



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/JUNE/006

Date: 9th June 2015

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **6th meeting** of all Teaching and Administrative staff of the University has been scheduled on **Thursday, 11th June 2015 at 3:00 PM** in conference hall to discuss the progress of the University under the aegis of Internal Quality Assurance Cell (IQAC).

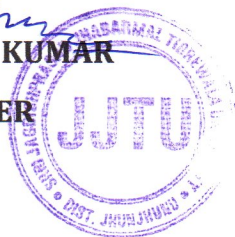
The meeting has been convened to discuss the following agenda:

1. Confirmation of the meeting decided to held on **Thursday, 11th June 2015**
2. Regarding Hostels: Visitors room management and Arrangement for hostel facilities
3. Regarding Sports: Existing sports activities to be strengthened.
4. Regarding recreational/entertainment activities Music/Cultural club with the availability of instruments
5. Regarding Students: One week induction programme for fresher and adequate regular faculty.
6. Examination Related and Result Declaration within 60 days from the end of examination.
7. Regarding Scholarship/Assistantship/Fee/Account Matter, Scholarship distribution and other fee related concerns among all the departments.
8. Admission related activities: information about entrance test. Support for counseling so it will clarify the courses related doubts of students and parents.

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

Dr. ANIL KUMAR

CONVENER

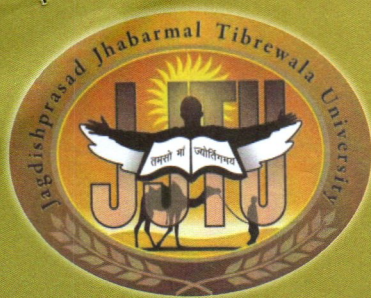


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REF. NO.:JJTU/ADM/2015/JUNE/006

DATE: 11TH JUNE 2015

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A 6th meeting of teaching and administrative staff of the university was held on Thursday, June 11th 2015 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:

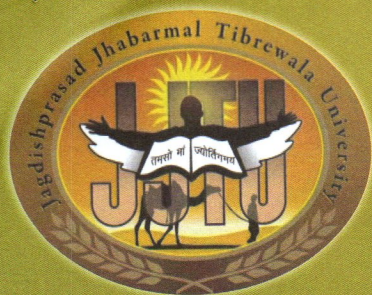
Sr. No.	Name	Designation	Signature
1	Mr. Ramakant Tibrewala	Management Representative	
2	Dr. Anil Kumar	Chairperson	
3	Dr. Surender Kumar	Co-ordinator	
4	Dr. Trishla Mehta	Member- Teaching staff Representative	
5	Dr. Madhu Gupta	Member- Teaching staff Representative	
6	Dr. Santosh Kumar Yadav	Member- Teaching staff Representative	
7	Dr. Rakesh Jat	Member- Teaching staff Representative	
8	Mr. Ajit Kaswan	Member- Teaching staff Representative	
9	Mr. Aman Gupta	Member Finance Committee	
10	Dr. Anju Singh	Member External Expert	
11	Hon. Balkishan Tibrewala	Member Industry Expert	
12	Pooja Kumari	Member Student Representative	
13	Ms. Vinita Malsariya	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 hold on Thursday, June 11th 2015:** as meeting confirm with all attendees and started discussing as per the agenda mentioned in the notice with all members of meeting.
2. **Regarding Hostels, Visitors room management and Arrangement for hostel facilities:** (a) Hostel facility should be made available for all needy students (boys and girls). (b) A room should be available in each hostel having Wi-Fi connectivity. (c) Canteen facility in hostel complex. (d) Games (Table Tennis/Badminton/Carrom/VolleyBall etc) facility in sports ground and Gym facility within campus. (e) Canteen shop with items of daily use such as Soaps, biscuits and other kiriyana items in Hostel Complex. (f) Visitors room in each hostel. (g) Guest Rooms facility in each hostel. (h) Adequate number of water cooler facility in each hostel. (i) Washing machine facility in hostel. (j) Arrangement for ironing of clothes in hostel (k) Child care room within campus. All these must take care by Hostel In-charge.

