

# 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/DEC/004

Date: 9<sup>th</sup> Dec. 2014

## NOTIFICATION

### Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the 4<sup>th</sup> meeting of all Teaching and Administrative staff of the University has been scheduled on **Thursday, December, 11<sup>th</sup> 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 11<sup>th</sup> Dec., 2014, **Minutes of meeting**
2. Measure to improve our ranking in National Institutional Ranking Framework (NIRF-19)
3. Discussion regarding Improving Alumni interaction and database management.
4. To discuss about Clean India in universities and colleges and report prepared
5. To discuss about AISHE-User Registration processing , submission of the university relevant information on MHRD portal
6. To review of database updating of DCF has been uploaded on AISHE portal
7. To improve the library book collection (received mail by Devavani Parishad, Delhi's publications consideration for library purchase in discussion )
8. To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture
9. To enhancement and integration among the various activities of the institution and institutionalize many best practices



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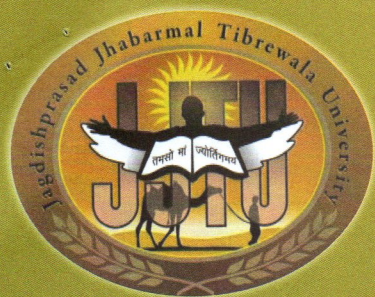
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Ref. No.:JJTU/ADM/2014/DEC/004

Date: 11<sup>th</sup>Dec. 2014

## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 4<sup>th</sup> meeting of teaching and administrative staff of the university was held on Thursday, 11<sup>th</sup> December 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. Mahender Poonia	Member- Representative Teaching staff	
6	Dr. Surender Kumar	Member- Representative Teaching staff	
7	Mr. Ikram Qureshi	Member- Representative Teaching staff	
8	Dr. Rakesh Jath	Member- Representative Teaching staff	

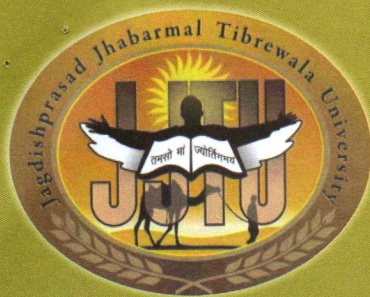
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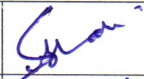
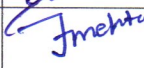

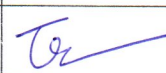




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9	Mr. SubhashModi	Member Finance Committee	
10	Dr. Trishla Mehta	Member External Expert	
11	Mr. Ramakant Tibrewala	Member Industry Expert	
12	Ms. Vinita Malsariya	Member Student Representative	
13	Mr. TaufiqQureshi	Member Alumni Association	

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. Confirmation of the meeting decided to held on 11<sup>th</sup> March, 2014. Meeting initiated on decided time and place with members of attendees.
2. Measure to improve our ranking in National Institutional Ranking Framework (NIRF-19): To measure and analyze university framework for higher education and its current achievements where we have to improve its score in academic and research with overall structure. Focus on employee performance and learning teaching skill with employer's support, more alumni working in industry to be actively engagement to obtain better feedback from industry on SJJTU. Efforts to keep the alumni records. Focus on industry centric courses modules which will lead not only to better perception but also result in value addition to both faculty and students. Social media platforms also to be explored for improving perception It also suggested that for better data collection the formats be



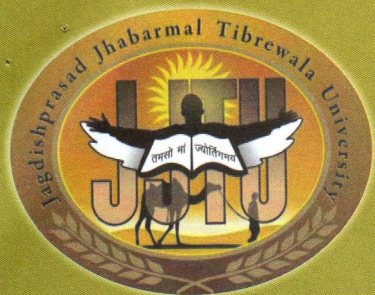
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made available well in advance to avoid incomplete data submission on respective portal.

***“Resolved that, action plan will be Focus on industry centric courses modules which will lead not only to better perception but also result in value addition.”***

The resolution was passed unanimously

3. Discussion regarding Improving Alumni interaction and database management: On many an occasion alumni inputs are not taken seriously or implemented even if accepted. Alumni can be best critics and their viewpoints are invariably for the betterment of institution. Hence quantum of alumni interaction shall be scaled up considerably. One way to keep the alumni network alive will be to keep them in contact through their personal email ids since institution provided email ids are seldom used after graduation. Alumni newsletters shall be sent from department since alumni easily identify themselves with their respective departments and a mechanism has to be evolved to achieve this. Alumni shall be requested to join members Alumni membership and shall be encouraged to make use of institutional facilities like guest houses, yoga center, gymnasium etc as and when they focus should also be on what alumni matter can do for its alumni rather than the other way round.

***“Resolved that, action plan will be Focus on industry centric courses modules which will lead not only to better perception but also result in value addition.”***

The resolution was passed unanimously

4. **To discuss about Clean India in universities and colleges and report prepared:** as per mail from higher education notification on Clean India university will schedule the



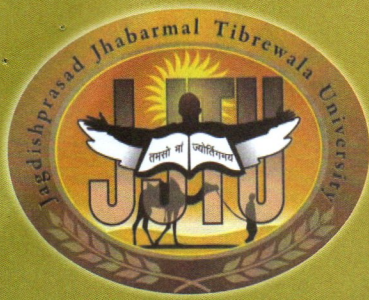
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program implementation within university and nearby area. Clean environment has main intention to implementing by university.

