

CENTRAL UNIVERSITY OF PUNJAB
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Fourth Meeting held on 08-04-2016

The fourth meeting of IQAC was held on April 8, 2016 at 12:00 noon in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members attended this meeting:

1. Prof. R. K. Kohli, Vice-Chancellor, CUPB (Chairman, IQAC)
2. Mr. Anil Kumar Singla, CEO, Evapo-Tech, Patiala (Invited Member)
3. Sh. Dinesh Sood, Dy GM HR Department, NFL, Bathinda
4. Prof. A. K. Jain, Dean Academic Affairs (Nominee), CUPB
5. Dr. Jagdeep Singh, Registrar, CUPB
6. Prof. S. K. Bawa, Professor, Centre for Education, CUPB
7. Dr. Anjana Munshi, Associate Professor, Centre for Human Genetics and Molecular Medicine, CUPB
8. Dr. Deepak Chauhan, Assistant Professor, Centre for Environmental Law, CUPB
9. Dr. Sunil Mittal, Assistant Professor, Centre for Environmental Science and Technology, CUPB
10. Ms. Shweta Arora, Deputy Registrar, CUPB
11. Mr. Gajendra Singh Vishwakarma, Students' Representative, CUPB
12. Professor A. K. Dhawan, Director, IQAC (Member Secretary)

The agenda items discussed and the decisions taken are as below:

Agenda 4/2016/1: Confirmation of minutes of the last meeting

Minutes of the third meeting were placed for approval and confirmation of IQAC.

Minutes were approved and confirmed.

Agenda 4/2016/2: Action taken on decision of the Previous Meeting of IQAC

Actions taken on decisions of the previous meeting of IQAC were noted by the members accepted. There were no observations from the members.

Item No. and Name	Decision Taken	Action Taken
Agenda 3/2016/1: Confirmation of minutes of the last meeting	Minutes of the second meeting of IQAC were approved and confirmed.	No further action required

<p>Agenda 3/2016/2: Action taken on decision of the Previous Meeting of IQAC</p>	<p>Actions taken report on the minutes of second and third meeting shall be put up.</p>	<p>Report of actions taken is included in the agenda.</p>
<p>Agenda 3/2016/3: Progress report of IQAC</p>	<p>IQAC was informed about the timely submission of Self Study Report of Central University of Punjab and Fifty point Assessment Indicator.</p> <p>IQAC was also informed about the participation of university in the National Institutional Ranking Framework. Director, IQAC explained that the information was uploaded on the NIRF website ten days ahead of the deadline.</p> <p>About the activation of IQAC website link on university website, Hon'ble Vice Chancellor CUPB suggested that the link should be given on the other website i.e. www.cup.edu.in.</p> <p>IQAC was informed that the university is ready and is waiting to conduct the visit of NAAC peer team.</p>	<p>No further action was required.</p> <p>Computer Centre was asked to give link of IQAC website on the other website i.e. www.cup.edu.in. The same has been done</p>
<p>Agenda 3/2016/4: Curriculum Aspects</p>	<p>It was proposed that new programmes and value added courses should be initiated from the academic year 2016-17, because of the increased strength of CUPB faculty.</p> <p>IQAC discussed the proposal and it was decided to recommend the following new programmes from the next session:</p> <ol style="list-style-type: none"> 1. Refine arts and music 2. Centre for Agri and food business to propose programmes in <ul style="list-style-type: none"> - Agri business management - Food technology and management 3. Sports sciences <p>Depending upon the response, two new Centres can be started from the academic session 2016-17.</p>	<p>The new programmes have been included in the admission advertisement and depending upon the response further action will be taken.</p>
<p>Agenda 3/2016/5: Teaching-Learning and</p>	<p>(a) <i>To increase diversity in students intake for the year 2016-17</i></p> <p>IQAC was informed that CUPB has students</p>	<p>(a) Admissions committee has been formed</p>

