

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/SEPT/003

Date: 9th Sept. 2014

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **3rd meeting** of all Teaching and Administrative staff of the University has been scheduled on **Thursday, 11th September, 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 done about meeting held on date **11th Sept. 2014**.
2. Discussion about administrative parameters for various facilities to student.
3. Discussed about dissemination of information on various quality parameter of Higher Education.
4. Discussion on educational seminars and workshop and its schedules.
5. Discussion about documentation for quality improvement.
6. Discussion on preparation of quality parameters about IQAC.
7. Advancement/ Modernization of classrooms and research laboratories with digital, multimedia and web-based teaching-learning facilities.
8. Improvement in infrastructural and basic facilities for hostels (girls & boys), mess, canteen, and guest house.
9. To develop the practice for better internal communication.
10. To match industry requirements from academics student to place them accordingly.

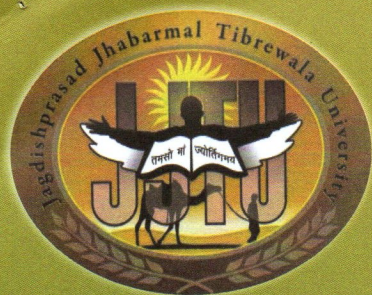


Main Office :

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 : www.jjtu.ac.in




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)

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


DR. S.K. YADAV



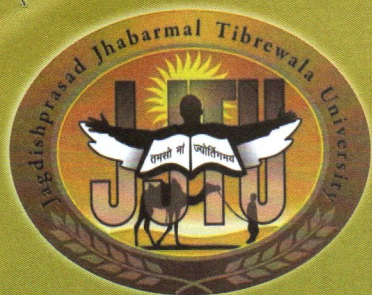
CONVENER

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 : www.jjtu.ac.in



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/SEPT/003

DATE: 11th SEPT. 2014

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 3rd meeting of teaching and administrative staff of the university was held on Thursday, September 11th 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:

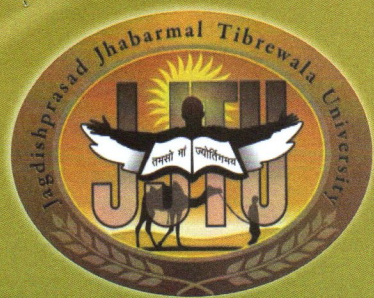
Sr.No.	Name	Designation	Signature
1	Hon. Balkishan Tibrewala	Management Representative	
2	Dr. S.K. Yadav	Chairperson	
3	Dr. Madhu Gupta	Co-ordinator	
4	Dr. Anju Singh	Member- Representative Teaching staff	
5	Dr. MahenderPoonia	Member- Representative Teaching staff	
6	Dr. Surender Kumar	Member- Representative Teaching staff	
7	Mr. IkramQureshi	Member- Representative Teaching staff	
8	Dr. RakeshJath	Member- Representative Teaching staff	
9	Mr. Subhash Modi	Member Finance Committee	
10	Dr. Trishla Mehta	Member External Expert	
11	Mr. Ramakant Tibrewala	Member Industry Expert	

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 : www.jjtu.ac.in



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)

12	Ms. Vinita Malsariya	Member Student Representative	
13	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. Discussion about administrative parameters for various facilities to student: Discussion about all administrative process and policies with specific parameters in regards to student, academic fee status data and id card library card, prospectus related concerns.

"Resolved that, action plan to maintain administrative parameters for various facilities will be organized."

The resolution was passed unanimously

2. Discussed about dissemination of information on various quality parameter of Higher Education. Whatever new circular or notification from UGC and Higher Education –more discussion on points need to be focus for better implementation of education policy.

"Resolved that, action plan will dissemination of information on various quality parameters to provide timely facilities"

The resolution was passed unanimously

3. Discussion on educational seminars and workshop and its schedules: finalize the date and organizing committee alignment and conference guest and chief guest details. Student enrollment within conference necessary hence all faculty need to involve the student so that they could use this platform to enhance the skill of communication and presence of mind in current issues of society.

