Central University of Punjab
Bathinda



Minutes of the Thirteenth Meeting
of the
Internal Quality Assurance Cell

APRIL 26, 2019

CENTRAL UNIVERSITY OF PUNJAB
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Thirteenth Meeting held on 26th April 2019

The thirteenth (13th) meeting of IQAC was held on April 26, 2019 at 2:30 p.m. in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members attended the meeting:

1. Prof. R. K. Kohli, Vice Chancellor, CUPB - Chairperson, IQAC
2. Dr. Amanish Singh, Orthodontic & Implant Dental Hospital, Bathinda
3. Prof. P. Ramarao, Dean Academic Affairs, CUPB
4. Prof. Jagdeep Singh, Registrar, CUPB
5. Prof. Ramakrishna Wusirika, Department of Biochemistry and Microbial Sciences, CUPB
6. Dr. Raj Kumar, Associate Professor, Department of Pharmaceutical Sciences and Natural Products, CUPB
7. Dr. Amandeep Kaur, HoD, Department of Computer Science & Technology, CUPB
8. Dr. Monisha Dhiman, HoD and Associate Professor, Department of Biochemistry and Microbial Sciences, CUPB
9. Dr. Sanjeev Kumar, HoD and Associate Professor, Department of Plant Sciences, CUPB
10. Dr. Bawa Singh, HoD and Assistant Professor, Department of South and Central Asian Studies, CUPB
11. Dr. Ramanpreet Kaur, Assistant Professor, Department of Language, Literature & Culture, CUPB
12. Dr. Yogalakshmi K.N., Assistant Professor, Department of Environment Sciences and Technology, CUPB
13. Dr. Puneet Pathak, Assistant Professor, Department of Law, CUPB
14. Dr. Chidanand Patil, Assistant Professor, Department of Applied Agriculture, CUPB
15. Dr. J. K. Pattanaik, Assistant Professor, Department of Geography and Geology, CUPB
16. Dr. Amandeep Singh, Assistant Professor, Department of Languages and Comparative Literature, CUPB
17. Dr. Sesadeba Pany, Assistant Professor, Department of Education, CUPB
18. Dr. Chhavi Garg, Assistant Professor, Department of Mass Communication and Media Studies, CUPB
19. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration, CUPB
20. Dr. Bhupinder Singh, Assistant Librarian, Library, CUPB
21. Ms. Sheetal Dubey, Ph.D. Student, Department of Environmental Science & Technology, CUPB
22. Mr. Gaurav Joshi, Students' Alumni, CUPB
23. Mr. Ramanpreet Singh Sidhu, Students' Alumni, CUPB
24. Prof. S. K. Bawa, Director, IQAC (Member Secretary)

Prof. R. K. Kohli welcomed all the members of the IQAC and asked Prof. S. K. Bawa, member secretary to present the agenda items to the members.

Agenda 13/2019/1: Confirmation of minutes of the last meeting	Minutes of the twelfth meeting held on January 8, 2019, placed at ***Annexure-1*** (Pages 8 to 11) were circulated amongst the members by e-mail on 13th February 2019. It was further informed that no comments/suggestions /observations were received. The members were requested to confirm the minutes of the 12th meeting of IQAC. **RESOLVE:** ***The IQAC unanimously RESOLVED to confirm the minutes of its 12th meeting held on 8th January 2019.***
Agenda 13/2019/2: Action taken on decision of the Previous Meeting of IQAC	The secretary informed that the 12th meeting of IQAC was held on January 8, 2019. Minutes were circulated to the concerned officials on 13th February 2019. The details of the actions were presented before the committee by the secretary and is placed at ***Annexure-2*** , which were thoroughly discussed and resolved as under: **RESOLVE:** ***Actions taken on decision of the 12th meeting of IQAC were unanimously RESOLVED by the Chairperson and he further enquired whether all the actions of the previous meeting have been taken as attached at Annexure-2*** (Pages 12 to 13)***. It was also suggested to attach Action Taken Report as Annexure from the next meeting. The following were discussed on the Action Taken Report of the previous meeting:*** • ***Lecture on 'Laboratory Safety' which are still pending will be taken by Prof. P. Ramarao upto August 2019.*** • ***Dr. Kannan, Deputy Librarian will submit the list of the faculty members who are not marking online attendance of the students.*** • ***The Competent Authority suggested to prepare for the participation in ARIIA.***
Agenda 13/2019/3: Progress report of IQAC	After the twelfth meeting of IQAC, various activities were conducted by IQAC and the secretary presented the activities in detail as under: • A workshop on Program Learning Outcomes and Course Learning Outcomes for faculty of the Central University of Punjab was conducted by Prof. N. K. Dash, School of Education, IGNOU, Delhi on 8th January 2019 at 2:00 p.m. in the Seminar Hall. The objective of the workshop was to train the faculty of CUPB to formulate learning outcomes of curriculum of all programmes. To focus on lifelong learning and developing critical thinking skills to enhance

engagement of students, the university decided to frame learning outcome based curriculum. Prof. N. K. Dash trained 47 faculty members to develop learning outcomes. Report is attached at ***Annexure-3*** *(Page 14)*. All points of the report were discussed and resolved as given below:

RESOLVE

It was informed to the committee that few departments did not participate in the said workshop. It was decided to have meeting with HoDs to improve learning outcomes. The Chairperson suggested to have one more workshop for the said purpose and to ensure the presence of HoDs of all the departments. The report was approved by IQAC committee.

- The member secretary presented that the Internal Administrative Audit of 15 Divisions was conducted by 15 committees from January 21-25, 2019. It was also informed that recommendations for 13 divisions in administration have been given by the committees. Report is attached at ***Annexure-4*** *(Pages 15 to 16)*. The recommendations were discussed pointwise in the meeting and resolved as under:

RESOLVE

Report is to be sent to respective disciplines and action taken report is to be taken by 30th May 2019 and the report was approved by IQAC committee.

- The member secretary presented the report of Curriculum Audit of 22 Departments having 36 programmes. It was conducted by 22 committees comprising of four members including one member of IQAC, from February 1-11, 2019. The committees recommended that:
  i. to further improve the programme and course learning outcomes through workshop mode
  ii. System to get feedback of the curriculum needs to be strengthened to increase the participation of students, teachers and other students.
  iii. The verification of coding structure by examination branch is still required.

  Report is attached at ***Annexure-5*** *(Pages 17 to 18)*. All points and recommendations in the report were discussed thoroughly and resolved as given below:

RESOLVE

It was resolved that curriculum feedback and its analysis is to be done by individual department from the next semester and the report was approved.

