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## Action taken report of the Internal Quality Assurance Cell

The Internal Quality Assurance Cell of the University of Technology aims to enhance the quality culture and academic excellence. In view of this, has tried to incorporate into consideration the suggestions and recommendations given by various stakeholders. To strive for excellence in line with the vision and mission of the University and in doing so, to empower and instill confidence in the young women studying at the University. Following are the areas that were identified and action taken for improvement and assessment of quality in higher education.

### Action taken-1 :- Discussion on registration and organization of Alumni Meet.

1. **Develop Alumni Feedback Collection Process:** Design and implement a structured feedback form tailored specifically for alumni. Ensure the feedback form covers aspects such as curriculum relevance, skills acquired, professional preparedness, and overall experience.
2. **Organize Alumni Meet:** Plan and organize an alumni meet to foster engagement and gather qualitative feedback. Identify a suitable date, venue, and agenda for the event. Invite alumni from various batches and professional backgrounds to ensure diverse input.
3. **Communication Strategy:** Develop a communication plan to inform and invite alumni for the feedback process and the alumni meet. Utilize multiple channels such as emails, social media, and the institution's website to reach a broader alumni base.
4. **Implementation Timeline:** Set a timeline for each action item, ensuring the process is efficient and meets the academic calendar requirements. Establish deadlines for the design of feedback forms, invitations, and event organization.
5. **Reporting and Analysis:** Compile the feedback received from alumni and prepare a detailed report. Analyze the feedback to identify areas of improvement and strengths. Present the findings to the relevant stakeholders, including faculty, administration, and IQAC.

  
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**Action taken-2 :- Framing of research policies for promoting research culture and organization of conference/workshop.**

1. A task force comprising members of the Research Policy Committee and representatives from relevant administrative departments has been formed. The task force is responsible for overseeing the implementation of the resolution.
2. Initiated the creation of programs and initiatives aimed at fostering a robust research culture. Programs include faculty development workshops, research methodology courses, and funding opportunities for research projects.
3. Scheduled a series of conferences and workshops to be held over the next academic year. Identified key themes and topics relevant to current research trends and the Institute's strategic goals. Established a timeline and logistical plan for each event.
4. Secured funding and resources necessary for the successful execution of research enhancement activities and events. Allocated budget for guest speakers, event materials, and administrative support.
5. Established collaborations with other academic institutions, research organizations, and industry partners. Aimed at promoting interdisciplinary research and knowledge exchange through joint conferences and workshops.
6. Developed a communication plan to promote the upcoming conferences and workshops to faculty, students, and external stakeholders. Utilized various channels such as email, the Institute's website, and social media platforms for outreach.
7. Set up mechanisms to monitor the progress and effectiveness of the implemented resolution. Regularly reviewed and assessed the outcomes of research enhancement programs and organized events.

**Immediate Actions Completed:**

- **Task Force Formation:** The task force was constituted within a week of adopting the resolution.
- **Event Scheduling:** Initial dates and themes for upcoming conferences and workshops have been finalized.
- **Funding Allocation:** Preliminary budget allocation has been approved to support the first series of events.
- **Communication:** Announcement of the resolution and upcoming events has been disseminated through official channels.

**Action taken-3 :-Planning of transport facility for Non- residential students.**

**1. Survey Initiation:**

The University has initiated a detailed survey among non-residential students to assess their transportation needs. The survey aims to gather information regarding preferred

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routes, timings, and specific challenges faced by non-residential students in commuting to and from the campus.

## 2. Survey Details:

- **Survey Design:** The survey questionnaire has been meticulously designed to capture comprehensive data on transportation preferences and challenges.
- **Distribution:** The survey has been distributed to all non-residential students via email and through online platforms accessible to all eligible participants.
- **Deadline:** A deadline for survey completion has been set to ensure timely collection of data.
- **Reminder Notices:** Regular reminders have been sent to encourage maximum participation and ensure a high response rate.

## 3. Task Force Establishment:

A task force comprising representatives from the student body, faculty, and administrative staff has been established to analyze the survey data and identify key areas for improvement in transportation services for non-residential students.

### Composition of Task Force:

- **Student Representatives:** Elected members from non-residential student associations.
- **Faculty Representatives:** Nominated faculty members with expertise in transportation management or related fields.
- **Administrative Staff:** Representatives from relevant administrative departments responsible for transportation services and student affairs.

## 4. Data Analysis and Action Plan:

Upon completion of the survey, the task force will convene to analyze the collected data and identify trends, preferences, and challenges faced by non-residential students in commuting to the campus. Based on the analysis, the task force will develop an action plan aimed at addressing the identified areas for improvement.

## 5. Timeline:

- **Survey Completion Deadline:-01/10/2021**
- **Task Force Convening:-02/10/2021**
- **Data Analysis and Action Plan Development:- 05/10/2021**
- **Implementation of Initiatives:- 08-15 October ,2021**

  
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**Action taken-4 :-To decide the mode of ensuring the credibility of teaching learning.**

To enhance the efficiency and quality of administrative and academic processes within all departments through internal audits and the adoption of clear standards and best practices for teaching, learning, evaluation, and outcomes.

