

# 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/2014/MAR/001

DATE: 10<sup>TH</sup> MARCH 2014

## NOTIFICATION

### Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **1<sup>st</sup> meeting** of all Teaching and Administrative staff of the University has been scheduled on **Tuesday, 11<sup>th</sup> March 2014 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. Discussion of the progress of IQAC
2. To discuss about new courses to be launch in academic session 2014-15
3. To decide the dates of research Conferences / Workshops and Seminars
4. To analyze and check the working flow of Departmental Research Committee (DRC) for research programs
5. To discuss about course work lecture and faculty involved for the same
6. Any other matter with the permission of the Cell

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

*Skyar*  
**DR. S.K. YADAV**

CONVENER

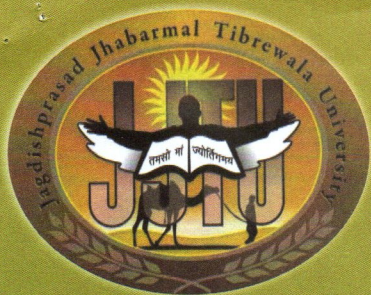
#### Main Office :

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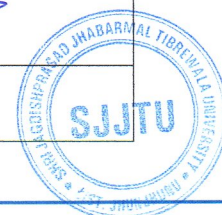
Date: March 11, 2014

## MINUTES OF THE 1<sup>ST</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

A meeting (1<sup>st</sup> meeting) of Internal Quality Assurance Cell of the university was held on Tuesday, March 11, 2014 at 2:00PM in conference hall to discuss the progress of the Internal Quality Assurance Cell (IQAC) as per UGC and NAAC guidelines.

Following members were present in the meeting:

Sr.No.	Name	Designation	Signature
1	Hon. Balkishan Tibrewala	Management Representative	
2	Dr. S.K. Yadav	Chairperson	
3	Dr. Madhu Gupta	Co-ordinator	
4	Dr. Anju Singh	Member-Teaching staff Representative	
5	Dr. Mahender Poonia	Member-Teaching staff Representative	
6	Dr. Surender Kumar	Member-Teaching staff Representative	
7	Mr. Ikram Qureshi	Member-Teaching staff Representative	
8	Dr. Rakesh Jath	Member-Teaching staff Representative	
9	Mr. Subhash Modi	Member Finance Committee	
10	Dr. Trishla Mehta	Member External Expert	
11	Mr. Ramakant Tibrewala	Member Industry Expert	
12	Ms. Vinita Malsariya	Member Student Representative	
13	Mr. Taufiq Qureshi	Member Alumni Association	



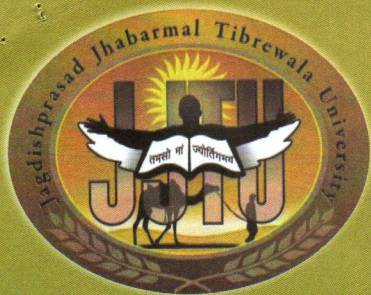
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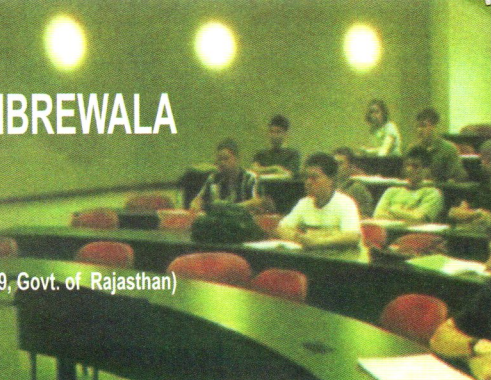




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**At the outset the Chairperson welcomed all committee members and the following agenda of the meeting was taken. The resolution was passed as under:**

**1. Discussion of the progress of IQAC**

The committee discussed the progress of the meeting conducted on March 11, 2014 In which the quality parameters discussed. All the matters resolved in previous meeting were verified at all scales

**2. To discuss about new courses to be launch in academic session 2014-15**

To launch new courses for the forthcoming session committee deiced that a department wise faculty meeting to be called to start semester system in all Under Graduate / Post Graduate / Professional courses. For which a suitable time period be given to all heads of the departments. Some new courses to be designed to meet the requirement for employment purpose for the students.

