Central University of Punjab
Bathinda



Minutes of the Twenty-Second Meeting of the Internal Quality Assurance Cell

AUGUST 17, 2022

Minutes for the Twenty Second Meeting of IQAC

The twenty second meeting of IQAC consisting of internal members of IQAC committee was held in the IQAC Conference Room, Third Floor on August 17, 2022 at 11:00 a.m. Following members were present during the meeting:

1. Prof. Ramakrishna Wusirika, Dean Incharge Academics
2. Prof. P.K. Mishra, Finance Officer (Off.)
3. Prof. Monisha Dhiman, Director, IQAC
4. Prof. Raj Kumar, HoD, Department of Pharmaceutical Sciences and Natural Products
5. Prof. Amandeep Kaur, Department of Computer Science & Technology
6. Prof. Tarun Arora, Dean, School of Legal Studies
7. Prof. Sanjeev Thakur, Department of Botany
8. Dr. Bawa Singh, HoD and Associate Professor, Department of South and Central Asian Studies
9. Dr. Yogalakshmi K.N., Associate Professor, Department of Environment Sciences & Technology
10. Dr. J. K. Pattanaik, Associate Professor, Department of Geology
11. Dr. Vinod Kumar, HoD and Associate Professor, Department of Chemistry
12. Dr. Anand Thakur, HoD and Associate Professor, Financial Administration
13. Dr. Amandeep Singh, Assistant Professor, Department of Punjabi
14. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi
15. Dr. Sesadeba Pany, Assistant Professor, Department of Education
16. Dr. Chhavi Garg, Assistant Professor, Department of Mass Communication and Media Studies
17. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration
18. Dr. Preeti Khetarpal, Assistant Professor, Department of Human Genetics and Molecular Medicine

The Director IQAC welcomed all the members present during the meeting and explained the purpose of conducting the meeting of IQAC. Then, she started presenting the agenda items to the members one be one:

Agenda 22/2022/1: Status of preparation for NAAC Visit

The members present were informed about the ongoing preparation for the NAAC Peer Team Visit. The members were told that some specific work related to NAAC visit will be assigned to the IQAC members for the smooth visit of NAAC Peer Team (***Annexure-1***).

RESOLVE

It was resolved that the concerned persons assigned with

the task will complete the given task in time.

Agenda 22/2022/2: Schedule of NAAC Peer Team Visit

The draft of the schedule (***Annexure-2***) of NAAC Peer Team Visit was discussed with the members. As per the schedule, NAAC team will interact with IQAC members.

RESOLVE

A draft of three days' visit of NAAC Peer Team was presented before the members. The members assured that all the preparation regarding IQAC presentation before NAAC team will be completed in the stipulated time.

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Prof. Monisha Dhiman
Director, IQAC

Dean Incharge Academics

Hon'ble Vice Chancellor

Director, IQAC 12/9/22

Annexure-1

Tasks assigned to IQAC Members for the proper maintenance/cleanliness of the following facilities

1. **Classrooms** : Dr. Vinod Pathania and Dr. Preeti Khetarpal
2. **Administrative Block** : Dr. Amandeep Brar and Dr. Dhanraj Sharma
3. **Hostels** : Prof. Tarun Arora, Dr. Ramanpreet Kaur and Dr. Jubilee Padmanabhan
4. **Other residential facilities:** Prof. Sanjeev Thakur, Dr. J. K. Pattanaik and Dr. Yogalakshmi K. N.
5. **Printing the booklets for the policies of the University:** Dr. Chhavi Garg

Annexure -2

Universities

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL, BENGALURU

Peer Team Visit Schedule for Universities
(3 days)

The visit schedule for Universities may be condensed to three days. (Including the report preparation and exit meeting). The following modalities would be adopted for completing the assessment in the reduced time and the visit schedule modified accordingly.

