

Jayoti Vidyapeeth Women's University Jaipur

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

**MINUTES OF THE 19TH MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
HELD ON 14 OCTOBER 2024 AT 11:00 HOURS IN CONFERENCE ROOM ACADEMIC
BLOCK - III OF THE UNIVERSITY.**

The following members were present:

S.NO.	Name	Present Position	IQAC Designation
1.	JV'n Prof. Dr. Pramod Kumar Raghav	President	Chairperson IQAC
2.	JV'n Dr. Radhakrishnan	Dean, Faculty of Education & Methodology	(Senior Teacher) Member IQAC
3.	JV'n Dr. Sanjay Chhabra	Dean, Faculty of Law & Governance	(Senior Teacher) Member IQAC
4.	JV'n Dr. Dharmendra Ahuja	Dean, Faculty of Pharmaceutical Science	(Senior Teacher) Member IQAC
5.	JV'n Dr. Monika Sharma	Director, Faculty of Law & Governance	(Senior Teacher) Member IQAC
6.	JV'n Dr. Ankit Bhargava	Director, Faculty of Physiotherapy & Diagnostics	(Senior Teacher) Member IQAC
7.	JV'n Dr. Manju Sharma	Director, Faculty of Education & Methodology	(Senior Teacher) Member IQAC
8.	JV'n Mr. Vedant Garg	Advisor & CEO	(Nominee of Sponsoring Body) Member IQAC
9.	JV'n Dr. Hema Bafila	Registrar	Member IQAC (Nominee of Sponsoring Body)
10.	JV'n Dr. L.K Sharma	Deputy, Registrar	(Nominee of Board of Management) Member IQAC
11.	JV'n Krishna Sharma	Controller of Examinations	(Nominee of Academic Council) Member IQAC
12.	JV'n Prakash Balai	Director, Training & Placement	Member IQAC
13.	JV'n Dr. Etisha Paul	Director, Directorate of Skill Development and Entrepreneurship (DSDE)	Member IQAC
14.	JV'n Dr. Niti Singhal	Associate Provost	Member IQAC
15.	JV'n Teekam Chand Kumawat	Account Officer	(Nominee of Finance Committee) Member IQAC
16.	JV'n Yukta Vaishnav	Jayoti Sangh Representative Jayoti Sangh (Student Council)	(Nominee of Student Council) Member IQAC
17.	JV'n Zara Khan	Vice Sangh Representative Jayoti Sangh (Student Council)	(Nominee of Student Council) Member IQAC



S.NO.	Name	Present Position	IQAC Designation
21.	Mr. Nitin Jain	Director, Cogent 360 Solutions Pvt. Ltd.	(Industry Experts) Member IQAC
22.	Mr. Varun Pandey	RM, Sonnet Microsystem Pvt. Ltd.	(Industry Experts) Member IQAC
23.	Mr. Ram Singh (Father of Anjali Yadav)	JV Sangh (Parents & Staff Association)	(Nominee of JV Sangh) Member IQAC
24.	Mr. Savita Saroha (Mother of Divya Saroha)	JV Sangh (Parents & Staff Association)	(Nominee of JV Sangh) Member IQAC
25.	Ms. Shalu Kumari	Alumni	(Nominee of Alumni Association) Member IQAC
26.	JV'n Dr. Mini Amit Arrawatia	Director, Directorate of Research & Development	Director IQAC (Member Secretary)

The following Members could not attend the meeting:

Ms. Neetu Jangid

Member IQAC

Mr. Ram Singh

Member IQAC

Mr. Savita Saroha

Member IQAC

At the outset, the Member Secretary welcomed all the members and placed the agenda before the members of IQAC

Agenda 1.To Welcome and Introduce New Members of IQAC After Reconstitution

The Chairman, JV'n Prof. Dr. Pramod Kumar Raghav, extended a warm welcome to all participants and introduced himself as a newly appointed member of the IQAC on the designation-Chairperson IQAC. All members congratulated him and applauded. Thereafter, The following new members were welcomed and formally introduced to the committee:

JV'n Dr. Radhakrishnan – Member

JV'n Dr. Monika Sharma – Member

JV'n Dr. Etisha Paul – Member

JV'n Yukta Vaishnav – Member

JV'n Zara Khan – Member

Ms. Shalu Kumari – Member

The Chairperson emphasized the importance of each member's contribution toward continuous quality improvement and NAAC accreditation efforts. The members were

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informed about the IQAC functionality align with University's upcoming activities and goals for the academic session 2024-25, with special focus on academic quality, research enhancement, and student participation.

The members agreed to foster a collaborative approach to ensure smooth functioning and effective implementation of quality initiatives.

A brief orientation will be scheduled to familiarize new members with the IQAC processes, goals, and expectations in the next meeting of IQAC so that New members can participate actively in NAAC preparation activities and contribute to the ongoing institutional development plans.

