

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/2016/MAR/009

DATE: 14th MARCH 2016

NOTIFICATION

Subject: Meeting for Internal Quality Assurance Cell

In pursuance of the guidelines issued by UGC and NAAC, the **9th meeting** of all Teaching and Administrative staff of the University has been scheduled on Tuesday, **15th March 2016 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 about maintaining the quality of Awareness on received Circular from Association of Indian Universities (AIU) with regard to fraudulent e-mails.
2. Discussion about faculty involvement in various external academic activities as part of their profile.
3. Discussion about overview of tentative dates of Semester and MID term examination and internal seating arrangement, invigilator arrangement.
4. Seminar Conveners shared with the core committee that was updated about the progress of the ongoing planning after the last meeting.
5. Suggestions for the two-day event like workshop conference and FDP.

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

Dr. Surender Kumar


CONVENER

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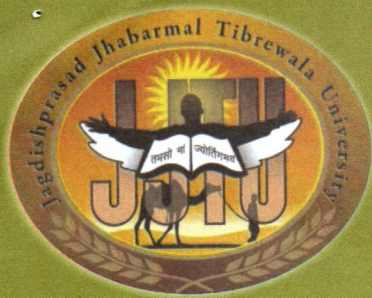
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DATE: 15th MAR. 2016

REF. NO.:JJTU/ADM/2016/MAR/009

MINUTES OF THE 9th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

A meeting (9th meeting) of Internal Quality Assurance Cell of the university was held on **Tuesday, 15th March 2016 at 3:00 PM** in conference hall to discuss the progress of the Internal Quality Assurance Cell (IQAC) as per UGC and NAAC guidelines.

Following members were present in the meeting:

Sr.No.	Name	Designation	Signature
1	Dr. Avinash Mehta	Management Representative	<i>Avinash Mehta</i>
2	Dr. Surender Kumar	Chairperson	<i>Surender Kumar</i>
3	Dr. Anju Singh	Coordinator	<i>Anju Singh</i>
4	Hon. Balkishan Tibrewala	Member- Representative Teaching staff	<i>Balkishan Tibrewala</i>
5	Dr. Ikram Qureshi	Member- Representative Teaching staff	<i>Ikram Qureshi</i>
6	Dr. Anil Kumar	Member- Representative Teaching staff	<i>Anil Kumar</i>
7	Mr. Ajit Kaswan	Member- Representative Teaching staff	<i>Ajit Kaswan</i>
8	Dr. Ramanik Jain	Member- Representative Teaching staff	<i>Ramanik Jain</i>
9	Mr. Aman Gupta	Member Finance Committee	<i>Aman Gupta</i>
10	Dr. Imran Khan	Member- Representative Teaching staff	<i>Imran Khan</i>
11	Dr. S.K. Yadav	Member External Expert	<i>S.K. Yadav</i>
12	Dr. Omprakash Sharma	Member Industry Expert	<i>Omprakash Sharma</i>
13	Amzad Khan	Member Student Representative	<i>Amzad Khan</i>
14	Monika Kaler	Member Alumni Association	<i>Monika Kaler</i>

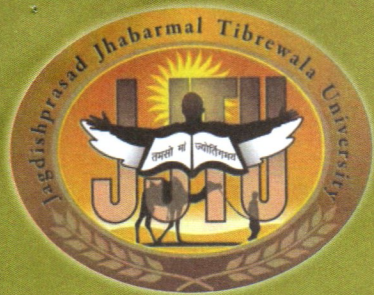
At the outset the Chairperson welcomed all committee members and the following agenda of the meeting was taken. The respective resolution was passed as discussed following minutes of meeting:

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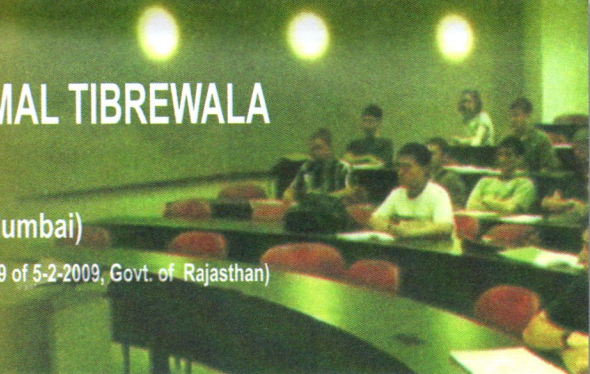
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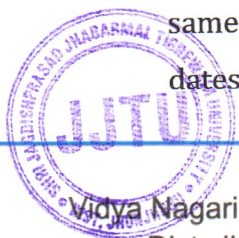


1. Confirmation of the meeting decided to held on **Tuesday, 15th March 2016.**
2. Discussion about maintaining the quality of Awareness on received Circular from Association of Indian Universities (AIU) with regard to fraudulent e-mails and how to secure the mail communication, Mail received by Legal Cell –AIU. Detail discussion held about how to maintain the privacy setting and use of organization mail id for official communication and user must keeps confidentiality about it's login credentials. Data sharing with inter department must be in order to follow with institutional policies. These are certain basic rules one must follow to avoid further consequences of it.
3. Discussion about faculty involvement in various external academic activities as part of their profile. Discussion done about Empanelment as Visiting Team Members for Inspection of Teacher Education Institutes as per NCTE online application. National Council for Teacher Education (NCTE) is finalizing the Centralized Visiting Team Member database for Inspection of Teacher Education Institutes. Hence all faculties are informed herewith that Online Application has to be properly filled up including uploading of Passport Size Photograph, Scanned Signature and CV. For more details on application submission refer to User Manual available online as instructed by E-Governance Unit. All faculty are inform to take initiative to get enroll under this circular.