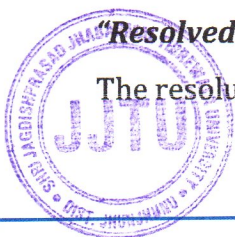
"Resolved that, action plan will be follow to manage regarding Hostels facilities, and Arrangement will be taken care by Hostel In-charge."

The resolution was passed unanimously

3. **Regarding Sports, Existing sports activities to be strengthened:** (a) Existing sports activities to be strengthened. (b) Yoga and Meditation Centre should be maintained as per all requisite treatment within it (c) Swimming pool need to be construct within the campus. (d) Walking tracks in the Girls Hostels complex.

"Resolved that, action plan will be organized with about mentioned sports facility."

The resolution was passed unanimously

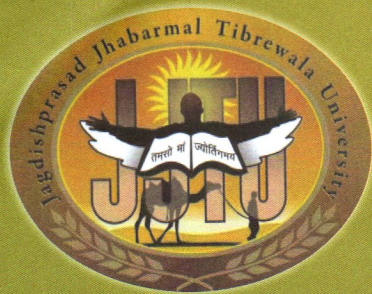


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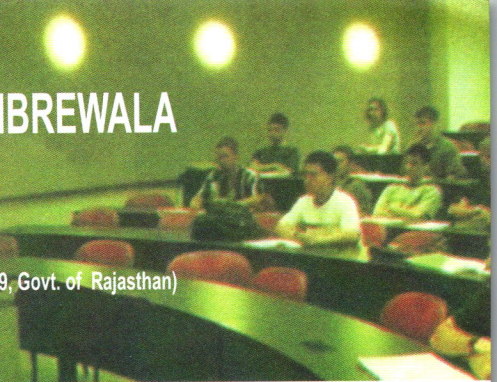
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- 4. Regarding recreational/entertainment activities like Music/Cultural club with the availability of instruments:** (a) Music/Cultural club with the availability of instruments such as Tanpura, Sitar, Harmonium, Tabla, Guitar, etc. Fine Arts Club (c) Auditorium facility to organize cultural programs (d) Open Air Theatre should be made functional for arranging various activities. (e) Movie/Entertain Club. Arrangement for weekly screening of movies in auditorium.

“Resolved that, action plan will be organized for recreational/entertainment activities within university campus.”

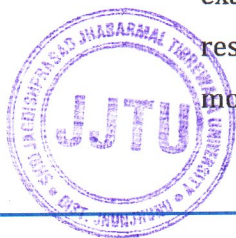
The resolution was passed unanimously

- 5. Regarding Students activity for fresher will arrange in guidance with adequate regular faculty:** (a) One day induction programme for freshers. (b) Adequate regular faculty. (c) In each practical Group there should not be more than 15 students in PG and 20 students in UG classes. (d) Students Tour. At least one tour in each semester should be arranged. (e) Special classes for weak students. (f) NCC unit to be established. (g) Adequate class room/lab furniture for students following uniform policy in the university. (h) Drinking water (filtered water with cooler) and toilets for public/students at various sites.

“Resolved that, action plan will be organized about student induction program facility.”

The resolution was passed unanimously

- 6. Examination Related and Result Declaration within 60 days from the end of examination:** (a) Result Declaration must be possible within 60 days from the end of examination. (b) DMC should reach in each department within 15 days after declaration of results. (c) M. Tech./M.Pharm/M.Sc. Viva voce to be conducted within 30 days from the month of submission of project report/dissertation report. (d) PDC to be issued within

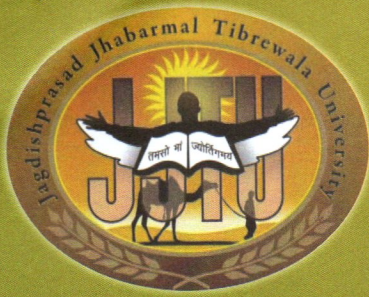


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three days from the conduct of examination. (f) Details of results of students should be online.

“Resolved that, action plan will be organized and managed by Exam controller with the coordinating of all HoD’s.”

