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CENTRAL UNIVERSITY OF PUNJAB

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING

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

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

Agenda 1/2015/1: Curriculum Aspects:

- (a) *To examine the nomenclature and eligibility conditions of all degrees programmes*
- (b) *Curriculum enrichment from the point of employability and other related issues like value added and interdisciplinary courses*

The IQAC suggested:

1. Nomenclature should be as per the list of UGC.
2. Both the nomenclature of degrees and the specialization are to be reviewed.
3. Guidelines should also be formulated and SOPs prepared for nomenclature.

The IQAC nominated the following committee for this task:

1. Prof. P. Ramarao, Dean Academic Affairs, CUPB
2. Dr. S. K. Bawa, Professor, CUPB
3. Dr. Deepak Chauhan, Assistant Professor, CUPB
4. Prof. Gurmail Singh, Vice Chancellor, Akal University
5. Prof. A. K. Dhawan, Professor, CUPB (Convener)

Agenda 1/2015/2: Teaching-Learning and Evaluation:

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

The IQAC nominated the following committee for this task:

1. Prof. P. Ramarao, Dean Academic Affairs, CUPB
2. Prof. A. K. Dhawan, Professor, CUPB
3. Prof. R. G. Saini, Invited Professor, CUPB
4. Controller of Examinations, CUPB
5. Prof. S. K. Bawa, Professor, CUPB(Convener)

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

The IQAC suggested:

1. Students feedback form should be made operative.
2. The PBAS form for the faculty is to be filled for the period 1st July to 30th June, each year.

The IQAC nominated the following committee for this task:

1. Prof. P. Ramarao, Dean Academic Affairs, CUPB
2. Prof. S. K. Bawa, Professor, CUPB
3. Dr. Anjana Munshi, Associate Professor, CUPB
4. Dr. Hans Raj Arora, Associate Professor, CUPB
5. Prof. A. K. Dhawan, Professor, CUPB (Convener)

Agenda 1/2015/3: Research, Consultancy and Extension

Resource mobilization for research: review of process of submission of externally funded projects

The IQAC decided that:

1. While preparing syllabi of the courses in CUPB, technical people from industries should be consulted.
2. Courses in each paper should be related to industrial know how. This will enhance the employability of students.
3. Seminars and training programmes by the industrial experts should become regular feature.
4. To prepare SOP for consultancy and mobilise/encourage the faculty for the same.

The IQAC nominated the following committee for this task:

1. Prof. P. Ramarao, Dean Academic Affairs, CUPB
2. Prof. A. K. Dhawan, Professor, CUPB
3. Prof. A. K. Jain, Professor, CUPB (for Research)
4. Dr. Monisha Dhiman, Assistant Professor, CUPB (for Research)
5. Dr. Sunil Mittal, Assistant Professor, CUPB (for Consultancy)
6. Dr. S. K. Bawa, Professor, CUPB (Convener)

Agenda 1/2015/4: Infrastructure and Learning resources

Review of use of major equipment, library and IT infrastructure.

The IQAC suggested:

1. Three separate committees for Library, Major Equipment and IT infrastructure are to be constituted.
2. The existing committees for the above mentioned will work for IQAC. Their constitution is as follows:

Library Advisory Committee

1. Prof. S. K. Bawa, Professor, CUPB
2. Prof. Desh Deepak Singh, Professor, CUPB
3. Dr. Sanjeev Kumar, Assistant Professor, CUPB
4. Dr. Felix Bast, Assistant Professor, CUPB
5. Dr. Anil Kumar Mantha, Assistant Professor, CUPB
6. Dr. Deepak Kumar, Assistant Professor, CUPB
7. Dr. Kiran K. Singh, Assistant Professor, CUPB
8. Prof. A. K. Dhawan, Professor, CUPB (Convener)

Major Equipment Committee: (CIL Committee)

1. Dr. J. Nagendra Babu, Assistant Professor, CUPB
2. Dr. Sunil Mittal, Assistant Professor, CUPB
3. Dr. Vikas Jaitak, Assistant Professor, CUPB
4. Prof. A.K. Dhawan, Professor, CUPB (Convener)

IT Infrastructure Committee:

1. Prof. R. G. Saini, Invited Professor, CUPB
2. Prof. A. K. Jain, Professor, CUPB
3. Dr. Felix Bast, Assistant Professor, CUPB
4. Er. Amandeep Singh Mann, System Analyst
5. Prof. S. K. Bawa, Professor, CUPB (Convener)

Agenda 1/2015/5: Students Support and Progression

Development of a mentoring system for students

The Committee suggested:

1. All the faculty members should be involved.
2. Students should be allotted to faculty/mentors of the same states.
3. Progress graph of every student should be maintained.
4. Informal counseling of the students

The IQAC nominated the following committee for this task:

1. Prof. R. C. Sharma, Dean Students Welfare, CUPB
2. Prof. R. G. Saini, Invited Professor, CUPB
3. Dr. Tarun Arora, Associate Professor, CUPB

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4. Dr. Hans Raj Arora, Associate Professor, CUPB
5. Dr. Zameer Pal Kaur, Assistant Professor, CUPB
6. Dr. Sandeep Kaur, Assistant Professor, CUPB
7. Prof. A. K. Dhawan, Professor, CUPB (Convener)

Agenda 1/2015/6: Governance, Leadership and Management

(a) *Structure of governance*

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

The IQAC suggested:

1. ERP should be designed for the purpose.

The IQAC nominated the following committee for this task:

1. Prof. P. Ramarao, Dean Academic Affairs, CUPB
2. Prof. A. K. Dhawan, Professor, CUPB
3. Dr. Pankaj Khare, Registrar, CUPB
4. Sh. Dinesh Sood, GM, HR Department, NFL
5. One person from computer department to be nominated
6. Prof. S.K.Bawa, Professor, CUPB (Convener)

Agenda 1/ 2015/7: Innovation and Best Practices

The innovative practices related to curriculum development

1. The heading of Agenda No. 7 should be changed to University Development instead of Curriculum Development.
2. A brainstorming session with the students should be held in order to generate innovative ideas.

