

# **Jayoti Vidyapeeth Women's University Jaipur**

## **MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE 16<sup>TH</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)  
HELD ON 11 January 2024 AT 13:00 HOURS IN CONFERENCE ROOM ACADEMIC  
BLOCK - III OF THE UNIVERSITY.**

The following members were present:

1. JV'n Dr. Prabha Thoudam	Chairperson IQAC
2. JV'n Dr. Shobha Lal	Member IQAC
3. JV'n Dr. Shikha Sharma	Member IQAC
4. JV'n Dr. Dharmendra Ahuja	Member IQAC
5. JV'n Dr. Manju Sharma	Member IQAC
6. JV'n Dr. M.P. Sharma	Member IQAC
7. JV'n Dr. Beena Diwan	Member IQAC
8. JV'n Dr. Sanjay Chhabra	Member IQAC
9. JV'n Mr. Vedant Garg	Member IQAC
10. JV'n Dr. Hema Bafila	Member IQAC
11. JV'n Ankit Bhargva	Member IQAC
12. JV'n Krishna Shamra	Member IQAC
13. JV'n Dr. L. K. Sharma	Member IQAC
14. JV'n Avantika Singh Tomar	Member IQAC
15. JV'n Arpita Bohra	Member IQAC
16. Mr. Ramdev Jat	Member IQAC
17. Mr. Ramchandra	Member IQAC
18. Ms. Neetu Jangid	Member IQAC
19. Dr. Shivangi Saxena	Member IQAC
20. JV'n Mr. Teekam Chand Kumawat	Member IQAC
21. MR. Anand Sethi	Member IQAC
22. JV'n Dr. Mini Amit Arrawatia	Director IQAC (Member Secretary)



The following Members could not attend the meeting:

- |                           |             |
|---------------------------|-------------|
| 1. Jv'n Dr. Shikha Sharma | Member IQAC |
| 2. Mr. Amit               | Member IQAC |

**Agenda 1. To confirm the minutes of the previous meeting of IQAC.**

Meeting minutes placed before the IQAC . All members considered and confirmed the meeting minutes.

**Agenda 2. To report on the action taken in the minutes of the last meeting of IQAC held on 21 October 2023**

Members IQAC read the action taken report and confirm the same unanimously

**Agenda 3. To propose programme for non-teaching and supporting staff of the academic year 2023-24**

The IQAC members discussed to organize training programme for non-teaching and supporting staff for smooth operations of ERP solution at all administrative level.

- 1. ERP Software Training for non-teaching administrative staff to provide training of** Modules covering student records, attendance management, Hostel Management, Students Gate Pass management and finance management.

Participants: Administrative and Accounts Staff.

- 2. Library Software Training:**

- a. Focus on Barcoding, issuing/returning books, online database Entry, and report generation.

Participants: Librarians and Supporting Staff.

The Training sessions are proposed to be conducted during January 2024 – March 2024 to avoid clashes with academic schedules. Both online and in-person modes were discussed, with a preference for hands-on training in computer labs for all staff members by External experts

The IQAC members emphasized the importance of equipping non-teaching and supporting staff with necessary technical skills. It was acknowledged that training in ERP software and library software would improve operational efficiency and service delivery.

The members expressed their support for the training programs, recognizing the need to enhance the technical competencies of the non-teaching and supporting staff. The agenda was approval for implementation.

**Agenda 4. To Discuss and review the progress on Allocation of criteria among faculty members for submission of SSR**

The IQAC members discussed allocation of 7 criteria of NAAC for AQAR submission for which following committees were formed with the permission of chair .





The seven criteria that the National Assessment and Accreditation Council (NAAC) are as follows :

S.No.	criteria	Committee Members
1.	Curricular aspects	Dr. Prabha Thoudam, Dr. Mini Amit Arrawatia, Dr. K.K. Choudhary and Dean of All Faculty
2.	Teaching-learning and evaluation	Dr. Niti Singhal , Dr. Krishna Sharma, Dr. K.K. Choudhary
3.	Research, innovations, and extension	Dr. Mini Amit Arrawatia, Dr. Hema Bafila
4.	Infrastructure and learning resources	Mr. Pawan Gupta, Dr. L.K. Sharma
5.	Student support and progression	Dr. Krishna Sharma, Dr. Hema Bafila , Dr. Mini Amit Arrawatia,
6.	Governance, leadership, and management	Mr. Vedant Garg, Dr. Prabha Thoudam, Dr. Hema Bafila, Dr. Mini Amit Arrawatia,
7.	Institutional values and best practices	Dr. Prabha Thoudam, Dr. Hema Bafila, Dr. Mini Amit Arrawatia

The Members IQAC approved the committee to submit data under all seven criteria and also complete the SSR documentation work in stipulated time and report in the next meeting of IQAC.

**Agenda 5. To discuss the NIRF/NAAC accreditation process 2023-24**

Member Secretary reported that, University has done all preparations to submit data for NIRF ranking under overall Category and Faculty of Law & Management.

It was informed that the Institutional Information for Quality Assessment (IIQA) has been successfully submitted. Also, The Self-Study Report (SSR) submission process is currently in progress.

Regular updates to be provided to the Member Secretary on the progress of the NIRF and NAAC submissions.

**Agenda 6. To discuss and approve various proposals of various academic and nonacademic events including Annual Sports, National Moot Court Competitions, Exhibitions and other outreach programmes etc.**

The member Secretary placed academic and nonacademic events proposals before the IQAC which were as follows:

**Proposal on Annual Sports Event (21st - 26th January 2024):**

- **Proposal:** Conduct a week-long sports festival with indoor and outdoor events.
- **Participants:** Students, faculty, and staff across departments.





- Sports committee to finalize event schedules and logistics

**Proposal on National Moot Court Competition – Faculty of Law:**

- **Proposal:** Host a national-level competition to enhance legal acumen and advocacy skills of law students.
- **Tentative Dates:** 17-18 Feb 2024
- **Participants:** Law students from various universities across India. Moot Court Committee of Department of Law will send invitations to participants and finalize judges

**Other Proposals :**

Registrar Dr. Hema reported that, Department of Journalism has been selected to showcase its creativity at 10th Rajasthan International Film Festival (RIFF) 2024. कहानी 23/11 a Documentary Film Produced by Team Jvwu Jaipur has Officially Selected in the 10th Rajasthan International Film Festival (RIFF) 2024 to be held from 27 to 31 Jan. 2024 at The Gem Cinema, MI Road, Jaipur , Rajasthan, India

Students from Jayoti Vidyapeeth Women's University in Jaipur will attend the highly anticipated Hackathon 1.0 under the Rajasthan Police Cyber Crime Awareness Mission (RACCAM). on 17 Jan 2024.

Department of Fine Arts and Fashion Design will be participating in the Jawahar Kala Mahotsav organized from 24 January to 28 January 2024 to showcase their creative work . The university will launched its self-made 1 e-Wonder Woman "Jeeva" at Jawahar Kala Kendra, which was created by students using 100% electronic waste of the university

The proposals were unanimously approved, and the respective departments were directed to begin preparations immediately.

**Agenda 7. Any other matter with the permission of the chair**

No other matter was discussed

The meeting was concluded with vote of thanks



**Dr. Mini Amit Arrawatia  
(Member Secretary)**

**Date: 11 January 2024**

