JECRC UNIVERSITY
BUILD YOUR WORLD

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: JU/IQAC/2018/   **Date:** 21. 09. 2018

NOTICE
5th Meeting of the IQAC on 27. 09. 2018

Dear Sir / Madam,

The Fifth Meeting of the Internal Quality Assurance Cell of JECRC University, Jaipur is scheduled on 27th September 2018, at 2:30PM in Board Room (Vice Chairperson Secretariat). The agenda of the meeting is detailed herewith. You are therefore requested to kindly make it convenient to attend the meeting. The meeting may continue for 8-12 Hours and the carried over agenda items would be discussed next day.

The agenda items proposed are as detailed below:

1. Compliance status and confirmation of the minutes of 4th Meeting of IQAC.
2. To review and suggest improvements for different practices to enhance employability, skill enrichment and quality of student projects along with student's participation.
3. Communication to Parents.
4. To suggest initiatives for financial support to students from economically weaker sections of society.
5. Conduct of tutorial meeting
6. To decide the guidelines for setting up targets for attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Educational Outcomes (PEOs).
7. To review the existing status of teaching and learning practices and suggest further improvements.
8. Process to identify slow and advanced learners be established.
9. Preparation of 'Question Bank' and Model Question Papers.
10. To review the status of Research Projects sponsored by Government / Non Government Agencies and suggest steps for enhancement of grants.
11. Conduct of online entrance examination for the admissions of Ph.D scholars.
12. Establishment of 'Research Centre' on Image Processing, jointly by the Department of CSE and ECE.
13. To review the status of Internal Resource Generation.
14. To review the status of extension activities and suggest enhancement of these activities.
15. To review the existing physical infrastructure and facilities and action-plan for up-gradation.
16. To review the status of Library and development of digital library.

17. To review the Alumni Engagements and enhancement of alumni interaction.
18. University to devise short-term, mid-term and long-term objectives and set timelines to achieve the same.
19. To promote 'Transparency and courteous behaviour' within University.
20. Development of JU related quality framework resolution.
21. Any other item with the permission of the Chair.

Thanks & Regards,

Sd/-
Neeraj Singh
Director , IQAC

CC:
1.　　Hon'ble Vice Chairperson – For kind information
2.　　All members of IQAC

MINUTES OF THE MEETING

Facilitator: The President

Recorder: Director, JU-IQAC

Time: 3:00 PM – 4:15 PM

Date: **27th Sept. 2018 /** Board Room, SoE

Subject/Theme: Fifth Meeting of the IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the fifth meeting of the IQAC.

2. At the directions of the Chair, the Director (IQAC), presented the action taken report against the last meeting.

3. The minutes of the fourth meeting of IQAC were confirmed.

4. Minutes of the discussion of the agenda items of the fifth meeting of the IQAC are:

1. **To review and suggest improvements for different practices to enhance employability, skill enrichment and quality of student projects along with student's participation.**

  i. Prof. H. S. Shekhawat proposed that the conventional engineering has turned obsolete for recruiters and therefore specializations must be covered in the regular Program with focus on integrated learning on Artificial Intelligence, Internet of Things, 3 D technology, Nano Technology, Software Development/Testing, Analytical tools and simulations and such others.

  ii. Dr. Santra (Industy Expert, Director - TheraChem MediaLabs) proposed that faculties must be exposed to industry and must be sent on specialized trainings as per industry demands. Academic syllabus must incorporate latest industry technologies and research progresses.

  iii. IQAC accepted and recommended the suggestions of Prof. H. S. Shekhawat and Dr. Santra.

2.   Communication to Parents.

It was agreed by the house that, generally negative remarks or negative feedbacks of the student is only being sent to the Parents/Guardians but it is necessary that the 'success updates', 'small achievements', ' University news', 'Festival Greetings' and such others be shared to the parents and guardians via email, by the Mentor / T.G / HoDs.

3. To suggest initiatives for financial support to students from economically weaker sections of society.

The University caters comparatively lesser number of students from economically poor section of the society. Shri. M.L.Sharma Sir proposed that a few NGOs' can be approached who finance scholarship on 'merit-cum-need' basis.

It was suggested that schemes for 'earn and learn' must be discussed in the next meeting with a special emphasis for students of PG program.

4. To decide the guidelines for setting up targets for attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Educational Outcomes (PEOs).

The University has adopted a system of mentioning the CO and/or PO on each of the Question paper since the past semester but it has not been evaluated for the attainment level.

IQAC recommends that each teacher must evaluate the CO and PO attainment level for each student and in each subject. **Prof. Naveen Hemrajani (HoD, Dept. of CSE) will deliver a workshop session to all the HoDs (by 17.11.2018) after which each HoD will communicate for execution by the faculty of their respective department.** The Exact time and venue may be communicated to the HoDs/Faculty separately by the Pro Vost and Dean (Research).

Faculty may refer to the several SLM (Self Learning Materials) for up targets for attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Educational Outcomes (PEOs).

General Reference Links to know more on the attainment of CO/PO/PEOs' :
1. https://www.researchgate.net/publication/306034699_Measuring_Attainment_of_Course_Outcomes_and_Program_Outcomes_-_A_Simplified_Approach_as_per_Self-Assessment_Report_-June_2015
2. http://www.acadpubl.eu/hub/2018-118-21/articles/21c/75.pdf
3. http://jermt.org/wp-content/uploads/2016/10/3.pdf

5. To review the existing status of teaching and learning practices and suggest further improvements.

- Currently more focus is on traditional approach which on higher priority need to switch over to ICT based system on the daily basis.
- Practical Demonstrations, Live Problem Solving and Industry needs be discussed.
- Guest Lectures, Workshop Session be regular conducted by experts within or outside (invited) the University.

