University of Technology
Serving Education Since 1976

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/CIRCULAR/2023/24   Date:5/03/2023

NOTICE

All IQAC members and conveners of all committees are informed that a meeting will be held on 19/09/2022 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 & Technology)
3.	Dr.Reenu Shukla (Dean,School of Commerce & Management)
4.	Mrs. Vandita Chahar(HOD, Law)
5.	Dr. Rohit Saraswat (Dean,Research)
6.	Mr. Manoj Kharadiya (HOD, School of Pharmacy)
7.	Dr. Renu Saxena (Senior Faculty,Management)
8.	Dr. Dharmendra Sexena (HOD,Mathematics)
9.	Dr. Mathureshwar Pareek(Connoisseur from the field of education)
10.	Dr. Ajit Sodha (Illustrious person from industry)
11.	Mr. Surendra Bardia(Community Representative)
12.	Mr. Arvind Kumar (Administrative Representative)
13.	Mr. Jatin Tiwari (Student Representative)
14.	Dr. P Prasant (IT Experts)
15.	Mrs. Anila Sharma (Stakeholders-Parent)
16.	Ms. Meera Kumari Chaudhary (Alumni Representative)
17.	Dr. S.S Yadav (Convener,Academic Committee)
18.	Mr. Rahul Vijay (Convener ,Admission committee)

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19. Mr. Ganesh Narayan Jaat(Convener, Purchase Procedure committee
20. Ms.Nisha Singh (Convener, HR Committee)
21. Mr.Adarsh Shrivastava(Convener, Health and Safety committee)
32. Mr. Nitin Jain (Convener, Infrastructure and Maintenance committee)
33. Dr.Jyoti Sharma(Convener, Green Campus committee)
34. Ms.Sonia Gaur(Convener, Library Committee)
35. Mr. Nilesh Sharma (Convener, Fee Committee)
36. Dr. Anoop Sharma (IQAC Coordinator)

President
University of Technology

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
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Sponsoring Body Deepshikha Kala Sansthan Reg. No. 307 / 76-77

Ref. No. IQAC/MOM/2023/ 25   **Date: 06/03/2023**

IQAC 9th-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.

The following agendas would be discussed during the meeting:-

Members Attended

1.	Dr. V. N. Pradhan (President, UOT)
2.	Dr. Pramod Sharma (Dean,Faculty of Engineering)
3.	Dr.Reenu Shukla (Dean,Faculty of Commerce & Management)
4.	Mrs. Vandita Chahar(HOD, Law)
5.	Dr. Rohit Saraswat (Dean,Research)
6.	Mr. Manoj Kharadiya (HOD, Pharmacy)
7.	Dr. Renu Saxena (Senior Faculty,Management)
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14.	Dr. P Prasant (IT Experts)
15.	Mrs. Anila Sharma (Stakeholders-Parent)
16.	Ms. Meera Kumari Chaudhary (Alumni Representative)

IQAC- Coordinator
University of Technology
Vatika, Jaipur

17. Dr. S.S Yadav (Convener,Academic Committee)
18. Mr. Rahul Vijay (Convener ,Admission committee
19. Mr. Ganesh Narayan Jaat(Convener, Purchase Procedure committee
20. Ms.Nisha Singh (Convener, HR Committee)
21. Mr.Adarsh Shrivastava(Convener, Health and Safety committee)
22. Mr. Nitin Jain (Convener, Infrastructure and Maintenance committee)
23. Dr.Jyoti Sharma(Convener, Green Campus committee)
24. Ms.Sonia Gaur(Convener, Library Committee)
25. Mr. Nilesh Sharma (Convener, Fee Committee)
26. Dr. Anoop Sharma (IQAC Coordinator)

Discussions/Resolution :-

1. Dean informed the department heads to submit the activity planner on 18/09/2022 with department activities and programme specific activities along with the budget.

2. Induction programmes for newly recruited faculty members on code of conduct , welfare schemes, service and leave rule, lesson plan preparation and assessment methodology are scheduled during September 2022.

3. Quality initiatives such as digital audit to be conducted in the month of nov/dec.

4. A workshop on team work is scheduled for non teaching staff during November,2022.

5. NAAC Criterion-wise filing to be followed in the department hereafter for all activities of the Academic Year 2022-23. All details with relevant documents of each activity to be submitted to the respective criterion heads.

6. All faculty members are instructed to adopt revised bloom's taxonomy to write learning outcomes, prepare lesson plans and question papers for internal assessment.

7. The IQAC coordinator informed all criterion heads to maintain MIS as per NAAC.

8. Freshers orientation programme SWAGATHAM is scheduled to welcome all first years.

IQAC Coordinator
University of Technology
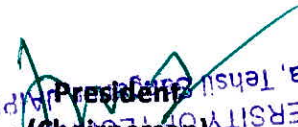Vatika, Jaipur

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9. Research Day is scheduled in the month of August. Faculty members are motivated to work towards research publication and patents.

10. The Registrar informed the Dean's that value added courses have started and are going on as per schedule.

11. Faculty members' e-content lectures are recorded in lesson plans of Maths Teaching and uploaded on the website of the university .Heads informed to motivate faculty members to develop e-content according to the syllabus.

12. The Registrar informed the Dean's to organize Faculty development programmes in the respective departments.

13. The Registrar informed the Dean's to arrange Placement drives in the respective departments, and invite companies.

14. The Registrar informed the Dean's to submit the self-assessment report of the staff to IQAC office by February, 2023.

15. The Registrar informed the Dean's to organize an educational tour for the final year students and alumni and to submit the feedback on the tour received from the students to the IQAC office on February 28, 2023.

16. All programme heads keep a record of all events in the NAAC format just after the completion of every event so as to make on time submission.

17. Programme heads were informed to conduct the Internal Academic audit to find out the status of completion of the syllabus.

18. Heads to submit alumni feedback form for their respective departments to IQAC at the end of academic year.

19. Quality initiatives such as green audit to be conducted in the month of March,2023

20. All the schools of the university have to plan for MOU's Collaboration with the various agencies regarding Training & placements.

21. 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.

Adjournment-

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Prof.(Dr.)Anoop Sharma thanked everyone for their contributions and adjourned the meeting at 4:30 pm.

IQAC-Coordinator
University of Technology

President
(Chairperson)
University of Technology

Registrar
University of Technology