



ARKA JAIN University Jharkhand

Estd. Under Jharkhand State Private University Act

Attendance of the 1st meeting of Internal Quality Assurance Cell

Held on 08 /11/ 2019 | Time: 10:00 AM | Venue: Board Room, AJU Campus

The following are the members of IQAC:

S.No	Names of the Member	Position in Committee	Designation	Signature
1.	Dr.(Prof) S.S Razi	Chairman	Vice Chancellor	
2.	Mr. Jasbir Singh Dhanjal	Senior Administrative Official	Registrar AJU	
3.	Dr. Angad Tiwary	Teaching	Dean & Examination Controller	
4.	Dr.Smruti Rahul Patre	Teaching	Teaching	
5.	Ms. Priya Raman	Teaching	Program Coordinator	
6.	Dr. Pompi Das Sengupta	Teaching	Program Coordinator	
7.	Ms .Nikunj Naredi	Teaching	Program Coordinator	
8.	Mr. Ashwini Kumar	Teaching	Program Coordinator	
9.	Mr. Arvind.Pandey	Teaching	Program Coordinator	
10.	Mr.Vivekanand	Teaching	Program Coordinator	
11.	Dr. Jyotirmaya Sahoo	Teaching	Dean Health & Allied Science	
12.	Mr. Amit Kumar Shrivastav	Director of IQAC, Member Secretary	Director , AJU	



ARKA JAIN University Jharkhand

Estd. Under Jharkhand State Private University Act

AGENDA FOR THE **1st MEETING OF INTERNAL QUALITY ASSURANCE CELL** OF ARKA JAIN UNIVERSITY, JHARKHAND, **DATE – 08.11.2019 AT 10:00 AM**

VENUE – BOARD ROOM, BLOCK II, CAMPUS.

Sl. No	Agenda Item	Page no. of Attachment If any
01.	Greeting by Chairman, IQAC to all members of Internal Quality Assurance Cell.	-
02.	On Director's recommendation, from School of Commerce & Management, Dr. Smruti Patre will present and outline the importance of IQAC, criteria for assessment and weightages of IQAC as per UGC guidelines.	-
03.	Discussion and decision on development and application of quality benchmarks / parameters for various academic and administrative activities of the University.	-
04.	Discussion and decision on documentation of the various programmes / activities leading to quality improvement.	-



ARKA JAIN University Jharkhand

Estd. Under Jharkhand State Private University Act

Ref: AJU/IQAC/001

Date: 08.11.2019

Minutes

The meeting of the INTERNAL QUALITY ASSURANCE CELL. OF ARKA JAIN UNIVERSITY, JHARKHAND,

The 1st meeting of IQAC (AS CONSTITUTED AND APPROVED BY REGISTRAR, THROUGH RESOLUTION NO.2018.09.1.16 OF ACADEMIC COUNCIL MEETING HELD ON 25.09.2018) of ARKA JAIN University, Jharkhand was held on 08.11.2019 at Board Room, ARKA JAIN University, Jharkhand Campus, Gamharia.

The Following Members were present:

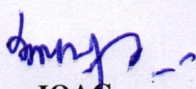
Sl. No	Member Name	Position in Committee	Designation
1	Dr.S.S.Razi	Chairman	Vice Chancellor , AJU
2	Mr. Jasbir Dhanjal	Senior Administrative Official	Registrar , AJU
3	Dr.Angad Tiwary	Teaching	Dean & Examination Controller
4	Dr. Smruti Rahul Patre	Teaching	Teaching
5	Ms. Priya Raman	Teaching	Program Coordinator
6	Dr.Pompi Das Sen Gupta	Teaching	Program Coordinator
7	Ms.Nikunj Naredi	Teaching	Program Coordinator
8	Mr.Ashwani Kumar	Teaching	Program Coordinator
9	Mr.Arvind Kumar Pandey	Teaching	Program Coordinator
10	Mr.Vivekanand	Teaching	Program Coordinator
11	Dr.Jyotiramyia Sahoo	Teaching	Dean , Health & Allied Science
12	Mr. Amit Kumar Shrivastav	Director of IQAC, Member Secretary	Director , AJU

Minutes of the meeting of the IQAC held on 08.11.2019 held at ARKA JAIN University campus, Gamharia.

