Central University of Punjab
Bathinda

Minutes of the Fifteenth Meeting
of the
Internal Quality Assurance Cell

FEBRUARY 18, 2020

Minutes of the Fifteenth Meeting held on February 18, 2020

The fifteenth meeting of IQAC was held on February 18, 2020 at 2:30 p.m. in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members were present at the time of meeting:

1. Prof. R. K. Kohli, Vice Chancellor, CUPB - Chairperson, IQAC
2. Dr. Ajay Satia, Chairman & Managing Director, Satia Industries Ltd. Muktsar
3. Dr. Amanish Singh, Orhodontic & Implnt Dental Hospital, Bathinda
4. Prof. V. K. Garg, Dean Students Welfare
5. Mr. Kanwal Pal Singh Mundra, Registrar and CoE (O)
6. Mr. Chandan Mittal, Finance Officer (O)
7. Prof. Ramakrishna Wusirika, Department of Biochemistry, CUPB
8. Prof. Raj Kumar, Professor, Department of Pharmaceutical Sciences and Natural Products, CUPB
9. Prof. Amandeep Kaur, HoD, Department of Computer Science & Technology, CUPB
10. Prof. Rajesh Kumar, HoD and Professor, Department of Chemistry, CUPB
11. Prof. Monisha Dhiman, HoD and Professor, Department of Microbiology, CUPB
12. Prof. Sanjeeb Kumar, HoD and Professor, Department of Botany
13. Dr. Bawa Singh, Associate Professor, Department of South & Central Asian Studies, CUPB
14. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi, CUPB
15. Dr. Yogalakshmi K.N., Associate Professor, Department of Environment Sciences and Technology, CUPB
16. Dr. J. K. Pattanaik, Associate Professor, Department of Geology, CUPB
17. Dr. Chidanand Patil, Assistant Professor, Department of Applied Agriculture, CUPB
18. Dr. Amandeep Singh, Assistant Professor, Department of Punjabi, CUPB
19. Dr. Chhavi Garg, Assistant Professor, Department of Mass Communication and Media Studies, CUPB
20. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration, CUPB
21. Ms. Sheetal Dubey, Ph.D. Student, Department of Environmental Science & Technology, CUPB
22. Mr. Ramandeep Singh Sidhu, Students' Alumni, CUPB
23. Mr. Kannan P., Deputy Librarian, CUPB – Special Invitee
24. Prof. S. K. Bawa, Director, IQAC (Member Secretary)

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

Agenda 15/2020/1: Confirmation of minutes of the last meeting

Minutes of the Fourteenth meeting held on August 1, 2019 were circulated amongst the members by e-mail. No comments/suggestions /observations were received.

Minutes of the 14th meeting of IQAC are submitted for confirmation.

RESOLVE

The members of IQAC unanimously RESOLVED to confirm the minutes of the 14th meeting held on August 1, 2019.

Agenda 15/2020/2: Action taken on decision of the Previous Meeting of IQAC

Action taken report of the 13th meeting of IQAC is resolved as under:

Agenda 14/2019/5: Feedback to teachers

The feedback system was discussed and the Chairperson of IQAC constituted the committee to analyse the report of feedback of teachers as given below:

1. *Prof. V. K. Garg – Chairman*
2. *Dr. Puneet Pathak*
3. *Dr. Amandeep Kaur - Convener*

This committee will submit the report within two weeks from the date of examination.

RESOLVE

The Chairperson IQAC directed the committee to do the analysis of Feedback of teachers upto 27th February 2020.

Agenda 14/2019/7: Code of conduct for various stakeholders

The members of committee discussed the Code of Ethics being followed in the University and the requirement of NAAC to have handbooks on Code of Ethics. In view of this, the Chairperson suggested that Code of Ethics for Students will be prepared by Prof. S. K. Bawa and Code of Ethics for non-teaching staff will be prepared by Mr. K. P. Singh

RESOLVE

It was resolved that Code of Ethics for non-teaching staff will be prepared by the Registrar upto 27th February 2020. Code of ethics for students and non-teaching staff are to be emailed to the members of IQAC for taking suggestions for improvements if any.

