Central University of Punjab
Bathinda



Minutes of the Twentieth Meeting
of the
Internal Quality Assurance Cell

OCTOBER 20, 2021

Minutes of the Twentieth Meeting held on October 20, 2021

The 20th meeting of IQAC was held on October 20, 2021 at 4:00 pm. The following external experts were present online at the time of meeting:

1. Prof. K. N. Pathak, Prof. Emeritus & Former Vice Chancellor, Panjab University, Chandigarh
2. Dr. Savina Bansal, Dean Academic Affairs, Maharaja Ranjit Singh Punjab Technical University

The following members were physically present in the meeting

1. Prof. Raghavendra Tiwari, Hon'ble Vice Chancellor - Chairperson
2. Prof. Ramakrishna Wusirika, Dean In-charge Academics
3. Prof. V. K. Garg, Dean Students Welfare
4. Mr. K.P. Singh Mundra, Registrar
5. Dr. Anand Thakur, Finance Officer (Incharge)
6. Prof. Sanjeev Kumar, Professor, Department of Botany
7. Prof. Tarun Arora, Dean, School of Legal Studies
8. Dr. Bawa Singh, HoD, Department of South and Central Asian Studies
9. Dr. Yogalakshmi K.N., Associate Professor, Department of Environmental Science and Technology
10. Dr. J. K. Pattanaik, HoD, Department of Geology
11. Dr. Vinod Kumar, HoD, Department of Chemistry
12. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi
13. Dr. Amandeep Singh, Assistant Professor, Department of Punjabi
14. Dr. Chhavi Garg, Incharge, Department of Mass Communication and Media Studies
15. Dr. Sesadeba Pany, Assistant Professor, Department of Education
16. Dr. Jubilee Padmanabhan, Assistant Professor, Department of Education
17. Dr. Preeti Khetarpal, Assistant Professor, Department of Human Genetics and Molecular Medicine
18. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration
19. Prof. Monisha Dhiman, Director IQAC - Member Secretary

Prof. Raghavendra Prasad Tiwari, Chairperson welcomed all the external experts and the faculty members present during the meeting. He asked Prof. Monisha Dhiman, Member Secretary to present the agenda item to the members.

IQAC/20/2021/I **Confirmation of minutes of the previous meeting**

Minutes of the Nineteenth meeting held on March 15, 2021 placed at ***Annexure-1*** were circulated amongst the members by e-mail. No comments/suggestions /observations were received.

Minutes of the 19th meeting of IQAC were submitted for confirmation.

RESOLVE
The minutes of the nineteenth meeting of IQAC were unanimously confirmed by the members of IQAC.

IQAC/20/2021/II **Action taken on the agenda items of the Previous Meeting of IQAC**
Action taken report was discussed and the committee recommended the following agenda items:

Agenda 19/2021/10: Grievances system regarding examination
Grievance system needs to be developed to address grievances of the students regarding examination. On line grievance management trainings were scheduled on Samarth portal. Prof. Ramakrishna Wusirika is the nodal officer for Grievance Management.

RESOLVE
It was suggested that the HoDs, faculty, various sections heads may undergo grievances management trainings for the relevant modules.

Agenda 19/2021/13: Extramural funding for Research
Extramural funding for research sponsored by industry, corporate houses, international bodies, chairs in the university etc. are to be mobilized.

RESOLVE
Various interaction meetings with industries and officials from funding agencies like ICSSR, DBT can be organized.

IQAC/20/2021/III ***Items for Information***

Progress report of IQAC

IQAC/20/2021/III (i) The **Internal Administrative Audit** of 19 divisions was conducted from 30th March to 1st April 2021 by different committees constituted by the Competent Authority. Report is attached at ***Annexure-3.***

RESOLVE
The efforts to conduct such audits were appreciated and it was recommended that the Report of Internal

Administrative Audit should be circulated to concerned divisions for further necessary action.

IQAC/20/2021/III (ii) The **Lab Audit of** 105 labs was conducted on 8th and 9th April 2021.Report is attached at ***Annexure-4.***

RESOLVE
The members of IQAC recommended that the Report of Lab Audit should be shared with concerned departments for necessary action and appropriate measures.

IQAC/20/2021/III (iii) Data for AQAR 2019-20 was submitted on **NAAC portal** on 19th April 2021 and the report is attached at ***Annexure-5***.

RESOLVE
The members of IQAC NOTED the submission of AQAR 2019-20.

IQAC/20/2021/III (iv) Self-Study Report for the 2nd Cycle of NAAC was submitted online on 16th August 2021. Report of the same is attached as ***Annexure-6***.

