Central University of Punjab
Bathinda



Minutes of the Nineteenth Meeting
of the
Internal Quality Assurance Cell

MARCH 15, 2021

Minutes of the Nineteenth Meeting held online on March 15, 2021

The nineteenth meeting of IQAC was held online on March 15, 2021 at 10:30 am
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
3. Prof. P. N. Dwivedi, Dept. of Animal Microbiology, Guru Angad Dev Veterinary & Animal Science University, Ludhiana

The following members were present offline in the meeting

1. Prof. Raghavendra Tiwari, Hon'ble Vice Chancellor, CUPB - Chairperson
2. Prof. Ramakrishna Wusirika, Dean In-charge Academics, CUPB
3. Prof. V. K. Garg, Dean Students Welfare
4. Mr. Chandan Mittal, Deputy Finance Officer, CUPB
5. Prof. Raj Kumar, HoD, Pharmaceutical Sciences and Natural Products, CUPB
6. Prof. Monisha Dhiman, HoD, Department of Microbiology, CUPB
7. Prof. Sanjeev Kumar, Department of Botany, CUPB
8. Dr. Yogalakshmi K.N., Associate Professor, Department of Environmental Science and Technology, CUPB
9. Dr. J. K. Pattanaik, HoD, Department of Geology, CUPB
10. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi, CUPB
11. Dr. Amandeep Singh, Assistant Professor, Department of Punjabi, CUPB
12. Dr. Chhavi Garg, Incharge, Department of Mass Communication and Media Studies, CUPB
13. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration, CUPB
14. Ms. Igona Gorakhnath, Ph.D. Student, Department of Education, CUPB
15. Prof. S. K. Bawa, 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. S. K. Bawa, Member Secretary to present the agenda item to the members.

Agenda 19/2021/1: Confirmation of minutes of the previous meetings

Minutes of the Seventeenth and Eighteenth meeting held on September 24, 2020 and October 28, 2020 respectively, placed at ***Annexure-1*** were circulated amongst the members by e-mail. No comments/suggestions /observations were received.

Minutes of the 17th and 18th meeting of IQAC are

submitted for confirmation.

RESOLVE ***As no comments/suggestions/observations were received after circulation of the minutes of seventeenth and eighteenth meeting, IQAC unanimously resolved to approve the minutes of the 17th and 18th meeting of IQAC.***

Agenda 19/2021/2: Action taken on decision of the Previous Meeting of IQAC

The following Agenda items of Action Taken Report of the previous meeting are resolved as under:

RESOLVE

Agenda 17/2020/8: To consider Membership of Association of Commonwealth Universities (ACU)

The subscription of Association of Commonwealth University is expired and the price of ACU membership is too high. Therefore, the matter is put before IQAC to discuss whether the membership of CUPB with ACU is to be renewed or not.

This item was discussed in details and it was informed to the Chairperson that we are not receiving any databases and other benefits from ACU about their activities. The pros and cons for the subscription was discussed at length.

RESOLVE

It was unanimously resolved to complete the process and bring the outcomes in the next meeting.

Agenda 17/2020/9: To consider SOPs for International Students

We have sixteen international students and for the last two years, we have been following the practice of admission, security issues, academic and hostel issues through International Students Division Committee. It is proposed to prepare standard operating procedure (SOP) for International Students Division to work for them efficiently.

RESOLVE

IQAC resolved that SoPs for International Students will be presented in the next meeting.

Agenda 17/2020/11: To consider SOP for Fire Safety

CUPB is shifting to new campus and it is important to have SOP for fire safety and provide training to NSS students and other volunteers. This should be a routine practice and we should have a schedule for training too.

RESOLVE

It was resolved to complete the process and SOP for Fire Safety will be presented in the next meeting.

Agenda 17/2020/14: To consider Schedule for inspection of various services of the university and buildings

The various services of the university like fire safety, mess, transport, maintenance, canteen, residential services, Health Centre, Store, Computer Centre, Library, Security, Housekeeping etc. are to be inspected periodically and schedule for each service has to be prepared.

RESOLVE

It was resolved that process of inspection of various services of the university and buildings will be completed and be presented in the next meeting.

Agenda 17/2020/15: 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 same throughout the service in CUPB. It may also be used as ID card, library card etc.

RESOLVE

IQAC resolved that the process of unique employee code for teaching and non-teaching staff will be completed and be presented in the next meeting.

Items for information

Agenda 19/2021/3: Progress report of IQAC

Sr. No.	Dates of Webinars	Expert	Topic
1.	28.08.2020	Prof. Vasudha Kamat	National Education Policy 2020
2.	04.09.2020	Prof. T. V. Kattimani	National Education Policy 2020: 21st Century Paradigms in Higher Education

3.	16.09.2020	Mr. Satish Kumar,	Swadeshi se Atamnirbhar Bharat ki Aur
4.	22.09.2020	Prof. Jagmohan Singh Rajput	Buniyadi Talim to National Education Policy 2020
5.	23.09.2020	Prof. Kuldip Chand Agnihotri	Rashtriya Shiksha Niti Main Bhartiya Bhashayon Ki Mehatavta
6.	03.10.2020	Dr. Mahesh Chandra Sharma	Pandit Deen Dayal Upadhay: Antyodaya and Education
7.	18.11.2020	Prof.M. K. Sridhar Former Professor & Dean of Management Studies, Bangalore University Member, Draft National Education Committee Member, University Grants Commission	Preparing for NEP 2020
8.	23.11.2020	Prof. Bhushan Patwardhan, Vice Chairman, UGC	Indian Knowledge System and NEP 2020
9	5.12.2020	Mr. Ramesh Patange	Sh. Ambedkar's Role in making constitution of India
10	17.12.2020	Dr. Ganesh Hegde	NAAC Assessment and Accreditation

9. **External Academic audit** was conducted from 19th October 2020 to 22nd October 2020. Report attached at ***Annexure-3.***
10. **Research Audit** was conducted from 1st February to 3rd February 2021. Report is attached at ***Annexure-4.***
11. **Staff satisfaction survey** was conducted on November 12, 2020 and the report is attached as ***Annexure-5.***
12. **Faculty Satisfaction Survey** was conducted on November 12, 2020 and the report is attached at ***Annexure-6***.
13. Data of CUP submitted on **NIRF portal** on 17th February 2021 and the report is attached at ***Annexure-7***.
14. The first draft of SSR for 7 criterions was completed by the different committees formed by the Competent Authority. The second round of meeting with all committees was held from 17th February to 4th March 2021. The third draft

meetings will start from 15th March 2021 as per the following schedule:

Criteria II	15th March 2021
Criteria III	16th March 2021
Criteria IV	17th March 2021
Criteria VI	18th March 2021
Criteria VII	22nd March 2021
Criteria I	23rd March 2021
Criteria V	24th March 2021

RESOLVE ***Progress report of IQAC is noted by all the members and Prof. K. N. Pathak, external expert appreciated the efforts made by IQAC as compared to other universities.***

Items for ratification

Agenda 19/2021/4: **IQAC Calendar**

IQAC Calendar for the Academic Session 2020-21 was prepared but due to lockdown period, the calendar was to be modified and modified calendar is submitted after modification. IQAC Calendar is attached at ***Annexure-8.***

Member Secretary presented the modified calendar of IQAC depicting the various activities performed by IQAC for the current academic year 2020-21.

RESOLVE ***IQAC unanimously ratified the modified calendar prepared for IQAC activities.***

Agenda 19/2021/5: **Research academic committee**

Research academic committee at institutional level has been updated and attached at ***Annexure-9***.

Member Secretary explained that as per the requirement of AQAR, there was need of Research Academic Committee. Under this committee research areas, thrust areas and how the research is promoted are covered.

RESOLVE ***IQAC unanimously resolved to ratify the Research Academic Committee.***

Items for consideration

Agenda 19/2021/6: **Graduate Attributes based curriculum**

The university prepared curriculum on the basis of

LOCF given by UGC. However, according to AQAR 2020-21, we have to prepare graduate attributes of every program, Therefore, curriculum should be designed and developed based on graduate attributes from the session 2021-23. The guidelines for preparing graduate outcomes and curriculum according to NPE2020 have been prepared by IQAC. ***Annexure-10.***

Member Secretary explained that Graduate Attributes based curriculum is based on Multidisciplinary, interdisciplinary, intradisciplinary and transdisciplinary approach to meet the global challenges which includes content to innovate, enhancing community engagement, etc.

RESOLVE ***IQAC unanimously approved the guidelines for preparing graduate outcomes.***

Agenda 19/2021/7: **Modification in courses as per NEP 2020**

As per AQAR 2020-21, more skill development courses, entrepreneurship courses, life skills courses are to be offered and professional ethics, gender, human values, environment and sustainability are to be integrated in the courses offered by all programmes. Template attached as ***Annexure-11.***

RESOLVE ***IQAC unanimously approved the Template prepared to design curriculum and appreciated the efforts of the university in designing the curriculum as per NEP2020.***

Agenda 19/2021/8: **Assessment of Learning Levels**

As per AQAR 2020-21, learning levels of students are to be assessed and special programmes for advanced learners and slow learners are to be organized.

RESOLVE ***After detailed discussed, it was RESOLVED that remedial classes or fortnightly tutorial classes can be used by the faculty members to improve the progress of slow learners or to help them to compete with advanced learners. Practical problems can also be involved for the slow learners.***

Agenda 19/2021/9: **Change in pedagogy**

Student centric methods, such as experiential learning, participative learning and problem-solving

methodologies are to be used for enhancing learning experiences. These methods may be used as part of pedagogy or evaluation needs to be discussed.

RESOLVE ***IQAC agreed that there must be training programme for faculty members on pedagogy so that they are able to use different methods of teaching and use problem solving methodologies for the better learning of students. IQAC will plan workshop on flipped learning.***

Agenda 19/2021/10: **Grievances system regarding examination**

Grievances system needs to be developed to address grievances of the students regarding examination. on line grievance management training has been scheduled for next week under Samarth project. Prof. Ramakrishna Wusirika is the nodal officer for Grievance Management.

RESOLVE ***IQAC noted the schedule of Online grievances management training under Samarth project.***

Agenda 19/2021/11: **Examination manual**

Examination manual as required in AQAR is to be prepared by examination branch. A draft copy prepared by examination branch is attached as ***Annexure-12.***

RESOLVE ***IQAC appreciated that having examination manual is a good practice and resolved that Manual for examination is to be presented in next meeting after necessary amendments.***

Agenda 19/2021/12: **Evaluation of Learning Outcomes/graduate attributes**

The process of evaluation of learning outcomes/ graduate attributes needs to be developed.

