



UNIVERSITY OF TECHNOLOGY



ACADEMIC YEAR-2023-24

**IQAC- 10th & 11th
MINUTES MEETING/RESOLUTION**

ACTION TAKEN REPORT

INDEX

IQAC MEETINGS MINUTES

| Session | No. of Meetings | Date of Conduct | Page No. |
|---------|---|--------------------------|----------|
| 2023-24 | <ul style="list-style-type: none">• Meeting 10th• Meeting 11th | 19/09/2023 20/02/2024 | 1-33 |



Ref. No. IQAC/CIRCULAR/2023/27

Date:17/09/2023

NOTICE

All IQAC members and conveners of all committees are informed that a meeting will be held on 19/09/2023 at 2:30 PM in the conference hall by the Honorable President of the University of Technology.

Attendance of all is mandatory in the meeting-

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|---|
| 1. Dr. V. N. Pradhan (President, UOT) |
| 2. Dr. Pramod Sharma (Dean, School of Engineering & Technology) |
| 3. Dr. Reenu Shukla (Dean, School of Commerce & Management) |
| 4. Mrs. Vandita Chahar(HOD, Law) |
| 5. Dr. Rohit Saraswat (Dean, Research) |
| 6. Mr. Manoj Kharadiya (HOD, School of Pharmacy) |
| 7. Dr. Renu Saxena (Senior Faculty,Management) |
| 8. Dr. Dharmendra Sexena (HOD,Mathematics) |
| 9. Dr. Mathureshwar Pareek (Connoisseur from the field of education) |
| 10. Dr. Ajit Sodha (Illustrious person from industry) |
| 11. Mr. Surendra Bardia(Community Representative) |
| 12. Mr. Arvind Kumar (Administrative Representative) |
| 13. Ms. Nidhi Singh Sinsinwar (Student Representative) |
| 14. Dr. P Prasant (IT Experts) |
| 15. Mrs. Jaswant Rathore(Stakeholders-Parent) |
| 16. Dr. Nagendra Singh (Alumni Representative) |
| 17. Dr. S.S Yadav (Convener,Academic Committee) |
| 18. Mr. Rahul Vijay (Convener ,Admission committee) |

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|---|
| 19. Mr. Ganesh Narayan Jaat(Convener, Purchase Procedure committee) |
| 20. Ms.Nisha Singh (Convener, HR Committee) |
| 21. Mr.Adarsh Shrivastava(Convener, Health and Safety committee) |
| 22. Mr. Nitin Jain (Convener, Infrastructure and Maintenance committee) |
| 23. Dr.Jyoti Sharma(Convener, Green Campus committee) |
| 24. Ms.Sonia Gaur(Convener, Library Committee) |
| 25. Mr. Nilesh Sharma (Convener, Fee Committee) |
| 26. Dr. Anoop Sharma (IQAC Coordinator) |


PRESIDENT
UNIVERSITY OF TECHNOLOGY
Vatika, Tehsil Saanganer, JAIPUR

CC to:-

1. PS to the Hon'ble Chairman
2. PS to the Hon'ble President
3. Registrar , University of Technology



Ref. No. IQAC/MOM/2023/28

Date:19/09/2023

IQAC 10th- Minutes of Meeting of the Internal Quality Assurance Cell

The IQAC meeting commenced at 2:30 PM in the conference hall. The meeting began with a short prayer. Subsequently, The Hon'ble President welcomed all the staff members to the IQAC meeting, expressing gratitude for their attendance and participation.