<p>Evaluation</p>	<p>from 25 states of India. There are no students from outside the country and some states and Union Territories have little or no representation. Therefore, the process of admissions at CUPB has to be made more effective to increase the diversity. Also the process of admissions needs to be streamlined and preparations for the next academic session should be made well in time.</p> <p>IQAC decided that:</p> <ol style="list-style-type: none"> i. Professor S. K. Bawa be assigned the responsibility of ensuring admissions of International students through direct intake, embassies and through ICSSR. ii. Direct advertisement for admission to CUPB be given in newspapers of less represented states and union territories of India. iii. Admissions Committee be formed soon iv. A task force be created for preparations for the next academic session with monthly review of actions taken at the level of Vice Chancellor. <p><i>(b) Improvement in evaluation system: review and reform of examination system</i></p> <p>The need of some changes in evaluation system was discussed with the members of the IQAC and it was decided that:</p> <ol style="list-style-type: none"> (i) Provisions should be made to include term papers, assignments, research papers and presentations wherever appropriate as a part of the examination system. (ii) The research students should register for a defined number of research credits each semester and the supervisors should send the result as satisfactory credits cleared by the students. <p>Both the above systems should be put in place from next academic session after approval from statutory bodies is needed. The Chairperson, IQAC advised that the monthly meeting should be held for monitoring of</p>	<ul style="list-style-type: none"> - Actions required to be taken for preparedness for next academic session have been listed and assigned - The admission committee has decided to advertise CUPB programmes in far off areas - Professor Bawa is working on the admissions of foreign students <p>(b) These decision of IQAC were included in EC meeting and shall be implemented from next academic session.</p> <p>(Registrar to notify the item when minutes of EC meeting become available)</p>
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	<p>research students.</p> <p><i>(c) Feed-back mechanisms: Students Feedback and Faculty self-appraisal reports</i></p> <p>The mechanism for obtaining feed-back of students need to be streamlined.</p> <p>The issue was discussed by IQAC and it was decided that the mechanism of students feed-back should be comprehensive, credible and confidential.</p>	(c) The item is in the agenda again
Agenda 3/2016/6: Research, Consultancy and Extension	<p><i>Resource mobilization for research: consultancies and externally funded projects</i></p> <p>The need to have the position of a Dean for streamlining Research and Consultancy activities was agreed in principle. However, the chairman IQAC pointed out that its implementation will be carried out when more faculty at Senior levels is available.</p> <p><i>Research sharing and networking with other institutions in India and abroad.</i></p> <p>It was decided that the faculty be motivated to develop linkages with their previous laboratories in India or abroad. MoUs already initiated (University of New Hampshire and KamTech Inc. USA) should be processed further.</p>	<p>Action pending</p> <p>Draft MoUs have been prepared for UNH and KamTek.</p>
Agenda 3/2016/7: Infrastructure and Learning resources	<p>IQAC discussed the upgradation of Sports infrastructure and activities at CUPB. It was decided that one of the Faculty members be named as Sports Officer and efforts be made to create the post of Director (Sports).</p>	Registrar to notify the item when minutes of EC meeting become available
Agenda 3/2016/8: Students Support and Progression	<p><i>Mentoring system for students</i></p> <p>Each student admitted to CUPB has been allotted to a faculty mentor, who is to monitor the progress, guide and help the student. The guidelines for mentorship programme have been developed and circulated.</p> <p>IQAC discussed steps to be taken to make mentor mentee system more effective and decided that mentors be encouraged to take more active steps</p>	<p>– Mentors have been allotted to all students and faculty has been advised to make the system more effective.</p>