RESOLVE ***IQAC unanimously agreed that learning outcomes/graduate attributes needs to be developed at University level while designing the curriculum for various courses.***

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	***IQAC unanimously agreed to focus on getting consultancy from industries and other corporate houses, etc.***
Agenda 19/2021/14:	**Workshops on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development** As per the requirement of AQAR, workshops on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development are to be organized every year. Departments can send proposals to organize such workshops.
RESOLVE	***After detailed discussion, it was RESOLVED that workshops on Research methodology, IPR, entrepreneurship and skil development are to be organized either at University level or at department levels.***
Agenda 19/2021/15:	**Policy to give incentives to teachers** Policy to give incentives to teachers who receives national/international recognition needs to be framed.
RESOLVE	***IQAC resolved that this award is already added in the policy of Awards of the University.***
Agenda 19/2021/16:	**Extension activities for neighborhood community** Extension activities for neighborhood community needs to be conducted and policy to give awards for extension activities needs to be framed.
RESOLVE	***IQAC unanimously agreed for the extension activities which are to be conducted for neighborhood community and it was also RESOLVED that certificate may be given to the members of the neighborhood community who participate in such activities very actively.***

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Any Other Items with the permission of chair

Prof. S. K. Bawa
Director, IQAC

Hon'ble Vice Chancellor

22/3/2021
Prof S K Bawa

Central University of Punjab
Bathinda



Minutes of the Seventeenth Meeting
of the
Internal Quality Assurance Cell

SEPTEMBER 24, 2020

Minutes of the Seventeenth Meeting held online on September 24, 2020

The seventeenth meeting of IQAC was held online on September 24, 2020 at 3:30 p.m. The following members were present online at the time of meeting:

1. Prof. Raghavendra Tiwari, Hon'ble Vice Chancellor, CUPB - Chairperson
2. Prof. K. N. Pathak, Prof. Emeritus & Former Vice Chancellor, Panjab University, Chandigarh
3. Dr. Savina Bansal, Dean Academic Affairs, Maharaja Ranjit Singh Punjab Technical University
4. Prof. P. N. Dwivedi, Dept. of Animal Microbiology, Guru Angad Dev Veterinary & Animal Science University, Ludhiana
5. Prof. Ramakrishna Wusirika, Dean In-charge Academics, CUPB
6. Mr. Kanwal Pal Singh Mundra, Registrar, CUPB
7. Mr. Chandan Mittal, Deputy Finance Officer, CUPB
8. Prof. Amandeep Kaur, Dean, School of Engineering and Technology, CUPB
9. Prof. Tarun Arora, Dean, School of Legal Studies, CUPB
10. Prof. Raj Kumar, HoD, Pharmaceutical Sciences and Natural Products, CUPB
11. Prof. Monisha Dhiman, HoD, Department of Microbiology, CUPB
12. Prof. Sanjeev Kumar, Department of Botany, CUPB
13. Dr. Yogalakshmi K.N., Associate Professor, Department of Environmental Science and Technology, CUPB
14. Dr. Bawa Singh, Associate Dean, School of International Studies, CUPB
15. Dr. J. K. Pattanaik, HoD, Department of Geology, CUPB
16. Dr. Amandeep Singh, Assistant Professor, Department of Punjabi, CUPB
17. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi, CUPB
18. Dr. S. Pany, Assistant Professor, Department of Education, CUPB
19. Dr. Chhavi Garg, Incharge, Department of Mass Communication and Media Studies, CUPB
20. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration, CUPB
21. Igona Gorakhnath, Ph.D. Student, Department of Education, CUPB
22. Priya Sharma, Ph.D. Student, Department of HGMM, CUPB

Prof. Raghavendra Prasad Tiwari, Chairperson welcomed all the members of the IQAC and informed the members about the accreditation of NAAC of CUPB which is due in the next year. He thanked the external experts for their rich contribution in the past and asked Prof. S. K. Bawa, Member Secretary to present the agenda items to the members.

Agenda 17/2020/1: Confirmation of minutes of the last meeting

Minutes of the Sixteenth meeting held on June 8, 2020 were circulated amongst the members by e-mail. No comments/suggestions /observations were received.

Minutes of the 16th meeting of IQAC are placed for confirmation.

RESOLVE

As no comments/suggestions/observations were received after circulation, IQAC unanimously RESOLVED to confirm the minutes of the 16th meeting of IQAC.

Agenda 17/2020/2: Action taken on decision of the Previous Meeting of IQAC

Action taken report of the 16th Meeting of IQAC is resolved as under:

Agenda 14/2019/5: Feedback of Students

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.

Director, IQAC informed the committee that analysis of feedback of teachers is still pending which was to be submitted by the committee.

The Chairperson IQAC directed the committee to submit the analysis of Feedback of teachers upto June 15, 2020. It was submitted to IQAC.

RESOLVE

The analysis of feedback was discussed and it was suggested that the Chairperson and Director IQAC will further analyze the feedback qualitatively and invite the faculty individually to suggest them how to improve their grey areas if any.

Graphical presentation of feedback of teachers from students will be presented in the next meeting.

Agenda 16/2020/4: List of MOOC Courses

The list of MOOC courses provided by UGC may be adopted for selection of MOOC course in lieu of discipline electives. MOOC course may be offered from the approved list of UGC as per the selection by HoD of the respective department.

The list of MOOC courses was discussed in detail and the Chairperson of IQAC directed that the courses should be open to students and they should be free to choose the course of their choice. If the MOOCs are offered in the 4th Semester, the result of MOOC's get delayed which reflects on the overall result of the students to be declared by CUPB.

It was RESOLVED that MOOC courses should be offered in 2nd and 3rd semester to avoid the delay in result declaration of students.

The Chairperson informed about the increase in the number of credits of MOOC courses to be offered by our University i.e. increase of 20% upto 40%. Presently CUPB is offering one course through MOOC.

He suggested that more MOOC courses should be prepared and offered in CUPB.

RESOLVE

It was RESOLVED that all faculty members should be encouraged and provided facility to prepare atleast one MOOC course to be offered in their discipline.

Agenda 17/2020/3: Progress report of IQAC

After 16th meeting of IQAC, following activities were performed by IQAC:

1. External Administrative Audit of all the departments was successfully conduced from 22nd to 24th July 2020 with the help of the following external experts:
   i. Dr. Davinder Singh, Former Registrar, Punjabi University, Patiala
   ii. Dr. A S Chawla, Vice Chancellor, RIMT University, Gobindgarh
   iii. Dr. Ravinder Kumar, Registrar, SLIET, Longowal
   iv. Prof. (Dr.) Jasbir Singh Hundal Former Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda

   Annual Quality Assurance Report for the year 2018-19 has been prepared and placed before the committee for discussion and approval of the IQAC.

RESOLVE

The progress report of IQAC after the 16th meeting of IQAC was noted by the members present at the time of meeting. The Chairperson appreciated the detailed report of Administrative Audit.

Agenda 17/2020/4: To ratify suggestions for quality improvement in examinations

The end-term examinations for 4th semester were held from July 6 to July 8, 2020, but the system was hacked by miscreants due to which we had to cancel the examinations already conducted and we could not hold the exams for 2nd semester.

The following suggestions were given regarding conducting of examinations:

1. The examination may be conducted by the departments at their own level.
2. The teachers should reframe 100 MCQs for each course as given below:

Total Marks: 100 Total Time: 75 minutes + 5 minutes for logging in and entering student details		
Option 1	**Option 2**	**Option 3**
Total Questions 100	Total Questions 80	Total Questions 90

100 questions of 1 mark each=100 marks	1. 60 questions of 1 mark each=60 marks 2. 20 questions of 2 marks each=40 marks	1. 85 questions of 1 mark each=85 marks 2. 5 questions of 3 marks each=15 marks

3. Edmodo/Google forms and approved tools may be used for conducting the exams.
4. Course coordinators may act as invigilators also to check unfair means.
5. Instructions for conducting the exams may be issued to teachers giving them the responsibility of attendance, question paper, invigilator and evaluation of their course.
6. Before starting the exams, registration of students and mock tests are required.

The above suggestions were implemented and this is submitted for ratification of the committee.

This item was discussed in detail and the Chairperson IQAC was informed of the hacking of the question bank.

RESOLVE

The committee unanimously RESOLVED to ratify scheme of examination given by IQAC and also its compliance. The Committee also suggested to strengthen the security system of the database.

Agenda 17/2020/5: To ratify IQAC Calendar

IQAC Calendar for the coming Academic Session 2020-21 has been prepared. IQAC Calendar is placed before the committee for discussion and approval.

IQAC Calendar was discussed and it was brought to the notice by the Member Secretary that because of the present scenario i.e. Covid-19, it could not be properly implemented.

Prof. K. N. Pathak suggested to revisit it and to re-schedule the programs which could not be conducted due to Covid-19.

RESOLVE

It was unanimously RESOLVED that the revised calendar may be prepared and presented in the next meeting.

Agenda 17/2020/6: To ratify online classes for next semester

In view of the current situation, it is anticipated that we will have to conduct online classes for 1st and 3rd semester for the time being. Therefore, it was suggested to plan for online sessions as given below:

1. Time table for 1st and 3rd semester was to be prepared by HoDs in consultation with their faculty.

However, the slots for IDCs and VAC would be kept reserved for Thursday and Friday from 2:00 p.m. to 4:00 p.m.

2. The time schedule for classes would be from 9:00 a.m. to 5:00 p.m.
3. Classes were to be started from 17th August 2020.
4. Teaching load and time table was to be submitted to DIA after recommendations of AAC meeting.
5. Based on the complaints of students received in the previous semester about not holding the classes, it was desired that these may be conducted with all seriousness. Therefore, daily attendance of students may be submitted to DIA. The online attendance system will also be active, the faculty may follow this option also, whereby the attendance will be automatically submitted.
6. The online evaluation system may be followed for continuous assessment also. Assignments, surprise test, content material, videos and other relevant links may be provided through google classroom or through any other valid tool.
7. The content material may also be submitted for uploading in knowledge repository of CUPB for the use of students.

These suggestions were implemented and are submitted for ratification of the committee.

The Chairperson IQAC appreciated the suggestions given for online classes and also told the committee that the classes for the students in the university will be started from 25th October 2020.

RESOLVE

IQAC unanimously resolved to ratify the suggestions made by the Member Secretary.

Agenda 17/2020/7: To consider Guidelines for issuing certificates at department level

Different departments organized different activities like Seminar, Workshops, Conferences or Competitions at University, State and National level. We need to provide guidelines for issuing different types of certificates under the name of the University.

RESOLVE

IQAC resolved to approve the agenda and suggested that the guidelines in this regard be placed in the next meeting.

Agenda 17/2020/8: To consider Membership of Association of Commonwealth Universities (ACU)

The subscription of Association of Commonwealth University is expired and the price of ACU membership is too high. Therefore, the matter is put before IQAC to discuss whether the membership of CUPB with ACU is to be renewed or not.

This item was discussed in details and it was informed to the Chairperson that we are not receiving any databases and other benefits from ACU about their activities. The pros and cons for the subscription was discussed at length.

RESOLVE

It was unanimously RESOLVED to constitute a committee to get the pros and cons of ACU and to make appropriate suggestions to the Vice Chancellor in this regard.

Agenda 17/2020/9: To consider SOPs for International Students

We have sixteen international students and for the last two years, we have been following the practice of admission, security issues, academic and hostel issues through International Students Division Committee. It is proposed to prepare standard operating procedure (SOP) for International Students Division to work for them efficiently.

RESOLVE

IQAC approved the item and it was RESOLVED that International Students Division will prepare SoP for consideration of IQAC.

Agenda 17/2020/10: To consider Inventory Management Software for Store Section

An Inventory Management Software is to be designed for the Store Section for proper details of the incoming/outgoing material and issue of non-availability certificate for the items to be procured.

RESOLVE

IQAC approved the item and it was RESOLVED that office automation should be brought in the process to streamline the whole process and security measures should also be kept in mind.

Agenda 17/2020/11: To consider SOP for Fire Safety

CUPB is shifting to new campus and it is important to have SOP for fire safety and provide training to NSS students and other volunteers. This should be a routine practice and we should have a schedule for training too.

RESOLVE

It was RESOLVED to prepare the SOP for fire safety by Security Officer.

Agenda 17/2020/12: To consider ERP Ticketing Based Visitor Management System and Complaints Redressal System

An ERP Ticketing Based Visitor Management System and Complaints Redressal System for all divisions is to be prepared to bring efficiency in addressing the complaints of different divisions. This may bring quality improvement in dealing with different issues of the administrator divisions.

The item was discussed in detail and it was suggested by the Chairperson that this item is related to Office Management System which will be considered there. It was suggested to introduce Staff Satisfaction Index in CUPB.

RESOLVE

It was RESOLVED that a proposal for Staff Satisfaction Index may be prepared and presented in the next meeting.

Agenda 17/2020/13: To consider SOP for recruitment of Regular and Contractual employees

CUPB doesn't have enough man power in different divisions and additional work is distributed among the existing employees. In view of this, we should have SOP for recruitment of regular and contractual employees to bring efficiency in the division.

This item was discussed in detail. Registrar told the committee that CRR is there for regular non-teaching employees of the university. The chairperson suggested to rationalize office staff/ manpower in academics and administration.

