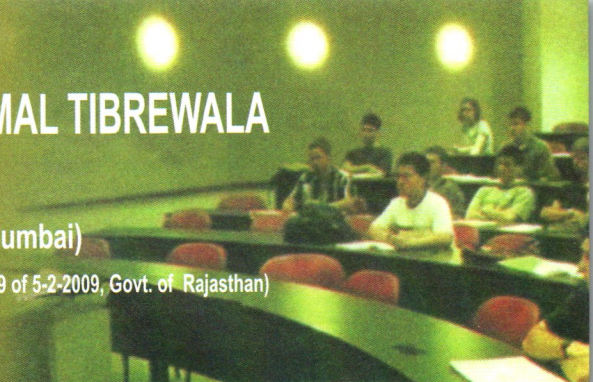


# SHRI JAGDISHPRASAD JHABARMAL TIBREWALA UNIVERSITY

(Conducted by Shri Rajasthani Seva Sangh, Mumbai)

(Established U/S 2(f) of UGC Act, 1956 vide Act No. F2(5) Vidhi/2/2009 of 5-2-2009, Govt. of Rajasthan)  
(UGC & AICTE Approved)



REF. NO.: JJTU/ADM/2017/DEC/016

DATE: 7<sup>th</sup> Dec. 2017

## NOTIFICATION

### Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **16<sup>th</sup> meeting** of all Teaching and Administrative staff of the University has been scheduled on **Monday, 11<sup>th</sup> December 2017 at 3:00 PM** in conference hall to discuss the progress of the University under the aegis of Internal Quality Assurance Cell (IQAC).

### The meeting has been convened to discuss the following agenda:

1. Student achievements and awards and several appreciation and participant certificates made available including annual function and competition.
2. Discussion about to provide the Updata Data for inclusion in the Directory-AIU MEMBERS ( JANUARY 2018)
3. Discussion about Examination Rescheduled of- Table Main/Back Examination Dec- 2017
4. Discussion about SAMPARK GRIEVANCE and related complaints on portal, its process.
5. Discussion about SWAYAM portal, largest digital online learning platform on joining World's largest SWAYAM MOOCs
6. Placement services provided to students with full-time Training and Placement:

All the Teaching and Administrative staff is requested to kindly make it convenient to attend the meeting.

  
**DR. ANJU SINGH**  
**CONVENER**

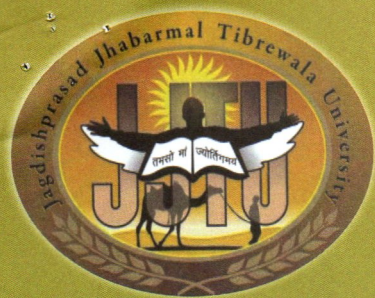


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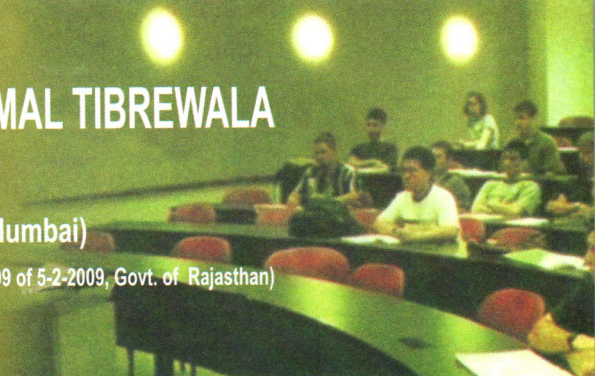
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REF. NO.:JJTU/ADM/2017/DEC/016

DATE: 11<sup>th</sup> Dec. 2017

## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 16<sup>th</sup> meeting of teaching and administrative staff of the university was held on Monday, December 11<sup>th</sup> 2017 at 3:00PM in conference hall to constitute the Internal Quality Assurance Cell (IQAC) as per UGC and NAAC guidelines.

