

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/2015/MAR/005

DATE: 10th MARCH 2015

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the 5th meeting of all Teaching and Administrative staff of the University has been scheduled on Friday, 13th March 2015 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 Minutes of previous Meeting held about the progress of IQAC process.
2. Discussion about to provide the updated data for inclusion in the DIRECTORY - AIU MEMBERS (FEBRUARY) and also prepare the Information to Higher Education in respect of Private University.
3. Discussion done about agriculture filed and plantation as well as Soil nitrification to implement in our campus.
4. Discussion about Submission of monthly reports and Preparation of MIS Documentation department wise.
5. To consider and approve the reports of different Standing Committees for the process of setting quality benchmarks by enhancing internal communication.
6. Discussion about Monthly Reports, where department to be submitted reports giving thrust on the following.
7. Discussion about Organizing National Conference of various departments and its schedules.

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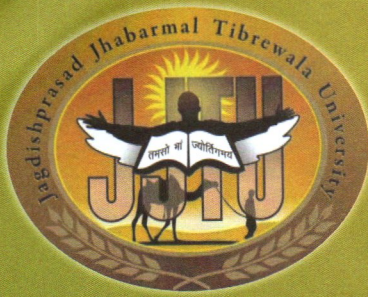
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At the outset the Chairperson welcomed all committee members and the following agenda of the meeting was taken. The respective resolution was passed as discussed following minutes of meeting:

- 1. Confirmation of the Minutes of previous Meeting held about the progress of IQAC process:** discuss about the previous meeting agenda in respect to know the progress on IQAC process for respective departments.
- 2. Discussion about to provide the updated data for inclusion in the DIRECTORY - AIU MEMBERS (FEBRUARY) and also prepare the Information to Higher Education in respect of Private University:** AIU publishes "Directory-AIU Members (Universities/Institutes)" from time to time and the updated Edition of this Directory is being provided on Complementary basis for reference and use in the Offices of the Vice Chancellors/ Directors and Registrars of member Universities/Institutes of AIU. As it has been informed that the process of updating edition of the said Directory in 2015 we need to provide the latest data of our University. Consider member for this task will further prepare the requested data and process for this updates about university information. With this information need to be provided about our university to Higher education to Joint Secretary as well. Team will prepare the details requisite and proceed to send to Higher Education.

"Resolved that, action plan will prepare the Information to send in Higher Education and AIU in respect of Private University details to be updated in AIU Directory."

The resolution was passed unanimously



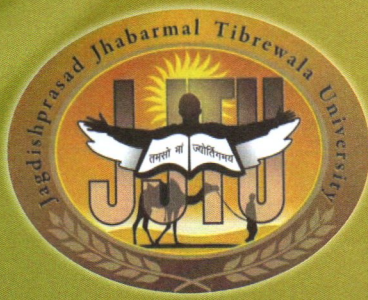
- 3. Discussion done about agriculture filed and plantation as well as Soil nitrification to implement in our campus:** As to the scope of available area to use

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under the future plan about agriculture sector. University would decide to step in plantation as well as Soil nitrification. Responsible team who will manage this new activity as an opportunity to enter in to agriculture sector to enhance and develop the new ideas for research and development in plantation, farming and soil nitrification.

“Resolved that, report will be maintained of each task which will be conducted in the filed of agriculture and study of Soil nitrification to implement in our campus.”

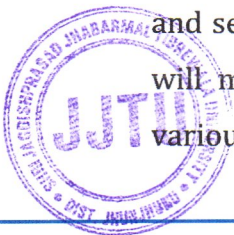
The resolution was passed unanimously

4. **Discussion about Submission of monthly reports and Preparation of MIS Documentation department wise:** All the Coordinators were assigned with the responsibility of MIS and documentation and HOD of all department will manage the database and requisites of inter-department concerns and try to keep certain process to be followed with structure and alignment of specific task where all information system will continue with flow chart and hierarchy of organization from top to bottom.

“Resolved that, database will be prepared and followed for respective operational activities of university.”

The resolution was passed unanimously

5. **To consider and approve the reports of different Standing Committees for the process of setting quality benchmarks by enhancing internal communication:** parameters for the various academic, administrative, research and extension activities of the University. Where respective stakeholders needed to communicate each other and set process to complete functions of work within university hence technical team will manage to create Email ID as per department for official communication for various department.

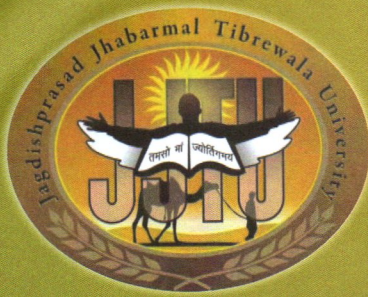


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“Resolved that, the reports of different standing committee for the process to set benchmark to enhance internal communication”

The resolution was passed unanimously

6. **Discussion about Monthly Reports, where department to be submitted reports giving thrust on the following:** (a) Publications (b) Papers Presented (c) Students Achievements (d) Faculty Achievements (e) Guest Lectures Organized (f) Guest Lectures Delivered (g) Conferences, Seminars and Workshops Organized and Attended (h) Any other important activity.