RESOLVE

It was unanimously RESOLVED to rationalize the human resources in each department after looking into the workload of each and every section separately for which Human Resource Management Committee needs to be formed.

Agenda 17/2020/14: To consider Schedule for inspection of various services of the university and buildings

The various services of the university like fire safety, mess, transport, maintenance, canteen, residential services, Health Centre, Store, Computer Centre, Library, Security, Housekeeping etc. are to be inspected periodically and schedule for each service has to be prepared.

RESOLVE

It was RESOLVED that the schedule for inspection of various services of the university and buildings be prepared by IQAC.

Agenda 17/2020/15: To consider Unique employee code for teaching and non-

For teaching and non-teaching staff, a unique employee code has to be created which will be same throughout the service in CUPB. It may also be used as ID card, library card etc.

teaching staff of the University	**RESOLVE** ***IQAC considered it as good idea and unanimously RESOLVED to approve the item for creating unique employee code for teaching and non-teaching staff.***
Agenda 17/2020/16: To consider Allotment of codes to all programmes of CUPB	For filling up the data regarding programmes offered by CUPB in AQAR, programmes' codes are to be mentioned. We have allotted course codes for all programmes after the approval of Academic Council, but not programmes codes. This item was discussed in detail. Member Secretary explained the committee, that IQAC is in the process of filling AQAR for the year 2018-19 and we have to fill the programme code in the AQAR for the year 2018-19. **RESOLVE** **After detail discussion, the committee unanimously RESOLVED to approve the programme codes.**

IQAC thanked the previous Vice Chancellor Prof. R. K. Kohli for his immense contribution in the IQAC for all-round growth of the university.

The meeting concluded with a vote of thanks from and to the Chairperson.

Prof. S. K. Bawa
Director, IQAC

Hon'ble Vice Chancellor

Central University of Punjab
Bathinda



Minutes of the Eighteenth Meeting of the Internal Quality Assurance Cell

OCTOBER 28, 2020

Minutes of the Eighteenth Meeting held online on October 28, 2020

The eighteenth meeting of IQAC was held online on October 28, 2020 at 3:30 p.m. The following members were present online at the time of meeting:

1. Prof. Raghavendra Tiwari, Hon'ble Vice Chancellor, CUPB - Chairperson
2. Prof. K. N. Pathak, Prof. Emeritus & Former Vice Chancellor, Panjab University, Chandigarh
3. Dr. Savina Bansal, Dean Academic Affairs, Maharaja Ranjit Singh Punjab Technical University
4. Prof. P. N. Dwivedi, Dept. of Animal Microbiology, Guru Angad Dev Veterinary & Animal Science University, Ludhiana
5. Prof. Ramakrishna Wusirika, Dean In-charge Academics, CUPB
6. Prof. V. K. Garg, Dean Students Welfare
7. Mr. Kanwal Pal Singh Mundra, Registrar, CUPB
8. Mr. Chandan Mittal, Deputy Finance Officer, CUPB
9. Prof. Amandeep Kaur, Dean, School of Engineering and Technology, CUPB
10. Prof. Tarun Arora, Dean, School of Legal Studies, CUPB
11. Prof. Raj Kumar, HoD, Pharmaceutical Sciences and Natural Products, CUPB
12. Prof. Monisha Dhiman, HoD, Department of Microbiology, CUPB
13. Prof. Sanjeev Kumar, Department of Botany, CUPB
14. Dr. Yogalakshmi K.N., Associate Professor, Department of Environmental Science and Technology, CUPB
15. Dr. Bawa Singh, Associate Dean, School of International Studies, CUPB
16. Dr. J. K. Pattanaik, HoD, Department of Geology, CUPB
17. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi, CUPB
18. Dr. S. Pany, Assistant Professor, Department of Education, CUPB
19. Dr. Chhavi Garg, Incharge, Department of Mass Communication and Media Studies, CUPB
20. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration, CUPB
21. Igona Gorakhnath, Ph.D. Student, Department of Education, CUPB
22. Priya Sharma, Ph.D. Student, Department of HGMM, CUPB
23. Prof. S. K. Bawa, Director IQAC - Member Secretary

Prof. Raghavendra Prasad Tiwari, Chairperson welcomed all the members of the IQAC and informed the members about the online submission of AQAR 2018-19 to NAAC. He thanked the external experts and asked Prof. S. K. Bawa, Member Secretary to present the agenda item to the members.

Agenda 18/2020/1: Consideration of online submission of AQAR	Internal Quality Assurance Cell was involved in the process of filling online report of Annual Quality Assurance Report (2018-19) which is to be submitted to NAAC. Annual Quality Assurance Report for the year 2018-19 has been prepared and placed before the committee for discussion and approval of the IQAC. Prof. S. K. Bawa presented the online AQAR for the year 2018-19 before the IQAC.

RESOLVE

During the presentation of AQAR, the following suggestions were given by the Committee:

1. **Data regarding number of sanctioned posts of faculty to be checked.**
2. **The number of complaints of students regarding evaluation should also be checked.**
3. **It was suggested to conduct Students' Satisfaction Survey (SSS) during last exam day at the end of the semester.**

It was RESOLVED that above suggestions may be modified in AQAR after verification of Data.

All members of the committee approved AQAR to be submitted to NAAC. The work of IQAC was appreciated by Prof. K. N. Pathak, Prof. P. N. Dwivedi and other members of the Committee.

The meeting concluded with a vote of thanks from and to the Chairperson.

Prof. S. K. Bawa
Director, IQAC

Hon'ble Vice Chancellor

2/11/2020

Annexure-2

Action Taken Report

of 17th and 18th Meeting of IQAC held on September 24, 2020 and October 28, 2020

Item No.	Description of Item	Action Taken
Agenda 17/2020/1: Confirmation of minutes of the last meeting	Minutes of the Sixteenth meeting held on June 8, 2020 were circulated amongst the members by e-mail. No comments/suggestions /observations were received. Minutes of the 16th meeting of IQAC are placed for confirmation. **RESOLVE** ***As no comments/suggestions/observations were received after circulation, IQAC unanimously RESOLVED to confirm the minutes of the 16th meeting of IQAC.***	**NOTED**
Agenda 17/2020/2: Action taken on decision of the Previous Meeting of IQAC	Action taken report of the 16th Meeting of IQAC is resolved as under: **Agenda 14/2019/5: Feedback of Students** 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. Director, IQAC informed the committee that analysis of feedback of teachers is still pending which was to be submitted by the committee. The Chairperson IQAC directed the committee to submit the analysis of Feedback of teachers upto June 15, 2020. It was submitted to IQAC. **RESOLVE** ***The analysis of feedback was discussed and it was suggested that the Chairperson and Director IQAC will further analyze the feedback qualitatively and invite the faculty individually to suggest them how to improve their grey areas if any.*** ***Graphical presentation of feedback of teachers from students will be presented in the next meeting.***	**In process** **Done**

	Agenda 16/2020/4: List of MOOC Courses The list of MOOC courses provided by UGC may be adopted for selection of MOOC course in lieu of discipline electives. MOOC course may be offered from the approved list of UGC as per the selection by HoD of the respective department. The list of MOOC courses was discussed in detail and the Chairperson of IQAC directed that the courses should be open to students and they should be free to choose the course of their choice. If the MOOCs are offered in the 4th Semester, the result of MOOC's get delayed which reflects on the overall result of the students to be declared by CUPB. It was RESOLVED that MOOC courses should be offered in 2nd and 3rd semester to avoid the delay in result declaration of students. ***The Chairperson informed about the increase in the number of credits of MOOC courses to be offered by our University i.e. increase of 20% upto 40%. Presently CUPB is offering one course through MOOC. He suggested that more MOOC courses should be prepared and offered in CUPB.*** **RESOLVE** ***It was RESOLVED that all faculty members should be encouraged and provided facility to prepare at least one MOOC course to be offered in their discipline.***	**Dean Incharge Academics informed to all faculty members and 10 departments have applied for developing MOOC course.**
Agenda 17/2020/3: Progress report of IQAC	After 16th meeting of IQAC, following activities were performed by IQAC: ***1.*** External Administrative Audit of all the departments was successfully conduced from 22nd to 24th July 2020 with the help of the following external experts: i. Dr. Davinder Singh, Former Registrar, Punjabi University, Patiala ii. Dr. A S Chawla, Vice Chancellor, RIMT University, Gobindgarh iii. Dr. Ravinder Kumar, Registrar, SLIET, Longowal iv. Prof. (Dr.) Jasbir Singh Hundal Former Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda Annual Quality Assurance Report for the year 2018-19 has been prepared and placed before the committee for discussion and approval of the IQAC. **RESOLVE** ***The progress report of IQAC after the 16th meeting of IQAC was noted by the members***	**NOTED**

<table>
<tr><td></td><td>present at the time of meeting. The Chairperson appreciated the detailed report of Administrative Audit.</td><td></td></tr>
<tr><td>Agenda 17/2020/4: To ratify suggestions for quality improvement in examinations</td><td>The end-term examinations for 4th semester were held from July 6 to July 8, 2020, but the system was hacked by miscreants due to which we had to cancel the examinations already conducted and we could not hold the exams for 2nd semester.
The following suggestions were given regarding conducting of examinations:
1. The examination may be conducted by the departments at their own level.
2. The teachers should reframe 100 MCQs for each course as given below:

<table>
<tr><td colspan="3">Total Marks: 100
Total Time: 75 minutes + 5 minutes for logging in and entering student details</td></tr>
<tr><td>Option 1</td><td>Option 2</td><td>Option 3</td></tr>
<tr><td>Total Questions 100</td><td>Total Questions 80</td><td>Total Questions 90</td></tr>
<tr><td>100 questions of 1 mark each=100 marks</td><td>1. 60 questions of 1 mark each=60 marks
2. 20 questions of 2 marks each=40 marks</td><td>1. 85 questions of 1 mark each=85 marks

2. 5 questions of 3 marks each=15 marks</td></tr>
</table>
3. Edmodo/Google forms and approved tools may be used for conducting the exams.
4. Course coordinators may act as invigilators also to check unfair means.
5. Instructions for conducting the exams may be issued to teachers giving them the responsibility of attendance, question paper, invigilator and evaluation of their course.
6. Before starting the exams, registration of students and mock tests are required.
The above suggestions were implemented and this is submitted for ratification of the committee.

This item was discussed in detail and the Chairperson IQAC was informed of the hacking of the question bank.

RESOLVE
The committee unanimously RESOLVED to ratify scheme of examination given by IQAC and also its compliance. The Committee also suggested to strengthen the security system of the database.</td><td>NOTED</td></tr>
</table>

Agenda 17/2020/5: To ratify IQAC Calendar	IQAC Calendar for the coming Academic Session 2020-21 has been prepared. IQAC Calendar is placed before the committee for discussion and approval. IQAC Calendar was discussed and it was brought to the notice by the Member Secretary that because of the present scenario i.e. Covid-19, it could not be properly implemented. Prof. K. N. Pathak suggested to revisit it and to re-schedule the programs which could not be conducted due to Covid-19. **RESOLVE** ***It was unanimously RESOLVED that the revised calendar may be prepared and presented in the next meeting.***	**Calendar is prepared and presented in the meeting as Agenda Item 19/2021/5**
Agenda 17/2020/6: To ratify online classes for next semester	In view of the current situation, it is anticipated that we will have to conduct online classes for 1st and 3rd semester for the time being. Therefore, it was suggested to plan for online sessions as given below: 1. Time table for 1st and 3rd semester was to be prepared by HoDs in consultation with their faculty. However, the slots for IDCs and VAC would be kept reserved for Thursday and Friday from 2:00 p.m. to 4:00 p.m. 2. The time schedule for classes would be from 9:00 a.m. to 5:00 p.m. 3. Classes were to be started from 17th August 2020. 4. Teaching load and time table was to be submitted to DIA after recommendations of AAC meeting. 5. Based on the complaints of students received in the previous semester about not holding the classes, it was desired that these may be conducted with all seriousness. Therefore, daily attendance of students may be submitted to DIA. The online attendance system will also be active, the faculty may follow this option also, whereby the attendance will be automatically submitted. 6. The online evaluation system may be followed for continuous assessment also. Assignments, surprise test, content material, videos and other relevant links may be provided through google classroom or through any other valid tool. 7. The content material may also be submitted for uploading in knowledge repository of CUPB for the use of students. These suggestions were implemented and are submitted for ratification of the committee.	