Following members were present for the meeting:

Sr.No.	Name	Designation	Signature
1	Dr. Trishla Mehta	Management Representative	<i>Trishla Mehta</i>
2	Dr. Anju Singh	Chairperson	<i>Anju Singh</i>
3	Dr. S.K. Yadav	Coordinator	<i>S.K. Yadav</i>
4	Dr. Surender Kumar	Member- Representative Teaching staff	<i>Surender Kumar</i>
5	Dr. Anil Kumar	Member- Representative Teaching staff	<i>Anil Kumar</i>
6	Mr. Ajit Kaswan	Member- Representative Teaching staff	<i>Ajit Kaswan</i>
7	Dr. Ikram Qureshi	Member- Representative Teaching staff	<i>Ikram Qureshi</i>
8	Dr. Shashi Morolia	Member- Representative Teaching staff	<i>Shashi Morolia</i>
9	Mr. Subhash Modi	Member Finance Committee	<i>Subhash Modi</i>
10	Dr. Avinash Mehta	Member External Expert	<i>Avinash Mehta</i>
11	Hon. Balkishan Tibrewala	Member Industry Expert	<i>Balkishan Tibrewala</i>
12	Nikita Kumari	Member Student Representative	<i>Nikita Kumari</i>
13	Abdul Azeez	Member Alumni Association	<i>Abdul Azeez</i>

At the outset the Chairperson welcomed all committee members and the following agenda of the meeting was taken. The respective resolution was passed as discussed following minutes of meeting:

1. Student achievements and awards and several appreciation and participant certificates made available including annual function and competition: The alumni

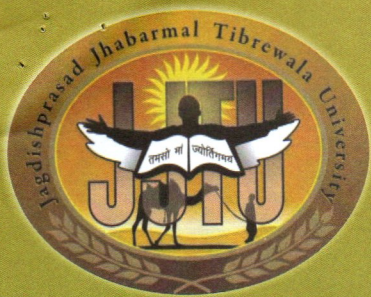


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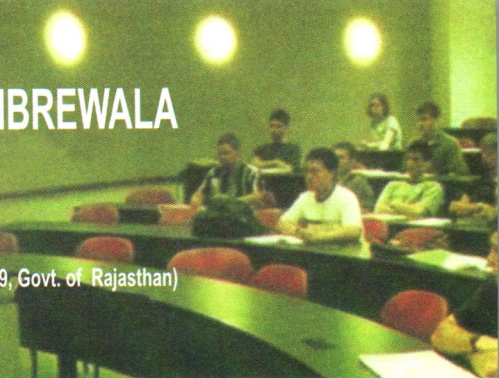
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of the university are seen in various professional services including industry, entrepreneurship, and consultancy and research organizations. The ideas, research, discoveries and innovations emanating from universities profoundly affect the social, cultural and economic well-being of our society. The students passing out from this university have fairly represented this institution with a gainful employment in different leading organizations within and outside the country.

***“Resolved that, action plan will always followed from student perspective which make them realize the strength and give support for their talent to achieve success in career.”***

The resolution was passed unanimously

2. **Discussion about to provide the Update Data for inclusion in the Directory-AIU MEMBERS ( JANUARY 2018) :** On portal of AIU university details need to be updated, hence prepare requisite details and provide it for updating he previous database on AIU Portal.

***“Resolved that, action plan will provide the requisite information to AIU to update on website.”***

The resolution was passed unanimously

3. **Discussion about Examination Rescheduled of- Table Main/Back Examination Dec-2017,** Change in exam dates for various other institutes within university, re-arrange schedule and faculty accordingly for further concern of this rescheduling of exam.

***“Resolved that, action plan about re-organizing and its management of exam schedule within university.”***

The resolution was passed unanimously

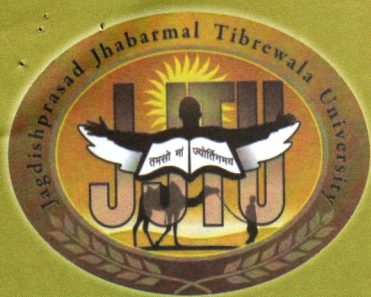


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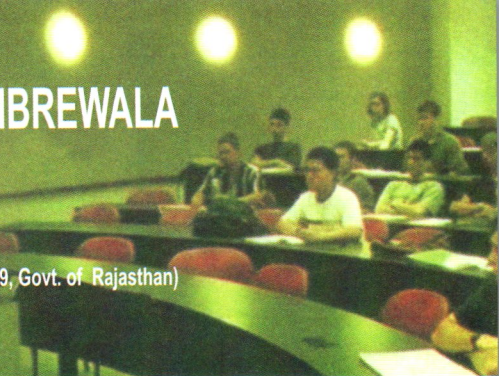
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#### 4. Discussion about SAMPARK GRIEVANCE and related complaints on portal, its process:

Online query and compliant alert on Sampark portal that grievance need to be discuss and resolved to understand the concern involved in it. Management will look after such issue and try to resolve through study and discussion with involved parties in to it.