The IQAC nominated the following committee for this task:

1. Prof. P. Ramarao, Dean Academic Affairs, CUPB
2. Prof. S. K. Bawa, Professor, CUPB
3. Prof. R. G. Saini, Invited Professor, CUPB
4. Prof. R. C. Sharma, Professor, CUPB
5. Dr. Sunil Mittal, Assistant Professor, CUPB
6. Dr. Sandeep Kaur, Assistant Professor, CUPB
7. Prof. A. K. Dhawan, Professor, CUPB (Convener)

Agenda 1/ 2015/8: Any Other Items with the permission of chair

(a) *To develop guidelines for functioning of IQAC and conduct of its meetings*

The IQAC Committee agreed to the following:

1. Next IQAC meeting will be held in October 2015.
2. A web page for IQAC has to be designed.

3. 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.
4. 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.
5. IQAC shall report to the Vice-Chancellor directly.

b) Data/ Document collection for IQAC

1. Activities reflecting the goals and objectives of the institution
2. New academic programmes initiated (UG and PG)
3. Innovations in curricular design and transaction
4. Inter-disciplinary programmes started
5. Examination reforms implemented
6. Candidates qualified: NET/SLET/GATE etc.
7. Initiative towards faculty development programme
8. Total number of seminars/workshops conducted
9. Research projects a) Ongoing; b) Completed
10. Patents generated, if any
11. New collaborative research programmes
12. Research grants received from various agencies
13. Details of research scholars
14. Citation index of faculty members and impact factor
15. Honors/Awards to the faculty: National and International
16. Internal resources generated
17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes
18. Community services
19. Teachers and officers newly recruited
20. Teaching / Non-teaching staff ratio
21. Improvements in the library services
22. New books/journals subscribed and their value
23. Courses in which student assessment of teachers is introduced and the action taken on student feedback
24. Feedback from stakeholders
25. Unit cost of education
26. Computerization of administration and the process of admissions and examination results, issue of certificates
27. Increase in the infrastructural facilities
28. Technology upgradation
29. Computer and internet access and training to teachers, non-teaching staff and students
30. Financial aid to students
31. Activities and support from the Alumni Association
32. Activities and support from the Parent-Teacher Association
33. Health services
34. Performance in sports activities
35. Incentives to outstanding sportspersons
36. Student achievements and awards
37. Activities of the Guidance and Counselling unit
38. Placement services provided to students
39. Development programmes for non-teaching staff

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40. Good practices of the institution
 41. Linkages developed with National/ International, academic/research bodies
 42. Action Taken Report on the AQAR of the previous year
 43. Any other relevant information the institution wishes to add.

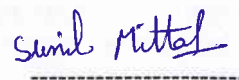
The IQAC nominated the following Committee for this task:

1. Prof. A. K. Dhawan, Director, IQAC
2. Ms. Shweta Arora, Deputy Registrar.

The meeting ended with a vote of thanks to the chair proposed by Prof. P. Ramarao, Dean (A)




Mr. Gajendra Singh Vishwakarma
Students' Representative
Central University of Punjab



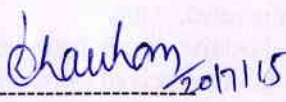
Dr. Sunil Mittal
Assistant Professor
Centre for EVST
Central University of Punjab

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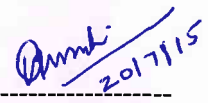
Sh. Dinesh Sood
GM HR Department
NFL, Bathinda



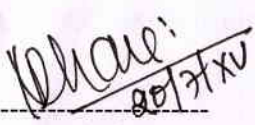
Ms. Shweta Arora
Deputy Registrar
Central University of Punjab




Dr. Deepak Chauhan
Assistant Professor
Centre for Environmental Law
Central University of Punjab



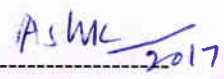
Dr. Anjana Munshi
Associate Professor
Centre for Human Genetics
Central University of Punjab




Dr. Pankaj Khare
Registrar
Central University of Punjab



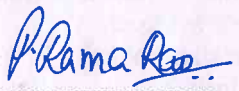
Prof. S. K. Bawa
Professor and Co-ordinator
Centre for Education
Central University of Punjab



Prof. A. K. Dhawan
Director, IQAC
(Member Secretary)
Central University of Punjab



Prof. R. G. Saini
Invited Professor
Central University of Punjab



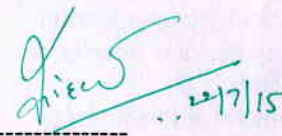
Prof. P. Ramarao
Dean Academic Affairs
Central University of Punjab

Absent

Dr. Lalit K. Wadhwa
Director & Chief Operating Officer
Ind-Swift Laboratories Ltd.
Chandigarh

e-mail consent received

Prof. Gurmail Singh
Vice-Chancellor
Akali University



Prof. R. K. Kohli
Vice-Chancellor
Central University of Punjab