



Ref. No.IQAC/CIRCULAR/2020/6

Date: 1/03/2020

## Circular

All IQAC members and conveners of all committees are informed that a meeting will be held on 05/03/2020 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-

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)
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)

**PRESIDENT**  
President  
UNIVERSITY OF TECHNOLOGY  
University of Technology  
Vatika, Tehsil Sanganer, 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/2020/7

Date: 05/03/2020

## IQAC-2nd - 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. To develop a quality benchmark in various academic and administrative activities of our University.
3. To facilitate the creation of a learner centric environment.
4. To develop and maintain institutions' databases through a proper record keeping system.
5. To discuss the documentation of various activities of our University for quality improvement .
6. Conduct Seminars, Workshop and awareness etc. programme.
7. Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.
8. Innovation in teaching.
9. Academic Activities
10. Library Development (ILMS)
11. Updation of University website.
12. Strategies for Enhancing Enrollment in Certification Courses.
13. MoU's -Conduct Activities Collaboration with MoU's.
14. Best Practices for Streamlining the Freship and Scholarship Application Process.
15. Reviewing Compliance with Environmental Regulations in Green Audits.
16. Monitoring Compliance with the Code of Conduct: Tools and Techniques.
17. General Discussion

*Mayank Meethar*  
IQAC- Coordinator  
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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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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:-

1. To review the minutes of the last meeting.

Agenda -1. To review the minutes of the last meeting

Discussion Points-

1. The minutes of the previous meeting held on 15/10/2019 were reviewed and discussed in detail. Each agenda item from the previous meeting was examined to ensure accuracy and completeness. It was noted that the action items from the last meeting were successfully implemented. Overall, the implementation of the previous meeting's resolutions was reported as highly effective:

- Positive feedback was received from students, faculty, and staff members regarding the new initiatives.
- The changes led to significant improvements in the efficiency and effectiveness of the University's activities and processes.

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No further amendments or corrections to the minutes were required, as all points were found to be accurately recorded and effectively actioned.

#### **Resolution-**

The minutes of the last meeting were confirmed as accurate. The successful implementation of the discussed items was acknowledged, and the positive outcomes were commended.

**Agenda -2. - To develop a quality benchmark in various academic and administrative activities of our University.**

#### **Discussion Points-**

1. The significance of developing quality benchmarks for both academic and administrative activities was highlighted to ensure high standards and continuous improvement throughout the University. It was proposed to establish a committee responsible for drafting these quality benchmarks, including representatives from different departments. The committee will be tasked with conducting thorough analysis of current practices and identifying areas for improvement. A one-month timeline was set for the committee to draft and present the quality benchmarks for review and approval.

The meeting identified parameters with inadequate benchmark scores for further review and improvement. These parameters are below the established quality standards and require targeted strategies to enhance performance and achieve the desired benchmarks.

1. Foreign students in the department
2. Faculty development Initiatives.
3. Consultancy.
4. Industry-university Partnerships
5. Extension Activities.
6. Student counseling and career guidance.
7. Social Initiatives.

#### **Resolution-**

A committee will be formed immediately to draft quality benchmarks for various academic and administrative activities. The committee is expected to complete this task within one month, ensuring that the benchmarks align with the college's mission and objectives.

**Agenda -3- To facilitate the creation of a learner centric environment**

**Discussion Points-** Various strategies to promote a learner-centered environment were discussed, emphasizing the importance of student engagement and personalized learning experiences. Suggestions were made to introduce interactive sessions like workshops and group

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discussions to encourage active student participation. Introducing mentorship programmes to provide individual guidance and support to students was proposed. Planning and facilitating the following learner-centered programmes were discussed-

1. Play- based Learning
2. Inquiry- based Learning
3. Project- based Learning
4. Classroom Debate.
5. Student-led Conferences.

#### **Resolution-**

Initiatives such as interactive sessions, mentorship programs, and an enhanced student feedback system will be implemented to promote a learner-centric environment.

