



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)

DATE: 10th Dec. 2021

REF. NO.: JJTU/ADM/2021/DEC/032

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **32nd meeting** of all Teaching and Administrative staff of the University has been scheduled on Saturday, **11th Dec. 2021 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 Saturday, December 11th 2020 at 3:00PM
2. Skill Education Program's syllabus and framework with allocation in respect to update the skill education details under the State government notification of JOSEC
3. Arrangement and work allocation on theme of International Conference
4. Arrangement and work allocation on theme of National Conference of Languages
5. Arrangement and work allocation on theme of Yoga Workshop 2021
6. Coordinate the event on theme of National Sensitization Workshop on Good Laboratory Practice Organized and sponsored by National Good Laboratory Practice Compliance Monitoring Authority, Department of Science and Technology, Government of India. And Shri JJT University are here as a Host Institute, Department of Pharmacy & Department of Biosciences. GLPT DST Conference and its report submission
7. Details report on Harit Rajasthan Program and its Submission



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8. Journal's application to UGC CARE, its further proceeding on online submission
9. UBA MoU signed with Rijani Village under project of Aloe Vera Cultivation
10. UBA Portal clarification and task allocation for further proceeding
11. Creating awareness on researcher database of VIDWAN INFLIBNET Portal
12. Monitoring on request of IRINS Database application for institutional access
13. Monitoring on NAD Digi-locker Process and it's Management System
14. Monitoring of program and courses update to student about SWAYAM NPTEL
15. Monitoring of program and courses update to student about SWAYAM MOOC
16. UGC MOOC notification for Credit Score System and its implementation
17. Proceeding for committee formation for SIF application online submission
18. LAB Management and its Instrumentation maintenance and monitoring
19. Arrangement industrial visit/ Historical Visits for student knowledge enhancement
20. Monitoring about quality teaching of online classes through Zoom application
21. Aligned the Parents meeting and get feedback as part of overview meet
22. Update on UGC Activity Portal for various departmental activity reports
23. Assessment of respective task allocation on AIU database management
24. Cultural activity and functional program arrangement on special days
25. Selection of Academic Head, Head HR to enhance on role of respective sections
26. Internal committee constituted for Proceeding on submission of AICTE application

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

DR. MADHU GUPTA

COORDINATOR IQAC





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(UGC & AICTE Approved)

DATE: 11th Dec. 2021

REF. NO.:JJTU/ADM/2021/DEC/32

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 32nd meeting of teaching and administrative staff of the university was held on Saturday, Dec. 11th 2021 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. Ikram Qureshi | Chairperson | |
| 3 | Dr. Madhu Gupta | Coordinator | |
| 4 | Dr. Surender Kumar | Member- Representative Teaching staff | |
| 5 | Dr. Arun Kumar | Member- Representative Teaching staff | |
| 6 | Dr. Ajit Kaswan | Member- Representative Teaching staff | |
| 7 | Dr. Anil Kumar | Member- Representative Teaching staff | |
| 8 | Dr. Rupali Taru | Member- Representative Teaching staff | |
| 9 | Dr. Aman Gupta | Member Finance Committee | |
| 10 | Mr. SubhashModi | Member Finance Committee | |
| 11 | Dr. Anil Kumar | Member External Expert | |
| 12 | Dr. S.K. Yadav | Member Industry Expert | |
| 13 | Yuvraj Singh | Member Student Representative | |
| 14 | Tofiq Ali | 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 Saturday, December 11th 2020 at 3:00PM**
2. **Skill Education Program's syllabus and framework with allocation in respect to update the skill education details under the State government notification of JOSEC**

To design the framework for Job Oriented Skill Education Center (JOSEC), Team has been selected and subject and syllabus outline set with collective team decision. Further syllabus confirmation and student counseling dates and JOSEC program implementation date will further decision with guidance of senior management.

"Resolved that, action plan about to delegates the duty for arranging and managing the framework of JOSEC"

3. **Arrangement and work allocation on theme of International Conference**

Department-wise conference will be arranged and theme for the same will be considered based on different a current topic which requires to be finalized. Based on dates confirmation work will be allocated to staff to coordinate further on role of respective activity to be handled and managed by department. In regards to same international guest will be called as guest of honor. To make this conference more informative presentation / technical session will be coordinate with proper procedure and norms of conferences. All above work alignment will be done by conference committee.

"Resolved that, action plan about to plan of conference committee to arrange and align systematic framework for the same."