***“Resolved that, action plan will take care about SAMPARK GRIEVENCE about portal complaints and concern issue”***

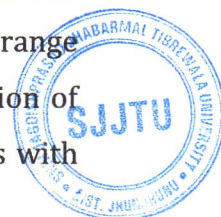
The resolution was passed unanimously

#### 5. Discussion about SWAYAM portal, its largest digital online learning platform on joining World’s largest SWAYAM MOOCs (Massive Open Online Courses), Dr. S.K.Yadav (Director of Research and Academics) will be Nodal Officer for MOOC from our university. a new paradigm of education for anyone, anywhere, anytime, as per your convenience, aimed to provide digital education free of cost and to facilitate hosting of all the interactive courses prepared by the best more than 1000 specially chosen faculty and teachers in the country. SWAYAM MOOCs enhances active learning for improving lifelong learning skills by providing easy access to global resources. All faculties create login and study the same for respective courses they are involved in.

***“Resolved that, action plan will make sure that all teaching staff must create login on SWAYAM Portal and go through the respective field of it for expertise in their subjects.”***

The resolution was passed unanimously

#### 6. Placement services provided to students with full-time Training and Placement: A separate Training and Placement Cell is working at university with full-time Training and Placement Officer. A Training and Placement Cell, at university level, has been set up in the University to keep a constant liaison with the potential employers/industries and provide necessary guidance to the students. The Cell works for the students to arrange industrial summer training that helps them get placements towards the completion of their courses. The Cell acts as an effective medium to promote the University ties with

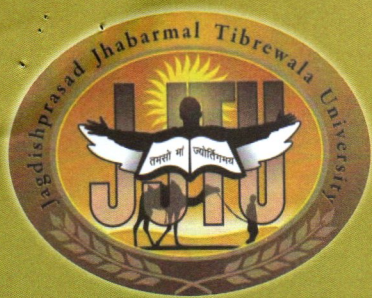


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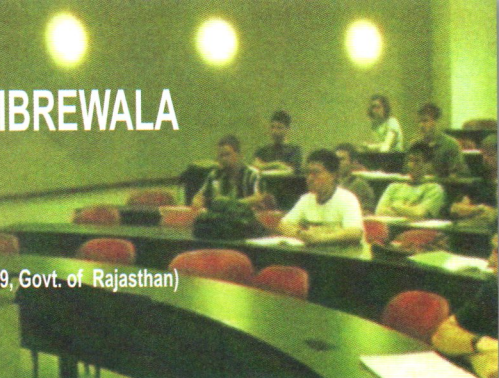
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the Industry with a view to providing placement of students. The Cell facilitates arranging on-campus placements of students in various industries, makes arrangements for students to participate in off-campus drives organized at various institutions/ industries. The Training & Placement Cell takes care of training and campus placements for the students. The Cell is equipped with appropriate infrastructure to execute the placement process. Arrangements for Pre-Placement talks, written tests, group discussions, interviews etc. are handled by the staff at the office in coordination with the respective departments.

***“Resolved that, action plan will make sure by Training and Placement committee for overall performance of students.”***

The resolution was passed unanimously

## **7. Discussion held on Development programmes for non-teaching staff and final year student through various professional and technical training and workshop for Lab**

: Dept. of Management and Computer Engineering organized workshop for Lab. Attendant and students. Dept. of Computer Science and Engg. organized a Skill up gradation workshop for teaching and non teaching staff. The Academic Staff College organized two skills up gradation programme for nonteaching staff of this university during this year.

***“Resolved that, to organize the development programmes for non-teaching staff and final year student.”***

The resolution was passed unanimously



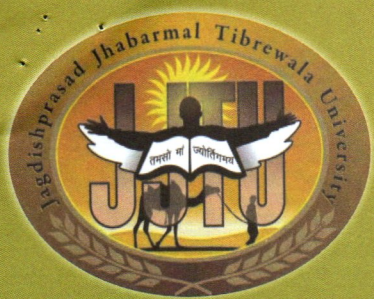
## **8. Discussion done on Good practices of the institution and minimum eligibility criterion is prescribed for each course:** A minimum eligibility criterion is prescribed for each course and the same is published in the Prospectus each year. For admission to

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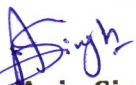
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all available programmes preference is given to candidates with valid eligible qualification. The courses have been specified and approved by the State Govt. and regulatory bodies including BCI, PCI, NCTE, etc. All the eligible technical courses have been assessed as per state government norms of syllabus. The teaching and non-teaching posts are sanctioned and funded by the State Govt. The procedure for selection of teachers is according to the UGC guidelines incorporated in the University Act. All the regular courses offered are inter-disciplinary/multi-disciplinary in the sense that studies in Communication Skills, Computer Applications and Management Concepts besides one open elective are compulsory for every student in the University.