The resolution was passed unanimously

- 7. Regarding Assistantship/Fee/Account Matter. Assistance-ship provider other fee related concerns among all the departments:** (a) Scholarship distribution should be followed as per mentioned in guidelines. (b) Should be sent to the concerned quarter with seven days from the date of submission by respective teachers/students. (c) Provision for online fee deposition. Manual fee deposition time should be extended from 9:30 am to 1:30pm. (d) Fee details to be provided to students on line for the purpose of income tax etc.

“Resolved that, action plan will be organized about assistance-ship provider other fee related concerns among all the departments”

The resolution was passed unanimously

- 8. Admission related activities information about entrance test. Support for counseling so it will clarify the courses related doubts of students and parents:** (a) On line entrance test. On line counseling for students in the courses where admission seekers are large in number. (b) A kit containing handbook, I card, library card and copy of syllabi etc. be given to each student at the time of admission.

Resolved that action plan will be organized about further Admission related activities information about entrance test.”

The resolution was passed unanimously

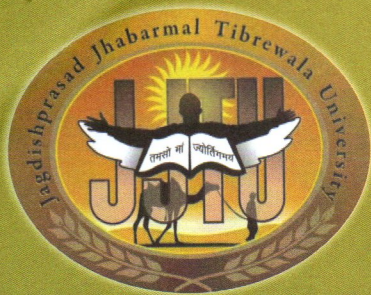
The meeting was concluded as there was no any other matter for further discussion

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Dr. ANIL KUMAR

CONVENER IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: 11/06/2015



Dr. SURENDER KUMAR

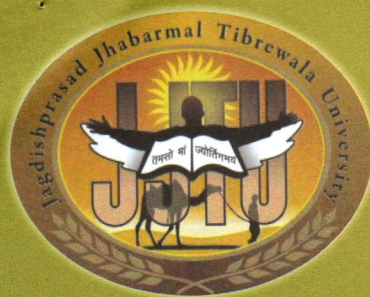
COORDINATOR IQAC

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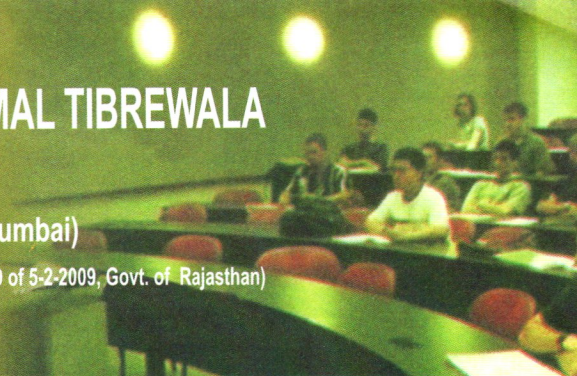
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Action taken report the Sixth meeting of Internal Quality assurance cell held on Thursday, June 11th 2015 at 3:00PM

No.	Resolution No	Action Taken
1	Regarding Hostels, Visitors room management and Arrangement for hostel facilities	Hostel In-charge will be follow to manage regarding Hostels facilities, Visitors room management and Arrangement.
2	Regarding Sports, Existing sports activities to be strengthened	Sports facility will be organized with about mentioned.
3	Regarding recreational/entertainment activities like Music/Cultural club with the availability of instruments	Management will be organized for recreational/entertainment activities within university campus.
4	Regarding Students activity for fresher will arrange in guidance with adequate regular faculty	Teaching staff will be organized about student induction program facility.
5	Examination Related and Result Declaration within 60 days from the end of examination	All HoD's will be coordinating and managed by Exam controller.
6	Regarding assistantship, Fee, Account Matter	Assistance will be provided other fee related concerns among all the departments.
7	Admission related activities	Management will be organizing Support

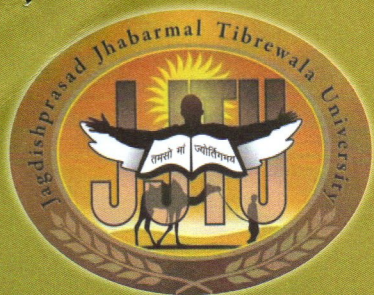


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	information about entrance test.	for counseling so it will clarify the courses related doubts of students and parents:
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Dr. ANIL KUMAR
CONVENER IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: 11/06/2015




Dr. SURENDER
Coordinator IQAC



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