6. Process to identify slow and advanced learners be established.

- Dr. Ram Rattan expressed that slow and advanced learners are generally identified on the basis of their marks obtained, like, in Class XII for the First Year students and then the performance in the class – midterm examinations and end term examinations and then they can be given extra classes separately as in Tutorials and Practical-Laboratory.
- Evening classes can also be arranged for the students living in-campus at Hostels.
- Prof. H.S.Shekhawat suggested that it can be made incumbent for the fast learners to take the doubt-clearing sessions for the slow learners.

7. Preparation of 'Question Bank' and Model Question Papers.

- Informal practice of developing Question Bank and partial availability of Model Question Papers do exist.

- The question paper for all Mid Terms/Sessionals/ End Term must be submitted in the Soft Copy (.pdf format) to the Superintendent Exam (Conduct) which will then be uploaded on the intranet / e-library (ERP).
- **The Answer Key / Solution of Question Paper must be submitted in the Soft Copy (.pdf format) along with the Question Paper to the Superintendent Exam (Conduct) which will be further uploaded on the University Website.**
- Prof. K.M.Singh, CoE stated that the End-Term Question Papers were all available in the Central Library in hard copies for open access to the students.
- IQAC recommends that all such material must be displayed with a proper/specific label in the Central Library for clear visibility to the students and option for Photocopies be made available in the library itself for the same.

8. **To review the status of Research Projects sponsored by Government / Non Government Agencies and suggest steps for enhancement of grants.**

- The details of the research projects are made openly available on the website after being declared in the SSR for the NAAC assessment and accreditation. The further little progress would be mentioned in the NIRF 2019 data in a couple of months ahead.
- On amendments of the research policy it may be made compulsory for each of the Faculty to publish a research article in the standard publications of international repute or apply for a Research Project / Grant in each semester, i.e. every Six months. The research policy would be developed by the Associate Dean (Research).

9. **Conduct of online entrance examination for the admissions of Ph.D scholars.**

- On discussion at the several co-related issues, it was concluded that this agenda item be carried over in the next IQAC meeting.

10. **Establishment of 'Research Centre on Digital Signal, Image and Video Processing'**

- To promote interdisciplinary research, a Centre of Excellence may be established jointly with the Department of **Mathematics, CSE and ECE** and then gradually other Centre's of Excellence may be established in the University.
- Dr. Ram Rattan (Dean, SoE) would invite nominations across the entire faculty for formation of the team setting the Research Centre on Digital Signal, Image and

Video Processing and the formal meeting for establishment would be apprised to the IQAC in its next meeting.

11. To review the status of Internal Resource Generation and suggest suitable ideas.

- On debate and discussion at length for finding ways and means of Internal Resource Generation, IQAC recommended that the School of Management may make necessary arrangements for conducting MDP (Management Development Programs) and invite Companies/other organizations for Trainings. The School of Engineering may offer Consultancy services, like, on Civil engineering projects (Soil / Water Testing), Certificate Courses in Computing and IT. **The planning and route map to flourish towards 'Corporate Trainings' and 'Consultancy services' are to be submitted by SoM and SoE, respectively, separately to the IQAC for consideration in its next meetings.**
-

12. To review the status of extension activities and suggest enhancement of these activities.

- The ongoing regular extension activities are to be mapped with ISR (Institutional Social Responsibility) chapter of the University and most preferably all the event must necessarily be clubbed under NSS (available with only 100students capping).
- NCC coordinator of the University must initiate necessary actions to increase the capping of 100 students to 300 students. YRC society at the University and make students aware/participate in social activities.

13. To review the status of Library/Departmental library and development of digital library.

- Currently the library has a total of 29320 Text Books and 2908 Reference Books.
- To establish departmental library and circulate notices amongst faculty and students with a list of available books, a copy of the same be sent at the Central Library. Custodian of Departmental library would be the 'HoD/any Professor'.
- Currently the space in the Laboratory/Practical Labs can be used for setting up 'departmental library'.

14. To review the Alumni Engagements and enhancement of alumni interaction.

- A new society has been registered by the Jaipur Chapter of the Alumni Association in this May 2018.
- Ms. Komal Joshi, Alumni Coordinator to present the details of the next mega 'Alumni Meet' proposed a day before the Second Convocation (January 2019)

15. University to devise short-term, mid-term and long-term objectives and set timelines to achieve the same.

- All Deans/Directors are requested to submit to IQAC, specific plans after having a review with their HoDs to devise short-term, mid-term and long-term objectives.
- The "Perspective plan" as submitted to NAAC in our SSR(Self Study Report) are:
  - To be a leading University across all disciplines.
  - To become to be renowned centre for higher research.
  - To incubate start-ups creating innovative products and business models.
  - To offer state of the art consultancy service.
  - To provide an invigorating work environment for faculty and students.
  - To be a University that is sought for International collaborations leading to exchange of students and faculty and joint degree programmes.
  - To collaborate with National and International agencies for exchange of faculty, research projects and exchange of the students.

16. To promote 'Transparency and courteous behavior' within University.

- The Office of Registrar is open to all stakeholders in all respects as per the Act, Statutes and Ordinance of the University.

17. Development of JU related quality framework resolution.

- There is a year round need for various type of data in several formats to be submitted to UGC, AISHE, MHRD, NAAC, NIRF, IQAC – AQRC (Annual Report to NAAC), Survey Agencies.
- IQAC will design a frame work / handbook which will contain all the information (duly filled by the faculty and verified by the HoD), across the University and keep it updating every six months.

As there was no other item placed before the Chair. The meeting ended with a Vote of Thanks to the Chair.

Sd/-
Neeraj Singh
Director , IQAC

CC:All Members of IQAC; All Faculty and Staff of the University;E-Notice and Office File