**A- Internal Administrative and Academic Audits:**

**I Plan Development:** A comprehensive plan has been devised to conduct internal administrative and academic audits for all departments within the institution.

**II Audit Scope:** The audits will cover various aspects including but not limited to administrative procedures, resource utilization, compliance with regulations, curriculum alignment, teaching methodologies, assessment practices, and academic outcomes.

**III Audit Teams:** Teams comprising faculty members, administrative staff, and external experts where necessary will be formed to conduct the audits for each department.

**IV Timeline:** A timeline has been established for the commencement and completion of the audit process, ensuring timely assessment and implementation of corrective measures.

**B- Development of Standards and Best Practices:**

**I Departmental Involvement:** Departments have been tasked with the responsibility to develop and adopt clear, comprehensive standards and best practices for teaching, learning, evaluation, and outcomes.

**II Scope of Standards:** The standards will encompass all facets of academic delivery and management, ensuring consistency and quality across departments.

**III Alignment with Benchmarks:** The developed standards will be aligned with national and international benchmarks to ensure relevance, competitiveness, and global recognition.

**IV Consultation and Review:** Departments will engage in consultations with stakeholders including faculty, students, alumni, and industry partners to ensure the relevance and effectiveness of the adopted standards.

**V Implementation Plan:** A phased implementation plan will be formulated to integrate the standards into departmental operations, with provisions for training and capacity building where necessary.

**Action taken-5 :-Orientation Programme For Freshers.**

**A- Initiation of Program Planning:**

- **Committee Formation:** A committee comprising members from faculty, administrative staff, and student representatives has been formed to plan and execute the orientation cum activities program.

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- **Responsibilities:** The committee is tasked with overseeing all aspects of the program, including planning, coordination, execution, and evaluation.
- **Inclusive Approach:** The program will be designed to cater to the needs and interests of both teachers and students, ensuring inclusivity and active participation from all stakeholders.

#### **B- Program Planning and Execution:**

- **Planning Phase:** The committee has commenced the planning process, identifying key objectives, themes, and activities for the program.
- **Activity Selection:** Various activities, including informational sessions, team-building exercises, workshops, and cultural performances, have been proposed and curated to cater to diverse interests and preferences.
- **Resource Allocation:** Necessary resources, including venues, equipment, and materials, are being secured to facilitate the smooth execution of the program.
- **Communication:** Regular communication channels have been established to disseminate information about the program to all stakeholders, including teachers and students.

#### **C- Feedback Mechanism:**

- **Feedback Collection:** The committee has devised a feedback mechanism to gather input from participants before, during, and after the program.
- **Feedback Channels:** Feedback will be collected through surveys, suggestion boxes, and interactive sessions during the program.
- **Continuous Improvement:** The feedback received will be carefully analyzed to identify areas of improvement and inform future program planning and execution.

#### **D- Evaluation and Reporting:**

- **Evaluation Process:** An evaluation action report will be prepared by the committee to assess the effectiveness and impact of the orientation cum activities program.
- **Criteria:** The report will evaluate various aspects of the program, including participant engagement, satisfaction levels, achievement of objectives, and areas for improvement.
- **Submission:** The completed evaluation action report will be submitted to the IQAC coordinator for review and further dissemination to relevant stakeholders.

### **Action taken-6 :-Schedule of Activities for the current academic year .**

#### **1. Initiation of Implementation Efforts:**

- **Review of Academic Calendar:** The proposed academic calendar has been thoroughly reviewed by the relevant stakeholders, including faculty members, administrative staff, and academic committees.
- **Identification of Activities:** All academic and curricular activities outlined in the calendar have been identified and categorized based on their nature and timeline.

  
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- **Policy Adherence:** Emphasis has been placed on adhering to the prescribed policy guidelines and regulations throughout the implementation process.
2. **Coordination and Planning:**
    - **Establishment of Coordination Mechanisms:** Coordination mechanisms have been established to ensure seamless communication and collaboration among different departments and academic units involved in implementing the activities.
    - **Planning and Scheduling:** Detailed plans and schedules have been developed for each academic and curricular activity, outlining key milestones, responsibilities, and timelines.
  3. **Resource Allocation:**
    - **Allocation of Resources:** Necessary resources, including faculty time, infrastructure, materials, and technology, have been allocated to support the implementation of academic and curricular activities.
    - **Optimization of Resources:** Efforts have been made to optimize resource utilization to ensure cost-effectiveness and efficiency.
  4. **Monitoring and Compliance:**
    - **Monitoring Mechanisms:** Robust monitoring mechanisms have been put in place to track the progress and compliance of academic and curricular activities with the prescribed policy.
    - **Regular Review:** Regular reviews and evaluations are conducted to assess the effectiveness and alignment of activities with the overarching goals and objectives of the University.
  5. **Feedback and Improvement:**
    - **Feedback Collection:** Feedback mechanisms have been established to solicit input from stakeholders, including faculty, students, and administrative staff, regarding the implementation of academic and curricular activities.
    - **Continuous Improvement:** Feedback received is carefully analyzed, and necessary adjustments and improvements are made to enhance the quality and effectiveness of future activities.