	• A lecture on Time Management was organized by IQAC on 8th February 2019 at 11:00 a.m. in the Conference Room, Administrative Block. Dr. H. Sharma, CoE, JNU, Delhi was the expert to deliver it to the faculty members and the non-teaching staff. The objective of this lecture was to make the employees of the University aware about the management of time. Dr. H. Sharma explained with examples the techniques for optimum use of time to succeed in life. About Forty (40) faculty members and non-teaching staff attended the lecture. The report is attached at ***Annexure-6*** *(Page 19).* **RESOLVE** ***The committee appreciated the lecture on Time Management by Dr. Hanuman Sharma.*** • IQAC conducted Internal Academic Audit of 22 Departments from February 11-19, 2019. Separate committees were formed to conduct the audit for the departments of Sciences & Arts and Humanities. The committees of four members (including one member of IQAC) were constituted to analyse the academic activities of 22 departments of the university. HoDs of the departments gave presentation as per the criteria given to them by IQAC followed by the presentation of faculty members and interaction with research scholars. Report is attached at ***Annexure-7*** *(Pages 20 to 21).* The report was discussed in detail and was resolved as given below: **RESOLVE** ***The report was discussed and it was suggested by the Chairperson that all departments must prepare their Academic Calendar by 20th May 2019. It was also decided to circulate the code of ethics to all students by Dr. Bhupinder Singh. The report was approved by IQAC committee.*** • The member secretary told the members of IQAC that two committees were formed with external members to conduct External Administrative Audit of 15 divisions on March 6-7, 2019. The committees recommended the following: i. to maintain complaint system at division level ii. to prepare a schedule to issue advisories as a precautionary measures iii. to have separate branch for functioning of research projects iv. to have more sports facilities in the University v. training to the students and staff of University regarding firefighting system

	vi. periodical reports to be submitted by computer centre in the office of the Registrar. Report is attached at ***Annexure-8*** *(Pages 22 to 24)*. All points and recommendations of the report were discussed thoroughly and it was resolved as under: **RESOLVE** ***The Chairperson suggested to circulate the report to the concerned departments and action taken report is to be submitted to IQAC by 30th May. The report was approved by IQAC committee.*** • External Academic Audit of 22 Departments was conducted on April 23 and 24, 2019. These departments were grouped into two parts i.e. 1. Science Group 2. Arts & Humanities Group The constitution of ~~the~~ three separate committees was as under: i. Two external members ii. Dean Academic Affairs/Nominee iii. Dean/nominee of the School iv. Member IQAC The report is attached at ***Annexure-9*** *(Pages 25 to 29)*. The recommendations of the committees were discussed by the members of the committee and resolved as given below: **RESOLVE:** ***The Chairperson and the members noted the progress of the IQAC and appreciated the progress made by IQAC after its 12th meeting held on January 8, 2019.*** ***It was also suggested by the Chairperson that the reports of Internal and External Audit of Academic and Administrative Departments may be sent to respective departments and action taken must be ensured by 30th May 2019. External Academic Audit Report was approved by IQAC committee.***
Agenda 13/2019/4: Basic Punjabi Course for international and other state students	The admission committee of International Students Division recommended to start a non-credit Basic Punjabi Course for international students to get them adjusted with day to day problems due to language. We have students from other states also to whom we may also offer Basic Punjabi Course. The consent has been given by HoD, Department of Languages and Comparative Literature (Attached at ***Annexure-10 –*** *Page 30*). **RESOLVE** ***The committee discussed the implication of the course***

	and agreed to start a non-credit Basic Punjabi Course for international and other state students.
Agenda 13/2019/5: Transparency in evaluation	As per the practice of CUPB, answer sheets of students are shown to them after MSTs. This transparency in evaluation must be ensured because this information is to be mentioned in AQAR. **RESOLVE** ***The committee unanimously agreed to ensure the transparency in evaluation by showing the answer sheets of students after MSTs by all faculty members.***
Agenda 13/2019/6: Curriculum Feedback Management System	The recommendations of experts of Internal and External Academic Audit and as recommended by the members of Curriculum Audit, there is a need to develop a system to get curriculum feedback from students, teachers and other stakeholders. Curriculum Feedback Management System has been developed which can be discussed, modified, if required and will be implemented from the present semester (May, 2019). **RESOLVE** ***The presentation on the Curriculum Feedback Management System was given by Mr. Rahul, Programmer in Library. It was discussed that the Curriculum Feedback Management System will be executed after the discussion with HoDs, which will come into force w.e.f. the present semester.***
Agenda 13/2019/7: Analysis of result of first and third semester	The IQAC collected the result of first and third semester from the examination branch for analyzing the same. The results of first semester 2017 and 3rd semester 2018 have been analysed and is attached as ***Annexure-11*** *(Page 31).* **RESOLVE** ***The analysis of results was noted by the committee and it was suggested to prepare the report school wise.***
Agenda 13/2019/8: NIRF ranking and its analysis	CUPB has got 95th rank in NIRF-19. To further improve the rank, an analysis has been done. We have achieved the following scores in the five given parameters. **Rank** | **Score** | **TLR** | **RPC** | **GO** | **OI** | **Perception** 95 | 38.68 | 61.46 | 13.62 | 46.73 | 60.12 | 7.91 The score of first five high rank universities are as under: **Rank** | **Name** | **Score** | **TLR** | **RPC** | **GO** | **OI** | **Perce**

							ption
1.	Indian Institute of Science	82.28	83.16	89.24	78.57	48.47	100.00
2.	Jawaharlal Nehru University	68.68	76.75	41.85	99.87	75.87	55.27
3.	Banaras Hindu University	64.55	69.72	46.48	96.37	57.01	47.28
4.	University of Hyderabad	61.85	74.81	43.78	83.64	58.77	36.71
5.	Calcutta University	60.87	62.26	47.10	91.54	60.14	37.39

The committee reviewed all parameters and discussed different points for improvement and resolved as under:

RESOLVE:

The Chairperson appreciated the efforts of Director, IQAC for getting good rank in NIRF. Further, while looking at the report of NIRF, he mentioned the following points:

1. ***Faculty must take responsibility for the benchmark of NIRF by focusing on each parameters.***
2. ***Regular updation of IQAC activities are to be ensured on main website of CUPB.***

Any Other Items with the permission of chair

The next meeting of the IQAC is fixed for May 24, 2019.

The meeting ended with a vote of thanks to the Chair.