***“Resolved that, action plan will organize good practices of the institution and minimum eligibility criterion.”***

The meeting was concluded as there was no any other matter for further discussion

  
**Dr. Anju Singh**

**Chairperson IQAC**

**Place JJTU, Jhunjhunu Rajasthan**

**Date: December 11, 2017**



  
**Dr. S.K. Yadav**

**Coordinator IQAC**

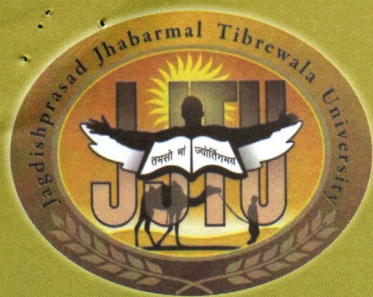


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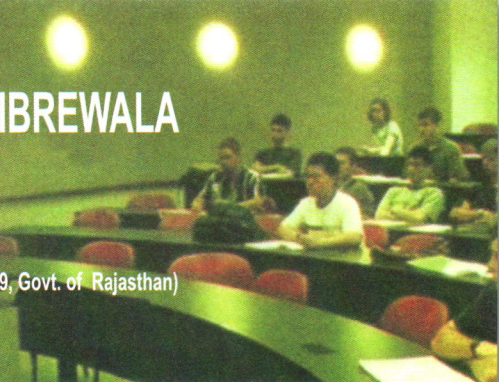
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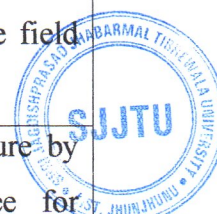
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## Action taken report the 16<sup>th</sup> meeting of Internal Quality assurance cell held on Monday, December 11<sup>th</sup> 2017 at 3:00PM

No.	Resolution No	Action Taken
1	Student achievements and awards and several appreciation and participant certificates made available including annual function and competition	Committee will always followed practices for student's academic growth in first perspective which make them realize the strength and give support for their talent to achieve success in career
2	Discussion about to provide the Update Data for inclusion in the Directory-AIU MEMBERS ( JANUARY 2018)	Administrative Committee will provide the requisite information to AIU to update on website
3	Discussion about Examination Rescheduled of- Table Main/Back Examination Dec-2017	Exam Committee action plan about re-organizing and its management of exam schedule within university
4	Discussion about SAMPARK GRIEVANCE and related complaints on portal, its process	Concern Committee action plan will take care about SAMPARK GRIEVENCE about portal complaints and concern issue
5	Discussion about SWAYAM portal, its largest digital online learning platform on joining World's largest SWAYAM MOOCs	Committee will make sure that all teaching staff must create login on SWAYAM Portal and go through the respective field of it for expertise in their subjects.
6	Placement services provided to students with full-time Training and Placement:	Placement Committee will make sure by Training and Placement committee for overall performance of students.

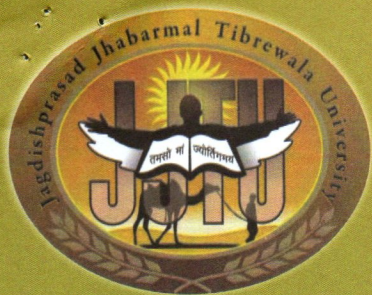


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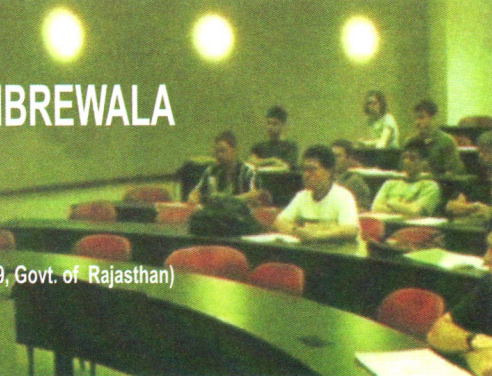
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7	Discussion held on Development programmes for non-teaching staff and final year student through various professional and technical training and workshop for Lab :	Committee organize development programmes for non-teaching staff and final year student.
8	Discussion done on Good practices of the institution and minimum eligibility criterion is prescribed for each course	Administration and management will organize best practices of the institution and minimum eligibility criterion

Dr. Anju Singh

Dr. S.K. Yadav

**Chairperson IQAC**

**Place JJTU, Jhunjhunu Rajasthan**

**Date: 11/12/2017**



**Coordinator IQAC**

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