

CENTRAL UNIVERSITY OF PUNJAB

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Eighth Meeting held on 21-12-2017

The eighth (8th) meeting of IQAC was held on December 21, 2017 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 (Chairman, IQAC)
2. Prof. Gurmail Singh, Vice Chancellor, Akal University, Talwandi Sabo
3. Mr. Nitin Singal, Proprietor, Indotech Engineering Products, Bathinda
4. Prof. S. K. Bawa, HoD, Department of Education
5. Prof. Anjana Munshi, HoD, Department of Human Genetics and Molecular Medicine
6. Mr. Kanwal Pal Singh Mundra, Controller of Examination
7. Mr. Ajit Singh, Finance Officer
8. Dr. Sunil Mittal, Associate Professor, Department of Environmental Science and Technology
9. Ms. Shweta Arora, Deputy Registrar
10. Professor S. S. Marwaha, Coordinator, IQAC (Member Secretary)

Prof. R. K. Kohli welcomed all the members and asked Prof. S. S. Marwaha to present the agenda. Prof. Marwaha informed that Prof. P. Ramarao, Dean Academic Affairs, Dr. Ajit Dua, Sr. Scientist cum CEO, PBTI and Dr. Deepak Chauhan, Associate Professor, Department of Law had expressed their inability to attend the meeting because of other exigencies and requested for leave of absence which was granted. Thereafter, Dr. Marwaha presented the item wise agenda.

After discussion and deliberations, the following decisions taken were taken:

Agenda 8/2017/1: Confirmation of minutes of the last meeting

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

- *Minutes of the 7th meeting were confirmed.*

Agenda 8/2017/2: Action taken on decision of the Previous Meeting of IQAC

Members, while taking note of the action taken on various items recommended the following additions/supplementations. The agenda wise changes/additions/supplementations and the resolutions thereafter on the agenda items of the 7th meeting are as follows:

- **Agenda 6/2017/9-Innovation and Best Practices:** The members were apprised of the status of the undertakings provided by the various centres that they are taking care of the course contents of various papers that they are aligned to NET syllabus. It was resolved that
Soft reminder shall be sent to the CoCs who have yet not provided the undertakings to the IQAC office w.r.t. the alignment of the course contents with NET syllabus of the programmes being run under their centres.

*The members were informed that after the letter from IQAC, all the Departments except the three Departments namely: **Department of Law, Economic Studies and Sociology** have informed that their course contents are aligned with the NET syllabi. The Committee took a note of the same and ask IQAC to provide the requisite information by 29th December 2017. In case, they fail to do so the matter should be reported to the Competent Authority for initiating action against the concerned Department.*

Updation/restructuring of Curriculum

For updating/restructuring the course structure and course contents of various centres, it is proposed that the guidelines of the regulatory bodies are to be followed. Further, feedback of passouts, the suggestion(s)/recommendation(s) of University Industry Forum and Council and feedback of Placement Cell be taken into account.

After deliberation, it was resolved that

Letters be sent to all CoCs/OICs for taking the status of Updation/restructuring of the Curriculum. If not done, they should do the same by taking into the guidelines of the regulatory bodies and feedback from the concerned relevant persons/students.

All CoCs/OICs were asked to take necessary action as per the decision of the IQAC. Members were informed that none of the Department had submitted the action taken report w.r.t. the said matters. IQAC was asked to take steps to ensure that all the Departments submit the information regarding the status of upgradation/restructuring of the curriculum after approval from the respective BOS. In case, they fail to do so the matter should be reported to the Competent Authority for initiating action against the concerned Department.

Agenda 7/2017/6: To initiate the process of UGC SAP

As per the requirement of UGC under Special Assistance Programme (SAP), the centre should have at least six faculty members including one Professor. Thus, the centres which fulfil the above criteria may be advised/directed to initiate the process to apply for SAP.