Prof. S. K. Bawa
Director and Secretary, IQAC

Minutes approved

(R. K. Kohli)
Vice Chancellor
& Chairperson, IQAC

14/5/19

Annexure-1

Central University of Punjab
Bathinda



Minutes of the Twelfth Meeting

of the

Internal Quality Assurance Cell
JANUARY 8, 2019

CENTRAL UNIVERSITY OF PUNJAB
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Twelfth Meeting held on 8th January 2019

The twelfth (12th) meeting of IQAC was held on January 8, 2019 at 10:00 a.m. in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members attended this meeting:

1. Prof. P. Ramarao, Dean Academic Affairs, CUPB (Officiating Chairperson, IQAC)
2. Prof. Gurmail Singh, Vice Chancellor, Akal University, Talwandi Sabo
3. Prof. Jagdeep Singh, Registrar, CUPB
4. Mr. Kanwal Pal Singh Mundra, Controller of Examination, CUPB
5. Prof. Ramakrishna Wusirika, Department of Biochemistry and Microbial Sciences, CUPB
6. Dr. Raj Kumar, Associate Professor, Department of Pharmaceutical Sciences and Natural Products, CUPB
7. Dr. Amandeep Kaur, HoD, Department of Computer Science & Technology, CUPB
8. Dr. Rajesh Kumar, HoD, Department of Chemical Sciences, CUPB
9. Dr. Ramanpreet Kaur, Assistant Professor, Department of Language, Literature & Culture, CUPB
10. Dr. Puneet Pathak, Assistant Professor, Department of Law, CUPB
11. Dr. Chidanand Patil, Assistant Professor, Department of Applied Agriculture, CUPB
12. Dr. Bhupinder Singh, Assistant Librarian, Library, CUPB
13. Ms. Sheetal Dubey, Ph.D. Student, Department of Environmental Science & Technology, CUPB
14. Prof. S. K. Bawa, Director, IQAC (Member Secretary)

Prof. P. Ramarao welcomed all the members of the IQAC and asked Prof. S. K. Bawa to present the agenda.

After discussion and deliberations, the following decisions were taken:

Agenda 12/2019/1: **Confirmation of minutes of the last meeting**	Minutes of the eleventh meeting of IQAC were placed before the members for approval and confirmation of IQAC. **RESOLVE** ***After a brief discussion, the minutes of the 11th meeting were confirmed without any change.***
Agenda 12/2019/2: **Action taken on decision of the 11th meeting of IQAC**	***Action taken on decision of the 11th meeting of IQAC was noted by the Chairperson and the members.*** ***Travel Insurance Rules of CUPB are prepared by the committee constituted by the Competent Authority and the same will be sent to Academic Advisory Committee for finalization.***

	The committee formed by the Competent Authority to frame rules and norms for students and research scholars going for field trips/data collection/training/internship, submitted the report which was discussed in the IQAC meeting and the same will be now sent to Academic Advisory Committee for finalization.
Agenda 12/2019/3: **Progress report of IQAC**	Lab Audit of 30 labs was conducted from 4.10.2018 to 11.10.2018 by four committees constituted by the approval of the Competent Authority. The criteria for lab audit was prepared by IQAC. Consolidated Lab Audit Report was attached. In view of the report, presentation on Good Lab Practices to students, teachers and lab technicians should be given. Financial implication for security of the labs needs to be taken care. Activities of IQAC • A report of MoU tri-partite among Central University with UGC and MHRD was prepared and submitted to UGC/MHRD in time. • Report of NIRF was uploaded and was placed for information ***It was decided that Prof. P. Ramarao will give training for good lab practices to first year students and Ph.D. scholars in three groups on three Saturdays in the month of January and February.*** ***Progress of IQAC after 11th meeting of IQAC was noted by the Chairperson and the members.***
Agenda 12/2019/4: Induction of more members in the composition of IQAC	As per the composition of IQAC suggested by NAAC, more members to represent Alumni, management and any other stakeholders are required. The committee is requested to add more members as mentioned above. ***The additional members of the committee will be nominated by the Chairperson, IQAC.***
Agenda 12/2019/5: Preparation of AQAR 2017-18	Data was collected to compile the AQAR 2017-18 report and was presented in the meeting held on 5th November 2018 with Deans and HoDs which was to be submitted to NAAC. After incorporating suggestions, the report of AQAR was placed in the meeting for approval. The report was sent on 26.12.2018 to NAAC through email with the approval of Hon'ble Vice Chancellor. ***The members of IQAC appreciated and noted the timely submission of AQAR to NAAC and the members were also informed that now the AQAR will be submitted to Academic Council and Executive Council for ratification.***

Agenda 12/2019/6: Online attendance of students	The centralized time table of the university is integrated with on line attendance of the students through ERP, so that quarterly information about attendance of students can be sent to MHRD. ***The effort of IQAC for taking online attendance of students was noted by the members.***
Agenda 12/2019/7: Awards for innovations	Institution Innovation Council (IIC) has been established in the University. To promote innovations, awards for innovation for teachers and students may be constituted. ***The issue of awards to be given for promoting innovations was discussed in details and it was decided that the awards must be categorized for individual and group and these may be given to science and humanities groups separately. The committee is to be formed to finalise the modalities and to take approval from the Competent Authority.***
Any Other Items with the permission of chair	---

The meeting of IQAC ended with the vote of thanks to the Chair and the external expert member.

Annexure-2

Action Taken Report for the 12th Meeting of IQAC

Item No. and Name	Decision Taken	Action Taken
Agenda 12/2019/1: **Confirmation of minutes of the last meeting**	Minutes of the eleventh meeting of IQAC held on July 31, 2018 were placed before the members for approval and confirmation of IQAC. **RESOLVE** ***After a brief discussion, the minutes of the 11th meeting were confirmed without any change.***	Noted
Agenda 12/2019/2: **Action taken on decision of the 11th meeting of IQAC**	***Action taken on decision of the 11th meeting of IQAC was noted by the Chairperson and the members.***	Noted
Agenda 12/2019/3: **Progress report of IQAC**	Lab Audit of 30 labs was conducted from 4.10.2018 to 11.10.2018 by four committees constituted by the approval of the Competent Authority. The criteria for lab audit was prepared by IQAC. Consolidated Lab Audit Report was attached. In view of the report, presentation on Good Lab Practices to students, teachers and lab technicians should be given. Financial implication for security of the labs needs to be taken care. *Activities of IQAC* A report of MoU tri-partite among Central University with UGC and MHRD was prepared and submitted to UGC/MHRD in time. Report of NIRF was uploaded and was placed for information ***It was decided that Prof. P. Ramarao will give training for good lab practices to first year students and Ph.D. scholars in three groups on three Saturdays in the month of January and February.*** ***Progress of IQAC after 11th meeting of IQAC was noted by the Chairperson and the members.***	A lecture on "Laboratory Safety" was given by Prof. P. Ramarao on 19.01.2019 to first year students and Ph.D. Scholars of the following Departments: 1. Geology 2. Environmental Sciences 3. Chemical Sciences 4. Pharmaceutical Sciences 5. Physical Sciences
Agenda 12/2019/4:	As per the composition of IQAC suggested by NAAC, more members to represent Alumni, management and any other stakeholders are	The additional members of the committee are nominated by the