	The Chairperson IQAC appreciated the suggestions given for online classes and also told the committee that the classes for the students in the university will be started from 25th October 2020. **RESOLVE** ***IQAC unanimously resolved to ratify the suggestions made by the Member Secretary.***	**NOTED**
Agenda 17/2020/7: To consider Guidelines for issuing certificates at department level	Different departments organized different activities like Seminar, Workshops, Conferences or Competitions at University, State and National level. We need to provide guidelines for issuing different types of certificates under the name of the University. **RESOLVE** ***IQAC resolved to approve the agenda and suggested that the guidelines in this regard be placed in the next meeting.***	**Attached as Annexure-I**
Agenda 17/2020/8: To consider Membership of Association of Commonwealth Universities (ACU)	The subscription of Association of Commonwealth University is expired and the price of ACU membership is too high. Therefore, the matter is put before IQAC to discuss whether the membership of CUPB with ACU is to be renewed or not. This item was discussed in details and it was informed to the Chairperson that we are not receiving any databases and other benefits from ACU about their activities. The pros and cons for the subscription was discussed at length. **RESOLVE** ***It was unanimously RESOLVED to constitute a committee to get the pros and cons of ACU and to make appropriate suggestions to the Vice Chancellor in this regard.***	**In process**
Agenda 17/2020/9: To consider SOPs for International Students	We have sixteen international students and for the last two years, we have been following the practice of admission, security issues, academic and hostel issues through International Students Division Committee. It is proposed to prepare standard operating procedure (SOP) for International Students Division to work for them efficiently. **RESOLVE** ***IQAC approved the item and it was RESOLVED that International Students Division will prepare SoP for consideration of IQAC.***	**In process**
Agenda 17/2020/10: To consider Inventory Management Software for Store Section	An Inventory Management Software is to be designed for the Store Section for proper details of the incoming/outgoing material and issue of non-availability certificate for the items to be procured. **RESOLVE**	**Under Samarth**

	IQAC approved the item and it was RESOLVED that office automation should be brought in the process to streamline the whole process and security measures should also be kept in mind.	**project, this training has been done.**
Agenda 17/2020/11: To consider SOP for Fire Safety	CUPB is shifting to new campus and it is important to have SOP for fire safety and provide training to NSS students and other volunteers. This should be a routine practice and we should have a schedule for training too. **RESOLVE** ***It was RESOLVED to prepare the SOP for fire safety by Security Officer.***	**In process**
Agenda 17/2020/12: To consider ERP Ticketing Based Visitor Management System and Complaints Redressal System	An ERP Ticketing Based Visitor Management System and Complaints Redressal System for all divisions is to be prepared to bring efficiency in addressing the complaints of different divisions. This may bring quality improvement in dealing with different issues of the administrator divisions. The item was discussed in detail and it was suggested by the Chairperson that this item is related to Office Management System which will be considered there. It was suggested to introduce Staff Satisfaction Index in CUPB. **RESOLVE** ***It was RESOLVED that a proposal for Staff Satisfaction Index may be prepared and presented in the next meeting.***	**Done**
Agenda 17/2020/13: To consider SOP for recruitment of Regular and Contractual employees	CUPB doesn't have enough man power in different divisions and additional work is distributed among the existing employees. In view of this, we should have SOP for recruitment of regular and contractual employees to bring efficiency in the division. This item was discussed in detail. Registrar told the committee that CRR is there for regular non-teaching employees of the university. The chairperson suggested to rationalize office staff/ manpower in academics and administration. **RESOLVE** ***It was unanimously RESOLVED to rationalize the human resources in each department after looking into the workload of each and every section separately for which Human Resource Management Committee needs to be formed.***	**Done**
Agenda 17/2020/14: To consider Schedule for inspection of	The various services of the university like fire safety, mess, transport, maintenance, canteen, residential services, Health Centre, Store, Computer Centre, Library, Security, Housekeeping etc. are to be	

various services of the university and buildings	inspected periodically and schedule for each service has to be prepared. **RESOLVE** ***It was RESOLVED that the schedule for inspection of various services of the university and buildings be prepared by IQAC.***	**In process**
Agenda 17/2020/15: 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 same throughout the service in CUPB. It may also be used as ID card, library card etc. **RESOLVE** ***IQAC considered it as good idea and unanimously RESOLVED to approve the item for creating unique employee code for teaching and non-teaching staff.***	**Sent to Registrar Office for implementation**
Agenda 17/2020/16: To consider Allotment of codes to all programmes of CUPB	For filling up the data regarding programmes offered by CUPB in AQAR, programmes' codes are to be mentioned. We have allotted course codes for all programmes after the approval of Academic Council, but not programmes codes. This item was discussed in detail. Member Secretary explained the committee, that IQAC is in the process of filling AQAR for the year 2018-19 and we have to fill the programme code in the AQAR for the year 2018-19. **RESOLVE** **After detail discussion, the committee unanimously RESOLVED to approve the programme codes.**	**NOTED**

INTERNAL QUALITY ASSURANCE CELL
External Academic Audit 2020

The External Academic Audit of all the academic departments was conducted online from 19th October 2020 to 22nd October 2020. The following committee was constituted for the online academic audit of the departments:

1. Hon'ble Vice Chancellor – Chairperson
2. External Experts
3. Dean In-charge Academics
4. Dean/Associate Dean of the Concerned School
5. Director IQAC – Convener

Experts' suggestions were taken during the online External Academic Audit 2020. The summarised report of the suggestions is given below:

1. Department of Zoology

- The department was advised to make a proposal for the Animal house.
- Experts suggested to set up cell culture facility
- It was suggested to encourage students for online classes using the various MHRD/UGC/INFLIBNET platforms.
- More visiting faculty should be invited
- The department was advised to explore consultancy projects.
- Academic calendar of the department should be prepared.
- Activities during exchange programmes need to be mentioned.
- Online workshops are to be organised.
- Salary packages of students placed are to be mentioned.

2. Department of Applied Agriculture

- The department was advised to prepare academic calendar excluding summer internship and it should be uploaded on university website.
- Salary details of the employed students are to be mentioned.
- To Motivate students to become organic farming champions with the help of faculty.
- It was advised to prepare questionnaire for not opting the innovative practices for paddy stubble management by the local farmers of the region. Also, to evaluate the reasons as to why the farmers want to stick to the traditional practice of stubble burning in Punjab, including Bathinda (University location). Explore the possibilities of converting decompose/waste to manure.
- Academic calendar needs to be prepared
- Participation in lectures, seminars etc should be increased.
- Workshops/training programmes are to be conducted
- The department was advised to explore consultancy projects.
- Analysis of feedback is required.

3. **Department of Biochemistry**

- The expert suggested that students admitted to Ph.D. programmes should come under students' progression in place of placement.
- Academic Calendar should be prepared by the department.
- Contacts hour for PhD supervision should not be included as workload
- Record of mentor-mentee meetings should be there.
- NSS and Cultural activities of students should be provided in detail.
- Focus on knowledge-based consultancy by the department must be given.
- Groups of faculties working on similar research area for joint grant applications should be developed
- Focus on faculty exchange program with Indian/international universities/institutions must be taken into consideration
- Academic calendar needs to be prepared
- More focus on attending lectures/ seminars etc. should be given.

4. **Department of Microbiology**

- The mentor-mentee meetings should be frequent and should be recorded.
- As the demand ratio for the Microbiology programme is very high so the number of seats should be increased.
- Focus of the curriculum should be more into molecular microbiology, role of microbes in drug designing and pharmaceuticals.
- It was advised that strong research is the most important component of department considering the COVID-19 condition, the Department of Microbiology should focus more on the recent trends.
- The consultancy activities should be initiated.
- Faculty exchange programmes are to be arranged.

5. **Department of Chemistry**

- The department is having shortage of laboratory space and other necessary equipment for the practical work
- There should be active participation of the faculty in the national and international conferences/seminars
- Workshops/ training programmes need to be conducted
- The consultancy activities should be initiated.
- Flexibility in curriculum is to be modified.
- New courses added are to be mentioned.

6. **Department of Computational Sciences**

- The external member has suggested that in view of heavy teaching load for individual faculty members, the department can propose a common first year (1^{st} semester and 2^{nd} semester) curriculum for all three M.Sc. Programme, and the second year will be dedicated for individual M.Sc. Specialization. In that way, the department can

reduce the workload for individual faculty members, and the mentioned way can strengthen the M.Sc. Programme.

- The external member suggested to work on the departmental research output.
- Academic calendar needs to be prepared

7. Department of Mathematics and Statistics

- The Expert appreciated the teaching and research performance of the department. Department will try to strengthen the standard in the near future.
- The Expert also appreciated the enrolment of students in higher educational institutes for Ph.D. Our students have got admissions in reputed higher educational institutes like IITs, NITs, and Central Universities etc.
- Expert also congratulated the faculty members for the placement of students at good positions in various Govt. sectors and MNCs.
- Expert has suggested introducing new courses related to applications of Mathematics and Statistics in various fields. To incorporate expert's suggestions, department will plan to offer new PG courses in the areas like Pure Mathematics, Applied Mathematics, Data Science (in Statistics) in the near future.
- Faculty exchange programmes are to be arranged.
- The consultancy activities should be initiated.
- The Department should initiate work for community

8. Department of Physics

- The committee appreciated the current status of the curriculum of the department and suggested to work out the feasibility of introducing a couple of courses of applied physics.
- The committee suggested to pursue the FIST program, as a future joint endeavor, to improve the existing academic infrastructure of the department.
- Faculty exchange programmes are to be arranged.
- More ICT resources are to be used
- More focus on attending lectures/ seminars etc should be given.
- Workshops/ training programmes need to be conducted
- The consultancy activities should be initiated.
- The Department should initiate work for community

9. Department of Botany

- The department was asked to submit detailed academic calendar of the department
- It was suggested to elaborate Future plan of the department
- Activities are to be mentioned under MOUs signed.
- The consultancy activities should be initiated
- Analysis of feedback is required
- Flexibility in the curriculum needs to be mentioned

- List of Participation of students in NSS/Cultural activities are to be submitted

10. Department of Pharmaceutical Sciences and Natural Products

- Frequency of guests/invited lectures needs to be increased.
- Incubation centre at University level may be opened.
- IPR awareness amongst pharmacy students to be heightened.
- Consultancy services at department level need to be enhanced.
- Social extension activities need to be pushed up at department level.
- Placement of the students need to be strengthened further.
- Interactions of mentor-mentee need to be enhanced.
- Teaching load is too high. The issue would be resolved by providing three faculty members against vacant posts.
- Teachers are encouraged to join online refresher programs (for their CAS promotion) through ARPIT (Annual Refresher Programme in Teaching), Ministry of Education.
- Under the faculty exchange program and visiting faculty/guest faculty, a list needs to be prepared.
- More MOUs need to be signed.
- Placement to be strengthened further.
- New programs (B. Pharmacy and M. Pharmacy) can be started with the support of allied departments.
- Ph.D. students with university fellowship may be provided to the department.

11. Department of Pharmacology

- Department academic calendar needs to be prepared.
- They were asked to Re-calculate the load of 2nd Sem.
- New faculty should attend orientation/refresher courses like ARPIT program.
- MoU at department level should be signed
- Emphasis on students' placement is to be given.
- They were advised to prepare proposal for Animal House.
- Collaboration with national and international organization is to be initiated
- They should develop in-house apparatus for behavioural Pharmacology.