4. Arrangement and work allocation on theme of National Conference of Languages

Department-wise conference will be arranged and national theme for the same will be considered based on different a current topic which requires to be finalized. Based on dates confirmation work will be allocated to staff to coordinate further on role of respective activity to be handled and managed by department. In regards to same national guest will be called as guest of honor. To make this conference more informative presentation / technical session will be coordinate with proper procedure and norms of conferences. All above work alignment will be done by conference committee.

"Resolved that, action plan about to plan of conference committee to arrange and align systematic framework for the same."

5. Arrangement and work allocation on theme of Yoga Workshop 2021

Department of Yoga and Naturopathy in coordination conference committee will be managing the Yoga workshop 2021 and this event will further reported by head of Yoga department. Theme, program schedule, scholar's student's registration and guest speech and guest invitation further taken care by Head of Yoga department. After yoga workshop report needs to be submitted by organizer committee with all details of event conducted in yoga workshop.

"Resolved that, action plan under guidance of top management who has been decide representative to concern team of said task."

6. Coordinate the event on theme of National Sensitization Workshop on Good Laboratory Practice Organized and sponsored by National Good Laboratory Practice Compliance Monitoring Authority, Department of Science and Technology, Government of India. And Shri JJT University are here as a Host Institute, Department of Pharmacy & Department of Biosciences. GLPT DST Conference and its report submission

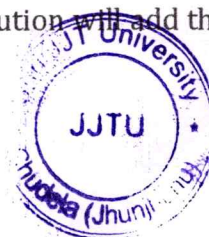


Department of Pharmacy & Department of Biosciences will be coordinating for the event on National Sensitization Workshop on Good Laboratory Practice Organized and sponsored by National Good Laboratory Practice Compliance Monitoring Authority, Department of Science and Technology, Government of India. And Shri JJT University are here as a Host Institute, Department of Pharmacy & Department of Biosciences. GLPT DST Conference and its report submission will be further responsibility of HoD's post conference. This workshop is to enhance the capacity and capability of the pharmacy and life sciences post graduate students and research scholars in the area of pre-clinical drug development through OECD GLP awareness programs and also to knowing about The OECD Principles of Good Laboratory Practice who ensure the generation of high quality and reliable test data related to the safety of industrial chemical substances and preparations. And to know the information about the principles have been created in the context of harmonizing testing procedures for the Mutual Acceptance of Data (MAD). The schedule of the workshop technical session includes encouragement, discussions, and debate by the esteemed delegates on topic of workshop discussion. Also ensure the workshop aligned to be informative, profitable and fruitful for everyone present in the event.

"Resolved that, action plan about to manage and monitor said workshop by Department of Pharmacy & Department of Biosciences will be coordinating to arrange and align systematic framework for the same."

7. Details report on Harit Rajasthan Program and its Submission

Harit Rajasthan activity organized in university campus by dedicated staff members including NCC, NSS and Scout Guide students in respect to the activity participation done with the core reason of this program. Plantation of tree and its care has the priority of the event as per the notification received by Rajasthan State Government, Shiksha Group-4. Activity has been further continue till 2nd Oct 2021 where more than 70 medicine plants has been planted within university campus. To protect environment and keep it pollution free with such activity needs to be spread with message to keep Rajasthan Harit. In regards to the same all faculty and student contribution will add the



value to this event and university will continue to take to arrange such event on regular basis to keep the notification as one of mission of each on us as responsible citizen.

8. Journal's application to UGC CARE, its further proceeding on online submission

SPARK Journal's application has been submitted to UGC CARE with all the requisite details of recommendations. And to proceed further on rest of journals submission into UGC CARE with all the requisite recommendation Senior management will form the team and proactively process on the proceeding for the REX/AUFIAT/CENTUM application to UGC CARE. IQAC team and its member will be over viewing the requisition criteria for submission process. Journals website and its database would require managing as per the criteria of journals management. And journal committee will be further decision maker into this to improve the quality work and to aligned the process on regular basis.

9. UBA MoU signed with Rijani Village under project of Aloe Vera Cultivation

Under the program of Unnat Bharat Abhiyan University signed one MoU with farmer of Rijani under project of Aloe Vera Plantation. Land has been finalized and project team has been set to initiate the plantation process. 12000 plant has been cultivated and its watering process set with regular manage process. Project head keeps track on its regular activity so to have good quality result as an output from this production. Further in to this Marketing team will be form for further processing on this final product to have profitable sale or innovative research within campus whichever is feasible to this project.