Induction of more members in the composition of IQAC	required. The committee is requested to add more members as mentioned above. ***The additional members of the committee will be nominated by the Chairperson, IQAC.***	Chairperson, IQAC.
Agenda 12/2019/5: **Preparation of AQAR 2017-18**	Data was collected to compile the AQAR 2017-18 report and was presented in the meeting held on 5th November 2018 with Deans and HoDs which was to be submitted to NAAC. After incorporating suggestions, the report of AQAR was placed in the meeting for approval. The report was sent on 26.12.2018 to NAAC through email with the approval of Hon'ble Vice Chancellor. ***The members of IQAC appreciated and noted the timely submission of AQAR to NAAC and the members were also informed that now the AQAR will be submitted to Academic Council and Executive Council for ratification.***	The Executive Council vide Item.No: EC:33:2019:6 has approved the AQAR 2017-18 and acknowledgement from NAAC has been received.
Agenda 12/2019/6: **Online attendance of students**	The centralized time table of the university is integrated with online attendance of the students through ERP, so that quarterly information about attendance of students can be sent to MHRD. ***The effort of IQAC for taking online attendance of students was noted by the members.***	The report will be presented by Dr. Kannan at the time of meeting
Agenda 12/2019/7: **Awards for innovations**	Institution Innovation Council (IIC) has been established in the University. To promote innovations, awards for innovation for teachers and students may be constituted. ***The issue of awards to be given for promoting innovations was discussed in details and it was decided that the awards must be categorized for individual and group and these may be given to science and humanities groups separately. The committee is to be formed to finalise the modalities and to take approval from the Competent Authority.***	The criteria has been prepared by Institution Innovation Council.

Annexure-3

Ref. No.: CUPB/CC/IQAC/19/16

Dated: 1 Feb, 2019

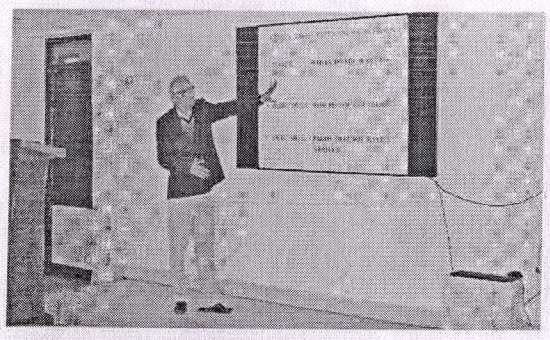
Central University of Punjab

INTERNAL QUALITY ASSURANCE CELL

Report on Workshop on Program Learning Outcomes and Course Learning Outcomes for faculty of the Central University of Punjab conducted by Prof. N. K. Dash, Professor, School of Education, IGNOU, Delhi on 8th January 2019 at 2:00 p.m. in the Seminar Hall

A workshop on Program Learning Outcomes and Course Learning Outcomes for faculty of the Central University of Punjab was conducted by Prof. N. K. Dash, School of Education, IGNOU, Delhi on 8th January 2019 at 2:00 p.m. in the Seminar Hall. The objective of the workshop was to train the faculty of CUPB to formulate learning outcomes of curriculum of all programmes.

To focus on lifelong learning and developing critical thinking skills to enhance engagement of students, the university decided to frame learning outcome based curriculum. Prof. N. K. Dash trained 47 faculty members to develop learning outcomes and Prof. S. K. Bawa expressed her gratitude to the guest speaker and all the faculty members for their active presence and making this event significant.





Prof N. K. Dash, Professor, Department of Education, IGNOU, Delhi giving training to faculty of CUPB to formulate learning outcomes of curriculum

Prof. S. K. Bawa 1/2/19
Director, IQAC

Hon'ble Vice Chancellor

कुलपति कार्यालय/VCO
Dy/Sr. 4941
Received 2/19/19

-14-

Central University of Punjab, Bathinda
INTERNAL QUALITY ASSURANCE CELL

Report of Internal Administrative Audit Committee

The Internal Administrative Audit was conducted from 21st – 25th January, 2019 at Central University of Punjab, Bathinda by different committees as approved by the Competent Authority.

The summary of the report is presented below:

1. **Transport**
   1. Transport policy needs to be prepared.
   2. Drivers record should be available with the transport section.
   3. Fuel record to be verified by some officer.

2. **Examination**
   1. Duty Chart is required
   2. Performance system needs to be developed

3. **Store**
   1. Needs some improvement to work according to duty chart.
   2. System for labelling of fixed assets needs to be developed.
   3. Register is to be maintained for written off/lost items.

4. **Purchase**
   1. Duty chart was not prepared.
   2. Performance evaluation system is to be prepared

5. **Engineering**
   1. Head of Engineering unit is not defined.
   2. Duty chart is not given
   3. Improvement is needed in maintaining the record.
   4. Filing system needs improvement.
   5. Minutes of meeting not updated

6. **Health Centre**
   1. No regular female doctor and pharmacist
   2. One regular medical attendant is available and two more nursing staff is required especially during emergency.
   3. ECG technician is required
   4. Specialized doctors awareness camps are to be conducted periodically
   5. Fixed box for medicine in ambulance and foldable stretcher with wheels are recommended.

7. **Residential facilities including mess and Tuck Shop**
   1. Shortage of space, storing facility and regular manpower is required.

8. **Security**
   1. Performance evaluation system is under process.
   2. More manpower with better training is required.
   3. Security cameras at some critical areas are required.

9. Computer Centre

1. Maintenance of hardware is not upto the mark.
2. Security camera in server room is required.

10. Housekeeping

1. Record of complaints received and sorted out is to be maintained.
2. Housekeeping checklists of material is to be prepared.
3. Maintenance details are required.
4. Duty Chart is to be prepared.

11. Establishment and Recruitment

1. Coding of filing system needs improvement.
2. Turnover rate of employees is low as most employees are retained.

12. Sports

1. Duty chart is not prepared.
2. Minutes book is not updated.
3. Security and safety measures are poor.
4. Sports policy is still in the process.
5. Consolidated report is not prepared.
6. Ground men are required.
7. Lack of storage facilities.