12. Department of Human Genetics & Molecular Medicine

- Academic calendar of the Department needs to be uploaded on the University website.
- The department was advised to look for faculty exchange programmes.
- Schedule and attendance of mentor-mentee meetings must be recorded
- A panel of visiting professors must be submitted. Professors in the panel must be from tor Indian Universities/Institutes and have

significant achievements in the field of Human Genetics and Molecular Medicine.

- One-page report and media reports on National Cancer day event organised by Dr. Sabyasachi Senapati must be submitted to IQAC.
- Employment status of the students needs to be elaborated. The salary package needs to be added.
- Community involvement by the department needs to be elaborated. When, where, and how many people get benefited by the services need to be emphasized.
- Department must do substantial research on rare human diseases and establish facilities and provide training.
- Plant polyploidy and their use in agriculture could be explored by the department.
- The Department must engage Industries for innovation, knowledge sharing, and product development.
- Analysis of the feedback should be modified

13. Department of Environment Science and Technology

- To upload the academic calendar on website with mentor mentee meeting schedule
- To initiate renewal of MoU with Punjab Remote Sensing Centre (PRSC), Ludhiana
- To explore for common GIS laboratory for the school of Environment and Earth Sciences
- To initiate process for starting of new courses for the next academic session like:
    - PG-Diploma in Remote Sensing and GIS in collaboration with PRSC
    - Explore for Innovative Program M.Tech. programmes like Environmental Engineering/ Green technology/ green architecture etc.
- To focus more on working on local environmental issues like groundwater pollution and biomass burning.
- To organise Expert lectures from the list given for Adjunct/Visiting/experts
- To explore MoU with industries

14. Department of Geography

- To conduct mentor mentee meeting online and submit a report
- To develop a virtual lab for Geography
- To develop an advanced cartographic lab for Geography
- Academic Calendar should be prepared.
- Adjunct/visiting faculty in the department should be engaged.
- Workshops or training programmes should be organized.
- The department should organize expert lectures, seminar, workshops, conferences etc. in the department.
- Explore the possibilities of signing of MOU with other Universities/ institutions.

- Engagement with the community needs to be worked out and innovative practices be enhanced.

15. Department of Geology

- Revamp of syllabus in every three years
- Organising weekly interaction/seminar among M.Sc. students, research scholars and faculty to discuss recent trends in the field of geoscience.
- To highlight the high demand ratio of students and the programs (M.Sc. and PhD) as the strength of the department.
- Academic Calendar should be prepared.
- Explore the possibilities of signing of MOU with other Universities/ institutions.
- The consultancy activities should be initiated

16. Department of Law

- List of mentor -mentees is to be submitted
- Adjunct/visiting faculty in the department should be engaged.
- Faculty exchange programmes are to be conducted.
- Lectures/seminars/workshops should be conducted.
- Focus on consultancy projects is required.
- Analysis of feedback of curriculum needs to be done.
- New programmes/ courses added are to be modified
- Analysis of feedback is required
- Innovative practices are to be mentioned
- Involvement with community needs to be initiated

17. Department of Psychology

- To form a cluster of courses to ensure various specializations for students.
- Faculty members are to be engaged in research projects and publications at national and international levels.
- The department need to engage in inter-university interactions as well as faculties from other universities.
- To take guidance and support from Dean and other senior faculty members on a regular basis
- To upload academic calendar on university website.
- credit allocation of courses needs to be modified
- Ensure participation of students in NSS activities
- Submit the proposals for future plans for starting diploma programs
- Adjunct/visiting faculty in the department should be engaged.
- Faculty exchange programmes are to be conducted.
- Lectures/seminars/workshops should be conducted.
- Focus on consultancy projects is required.

18. Department of South & Central Asian Studies

- Nomenclature of the Department with respect to programme/s is to be justified.

- Projects related to department programmes can be taken up with National Human Rights Commission.
- ICSSR Research Survey and Exploration: Political Science (In 4 Volumes), OUP, 2013 is to be purchased for the Department.
- Interactions with the experts are to be enhanced for seminars, lectures, workshops etc.
- Mentor Mentees Meeting is to be conducted frequently and incorporated in the Academic Calendar. Record is to be maintained
- How to create creativity among the students, is to be discussed with the faculty members

19. Department of Mass Communication and Media Studies

- Details of students placed need to be Academic calendar needs to be prepared
- Details of students involved in different activities need to be given
- Practicals like two-page newsletter or audio-video capsules should be started
- Good research publications should be made
- Introduction of courses like Hindi Journalism should be explored
- Adjunct/visiting faculty in the department should be engaged.
- Faculty exchange programmes are to be conducted.
- Lectures/seminars/workshops should be conducted.
- Focus on consultancy projects is required.

20. Department of Library and Information Science

- Faculty exchange programmes are to be conducted.
- Lectures/seminars/workshops should be conducted.
- Focus on consultancy projects is required.

21. Department of Financial Administration

- Placement efforts need to be further strengthened by the Department. Complete Details on Salary Package, Job Profile etc. need to be mentioned.
- Rather than showing compiled total number of students' participation in NSS or other events, record of event wise student participation must be maintained.
- Schedule of Mentor Mentee Interaction must be incorporated in academic calender of Department.
- Faculty members are suggested to maintain daily diary for minute record of all activities performed by them.
- It is suggested to publish Department Newsletter by including all faculty, student activities, events and achievements.
- Department needs to enhance social responsibility (community development) activities with focus on protection of moral values among students.
- In case of courses with high failure rate, additional inputs may be offered as non-credited (pre-requisite) workshop course.

- It is suggested to strengthen the employability focus in M.Com. Programme Curriculum.
- Efforts must be enhanced to synchronize the curriculum with global standards.

22. Department of Economic Studies

- More Number of workshops are required to be organized in the Department.
- There is need to nurture the creativity among the students with some other initiatives.
- Social Responsibility activities in the department are required to be conducted on urgent basis.
- The daily dairy maintenance regarding their work activities by the faculty can be initiated for the smooth conduct of the department.
- The placement must be bifurcated with various jobs like involvement for higher education, private jobs and running the business.

23. Department of History

- Academic calendar needs to be prepared
- Record of mentor-mentees meetings is to be maintained.
- More Number of workshops are required to be organized in the Department.
- There is need to nurture the creativity among the students with some other initiatives.
- Focus on consultancy projects is required.
- Analysis of feedback of curriculum needs to be done
- To explore MoU opportunities
- Modify the data of placement by adding pay packages of students
- The department should work for community

24. Department of Sociology

- Department should incorporate meeting schedule of mentee and mentors in its academic calendar.
- The department should provide data of feedback received by students and provide details regarding action taken on feedback.
- The department should devise mechanism to engage with society at large beyond the campus.
- The Department should devise mechanism for innovative practices in pedagogy
- The department should focus on placement of students.

25. Department of English

- To Modify syllabus to make it more employment oriented
- To Include new courses in syllabus for other departments
- To Include New Literatures in syllabus
- Adjunct/visiting faculty in the department should be engaged.
- Faculty exchange programmes are to be conducted.
- Lectures/seminars/workshops should be conducted.

- Focus on consultancy projects is required.
- The department has been suggested to start different innovative
- practices

26. Department of Hindi

- To make a schedule for MA Hindi students to use language lab.
- Use literary creativity dimensions to inculcate creativity among the students.
- To motivate students to go to the nearby villages and schools for social activities.
- Add the Hindi Literature available in the script other than Devanagari (Gurbani, Bhattwani, Dakini, Urdu etc.) in the curriculum of MA Hindi.
- Add the Literature of Sapt Sindhu area (Hindi literature available in the various scripts in the area of Baluchistan, Khaibar Pakhtuwana, Gilgit balistan, Kashmir, Sindh etc) in the curriculum of MA Hindi.
- Add the Hindi Literature written in the Non Hindi area in the curriculum of MA Hindi.
- Faculty exchange programmes are to be conducted.
- Lectures/seminars/workshops should be conducted.
- Focus on consultancy projects is required.
- The department has been suggested to start different innovative
- practices
- To start a bi lingual journal
- The department is advised to work for community

27. Department of Punjabi

- Mentor-mentee meetings should be properly planned and scheduled in the academic calendar and proper records should be kept.
- Issue of purchase of old/classic books should be submitted in writing.
- Efforts should be made to increase admissions by solving issues of classroom, time-table, books, lab etc.
- Job details of students shown in placement data should be comprehensive and data of students conducting Ph.D. research at other institutions should be shown separately under progression.
- Teaching of Punjabi/Spoken Punjabi course for out of state candidates should be held preferably through online mode in the evening hours.
- Language lab should be utilized to the maximum capacity and required software should be purchased/installed.
- Efforts should be made to transliterate Shahmukhi texts to Gurmukhi.
- Efforts should be made to start a research journal of Punjabi or in collaboration with Hindi department.
- Efforts should be made to incorporate Bhatt Bani in the courses of medieval Punjabi literature.
- Faculty exchange programmes are to be initiated

- MOU with other institutions are to be explored

28. Department of Education

- Appointment of Every Faculty as a Mentor for DIETs, Primary Teacher Training Institutions, CTEs, IASEs.
- Placement service needs to be formalized by constituting a Departmental Level Placement Cell.
- Attachment of Every M.Ed. student with a Primary/Upper Primary or Secondary School etc., and he/she may be asked to submit the progress report for each semester of the various activities/ programmes /initiatives/ innovations.

29. Department of Physical Education

- Mentor-mentee meetings should be properly planned and scheduled in the academic calendar and proper records should be kept.
- Faculty exchange programmes are to be initiated
- MOU with other institutions are to be explored
- Lab facilities are to be created
- Focus on consultancy projects is required
- The department has been suggested to start different innovative practices
- The department should devise mechanism to engage with society at large beyond the campus.

30. Department of Computer Science and Technology

- Mentor-mentee meetings should be properly planned and scheduled in the academic calendar and proper records should be kept.
- Faculty exchange programmes are to be initiated
- MOU with other institutions are to be explored
- Lab facilities are to be created
- Focus on consultancy projects is required
- The department has been suggested to start different innovative practices
- The department should devise mechanism to engage with society at large beyond the campus.
- Adjunct/visiting faculty in the department should be engaged.
- Thrust areas need to be revisited
- Workload of faculty is to be recalculated
- Specific dated are to be mentioned in Academic calendar
- The department is advised to attend Conference on Big data

कुलपति कार्यालय/VCO
क्र./Sr. 1329
दिनांक/Dt. 27/10/2020

26/10/20

Prof. S. K. Bawa
Director, IQAC

Hon'ble Vice Chancellor

28/10/2020

Prof SK Bawa

INTERNAL QUALITY ASSURANCE CELL

Report of Research Audit 2020

The online Research Audit 2020 of twenty-nine departments was conducted from February 1-3, 2021. The following committee was constituted to conduct the Research Audit:

1. Hon'ble Vice Chancellor – Chairperson
2. External Experts
3. Dean In-charge Academics
4. Dean Research
5. Dean of the Concerned School
6. Director IQAC – Convener

The external expert for the following departments was Prof. G. D. Yadav

1. Botany

- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.
- Adjunct professors from local/regional areas should be appointed.
- Internship in industry should be encouraged.

2. PSNP

- The department has good number of publications and one international research fellowship has been awarded.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.
- They should work for industry-academia collaboration and consultancy.

3. Pharmacology

- The department is advised to focus more on publications and inter-disciplinary research with other departments.
- They should work for industry-academia collaboration and consultancy.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.

4. Zoology

- The department should focus more on consultancy.
- The industry-academia interaction should be encouraged.
- The department should collaborate on biotech problems.

- Collaborative research needs to be strengthened.

- The department should focus on publishing Patents.

5. Applied agriculture

- The department should promote interdisciplinary research and research projects.
- They should focus on specialized areas of research with which the department will be recognized.
- Application oriented research should be encouraged and work for generating consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.
- They should work for industry-academia collaboration.

6. Biochemistry

- The department should collaborate with department of pharmacy and pharmacology.
- Academia industry collaboration should be encouraged.
- Cross disciplinary interest among students must be inculcated.
- It is suggested to organize across disciplinary seminars.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.