The agenda was approved with a positive note on teamwork and commitment to achieving the university's quality objectives. The Chairperson expressed confidence that the reconstituted IQAC would work effectively toward meeting the institution's goals.

Agenda 2.To confirm the minutes of the previous meeting of IQAC.

Meeting minutes placed before the IQAC. The minutes of the meeting has been approved by the Hon'ble Chairperson IQAC

Agenda 3.To report on the action taken in the minutes of the last meeting of IQAC held on 11 January 2024

Action Taken Report placed before the IQAC. There were no matters arising form Agenda Item No. 2. The minutes of the meeting has been approved by the IQAC members.

Agenda 4.To Inform IQAC Members about the NAAC Visitation Schedule (12-14 November 2024).

The Chairman IQAC, informed that the NAAC visitation is scheduled for 12-14 November 2024. The committee reviewed preparations needed for the visit.

Further, Suggestions were held among IQAC members as follows:

1. Ongoing Activities and Upcoming Events:



Members discussed various activities and events planned for October and November, including academic and extracurricular programs. As per the Academic Calendar, the Continuous Assessment of Semester Pattern Programs and the Mid-term Examinations for BAMS and BNYS students are scheduled in the first week of November. Due to these academic commitments, it was acknowledged that the university would face challenges in making full preparations for the NAAC visit during the initially scheduled dates.

2. Proposal for Rescheduling the NAAC Visitation:

After deliberation, the members reached a consensus to extend the NAAC visitation to the last week of November or December. It was agreed to send a formal request to the NAAC office to reschedule the visitation dates.

The IQAC team will draft and send a request for rescheduling the visit to the NAAC office. The meeting concluded with a commitment to ensure that all preparations would be completed once the visitation dates are confirmed.

Agenda 4. Report on the Syllabus Completion for the Academic Session 2024-25

The Director IQAC (Member Secretary) reported that Syllabus completion reports have been successfully collected from all departments and submitted to examination department with remarks that, The first Unit of new semester have been completed so IQAC discussed to organize Continuous Assessments of Semester pattern examinations just after Diwali break so that all students must report in campus on time and actively participate in NAAC preparation activities after completion of their scheduled exams.

IQAC will coordinate with departments to notify students about the post-Diwali Continuous Assessment exams. The agenda was approved with an agreement on the need for proper coordination of academic activities and NAAC preparation, ensuring all students are involved promptly after the Diwali break.

Agenda 5. To Form Different Committee of Students and Faculty members for NAAC preparation.

The IQAC discussed the need to form various committees involving students and faculty members to manage documentation, preparation, and presentation during the NAAC visit.



It was decided that a comprehensive University PPT will be prepared, covering all 7 criteria of NAAC. The presentation will highlight the university's prominent features, achievements, and future plans.

JV'n Prof. Dr. Pramod Kumar Raghav, Chairman IQAC, suggested gathering inputs from all members and academic experts to ensure the PPT is effective and impactful.

Student Council's Involvement: The Student Council was tasked with preparing a separate PPT focusing on Co-curricular, Extra-curricular, and Student Council activities.

IQAC decided to form Three committees with each comprising a minimum of three members, with the following responsibilities:

1. Drafting Committee: Responsible for preparing presentations and reports.
2. Data Collection Committee: In charge of gathering relevant data from departments.
3. Records Maintenance Committee: Ensures proper documentation and management of all records required for the NAAC visit.

Action Plan:

- PPT Coordination: Collect suggestions from IQAC members and academic experts for the University PPT.
- Committee Assignments: Inform all committee members of their roles and responsibilities.
- Student Council PPT: Ensure timely preparation of the Student Council presentation.

The IQAC members approved the agenda with a shared commitment to ensuring smooth coordination among committees and effective preparation for the NAAC visitation.

Agenda 5. To Consider Annual Report, Feedback Report and Research Report of Academic Session 2023-24

The Annual Report for the academic session 2023-24 was presented for review. It highlighted key achievements, academic activities, administrative initiatives, student achievements, events, and infrastructural developments during the year. Members provided feedback and suggestions to enhance the presentation and completeness of the report.

The Research Report summarized faculty and student research activities, including:

- Research publications in national and international journals.



- Patent Published/Granted
- Books Publications
- Academic events, Conferences, workshops, and seminars organized or attended.
- Ongoing and completed research projects funded by internal and external agencies.

Members appreciated the progress in research output and discussed ways to further strengthen research culture in the university.

It was recommended to include:

A summary of best practices and key innovations introduced in the academic year. A section on student research initiatives to promote a research-oriented mindset.

Agenda 6. Any other matter with the permission of the Chair.

No other matter was discussed .

The meeting was concluded with vote of thanks

Next Meeting of IQAC scheduled on November 6, 2024, to discuss and further plan of Action for NAAC visitation.



Dr. Mini Amit Arrawatia
(Member Secretary)

Date: 14 OCTOBER 2024