***“Resolved that, action plan will be always participating on event circulated by Higher education for university and colleges for contributing share towards environment.”***

The resolution was passed unanimously

- 5. To discuss about AISHE-User Registration processing, submission of the university relevant information on MHRD portal :** as per requisite formalities of documentation submission on MHRD portal needed to be done on priority. Team will look for further submission for column wise documentation and proceed further for submission. Once proceeding done credential of login link will be receiving on mail will followed with id password to maintain the records of university on AISHE portal.

***“Resolved that, action plan will be proceed for AISHE-User Registration process and submission of the university relevant information on MHRD portal”***

The resolution was passed unanimously

- 6. To review of database updating of DCF has been uploaded on AISHE portal:** to upload and update DCF record on portal on AISHE website, requisite documents has been cleared with concern authority.

***“Resolved that, action plan will be proceed by concern team for database updating of DCF has been uploaded on AISHE portal”***

The resolution was passed unanimously

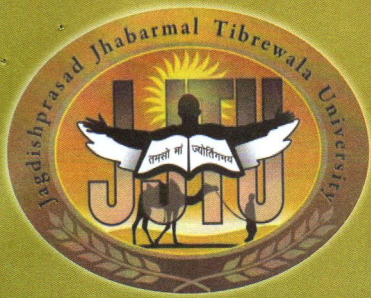
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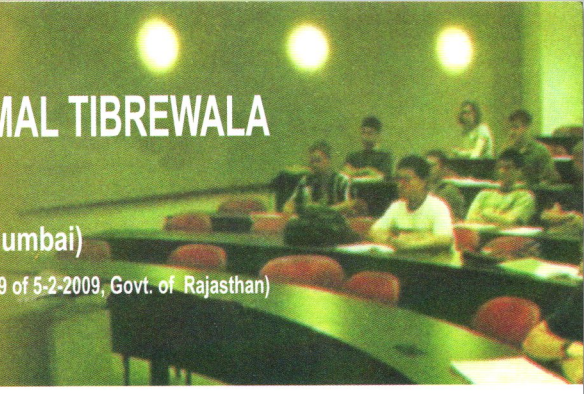




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**7. To improve the library book collection (received mail by Devavani Parishad, Delhi's publications consideration for library purchase in discussion ) :**

To improve the structure and quality of library, various books has to be maintain and order with library. The Delhi's publication mail has listed the books magazines, verify the list and select which will be useful for our university in respect to encourage student for their academic and research study prospect.

***"Resolved that, action plan will be proceed by concern team for improving the library book collection database"***

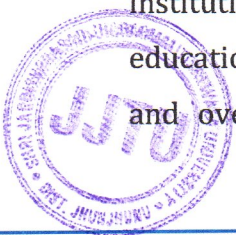
The resolution was passed unanimously

**8. To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture : all department has instructed to maintain the lecture time table track reports, feedback forms from student, parents meeting reports to improve internal quality functional flow has to be maintain within academic pedagogy.**

***"Resolved that, action plan will be focusing on the institutional functioning towards quality enhancement and facilitate internalization of the quality culture"***

The resolution was passed unanimously

**9. To enhancement and integration among the various activities of the institution and institutionalize many best practices : focus to implements best practices for quality education through learning and teaching techniques followed with fundamental ethics and overview of proper academic curriculum. Better life for student through the**



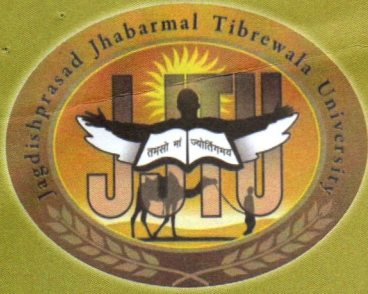
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prospering knowledge and practices avail within campus will help them to enhance and involve them in overall academic and all other activities.

***“Resolved that, action plan will be preparing to work on implementing the best practices for quality education through learning and teaching techniques”***

The resolution was passed unanimously

10. To provide a sound basis for decision-making to improve institutional functioning : every department have to implements proper structure to maintain the documentation of each and every single activity taken in to place to support student and help them to improve their academic performance as well as interaction through various other source of cultural education.

***“Resolved that, action plan will be managed by management for decision-making to improve institutional functioning by delegated authorities”***

The resolution was passed unanimously

11. To focus upcoming event of SHAMIKA on dt. 20<sup>th</sup> and 21<sup>st</sup> February 2015: Upcoming event of SHAMIKA 2015 will be organized on dt. 20<sup>th</sup> and 21<sup>st</sup> February 2015, all participant form from inter colleges and university will be accepted and proceed 3 days before the program commenced. Event management team will take care about entire program schedule and their necessary arrangement.

