



University of  
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# UNIVERSITY OF TECHNOLOGY



**ACADEMIC YEAR -2021-22**

**IQAC- 6th & 7th**

**MINUTES MEETING/RESOLUTION**

**ACTION TAKEN REPORT**

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## IQAC MEETINGS MINUTES

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2021-22	<ul style="list-style-type: none"><li>• Meeting -6th</li><li>• Meeting -7th</li></ul>	<ul style="list-style-type: none"><li>• 19/09/2021</li><li>• 03/03/2022</li></ul>	1-30



Ref. No.IQAC/NOTICE/2021/ 15

Date: 17/09/2021

## NOTICE

All IQAC members and conveners of all committees are informed that a meeting will be held on 19/09/2021 at 2:30 PM in the conference hall by the Hon'ble 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 Basic and 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)



<b>20. Mr. Ganesh Narayan Jaat(Convener, Purchase Procedure committee</b>
<b>21. Ms.Nisha Singh (Convener, HR Committee)</b>
<b>22. Mr.Adarsh Shrivastava(Convener, Health and Safety committee)</b>
<b>23. Mr. Nitin Jain (Convener, Infrastructure and Maintenance committee)</b>
<b>24. Mr. Nilesh Sharma (Convener, Fee Committee)</b>

The following staff-members were absent in the meeting-

<b>1. Dr.Jyoti Sharma(Convener, Green Campus committee)</b>
<b>2. Ms.Sonia Gaur(Convener, Library Committee)</b>
<b>3. Dr. Rohit Saraswat (Convener,Grievance Redressal Committee)</b>

**PRESIDENT**  
 President  
 UNIVERSITY OF TECHNOLOGY  
 University of Technology  
 Vatika, Tehsil Sanganeer, 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/2021/16


Date: 19/09/2021

## IQAC 6th- 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. Discussion on registration and organization of Alumni Meet.
2. Framing of research policies for promoting research culture and organization of conference/workshop
3. Planning of transport facility for Non- residential students.
4. To decide the mode of ensuring the credibility of teaching learning .
5. To decide about activities of EDC Cell/Incubation Center.
6. Orientation Programme For Freshers
7. Schedule of Activities for the current academic year .
8. Discuss and develop actionable strategies for enhancing enrollment in certification courses.
9. Discuss the proposal for starting new courses, focusing on market demand, curriculum development, resource allocation, and marketing strategies to ensure successful implementation and enrollment.
10. Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.
11. Explore best practices for optimizing the freship and scholarship application process to enhance efficiency, accessibility, and support for students.
12. Discuss the allocation of seed money to faculty members to support their research initiatives, including criteria for funding eligibility, application processes, and expected outcomes.
13. MoU's -Conduct Activities Collaboration with MoU's.
14. General Discussion
  - Organized Professional Development Courses
  - Exploring Innovative Approaches to Job Placement Services

  
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- 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 )
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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)
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)

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<b>25. Ms.Sonia Gaur(Convener, Library Committee)</b>
<b>26. Mr. Nilesh Sharma (Convener, Fee Committee)</b>
<b>27. Dr. Rohit Saraswat (Convener,Grievance Redressal Committee)</b>

**Minutes/Resolution**

**Discussion -1.-**

**Prof.(Dr.) Mayank Mathur Co-ordinator of IQAC pointed out that in addition to the academic feedback taken from students,parents and employers, alumni interaction is equally important. The team suggested with the permission of the chair to collect the alumni feedback and organize an alumni meet.**

**Resolution-1**

**To ensure successful planning and implementation of the Alumni Conference the following resolution will be adopted and implemented by the Organizing Committee with immediate effect-**

- 1. Formation of Organizing Committee**
- 2. Event Date and Venue**
- 3. Registration Process**
- 4. Communication and Promotion**
- 5.Event Activities and Program**
- 6. Documentation and Reporting**

**Discussion -2.**

**Dr. Rohit suggested that research culture should be inculcated in academics and industry-institute interaction is to be strengthened.Dr. Pramod Sharma was of the opinion that academic policies need to be revised and related activities definitely promote research culture.**

**Resolution-2**

**This resolution will be adopted and implemented with immediate effect by the Research Policy Committee and concerned administrative departments to enhance the research culture of the Institute and to facilitate successful organization of conferences and workshops.**

**Discussion -3.- The head of the department informed me that non-residential students have a problem traveling to reach campus on time due to poor public transport service. The suggestion of a transport facility is preferably Bus services and agreed by all members.**

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### **Resolution-3**

The University shall conduct a detailed survey among non-residential students to assess their transportation needs, including preferred routes, timings, and specific challenges faced. A task force comprising representatives from the student body, faculty, and administrative staff will be established to analyze the survey data and identify key areas for improvement.

