



Jain Vishva Bharati Institute, Ladnun

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

Internal Quality Assurance Cell (IQAC)

Meeting 1 (Minutes and Action Taken Report)

Date: 12th August, 2023

Agenda: Orientation and Planning for the Academic Session 2023-24

Minutes of the Meeting

- 1. Discussion on Goals and Objectives for the Academic Session:**
The IQAC discussed and outlined strategic goals to enhance institutional performance in the academic session 2023-24. Focus areas included:
 - Strengthening teaching-learning processes.
 - Encouraging research and innovation.
 - Improving student support services.
 - Enhancing infrastructure for academic excellence.
- 2. Review of NAAC Recommendations from the Previous Cycle:**
The committee revisited recommendations from the last NAAC cycle and identified key areas requiring improvement, such as:
 - Augmentation of research output.
 - Development of eco-friendly initiatives.
 - Improving documentation and evidence collection.
- 3. Planning Workshops for Faculty and Staff on Quality Enhancement:**
A proposal was made to organize capacity-building workshops for faculty and administrative staff to improve their understanding of quality benchmarks and best practices. Tentative workshop topics included:
 - Effective teaching methodologies.
 - Research funding opportunities.
 - Administrative process optimization.
- 4. Formation of Sub-Committees for Curriculum Review and Feedback Analysis:**
Specialized sub-committees were constituted to address:
 - Curriculum review for aligning courses with industry standards and NEP 2020.
 - Systematic collection and analysis of student feedback to improve teaching and curriculum design.
- 5. Introduction of Feedback Mechanism for Faculty Performance Evaluation:**
The committee approved the development of a structured feedback mechanism to gather student input on faculty performance. The feedback will guide professional development plans for faculty members.

The Following members were present in the meeting-

1. Prof. B.R. Dugar, Vice-Chancellor
2. Prof. B.L. Jain, Registrar
3. Sh. R.K. Jain
4. Yuvraj Singh Khangarot
5. Prof. A.P. Tripathi
6. Dr. Ravindra Singh Rathore
7. Prof. Samani Riju Prajna
8. Prof. R.S. Yadav
9. Sh. Bhagchand Baradiya
10. Ms. Divyata Kothari


Director, IQAC



Jain Vishva Bharati Institute, Ladnun

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

Internal Quality Assurance Cell (IQAC)

Meeting 2 (Minutes and Action Taken Report)

Date: 9th September, 2023

Agenda: Review of Institutional Policies and Student Support Systems

Minutes of the Meeting

1. Review of Existing Institutional Policies:

The IQAC reviewed current institutional policies to ensure alignment with NAAC requirements and NEP 2020 guidelines. Areas examined included:

- Research promotion policies.
- Code of conduct for students and staff.
- Grievance redressal mechanisms.

2. Enhancement of Student Support Systems:

Discussions were held on strengthening student support services, focusing on:

- Career counseling and placement services.
- Mental health and wellness programs.
- Financial aid and scholarship accessibility.

3. Establishment of a Research Advisory Committee (RAC):

A proposal was presented and approved for forming an RAC to guide faculty and students on research initiatives and funding opportunities.

4. NAAC SSR Preparation Progress:

The IQAC team provided updates on the Self-Study Report (SSR) preparation, highlighting areas requiring immediate attention.

5. Technology-Driven Quality Enhancements:

Suggestions were made to integrate advanced technology into teaching-learning processes, including:

- Adopting Learning Management Systems (LMS).
- Expanding the use of online feedback systems for students.

The Following members were present in the meeting-

1. Prof. B.L. Jain, Registrar
2. Sh. R.K. Jain
3. Prof. A.P. Tripathi
4. Dr. Ravindra Singh Rathore
5. Prof. Samant Riju Prajna
6. Prof. R.S. Yadav
7. Sh. Bhagchand Baradiya
8. Ms. Divyata Kothari


Director, IQAC



Jain Vishva Bharati Institute, Ladnun

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

Internal Quality Assurance Cell (IQAC)

Meeting 3 (Minutes and Action Taken Report)

Date: 7th October, 2023

Agenda: Mid-Semester Academic and Administrative Review

Minutes of the Meeting

1. Academic Progress Review:

The IQAC evaluated the progress of the ongoing academic semester. Discussions focused on:

- Coverage of syllabus across departments.
- Implementation of innovative teaching practices discussed in earlier meetings.
- Challenges faced by faculty in adopting the Learning Management System (LMS).

2. Administrative Efficiency Evaluation:

A detailed discussion was held to assess:

- Timeliness of administrative processes, including admissions and examinations.
- Performance of the grievance redressal mechanism.
- Status of documentation for NAAC compliance.

3. Feedback Collection Progress:

The IQAC reviewed the implementation of the feedback mechanism. It was reported that:

- 60% of students had submitted feedback on faculty performance.
- Faculty feedback was being analyzed for actionable insights.

4. Preparation for External Audit:

Preparations for the upcoming external academic and administrative audit were initiated.

Key areas identified for immediate action included:

- Compilation of department-wise reports.
- Updating documentation for compliance with NAAC criteria.

5. Infrastructure Improvement Suggestions:

The committee discussed proposals for enhancing campus infrastructure, such as:

- Expanding library resources, including e-journals.
- Upgrading IT facilities in classrooms and labs.