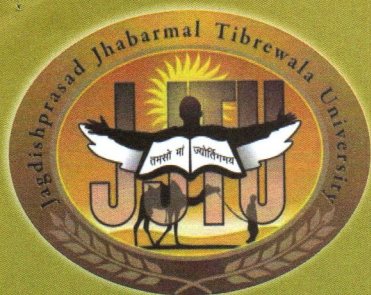


Main Office :

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 : www.jjtu.ac.in



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)

“Resolved that, action plan will finalize the date and organizing committee alignment and conference related task”

The resolution was passed unanimously

4. Discussion about documentation for quality improvement: all academic departments have to maintain the records of attendance and student parents contact details with updated records. All files must be arranged year wise and label with respective subject matter. Data must be maintain regularly and enclosed necessitate documentation to it.

“Resolved that, action plan will to focus and prepared documentation for quality improvement”

The resolution was passed unanimously

5. Discussion on preparation of quality parameters about IQAC : database preparation and maintain for IQAC and all record has to be in detail in its filing and documentation. All details must be decoded as per management hierarchy. All departments must follow the UGC rules while preparing syllabus and exam schedule. IQAC team members will overview all the records of database for quality check.

“Resolved that, action plan will to focus on preparation of quality parameters about IQAC”

The resolution was passed unanimously

6. Advancement/ Modernization of classrooms and research laboratories with digital, multimedia and web-based teaching-learning facilities: all infrastructures have to be check and verify regularly. Record has to be maintaining for all lab instruments and equipments. All classroom facility, conference hall has be maintain properly. One in charge of all these facilities and its related complaint handle and solve the issues to make healthy environment.



Main Office :

Vidya Nagar, Jhunjhunu-Churu Road, Chudela,
Dist. Jhunjhunu- 333001, Rajasthan
Tel.: 8104883405, 8104883413
E-mail: srss1986@gmail.com Website : www.jjtu.ac.in

Mumbai Office :

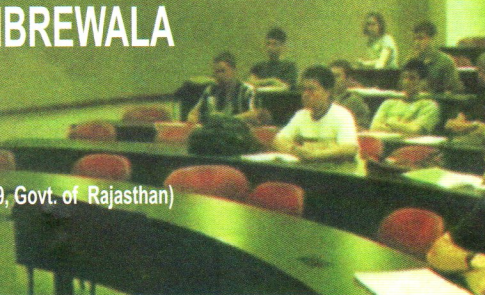
C/o Shri Rajasthani Seva Sangh, J.B Nagar, Andheri (E),
Mumbai-400059. (MAH)
Tel.: 9323973505/9819695239 Fax: +91-22-28224926
E-mail: srss1986@yahoo.co.in/ srss1986@gmail.com
Website : www.jjtu.ac.in



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)



"Resolved that, action plan will emphasize on advancement and modernization of classrooms and research laboratories with digital, multimedia and web-based teaching-learning facilities as per the course requirement"

The resolution was passed unanimously

7. Improvement in infrastructural and basic facilities for hostels (girls & boys), mess, canteen, and guest house: Hostel in charge will take care about infrastructure of Girls and Boys hostel. All basic facility has to be there in rooms. Repairing and new replacement of any equipment needed that has to be taken care by Hostel in charge.

"Resolved that, action plan will emphasize on Improvement in infrastructural and basic facilities in hostels (girls and boys, staff and guest)"

The resolution was passed unanimously

8. To develop the practice for better internal communication: to arrange the lecture for faculty development program and programs for communication skill which helps to improve the practice of better and healthy internal communication within staff members and it also enhance the quality of professionalism in routine activity which encourages students for their future professional life. Most of the communication has to be taken place in English language.

"Resolved that, action plan will emphasize on To develop the practice for better internal communication"

The resolution was passed unanimously

9. To match industry requirements from academics student to place them accordingly: at the end of educational qualification our student should get best placement offer as per their match qualification and desired position in filed respectively. Hence its duty of faculty to groom the student in their area of knowledge in such way so that student will be ready to answer and face interview confidently. And to make this happened we need to match industry requirement from academic student to place them accordingly.