### **Discussion -4**

In order to improve the academic and administrative performance of the university, the distinguished members discussed in depth the current status of academics, administrative procedures, and student activities. The members advocated for conducting the internal administrative and academic audits of all the departments.

### **Resolution-4**

1. It was decided that a plan would be made to conduct internal administrative and academic audits of all departments.
2. It was decided that the Departments shall develop and adopt clear, comprehensive standards and best practices for teaching, learning, evaluation, and outcomes. These standards will be aligned with national and international benchmarks to ensure relevance and competitiveness.

### **Discussion -5**

Registrar of the university suggested that we take lead initiatives to promote innovation in student's projects and their entrepreneurship. Dr Renu Saxena offered to provide inputs to the innovation activities. Committee recommended starting activities under entrepreneurship Development Cell /Incubation center to promote students innovative ideas.

### **Resolution-5**

It is decided to start activities under entrepreneurship Development Cell /Incubation center to promote students innovative ideas.

### **Discussion -6-**

An orientation programme for freshers is a crucial initiative that can significantly impact their academic and social success. By carefully planning and executing a comprehensive orientation, institutions can create a welcoming and supportive environment that sets new students on a path to success. Continuous evaluation and adaptation of the programme

  
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will ensure it remains effective and responsive to the needs of each new cohort.  
**Considerations for Planning an Orientation Programme:**

- **Inclusivity:** Ensure the programme is accessible to all students, including those with disabilities and international students. Offer sessions on cultural competency and inclusivity to promote a welcoming environment.
- **Timing and Duration:** Plan the orientation close to the start of the academic year but allow sufficient time for students to settle in. Balance the programme's length to cover necessary information without overwhelming students.
- **Communication:** Clearly communicate the schedule, objectives, and benefits of the orientation programme to incoming students and their families. Use multiple channels such as email, social media, and the institution's website to disseminate information.
- **Engagement and Interaction:** Encourage active participation rather than passive attendance by incorporating interactive sessions and discussions. Utilize experienced students, faculty, and staff to lead sessions and share their insights and experiences.
- **Evaluation and Feedback:** Collect feedback from participants to evaluate the programme's effectiveness and identify areas for improvement. Use surveys, focus groups, and informal conversations to gather comprehensive feedback.

#### **Resolution-6**

It was decided that we will organize an orientation cum activities program with all efforts. In which teachers as well as students will participate. The entire process from planning of the program to feedback will be decided by the members of the committee. The evaluation action report of the program will be prepared and submitted to the IQAC coordinator.

#### **Discussion -7-**

The President of the University provided an overview of the key goals and objectives for the academic year, and stressed the importance of a well-organized programme to enhance academic and extracurricular activities.

- The proposed academic calendar was reviewed in the meeting. Important dates were discussed and tentatively approved.
- Discussions were held on conducting campus visits, academic orientation, administrative procedures, workshops, workshops based on social integration activities, counseling sessions, awareness campaigns.
- Emphasis was laid on innovative teaching methods, technology in education, inclusive teaching practices.
- Inter-departmental sports competitions, fitness workshops will be organized.

  
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#### **Resolution-7**

It was decided that as per the proposed academic calendar, efforts would be made to implement all the academic and curricular activities of the University in accordance with the prescribed policy.

**Discussion-8- Discuss and develop actionable strategies for enhancing enrollment in certification courses.**

**Resolution- Discuss and Resolved**

**Discussion-9-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-10-Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.**

**Resolution- Discuss and Resolved**

**Discussion-11-Explore best practices for optimizing the freeship and scholarship application process to enhance efficiency, accessibility, and support for students.**

**Resolution- Discuss and Resolved**


**Discussion-12-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-13- MoU's -Conduct Activities Collaboration with MoU's.**

**Discussion-14-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**
- **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.**

  
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**Adjournment-**

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

**IQAC -Coordinator**

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**Registrar  
University of Technology  
Registrar  
University of Technology**

**PRESIDENT  
President  
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(Chairperson)  
Vatika, Jhnsi, Sangner, JAIPUR  
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