**Action Taken --** Discuss and develop actionable strategies for enhancing enrollment in certification courses.

We have started value added Certification Courses , in this year 88 Certification courses have been launched across various departments of the university.

**Action Taken --** Discuss the proposal for starting new courses, focusing on market demand, curriculum development, resource allocation, and marketing strategies to ensure successful implementation and enrollment.

We have started New Courses , in this year 19 New courses have been launched across various departments of the university.

  
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Action Taken -- Feedbacks report regarding all aspects from students , Staff Members, Alumni, Employers and Parents.

Actions taken to collect, analyze, and act on feedback from students and faculty have led to significant improvements in the university's curriculum, teaching quality, facilities, and administrative processes. By establishing a structured approach to feedback collection and continuously monitoring the impact of changes, the university has fostered a culture of continuous improvement and responsiveness to the needs of its community. A report sheet was prepared and analyzed based on the data received from student and faculty feedback. As a result of this analysis, new plans were developed to address identified shortcomings. The feedback analysis report was submitted to the appropriate committees and bodies, along with an action taken report detailing the response to the feedback.

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

Title of Scholarship	Number of the Students	Amount received	Awarding Agency ( Institution, Government and non-government bodies, industries, individuals, philanthropists)
University of Technology Scholarships	403	8427700	University of Technology

Action Taken -- Discuss the allocation of seed money to faculty members to support their research initiatives, including criteria for funding eligibility, application processes, and expected outcomes.

Twenty-eight faculty members have been granted seed money to support their research initiatives, along with guidelines for funding eligibility, application processes, and expected outcomes.

Action Taken -- MoU's -Conduct Activities Collaboration with MoU's.

2021	Genius Educations -Middle East Dubai	6 Years	Academic Partnership Programme	"Personality Development, Time Management, and Stress Management Preparing for GATE, GRE, and Other Technical Exams
2021	CIPET, Jaipur	1 Year	Academic Exchange - Faculty, Student & Material	Renewable Energy and Sustainability Engineering

			Material	
2021	The Institute of Chartered Accountants of India	5 Years	Academic, Research & Training	Intellectual Property Law (IPR) and Patents Careers in Finance, Marketing, and Human Resources
2021	Kutaisi University	10 Years	Exchange & Sharing Academics	"Personality Development, Time Management, and Stress Management Becoming an Educational Policy Maker and Researcher Teaching and Educational Administration
2021	Eternal Hospital	1 Year	OPD and IPD Services	Blood Donation Camp Organization
2021	Regional College of Pharmacy, Jaipur	5 Years	Develop academic and educational cooperation	Career in Medical Device Technology and Innovation Preparing for GATE, GRE, and Other Technical Exams
2021	S.S. Jain Subodh P.G. College, Jaipur	5 Years	Develop academic and educational cooperation, establish a collaboration program	Becoming an Educational Policy Maker and Researcher Preparing for GATE, GRE, and Other Technical Exams
2021	MISSION MINDED FOUNDATION	5 Years	Research Initiatives to Promote cooperative research and facilitate the exchange of ideas, the development of new knowledge	Strategies for Cracking Management Trainee Roles Strategies for Cracking Management Trainee Roles Research Careers in Plant Science and Agriculture Biotechnology

#### Action Taken -- 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.

  
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- Review the findings of the Academic and Administrative Audit (AAA) and discuss the follow-up actions taken to address identified areas for improvement.

**Organized Professional Development Courses:** Professional development courses have been successfully scheduled, focusing on skill enhancement and career advancement for staff and students. Attendance and feedback mechanisms are in place to evaluate their effectiveness.

**Exploring Innovative Approaches to Job Placement Services:** We have researched and implemented new strategies, including partnerships with local businesses and enhanced online job portals, to improve job placement services for students.

**Strategies for Promoting Newly Published Books and Authors:** A marketing plan was developed to promote newly published books, including social media campaigns and author events to increase visibility and engagement.

**Strategies for Encouraging Innovation and Patent Filing Among Researchers:** Workshops were held to educate researchers on the patent process, resulting in increased awareness and a rise in patent applications from faculty.

**Discussion on Best Practices for Designing Effective Research Methodology Workshops:** Best practices were compiled from participants, and follow-up workshops were organized, focusing on practical applications of research methodology in various fields.

**Academic and Administrative Audit (AAA)-**Following the Academic and Administrative Audit (AAA), external auditors highlighted several key areas for improvement, including enhanced data management practices and stronger compliance protocols. In response, the institution implemented targeted training sessions for staff and established a timeline for ongoing assessments to ensure adherence to recommended improvements.

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