

# CENTRAL UNIVERSITY OF PUNJAB

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF SECOND IQAC MEETING

The second meeting of IQAC was held on the 29<sup>th</sup> of October, 2015 at 12.00 noon in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members attended this meeting:

1. Professor R. K. Kohli, Vice-Chancellor, CUPB (Chairman, IQAC)
2. Prof. P. Ramarao, Dean Academic Affairs
3. Dr. Pankaj Khare, Registrar CUPB
4. Prof. R. G. Saini, Invited Professor
5. Prof. S. K. Bawa, Professor and Co-ordinator of Centre for Education
6. Dr. Anjana Munshi, Associate Professor, Centre for Human Genetics
7. Dr. Deepak Chauhan, Assistant Professor, Centre for Environmental Law
8. Dr. Sunil Mittal, Assistant Professor, Centre for EVST
9. Ms. Shweta Arora, Deputy Registrar
10. Sh. Dinesh Sood, GM HR Department, NFL, Bathinda
11. Mr. Gajendra Singh, Vishwakarma, Students' representative
12. Professor A. K. Dhawan, Director, IQAC (Member Secretary)

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

#### **Agenda 2/2015/1: Confirmation of minutes of the last meeting**

Minutes of the first meeting were confirmed

#### **Agenda 2/2015/2: 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 and observations made are recorded against each item.

Item No. and Name	Decision Taken	Action Taken	Observations of IQAC
<b>Agenda 1/2015/1: Curriculum Aspects</b>	The IQAC suggested: – Nomenclature of degrees should be as per the list of UGC. – Both the nomenclature of degrees and the specialization are to be reviewed.	The meeting of the committee constituted for the purpose was held on 29.10.2015.	-CUPB degrees are in conformity with UGC guidelines. - From employability point of view

	- Guidelines should also be formulated and SOPs prepared for nomenclature.		syllabus need to be vetted by expert. The committee agreed in principle.
<b>Agenda 1/2015/2: Teaching-Learning and Evaluation</b>	The IQAC constituted committee to review these aspects.	Recommendations of the committee constituted for the purpose are included in the agenda of second meeting.	Noted
<b>Agenda 1/2015/3: Research, Consultancy and Extension</b>	The IQAC constituted committee to review this.	Recommendations of the committee constituted for the purpose are included in the agenda of second meeting.	Noted
<b>Agenda 1/2015/4: Infrastructure and Learning resources</b>	Three separate committees for Library, Major Equipment and IT infrastructure were constituted.	Recommendations of the three committees constituted for the purpose are included in the agenda of second meeting.	Noted
<b>Agenda 1/2015/5: Students Support and Progression</b>	The IQAC constituted committee to review this.	Recommendations of the committee constituted for the purpose are included in the agenda of second meeting.	Noted
<b>Agenda 1/2015/6: Governance, Leadership and Management</b>	The IQAC constituted committee to review these aspects.	The meeting of the committee constituted for the purpose is scheduled for 29.10.2015.	Noted
<b>Agenda 1/2015/7: Innovation and Best Practices</b>	- The heading of Agenda No. 7 should be changed to University Development instead of Curriculum	The heading has been changed and brain storming session with	Brain storming session of students to be held school

	<p>Development.</p> <ul style="list-style-type: none"> <li>- A brainstorming session with the students should be held in order to generate innovative ideas.</li> </ul>	<p>students is yet to be organized</p>	<p>wise by Dean of each School. Basic and applied Sciences being a bigger School, can be covered in two meetings</p>
<p><b>Agenda 1/ 2015/8: Any Other Items with the permission of chair</b></p>	<p>The IQAC Committee agreed to the following:</p> <ul style="list-style-type: none"> <li>- Next IQAC meeting will be held in October 2015.</li> <li>- A web page for IQAC has to be designed.</li> <li>- The minutes of the IQAC meeting will be sent through email to all the members and they have to send their consent within five days. If IQAC does not receive any response from any of the members, it would be taken as confirmed.</li> <li>- Since NAAC looks for more than what it mentioned in the list, members felt that innovative and salient features of CUP need to be identified.</li> <li>- IQAC shall report to the Vice-Chancellor directly.</li> </ul>	<ul style="list-style-type: none"> <li>- The meeting is being held as decided</li> <li>- A request for web site is pending with IT section</li> <li>- Minutes of IQAC were circulated by e-mail as decided</li> <li>- Innovative and salient features of CUPB are being listed as a separate booklet.</li> <li>- IQAC reports directly to the Vice Chancellor, CUPB</li> <li>- Data collection is being done</li> </ul>	<ul style="list-style-type: none"> <li>-Request regarding the designing of web page has to be sent to Registrar and Deputy Registrar. Dr. Amandeep Kaur (CoC, CST) should be approached and students of EWYL should be engaged for this purpose.</li> <li>-Next week university booklet would be put up for approval. It should be presented simultaneously with the annual report in the Court Meeting to be held on 7<sup>th</sup> November 2015.</li> </ul>