  
Dr. S.K. Yadav

CONVENER

Place JJTU, Jhunjhunu Rajasthan

Date: Dec. 11, 2014

  
Dr. Madhu Gupta

Co-ordinator

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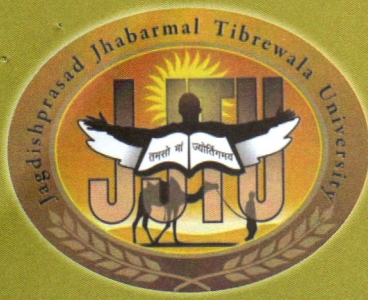
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**Action taken report the forth meeting of Internal Quality assurance cell held on Thursday, 11<sup>th</sup> December 2014 at 3:00PM**

Item No.	Resolution No	Action Taken
1	Measure to improve our ranking in National Institutional Ranking Framework (NIRF-19):	Analyze university framework for higher education and its current achievements where we have to improve its score in academic and research with overall structure. Focus on employee performance and learning teaching skill with employer's support, more alumni working in industry to be actively engagement to obtain better feedback from industry on SJJTU.
2	Discussion regarding Improving Alumni interaction and database management:	Alumni can be best critics and their viewpoints are invariably for the betterment of institution. Hence quantum of alumni interaction shall be scaled up considerably One way to keep the alumni network alive will be keep them in contact through their personal email ids
3	To discuss about Clean India in universities and colleges and report prepared:	as per mail from higher education notification on Clean India university will schedule the program implementation within university and

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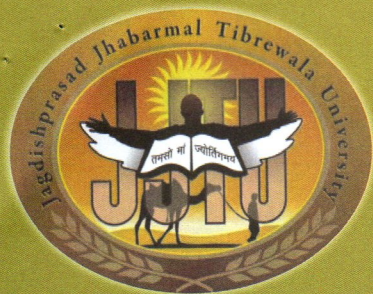
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		nearby area. Clean environment has main intention to implementation by university.
4	<b>To discuss about AISHE-User Registration processing, submission of the university relevant information on MHRD portal</b>	: as per requisite formalities of documentation submission on MHRD portal needed to be done on priority. Team will look for further submission for column wise documentation and proceed further for submission. Once proceeding done credential of login link will be receiving on mail will followed with id password to maintain the records of university on AISHE portal.
5	<b>To review of database updating of DCF has been uploaded on AISHE portal:</b>	to upload and update DCF record on portal on AISHE website, requisite documents has been cleared with concern authority.
6	<b>To improve the library book collection (received mail by Devavani Parishad, Delhi's publications consideration for library purchase in discussion) :</b>	To improve the structure and quality of library, various books has to be maintain and order with library. The Delhi's publication mail has listed the books magazines, verify the list and select which will be useful for our university in

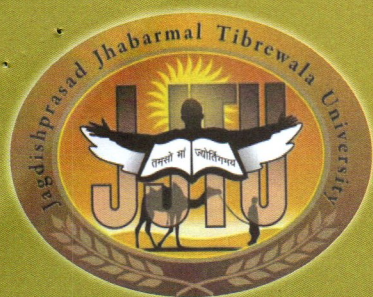
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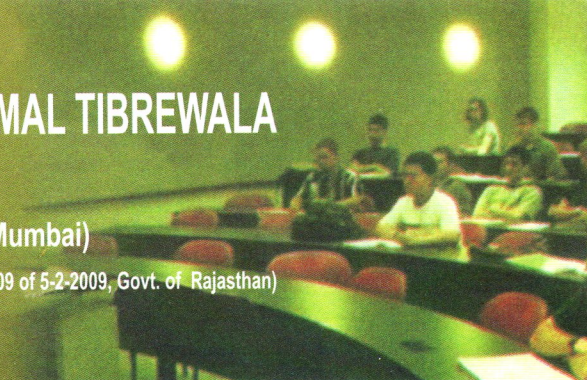




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		respect to encourage student for their academic and research study prospect.
7	To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture :	all department has instructed to maintain the lecture time table track reports, feedback forms from student, parents meeting reports to improve internal quality functional flow has to be maintain within academic pedagogy
8	To enhancement and integration among the various activities of the institution and institutionalize many best practices :	To implements best practices for quality education through learning and teaching techniques followed with fundamental ethics and overview of proper academic curriculum. Better life for student through the prospering knowledge and practices avail within campus will help them to enhance and involve them in overall academic and all other activities.
9	To provide a sound basis for decision-making to improve institutional functioning :	Every department have to implements proper structure to maintain the documentation of each and every single activity taken in to place to support student and help them to improve their academic performance as well as interaction through various other source



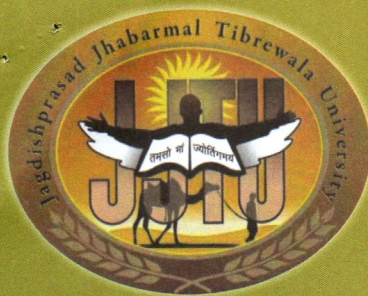
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		of cultural education.
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Dr. S.K. Yadav

Director and Pro-Vice Chancellor

Place JJTU, Jhunjhunu Rajasthan

Date: 11/12/2014



  
Dr. Madhu Gupta

Co-ordinator IQAC



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