University of Technology
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UNIVERSITY OF TECHNOLOGY

ACADEMIC YEAR -2020-21

IQAC- 4th & 5th
MINUTES MEETING/RESOLUTION

ACTION TAKEN REPORT

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IQAC MEETINGS MINUTES

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Ref. No.IQAC/NOTICE/2020/9　　　　　　　　　　　Date: 03/08/2020

NOTICE

All IQAC members and conveners of all committees are informed that an online meeting will be conducted by Hon'ble President of the University of Technology on 05/08/2020 at 2:30 PM through Google Meet.

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)
18. Dr. Nemi Chand Phariya (President, UOT)
19. Mr. Rahul Vijay (Convener ,Admission committee)

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20. Mr. Ganesh Narayan Jaat(Convener, Purchase Procedure committee
21. Ms.Nisha Singh (Convener, HR Committee)
22. Mr.Adarsh Shrivastava(Convener, Health and Safety committee)
23. Mr. Nitin Jain (Convener, Infrastructure and Maintenance committee)
24. Dr.Jyoti Sharma(Convener, Green Campus committee)
25. Ms.Sonia Gaur(Convener, Library Committee)
26. Mr. Nilesh Sharma (Convener, Fee Committee)
27. Dr. Rohit Saraswat (Convener,Grievance Redressal Committee)

PRESIDENT
UNIVERSITY OF TECHNOLOGY
Vatika, Tehsil Sanganer JAIPUR

President
University of Technology 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/2020/10   Date: 05/08/2020

IQAC-4th-Minutes of Meeting of the Internal Quality Assurance Cell

Thursday 05th August ,2020 (2:30 A.M)
(Online meeting through the google meet)

Agenda-

1. Confirmation of Meeting Minutes.
2. Up-gradation of IT Infrastructure.
3. Students Satisfaction survey.
4. Teaching and Learning during the Pandemic.
5. To discuss the current pandemic Covid-19 situation.
6. Online classes system shall be introduced.
7. E-content development and upload in the website and google for students .
8. To promote cleanliness in the University campus.
9. To discuss in the MoU Collaboration of the University
10. To Organize a webinar/conference
11. Discuss and develop actionable strategies for enhancing enrollment in certification courses.
12. Discuss the proposal for starting new courses, focusing on market demand, curriculum development, resource allocation, and marketing strategies to ensure successful implementation and enrollment.
13. Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.
14. Explore best practices for optimizing the freeship and scholarship application process to enhance efficiency, accessibility, and support for students.
15. Discuss the allocation of seed money to faculty members to support their research initiatives, including criteria for funding eligibility, application processes, and expected outcomes.

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16. MoU's -Conduct Activities Collaboration with MoU's.
17. 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.
- 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.

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)
9. Dr. Dharmendra Sexena (HOD, School of Applied Science)
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15. Mr. Gopal Sharma (IT Experts)
16. Mr. Hari Narayan Jat (Stakeholders-Parent)
17. Dr.Mayank Mathur (IQAC Coordinator)
18. Dr. Nemi Chand Phariya (President, UOT)
19. Mr. Rahul Vijay (Convener ,Admission committee)
20. Mr. Ganesh Narayan Jaat(Convener, Purchase Procedure committee
21. Ms.Nisha Singh (Convener, HR Committee)

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22. Mr.Adarsh Shrivastava(Convener, Health and Safety committee)
23. Mr. Nitin Jain (Convener, Infrastructure and Maintenance committee)
24. Dr.Jyoti Sharma(Convener, Green Campus committee)
25. Ms.Sonia Gaur(Convener, Library Committee)
26. Mr. Nilesh Sharma (Convener, Fee Committee)

Minutes/Resolution

Resolution-1 .-Confirmation of Meeting Minutes

Minutes of the IQAC meeting held on March 03,2020 sent to members along with the invitation mail were confirmed.

Discussion-2- Up-gradation of IT Infrastructure

1. Mr. Nilesh Sharma (Head of the Computer Department) provided an overview of the current ICT infrastructure highlighting strengths and weaknesses. Key points include aging hardware, software compatibility issues, and the need for better network security.

2.Dr. Rita Bisht discussed specific areas that need improvement, such as the need for faster internet connectivity, updated computers and software for classrooms and laboratories, and advanced cyber security measures.Dr. Anil Sharma stressed the importance of integrating modern educational tools and platforms to aid teaching and learning.

3. Mr Nilesh Sharma presented the proposed upgrade plan, which included:

- Replacing old computers with new models.
- Upgrading the school's network infrastructure to support higher speeds and improved reliability
- Implementing new cyber security protocols
- Training staff and students on new technologies and software.

4. Dr. Rita Bisht discussed the budget implications of the proposed scheme. He provided a detailed description of costs and potential funding sources. Attendees discussed ways to optimize the budget, such as seeking grants and partnerships with technology companies.The proposal was supported by all the members present. The budget of the ICT Upgradation Scheme was approved unanimously.

5. Rita Bisht proposed an implementation timeline with key milestones and deadlines. The project is expected to be completed in phases over the next six months. Attendees discussed the timeline and suggested minor adjustments to ensure minimal disruption to school activities.