13. Finance

1. Coding and indexing of files needs improvement.

Prof. S. K. Bawa
Director, IQAC

20/3/19

Hon'ble Vice Chancellor

Annexure – 5

Ref. No.: CUPB/CC/IQAC/19/62/15 5/19 Dated: 10.05.2019

Central University of Punjab

INTERNAL QUALITY ASSURANCE CELL

Curriculum Audit Report – 2019

The Curriculum Audit of 36 programmes of CUPB was conducted from February 1-11, 2019 by 22 committees comprising of the following members:

1. Dean Academic Affairs
2. Head of the Department
3. Senior faculty member
4. One member of IQAC

The committees observed that in few of the programmes, learning objectives have been clearly defined. The content has been divided into equal units. The courses are designed as per guidelines and teaching hours are well distributed. Moreover, evaluation criteria is also well defined.

However, it has been recommended by the committees that

(i) programme learning outcomes and course learning outcomes are still to be improved in the following eight programmes:

a. Sociology
b. Physical Sciences
c. Mathematics and Statistics
d. Journalism and Mass Communication
e. Hindi
f. MA Geography
g. MSc. Geography
h. M.Sc. Geology

(ii) Analysis of feedback is required in most of the programmes.

(iii) The coding structure needs to be modified as per the guidelines of examination branch in the curriculum of one programme.

(iv) Modes of transaction needs to be improved in following seven programmes:

a. Sociology
b. Physical Sciences
c. Journalism
d. Hindi
e. MA Geography
f. M.Sc. Geology
g. M.Sc. Geography

(v) Evaluation criteria has to be given in Physical Sciences and Hindi programmes.

(vi) The credit distribution is to be corrected in the curriculum of English.

However, it is recommended:

i. to further improve the programme and course learning outcomes through workshop mode
ii. System to get feedback of the curriculum needs to be strengthened to increase the participation of students, teachers and other students.
iii. The verification of coding structure by examination branch is still required.

Prof. S. K. Bawa 10/5/19
Director, IQAC

Seen & Agreed 14/5/19
Hon'ble Vice Chancellor

Annexure-6

Ref. No.: CUPB/CC/IQAC/28 Dated: 21.02.2019

Central University of Punjab

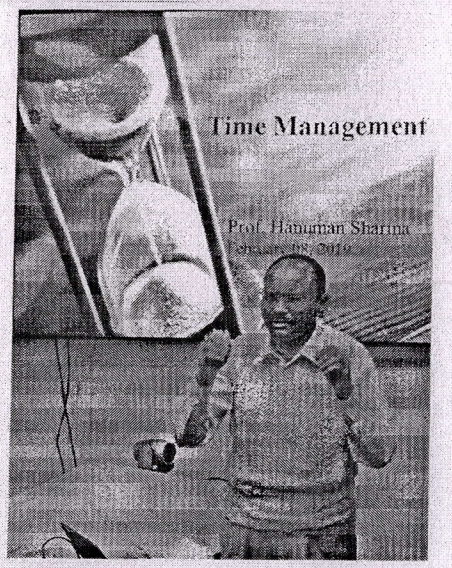
INTERNAL QUALITY ASSURANCE CELL

Report of the Lecture on Time Management given by Dr. H. Sharma, CoE, JNU, Delhi on 8th February 2019 at 11:00 a.m. in the Conference Room

A lecture on Time Management was organized by IQAC on 8th February 2019 at 11:00 a.m. in the Conference Room, Administrative Block. Dr. H. Sharma, CoE, JNU, Delhi was the expert to deliver it to the faculty members and the non-teaching staff. Dr. Jagdeep Singh, Registrar, Central University of Punjab, Bathinda welcomed the Chief Guest. The objective of this lecture was to make the employees of the University aware about the management of time. Dr. H. Sharma explained with examples the techniques for optimum use of time to succeed in life. .

About Forty (40) faculty members and non-teaching staff attended the lecture.

Dr. Jagdeep Singh expressed his gratitude to the guest speaker and all the participants for their active presence for making this event significant.





Dr. H. Sharma COE, JNU Delhi giving Lecture on Time Management

Prof. S. K. Bawa
Director, IQAC

Seen

Hon'ble Vice Chancellor

कुलपति कार्यालय/VCO
प्र./Sr. 5335

19

Ref. No.: CUPB/CC/IQAC/19/61 /15/5/19 Dated: 10.05.2019

Central University of Punjab

INTERNAL QUALITY ASSURANCE CELL

Report of Internal Academic Audit – 2019

IQAC conducted Internal Academic Audit of 22 Departments from February 11- 19, 2019. The committees were constituted to analyse the academic activities of 22 departments of the University as given below:

a. DAA/nominee
b. Dean/nominee of School
c. HoD of the Department
d. Member of IQAC

HoDs of the Departments gave presentation as per the criteria given to them followed by the presentation of faculty members and interaction with research scholars.

A. Teaching Learning Evaluation

The committees made following observations with respect to the criteria of teaching load and evaluation:

1. Teaching load of all programmes is appropriate except the following Departments, who have more teaching load as per norms
   a. Pharmaceutical Sciences and Natural Products
   b. Physical Sciences
   c. Applied Agriculture
   d. Mathematics and Statistics
2. All faculty members have been allocated mentors but mentoring system needs to be strengthened.
3. Most of the departments didn't plan the activities before start of the sessions. They need to prepare their own calendar.

However, the committees suggested to focus on:

1. Faculty exchange programmes at national/international level
2. Industrial engagement
3. To nurture creativity among students

B. Curricular Aspects

The committees observed that curriculum is designed as per CBCS requirements. However, focus on analysis of feedback of curriculum and adding/updating new courses is required.

C. Research, Innovation and Extension

1. The committee observed that a good number of research projects are going on in the departments but publication by students should also be encouraged.
2. The focus on interdisciplinary research is required
3. The consultancy by faculty needs to be focused upon.
4. To strengthen interaction with other academia, MoUs with other national and international institutions are to be promoted.

D. Student support and progression

1. The students are qualifying national level competitive examination in few departments. A good number of students are participating in NSS, sports and cultural activities, but to compete at national level, more efforts are required.
2. Training for placement needs attention.
3. Most of the departments have to work upon their involvement with community.

The committees observed that the departments have well qualified staff but need to focus more on publications of good quality research, exposure at national/international level and improvement in the use of ICT in classroom.