Agenda 1	Greeting by Chairman, IQAC to all members of Internal Quality Assurance Cell. The Chairman of IQAC greeted and welcomed the members. The meeting began with his opening remarks of the critical and vital roles of IQAC in the University system.
Agenda 2	On Director's recommendation, from School of Commerce & Management, Dr.Smruti Patre presented an outline and the importance of IQAC, NAAC criteria for assessment and weightages of each criteria as per NAAC guidelines.
Decision	The Director emphasize the importance of the IQAC team and briefed about the objective of IQAC and its importance in achieving overall vision of the University. He also suggested to identify an external expert to add a representative from the Industry. He has briefed the grading and assessment system of the NAAC. Dr.Smruti Patre made a brief power point presentation and extracts from the presentations are as followed: <ul style="list-style-type: none"> a. Objective and importance of the IQAC cell. b. Seven criteria to serve as the basis for assessment of University. c. Weightages for the seven criteria and key indicators to be concentrated. d. Overview of NAAC process as per UGC guidelines. (Presentation enclosed)
Agenda 3	Discussion and decision on development and application of quality benchmarks / parameters for various academic and administrative activities of the University.
Decision	Director IQAC has decided and instructed all the members to concentrate and take up necessary actions in the following <ul style="list-style-type: none"> a. Observation of each and every process with in & outside the department and suggest improvement to increase the efficiency of the process. b. Approval of all forms and formats in practice in the next IQAC meeting. c. Departments with laboratories are instructed to maintain standard inventory register. d. Format of Academic Audit will be developed by IQAC committee and will be conducted twice in a year. e. All the Dean and Program Coordinators are instructed to present the importance of IQAC cell & NAAC criteria to all the staff members of their school / department.
Agenda 4	Discussion and decision on documentation of the various programmes / activities leading to quality improvement.
Decision	Resolved to send a copy of the list of files preparation to all the members of IQAC files to

	be followed in all the departments. List of files enclosed (Annexure 1).
Open Discussions	<ol style="list-style-type: none"> Honorable Chairman, IQAC shared his experience about quality circle in his previous organizations and expressed that the functioning of IQAC is mandatory. Members stressed on the need of taking a holistic view towards quality excellence. After detailed discussions and deliberations, all the members appreciated the resolutions and recommendations towards the quality improvement of University. All the members ensured enhancement and coordination among various activities of the University and institutionalize all good practices.
Actionable Items	<ol style="list-style-type: none"> Assistant Registrar has to send NAAC guidelines for assessment and accreditation of universities, list of files to be prepared in all the departments and power point presentation to all the Dean and Program Coordinators. All the Deans and Program Coordinators should present the importance of IQAC cell & NAAC criteria to all the staff members of their school / department. All the Deans, Program Coordinators, Department Heads & Non-Teaching Staff has to submit all the forms and formats in practice to IQAC Cell, for the approval in the next IQAC meeting. All the Deans and Program Coordinators have to maintain standard inventory register in the department having laboratories.
Director- IQAC concluded the meeting by expressing gratitude towards all the members for their active participations and supports.	

It is requested that all the Deans / Members IQAC/ Program Coordinators / Department Heads / Non-Teaching staff are requested to take necessary action in compliance to Internal Quality Assurance Cell resolution cited.

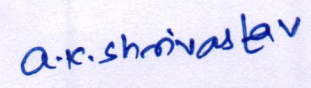

Chairman-IQAC
ARKA JAIN University, Jharkhand
Chairman, IQAC
ARKA JAIN University, Jharkhand

To:

All the Members of IQAC / Program Coordinators/ All Concerned

Copy to:

1. The Chairman, IQAC


Director- IQAC
ARKA JAIN University, Jharkhand
Director, IQAC
ARKA JAIN University, Jharkhand

2. The Director, IQAC
3. The Senior Administrative Official / Registrar
3. All the Deans
4. Assistant Registrar / Academic / Program Coordinator / OSDs / Human Resources.
5. Notification file & Web Content (With a request to upload on ARKA JAIN University, Jharkhand website)