REF. NO.: JJTU/ADM/2019/SEPT/023   **DATE: 10th Sept. 2019**

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **23rd meeting** of all Teaching and Administrative staff of the University has been scheduled on **Wednesday, 11th September 2019 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. Confirmation of the meeting decided to held on Wednesday, 11th September 2019
2. Admission, Document submission and Enrollment of students/scholars
3. Admission policy/ Fee structure/ Program Course and Syllabus details
4. Information about updated data to NAD about database management
5. NAAC Registration overview further for IIQA
6. UBA Program and next cluster task allocation
7. CRS Proposal and discussion
8. Discussion about administrative database management
9. Discussion about creation of softcopy database of course/syllabus/ program
10. Discussion about upcoming conferences
11. Discussion about RLJT blood bank camp and training activity
12. Discussion about fresher party
13. Discussion about ISSN Certificate and indexing under Scopus and Road agency
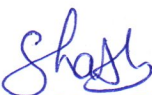
Main Office :
Vidya Nagari, Jhunjhunu-Churu Road, Chudela,
Dist. Jhunjhunu- 333001, Rajasthan
Tel.: 8104883405, 8104883413
E-mail: srss1986@gmail.com Website : www.jjtu.ac.in

Mumbai Office :
C/o Shri Rajasthani Seva Sangh, J.B Nagar, Andheri (E),
Mumbai-400059. (MAH)
Tel.: 9323973505/9819695239 Fax: +91-22-28224926
E-mail: srss1986@yahoo.co.in/ srss1986@gmail.com
Website : wwwjjtu.ac.in

14. **Discussion about print and uploading of research articles**

15. **Discussion about NIRF registration**

16. **Discussion about Swayam Portal related MOOC / NPTEL, Enrollment under N-List under Law department. NDL login of all teaching staff and E-pathshala login under library database.**

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

DR. SHASHI MOROLIA

**CONVENER**
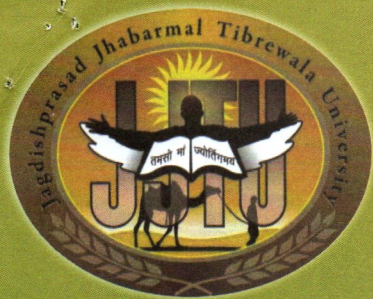
REF. NO.:JJTU/ADM/2019/SEPT/023   DATE: 11th Sept. 2019

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 23rd meeting of teaching and administrative staff of the university was held on Wednesday, September 11th 2019 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	Hon. Balkishan Tibrewala	Management Representative	
2	Dr. Shashi Morolia	Chairperson	
3	Dr. Ikram Qureshi	Coordinator	
4	Dr. S.K. Yadav	Member- Representative Teaching staff	
5	Dr. Anil Kumar	Member- Representative Teaching staff	
6	Dr. Surender Kumar	Member- Representative Teaching staff	
7	Mr. Ajit Kaswan	Member- Representative Teaching staff	
8	Dr. Rakesh Jat	Member- Representative Teaching staff	
9	Mr. Subhash Modi	Member Finance Committee	
10	Dr. Madhu Gupta	Member External Expert	
11	Dr. Trishla Mehta	Member Industry Expert	
12	Mr. Irfan Khatri	Member Student Representative	
13	Mr. Manroop	Member Alumni Association	
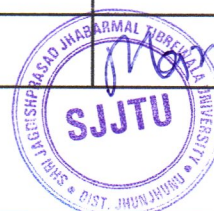
Main Office :
Vidya Nagari, Jhunjhunu-Churu Road, Chudela,
Dist. Jhunjhunu- 333001, Rajasthan
Tel.: 8104883405, 8104883413
E-mail: srss1986@gmail.com Website : www.jjtu.ac.in

Mumbai Office :
C/o Shri Rajasthani Seva Sangh, J.B Nagar, Andheri (E),
Mumbai-400059. (MAH)
Tel.: 9323973505/9819695239 Fax: +91-22-28224926
E-mail: srss1986@yahoo.co.in/ srss1986@gmail.com
Website : wwwjjtu.ac.in

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. Confirmation of the meeting decided to held on Wednesday,11th September 2019

2. **Admission, Document submission and Enrollment of students/scholars**

   Discussion about admission process and counseling about program selection at the time of admission., guidance will be provided and Rules for UG Program / PG Program Doctoral course and eligibility details has been provided in guideline. Number of Students enrolled in institution number of application received and evaluation of exact count of admitted student under various course within institute must properly analyzed and scrutinized for better support to student throughout process of admission and enrollment.