RESOLVE
The members of IQAC NOTED the submission of SSR for 2nd Cycle of Accreditation and appreciated the efforts made by the committee constituted for different criteria. It was also suggested that appreciation certificates can be given to boost the morale of the teams who contributed in institutional building.

IQAC/20/2021/III (v) **Constitution of various committees for the improvement and quality control**

a. University provides academic counseling to students and special coaching classes are conducted for various competitive examinations. Re-constitution of Competitive Examination Cell is attached as ***Annexure-7***.
b. Constitution of Environment Auditing and Monitoring Cell is attached as ***Annexure-8***.
c. Staff Welfare Committee is constituted and notification is attached as ***Annexure-9.***

RESOLVE

The members of IQAC NOTED the constitution of various committees for the improvement of quality control. The Competitive Examination Cell should proactively work to start the special coaching classes. It was suggested that staff welfare committee should look after all welfare related issues.

IQAC/20/2021/III (vi) Initiative was taken by IQAC to formulate new policies and to amend existing policies The following 15 policies were either amended or newly formulated:

i. Policy for Academic Probation and Distinction
ii. Policy for Consultancy
iii. Policy for Grievance Redressal of Employees and Students
iv. Policy for Information and Technology
v. Policy for Intellectual Property Rights
vi. Policy for Mentoring System
vii. Policy for Research Ethics
viii. Policy for Research Promotion
ix. Policy for Restricted Entry and Traffic Regulation
x. Policy for Self-financing Centre
xi. Policy for Student Mobility and Credit Transfer
xii. Policy for Visiting Professor, Professor Emeritus and Distinguished Professor
xiii. Policy for Curriculum Design and Development
xiv. Resource Mobilization Policy
xv. University Industry Forum and Council

Web link for the policies Subordinate Legislation | Central University of Punjab

RESOLVE

Members NOTED the preparation of policies and applauded the efforts of IQAC.

IQAC/20/2021/IV ***Items for Ratification***

IQAC/20/2021/IV(i) **To consider Membership of Association of Commonwealth Universities (ACU)**

The subscription of Association of Commonwealth University has expired and ACU membership is quite costly. Therefore, the matter is put before IQAC to discuss whether the membership of the university with ACU is to be renewed or not. Committee recommended to review ACU membership after due deliberations but due to budget constraints the file was kept on hold.

RESOLVE

The members suggested that membership of ACU shall be renewed. Various pros and cons may be revisited considering the UGC and Central Universities policies. As per the members, ACU membership enhances the visibility of the University at International Level. It helps to get fellowship grant for students and faculty.

IQAC/20/2021/IV (ii) **To consider SOP for International Students.**

For the smooth functioning of the International Students Division and to facilitate the international students admission, SOP for the International Students admission was prepared and is attached as ***Annexure-10***.

RESOLVE

The item was discussed and it was suggested by the members that it must be revised for clarity and brought in the next meeting. It was further recommended that to attract international students, extensive advertisements may be done.

IQAC/20/2021/IV (iii) **To consider SOP for Fire Safety**

As per the 17th meeting of IQAC, SOPs for the Fire Safety was to be prepared for the new campus. SOPs for Fire Safety was prepared and is attached as ***Annexure-11***.

In addition, the Fire Safety officer conducted a mock drill on fire safety, casualty evacuation procedure and passenger lift emergencies on September 15, 2021. This will be a routine practice and in future, this will be scheduled on a regular basis.

RESOLVE

SOP for Fire Safety was noted by the members and it was also suggested that leaflets having important/emergency phone numbers should be issued/pasted at different places for safety and quick access.

IQAC/20/2021/IV (iv) **To consider Schedule for inspection of various services of the university and buildings**

A committee was constituted to plan and execute the inspection of various essential services of the University. The committee suggested to conduct the inspection for fire safety, mess, transport, maintenance, canteen, residential services, Health Centre, Store, Computer

Centre, Library, Security, Housekeeping etc. The committee is working on the schedule and format of periodic inspection. Committee constituted for the purpose is notified as ***Annexure-12***.

RESOLVE

The initiative of IQAC to start such inspection was appreciated by members and it was suggested to bring the details in the next meeting.

IQAC/20/2021/IV (v)

To consider Unique employee code for teaching and non-teaching staff of the University

For teaching and non-teaching staff, a unique employee code has to be created which will be the same throughout the service in CUPB. It may also be used as an ID card, library card etc. All the rules and modalities are attached as ***Annexure-13***. List of employee codes was prepared and will be issued to employees by Establishment section. Unique employee codes were prepared on the basis of following recommendations of the committee constituted for the purpose:

1. The Employee Code will be in the format of CUPB2020X i.e. followed by a five-digit numeric serial number starting with 00001.
2. The employee code will be allocated to all the current and future regular employees.
3. The employee code will be unique and will remain the same throughout the service.
4. There will be no differentiation between teaching, non-teaching, technical, supporting staff etc. and a continuous series will be used throughout the University.
5. Serial number of the Employee Code will be allocated based on the first date of joining on a regular basis.

