Ref. No.IQAC/CIRCULAR/2022/18

Date: 01/03/2022

Circular

All IQAC members and conveners of all committees are informed that a meeting will be held on 03/03/2022 at 2:30 PM in the conference hall by the Honorable Chairman of the University of Technology.

Attendance of all is mandatory in the meeting-

1. Dr. V. N.Pradhan (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. Anoop Sharma (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)
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
President
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

University of Technology
Internal Quality Assurance Cell

Established by Rajasthan State Legislature Act No. 28 of 2017
Empowered under section 2(f) of UGC Act 1956 to award Degrees, Diplomas and Certificates
Sponsoring Body Deepshikha Kala Sansthan Reg. No. 307 / 76-77

Ref. No.IQAC/MOM/2022/19   Date: 03/03/2022

IQAC 7th-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. Discuss about Alumni Association.
2. Organize Seminar/workshop
3. Faculty development programmes
4. Purchase of equipment for laboratory development.
5. To update members about the Review of library facilities.
6. Methodologies to improve stakeholders' involvement (Alumni, Employers, Industry, parents and others)
7. Feedback from Teachers regarding Curricular & Extension activities.
8. The Registrar informed the Dean Research that the convocation is scheduled to be held in the coming March. Complete preparations for it should be done.

The following were present in the meeting:

1. Dr. V. N.Pradhan (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)

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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)
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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)

Minutes/Resolution:-

1. To review the minutes of the last meeting.

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

Discussion Points-

Discussion 2-:- Discuss about Alumni Association.--Suggestions and Recommendations
- Alumni meets should be conducted on a regular basis.
- Alumni associations should be registered.
- The university should invite alumni as guest speakers and interact with the current students & share their success mantras
- Need for improvement in placement services
- There is a need to fill the gap between the industry and the curriculum
- Professional courses should have more add-on courses

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- The university should give alumni an opportunity to interact with students and provide them with placement opportunities.

Resolution 2 :-

1. It was decided to establish structured networking events, both in-person and virtual, to connect University of Technology alumni with each other and current students.

2. It was decided to develop a mentorship program at the University of Technology where alumni can provide guidance, support and career advice to current students and recent graduates.

3. It was decided to provide career development workshops, webinars and resources tailored to the needs of alumni at different stages of their careers.

4. It was decided to implement a regular newsletter to keep alumni informed about University news, upcoming events and involvement opportunities.

5. It was decided to enhance the alumni section of the University website with updated content, resources and an interactive platform for alumni engagement.

Discussion 3 :- To be Conduct Student's Seminar/Workshop and Development session -

It was suggested by the Director IQAC to organize all seminars/conferences/workshop/FDP on a regular basis as per university academic calendar. It was also suggested that all academic activities like seminars/conferences/workshop/FDP under a single umbrella of IQAC .Therefore all deans of the school requested to use the IQAC logo while organizing these activities.

Resolution 3 :- It was resolved that all deans will conduct academic activities like seminars/conferences/workshop/FDP by using the IQAC logo according to the planner.

Discussion 4 :-Faculty development programmes- To be Conduct Student's Seminar/Workshop and Development session -It was suggested by the Director IQAC to organize all FDP on a regular basis as per university academic calendar. It was also suggested that all academic activity like FDP under a single umbrella of IQAC .Therefore all deans of the school requested to use the IQAC logo while organizing these activities.

Resolution 4 :-It was resolved that all deans will conduct academic activities like FDP by using the IQAC logo according to the planner.

Discussion-5:-Publication of Newsletters- It has been suggested that university Journals,periodicals and newsletters be published . It has been advised that quality enhancement , quality of publishing articles should be enhanced.

Resolution 5- It was resolved that all deans of schools will improve quality enhancement and quality of publishing articles in the University of Technology journals,periodicals and Newsletters.

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Discussion 6 :-Purchase of equipment for laboratory development.

Dr Pramod Sharma began the meeting by highlighting the need for new laboratory equipment to support ongoing research projects and requested all the Deans to provide a detailed list of equipment required so that the laboratories could be updated as per the requirements of the students. The proposed budget allocation for the purchase of laboratory equipment was also discussed In today's meeting, along with the timelines so that the laboratories could be updated before the session begins.

Resolution 6 :-

It was decided that the Deans of all the departments will forward the list of laboratories to the Purchase Department before the commencement of the session with a definite timeline.

Discussion 7 :-To update members about the Review of library facilities.

Resolution 7 :- Centre library of the university of technology's aims to provide access to its printed resources such as books & journals as well as electronic journals and online databases primarily for the use of faculties and students of UOT. The library stock is increasing day by day from july 2022 to till now, library has purchased 3611 books on various topics and print journals ,E-journals (Delnet, Kho's Software)

Discussion 8 :-Methodologies to improve stakeholders' involvement (Alumni, Employers, Industry, parents and others)

Stakeholders involvement plays a very important role in quality improvement.

1. It was decided to share soft copy of departmental and institute level newsletters and magazines with alumni, parents and employers including all the external stakeholders.

2. Every department has to create a database for the email id of parents, alumni and employers. Academic collaborations also help to interact with academics and administrators from the education field.

3. Few suggestions discussed to improve stakeholder's involvements are invitation to senior faculty from outside engineering institutes as guest for various activities, academic collaborations, visit to industry by faculty, more number of parent meets, alumni and industry meets, organization of "coffee with Alumni" programs.

Resolution 8 :-

1. Soft copy of departmental and institute level newsletters and magazine is to be shared by
departments with alumni, parents and employers including all the external stakeholders.

2.Every department has to create a database for email id of parents, alumni and employers.

3.Academic collaborations also help to interact with academicians and administrators from the education field.

4.Visit to industry by faculty, more number of parent meets, alumni and industry meets, organization of "coffee with Alumni" programs

Discussion 9 :-Feedback from Teachers on curriculum & Extension activities.

Resolution 9 :

It was decided to approve the questionnaire for feedback of all stakeholders. Take initiative for syllabus revision by giving a separate questionnaire for teachers and is to be submitted to university. It was resolved that Teachers were informed to give timely feedback regarding Curricular & Extra curricular activities held in an institution

Resolution-10 - .Convocation Ceremony will be organized in the month of March,2022.

Apart from the above discussion some valuable suggestions related to academic as well as extracurricular activities were also received. The chairperson and Dr. Anoop Sharma (IQAC Coordinator) extended their sincere thanks to all the members for their active participation in the IQAC Core Committee. The meeting concluded at 4:30 pm.

IQAC-Coordinator
University of Technology

President
(Chairperson)
University of Technology

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