REF. NO.: JJTU/ADM/2019/DEC/024   **DATE: 10th Dec. 2019**

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **24th meeting** of all Teaching and Administrative staff of the University has been scheduled on **Wednesday, 11th December 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 Dec. 2019
2. Discussion about Unnat Bharat Abhiyan workshop at I.I.T. Jodhpur (Rajasthan)
3. Technical/ agricultural project submission of 2nd cluster under UBA Village
4. Dr Santosh Kumar Yadav proceeding further subject-wise team for MOOC
5. CRS proposal submission as per application form and requisite documentation
6. IIQA submission and processing further to SSR submission on NAAC Portal
7. Examination of odd semester and its arrangement till result declaration.
8. Discussion of upcoming conferences and its overall reports for overview
9. Letter to Promote NAD login and for awareness within students
10. Discussion about upcoming pharmacy inspection
11. Discussion about annual function SHAMIKA and its team management.

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

DR. SHASHI MOROLIA

CONVENER

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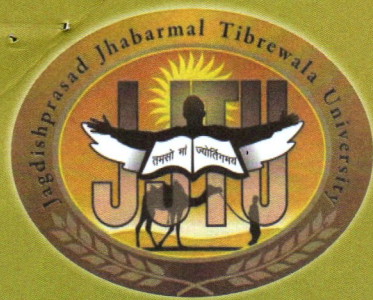
REF. NO.:JJTU/ADM/2019/DEC/24   DATE: 11th DEC. 2019

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 24th meeting of teaching and administrative staff of the university was held on Wednesday, December 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. Trishla Mehta	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. SubhashModi	Member Finance Committee	
10	Dr. S.K. Yadav	Member External Expert	
11	Dr. Madhu Gupta	Member Industry Expert	
12	Mr. Prakesh	Member Student Representative	
13	Mr. Pramood Kumar	Member Alumni Association	
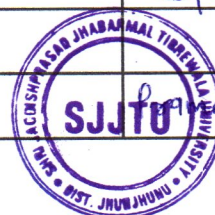
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At the outset the Chairperson welcomed all committee members and the following agenda of the meeting was taken. The respective resolution was passed as discussed following minutes of meeting:

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

2. **Discussion about Unnat Bharat Abhiyan workshop at I.I.T. Jodhpur (Rajasthan)**

   Discussion has been taken place to decide and selection of representative who will be attending the UBA Workshop at IIT Jodhpur (Rajasthan) Teams will overview the step needs to be taken place to arrange the further UBA task and its entire project. Reason to attend such workshop arranged by UBA and IIT team, and such workshop will gives the platform to share the new ideas and technique to implement in rural area/ village. Also such conference gives meet with NGO and funding agency to support project defined by participant. Various knowledge and experience of other participant will also help to understand new concept of technical and agriculture project.

"Resolved that, action plan about to attend the workshop, faculty has been decide who representing to UBA from Shri J.J.T. University."

3. **Technical/ agricultural project submission of 2nd cluster under UBA Village**

   As in UBA, we have adopted 21 villages and all villages divided in to 5 villages as one cluster. As we have already accomplished survey of 10 villages and database has been updated for the same. We also stared 3rd cluster of 5 villages and will be in process of preparing technical and agriculture project. These projects will be further reviewed by senior team and database will be updated on UBA portal under login of Shri JJT University. Further for any kind of clarification will be answered on portal and try to provide best proposal which will create positive impact in villages and in villagers life too. Further date and time will be planned to meet stakeholders in adopted villages of

32nd and 3rd cluster and try to arrange the campaign which helps to add values to life of youth and support in empowering women.

4. **Dr Santosh Kumar Yadav proceeding further subject-wise team for MOOC**

As registration done by **Dr. Santosh Kumar Yadav** for Swayam MOOC, Sir has further planned out the session as per subject wise and list has been arranged to get confirmation about further allocation of courses. Online course with respective team will me arrange in coordination with Swayam –MOOC program, Dr. S. K. Yadav will manage the database of Shri J.J.T. University under MOOC program. Registration details also added under university record so database of such online programs encourage faculties to initiate and learn the maximum utilization of advance technology for research and development to innovate new ideas.

5. **CRS proposal submission as per application form and requisite documentation:**

Community radio station proposal has been overviewed and studied by formed team and has initiated to submit the proposal by selecting the regional criteria and technical aspect for distance and required technical conditions will match with selected district under this proposal. University decided to apply for **Churu** and **Jhunjhunu district of Rajasthan**, which is nearby location of university. This will help to university to use CRS for villagers' growth and development. Goal to apply for this proposal is only for the development and sharing knowledge and information on education and for the benefit of villagers. With this proposal overview team will also consider and study the major issue of society. Community Radio Station will become platform to reach local people and to enhance their life with essential use of CRS. This radio station will be based and run in three languages Rajasthani, Hindi and English.