RESOLVE

It was RESOLVED that this item should be brought in the next meeting with the Unique Employee Code. It was further suggested that code should not be big and joining year can be included in the code. It was suggested that the code should be CUP....0001. (.... represents year of joining)

IQAC/20/2021/IV (vi) **Examination and Admission Manuals**

Examination and admission manuals as required in AQAR were prepared by the examination branch. Draft copies prepared by the examination branch are attached as ***Annexure-14*** *and* ***Annexure-15*** *respectively.*

RESOLVE

The committed noted that the Examination and Admission Manuals were prepared by the examination branch. It should be updated time to time with modifications in examination and evaluation patterns.

IQAC/20/2021/V ***Items for Consideration***

IQAC/20/2021/V (i) **IQAC Calendar 2021-22**

IQAC Calendar for the Academic Session 2021-22 has been prepared and is attached at ***Annexure-16.***

RESOLVE

IQAC Calendar 2021-22 for the next academic session was approved by the committee.

IQAC/20/2021/V (ii) **Feedback form for External Experts**

To enhance the peer perception and to get feedback about the university, the external experts visiting the university for meetings, invited lectures, seminars, and conferences will be requested to submit a feedback form. The feedback performa is attached at ***Annexure-17.***

RESOLVE

It was suggested that a visitor book be maintained to keep the records of the feedback. The member secretary shared that a visitor book is already being maintained by Registrar Office but to enhance peer perception of experts and to take feedback of external experts who deliver lectures online, the google form was prepared. The feedback form was unanimously approved by the committee.

IQAC/20/2021/V (iii) **Exit Interview**

The feedback about the curriculum from the students who graduated from the university is crucial to enhance its quality. In view of this, an Exit interview Proforma was prepared and is attached as ***Annexure-18***.

RESOLVE

The experts suggested that the Exit interview proforma is to be relooked and more questions can be added. Approval

for the same may be taken through circulation from the members. It was also suggested to conduct exit interview with teaching and non-teaching staff who leave or resign from the university.

IQAC/20/2021/V (iii)

Extension activities for neighborhood community

Extension activities for the neighborhood community need to be conducted. Various activities for the neighborhood community were organized by IPR and NSS Cell. The list of activities is attached as ***Annexure-19***.

The policy document for the awards for extension activities is being prepared and will be submitted in the next meeting.

The member secretary explained the committee members that various activities for the neighborhood community were organized by IPR and NSS Cell.

RESOLVE

The members of the committee noted the activities organized for the said purpose.

IQAC/20/2021/V (iv)

Workshops on Research methodology, Intellectual Property Rights (IPR), entrepreneurship and skill development

An email was sent to all HoDs to propose workshops on Research methodology, Intellectual Property Rights (IPR), entrepreneurship and skill development. IPR Cell in collaboration with Institution's Innovation Cell has submitted one proposal for "Workshop on nuances of Intellectual Property Rights (IPRs) and how to file IP". In addition to this, the Institution's Innovation Cell and few departments have organized activities on IPR entrepreneurship and Skill development, the list of same is attached as ***Annexure-20***.

MoU has been signed with iTTO: The member secretary shared that Central University of Punjab has signed a Memorandum of Understanding (MoU) with Innovation–Technology Transfer Office (i-TTO) on 02 June 2021 to promote collaboration in areas of IP Management, technology transfer and competency development.

RESOLVE

The members of the committee noted the activities conducted/organized for the said purpose. It was suggested that IPR manual may be made along with the existing IPR policy.

IQAC/20/2021/V (v)

Preparation for NAAC Visit

For the forthcoming NAAC visit, IQAC prepared a list of work to be done by various sections of the university and is working on them. List is attached as ***Annexure-21***.

RESOLVE

The members of the committee noted and appreciated the efforts which are being done by the University for the NAAC visit. The Chairperson asked the university administration to work in coordination with IQAC for the successful inspection by NAAC.

In his concluding remarks, Hon'ble Vice Chancellor suggested to increase student centric activities, experiential learning and learn by doing and mentoring but not tutoring. It was also suggested that the IQAC may organize some workshops/lectures on self-learning and student pedagogy.

Any Other Items with the permission of chair

Monish

Prof. Monisha Dhiman
Director, IQAC

15/11/21

Dean Incharge Academics

16/11/2021

Hon'ble Vice Chancellor