7. Microbiology

- The department is advised to have thrust area of research of the department on which research projects should be applied.
- Quality research should be published in Scopus or Web of Science indexed journals.
- The department should work for industry academic collaboration and consultancy.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.

8. Chemistry

- It is suggested to start courses on green chemistry, analytical chemistry and solid state chemistry.
- Consultancy should be encouraged.
- Industry-academia collaboration needs improvement.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.

The external expert for the following departments was Prof. T.P. Singh

9. Computer Science and Technology

- It is suggested to collaborate with biological sciences.
- The department should concentrate on imaging.
- Industry –academia collaboration should be encouraged.
- The department should also focus on inter-disciplinary research.
- AI based studies for solving problems for early detection of diseases technology.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.

10. Human Genetics & Molecular Medicine

- The department should focus on the specific areas of research and promote research in those areas.
- They should focus more on research collaborations.
- There are good publications to their credit.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.
- They should work for industry-academia collaboration.

11. Environment Science & Technology

- The department is advised to identify the areas of research in which the department will be recognized.
- The department is doing well individually but should work for the common thrust areas of the department.
- Consultancy needs improvement.
- Research collaborations are to be promoted.
- The department should focus on publishing Patents.
- They should work for industry-academia collaboration.

12. Geography

- The department should also focus on inter-disciplinary research.
- They should focus more on research collaborations.
- Consultancy should be encouraged.
- More research publications and research projects are required.
- The department should focus on publishing Patents.
- They should work for industry-academia collaboration.

13. Geology

- The department is advised to focus on hydrogeology.
- They should have specific areas of research by which the department will be known for.

- More research publications and research projects are required.
- They should also focus on industry-academia collaboration and consultancy.
- Collaborative research needs to be strengthened.
- The department should focus on publishing Patents.

14. Computational Sciences

- The department is advised to work for industry-academia collaboration and promote consultancy.
- The department should have specific thrust areas and work in collaboration with other departments.
- The department should optimize the course work and focus on research.
- Computational work needs to be validated experimentally.
- More publications are required.
- The department should focus on publishing Patents.

15. Math & Statistics

- The department is advised to work in application field because it has better opportunities.
- The department should promote research collaboration and inter-disciplinary research.
- Industry-academia collaboration is required and the department should work for bringing consultancy also.
- The department should focus on publishing Patents.

16. Physics

- The department is advised to think about the common theme for research to become center of eminence.
- The department should try to collaborate with other departments.
- The department should apply for more research projects and work for more publications.
- The department is advised to improve their consultancy.
- The department should focus on publishing Patents.
- They should work for industry-academia collaboration.

The external expert for the following departments was Prof. G. L. Puntambekar

17. Journalism and Mass communication

- The department is advised to focus on the work for the benefits of society
- The department should focus on collaborative research and industry-academia collaborative innovation to become leader in the field

- The department should focus on bringing research projects on the consolidated thrust area of the department
- The department is advised to improve their consultancy.

18. South and Central Asian Studies

- The department is advised to apply for new projects and initiate cross disciplinary collaborations for funding
- Students should be encouraged to take up multi-disciplinary projects
- The department is advised to disseminate the conclusions of research through media/news-papers and should reach to policy makers.
- The department should focus on writing article on recent developments and publish reviews in journals.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- They should work for industry-academia collaboration.

19. Financial administration

- The department is advised to contribute in policy formulation through research.
- It was suggested to focus on publications in economic and political weekly and southern economists.
- It is suggested to focus more on public finance.
- Consultancy and industry-academia collaboration and research collaboration needs to be promoted.
- The department is advised to improve their consultancy.

The external expert for the following departments was Prof. Mrinal Miri

20. History

- The department is advised to write articles and publish reviews in journals.
- They should focus more on getting projects and to give emphasis on interdisciplinary research.
- A good number of publications in Scopus and web of science indexed journals are required.
- They should work for industry-academia collaboration and consultancy.

21. Psychology

- The department should promote research on the thrust areas of the discipline.
- They are advised to publish papers in Scopus and web of science indexed journals.

- They should focus more on getting research projects through collaborations.
- They should work for industry-academia collaboration and consultancy.

22. Sociology

- The department should encourage students to select topics of research not only related to local issues but related to other cultures too.
- The department should focus more on publications and collaborative research.
- The department is advised to improve their consultancy.
- They should work for industry-academia collaboration.

23. Economic Studies

- The department is advised to concentrate on the selected area by which the department will be known.
- The department has very impressive publications.
- The department should involve students in research to engage them in conducting innovative research and local research.
- They should work for industry-academia collaboration and consultancy.

The external expert for the following department was Prof. P. S. Jaswal

24. Law

- The department is advised to conduct empirical research with focus on contemporary issues.
- More output in publications is required.
- The department should focus more on research projects and collaborative research.
- The department is advised to improve their consultancy.
- They should work for industry-academia collaboration.

The external expert for the following departments was Prof. B.S. Jani

25. English

- The department is advised to publish good quality research in Scopus or Web of Science indexed journals.
- The department should concentrate more on interdisciplinary research and collaborate with different departments.
- The focused area of research should be planned through which the department should be known as specialized department.
- They should work for industry-academia collaboration and consultancy.

26. Hindi

- The department is advised to work on literature in Gurumukhi, scientific study of tribal literature, philosophy of oneness and Sant Sahitya.
- They should also focus on technical Hindi and computational Hindi.
- The department is advised to improve their consultancy.
- Collaborative research needs to be strengthened.
- They should work for industry-academia collaboration.

27. Punjabi

- The department should focus on environment and literature, computational Punjabi, cultural, linguistic and folk lore
- Research collaborations are required.
- The department should focus on the research area by which the department will be known for its specialized research.
- More concentration is required on research projects.
- The department is advised to improve their consultancy.
- They should work for industry-academia collaboration.

The external expert for the following departments was Prof. R P Vadhera

28. Education

- The department should concentrate on specialized area of research by which the department will be known for its specialization
- Application oriented research is to be conducted and more publications are required
- Collaborative research needs to be strengthened.
- They should work for industry-academia collaboration and consultancy.

29. Physical Education

- The department is advised to focus more on collaborative and application oriented research.
- All faculty members should work for more publications
- The department is advised to improve their consultancy.
- They should work for industry-academia collaboration.

Prof. S. K. Bawa 15/2/21
Director, IQAC

Hon'ble Vice Chancellor 16/2/2021

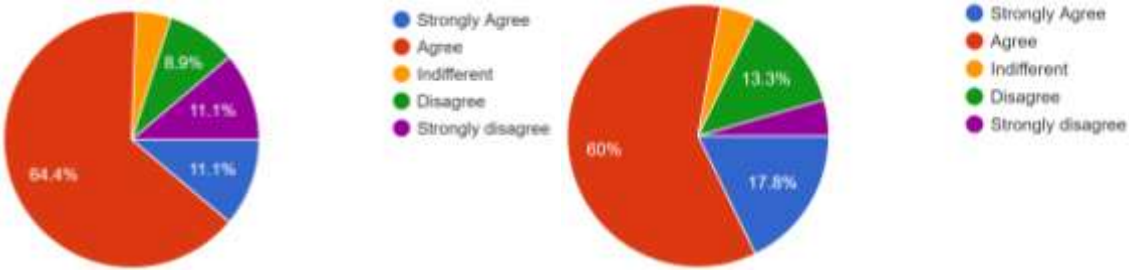
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INTERNAL QUALITY ASSURANCE CELL

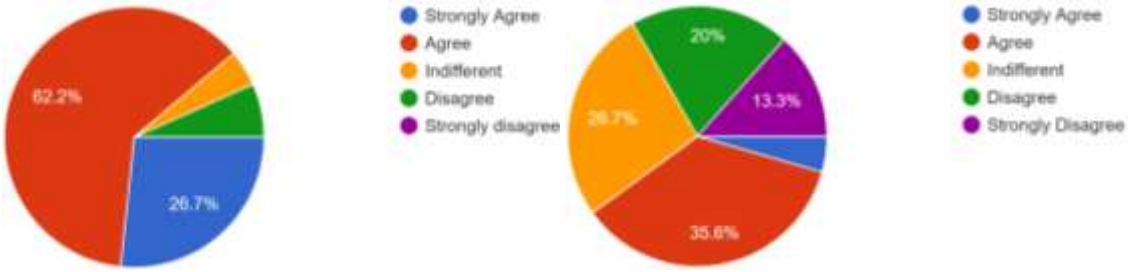
Report on Staff Satisfaction Survey

To conduct Staff Satisfaction Survey, a google form. consisting of 15 items was prepared. 45 members of non-teaching staff responded in the form and responses of non-teaching staff were analysed and the report is submitted as under:

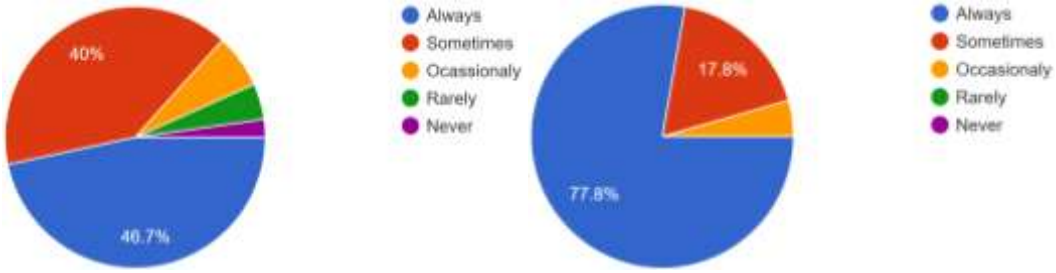
1. 75.5% staff agreed that they are growing professionally in the university, whereas 77.8% staff is getting opportunities in the university to develop their skills.



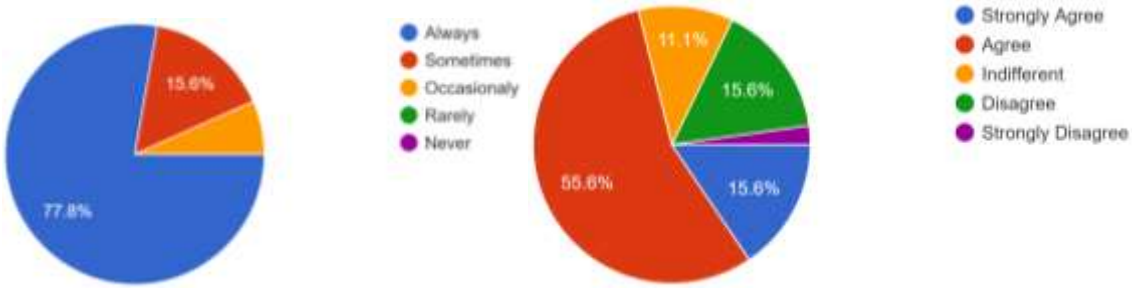
2. According to 88.9% staff, they are able to use their skills in the functioning of the university and only 40% staff admitted that they are being promoted at the right time.



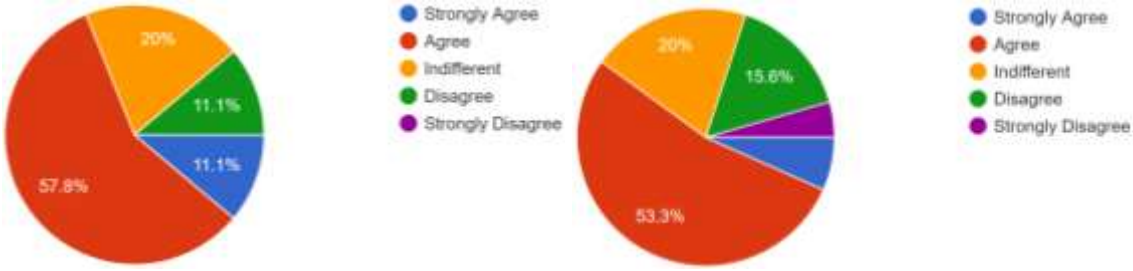
3. 86.7% staff agreed that their opinions are valued by their Head of the division, whereas 95.6% staff accepted that they get support from their colleagues.