Prof. S. K. Bawa 15/5/19
Director, IQAC

seen
14/5/19
Hon'ble Vice Chancellor

Central University of Punjab, Bathinda
INTERNAL QUALITY ASSURANCE CELL

Report of External Administrative Audit Committee
Committee - I

The External Administrative Audit Committee-I comprising of the following members conducted audit on 6th and 7th March 2019:

1. Prof. J. S. Hundal, Registrar, MRSPTU, Bathinda – External Expert
2. Dr. H. Sharma, CoE, Jawaharlal Nehru University, Delhi – External Expert
3. Prof. Jagdeep Singh, Registrar, Central University of Punjab
4. Prof. S. K. Bawa, Director, IQAC, Central University of Punjab – Convener

The audit was conducted for the following divisions by the committee:

1. Establishment & Recruitment
2. Finance
3. Health Centre
4. Engineering
5. Library
6. Stores
7. Residential facilities including mess and Tuck Shop
8. Computer Centre
9. House Keeping

Establishment & Recruitment

The committee appreciated the procedure of filing and maintaining the records and training of the employees. However, they have suggested to maintain complaint system at division level.

Finance

The committee appreciated that the systems of finance division have been improved and records are being maintained. However, the committee suggested to work on PFMS system.

Health Centre

The committee appreciated the filing system and the record of medicines. However, the committee advised to prepare a schedule to issue advisories as a precautionary measures.

Engineering

The committee appreciated the filing system and maintenance of records. However, the committee suggested to improve the system of maintenance of stock and complaint registers.

Library

The committee appreciated the procedure of filing and maintaining the records. They also appreciated the RFID system, security gate, digital library system, staff work station and automated reminder system for library users. However, the committee advised that the violators should not be allowed to serve in library as a punishment and also suggested installation of more fire-extinguishers for safety measures.

Further, it was also pointed out by the committee that the minutes of the meetings are not approved by the Vice Chancellor.

Stores

The committee admired the duty chart and the filing system of the store. However, the committee noted out the following points during auditing of store department:

1. Checking of performance tracking of the suppliers and records of periodical re-evaluation of suppliers is not shown by the store department.
2. Correct description especially of the makes is not being maintained.
3. No item has been written off.
4. No caution take disposal/repair has been done.
5. Gate pass entry for repairable/returnable items is not being maintained.
6. System of control over incoming materials, recording, handling over to the corresponding department is not maintained.
7. Unique number on permanent assets are not given.

Residential facilities including mess and Tuck Shop

The committee appreciated the maintenance of guest house, quality control of food of mess and canteen. However, the committee suggested to check the inspection process of eatables.

Computer Centre

The committee appreciated the maintenance of university networking system and regular website updation of the university. However, while auditing the computer centre, the committee noted down the following:

1. Procedure of filing and maintaining the records is not properly done.
2. Filing system is poor.
3. Security and safety measures for original and important documents are poor.
4. Status of job description of employees is not very clear.
5. No record shown for maintenance of hardware equipment.
6. Registers are not properly maintained and updated.
7. Storage of equipment/CDs/other devices, etc. are not properly maintained.
8. Employees are not oriented towards their duty.

House Keeping

It is being done by contractor through outsource agency and the vendor was not present during audit. There is a committee which frequently checks the cleanliness.

Committee - II

The External Administrative Audit Committee-II comprising of the following members conducted audit on 7th March 2019:

1. Prof. Paramjit Singh, Former Registrar, Panjab University, Chandigarh – External Expert
2. Dr. Davinder Singh, Former Registrar, Punjabi University, Patiala – External Expert
3. Prof. Jagdeep Singh, Registrar, Central University of Punjab
4. Prof. S. K. Bawa, Director, IQAC, Central University of Punjab – Convener

The audit was conducted for the following division by the committee:

1. Meeting Section
2. Examination Section

3. Purchase Section
4. Transport Section
5. Sports Section
6. Security Section

Meeting Section
The committee appreciated the record maintenance and movement of file system of the division. However, the committee recommended that Duty chart of meeting section needs to be prepared, Complaint system needs to be developed at division level, though it is available at University level and Filing system needs improvement.

Examination
The committee observed the process and procedure of examination & evaluation and found it excellent. They also appreciated the maintenance of records. However, the committee recommended to have separate branch for functioning of research projects.

Purchase
The committee appreciated the maintenance and updation of minute book and safety measures for documents and suggested to prepare the duty chart.

Transport
The committee observed the proper distribution of work and adherence to duty chart. Log book, fuel record and other records are well maintained.

Sports
The committee was of the opinion that more staff is required for this division but all records are well maintained. However, they also recommended to have more sports facilities in the University.

Security
The committee appreciated the documentation and other filing system of the division. They also observed the security system of the University which has been found to be satisfactory and training given to the students and staff of University regarding firefighting system.

On the basis of the above, it is recommended the following:

1. to maintain complaint system at division level
2. to prepare a schedule to issue advisories as a precautionary measures
3. to have separate branch for functioning of research projects
4. to have more sports facilities in the University
5. training to the students and staff of University regarding firefighting system
6. periodical reports to be submitted by computer centre in the office of the Registrar.

Prof. S. K. Bawa
Director, IQAC

Seen
20/3/19

Hon'ble Vice Chancellor

Annexure-9

Ref. No.: CUPB/CC/IQAC/19/63/15/5/19 Dated: 08.05.2019

Central University of Punjab

INTERNAL QUALITY ASSURANCE CELL

External Academic Audit Report - 2019

External Academic Audit of 22 departments was conducted on 23rd and 24th April 2019. These departments were grouped into two parts:

1. Science Group
2. Arts and Humanities Group

Following were the members of the Committee for the External Academic Audit:

1. Prof. A. K. Dhawan, Vice President, Kam Tek Inc., USA
2. Prof. M. M. Gupta, Panjab University, Chandigarh
3. Prof. Varinder Kumar, Panjab University, Chandigarh
4. Prof. Mohammad Miyan, Jamia Millia University, Delhi
5. Prof. J. S. Dargan, Punjabi University, Patiala
6. Prof. Suman Beri, Panjab University, Chandigarh
7. Dean Academic Affairs/Nominee
8. Dean/Nominee of the School
9. Member IQAC

Expert's suggestions for further improvement in the different departments:

A. Applied Agriculture

1. Faculty: Appointment of Professor and Associate Professor
2. Need supporting staff
3. Name of the Department is not a true reflection of programme
   a. M.Sc. (Food Science & Technology)
   b. MBA (Agri Business)
   Rename or bifurcate into two departments
4. Develop collaboration with NIFTEM
5. Feed back of Stake-holders be obtained
6. Consultancy be promoted

B. Biochemistry and Microbial Sciences

1. Department is doing extremely well
   a. Faculty is complete
   b. There are five Nationally supported Faculty
   c. Already department has DST-FIST group
2. There is a need to develop 'Value added Courses'. Modules in areas like CRISPER, Nutrotide sequencing, techniques of cancer detection, etc.
3. Mentoring system needs to be improved significantly.
4. The faculty is highly motivated and can be encouraged to involve Innovative techniques in teaching.

