



Ref. No.IQAC/MOM/2019/4

Date: 15/10/2019

IQAC-1st - 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.

Agenda-

1. To review the minutes of the last meeting.
2. Introduction to IQAC Members.
3. Objective of IQAC Cell
4. Functions of IQAC Cell
5. General discussion.
 - To discuss preparation of academic calendar and university brochure.
 - To discuss department and subject division.
 - Discussing schedules and division of workload.
 - To discuss maintaining student records.
 - To discuss the formation of an academic and administrative committee.

The following were present in the meeting:

1. Dr. Nemi Chand Phariya (President, UOT)
2. Dr. Pramod Sharma (Dean, School of Engineering)
3. Dr. Reenu Shukla (HOD, Management)
4. Dr. Reema Singh (Dean, School of Commerce & Management)
5. Mrs. Vandita Chahar (HOD, School of Law)
6. Dr. Ankit Gandhi (Dean, Research)
7. Mr. Manoj Kharadiya (HOD, School of Pharmacy)
8. Dr. Renu Saxena (Senior Faculty, Management)

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9. Dr. Dharmendra Sexena (HOD, School of Applied Science)
10. Dr. Mathureshwar Pareek (Connoisseur from the field of education)
11. Dr. Ajit Sodha (Illustrious person from industry)
12. Mr. Surendra Bardia(Community Representative)
13. Mr. Arvind Kumar (Administrative Representative)
14. Mr. Prakash Singh Rajpurohit (Student Representative)
15. Mr. Gopal Sharma (IT Experts)
16. Mr. Hari Narayan Jat (Stakeholders-Parent)
17. Dr. Mayank Mathur (IQAC Coordinator)

Minutes/Resolution:-

The establishment of the Internal Quality Assurance Cell (IQAC) is a significant step towards enhancing the quality and operational efficiency of the university. The Academic Council approved the formation and structure of IQAC on 05/08/2019, emphasizing its role in promoting continuous improvement in all academic and administrative processes.

(Annexure-attached)

The establishment of IQAC is a proactive measure to ensure that the university meets and exceeds quality standards in higher education. The approved structure provides a clear roadmap for implementing quality assurance practices across all university functions. Regular monitoring and updates will be crucial to maintaining the momentum and achieving the desired outcomes.

Agenda 1:- Introduction to IQAC member

Discussion -In the meeting, the President of the Internal Quality Assurance Cell welcomed all the members and introduced the appointed members one by one. Also, what will be their role in this cell? What responsibilities will they perform? Was also discussed. All the members ensured that they will cooperate fully in fulfilling the assigned responsibilities.

Resolution -It was decided that the main responsibility of IQAC is to initiate, plan and supervise various activities which are necessary to enhance the quality of education provided in an institution. The core work of IQAC members will be as follows -

- Accountability and service to all stakeholders
- Honesty and fairness in all practice
- Generate innovation and creativity
- Inclusivity and care for the marginalized
- Flexibility and stability

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- Strive for quality and excellence in all work
- Thought leadership and quality consciousness
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.

Agenda 2:-Objective /Strategies & Benefits of IQAC Cell

Discussion-The points discussed in the meeting were that the primary objective of IQAC should be to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the university. Some work expected from each member of IQAC should be determined. Parameters of each work should be prepared. All work should be based on objective assessment.

Resolution-It was decided that the objectives of IQAC required. To formulate parameters for conscious, consistent and catalytic action to improve the academic and administrative performance of the university and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Agenda 3:-Functions of IQAC Cell

Discussion - How IQAC will work was discussed in the meeting. There were also discussions on creating parameters for determining the tasks. As -

1. To develop and apply quality benchmarks/criteria for various academic and administrative activities of the university.
2. Adoption of knowledge and technology required for collaborative teaching and learning process will facilitate creation of a learner-centric environment conducive to quality education and maturity of faculty.
3. Provision for feedback from students, parents and other stakeholders on quality related institutional processes.
4. Information will have to be disseminated on various quality standards of higher education.
5. Organization of inter and intra departmental workshops, seminars on quality related issues and promotion of quality circles. Various programs/activities leading to quality improvement have to be documented.

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6. To act as a nodal agency of the university for coordination of quality-related activities including adoption and dissemination of best practices.

7. For the purpose of maintaining/enhancing institutional quality, institutional databases will have to be developed and maintained through MIS. Quality culture will have to be developed in the university.

Resolution-It was decided that in order to run the college better and smoothly, an IQAC committee will carry out the work based on the prescribed parameters.

Agenda 4:-General discussion.