After deliberation, it was resolved that

All centres who fulfill the conditions of UGC for the award of Special Assistance Programmes (SAP) shall be advised to initiate the process to apply for SAP.

All CoCs/OICs were asked to take necessary action as per the decision of the IQAC. Members were informed that none of the Department had submitted the action taken report w.r.t. the said matters. IQAC was asked to write to all the Departments again informing them that all those having sanctioned positions of 1 Professor, 2 Associate Professors and 4 Assistant Professors are eligible to file their application for SAP, hence they should initiate action accordingly and report back to IQAC.

Agenda 8/2017/3: Progress report of IQAC

The draft Annual Quality Assurance Report (AQAR) is formulated and put up as separate agenda item for approval by IQAC. Information for getting the university ranking for the year 2018 under National Institutional Ranking Framework (NIRF) after approval by Hon'ble Vice Chancellor has been uploaded on NIRF portal before the due date.

The progress report of IQAC was noted by the members.

Agenda 8/2017/4: Annual Quality Assurance Report for the year 2016-17.

The draft of Annual Quality Assurance Report (AQAR) of the University which is mandatory for NAAC accreditation, for the year 2016-17 has been formulated and placed at *Annexure -2* for approval of IQAC to upload the same on the University website.

After deliberation, it was resolved to:

Approve AQAR for the year 2016-17 and upload it to the university website after vetting by Prof. S. K. Bawa and Dr. Sunil Mittal.

Agenda 8/2017/5: Placement Cell

The members of IQAC are informed that University has notified Placement Coordination Cell with Prof. P. Rama Rao, Dean Academic Affairs, Prof. A. K. Dhawan, Dean School of Emerging Life Sciences, Dr. Tarun Arora, CoC, Law and Ms. Shweta Arora, Deputy Registrar as member convener vide notification no. 18 dated 31.07.2015. Also vide the above notification, a Placement Cell comprising of the following members in all the departments of the University has been setup:

1. CoC as Chairperson
2. One Professor
3. Two Associate Professor
4. Two Assistant Professor

The matter regarding the placement cell was brought to the notice of IQAC in its 7th meeting vide Agenda Item No. 7/2017/4, wherein IQAC approved to replace Prof. A. K. Dhawan, Dean School of Emerging Life Sciences who superannuated on 31st March 2017 with Prof. S. S. Marwaha, Coordinator, IQAC in the Placement Coordination Cell.

It is brought to the notice of the committee that the placement of the students is one of the very important parameters for the accreditation of the University by NAAC. The NAAC accreditation of CUPB is due within next three years. While compiling the Annual Quality Assurance Report (AQAR), it has come to the notice that the status of placement of the students of the University is not very encouraging. To meet the requirements of NAAC, University has to have a very active Placement Cell for retaining its NAAC accreditation as well as for better NIRF rating in the coming years.

Keeping the above in view, setting up of a Placement Cell comprising of the following faculty members from different schools is proposed for approval by IQAC:

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| 1. Prof. (Ms.) Anjana Munshi, Department of HGMM | Chairperson |
| 2. Dr. Tarun Arora, CoC, Department of Law | Member |
| 3. Dr. Raj Kumar, CoC, Department of PSNP | Member |
| 4. Dr. (Ms.) Amandeep Kaur, CoC, Department of CST | Member |
| 5. Dr. Aklank Jain, Associate Professor, Department of Animal Sciences | Member |
| 6. Dr. (Ms.) Alpna Saini, Associate Professor, Department of Literature | Member |
| 7. Dr. Felix Bast, Assistant Professor, Department for Plant Sciences | Member |
| 8. Dr. Rakesh Kumar, Assistant Professor, Department of Chemical Sciences | Member |
| 9. Dr. Chidanand Patil, Assistant Professor, Department for Applied Agriculture | Member |

The term of Placement Cell is proposed to be three (03) years and primarily the cell shall be responsible for the placement and arrangement of internship/trainings including summer trainings in the industry/R&D institutions/organisations of the students of different streams of the University. The Placement Cell shall frame the procedure and rules & regulations for the placement of the students and put up the same for approval in the next meeting of IQAC. The Coordinator, IQAC shall be available as and when required for operations of the Placement Cell.