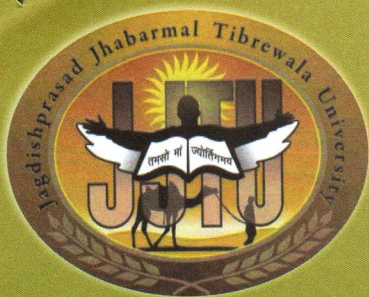


Main Office :

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 : www.jjtu.ac.in




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)

"Resolved that, action plan will emphasize on to place student through the placement Activity and industry approach for the same need to initiate"
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: Sept. 11, 2014




Dr. Madhu Gupta
Co-ordinator

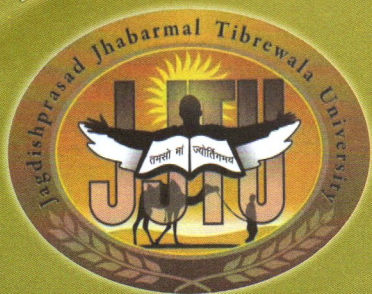


Main Office :

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 :

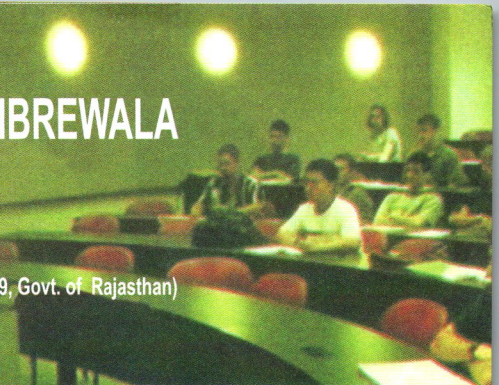
C/o Shri Rajasthani Seva Sangh, J.B Nagar, Andheri (E),
Mumbai-400059. (MAH)
Tel.: 9323973505/9819695239 Fax: +91-22-28224926
E-mail: srss1986@yahoo.co.in/ srss1986@gmail.com
Website : www.jjtu.ac.in



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)



Action taken report the first meeting of Internal Quality assurance cell held on Thursday, September 11th 2014 at 3:00PM

No.	Resolution No	Action Taken
1	Discussion about administrative parameters for various facilities to student:	Administrative parameter has been set for various facilities. Administrative process and policies with specific parameters in regards to student, academic fee status data and id card library card, prospectus related concerns.
2	Discussed about dissemination of information on various quality parameter of Higher Education.	Proper dissemination of information on various quality parameters of Higher Education have to be taken care and record time to time for better implementation of education policy.
3	Discussion on educational seminars and workshop and its schedules:	Finalize the date and organizing committee alignment and conference guest and chief guest details.
4	Discussion about documentation for quality improvement:	All academic departments have to maintain the records of attendance and student parents contact details with updated records.
5	Discussion on preparation of quality parameters about IQAC	Database preparation and maintain for IQAC and all record has to be in detail in its filing and documentation. All details must be decoded as per management hierarchy.

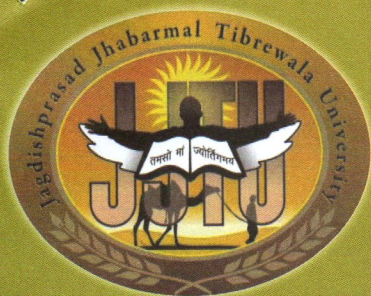


Main Office :

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 : www.jjtu.ac.in



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)

6	Advancement/ Modernization of classrooms and research laboratories with digital, multimedia and web-based teaching-learning facilities:	All infrastructures have to be check and verify regularly. Record has to be maintaining for all lab instruments and equipments. All classroom facility,
7	Improvement in infrastructural and basic facilities for hostels (girls & boys), mess, canteen, and guest house:	Separate register will maintain to keep organized records of Repairing and new replacement of any equipment needed that has to be taken care by Hostel in charge.
8	To develop the practice for better internal communication:	There will be soft-spoken skill program arranged by university to maintain the healthy communication within stakeholders.
9	To match industry requirements from academics student to place them accordingly:	Placement cell will be look after the respective concern about student placement and report will be prepared by each session of placement activity.

Skyar
Dr. S.K. Yadav

Director and Pro-Vice Chancellor

Place JJTU, Jhunjhunu Rajasthan

Date: 11/09/2014



Madhu Gupta
Dr. Madhu Gupta

Co-ordinator IQAC



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 : www.jjtu.ac.in