	<i>b) Data/ Document collection for IQAC</i>		Total of 23 items collected out of 39; to be linked for auto upgradation.
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### **Agenda 2/2015/3: Progress report of IQAC**

IQAC was informed that the NAAC report has been submitted. The Vice-Chancellor observed that the report is very well prepared and desired to update the NAAC reports till the visit of NAAC team. Director, IQAC proposed a vote of thanks for the Faculty and Administrative staff of CUPB and NAAC staff for their absolute co-operation and support.

### **Agenda 2/2015/4: Curriculum Aspects:**

*Skill Development Course:* It should be started as an audit course. it should be divided into three segments namely Soft Skills, Personality Development and Mock interviews. The committee constituted for the purpose in first IQAC shall propose a name and other modalities of this course. Learning should be through a proper mechanism and experts should be invited for delivering lectures on personality development.

*Green Technologies:* The course has been approved by UGC and the funds received.

*B.Voc. Programme:* Funds have been received but incurring of expenditure shall be as per the approval by UGC.

### **Agenda 2/2015/5: Teaching-Learning and Evaluation:**

1. Each question sent by the Faculty for question bank should be tagged for difficulty level and unit number
2. The committee agreed that the MST 1 and MST 2 should be conducted from 9:00 a.m. to 11:00 a.m. and 3:00 p.m. to 5:00 p.m., so that teaching is suspended for two periods instead of three which happened during previous examination when the MST1 and 2 started at 9:30 a.m.

### **Agenda 2/2015/6: Research, Consultancy and Extension**

1. For the externally funded projects: The PI will have these projects reviewed by the Dean of the School for ensuring that the guidelines of funding agencies have

been met and also the financial regulations of CUPB with regard to overhead charges etc. has been compiled. The Dean will make comments within 2-3 days for consideration of PI.

2. A position of the Dean Research is desirable at CUPB.
3. Duplication, recycling and copying of project ideas will not be tolerated in any case.
4. For the publications, it will be the responsibility of corresponding author to ensure agreement on sequence of authorship in the publication.

### **Agenda 1/2015/7: Infrastructure and Learning resources**

#### *Review of use of major equipment*

1. Equipment in CIL should have senior faculty member as in charge.
2. The services in the CIL may be opened for other organizations also with approval from competent authority.
3. A committee may be constituted to decide the fee to be charged for all services provided to external users based on the depreciation cost of equipment, chemicals used, electricity, time of technical personnel etc.
4. The chairman informed that the positions of technical staff for CIL will be filled soon.

#### *Review of use of IT infrastructure*

1. In order to check abuse of email and other internet services including Wi-Fi connectivity on the campus, fire wall needs to be upgraded.
2. Order has already been placed for purchase of server for online examination system.

### **Library Infrastructure**

1. Faculty is required to recommend books for the library.
2. The committee did not agree with the point that books more than Rs. 3,000/- should be issued to students.
3. Purchase of E-books should be encouraged for wider usage of text books.
4. The student's feed-back on library services should be regularly sent to the Library Committee and once in a semester to the Vice Chancellor also.

### **Agenda 1/2015/8: Students Support and Progression**

1. Any student who leaves the university, his name should be deleted from the database and an email should be sent to him not to use the I-card.
2. Students I-card must be collected before issuance of NOC to those who leave the university.

3. Mr. Dinesh Sood, GM, HR Department, NFL suggested to use the logo of the university on the stationery items used for official purposes as such or as water mark.

**Agenda 1/2015/9: Governance, Leadership and Management**

No comments

**Agenda 1/ 2015/10: Any other items with the permission of chair**

None