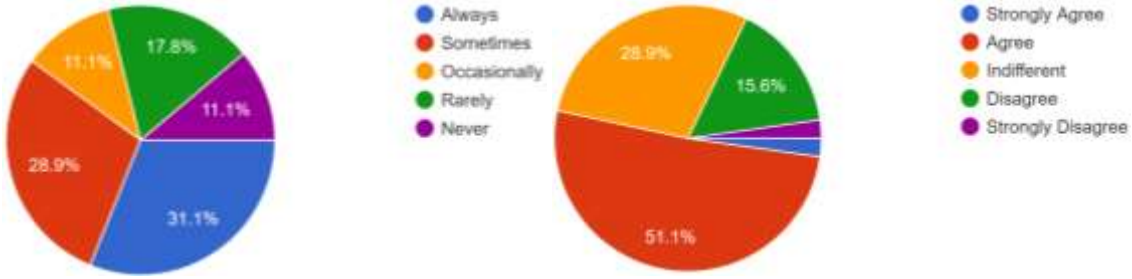
4. According to 93.4% staff, they enjoy working with their colleagues and 71.2% employees agreed that their work environment is comfortable.



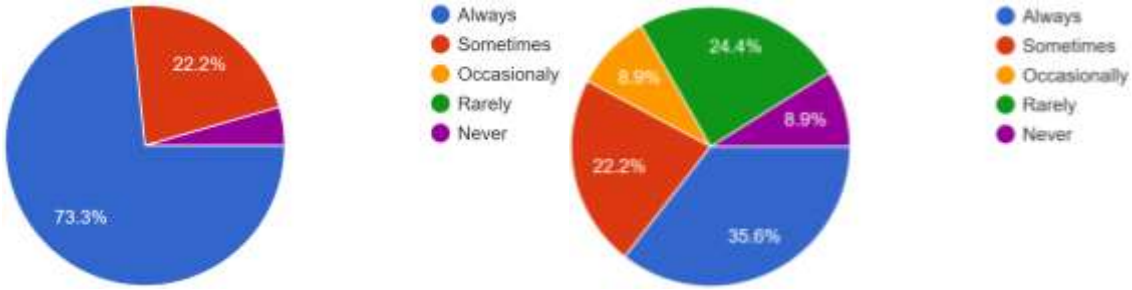
5. 68.9% staff enjoy freedom in their work and according to 60% staff members, they are getting facilities required for their work.



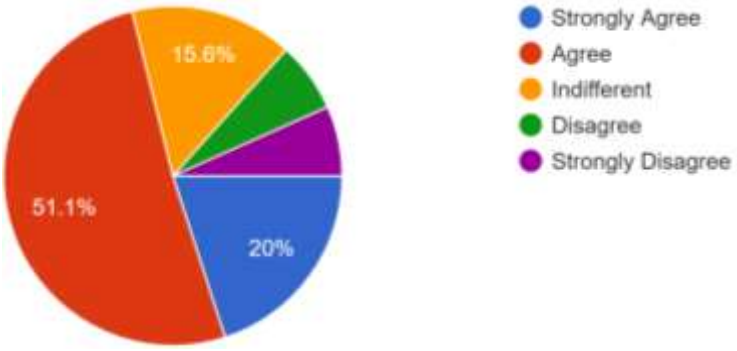
6. Only 60% staff members admitted that their workload is reasonable, whereas 53.3% staff agreed that distribution of workload among their colleagues is reasonable.



7. 95.5% staff get satisfaction from the work they do and only 57.8% of the staff agreed that the university appreciates for good work.



8. According to 71.1% staff, they are getting their dues like increments, LTC, medical etc. on time.

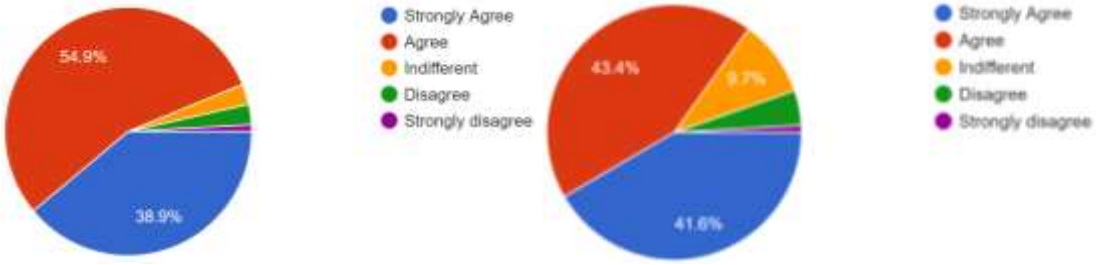


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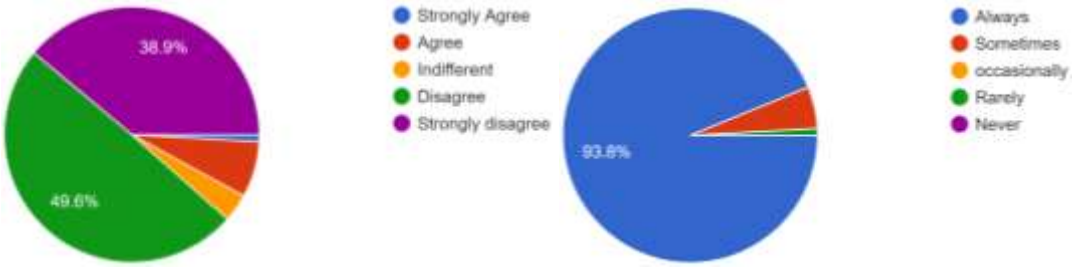
Report on Faculty Satisfaction Survey

To conduct Faculty Satisfaction Survey, a google form consisting of 21 items was prepared. 113 faculty members responded in the form and the responses of faculty members were analysed and submitted as under:

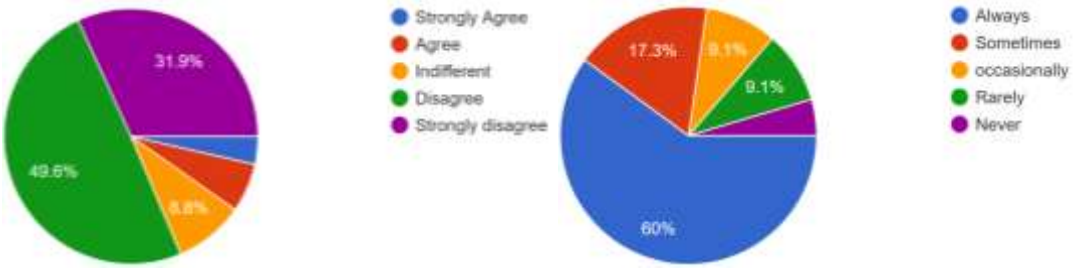
1. 93.8% faculty members agreed that they are getting opportunities to grow professionally in the University and 85% faculty members accepted that they have a policy of teamwork in their department.



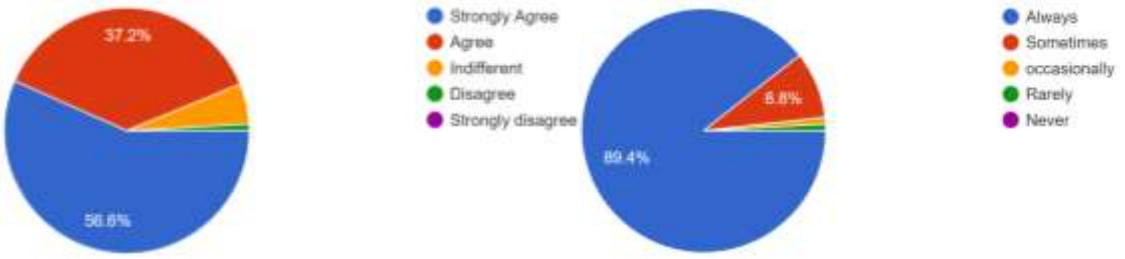
2. According to 88.5% faculty members, they know that they are good teachers and 93.8% faculty members have admitted that they follow the routine activities in the department.



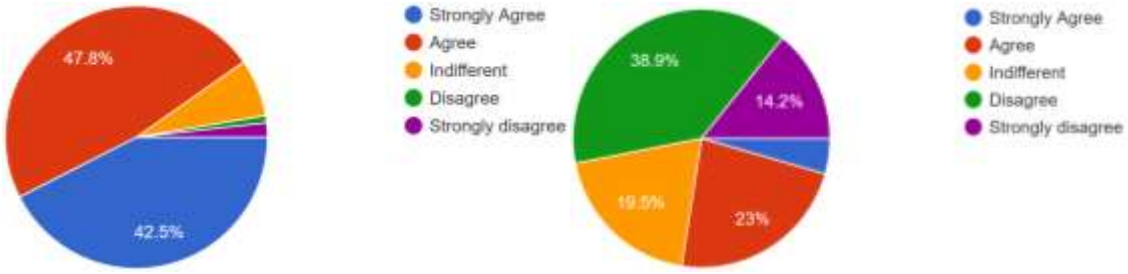
3. 81.5% faculty members agreed that they are growing from their present teaching position and 77.3% accepted that they get the opportunity to learn from their Head of the department.



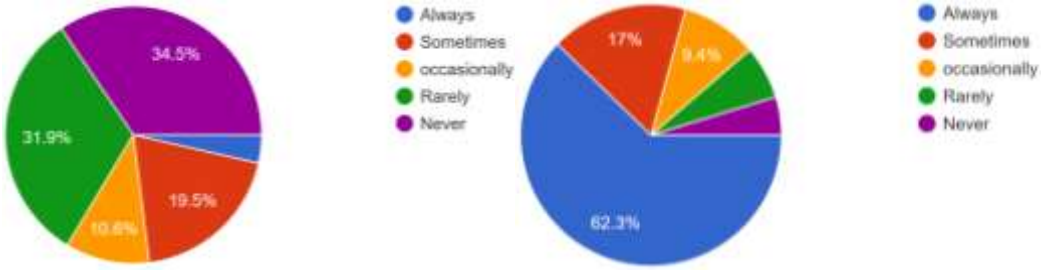
4. 93.8% teachers admitted that teaching has provided them a secured future and 89.4% agreed that they get along well with their colleagues.



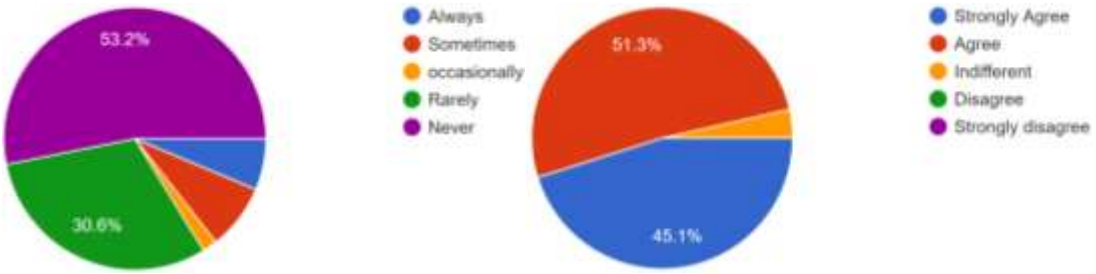
5. Working environment in the university is favourable as admitted by 90.3% faculty members but the policies of the university are clearly defined according to 53.1% faculty members.



