



Ref. No. IQAC/ATR/2020/5

Date: 15/03/2020

## Action taken report of the Internal Quality Assurance Cell

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:-

### Action Taken- 1:- Introduction to IQAC member

At the meeting, the chairman introduced all the members of the IQAC to each other and clearly explained the roles each member would play in the functioning of the IQAC. Responsibilities were assigned to everyone. In the next IQAC meeting, members were instructed to work on benchmarking the quality of the university.

Link- <https://iqac.uot.edu.in/>

### ANNEXURE-1 -(Role in the IQAC)

Designation	Name of Member	Role in the IQAC
IQAC Coordinator (Member Secretary)	Prof.(Dr.) Mayank Mathur	To coordinate the dissemination of information on various quality parameters of higher education .To coordinate documentation of various programmes / activities leading to quality improvement .To coordinate the quality-related activities of the institution. To coordinate in preparation of the Annual Quality .
Faculty Members	Prof.(Dr.) Pramod Sharma Dr.Reenu Shukla Dr. Reema Singh Dr.Richa Sharma Prof.(Dr.)Ankit Gandhi Prof.(Dr.) S.S Yadav Mr. Manoj Kharadiya Dr. Renu Saxena Dr. Dharamender Sexena Dr. Rita Bisht	The primary duties of faculty include service such as effective classroom teaching, academic advising and counseling of students, participation in departmental committee work, assessment, continuing development of the curriculum through applied research or scholarly activity, and assistance in recruiting students.
Management	Mr. Prem Surana	Management Representative will be the member of

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Representative	Dr. Anshu Surana	IQAC and will direct and approve all the policy matters related to the overall running of the IQAC. He/she will ensure that the activities of the IQAC always follow the quality assurance policies and procedures developed by the university.
Connoisseur from the field of education	Prof. (Dr.) Mathureshwar Pareek	He /she will be responsible for Developing and implementing quality assurance systems and processes. Developing, monitoring and evaluating performance indicators Ensuring quality standards are met and maintained.
Illustrious person from industry	Dr. Ajit Sodha	Coordinating activities related to quality assurance.Participating in national and International quality assurance initiatives. Advising the university on best practices and current trends in quality assurance and accreditation.
Community Representative	Mr. Surendra Bardia	To coordinate the quality-related activities of the university. To coordinate the timely and efficient execution of the decisions of the IQAC committee. To coordinate and prepare the documents along with reports of the various programmes / activities leading to quality improvement. Preparing the timely, efficient and progressive performance of academic, administrative and financial tasks.
Administrative Representative	Mr.Arvind Kumar	Ensuring compliance with institutional policies. Facilitating communication between administrative departments and the IQAC. Assisting in the implementation of quality benchmarks. Coordinating administrative support for IQAC initiatives. Contributing to the development and execution of strategic plans for quality enhancement.
Student Representative	Mr. Prakash Sing Rajpurohit	
	Mr. Vikash Sharma	
IT Expert	Mr. Gopal Sharma	
Stakeholders -Parents	Mr. Hari Narayan Jat	
	Mr. Ramanand	

Action Taken- 2:-Objective /Strategies /Benefits & Function of IQAC Cell

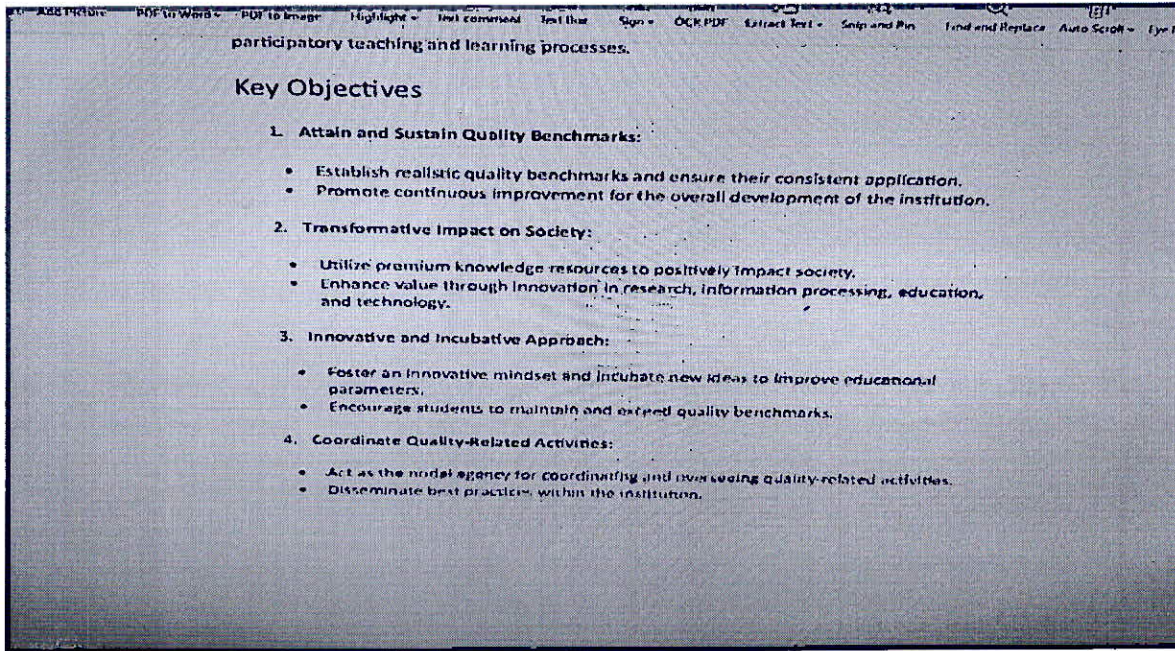
Link-<https://iqac.uot.edu.in/>

ANNEXURE-2 -(Objective /Strategies & Benefits)