   "Resolved that, action plan to support and provide timely information to Student about admission process and eligibility criteria."

3. **Admission policy/ Fee structure/ Program Course and Syllabus details**

   Discussion about admission policy, fee structure, program course and syllabus details as per academic sessions details at the time of admission so student will clear about entire course and program syllabus details. Admission policy will be followed with requisite criteria and guideline as per statutory authority for respective institute. Team will allocate the task and desk for consulting enquiry about admission and formation of team will be done by administrative head of each department with consultation of principal under the guidance of top management of university. Girls fee structure will be followed as per university policy for the benefit of girl child and transparency will be maintained in entire process of admission.

4. **Information about updated data to NAD about database management**

   NAD (National Academic Depositary) under login of Shri J.J.T. University, we have completed the degree uploading task for academic result. Once database uploading

done university need to promote for the promotional use of NAD portal through student login. Entire database has centralized source for student individual access through Aadhar base creation login. All HOD must keep note that once in month they should keep one awareness lecture related NAD where faculty will explain to student how to create login in NAD and how to view degree certificate for confirmation part and further use of such digitalized record. All uploaded copy from university side as e-certified with digital signature and authentication followed with verified authority of NAD. Hence using such digitalized data will make student life easy for using such details while applying for job on national and international level.

"Resolved that, action plan to support and provide timely information about use of NAD portal"

5. **NAAC Registration overview further for IIQA**

After NAAC registration, further details received t process on IIQA which needed to submit with all requisite criteria. There is fee to process on submission part of IIQA. Overall with successfully done registration has provided further access to process and work on NAAC related activity with provided time as per deceive tab on NAAC under university login. As discussed in previous meeting about NAAC proceeding IIQA is next phase after registration in NAAC. Under IIQA basic information needed to be filled with submission of IIQA Fee. Pre-requisite criteria of IIQA for Higher Education Institution (HEIs) are as follows:

- Having a functional IQAC
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website

"Resolved that, action plan to support and provide timely information to tech team to upload the IQAC minutes once meeting done"

6. **UBA Program and next cluster task allocation**

Unnat Bharat Abhiyan is crucially design for the growth and sustainable development in rural area. This Abhiyan is nothing but supporting hands to villagers to impalements and start new innovative idea with involvement of Higher Education Institute. 1ST Phase of 1st cluster of 5 village survey with their technical and agriculture base project has been submitted and in follow up with UBA Team. With that we also in planning to start the survey of 2nd and 3rd cluster of next 10 villages where new project in phase of completion for technical submission but has been sent for review with internal team of university, before uploading it on UBA Portal under university login. UBA Survey activity of 2nd cluster decided internal team and target of time duration has been decided and allocated to respective team involved into UBA Project.

"Resolved that, action plan to support and provide UBA database which we need to manage as per each phase task for UBA Program"

7. CRS Proposal and discussion

University decided to apply for the CRS proposal. Hence team will be form who will check and overview the eligibility criteria for forming the set up of CRS. CRS is Community Radio Station which will be using for the benefit of regional community under which proposal will be submitted. Clear set of rules and regulation will be followed in to this proposal so study and requisite overview need to be done to identify the demographic, geographic and technical aspect of this proposal. CRS will be form by university only with motto to spread the importance of higher education and many other important topic of society which need to be spread among the villagers.

"Resolved that, action plan to propose for the proposal of CRS and set rule of action will be overview before applying for the same as HEI"

8. Discussion about administrative database management

As part of overview about administrative database management all departments which are using database software/excel sheet for student, scholar and staff information are neatly managed with updated respective details. Such database also verified departmental senior authority and will extract report which must be in monthly, quarterly half yearly and yearly based report will be maintain as record for any further information. Software maintain student and scholar as well as staff record has to be verify in two way verification to avoid wrong information, spelling mistakes. This will help to keep the right track of authenticate verified data with management. This will also helps to avoid duplication of unwanted data in database. These best practices must be followed by all departments while managing database related any systemized record.