The following agendas would be discussed during the meeting:-

Agenda:-

1. It has been decided to distribute Criteria-wise work to the IQAC members.
2. One member from each department has been linked to IQAC for providing the necessary information of their respective department.
3. It has been decided that the office should provide 03 advanced computers along with a scanner cum printer in the IQAC Coordinator's office.
4. To approve changes & Implementation in the following as per UGC/ NEP – 2020 w.e.f. Academic session 2023-24.
 - Programme structure, Study schemes & Curriculum designing and improvement as per NEP-2020.
 - Examination reforms as per UGC/NEP - 2020.
 - Research guidelines as per UGC/NEP - 2020.
 - Faculty and Staff Recruitment as per requirement according to UGC/NEP.
 - Academic M.O.U. /Industry interaction/ collaboration/ through vocational courses.
5. To approve following Policies as per UGC/ NEP – 2020 with effect from 2023-24.
 - Policy for Innovation and Start-Up .
 - Policy for Intellectual Property Rights (IPR).
 - Policy for National Education Policy 2020 committee
 - Policy for Resource Mobilization and Optimum Utilization of Resources
 - Policy of E-Content Development .
 - Policy for E-Governance .

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- Policy for Divyangjan .
 - Policy for Promotion committee of Faculty Under Career Advancement Scheme
 - Policy for Women Safety
6. To approve mandatory maintaining the Academic Profile of each department.
 - Attendance Register (Students – Class wise)
 - Attendance Register (Faculty and non-teaching staff)
 - Department Library
 - Lab Manuals.
 - Department wise list of faculty members with their age, academic qualifications, and date of joining.
 - Personal files of faculty members.
 - Training and placement record of last three years
 - Department wise Time table of faculty for the last two semesters.
 - Course files of faculty members of each department pertaining to the previous semester.
 - Students feedback forms and record of action taken on the feedback received (pertaining to last two years)
 - Details of any distinction won by students in University exam results, sports activities, tech fests or cultural activities department wise.
 7. Details of Social awareness programs through awareness rallies.
 8. Celebration of International/National Commemorative day's events and festivals.
 9. Discuss and develop actionable strategies for enhancing enrollment in certification courses.
 10. Discuss the proposal for starting new courses, focusing on market demand, curriculum development, resource allocation, and marketing strategies to ensure successful implementation and enrollment.
 11. Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.
 12. Explore best practices for optimizing the freship and scholarship application process to enhance efficiency, accessibility, and support for students.
 13. Discuss the allocation of seed money to faculty members to support their research initiatives, including criteria for funding eligibility, application processes, and expected outcomes.
 14. MoU's -Conduct Activities Collaboration with MoU's.
 15. General Discussion
 - Organized Professional Development Courses
 - Exploring Innovative Approaches to Job Placement Services.
 - Strategies for Promoting Newly Published Books and Authors


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- Strategies for Encouraging Innovation and Patent Filing Among Researchers.
- Discussion on Best Practices for Designing Effective Research Methodology Workshops.
- Review the findings of the Academic and Administrative Audit (AAA) and discuss the follow-up actions taken to address identified areas for improvement.

Members Attended

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|---|
| 1. Dr. V. N. Pradhan (President, UOT) |
| 2. Dr. Pramod Sharma (Dean, Faculty of Engineering) |
| 3. Dr. Reenu Shukla (Dean, Faculty of Commerce & Management) |
| 4. Mrs. Vandita Chahar (HOD, Law) |
| 5. Dr. Rohit Saraswat (Dean, Research) |
| 6. Mr. Manoj Kharadiya (HOD, Pharmacy) |
| 7. Dr. Renu Saxena (Senior Faculty, Management) |
| 8. Dr. Dharmendra Sexena (HOD, Mathematics) |
| 9. Dr. Mathureshwar Pareek (Connoisseur from the field of education) |
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| 16. Dr. Nagendra Singh (Alumni Representative) |
| 17. Dr. S.S. Yadav (Convener, Academic Committee) |
| 18. Mr. Rahul Vijay (Convener, Admission committee) |
| 19. Mr. Ganesh Narayan Jaat (Convener, Purchase Procedure committee) |
| 20. Ms. Nisha Singh (Convener, HR Committee) |
| 21. Mr. Adarsh Shrivastava (Convener, Health and Safety committee) |
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| 23. Dr. Jyoti Sharma (Convener, Green Campus committee) |