10.UBA Portal clarification and task allocation for further proceeding

Apart from 1st proposal rest four submitted proposal asked for clarification by NCI and SEG team. Out of four proposal of Mushroom has been submitted with requisite clarification on asked question in online database of UBA portal. Rest three clarification will be submitted by agriculture expert after to fulfill the criteria of submission of clarification details. University agriculture expert will submit the clarification on rest of proposals like VermiCompost, Onion plantation and Pappya plantation where SEG will



evaluate the submitted clarification and decision will be made by UBA team for further activity process for the same.

11. Creating awareness on researcher database of VIDWAN INFLIBNET Portal

To create awareness to enhance the database of researches and faculties relates to publication and new project session delivered and information passed on about VIDWAN.INFLIBNET database among staff and scholars. All research faculties informed to create and update the academic ids. Regular update on said database of all faculties and researchers publication and project details will create the centralized database for easy access. This will also help us to get access on IRINS Database. For any further query faculties are requested to discuss with **Dr. Nitish Kumar Gautam** (Nodal Officer on VIDWAN.INFLIBNET)

12. Monitoring on request of IRINS Database application for institutional access

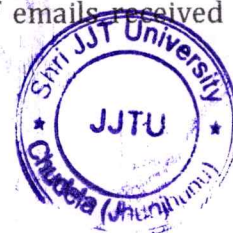
Apart from VIDWAN.INFLIBNET database request has been approved and received access on IRINS database and **Dr. Rupali Taru** (Nodal Officer on IRINS Database). Database access will be display on based on minimum criteria updated on VIDWAN.INFLIBNET Database. Looking at this inter-connectivity of VIDWAN and IRINS continuous follow-up with IRINS team is in process for visibility of JJTU Portal on IRINS.

13. Monitoring on NAD Digi-locker Process and it's Management System

NAD Database successively managed and taken care by **Dr. Yogesh Kumar Jakhar** as Admin and **Mr. Bilal Ahmed** as Checker of NAD. After update of all degree certificate and mark sheet on NAD database further process of database to move ahead for Digi-Locker process in coordination with NAD team of NSDL Database. With the guidance of centralized team Digi-locker process will be managed with access for students on requisition and demand for verification.

14. Monitoring of program and courses update to student about SWAYAM NPTEL

SPOC Require to pass on the information about SWAYAM NPTEL Course update and its student enrollment process based on subject criteria. Monitoring of emails received



from NPTEL and NPTEL Portal access requires to be frequently checked and update the same courses and exam information among rest of the staff members for further updates to students. NPTEL courses and its credit transfer point benefit needs to inform among students to make sure about selection of courses while enrolled themselves under specific courses of NPTEL.

15. Monitoring of program and courses update to student about SWAYAM MOOC

MOOC Coordinator Require to coordinate on the information about SWAYAM MOOC Course update. Notification received about course update of SWAYAM MOOC requires being monitor within institute. Coordinator requires sharing the respective update for easy access on MOOC Courses.

16. UGC MOOC notification for Credit Score System and its implementation

UGC MOOC notification received about the implementation of Credit Score System on courses enrolled under MOOC program for student benefit. Implementation of Credit Score System requires understanding kind of courses and its credit score system. credit Framework for Online Learning Courses through SWAYAM) Whereas Massive Open Online Courses (MOOCs) have emerged where the host institution and the PI shall be responsible for evaluating the students registered for the MOOCs course launched by him/her. The evaluation should be based on predefined norms and parameters and shall be based on a comprehensive evaluation throughout the length and breadth of course based on specified instruments like discussions, forums, quizzes, assignments, session examinations and final examination. Credit point can be taken from SWAYAM MOOCs in a semester. Provided that an Institution can only allow up to 20% of the total courses being offered in a particular program as per structure of Semester through the online learning courses provided through SWAYAM platform.

17. Proceeding for committee formation for SIF application online submission

As per Pharmacy council of India, annually there is need to update and upgrade the courses as well as the number of faculties as per the norms mentioned in gazette of



India. This year committee was formed within institute of pharmacy were successfully applied for M. Pharma course viz Pharmaceutical chemistry and Pharmaceutics.