***"Resolved that semester system will be implemented in all academic and professional courses from forthcoming session."***

The resolution was passed unanimously

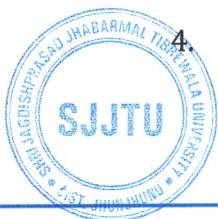
**3. To decide the dates of research Conferences / Workshops and Seminars**

For faculty development and research initiatives for the students, researches and the faculty members of the university, at least one research activity (Conference Workshops/ Seminars) in a month to be decided by Dr. Madhu Gupta as convener with the help of a committee constituted by her.

***"Resolved that atleast one research activity shall be organized every month with prior information"***

The resolution was passed unanimously

**4. To analyze and check the working flow of Departmental Research Committee (DRC) for research programs**



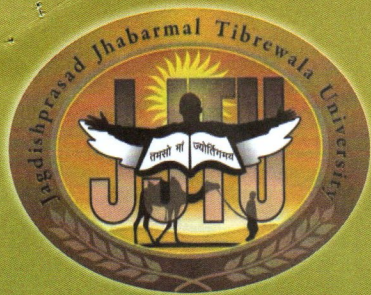
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By forming new Departmental Research Committee (DRC) to maintain the working flow of research programs as per every session, each department will constitute a Departmental Research Committee (DRC) in the headship of Director Research with the following members:

- Head of the Department
- Two Senior Professors
- One External Expert (A professor from other University)
- Supervisor / Guide

***"Resolved that proper DRC should be followed for all research programs"***

The resolution was passed unanimously

## 5. To discuss about course work lecture and faculty involved for the same

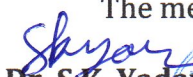
All committee member involve in course work lecture has decided to schedule of course work time table, Subject wise class lecture decided and followed with provide time table. During course work ongoing session if any faculty needed to take leave, would requested to inform the same to concern HOD as well as to In charge of DRC department so the lecture assign to available faculty. No class should left without lecture and scholar must not suffer anykind of staff absenteeism.

***"Resolved that proper course work lecture schedule and norms set followed with meeting."***

The resolution was passed unanimously

## 6. Any other matter with the permission of the Cell

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

  
Dr. S.K. Yadav  
CONVENER

Place JJTU, Jhunjhunu Rajasthan

Date: March 11, 2014

  
Dr. Madhu Gupta  
Co-ordinator

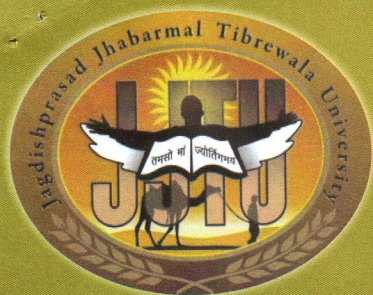
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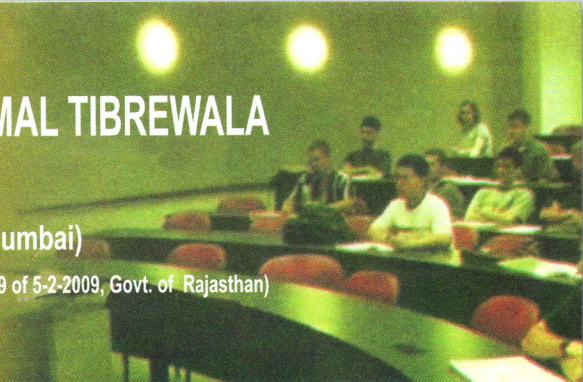




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## ACTION TAKEN REPORT OF THE 1<sup>st</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON TUESDAY, MARCH 11, 2014 AT 2:00 PM

No.	Resolution No	Action Taken
1	Discussion of the progress of IQAC	The IQAC of the university has been working as per agenda discussed in the 1 <sup>st</sup> meeting. Every member is working seriously in his/her work order section.
2	To discuss about new courses to be launch in academic session 2014-15	All courses for the forthcoming session will be in semester mode strictly as per UGC guidelines.
3	To decide the dates of research Conferences / Workshops and Seminars	The schedule of National/International Conferences / Seminars / Workshops placed before the committee as per schedule registered on conference alert and apex bodies.
4	To analyze and check the working flow of Departmental Research Committee (DRC) for research programs	DRC of every department has been recommended as per schedule to respective faculties. Formed new DRC to maintain the working flow of research programs as per every session,
5	To discuss about course work lecture and faculty involved for the same	All committee member involve in course work lecture has decided to schedule of course work time table,

  
Dr. S.K. Yadav

Chairperson IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: 11/03/2014

  
Dr. Madhu Gupta

co-ordinator IQAC

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