“Resolved that, monthly reports will be maintained in proper records of related department as per above mentioned points.”

The resolution was passed unanimously

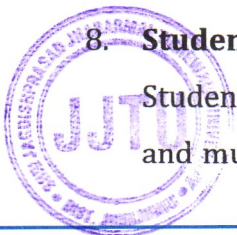
7. **Discussion about Organizing National Conference of various departments and its schedules :** One of the major roles of IQAC is to coordinate for organizing Seminars, Conferences and Workshops, to coordinate for organizing a Conference or Workshop on any of the following themes: (i) Teaching - Learning (ii) Academic and Administrative Audit (iii) Curriculum Design and Development

“Resolved that, action plan will be scheduled the conferences as per department in various streams.”

The resolution was passed unanimously

8. **Students Grievances Cell should be operational in all the departments/branches:**

Student grievances cell must be in operation for any problems of students concerns and must be recorded in report form where what was issue, who involved in it, what

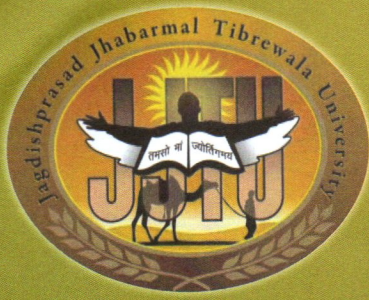


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was remedy taken by faculty and management towards stakeholders and out is final result or outcome. Consult and have expert advice on issues to come up with right solution in concern with student future involve in it and also rules and regulations followed within campus by all stakeholders.

"Resolved that, action plan to form 'Students Grievances Cell' which will be take care about the complaints of students or any concerns of parents."

The resolution was passed unanimously

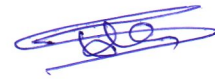

Dr. ANIL KUMAR

CONVENER IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: 13/03/2015





Dr. SURENDER

CO-ORDINATOR IQAC

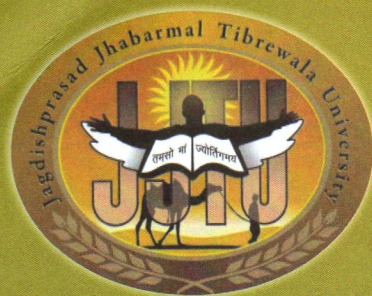


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ACTION TAKEN REPORT OF THE FIFTH MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON FRIDAY, MARCH 13, 2015 AT 2:00PM

No.	Resolution No	Action Taken
1	Discussion about to provide the updated data for inclusion in the DIRECTORY - AIU MEMBERS (FEBRUARY) and also prepare the Information to Higher Education in respect of Private University.	Selected concern authority will prepare and send these details to AIU and Joint Secretary of Higher Education as per the instructions provided by Higher Education.
2	Discussion done about agriculture filed and plantation as well as Soil nitrification to implement in our campus.	report will be maintained of each task which will be conducted in the field of agriculture and study of Soil nitrification to implement in our campus.
3	Discussion about Submission of monthly reports and Preparation of MIS Documentation department wise.	Database will be prepared and followed for respective operational activities of university.
4	To consider and approve the reports of different Standing Committees for the process of setting quality benchmarks by enhancing internal communication.	Parameters for the various academic, administrative, research and extension activities of the University. Where respective stakeholders needed to communicate each other and set process to complete functions of work within university hence technical team will manage to create Email ID as per

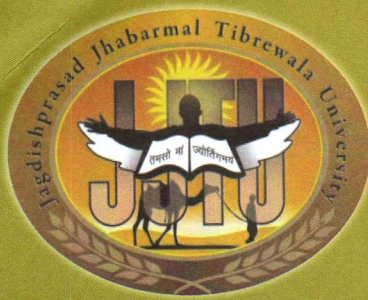


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		department for official communication for various department.
5	Discussion about Monthly Reports, where department to be submitted reports giving thrust on the following.	Monthly reports will be maintained in proper records of related department as per above mentioned points mentioned in minutes of meeting
6	Discussion about Organizing National Conference of various departments and its schedules.	Team will be scheduled the conferences as per department in various streams.
7	Students Grievances Cell should be operational in all the departments/branches.	Formed 'Students Grievances Cell' which will be take care about the complaints of students or any concerns of parents.


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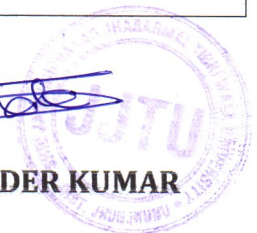


CONVENER IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: 13/03/2015


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COORDINATOR IQAC

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