5. Need to attract some consultancy
6. The department should develop a state of art animal house, marking their academic activities.

C. Animal Science

1. Overall, the department is doing good work
2. This department should develop an animal house for experimental work
3. Students mentoring needs to be more structured.
4. Department should promote 'Value Added courses' that would enhance employability of students.
5. Curriculum and teaching be focused on nurturing creativity: problem solving innovative ideas, innovative projects.
6. The nomenclature of degree programmes be modified to improve employability of students.

D. Chemical Sciences

1. Overall, satisfactory work
    a. Publications are good
    b. Collaborations good
    c. Student's placement good
2. The department lacks basic equipment for student's need and should develop its laboratories by purchasing small equipment (rather than high end equipment)
3. Mentor-mentee meetings are very few and infrequent
4. This department can attract a lot of consultancy work
5. The department needs to develop industry linkages and also design some value added courses for enhancing employability e.g. for pharmaceutical industry and for quality analysis of products.
6. The department should avoid creating too many thrust areas of research.

E. Computer Sciences and Technology

1. On priority, the department should go through the AICTE approval process, for its programmes.
2. The following need improvement
    a. Mentor-mentee meetings
    b. Feedback of Stake-holders: related industries
    c. Consultancy
3. Department has no externally funded projects.
4. Non-Ph.D. faculty should be encouraged to complete Ph.D. in a time bound manner.
5. The student/teacher ratio is very high (over 18). This needs to be fixed.
6. There are no Ph.D. students in the department. It is important to enroll Ph.D. students for academic growth of the department.
7. The department should design some value added courses for enhancement of student's employability.

F. Computational Sciences

1. Organize open day for local college students.
2. University fellowship for NET (or) equivalent students for Ph.D.
3. Invited lectures (experts) required.
4. Enhance research funding
5. Upgrading labs/infrastructure by enhanced funding

G. Mathematics and Statistics

1. University fellowship for NET (or) equivalent students for Ph.D.
2. Enhance research funding
3. Additional faculty in Statistics
4. Rigorous selection of non-Net students and their admission to Ph.D.

H. Pharmaceutical Sciences and Natural Products

1. Alumni Association at department level
2. University fellowship for Ph.D. (Net/Non-net)
3. Animal house for in vivo experimentation
4. University funding for establishing Herbal Garden

I. Physical Sciences

1. Enhance research funding for labs
2. Recruitment of faculty in specialized areas as per the requirement of the departments
3. Rigorous selection of non-Net and Net students and their admission to Ph.D. with or without university fellowship.

J. Plant Sciences

1. Research is basic areas of asking plant sciences should be included in research and teaching
2. Efforts to conserve local flora by conducting botanical seminars
3. Alumni association at departmental level is needed

K. Geography and Geology

1. Student/faculty visit to B.SPI (Lucknow) for workshops of short duration
2. Lectures/seminars/practical work – hands on training at BSIP for strengthening the curriculum

L. Environmental Science & Technology

1. Allelopathy research should be encouraged
2. International foundation for Science, Sweden (IFS) for young scientist for funds should be approached.

M. Human Genetics and Molecular Medicine

1. Rural education, community awareness on genetic diseases/cancer the thrust areas of the departmental research activities uniting to the local area
2. Regular conferences and seminars are recommended.

N. Law

1. Research component needs to be strengthened.
2. Collaborative research should be encouraged.
3. Analytical teaching modules should be harnessed to the full.
4. Ph.D. research on current issues could be undertaken without involving any extra inputs from outside for the mutual benefits of both students and the faculty

O. Sociology

1. There should be flexibility in the curriculum. The department should offer more courses of interdisciplinary nature.
2. The department needs to give more attention to community work
3. The department should also needs to strengthen its research base
4. May decide the thrust area in sociology keeping in India as a focused civilization

P. Languages & Comparative Literature

1. The department may play more active role in community system
2. More faculty is required in the department.
3. The department needs more space.
4. Separate labs may be established to augmentation of individual collaboration

Q. Hindi

1. The department needs to be strengthened by adding faculty.
2. Faculty should take up the use of ICT in teaching learning process
3. The department should work towards strengthening research base and taking projects from funding agencies.

R. Financial Administration

1. The department needs to focus on research and encourage students to take up some relevant topics in commerce
2. The department needs to involve in community work and strive to take up consultancy projects
3. The department needs to utilize the infrastructure facility provided to them for community programmes.

S. Mass Communication and Media Studies

1. Research publications may be encouraged
2. ICT use is very good, could be utilized for community work.
3. Laboratory facilities be provided to strengthen their work.

4. They should collaborate with other mass communication institutes so that they get an opportunity to learn and put to use.
5. Community radio may be worked out
6. Seminars/workshops are to be organized by the department.

T. Education

1. Efforts may be made for collaboration with some Indian institutes.
2. A separate reading room for Ph.D. students may be assigned.
3. More efforts needs to be made to utilize the funds under PMMMNMTT scheme
4. Develop a Resource Centre for the region with regard to in service education of teachers and teacher educators.
5. Consultancy needs to be encouraged.

U. South and Central Asian Studies

1. The department has to look into the transaction seriously and also focus on its future development i.e. research and new courses
2. The faculty needs to be more focused on their respective areas of specialization.
3. They are hardly making use of ICT.

V. Economic Studies

1. The department is doing a good job. It should strengthen the specialized areas so that more consultancy could be obtained by the department.
2. The university should consider to reduce its share in consultancy fee so that the others are encouraged to take up consultancy
3. The department's consultancy module could be strengthened by giving more credit to research.
4. The department may be encouraged to take up the extra programme for agriculture community and elicit community participation by focusing on their relevant problem.

Prof. S. K. Bawa
Director, IQAC

Seen

Hon'ble Vice Chancellor -10/5/19

Annexure-10

International Students Division
Central University of Punjab

Ref. No. CUPB/EDU/19-20/25

Dated: 09.4.19.

Subject: Two weeks Basic Punjabi Course for International Students

It was discussed in the meeting of admission committee of International students on 09.04.2019 that a Basic Punjabi Course for international students should be organized in the first week of July for 15 days.

