

# CENTRAL UNIVERSITY OF PUNJAB

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THIRD MEETING OF IQAC

The third meeting of IQAC was held on January 28, 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. Prof. Gurmail Singh, Vice-Chancellor, Akal University, Talwandi Sabo
3. Sh. Dinesh Sood, Dy GM HR Department, NFL, Bathinda
4. Prof. P. Ramarao, Dean Academic Affairs
5. Dr. Jagdeep Singh, Registrar (O), CUPB
6. Dr. Deepak Chauhan, Assistant Professor, Centre for Environmental Law
7. Ms. Shweta Arora, Deputy Registrar
8. Professor A. K. Dhawan, Director, IQAC (Member Secretary)

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

#### **Agenda 3/2016/1: Confirmation of minutes of the last meeting**

IQAC was informed that the comments of the members on the agenda items 6 and 7 of the minutes of 2<sup>nd</sup> meeting were put up to the Chairman IQAC. Agenda item 7 has been modified as per observations of the Chairman and minutes placed for approval and confirmation of IQAC.

Minutes of the second meeting of IQAC were approved and confirmed.

#### **Agenda 3/2016/2: Action taken on decision of the Previous Meeting of IQAC**

Actions taken report on the minutes of second and third meeting shall be put up to the next meeting of IQAC.

#### **Agenda 3/2016/3: Progress report of IQAC**

IQAC was informed about the timely submission of Self Study Report of Central University of Punjab and Fifty point Assessment Indicator.

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.

IQAC was also informed about the activation of IQAC website link on university website. The Hon'ble Vice Chancellor CUPB suggested that the link should be given on the other website i.e. [www.cup.edu.in](http://www.cup.edu.in). IQAC was informed that the university is ready and is waiting to conduct the visit of NAAC peer team.

### **Agenda 3/2016/4: Curriculum Aspects:**

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.

IQAC discussed the proposal and it was decided to recommend the following new programmes from the next session:

1. Refine arts and music
2. Centre for Agri and food business to propose programmes in
  - Agri business management
  - Food technology and management
3. Sports sciences

Depending upon the response, two new Centres can be started from the academic session 2016-17.

### **Agenda 3/2016/5: Teaching-Learning and Evaluation:**

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

IQAC was informed that 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. 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.

IQAC decided that:

- a) Professor S. K. Bawa be assigned the responsibility of ensuring admissions of International students through direct intake, embassies and through ICSSR.
- b) Direct advertisement for admission to CUPB be given in newspapers of less represented states and union territories of India.
- c) Admissions Committee be formed soon
- d) A task force be created for preparations for the next academic session with monthly review of actions taken at the level of Vice Chancellor.

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

The need of some changes in evaluation system was discussed with the members of the IQAC and it was decided that:

- a. Provisions should be made to include term papers, assignments, research papers and presentations wherever appropriate as a part of the examination system.

- b) 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.

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 research students.

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

The mechanism for obtaining feed-back of students need to be streamlined.

The issue was discussed by IQAC and it was decided that the mechanism of students feed back should be comprehensive, credible and confidential.

**Agenda 3/2016/6: Research, Consultancy and Extension**

*Resource mobilization for research: consultancies and externally funded projects*

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.

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

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.

**Agenda 3/2016/7: Infrastructure and Learning resources.**

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).

**Agenda 3/2016/8: 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.

IQAC discussed steps to be taken to make mentor mentee system more effective and decided that mentors be encouraged to take more active steps in developing this system further.

### **Agenda 3/2016/9: Governance, Leadership and Management**

#### *(a) Structure of governance*

The structure of governance at CUPB is to be strengthened and made as democratic as possible. 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.

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

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.

### **Agenda 3/ 2016/10: Innovation and Best Practices**

#### *The innovative practices related to curriculum development*

IQAC discussed the subject of innovative practices related to curriculum development, teaching-learning process, evaluation or research. It was decided to promote Journal Clubs and field trips in different Centres. Also a workshop be organized on innovative teaching practices.

### **Agenda 3/ 2016/11: Any Other Items with the permission of chair**

None