

# **CENTRAL UNIVERSITY OF PUNJAB**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **Minutes of the Ninth Meeting held on 23-02-2018**

The ninth (9<sup>th</sup>) meeting of IQAC was held on February 23, 2018 at 11:00 a.m. 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. Prof. P. Ramarao, Dean Academic Affairs
4. Dr. Jagdeep Singh, Registrar
5. Mr. Kanwal Pal Singh Mundra, Controller of Examination
6. Prof. S. K. Bawa, HoD, Department of Education
7. Prof. Anjana Munshi, HoD, Department of Human Genetics and Molecular Medicine
8. Dr. Sunil Mittal, Associate Professor, Department of Environmental Science and Technology
9. Dr. Deepak Chauhan, Associate Professor, Department of Law
10. Ms. Shweta Arora, Deputy Registrar
11. Mr. Kovid Kumar, Student's representative
12. 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 Dr. Ajit Dua, Sr. Scientist cum CEO, PBTI and Mr. Nitin Singal, Indotech Engineering Products, had telephonically 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 9/2017/1: Confirmation of minutes of the last meeting**

Minutes of the eighth (8<sup>th</sup>) meeting of IQAC held on 21<sup>st</sup> December 2017 were placed for approval and confirmation of IQAC.

- *Minutes of the 8<sup>th</sup> meeting were confirmed.*

#### **Agenda 9/2017/2: 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/supplementation and the resolutions there off on the agenda item of the 8<sup>th</sup> meeting are as follows:

- i. **Agenda 6/2017/9 Innovation and Best Practices** Members were apprised that all HoDs have confirmed that updating/restructuring carried out of the course structures and the

course contents of the Departments have been got approved from Board of Studies (BoS)/School Boards and the Academic Council.

Taking note of the confirmation by the HoDs, the committee desired that the course structure/course code be first verified before uploading on the website. It was also decided that official from examination section shall verify the course codes whereas credits allocated to the course be verified by Prof. (Ms.) S. K. Bawa. After verification, the course of different programmes being run by the University shall be uploaded on the University website by Examination Section.

- ii. **Agenda 7/2017/6 To initiate the process of UGC SAP** Dr. S. S. Marwaha informed the IQAC that the site of UGC for uploading the application under Special Assistant Programme (SAP) is closed till date as being updated.

The committee resolved that

*IQAC shall convey to all HoDs that they should keep on visiting the UGC site w.r.t. SAP and keep their applications ready for submission as soon as the site is opened.*

- iii. **Agenda 8/2017/7 Any other item with the permission.** The Chairman IQAC advised that the title page of University website may be develop in Punjabi also. All the members agreed to the suggestions of the Chairman. It was resolved that

*IQAC may take the help of Dr. Amandeep Brar for the translation of the title page of University website into Punjabi and upload the same.*

In the meantime, steps be initiated to create a link site where all other information except appendices be available in Punjabi, since this is not a little task, it was felt that it is expected to take more time. It was also agreed to.

#### **Agenda 9/2018/3: Progress report of IQAC**

As directed by IQAC in its 8<sup>th</sup> meeting held on December 21, 2017 under the Chairmanship of Hon'ble Vice Chancellor, Prof. R. K. Kohli, AQAR after vetting by Prof. S. K. Bawa and Dr. Sunil Mittal has been uploaded on the website of CUPB. The softcopy of the same was also sent to NAAC and the same has been acknowledged.

*The Progress Report of IQAC was noted by the members.*

#### **Agenda 9/2018/4: Seminar under the theme Curriculum Design and Development.**

IQAC is planning to conduct two days seminar under the theme Curriculum Design and Development in the month of October 2018, proposal is being formulated for submission to NAAC for funding.

Prof. Mrs. Bawa informed the members that the Department of Education is organising a seminar on the theme of Curriculum Design and Development in the month of April for 1 day. She offered to have the organisation of this seminar a joint activity with IQAC. This was agreed to. Further, she suggested that IQAC can submit the proposal to NAAC for organising seminars in any of the following areas which are identified to promote the quality of research and teaching in the higher educational institutions:

1. Governance, leadership and management
2. Teaching, learning and evaluation
3. Research, consultancy and extension

As the mission and vision of the University is to translate laboratories scale R&D into commercial scale processes for meeting the demands of the society, the committee resolved that *IQAC may develop a proposal and approach NAAC for funding to organise a two days seminar in the month of October/November 2018 in the broad spectrum of research, consultancy and extension.*

#### **Agenda 9/2018/5: Placement Cell**

The committee constituted in the last meeting of the IQAC has met thrice and sought information from the HoD regarding the placement of the students of their respective departments. Also, the information from them has been sought regarding what could be the perspective industry for their placements, summer trainings/internship, etc. The information thus sought from the various departments as well as the relevant information of the other institutions have been used to develop the procedure and rules & regulations for the placement cell of the University.

Dr. Marwaha informed the members that Mr. Nitin Singal of Indotech Engineering Products - member of IQAC, while conveying his inability to attend the meeting because of other exigencies, informed that he has gone through the draft guidelines and rules & regulations for the Placement Cell. Mr. Nitin further brought out that the committee constituted for the purpose has done a good job as the most of the requirements for the establishment and operation of the Placement Cell have been included in the draft guidelines.

Dr. Marwaha also informed the committee that Mr. Nitin has offered his services for the placement of the students of various programmes being run by the University. The members appreciated the comments and offer of Mr. Nitin on the draft guidelines of the Placement Cell and his offer for helping the University for the placement of the students.