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## Objective/Strategies/Benefits/IQAC function:-

After a discussion led by the IQAC head, the Objective/Strategies/Benefits/IQAC function of the IQAC were determined. To achieve these aims, a strategy was structured for the university to align with the set objectives. The work was completed according to the instructions, and the Objective/Strategies/Benefits/IQAC function were uploaded to the university website.



## Action Taken- 4:-General discussion.

1. Discussion about the Academic Calendar and framing of the University of Technology brochure.

In reference to the meeting held on 15/09/2019 regarding the discussion about the academic year and framing of university brochure, the following actions have been taken:

1.1 Academic Calendar- Factors such as the start and end dates for the Academic Calendar, statutory holidays, and semester breaks were considered. The curriculum and potential enhancements or adjustments were reviewed based on feedback received from faculty and students. External factors that might impact the academic calendar, including local events and national holidays, were also assessed.

ANNEXURE-3 -(Academic Calendar)

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Link- <https://www.universityoftechnology.edu.in/university-of-technology-calendar/>

1.2 Framing of the University Brochure:-Finalized the content for the University brochure, ensuring inclusion of key information such as academic programs, faculty profiles, campus facilities, admission procedures, and financial aid options. Reviewed and approved design concepts for the brochure, focusing on visual appeal and user-friendly layout. Coordinated printing and distribution logistics for the brochures, ensuring timely dissemination to prospective students, parents, alumni, and other stakeholders.

**ANNEXURE-4 -(University Brochure)**

file:///C:/Users/admin/Downloads/University%20of%20Technology%20 Handbook%2012%20 Page.pdf

**2. To discuss department and subject division.**

2.1 Department -Wise Time table Time table has been made by dividing the workload equally between teachers and teaching subjects, the classes are moving according to that.

**ANNEXURE-5 -(Department -Wise Time table)**

**3. Discussing schedules and division of workload.**

3.1 Keeping in mind the availability of teachers and weightage of the subject, the timetable has been kept flexible.

**4. To discuss maintaining student records.**

4.1 The recording of students has been maintained in the software. Besides, for convenience, the recorder has also been maintained in the scholar register.

**5. To discuss the formation of an academic and administrative committee.**

5.1 The University Committee has been formed to run all the academic and administrative works of the college smoothly. The meetings of the committees have also been fixed; the committees are working as per the meeting dates.

**ANNEXURE-6 -(List of University Committee)**

S.NO.	Name of Committee	MEMBERS	POST HELD ON
1	Academic committee	Dr.S.S Yadav	Convener
		Dr. Kamal Kishor Jangid	Member
		Mr. Naresh Arora	Member

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2	Admission committee	Rahul Vijay	Convener
		Mr. Nitin Jain	Member
		Ms. Sonla Gaur	Member
3	Purchase Procedure committee	Mr. Ganesh Narayan Jaat	Convener
		Mr. Mahesh Sharma	Member
		Mr. Ajay Sharma	Member
4	HR committee	Ms. Nisha Singh	Convener
		Ms. Karuna	Member
		Ms. Anila	Member
5	Health and Safety committee	Mr. Adarsh Shrivastava	Convener
		Ms. Sweeti	Member
		Mr. Raj	Member
6	Infrastructure and Maintenance committee	Mr. Nitin Jain	Convener
		Mr. Mahesh Sharma	Member
		Mr. Kamal	Member
7	Green Campus committee	Dr. Jyoti Sharma	Convener
		Dr. Jitender Choudhary	Member
		Mr. Babu Lal	Member
8	Institutional Scholarship committee	Mr. Nitin Jain	Convener
		Ms. Sonla	Member
		Mr. Rahul Vijay	Member
9	IT committee	Dr. P Prasant	Convener
		Mr. Kana Ram	Member
		Mr. Rohit	Member
10	Library committee	Ms. Sonia	Convener
		Ms. Babita	Member
		Mr. Kishan Choudhary	Member
11	Mechanism for Student Grievance Redressal committee	Dr. Rohit Saraswat	Convener
		Mr. Naresh Arora	Member
		Ms. Vandana Singh Thakue	Member
12	Reservation committee	Mr. Naresh Arora	Convener
		Mr. Himant Kumar	Member
		Mr. Kiran Jain	Member

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13	Fee committee	Dr.Nitin Jain	Convener
		Dr.Rustam Bora	Member
		Mr. Naresh Arora	Member

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Mayank Mathur  
 Registrar  
 University of Technology

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