

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/JUNE/002

DATE: 10th JUNE 2014

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **2nd meeting** of all Teaching and Administrative staff of the University has been scheduled on **Friday, 13th June 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. Confirmation of the meeting decided to held on 13th June, 2014
2. Actions plan about organizing and working about IQAC meeting
3. Review of actions initiated on departmental team observations duties and overview
4. Activities Planned for the academic year 2014 and their Progress
5. Best practices sharing and new initiatives in respect to upcoming events.
6. Preparing Review / approval of the Annual Quality Assurance Report (AQAR)
7. Arranging the national and international conference (Date & detail scheduled)

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

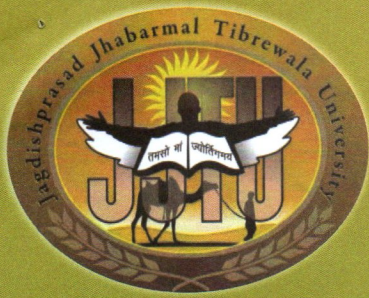

DR. S.K. YADAV


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Date: 13th June 2014

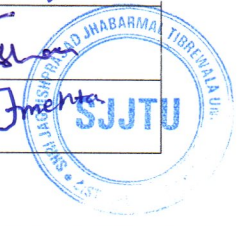
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 2nd meeting of teaching and administrative staff of the university was held on Friday, June, 13th 2014 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. S.K. Yadav	Chairperson	
3	Dr. Madhu Gupta	Co-ordinator	
4	Dr. Anju Singh	Member- Representative Teaching staff	
5	Dr. MahenderPoonia	Member- Representative Teaching staff	
6	Dr. Surender Kumar	Member- Representative Teaching staff	
7	Mr. IkramQureshi	Member- Representative Teaching staff	
8	Dr. RakeshJath	Member- Representative Teaching staff	
9	Mr. SubhashModi	Member Finance Committee	
10	Dr. Trishla Mehta	Member External Expert	

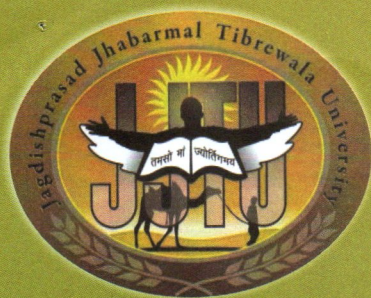


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11	Mr. Ramakant Tibrewala	Member Industry Expert	
12	Ms. Vinita Malsariya	Member Student Representative	
	Mr. Taufiq Qureshi	Member Alumni Association	

At the outset, Dr. S.K. Yadav Director Research and Pro Vice-Chancellor welcome all faculty members and Registrar Er. Balkishan Tibrewala. Including finance office Mr. Subhash Modi. Agenda of the meeting was taken as:

1. Actions plan about organizing and working about IQAC meeting

Organizing Quality related activity related task and program with various academic logs and research program schedules in discussion with respective department heads and identify a suitable theme focusing on quality in Higher education. Quality education is the main Objectives to improve the organizing and working about work culture and process implementation within research and academic pedagogy.

"Resolved that, action plan will be organized about further upcoming IQAC meeting."

The resolution was passed unanimously

2. Review of actions initiated based on departmental team, observations of work allocation, duties and responsibilities and overview (2014)

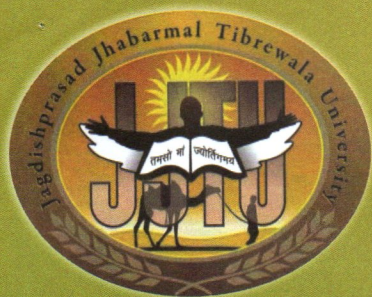
Presented and discussed taken on all the points of departmental team, **observations of work allocation, duties and responsibilities and overview**. Observations draw on the basis of changes needed in to different department to create database for syllabus and lecture time table, exam date decision, student progress report, parent meetings and many other tasks related with student subject and infrastructure within university campus.