"Resolved that, action plan to make authentic database within university, hence all department head instructed to follow this best practice and keep the monthly record in form of departmental report"

9. **Discussion about creation of softcopy database of course/syllabus/ program**

   As university always insist and focus to follow the best practices within academic pedagogy. Hence all department head are instructed to make sure about softcopy database creation of courses/syllabus of respective program. Syllabus will be in form of word or pdf file as per semester and year wise database. Once syllabus database maintained then each faculty has to create the ppt presentation of their respective subjects, which must contented with following set of slides Subject name with concern Faculty/ chapter name / objective to study / point-wise topic as per require thing to be covered/ Outcome of chapter. This will give clear idea to student what objective behind learning of particular chapter and what could be the outcome. Faculty are request to add one case study and video link and home task for student additional benefits to understand chapter more easily and start

contributing own thoughts to make the use in practical life, So we as academician has to take responsibility and strictly follow this best the practices as early as possible with clear and concise way of presentations.

"Resolved that, action plan to implement best practices for syllabus database management as per course and chapter wise details within all institute of university"

10. **Discussion about upcoming conferences**

There is interaction conference has been arranged win collaboration with Kathmandu university –Nepal. In respect to this conference all task will be divided within set team of conference board. This team will take care about all concern activity of international conference. All communication will be managed and approve with the higher authority permission. All set of instruction and plan will be documented properly and managed with the communication based on decided authority of Kathmandu University. Mutually both universities will decide about financial contribution and conference date arrangement by both universities. Flight booking and accommodation food beverage arrangement will be taken care by concern team member.

11. **Discussion about RLJT blood bank camp and training activity**

As RLJT run within university campus, there is organized blood bank camp in nearby region of university and will spread awareness about how blood donation can save the life. Various training session arranged for such organized activity to manage by concern staff of hospital. RLJT keeps clear record of blood unit collect and distribution through such camp.

"Resolved that, action plan to support and provide timely arrangement about Blood bank camp"

12. **Discussion about fresher party**

Fresher party managed and organized by previous year student for upcoming new batch of specific academic session. Student organized team managed the entire program with coordination of head of department and submit requisite indent for require material and food and snacks arrangement. University will allot the auditorium hall and mentioned indented means to make such fresher party more meaningful and enjoyable by sharing the previous batch in front of new student. This encourages all students to become part of university. And based on student invitation all higher authority will be attending and sharing the word of wisdom with all students.

"Resolved that, action plan to support student fresher party in organized way under the guidance of HOD's of respective institute of university"

13. **Discussion about ISSN Certificate and indexing under Scopus and Road agency**

Under the discussion of ISSN Certificate, this has been applied for copy of certificate of our registration of ISSN for university journals i.e. Rex/ Spark/Centum and Au-fait. These are journals which we are running from 2013 and following all the rules and regulation as per guideline of UGC about research paper publication our editorial board has management and taking care about database which has been uploaded on university journal website. Now all faculties are requested to publish minimum two research paper in year and encourage student to innovate the new ideas through the contribution of sharing the knowledge with specific research article. ISSN Certificate of Rex we have received in this year, now we are in process to apply for rest three journal's ISSN Certificate to make more specific way to apply for further phase of indexing and impact Factor for University journals. We need to also apply for UGC approved list for our all journals. Team will make the pathway and communicate with concern author t apply for such communication to make it successful for the benefit of student scholars and staff of university.

"Resolved that, action plan to support and provide timely database management of ISSN Database and indexing and impact factor related proceeding of university journals"

14. **Discussion about print and uploading of research articles**

University has four journals which has been categorized as per subject. University organized two conferences national or international once in month, where we receive many research articles based on conference theme. Here we do have set process of receiving articles our review team check each articles as per parameter set by UGC guideline. Plagiarism policy strictly followed in the process of reviewing articles. Minimum criteria set by university for article plagiarism has less than 10 %. All article also checked manual for font size all about manuscript format of research article submission. Once reviewed article found authenticate and original will be further upload under the respective category of research journals. Delaying in uploading will be further answerable to higher management in written report for denial of any uploading article of students/scholars. As processes newly define for process ruled out smoothly, we suggest to all concerned stakeholder to coordinate and co-operate the task for the smooth functioning of this process. Any suggestion will be consider if it provided in written form with logical criteria in related with journal database management.