The guidelines and rules & regulations prepared by the committee under the Chairmanship of Prof. (Mrs.) S. K. Bawa constituted in the 8<sup>th</sup> meeting of IQAC were looked into by the members of the IQAC. The members of the IQAC, while giving its approval of the guidelines in general recommended to include the following:

1. Placement Cell with Prof. (Mrs.) S. K. Bawa as Chairperson constituted in the last meeting is to facilitate the Placement Committee being setup. A Placement Committee shall comprise of a Placement Officer (a consultant could be hired to head the Placement Committee) and five students members nominated by the students' body of the

University for the placement of students from professional courses. The Placement Committee shall also make efforts for the placement of students of other streams being run in the University. Of the five (05) nominated student members, two (02) students will be from the outgoing batch and two (2) students from the first year of the professional PG programmes. The fifth nominee (01) student shall be nominated by the University Authorities i.e. Dean Students Welfare.

2. Students who register for placement will have to pay non-refundable fee of Rs.500/-.
3. Financial matters w.r.t. the placement of the students are to be managed by the Placement Committee.
4. Placement Cell shall take feedback from the companies who come for the placement of the students to prepare the students for their campus placement in future.

Further, after deliberations, the committee resolved that

1. *University will create a Placement Cell Account with a seed money of Rs.2.5 lacs from the student's fund of the University. Also, University will financially support the Placement Cell with an amount of Rs.2 lac per year upto the fifth year after its establishment. Thereafter, the financial status of the Placement Cell shall be reviewed by the members of the Placement Cell in terms of whether the financial support needs to be continued or not. If it is to be continued, the Placement Cell will recommend to the Competent Authority of the University to continue the same w.r.t. how much and for how long, the financial support is required.*
2. *The Placement Cell constituted with Prof. S. K. Bawa as member, including members from Departments running professional courses shall continue to exist and assess/review the guidelines, rules & regulations and the performance of the Placement Committee from time to time and will update/amend the rules & regulations if required.*

The suggestions of the members of the IQAC in the document of guidelines and rules and regulations for Placement Cell are incorporated and the amended document is placed at **Appendix-I**.

### **Agenda 9/2018/6: Details of the projects sanctioned to the University since the last meeting of the IQAC.**

The Coordinator, IQAC informed with a sense of pride that the University has got the sanction of Rs. 32 crores since the last meeting of the IQAC from the different ministries/departments for the following projects:

1. "Setting up of Food Quality & Safety Testing Lab at Centre for Applied Agriculture" by Ministry of Food Processing Industries (MoFPI) Project proposal worth of Rs.20.16 crores in 3 phases. First phase is of Rs.5.15 crores
2. National Mission on Himalayan Studies (NMHS - MoEF&CC) coordinated Project on Himalayas Rs. 4.68 crores

3. Department of Science & Technology - Fund for Improvement of S&T Infrastructure in Higher Educational Institutions (DST-FIST) for Human Genetics and Molecular Medicine - Rs. 97 lacs
4. “Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNT&T)”
  - a. School of Education (Department of Education) - Rs. 4.86 crores
  - b. Teaching-Learning Centres (TLC), Department of Sociology - Rs. 96 lacs
5. Council of Scientific & Industrial Research (CSIR) funded a project to Dr. Vikas Jaitak, Department of Pharmaceutical Sciences and Natural Products - Rs. 29.5 lacs
6. Indian Council of Social Science Research (ICSSR) funded a project to Dr. Pany, Department of Education - Rs. 8 lacs
7. Indian Council of Social Science Research (ICSSR) funded a project to Dr. Sumedha Dutta, Dept. of Sociology - Rs. 7 lacs

*The members of the IQAC appreciated the efforts of the faculty/University.*

**Agenda 9/2018/7: Opening of CIL’s services to outside and in-house users on chargeable basis.**

The analytical facilities of Central Instrumentation Laboratory (CIL) have been made open on 04.01.2018 to the outside and in-house users on chargeable basis and till the end of January 2018, a total of 876 samples including 480 on DNA sequencer have been analyzed using the Hi-end analytical equipment. The list of equipment, the parameter tested and the charges from outside and in-house (Ph.D. research scholars, M.Sc. students, faculty) users are uploaded on the University website.

The committee while appreciating the opening of CIL services to outside and in-house users on payment basis, resolved that

*CIL will communicate to the Vice Chancellors, Deans, Registrars, Faculty, Researchers etc. of the various academic, R&D and industrial houses about the services of CIL, CUPB being offered on chargeable basis through mail. CIL will also share the list of parameters along with the testing charges with the said groups/institutions.*

**Agenda 9/2018/8: Any Other Items with the permission of chair**

With the permission of the Chairman, IQAC, the Hon’ble Vice Chancellor, the committee while taking note of the observations of the Dean Academic Affairs regarding the educational tours and other related activities, it was unanimously resolved that

1. *Educational trip should be planned by the Departments within an area of 300-500 kms, keeping in view the relevance and importance of the places/areas to be visited.*
2. *All Departments conducting such educational tours/rural induction modules as per the course structure must get the provision of funds in the budget allocation.*

3. *All concerned Departments shall have the advanced approval of the number of students and teachers to be part of such educational trips. As boys and girls are the part of educational trip, one male and female teacher shall compulsory be the trip in-charges for such educational trips.*
4. *The HoD must get the travel insurance of the members of the tour done before proceeding for the tour.*

*While concluding the meeting, the Chairperson informed the members that the next meeting of IQAC shall be held in the first week of May after taking consent from the external expert members.*

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