Resolution-2. It was decided on the following points that

- Mr. Nilesh Sharma will start the procurement process for new hardware and software.
- Mr. Gopal Sharma will launch a plan to upgrade network infrastructure.
- Dr. Anila Sharma will coordinate training sessions for staff and students.

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- Dr. Kapil Sharma will oversee the overall project and ensure alignment with the school's objectives.

Discussion-3-Students Satisfaction survey.

It was reported in the meeting that the IQAC had carried out the students satisfaction survey for the academic year 2019-20. Dr. Mayank and his team presented the SOP to be observed during the pandemic period . It was noted that as per directives of the government of India the university is to remain closed for students and faculty , with only non teaching staff being permitted in a very limited strength.

Resolution-3.

It was resolved that the precautionary guidelines as given by the government for control and management of Covid-19 pandemic should be observed till such time as the university is closed for students and faculty.

Discussion-4-Teaching and Learning during the Pandemic

The Registrar appraised the members that the teaching and learning process went on quite satisfactorily during the pandemic and the issues related to internet connectivity , being uncontrollable and extraneous , were encountered occasionally . Members discussed the issue and expressed satisfaction over the adaptation made by all for carrying diverse tasks involved in the teaching learning process.

Resolution-4.

It was resolved that measures would be taken to increase the speed of internet connectivity to ensure the satisfactory conduct of the teaching and learning process during the pandemic.

Discussion-5- To discuss the current pandemic Covid-19 situation

Members in the meeting discussed the situation of the Covid-19 and its input on higher education . Members were also discussing how education will continue with the students at their home so that their career should not be affected.

Resolution-5. E-lectures will be sent to each student to ensure uninterrupted education.

Discussion- 6- Online classes system shall be introduced.

The members discussed the need to implement an online classes system to improve the teaching and learning process. Despite the ongoing connectivity issues in remote areas, it was agreed that promoting online classes is essential.

Resolution-6.

Online classes will be promoted despite connectivity issues in remote areas. E-lectures will be sent to each student to ensure uninterrupted education.

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Discussion-7- E-content development and upload in the website and google for students .
During the meeting, it was discussed and agreed upon that enhancing students' understanding through e-lectures is crucial. To facilitate this, it was proposed to develop and upload e-content on the university website. This e-content will serve as a resource for students to revisit and reinforce their understanding of various subjects. By having access to e-content, students can clarify doubts and deepen their comprehension, thereby improving their learning experience.

Resolution-7.

It was resolved to upload e-content in various subjects on the website for students.

Discussion-8- To promote cleanliness in the University campus.
During the meeting, the importance of maintaining hygiene on the university campus amid the COVID-19 pandemic was highlighted. Several strategies were discussed to ensure a clean and safe environment for students, faculty, and staff:-

1. Implement rigorous hygiene protocols for frequently touched surfaces, such as door handles, railings, and common areas, to minimize the risk of virus transmission.

2. Ensure availability of hand sanitizers at key locations across campus, including entrances, classrooms, and dining areas, to encourage regular hand hygiene practices.

3. Emphasize the importance of proper waste disposal and provide clear guidelines for disposal of used face masks, gloves, and other personal protective equipment to prevent littering and potential contamination.

4. Campus hygiene initiatives must incorporate social distancing measures, such as placing markers to indicate safe distances in queues and seating areas to reduce crowding and promote physical distancing.

Resolution-8.

It was resolved that -
   1. Implement rigorous hygiene protocols.
   2. Ensure availability of hand sanitizers
   3. provide clear guidelines for disposal of used face masks, gloves

Discussion-9-To discuss in the MoU Collaboration of the University

The IQAC Director suggested that seminars/conferences/workshops should be conducted on the basis of to promote excellence in academics, discipline, and training, and to facilitate mutually beneficial collaboration in the fields of education and research. It was also discussed that experts from outside should be invited for regular training sessions.

Resolution-9.

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It was resolved that seminars/conferences/workshops should be organized on the basis of to promote excellence in academics, discipline, and training, and to facilitate mutually beneficial collaboration in the fields of education and research.

Discussion-10- To organize a webinar/conference.

It was discussed in the meeting that when students apply for a job after obtaining their degree, they have to face an interview. Some students are unable to secure a good job profile solely because of the interview. Therefore, students should be given workshops on interview skills in their final year. This way, they can take advantage of these skills and secure high-profile jobs.

Resolution-10.
It was decided that workshops on interview skills would be conducted for the students of every session in their final year.

Discussion-11-Discuss and develop actionable strategies for enhancing enrollment in certification courses.
Resolution- Discuss and Resolved

Discussion-12-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-13-Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.
Resolution- Discuss and Resolved

Discussion-14-Explore best practices for optimizing the freeship and scholarship application process to enhance efficiency, accessibility, and support for students.
Resolution- Discuss and Resolved

Discussion-15-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-16 MoU's -Conduct Activities Collaboration with MoU's.

Discussion-17-General Discussion- Resolution- Discuss and Resolved
- 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.

Adjournment-

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

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Registrar
University of Technology

President
(Chairperson)
University of Technology

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