"Resolved that, action plan for the submission of CRS proposal and its requisite documentation to Ministry of Information and Broadcasting"

6. **IIQA submission and processing further to SSR submission on NAAC Portal**

    On 8th Nov IIQA has been submitted successfully. As per criteria of time duration provided by NAAC for further submission of SSR with 45 days from the date IQAC submitted. Hence on or before 23rd Dec will the last date to submit the SSR (Self Study Report) , Hence all department strictly instructed to provide all require information timely and in format in which it has been asked by internal NAAC team. Evaluation report of Law/Pharmacy and Education department needs to be providing on time to centralized department of NAAC. Matrix which will be selecting for excluding from valuation has been decided, verified and approved by higher authority. Further to this payment of SSR once done, List of student for the survey purpose has been submitted on NAAC portal in provided format and final submission of SSR will be accomplishing on or before the date 23rd Dec. 2019. Once matrix set and Self study report submitted in requisite forms on NAAC portal. With this IIQA and SSR submission 2nd phase will be successfully completed by university. NAAC team will be proceeding further with SSS (Student Satisfactory Survey)

"Resolved that, action plan to timely submission of IIQA and SSR on NAAC Portal"

7. **Examination of odd semester and its arrangement till result declaration.**

    Exam controller will allocate the exam task to conduct exam smoothly. Exam time table, seating arrangement, question paper set and answer key distribution, signature sheet and exam duty duly defined with structured process. All teaching and non teaching staff cordially support to exam department and exam committee.

8. **Discussion of upcoming conferences and its overall reports for overview**

    Discussion about upcoming monthly conference and its overall report need to be preparing to evaluate the department wise, subject wise conference theme and process of database to make upcoming conference more proactive and useful to scholars and students in research perspective. Entire team of conference committee

always manages the proceeding of conference inauguration and program of national and international conference. Now for expansion and sharing of knowledge and to innovate more new concept in organizing conference team will be managing database of institute wise conference with its theme and will be submitting to management so for coming one year conferences theme and title will be set. Conference committee will overview submitted theme and title of conferences and submit the report of evaluation and selection from submitted theme, will instruct the institute head about selected theme or can be ask for change in theme as per coming special occasion or days which are relates with academic calendar. Based on al scrutiny final theme submission will be taken place to make conferences successful. And maximum scholar student and faculty will involved in to it to share the knowledge and innovate new ideas from various proceedings and presentation of articles in conference.

9. **Letter to Promote NAD login and for awareness within students**

All faculties are instructed to have one session once in month about NAD login creation online portal of NAD. As we all know that NAD team has confirmed about our academic digitally singed results of students are uploaded on portal and student will get direct access by creating AADHAR base login on NAD Portal. To make the use of this authentic way of access for own result copy student must know about this proceedings. Hence its responsibility of faulty to make aware to them and let them use such verified database for own benefits.

10. **Discussion about upcoming pharmacy inspection**

As we all know, submission of Pharmacy document has been done and expecting inspection team will be visiting in month of January 2020. Permission for M. Pharma will be based on review by inspection committee report. Faculty and non-teaching

Staff is instructed to keep current session track updated and verified by higher authority of department of pharmacy institute.

11. **Discussion about annual function SHAMIKA and its team management.**

SHAMIKA is the annual function of university. Team has formed under the guidance of **Dr. Nidhi Yadav (Pro-Vost of University)** who will take care of entire Event of Shamika. All faculties are instructed to encourage student to participate in the annual function. List of participant and after even completion report of winner list has to be recorded in session of current year. As SHAMIKA is seven days program and each day has define with specific programmed task organized by committee member. Even management and require material will be timely order and requisite process must be followed for invitation and promotion of SHAMIKA.

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: Dec. 11, 2019

Dr. Ikram Qureshi
Coordinator IQAC

Action taken report the 24th meeting of Internal Quality assurance cell held on Wednesday, December 11th, 2019 at 3:00 PM

No.	Resolution No	Action Taken
1	Discussion about Unnat Bharat Abhiyan workshop at I.I.T. Jodhpur (Rajasthan)	*Action plan about to attend the workshop, faculty has been decide who representing to UBA from Shri J.J.T. University.*
2	CRS proposal submission as per application form and requisite documentation	*Action plan for the submission of CRS proposal asn its requisite documentation to Ministry of Information and Broadcasting*
3	IIQA submission and processing further to SSR submission on NAAC Portal	*Action plan to timely submission of IIQA and SSR on NAAC Portal.*

Dr. Shashi Morolia
Chairperson IQAC
Place JJTU, Jhunjhunu Rajasthan
Date: Dec. 11, 2019

Dr. Ikram Qureshi
Coordinator IQAC