**Agenda -4-** To develop and maintain institutions' databases through a proper record keeping system.

#### **Discussion Points-**

1. The importance of accurate and comprehensive databases for effective administration was emphasized. Attendees highlighted that well-maintained records are crucial for various academic and administrative functions.
2. The current record-keeping systems were reviewed, and it was concluded that they need upgrading to more advanced digital solutions to enhance efficiency and reliability.
3. To ensure a smooth transition to the new system, it was proposed that comprehensive training sessions be conducted for all relevant staff. This would help them adapt to the new technologies and utilize them effectively.

#### **Resolution-**

The institution will upgrade its record-keeping systems to advanced digital solutions to improve efficiency and data integrity. A comprehensive training program for staff will be implemented to ensure a smooth transition to the new system and to support effective use and maintenance of the databases.

**Agenda -5-** To discuss the documentation of various activities of our University for quality improvement

#### **Discussion Points-**

1. It was highlighted that documenting various activities of the university is crucial for assessing the current state and identifying areas for quality improvement.

*Harjankumar*  
IQAC- Coordinator  
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2. It was discussed how documentation can provide insights into the effectiveness of different activities and initiatives undertaken by the university.

3. It was suggested to explore ways to streamline the documentation process to ensure comprehensive coverage of all activities while minimizing administrative burden.

4. Suggestion was made to explore strategies for using the documented data to implement targeted improvements and enhance the overall quality of university activities.

#### **Resolution-**

It was resolved to establish a structured system for documenting all university activities, utilizing standardized templates and guidelines. This approach will enable us to systematically analyze the effectiveness of our initiatives and make targeted improvements to enhance the overall quality of our university activities.

**Agenda -6-** To do planning about conducting Seminars, Workshop and Awareness Programme etc.

#### **Discussion Points-**

1. The importance of conducting seminars, workshops, and awareness programs in enhancing students' educational experience and fostering their holistic development was highlighted.

2. Suggestions were made to identify relevant and timely topics for these events, ensuring that they address the needs and interests of students, faculty, and the community.

3. Strategies for the effective planning, organization, and execution of these educational events were discussed.

4. A proposal was made to explore ways to maximize student and faculty engagement, encourage active participation, and ensure the success of seminars, workshops, and awareness programs etc.

#### **Resolution-**

It was resolved to identify relevant and timely topics for seminars, workshops, and awareness programs, ensuring that these events align with the needs and interests of students, faculty, and the community. A dedicated team will be established to oversee the selection process and implement strategies for maximizing engagement and participation.

**Agenda -7-** Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.

#### **Discussion points-**

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1. It was discussed that obtaining feedback from students, teachers, and alumni is crucial for achieving comprehensive improvement in the university's operations and educational quality.
2. It was decided to implement a systematic feedback collection process at the end of each session to ensure regular and consistent input from all stakeholders.
3. A suggestion was made to thoroughly analyze the collected feedback data to identify key areas for improvement and to make strategic decisions.
4. It was proposed to create action plans based on the feedback analysis to address specific issues and enhance the overall educational experience.

#### **Resolution-**

It was resolved to establish a structured feedback system involving students, teachers, and alumni. This system will include regular feedback collection, thorough data analysis, and the creation of actionable strategies to drive continuous improvement in the University.

#### **Agenda -8- To discuss Innovation in Teaching.**

#### **Discussion Points-**

1. It was discussed that incorporating innovative teaching methods can significantly enhance the learning experiences and outcomes for students.
2. It was decided to implement new teaching techniques across various courses and evaluate their effectiveness in improving student engagement and comprehension.
3. It was suggested to offer professional development opportunities for teachers to equip them with the knowledge and skills needed to implement innovative teaching practices.
4. It was proposed to gather feedback from both teachers and students on the new methods to refine and improve the approaches continuously.

#### **Resolution-**

It was resolved to enhance student learning by implementing new teaching methods across different courses. To ensure success, training will be provided to teachers, and feedback will be gathered from both teachers and students for continuous improvement.