Kindly inform if any of your faculty member is willing to teach this course for two weeks. He /She may be asked to prepare the curriculum for the above mentioned course and send his/her willingness at the earliest.

S.K. Bawa
Prof. & HoD 9/4/19
Coordinator, International Students Division

- HoD (Languages & C.L).

fwd. to Dr. Amandeep & Dr. Ramanpreet Kaur for further Action

Approved

We are willing to take this opportunity and will prepare the curriculum within a few days.

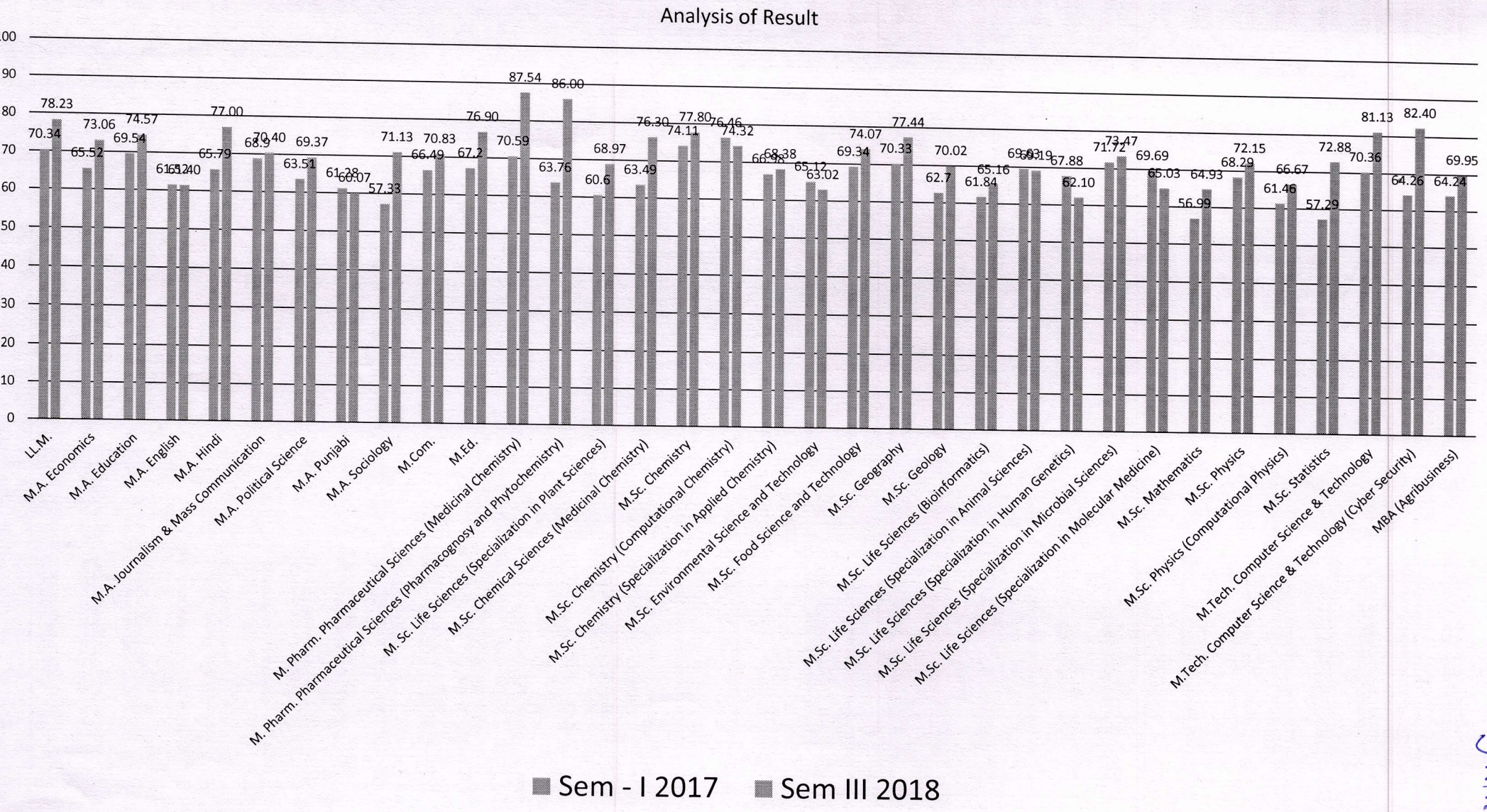
Amandeep Singh 12/4/19

Ramanpreet Kaur 12/04/2019

fwded. to Prof. S.K. Bawa

Approved

DLCL 011 12/04/2019


Analysis of Result
100
90
80
70
60
50
40
30
20
10
0
70.34
78.23
65.52
73.06
69.54
74.57
61.20
65.79
77.00
68.9
70.40
63.51
69.37
61.28
60.07
57.33
71.13
66.49
70.83
67.2
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63.76
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60.6
68.97
63.49
76.30
74.11
77.80
74.32
76.46
66.98
68.38
65.12
63.02
69.34
74.07
70.33
77.44
62.7
70.02
61.84
65.16
69.63
67.88
62.10
71.72
73.47
69.69
65.03
56.99
64.93
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72.15
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70.36
81.13
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82.40
64.24
69.95
LL.M.
M.A. Economics
M.A. Education
M.A. English
M.A. Hindi
M.A. Journalism & Mass Communication
M.A. Political Science
M.A. Punjabi
M.A. Sociology
M.Com.
M.Ed.
M. Pharm. Pharmaceutical Sciences (Medicinal Chemistry)
M. Pharm. Pharmaceutical Sciences (Pharmacognosy and Phytochemistry)
M. Sc. Life Sciences (Specialization in Plant Sciences)
M.Sc. Chemical Sciences (Medicinal Chemistry)
M.Sc. Chemistry
M.Sc. Chemistry (Computational Chemistry)
M.Sc. Chemistry (Specialization in Applied Chemistry)
M.Sc. Environmental Science and Technology
M.Sc. Food Science and Technology
M.Sc. Geography
M.Sc. Geology
M.Sc. Life Sciences (Bioinformatics)
M.Sc. Life Sciences (Specialization in Animal Sciences)
M.Sc. Life Sciences (Specialization in Human Genetics)
M.Sc. Life Sciences (Specialization in Microbial Sciences)
M.Sc. Life Sciences (Specialization in Molecular Medicine)
M.Sc. Mathematics
M.Sc. Physics
M.Sc. Physics (Computational Physics)
M.Sc. Statistics
M.Tech. Computer Science & Technology
M.Tech. Computer Science & Technology (Cyber Security)
MBA (Agribusiness)
Sem - I 2017
Sem III 2018

Annexure-II