Agenda 15/2020/3: Progress report of IQAC

After 14th meeting of IQAC, following activities were performed by IQAC:

1. Final submission of data on NIRF and ARIIA portal.
2. Administrative Audit of all sections was conducted.
3. Curriculum Audit of all departments except Performing & Fine Arts was conducted from February

5-10, 2020.

4. An online workshop on Curriculum Design and Development by Prof. Vasudha Kamat was conducted on 24.01.2020.
5. Details of various activities performed by IIC after the last meeting of IQAC

RESOLVE

The progress report of IQAC after the last meeting of IQAC held on August 1, 2019 was NOTED and appreciated by the Chairperson and other members of the committee.

Agenda 15/2020/4: Report of curriculum feedback by teachers, parents, students and Alumni

The data regarding curriculum feedback by teachers, parent, students and alumni were collected through online web application and was sent to HoD for its analysis. Reports were prepared to be placed in BoS of respective departments.

The report of curriculum feedback by teachers, parents, students and alumni was discussed in detail.

RESOLVE

It was resolved that feedback analysis should be conveyed to all departments to take further action and in future, the analysis of feedback is to be done before Curriculum Design and Development meeting.

Agenda 15/2020/5: Report of Curriculum Audit

The Curriculum Audit of 31 departments was conducted from February 5 to February 10, 2020 as per the approved criteria.

RESOLVE

The report of Curriculum Audit of 31 departments was noted by the members and it was resolved that Prof. S. K. Bawa will modify the curriculum of Performing and Fine Arts.

Agenda 15/2020/6: Report of Administrative Audit

Administrative Audit of Twenty (20) divisions was conducted on 30.01.2020 and 14.02.2020.

RESOLVE

The Chairperson IQAC showed his dissatisfaction with the Administrative Audit and it was resolved to re-conduct the administrative audit. It was also suggested by Chairperson that space audit should also be done.

Agenda 15/2020/7: Workshop on Design Thinking

One of the IIC activity is to organize workshop on Design Thinking. This concept is getting popular these days to focus on innovation. Basically, Design Thinking is a human centered and collaborative approach to problem solving. Therefore, a workshop on Design Thinking is to be conducted for the faculty of CUPB and for the student members of IIC.

It was also suggested that more efforts be made by the faculty members to participate in these types of workshops.

RESOLVE

The Chairperson and the committee members of the IQAC agreed to organize a workshop on Design Thinking as per the requirement by IIC, MHRD.

Agenda 15/2020/8: MoU with Study in India project of MHRD

Study in India is a target of MHRD in which fellowship of 250 lacs is given to International Students. The eligibility criteria is:

(1) To sign MoU with Study in India
(2) Less than 100 rank in NIRF

RESOLVE

The Chairperson directed the Director IQAC to initiate the process and send the file to Registrar, so that MoU with Study in India can be signed at the earliest.

Agenda 15/2020/9: To ensure regularity in conducting classes

It has been observed and also mentioned in the report of feedback of curriculum by students that there is no regularity in conducting the classes. There is need to discuss the system to ensure regularity in conducting classes.

RESOLVE

The Chairperson, IQAC directed Ms. Poonam Rani to collect the attendance of students from the faculty on every Monday of the week and check the regularity in conducting classes. It was also resolved that Dr. Kannan will prepare a software for taking online attendance which should be user friendly.

Agenda 15/2020/10: Online attendance of Faculty and Non-teaching staff

Online attendance (Biometric) is to be ensured and report is to be sent to IQAC on every last day of the month.

RESOLVE

It was resolved that online attendance of teaching and

non-teaching staff taken through Biometric will be sent to IQAC on the last day of every month by Mr. Amandeep Maan, System Analyst.

Any Other Items with the permission of chair

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

Prof. S. K. Bawa 6/3/20
Director, IQAC

6/3/2020
(Prof. R. K. Kohli)
Vice Chancellor
& Chairperson, IQAC