The matter regarding the placement of the students in the light of accreditation of the University was deliberated by the members in detail and taking a note of the fact that the same is very important for NAAC Accreditation as well as NIRF ranking, there is need to have a Placement Cell with members who have active interaction with the industry, R&D institutions, etc. the places where the students can get employment/internship/industrial trainings. Keeping the same in view, the following committee was constituted:

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| 1. Prof. S. K. Bawa, Department of Education | Chairperson |
| 2. Prof. (Ms.) Anjana Munshi, Department of HGMM | Member |
| 3. Dr. Raj Kumar, CoC, Department of PSNP | Member |
| 4. Dr. Vinod Pathania, Assistant Professor, Department of PSNP | Member |
| 5. Dr. Satwinder Singh, Assistant Professor, Department of CST | Member |
| 6. Dr. Chidanand Patil, Assistant Professor, Department for Applied Agriculture | Member |
| 7. Ms. Shweta Arora, Deputy Registrar, Meeting Section | Convener |

It was also approved that the said committee shall arrange placements, internship/trainings including summer trainings in the industry/R&D institutions/organisations of the students of different streams of the University. The Committee shall frame the procedure and rules & regulations for the placement of the students and put up the same for approval in the next meeting of IQAC to be scheduled in the 2nd week of February 2018.

IQAC also approved that the Prof. S. S. Marwaha, Coordinator, IQAC shall be the Advisor of the above said placement committee.

Agenda 8/2017/6: Development of a Portal for regularly uploading the information about the activities of the Centres

IQAC has experienced that for compiling information w.r.t. the activities of the University/ Departments/Faculty, formulating for registration on NIRF portal, NAAC accreditation, etc., it has to approach the concerned official/department time and again to collect the information for compilation of the requisite documents. Sometimes the documentation is delayed as the information is not provided/available from the concerned official/departments even after repeated reminders. For smoothening the job, it is proposed to create a portal for uploading the information of the achievements and other activities related to different departments in the University for its NIRF ranking/NAAC accreditation etc. The creation of portal shall help IQAC to prepare the documents within the time frames much more effectively. In the light of the usefulness of the portal, it is proposed that IQAC may

approve to assign the job to the Department of Computer Science and Technology for developing the said portal.

IQAC resolved to:

Principally approve the development of a portal for regular uploading of the information about the activities w.r.t. the Department/Faculty, for preparing/uploading the said information for University's NIRF Ranking, NAAC Accreditation, etc. IQAC constituted the committee comprising of the following to design/develop the said portal by 15th January 2018 to demonstrate the same in its next meeting:

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| <i>1. Dr. Sunil Mittal, Associate Professor, Department of EVST</i> | <i>Coordinator</i> |
| <i>2. Dr. Amandeep Kaur, Associate Professor, Department of CST</i> | <i>Member</i> |
| <i>3. Dr. Satwinder Singh, Assistant Professor, Department of CST</i> | <i>Member</i> |
| <i>4. Dr. Amandeep Brar, Assistant Professor, Department of LCL</i> | <i>Member</i> |
| <i>5. Dr. Amandeep Mann, System Analyst</i> | <i>Member</i> |

Ms. Usha Sharma, Technical Assistant and Ms. Anupam Sharma, LDC shall assist the committee in designing and developing the said portal.

Agenda 8/2017/7: Any Other Items with the permission of chair

Hon'ble Vice Chancellor informed the member that the University website in Hindi has been developed. The name of the University in Punjabi has also been developed and ported on the University website.

Further, the members were informed by the Chairperson that the next meeting of IQAC shall be held in the second week of February.

The meeting ended with a vote of thanks to the Chairperson, Hon'ble Vice Chancellor.