Discussion-To discuss preparation of academic calendar and university brochure

The meeting commenced with a thorough discussion regarding the upcoming academic year. The following key points were deliberated:

- Commencement and conclusion dates for the academic year, considering factors such as statutory holidays and semester breaks.
- Review of the curriculum and potential enhancements or adjustments based on feedback from faculty and students.
- Examination of any anticipated challenges or opportunities for improvement, drawing from past experiences.
- Assessment of external factors that might influence the academic calendar, including local events or national holidays.

Discussion- To discuss department and subject division.

The meeting was called to order, with the primary agenda focused on the division and distribution of subjects among the various departments. The following points were discussed:

1. Review of Current Subject Allocation:

- Each department head provided an overview of the subjects currently taught within their department.
- Discussion ensued regarding the alignment of subjects with departmental goals and the overall curriculum.

2. Identification of Subject Distribution Needs:


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- Department heads presented their recommendations for the distribution of subjects for the upcoming academic year.
 - Consideration was given to factors such as faculty expertise, student enrollment trends, and program requirements.
- 3. Balancing Workload and Expertise:**
- There was a deliberation on ensuring an equitable distribution of workload among faculty members while also leveraging their areas of expertise.
 - Strategies were discussed to optimize faculty resources and enhance the quality of instruction.
- 4. Coordination and Collaboration:**
- Emphasis was placed on fostering collaboration among departments to facilitate interdisciplinary learning and research opportunities.
 - Department heads agreed to explore potential joint initiatives and shared resources.
- 5. Flexibility and Adaptability:**
- The importance of flexibility in subject distribution to accommodate changes in student demand or emerging academic trends was highlighted.
 - It was acknowledged that periodic reviews of subject allocation would be necessary to ensure alignment with institutional objectives.

Discussion- Time table will have to be passed in the time table committee meeting and discussions will also be held on determining staff wise division of workload.

The meeting commenced with the agenda focused on the approval of the time table and discussions regarding the staff-wise division of workload. The following points were deliberated:

1. Approval of Time Table:

- The proposed time table for the upcoming academic term was presented for review by the committee.
- Discussion ensued regarding the allocation of classes, labs, and other academic activities to ensure an optimal schedule for students and faculty.
- Feedback was provided on potential adjustments to accommodate departmental requirements and faculty availability.

2. Determining Staff-Wise Division of Workload:

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- The committee addressed the allocation of teaching assignments and other responsibilities among faculty members.
- Consideration was given to factors such as faculty expertise, course requirements, and student enrollment numbers.
- Strategies were discussed to ensure a fair and equitable distribution of workload, taking into account individual teaching loads and research commitments.

3. Balancing Workload and Faculty Preferences:

- The committee emphasized the importance of balancing workload among faculty members while also considering their preferences and areas of specialization.
- Flexibility was encouraged to accommodate faculty requests for specific teaching assignments or scheduling preferences, where feasible.

4. Review of Past Practices:

- Past practices regarding time table approval and workload distribution were reviewed to identify areas for improvement or refinement.
- Lessons learned from previous academic terms were taken into consideration to inform decision-making in the current cycle.

Discussion- Academic and administrative committee will have to be formed

The meeting was convened to discuss the formation of the Academic and Administrative Committee. The following points were discussed:

1. **Committee Scope and Purpose:**-The attendees deliberated on the scope and purpose of the committee, which would serve as a platform for addressing academic and administrative matters affecting the institution. It was agreed that the committee would be responsible for:-Reviewing and proposing changes to academic policies and procedures. Assessing and improving administrative processes to enhance efficiency and effectiveness. Addressing issues related to faculty and staff development, student services, and campus facilities. Monitoring the implementation of strategic initiatives and ensuring alignment with institutional goals.
2. **Composition of the Committee:**-The composition of the committee was discussed, aiming to include representatives from various academic departments, administrative units, and student organizations. Consideration was given to ensuring diversity in terms of expertise, experience, and perspectives to facilitate comprehensive decision-making and problem-solving.

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3. Roles and Responsibilities:-The roles and responsibilities of the Academic and Administrative Committee were outlined, emphasizing collaboration, communication, and accountability.

- It was agreed that the committee would:-Review proposals and make recommendations on academic and administrative matters brought forth by stakeholders.Serve as a forum for sharing best practices, exchanging ideas, and fostering innovation.Monitor the implementation of decisions and initiatives and provide regular updates to the broader institutional community.

4. Operational Procedures:-The attendees discussed the operational procedures of the committee, including meeting frequency, decision-making processes, and communication channels.It was agreed to establish regular meeting schedules, develop agendas in advance, and maintain transparent communication to ensure the efficient functioning of the committee.

Resolution:- It was unanimously agreed that UOT will apply for the assessment and accreditation as per new guidelines of the NAAC.

Adjournment-

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

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