- Presentation by the Head of the Institution.
- The Institutions can opt for visit of three to four departments of their choice and the Peer team another three to four. This should ensure coverage of 50% of the departments.
- The team should split into two or more teams and have interactions with various administrative units of the university, students and other stakeholders.
- The team will comprise of 5 to 6 members (including Chairperson, and Member Co-ordinator) for onsite visit of a Universities. The team consisting of more members should be constituted only in exceptional cases with proper justification.
- The Core agenda of peer team visit will be to validate claims in the SSRs pertaining to Qualitative Metrics (QlM) as per **Annexure-1.**

	Peer Team Visit Schedule	Time
Day 0	*Peer Team Discussion*	*17:00 – 19:00 hrs*
Day - 1	*Presentation by the Heads of the Institutions/Vice Chancellor*	*9:30 – 10:30 hrs*
	Focus on Criterion I : Curricular Aspects	
Day - 1	**Activities / Meeting** ❖ *Meeting and Interaction with Deans / Chairman Board of Studies (BoS)/ Department Heads*	*10:30 – 11:30 hrs*
	Focus on Criterion II : Teaching-Learning and Evaluation	
Day - 1	**Activities / Meeting** ❖ *Visit of selected Departments (not more than 50% of the Departments to be selected by the Peer Team)*	*11:30 – 13:00 hrs*
	Lunch	***13:00 – 14:00 hrs***
	❖ *Meeting and Interaction with Head of the Departments/Faculty Members/ICT Unit/Controller of Examination etc..,*	*14:00 – 16:00 hr*
	Focus on Criterion III : Research, Innovations and Extension	
Day - 1	**Activities / Meeting** ❖ *Visit to Research Units, Incubations Centres, Laboratory, Computer centre, Central Instrumentation Centres, Media Laboratory/Business Lab/Studios etc.., (if applicable)*	*16:00 – 17:00 hrs*
	❖ *Meeting and Interaction with Head of the Departments/ Teachers/Research Scholars etc..,*	*17:00 – 18:00 hrs*
	Cultural programmes by Students	***18:00 – 18:45 hrs***
	Team Discussion	***19:30 – 20:30 hrs***
	Focus on Criterion IV : Infrastructure and Learning Resources	
Day - 2	**Activities / Meeting** ❖ *Visit to Physical Facilities i.e. Computer Centre, Library, Manuscripts Centre. Sports, Gymnasium, Yoga Centers etc..,*	*9:00–11:00 hrs*
	❖ *Onsite Interaction with Office of DSW, Gymnasium, Canteen, Hostels, Health centre, etc.,*	*11:00–13:00 hrs*
	Lunch	***13:00 – 14:00 hrs***

	Focus on Criterion V : Student Support and Progression	
Day - 2	**Activities / Meeting** ❖ *Visit to Placement Cell, Career Counseling Centre, Language Lab, Anti Raging Cell, Sexual Harassment Cell etc.,* ❖ *Interaction with Students, Alumni & Parents (may include Student Satisfaction Survey Guidance)*	*14:00 – 15:00 hrs* *15:00 – 16:00 hrs*
	Focus on Criterion VI : Governance, Leadership and Management	
Day - 2	**Activities / Meeting** ❖ *Meeting with the Governing Body / Management/State Govt. Representatives / University representatives.* ❖ *Meeting with the Director-IQAC, IQAC members in IQAC office.* ❖ *Interaction with Registrar, Finance Officer and other Non-teaching staff.*	*16:00 – 18:00 hrs*
	Team Discussion and Checking Documentary evidences	*19:00 – 20:30 hrs*
	Focus on Criterion VII : Institutional Values and Best Practices	
Day - 3	**Activities / Meeting** ❖ *Review of physical facilities such as safety and security, Counseling, Ramp/Rails, skill development centres etc., and review of alternative energy initiatives, rain water harvesting, waste management system etc.,* ❖ *Meeting and Interaction with Head of various committees/cells.* ❖ *Review of best practices and Institutional Distinctiveness*	*9:00 – 11:00 hrs*

11:00 - 13:00hrs:	*Report writing, Checking Documentary evidences if any Discussion and modifying the draft Peer Team Report and finalization, Visiting to facilities which has not been covered so far.....*
13:00 - 14:00hrs:	***Lunch***
14:00 - 15:00hrs:	Report writing continues.....
*15:00 - 16:00*hrs:	*Sharing the Peer Team Report with Head of the Institution*
16:00 - 17.00hrs:	*Finalizing the Peer Team Report*
17:00 - 17.30hrs:	***Exit Meeting***