“Resolved that, action plan will be discuss about various academic activities as part of teachers profile as visiting team members as per the circular by NCTE.”

The resolution was passed unanimously

4. Discussion about overview of tentative dates of Semester and MID term examination and internal seating arrangement, invigilator arrangement, discussion has been done under the provided instruction by rules of exam section and all HOD's communicate the same with all faculties to instruct about Exam form date and attentive result out coming dates.

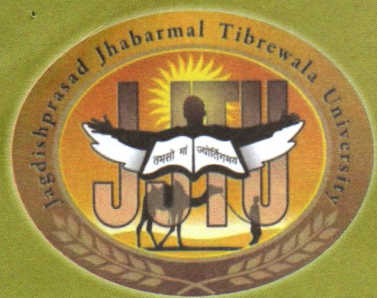


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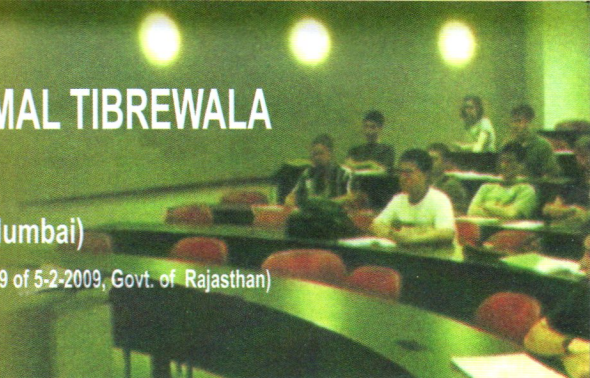
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"Resolved that, action plan to follow the important deadlines circulated by the exam section and internal requisite arrangement of exam work."

The resolution was passed unanimously

5. Seminar Convenors shared with the core committee that was updated about the progress of the ongoing planning after the last meeting. Some of the issues discussed with for the speakers and student group approaching departments for their opinion on suspension of classes, invitations/poster through mail, certificate of participation for all and charging for registration. Purpose of all these discussion about seminar and event arranged within university that it is the responsibility of organizing committee about entire management of registration form filing activity, kit distribution and certificates distribution after seminar and about technical session. All record requires maintaining properly for future reference of participant concern.

"Resolved that, action plan will be organized about seminar activities."

The resolution was passed unanimously

6. Suggestions for the two-day event like workshop conference and FDP. (i) Each member of the Core Committee who approached and is in contact with the speaker may put together bio-notes and introduce the speaker, while the content (briefly) is displayed simultaneously on the projected screen. (ii) We may request the speaker to give the abstract of the presentation. This may be shared with the audience. This may also be displayed along with their bio-notes and photograph on display boards (iii) any other interesting material may be put up along with it, which is not exhaustive but would give more information to the delegates. (iv) Speakers are welcome to share any report or reading related to the theme of the seminar or their presentation. (v) For the slide on

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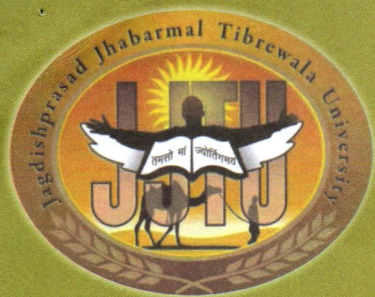
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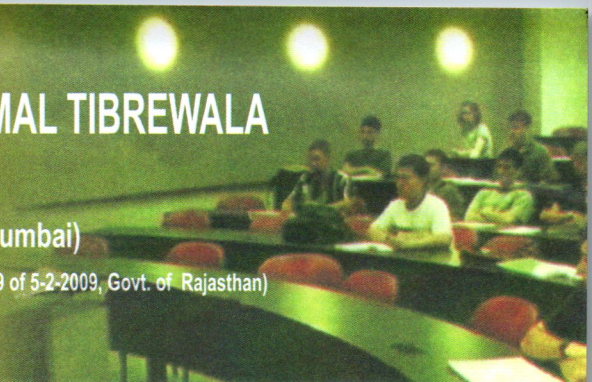




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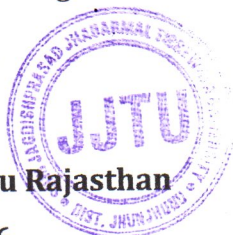
view of teachers, specific situations may be added for impact. (vi) Budgeting for the video or audio recording of the sessions to be made.


Dr. Surender Kumar

Chairperson IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: March 15, 2016




Dr. Anju Singh

Coordinator IQAC



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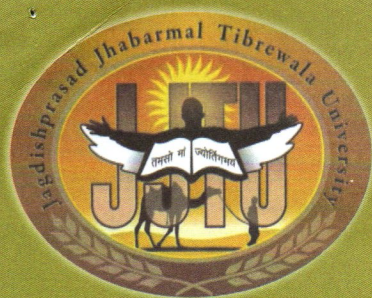
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ACTION TAKEN REPORT OF THE 9th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON TUESDAY, MARCH 15TH, 2016 AT 2:00PM

No.	Resolution No	Action Taken
1	Discussion about faculty involvement in various external academic activities as part of their profile.	Team has discuss about various academic activities as part of teachers profile as visiting team members as per the circular by NCTE.
2	Discussion about overview of tentative dates of Semester and MID term examination and internal seating arrangement, invigilator arrangement,	Team discuss about to follow the important deadlines circulated by the exam section and internal requisite arrangement of exam work.
3	Seminar Conveners shared with the core committee that was updated about the progress of the ongoing planning after the last meeting	Management organized about seminar activities and its related task to be maintain in records.


Dr. Surender Kumar

Chairperson IQAC

Place JJTU, Jhunjhunu Rajasthan

Date: March 15, 2016




Dr. Anju Singh

Coordinator IQAC



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