	in developing this system further.	
Agenda 3/2016/9: Governance, Leadership and Management	<p><i>(a) Structure of governance</i></p> <p>The structure of governance at CUPB is to be strengthened and made as democratic as possible. There are specific provisions in the Ordinances of CUPB for creation of a Deans' committee. This committee should be constituted and all major issues be discussed in this committee for further actions.</p> <p><i>(b) Quality improvement in administrative functioning of CUPB: E-Governance.</i></p> <p>In the IT era of today, CUPB has to shift to e-governance completely. CUPB should define modalities and time lines for completion of this task and staff already trained be encouraged to implement it fully.</p>	<p>Deans committee has been activated</p> <p>Matter is for discussion in agenda again</p>
Agenda 3/2016/10: Innovation and Best Practices	It was decided to promote Journal Clubs and field trips in different Centres. Also a workshop be organized on innovative teaching practices.	Registrar to notify the item when minutes of EC meeting become available
Agenda 3/2016/11: Any Other Items with the permission of chair		-

Agenda 4/2016/3: Progress report of IQAC

IQAC was informed about the participation of university in National Institutional Ranking Framework (NIRF), National Digital Library and CL Educate National ranking Framework. IQAC members admired the university to get rank 65 among all universities in India.

The members noted the progress of IQAC as remarkable.

Agenda 4/2016/4: Curriculum Aspects:

The meetings of BoS of various Centres are due now. IQAC has informed the CoCs/ IoCs to initiate necessary action. While revising the syllabus, provisions have to be made to include:

- (a) Research credits for efficient monitoring of the progress of research students. The CUPB should provide clear guidelines, formulate a plan and implement it prior to next academic session.
- (b) Each course should have clearly defined learning outcomes and scheme of evaluation.

IQAC will prepare a note and circulate to all CoCs/ OICs.

Agenda 4/2016/5: Teaching-Learning and Evaluation:

(a) To increase diversity in students intake for the year 2016-17

CUPB has students from 25 states of India. There are no students from outside the country and some states and Union Territories have little or no representation. As per discussion in the last meeting of IQAC, the following actions have been taken:

- Admission committee has been formed
- Actions required to be taken for preparedness for next academic session have been listed and assigned
- The admission committee has decided to advertise CUPB programmes in far off areas
- Professor S.K. Bawa is working on the admissions of foreign students

IQAC was informed that admission advertisement through DAVP has been sent to 144 National and Regional papers as against 94 last year. Also, advertisement has been given in three national dailies twice at commercial rate. Professor S. K. Bawa is making efforts for admission of international students.

(b) Improvement in evaluation system: review and reform of examination system

The examination system at CUPB should be reviewed for efficacy of students' evaluation. In the last meeting IQAC agreed to recommend provisions for inclusion of term papers, assignments and presentations etc. There is a need to revisit the evaluation system for any further refinements/ improvements that may be possible.

On the above item, IQAC observed as below:

EC has already approved a pattern of MST, whereby there will be five questions of three marks each and two questions of five marks each. The MST will be of one hour duration. IQAC further decided to recommend that CoE should be at liberty to seek MCQs for End term examination from external sources from within the syllabus.

(c) Feed-back mechanisms: Students Feedback and Faculty self-appraisal reports

To collect and review information on various issues, an effective feedback from Faculty and students is essential. The purpose of feedback is to help individuals improve their performance. Therefore, feed-back system has to be comprehensive and credible and outcome has to be confidential/ restricted use. Similarly, self-appraisal reports for the Faculty and confidential reports for the staff have to be in place.

It was proposed that library staff of CUPB be given the responsibility of carrying out students feed-back in a comprehensive, credible and confidential manner with the help of computer centre as per Performa and guidelines already approved by EC.

However, the IQAC deliberated upon the issue and agreed that the CoE shall conduct the feed-back for the second semester of 2015-16. The Deputy Registrar shall associate and put up the outcome to the Vice-Chancellor for further action as deemed fit.

Agenda 4/2016/6: Research, Consultancy and Extension

Resource mobilization for research: consultancies and externally funded projects

Consultancy services and externally funded research projects are two major approaches for mobilization of resources. CUPB has to put in more organized efforts in these areas. Some mechanism to link external grants and consultancies to Faculty performance and monitoring of submitted projects should be discussed in IQAC.

