

JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY JAIPUR

MINUTES OF THE 2nd MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 3 DECEMBER, 2017 AT 11:00 HOURS IN CONFERENCE ROOM ACADEMIC BLOCK – III OF THE UNIVERSITY.

The following members were present:

1. JV'n Dr. Rouhangiz Hayati Dahiya,	Chairperson IQAC
2. JV'n Deepti Rustagi	Member IQAC
3. JV'n Dr. Brijesh Sharma,	Member IQAC
4. JV'n Dr. R.K Patni	Member IQAC
5. JV'n Dr. Anurekha Jain	Member IQAC
6. JV'n Dr. Manju Sharma	Member IQAC
7. JV'n Dr. Bibhu Prasad Panda	Member IQAC
8. JV'n Dr. Shobha Lal	Member IQAC
9. JV'n Dr. Banshidhar Yadav	Member IQAC
10. JV'n Chhavi Singh	Member IQAC
11. JV'n Dr. Panckaj Garg	Member IQAC
12. JV'n Hema Bafila	Member IQAC
13. JV'n Meghna Singhal	Member IQAC
14. JV'n Surbhi Kansal	Member IQAC
15. JV'n Akansha Singh	Member IQAC
16. JV'n Nandini Saini	Member IQAC
17. JV'n Divya Chaudhary	Member IQAC
18. Dr. Pradeep Kautish	Member IQAC
19. JV'n Dr. Pramod Km Raghav	Director IQAC (Member Secretary)

The following Members could not attend the meeting:

1. Mr. Karan Garg	Member IQAC
2. Ms. Ganga Devi	Member IQAC
3. Mr. Sanjay Sharma	Member IQAC
4. Mr. Sunil Kumar Sharma	Member IQAC

Introduction of Members

Each member present gave a self-introduction to other members

Agenda 1. To discuss the guidelines of code of conduct for students, faculty & other staff members .

The Chairperson of IQAC gave a brief presentation that all members of University (students, faculties including Dean/ directors and other staff) must maintain the highest possible standards of ethical conduct. Such standards must be clearly defined and should be followed by all . All members agreed and ensured to follow the code of conduct.

Agenda 2. To consider the report of document preparation for NAAC Accreditation.

The chairperson submitted the documents prepared till the 2nd meeting of IQAC before NAAC Accreditation core committee & discussed about further documentation to be completed soon.

The committee members discussed & considered the report

Agenda 3. To discuss about maintenance & repairing of equipments & other extension services to be required as per the guidelines of NAAC.

The maintenance & repairing of services should be weekly or monthly as needed.

1. To maintain the greenery of the University, more plantation should be required.
2. Cleaning & repairing of water tanks, pipe lines & testing of water should be done on monthly basis.
3. To check cracks & patches on concrete pathway and replace a paving slab if required.
4. Security maintenance involves: Regularly auditing firewall logs to identify any suspicious activity & Backing up firewall configurations.
5. Implementing forced change of passwords at regular intervals by all users at the University
6. To monitor regularly the power back system (generator based electricity supply) & street lights for their proper functioning.

Agenda 4. To Consider the report of IIQA Submission.

The chairperson of IQAC presented the report of IIQA & confirmed that University applied for IIQA & IIQA form has been submitted on 29 November 2017 & waiting for LOI. The all Committee Members expressed their happiness on IIQA submission.

Agenda 5. To consider the (PPT) report by their Unit Heads or Representatives.

The Dean/ Directors of each department presented their report. all members noted the suggestions and requirements need to fulfilled as per their report.

1. Keeping the demand in view, a women's University must aspire to compete in a digital world. it was felt that there is need to give more emphasis on e-learning enriched with learning resources.
2. In the production of knowledge, research components should be well highlighted.
3. To implement an effective waste-disposal system in University, 3 garbage bins should be placed together at strategic places - one for paper, one for biodegradable waste and one for non biodegradable waste.
4. Indicators & SOP's to be prepared for smooth functioning of academics and should be in self explanatory format. The Academic co-ordinator of each department will prepare new innovations and methods to implement the same.

Agenda 6. To consider the proposal & guidelines prepared by University Gyan Deeksha Mahotsav Committee for "Gyan Deeksha Mahotsav"

The committee presented their report & it was further discussed & appreciated by all members. The committee members suggested that the proposal should be prepared in joint venture with collaboration of traditional organization to make the convocation blend with traditional customs of the Nation.

IQAC expressed happiness over the coveted award degree to the students.

Agenda 7. To consider the guidelines for appointment of Chair Professor.

The Committee presented the guidelines for the appointment of the Chair Professor.

IQAC accepted & considered the same.

At last, the Chairperson announced the Next meeting of IQAC scheduled to be held on 21 January 2018

The meeting concluded with a vote of thanks to the Chair.


Dr. Pramod Kumar Raghav
(Member Secretary)