The Following members were present in the meeting-

1. Prof. B.L. Jain, Registrar
2. Sh. R.K. Jain
3. Yuvraj Singh Khangarot
4. Prof. A.P. Tripathi
5. Dr. Ravindra Singh Rathore
6. Prof. Samani Riju Prajna
7. Prof. R.S. Yadav
8. Sh. Bhagchand Baradiya


Director, IQAC



Jain Vishva Bharati Institute, Ladnun

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

Internal Quality Assurance Cell (IQAC)

Meeting 4 (Minutes and Action Taken Report)

Date: 11th November, 2023

Agenda: Enhancing Research Activities and Community Engagement

Minutes of the Meeting

1. Promoting Research Activities:

- The IQAC discussed strategies to enhance research output among faculty and students.
- Identified potential funding agencies for research projects.
- Proposed organizing workshops on research methodologies and grant writing.
- Encouraged inter-departmental and inter-institutional collaborations for research initiatives.

2. Community Engagement Programs:

- Brainstormed ideas for increasing the university's involvement in community services.
- Planned extension activities focusing on health camps, environmental awareness, and literacy programs.
- Recommended partnerships with local NGOs and government bodies for impactful engagement.

3. Evaluation of Ongoing Projects:

- Reviewed the progress of ongoing research and community outreach projects.
- Identified bottlenecks and suggested actionable solutions for project completion.

4. Research Facilities and Infrastructure:

- Discussed upgrading laboratory facilities and acquiring advanced equipment to support research.
- Proposed setting up a central research lab with shared resources for all departments.

5. NAAC Criteria Alignment:

- Analyzed the NAAC parameters related to research and extension activities.
- Formulated plans to meet and exceed the expectations of these criteria.

The Following members were present in the meeting-

1. Prof. B.L. Jain, Registrar
2. Sh. R.K. Jain
3. Yuvraj Singh Khangarot
4. Prof. A.P. Tripathi
5. Dr. Ravindra Singh Rathore
6. Prof. Samani Riju Prajna
7. Prof. R.S. Yadav
8. Sh. Bhagchand Baradiya


Director, IQAC



Jain Vishva Bharati Institute, Ladnun

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

Internal Quality Assurance Cell (IQAC)

Meeting 5 (Minutes and Action Taken Report)

Date: 16th December, 2023

Agenda: Curriculum Enhancement and Stakeholder Feedback Integration

Minutes of the Meeting

1. Review of Existing Curriculum:

- The IQAC conducted an in-depth review of the current curriculum.
- Identified areas where syllabi could be aligned with industry demands and emerging fields.
- Proposed the introduction of certificate courses in Artificial Intelligence, Data Analytics, and Environmental Sustainability.

2. Stakeholder Feedback Integration:

- Analyzed feedback received from students, alumni, and industry representatives.
- Emphasized incorporating suggestions to improve course relevance and employability.

3. Faculty Development Initiatives:

- Discussed the need for faculty upskilling in modern pedagogical methods and emerging technologies.
- Recommended organizing a Faculty Development Program (FDP) on innovative teaching techniques.

4. Evaluation Metrics:

- Proposed a framework to assess the effectiveness of curriculum changes through regular feedback and performance metrics.
- Suggested conducting pre- and post-implementation surveys to gauge student satisfaction.

5. NAAC Documentation Update:

- Reviewed the progress of documentation related to Criterion I: Curricular Aspects.
- Ensured that all curriculum enhancements were documented in line with NAAC standards.

The Following members were present in the meeting-

1. Prof. B.L. Jain, Registrar
2. Sh. R.K. Jain
3. Yuvraj Singh Khangarot
4. Prof. A.P. Tripathi
5. Dr. Ravindra Singh Rathore
6. Prof. Samani Riju Prajna
7. Prof. R.S. Yadav
8. Sh. Bhagchand Baradiya


Director, IQAC



Jain Vishva Bharati Institute, Ladnun

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

Internal Quality Assurance Cell (IQAC)

Meeting 6 (Minutes and Action Taken Report)

Date: 20th January, 2024

Agenda: Academic and Administrative Audit (AAA) and Future Planning

Minutes of the Meeting

1. Academic and Administrative Audit (AAA):

- Discussed the scope and methodology for conducting the AAA.
- Decided to involve external experts for an unbiased review.
- Established a timeline for the audit, with the preliminary audit scheduled for February 2024.

2. Student Support and Progression:

- Identified the need for enhanced student support systems, including career counseling and mentorship programs.
- Discussed strategies to improve student progression metrics such as placements, higher education, and entrepreneurship.

3. Infrastructure and Resource Development:

- Reviewed the current state of infrastructure and highlighted key areas for improvement, such as library resources and IT facilities.
- Proposed the allocation of budget for upgrading classrooms with smart technology.

4. Strategic Planning for the Next Academic Year:

- Brainstormed on setting short-term and long-term goals for academic and administrative improvements.
- Identified the need to prepare a detailed roadmap for achieving NAAC accreditation targets.

5. NAAC Peer Team Visit Preparation:

- Discussed the preparation plan for the upcoming NAAC Peer Team visit.
- Delegated responsibilities for compiling and presenting departmental data.

The Following members were present in the meeting-

1. Prof. B.L. Jain, Registrar
2. Sh. R.K. Jain
3. Yuvraj Singh Khangarot
4. Prof. A.P. Tripathi
5. Prof. Samani Riju Prajna
6. Prof. R.S. Yadav
7. Sh. Bhagchand Baradiya


Director, IQAC