#### **Agenda -9- To plan academic activities.**

#### **Discussion Points-**

*Mayank Mathu*  
IQAC- Coordinator  
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1. It was highlighted that a robust schedule of academic activities will enhance the overall educational experience by providing opportunities for practical learning, networking, and skill development.

2. It was decided to expand the range of academic events, including conferences, guest lectures, workshops, and seminars, to enrich the academic calendar and promote interdisciplinary learning.

3. It was proposed to explore innovative formats and topics for academic events to cater to the diverse interests and needs of students, faculty, and the broader academic community.

#### **Resolution-**

A resolution was made to enhance the overall educational experience through the implementation of a robust schedule of academic activities. This commitment will provide valuable opportunities for practical learning, networking, and skill development, thus enriching the educational journey of our students.

**Agenda –10-** To discuss the need of library development.

#### **Discussion Points-**

1. It was discussed that an updated and well resourced library is crucial for academic success.
2. The existing library resources, including the number of books, seating capacity, and available technology, were reviewed.
3. It was suggested to diversify the book collection to include more contemporary and relevant titles across various disciplines.
4. A proposal was made to enhance digital services by introducing e-books, online databases and improved internet access.
5. Emphasis was placed on subscribing to academic journals to provide up-to-date research materials to students and faculty.
6. Additionally, it was suggested to upgrade the infrastructure to accommodate the increasing demand for digital resources and services.

#### **Resolution-**

A resolution was made to establish a dedicated task force responsible for overseeing the execution of library development initiatives, ensuring timely progress and effective utilization of resources to enhance the library's facilities and services.

**Agenda -11-** To discuss the need of updating the university Website

#### **Discussion Points-**

*Poojank Nather*  
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1. The current state of the college website, including its design, content, functionality, and user interface, was reviewed.
2. The shortcomings of the existing website like outdated design elements, stale content, navigation issues and lack of mobile responsiveness etc. were discussed.
3. The importance of optimizing the website for mobile devices was emphasized to accommodate users accessing the site on smartphones and tablets.
4. Suggestions were made to update website content to ensure accuracy and relevance, as well as to enhance user engagement.
5. A tentative timeline was proposed for the website updating project, with responsibilities to be assigned to relevant staff members and departments for effective implementation.

**Resolution-**

A resolution is passed to promptly update the university website, addressing design flaws, improving navigation, and enhancing content relevance. This action aims to provide a more user-friendly and accessible digital platform for all stakeholders.

**Agenda -18 - Strategies for Enhancing Enrollment in Certification Courses.**

**Resolution- Discuss and Resolved**

**Agenda -19- MoU's -Conduct Activities Collaboration with MoU's.**

**Resolution-Discuss and Resolved**

**Agenda -20- Best Practices for Streamlining the Freeship and Scholarship Application Process.**

**Resolution-Discuss and Resolved**

**Agenda -21- Reviewing Compliance with Environmental Regulations in Green Audits.**

**Resolution-Discuss and Resolved**

**Agenda -22- Monitoring Compliance with the Code of Conduct: Tools and Techniques.**

**Resolution-Discuss and Resolved**

**Agenda -23- General Discussion**

- Organized Professional Development Courses
- Exploring Innovative Approaches to Job Placement Services.
- Strategies for Promoting Newly Published Books and Authors
- Strategies for Encouraging Innovation and Patent Filing Among Researchers.

*May and Patel*  
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- Discussion on Best Practices for Designing Effective Research Methodology Workshops.

**Resolution-Discuss and Resolved**

**Adjournment-**

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

*Mayank Mathur*  
IQAC- Coordinator  
University of Technology  
Vatika, Jaipur

*Mayank Mathur*  
Registrar  
University of Technology  
Vatika, Jaipur

President  
(Chairperson)  
**PRESIDENT**  
University of Technology  
UNIVERSITY OF TECHNOLOGY  
Vatika, Tehsil Sanganer, JAIPUR