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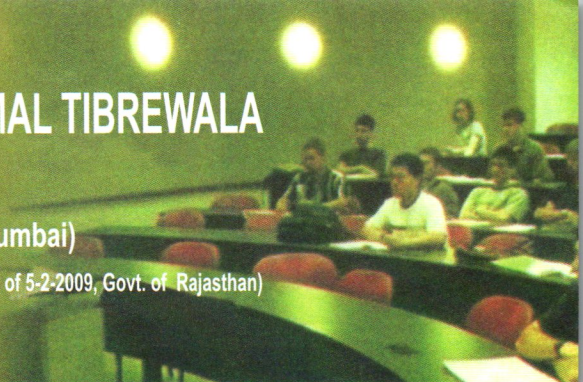
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“Resolved that, action plan will be based on committee decision on departmental team, observations of work allocation as per duties and responsibilities.”

The resolution was passed unanimously

3. Activities Planned for the academic year 2014 and their Progress

- (i) Arranging Academic audit
- (ii) Preparation of filing about academic paper work
- (iii) Arranging list of lab infrastructure and fixture related requirements
- (iv) Maintaining records of attendance list and student / parents contact details
- (v) Sports and competition arrangement for inter college students
- (vi) Discussion with students on 1 to 1 basis to analyze their class awareness
- (vii) Organizing Quality related conference / workshop / Seminar
- (viii) Evaluation of result and class attendance of student

“Resolved that, action plan will be based on committee decision about Activities Planned for the academic year 2014 and their Progress.”

The resolution was passed unanimously

4. Best practices sharing and new initiatives in respect to upcoming events.

Discussion about overall annual function in advance preparation of list members involved and managed the provided task of respective events. To add more innovative Practice to enhancing the teaching learning and should also support Curriculum Conclave within University. Few New Initiatives has taken placed to encourage more student participant and staff involvement about awareness on internal risk assessment for the academic units on initiated program as well as interdisciplinary activity.

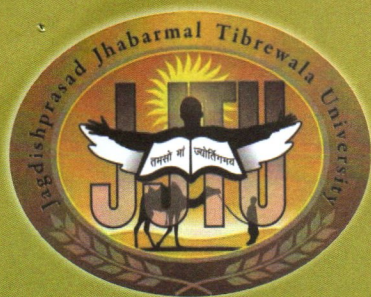
“Resolved that, action plan will be followed with best practices in respect to upcoming events.”

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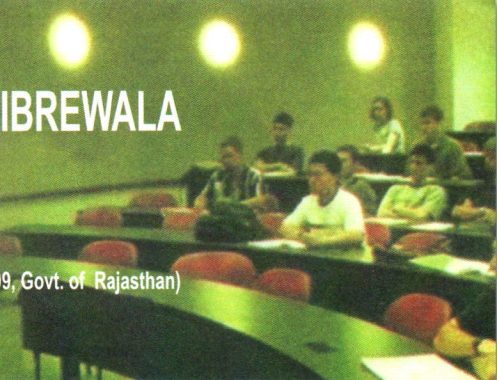
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The resolution was passed unanimously

5. Preparing Review / approval of the Annual Quality Assurance Report (AQAR)

Depending on meeting conducted and preparing reports for review to higher authority as per year 2014-15 is compiled and forwarded to the top management for review. Also will plan and discuss for preparing report which will need to be record for further documentation.

“Resolved that, action plan will be Preparing Review / approval of the Annual Quality Assurance Report (AQAR)

The resolution was passed unanimously

6. Arranging the national and international conference (date scheduled or held)

Depending on upcoming conferences requisite arrangement need to be discuss for conference and seminar. List need to be prepared about agenda and contains of such upcoming workshop and conferences. Dates and schedule will be finalized and decide about work allocation.

“Resolved that, action plan will be Arranging the national and international conference (date scheduled or held).