18.LAB Management and its Instrumentation maintenance and monitoring

LAB Management and its instrumentation maintenance and its monitoring done under supervision of respective head of the dept. Proper records has been maintained by HoD's and regular monitoring of instruments and area of LABs has been maintains as per norms. Following lab like:

- Central instrumentation research lab
- Pharmacy Lab
- Science Lab
- Engineering Lab
- Computer Lab
- Music Lab
- Yoga Naturopathy Lab
- Home Science Lab
- Mass Communication Lab
- Moot Court and Library
- Agricultural Research Lab

19.Arrangement industrial visit/ Historical Visits for student knowledge enhancement

Industrial visits offer a great source to gain practical knowledge. Students can observe and learn as to how theatrical concepts are put to into action, thereby aiding their practical learning. Students are exposed to real working environment and shown how things are done in an organization. In same way after such visits faculties are requested to submit the report on the same with number of participant and area of visit for industrial as well as for Historical visits.

20.Monitoring about quality teaching of online classes through Zoom application



Lectures or classes conducted on online basis through zoom app have to be delivered with quality material to students. Kind of topic covered and discussed in online classes needs to be on record for student easy access as part of their class notes. Scheduled needs to be follow as per Timetable given by department head.

21. Aligned the Parents meeting and get feedback as part of overview meet

It was instructed to all the HoD's and principals to organize monthly virtual Parents meeting to raise the issue pertaining to teaching and learning and also absenteeism issue were addressed. The purpose was to encourage student's involvement in online classes and also to find out the associated problem in online teaching and learning process. Further the suggestions were taken and addressed.

22. Update on UGC Activity Portal for various departmental activity reports

Yoga day and Fit India activity reports has been uploaded on UGC Activity portal and the rest of the activity related reports are under process of uploading by respective department as per the instruction from senior management accordingly. This UGC activity portal basically covers the activity record held by respective departments of HEI's hence all the departments were informed to strictly adhere and maintain with respective records as per the guideline of UGC.

23. Assessment of respective task allocation on AIU database management

The core teams were formed to assess the relevant task required to fulfill the AIU criteria under the tabs like Department, Program, Youth Cultural Program, Sports activity etc. Purpose of the same is to maintain the database of related information on AIU portal. All the respective heads of related tabs requested to frequently monitor, compile and upload the requisite data on stipulated time.

24. Cultural activity and functional program arrangement on special days

Theme of special day's events needs to be pre-planned and accordingly execute with proper message for the youngster empowerment to their respective fields. All the constituted committees require being in action as per the planned activities. The



commencement prior a month. In regards to that requisite accessories and kits must send for approval from the management via indent.

25. Selection of Academic Head, Head HR to enhance on role of respective sections

The university has well defined criteria of selecting Academic Head and Head HR which includes the proper method of internal assessment of CV and their credentials which is further overviewed and evaluated by the senior management followed by internal interview. Following the same **Dr. Ram Darshan Phogat** and **Dr Mahesh Singh Rajput** has been given the additional charge respectively.

26. Internal committee constituted for Proceeding on submission of AICTE application

Internal committee has been constituted to proceed with AICTE Application process for the institute of Engineering and Management. The essential and desirable requisite is under process of collection from concerned department. Upon collection it will be evaluated and the online submission will be done once the AICTE Portal activate for application process.



Dr. Ikram Qureshi

Chairperson IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: Dec.11, 2021



Dr. Madhu Gupta

Coordinator IQAC



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(UGC & AICTE Approved)

Action taken report the 32nd meeting of Internal Quality assurance cell held on Saturday, Dec. 11th, 2021 at 3:00 PM

| No. | Resolution No | Action Taken |
|-----|--|---|
| 1 | Skill Education Program's syllabus and framework with allocation in respect to update the skill education details under the State government notification of JOSEC | <i>Resolved that, action plan about to delegates the duty for arranging and managing the framework of JOSEC</i> |
| 2 | Arrangement and work allocation on theme of International Conference | <i>Resolved that, action plan about to plan of conference committee to arrange and align systematic framework for the same</i> |
| 3 | Arrangement and work allocation on theme of National Conference of Languages | <i>Resolved that, action plan about to plan of conference committee to arrange and align systematic framework for the same</i> |
| 4 | Arrangement and work allocation on theme of Yoga Workshop 2021 | <i>Resolved that, action plan under guidance of top management who has been decide representative to concern team of said task</i> |
| 5 | Coordinate the event on theme of National Sensitization Workshop on Good Laboratory Practice Organized and sponsored by | <i>Resolved that, action plan about to manage and monitor said workshop by Department of Pharmacy & Department of Biosciences will be coordinating to</i> |

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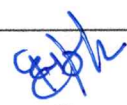
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Dr. Ikram Qureshi
 Chairperson IQAC
 Place JJTU, Jhunjhunu Rajasthan
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Dr. Madhu Gupta
 Coordinator IQAC