"Resolved that, action plan to support and provide timely database management of research articles on our web site of university i.e https://jjtujournals.ac.in "

15. **Discussion about NIRF registration**

Dr Santosh Kumar Yadav (Research Director) has also managing authority in regards to NIRF registration and under his guidance further process will be defined. Successful registration has been done in NIRF. And proceeding further in respect to NIRF discussion will be taken place soon with concerned authority and team will be form to make this process initiate and to make it successful with proper process management.

"Resolved that, action plan will be form with concerned authority to make it successful with proper process management."

16. **Discussion about Swayam Portal related MOOC / NPTEL, Enrollment under N-List under Law department. NLD login of all teaching staff and E-pathshala login under library database.**

To utilize maximum use of available advance database, which has been provided by various government scheme to promote higher education with global platform. We initiate the step forward in respect with many online program which enhance knowledge and skills of stakeholders who will involve in to it in various source of available database. This will give global platform to use for student benefit hence we requested to use this database for best practices for higher education and skill enhancement through such online portal: stepping forward will give us the scope to enlarge the way of communication to student around the world and will get access of global database library.

- Swayam –MOOC will be registered and managed by **Dr. Santosh Kumar Yadav**
- Swayam –NPTEL will be registered and managed by **Dr. Anil Kumar (Principal Law) & Dr. Rupali Taru (Assistant Professor, Cyber Law)**
- N-List and e-pathshala will be registered and managed by **Dr. Rajkumar Bhakar**
- NLD where all teaching faculty can enrolled and can use for the benefit of study.

"Resolved that, action plan to registered and managed respective database scheme to enlarge the scope of university in online platform of cybernetic world under the guidance of Dr. Madhu Gupta(Registrar of university)"

The resolution was passed unanimously

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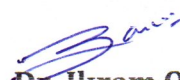
Dr. Shashi Morolia

Chairperson IQAC

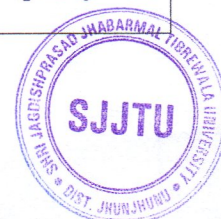Place JJTU, Jhunjhunu Rajasthan

Date: Sept. 11, 2019
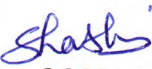
Dr. Ikram Qureshi

Coordinator IQAC

Action taken report the 23rd meeting of Internal Quality assurance cell held on Wednesday, September 11th, 2019 at 3:00 PM

No.	Resolution No	Action Taken
1	Admission, Document submission and Enrollment of students/scholars	*To support and provide timely information to Student about admission process and eligibility criteria.*
2	Information about updated data to NAD about database management	*To support and provide timely information about use of NAD portal*
3	NAAC Registration overview further for IIQA	*To support and provide timely information to tech team to upload the IQAC minutes once meeting done*
4	UBA Program and next cluster task allocation	*To support and provide UBA database which we need to manage as per each phase task for UBA Program*
5	CRS Proposal and discussion	*To propose for the proposal of CRS and set rule of action will be overview before applying for the same as HEI*
6	Discussion about administrative database management	*To make authentic database within university, hence all department head instructed to follow this best practice and keep the monthly record in form of departmental report.*
7	Discussion about creation of softcopy database of course/syllabus/ program	*To implement best practices for syllabus database management as per course and chapter wise details within all institute of university*
8	Discussion about RLJT blood bank camp and training activity	*To support and provide timely arrangement about Blood bank camp*
9	Discussion about fresher party	*To support student fresher party in*

		organized way under the guidance of HOD's of respective institute of university"
10	Discussion about ISSN Certificate and indexing under Scopus and Road agency	To support and provide timely database management of ISSN Database and indexing and impact factor related proceeding of university journals
11	Discussion about print and uploading of research articles	To support and provide timely database management of research articles on our web site of university i.e https://jjtujournals.ac.in
12	Discussion about NIRF registration	Action plan will be form with concerned authority to make it successful with proper process management
13	Discussion about Swayam Portal related MOOC / NPTEL, Enrollment under N-List under Law department. NLD login of all teaching staff and E-pathshala login under library database.	Respective admin will be process further with registration and management of such government program and scheme to enlarge the scope of university in online platform of cybernetic world under the guidance of Dr. Madhu Gupta(Registrar of university)

Dr. Shashi Morolia

Chairperson IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: Sept. 11, 2019

Dr. Ikram Qureshi

Coordinator IQAC