Research sharing and networking with other institutions in India and abroad.

IQAC reviewed the matter and decided that more steps be taken for greater networking with institutions in India and abroad.

Agenda 4/2016/7: Infrastructure and Learning resources.

Sports infrastructure and activities at CUPB have to be upgraded within the limitations of the space at the City Campus.

The subject was put up to IQAC for discussion and recommendations. IQAC decided to recommend that Dr. Deepak Chauhan be designated as Advisor (Sports).

Agenda 4/2016/8: Students Support and Progression

Mentoring system for students

Each student admitted to CUPB has been allotted to a faculty mentor, who is to monitor the progress, guide and help the student. The guidelines for mentorship programme have been developed and circulated. Steps have to be taken to make mentor mentee system more effective. Also the Academic monitoring and auditing system needs to take shape.

The matter was put up to IQAC for discussion and recommendations. IQAC decided that:

The mentors are emotional anchors for their mentees. The association of mentors with their mentees should begin with the orientation itself. However, for effective implementation of the system, there is a need to generate greater appreciation of the system among the Faculty.

Agenda 4/2016/9: Governance, Leadership and Management

(a) Structure of governance

The structure of governance at CUPB is to be strengthened and made as democratic as possible. A proposal to form Vice Chancellor's Advisory Body made to 3rd IQAC but was not accepted. However, there is a strong need to have some similar mechanism for a wider opinion on issues of importance to CUPB.

IQAC deliberated upon the issue.

(b) Quality improvement in administrative functioning of CUPB: E-Governance.

In the IT era of today, CUPB has to shift to e-governance. It is important to define modalities and time lines for completion of this task.

IQAC agreed that delays, wherever these are unavoidable, should be brought down to a reasonable level.

Agenda 4/2016/10: Innovation and Best Practices

The innovative practices related to curriculum development

The innovative practices related to curriculum development, teaching-learning process, evaluation or research need to be encouraged. Journal Clubs have to be encouraged in different Centres.

The organization of a workshop on this aspect or other similar steps may be taken.

Agenda 4/2016/11: Items from Faculty

About examination system:

- 1 The ten (2M) plus One (5M) question system in MST poses limitation in setting up an ideal analytical and logical question paper
- 2 The idea of MCQs is unique. However, without negative marking, there is a chance that a student can gain more marks by sheer luck rather than his/her intellect
- 3 Further, the number of MCQs to be uploaded could be considered for reduction. 350-500 questions are not possible in each and every subject (For e.g., social sciences, linguistics, geology and other sciences). This will also lead to repetition of many questions and hence compromises the quality.
- 4 The time allotted for MSTs could be reduced from 2h to 1h and Surprise test from 1h to half hr.
- 5 Ideally, a faculty can frame apt MCQs only after the completion of his/her portion.
- 6 There is no space for testing the communication skills of the student in the current examination system. Hence, seminars or presentations could be given some weightage. In this regard, the number of surprise tests can be reduced to two instead of three
- 7 Attendance has a crucial role to play in the examination system which could be considered for weightage, if there is a provision available (For eg, greater than 90% attendance can be given 5 M which would encourage the students to be regular and punctual)

Other Issues:

1. Work load calculation as per UGC guidelines
2. Roles, responsibilities and statutory powers of AAC and CDDC
3. Focus on sports and cultural activities
4. Mentor/Mentee guidelines
5. Poor Hygiene, maintenance and number of washrooms
6. Books and stationery shop in the campus
7. Medical shop possibility (emergency medicines)
8. Banking facility at the campus

On the above in item 4/2016/5 b, IQAC observed as below:

EC has already approved a pattern of MST, whereby there will be five questions of three marks each and two questions of five marks each. The MST will be of one hour duration. IQAC further decided to recommend that CoE should be at liberty to seek MCQs for End term examination from external sources from within the syllabus.

Agenda 4/2016/12: Any Other Items with the permission of chair

None