The resolution was passed unanimously

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


Dr. S.K. Yadav

CONVENER

Place JJTU, Jhunjhunu Rajasthan

Date: June 13, 2014


Dr. Madhu Gupta

Co-ordinator

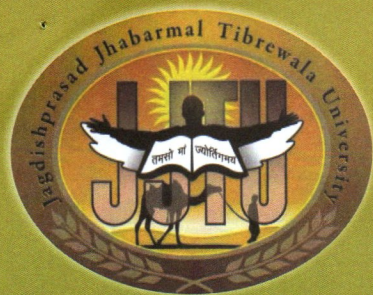


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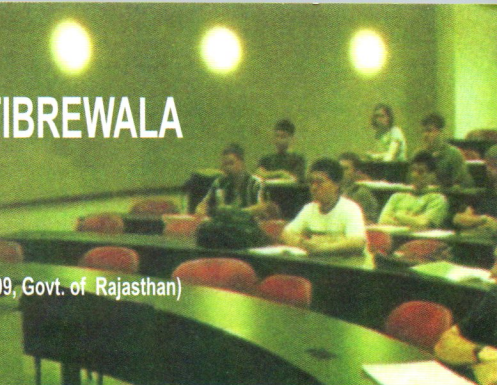
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Action taken report the 2nd meeting of Internal Quality assurance cell held on Friday, June 13, 2014 at 3:00 PM

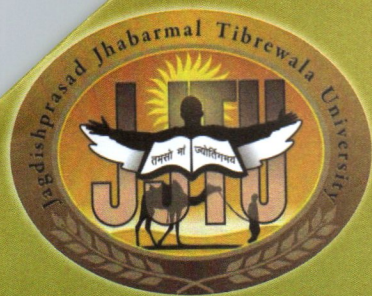
No.	Resolution No	Action Taken
1	Actions plan about organizing and working about IQAC meeting	Actions plan about organizing and working about IQAC meeting discussed in the 2 nd meeting. Every member is working seriously in his/her work to improve the organizing and work process.
2	Review of actions initiated based on departmental team, observations of work allocation, duties and responsibilities and overview (2014)	All department HOD assigned with allocated duty on the basis of changes needed in to different department to create database for syllabus and lecture time table, exam date decision, student progress report, parent meetings and many other tasks related with student subject and infrastructure management.
3	Activities Planned for the academic year 2014 and their Progress	Committee initiated the planned activity to Arranging Academic audit and maintaining records of attendance list and student / parents contact details as well as Evaluation of result and class attendance of student.
4	Best practices sharing and new initiatives in respect to upcoming events.	List decided about team who organized and plan entire upcoming functions. To add more innovative Practice to

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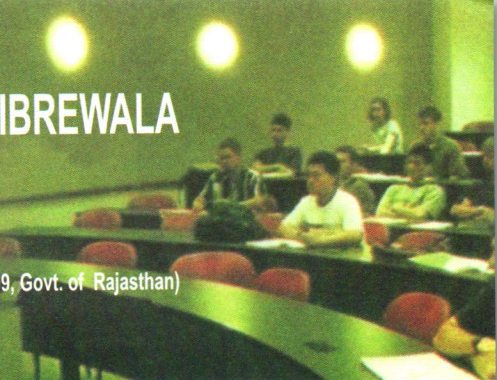


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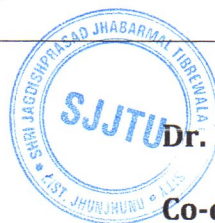


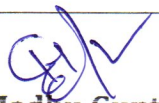
		enhancing the support Curriculum for the academic units on initiated program as well as interdisciplinary activity.
5	Preparing Review / approval of the Annual Quality Assurance Report (AQAR)	will plan and discuss for preparing report which will need to be record for further documentation.
6	Arranging the national and international conference (date scheduled or held)	Team will managing on upcoming conferences requisite arrangement aligned and discuss for conference and seminar..


Dr. S.K. Yadav
Chairperson IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: 13/06/2014




Dr. Madhu Gupta

Co-coordinator IQAC

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