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| 24. Ms.Sonia Gaur(Convener, Library Committee) |
| 25. Mr. Nilesh Sharma (Convener, Fee Committee) |
| 26. Dr. Anoop Sharma (IQAC Coordinator) |

Minutes/Resolution:-

Resolution-1

It was resolved that the work of the National Assessment and Accreditation Council (NAAC) will be distributed among the members of the Internal Quality Assurance Cell (IQAC) as per the norms and it will be ensured that all the members work together to fulfill their respective responsibilities and contribute to the overall accreditation process.

Resolution-2

It was decided in the meeting that adding one member from each department to the Internal Quality Assurance Cell (IQAC) would be a pragmatic approach to ensure effective communication and collaboration between IQAC and various departments of the university. These departmental representatives will play a key role in providing relevant information, data and insights about their respective departments to support IQAC's activities, such as accreditation, quality enhancement and institutional improvement initiatives.

Resolution-3

A proactive decision has been taken to provide three advanced computers with scanner-cum-printer in the IQAC Coordinator's office, which can significantly enhance the efficiency and effectiveness of the Internal Quality Assurance Cell (IQAC).

Resolution-4

It was unanimously decided to implement all the above points in agenda no 5 as per UGC/NEP 2020 with effect from Academic session 2023-24 and action taken report will be submitted to Dean Academics office with a copy to Director IQAC by HOD of each department within one week.

Resolution-5

It was unanimously decided to implement/update all the above policies in agenda no 6 as per UGC/NEP 2020 with effect from Academic session 2023-24. All the policies will be uploaded on the university website and faculty members and students are required to note down all. Any violation of these policies will be seriously taken.

Resolution-6

It was unanimously decided to implement/update all the above points in agenda no 7 as per UGC/NEP 2020 with effect from Academic session 2023-24 and action taken report will be submitted to Dean Academics office with a copy to Director IQAC by HOD of each department within one week.

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Resolution-7

1. A pledge was taken to organize awareness programs on blood donation camps in collaboration with Durlabhji Eye Care Center, Jaipur.

2. A pledge was taken to organize national level awareness programs on Swachhata Abhiyan in collaboration with Regional College for Education & Research Technology, Jaipur.

Resolution-8

The University resolved to organize events related to days of national and international importance in collaboration with clubs and organizations.

Discussion-9- Discuss and develop actionable strategies for enhancing enrollment in certification courses.

Resolution- Discuss and Resolved

Discussion-10- Discuss the proposal for starting new courses, focusing on market demand, curriculum development, resource allocation, and marketing strategies to ensure successful implementation and enrollment.

Resolution- Discuss and Resolved

Discussion-11- Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.

Resolution- Discuss and Resolved

Discussion-12- Explore best practices for optimizing the freship and scholarship application process to enhance efficiency, accessibility, and support for students.

Resolution- Discuss and Resolved

Discussion-13- Discuss the allocation of seed money to faculty members to support their research initiatives, including criteria for funding eligibility, application processes, and expected outcomes.

Resolution- Discuss and Resolved

Discussion-14- MoU's -Conduct Activities Collaboration with MoU's.

Discussion-15-General Discussion- Resolution- Discuss and Resolved

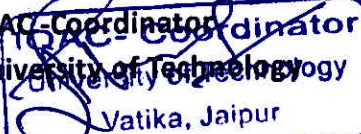
- Organized Professional Development Courses
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- Discussion on Best Practices for Designing Effective Research Methodology Workshops.
- Review the findings of the Academic and Administrative Audit (AAA) and discuss the follow-up actions taken to address identified areas for improvement.

Adjournment-

Dr. Anoop Sharma thanked everyone for their contributions and adjourned the meeting at 4:30 pm.


IQAC-Coordinator
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President
(Chairperson)
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