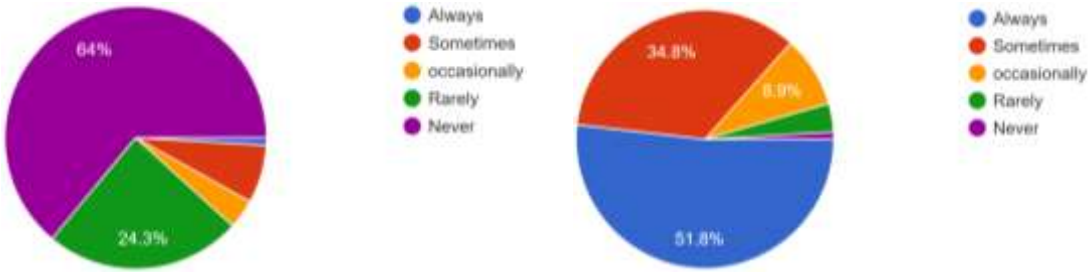
6. 66.4% faculty members agreed that teaching in the university is providing them the opportunities to innovate and 62.3% faculty admitted that they get recognition from their Head of the department.



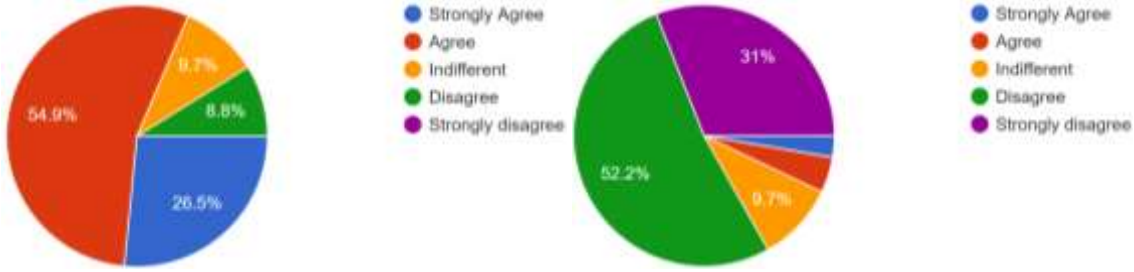
7. According to 53.2% faculty members, they are comfortable with their colleagues and 96.4% faculty members admitted that the students appreciate their teaching techniques.



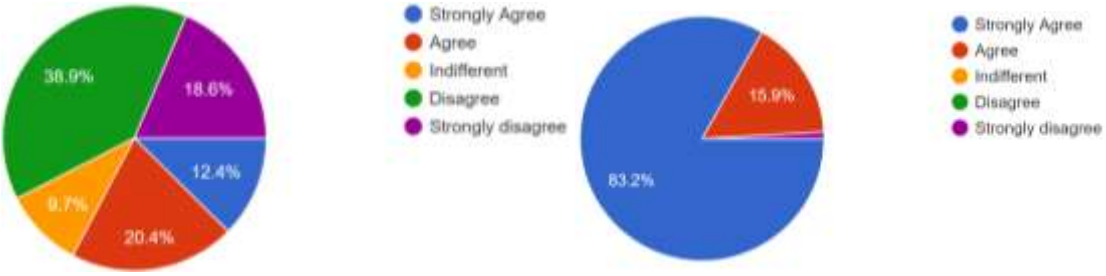
8. To work with colleagues is not difficult according to 64% faculty members and 86.6% faculty members agreed that they learn from their colleagues.



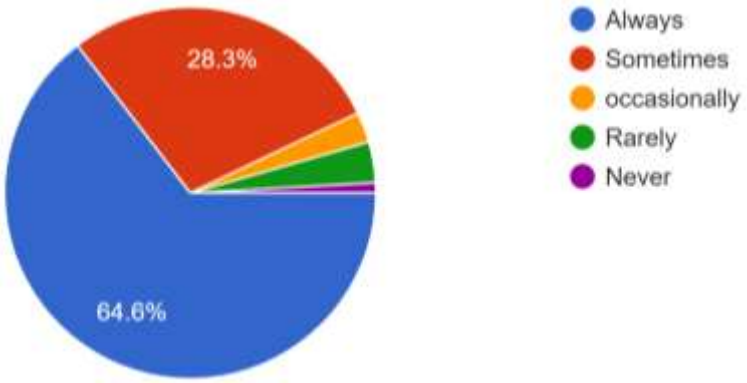
9. Only 54.9% faculty members agreed that their income is adequate for their expenses and 83.2% faculty members admitted that they have freedom to take their decisions in the teaching -learning process.



10. 57.5% faculty members are satisfied with the evaluation techniques of the university and 83.2% faculty members have passion for teaching.



11. According to 92.9% faculty members, they participate in the administrative work of the university.



National Institutional Ranking Framework
Ministry of Education
Government of India
Welcome to Data Capturing System: OVERALL

Submitted Institute Data for NIRF'2021'

Institute Name: Central University of Punjab [IR-O-U-0372]

Sanctioned (Approved) Intake

Academic Year	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
PG [2 Year Program(s)]	983	764	-	-	-	-

Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (Including male & female)	Economically Backward (Including male & female)	Socially Challenged (SC+ST+OBC Including male & female)	No. of students receiving full tuition fee reimbursement from the State and Central Government	No. of students receiving full tuition fee reimbursement from Institution Funds	No. of students receiving full tuition fee reimbursement from the Private Bodies	No. of students who are not receiving full tuition fee reimbursement
PG [2 Year Program(s)]	673	583	1256	146	1094	16	173	635	238	161	0	409

Placement & Higher Studies

PG [2 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2016-17	515	334	2017-18	314	68	340000(Three Lacs Forty Thousands)	83
2017-18	726	496	2018-19	458	153	350000(Three Lacs Fifty Thousands)	70
2018-19	764	577	2019-20	535	112	300000(Three Lacs)	120

Ph.D Student Details

Ph.D (Student pursuing doctoral program till 2019-20 Students admitted in the academic year 2020-21 should not be entered here.)	
	Total Students
Full Time	232
Part Time	0

No. of Ph.D students graduated (including Integrated Ph.D)			
	2019-20	2018-19	2017-18
Full Time	20	28	29
Part Time	0	0	0

Online Education

1. Does all programs/courses were completed on time.	Yes
2. Measures taken to complete the syllabus of courses and programs.	The first semester of the 2019-20 session was completed on time but due to the lockdown period which started from 23rd March 2020, UGC issued an academic calendar for the second semester. The new academic calendar for the session 2019-20 as given by UGC was rigorously followed and the 2nd and 4th semesters ended on 20th July 2020. The session was carried over for two months using summer vacations for completion of the syllabus and the semester ended before the scheduled start of the next odd semester. The curriculum of all programs was completed by taking online classes and classes were also scheduled on Saturdays. Various online tools were used for providing the content to the students and making teaching-learning effective. The teachers provided the content through e-books available with them, videos, ppt's and students were also made aware of the information of open resources. "Ask a Librarian Service" for the students was started during the lockdown period through which students were given guidance to consult different e-resources. They were provided out campus access to e-journals and e-books to get the library facilities. Besides continuous evaluation was conducted through assignments, term papers, MSTs, etc, and other academic requirements were also completed through online interaction with the students. This helped to complete all the required activities on time.
3. The period of delay in completion of syllabus (in months).	0
4. The period of delay in conducting exams (in months).	0

Portal Name	No. of students offered online courses which have credit transferred to transcript	Total no. of online courses which have credit transferred to the transcript	Total no. of credits transferred to transcript
Swayam	9000	1	4
Swayam Dr. Felix	3427	1	2
MOOC	327	9	2

5. No. of courses developed and available online on Swayam platform by your institution faculty	5

Financial Resources: Utilised Amount for the Capital expenditure for previous 3 years

Academic Year	2019-20	2018-19	2017-18
	Utilised Amount	Utilised Amount	Utilised Amount
Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings)			
Library	15377024 (One Crore Fifty Three Lakhs Seventy Seven Thousands Twenty Four)	12532715 (one crore twenty five lac thirty two thousand seven hundred fifteen)	6869732 (Sixty Eight Lakh Sixty Nine Thousand Seven Hundred Thirty Two)
New Equipment for Laboratories	73375052 (Seven Crores Thirty Three Lakhs Seventy Five Thousands Fifty Two)	81013200 (Eight crore thirteen thousand two hundred)	8449137 (Eighty Four Lakh Forty Nine Thousand One Hundred Thirty Seven)
Engineering Workshops	0 (Zero)	0 (Zero)	0 (Zero)
Other expenditure on creation of Capital Assets (excluding expenditure on Land and Building)	96893110 (Nine Crores Sixty Eight Lakhs Ninety Three Thousands One Hundred Ten)	72001487 (seven crore twenty lac one thousand four hundred eighty seven)	28936502 (Two Crore Eighty Nine Lakh Thirty Six Thousands Five Hundreds Two)

Financial Resources: Utilised Amount for the Operational expenditure for previous 3 years

Academic Year	2019-20	2018-19	2017-18
	Utilised Amount	Utilised Amount	Utilised Amount
Annual Operational Expenditure			
Salaries (Teaching and Non Teaching staff)	212955885 (Twenty One Crores Twenty Nine Lakhs Fifty Five Thousands Eight Hundreds Eighty Five)	210650012 (Twenty one crore sixty five lac twelve)	174690678 (Seventeen Crore Forty Six Lakh Ninety Thousand Six Hundred Seventy Eight)
Maintenance of Academic Infrastructure or consumables and other running expenditures(excluding maintenance of hostels and allied services,rent of the building, depreciation cost, etc)	129474196 (Twelve Crores Ninety Four Lakhs Seventy Four Thousands One Hundred Ninety Six)	115410688 (Eleven Crore fifty four lac ten thousand six hundred eighty eight)	101946389 (Ten Crore Nineteen Lakh Forty Six Thousand Three Hundred Eighty Nine)

Seminars/Conferences/Workshops	1017777 (Ten Lakhs Seventeen Thousands Seven Hundreds Seventy Seven)	625224 (Six lac twenty five thousand two hundred Twenty four)	1144759 (Eleven Lakh Forty Four Thousand Seven Hundred Fifty Nine)

IPR

Calendar year	2019	2018	2017
No. of Patents Published	1	1	1
No. of Patents Granted	0	0	0

Sponsored Research Details

Financial Year	2019-20	2018-19	2017-18
Total no. of Sponsored Projects	20	28	23
Total no. of Funding Agencies	8	9	9
Total Amount Received (Amount in Rupees)	72605910	110562601	151200306
Amount Received in Words	Seven Crores Twenty Six Lakhs Five Thousands Nine Hundred Ten	Eleven Crore Five Lakh Sixty Two Thousand Six Hundred One	Fifteen Crores Twelve Lakhs Three Hundred Six

Consultancy Project Details

Financial Year	2019-20	2018-19	2017-18
Total no. of Consultancy Projects	3	2	1
Total no. of Client Organizations	21	25	1
Total Amount Received (Amount in Rupees)	462780	867940	35000
Amount Received in Words	Four Lakhs Sixty Two Thousands Seven Hundreds Eighty	Eight Lac Sixty seven thousand Nine Hundred Forty T	Thirty Five Thousand

Executive Development Program/Management Development Programs

Financial Year	2019-20	2018-19	2017-18
Total no. of Executive Development Programs/ Management Development Programs	0	0	0
Total no. of Participants	0	0	0
Total Annual Earnings (Amount in Rupees)(Excluding Lodging & Boarding Charges)	0	0	0
Total Annual Earnings in Words	Zero	Zero	Zero

PCS Facilities: Facilities of physically challenged students

1. Do your institution buildings have Lifts/Ramps?	Yes, more than 80% of the buildings
2. Do your institution have provision for walking aids, includingwheelchairs and transportation from one building to another for handicapped students?	Yes
3. Do your institution buildings have specially designed toilets for handicapped students?	Yes, more than 80% of the buildings

Accreditation

NBA Accreditation

1.Does your institute have a valid NBA Accreditation?	NO

NAAC Accreditation

1. Does your institute have a valid NAAC Accreditation?	YES

Valid from	Valid upto	CGPA
25-05-2016	24-05-2021	3.06

Faculty Details

Srno	Name	Age	Designation	Gender	Qualification	Experience (In Months)	Is Associated Last Year	Currently working with institution?	Joining Date	Leaving Date	Association type
1	SABYASACHI SENAPATI	36	Assistant Professor	Male	Ph.D	84	Yes	Yes	04-08-2015	--	Regular
2	RAJ KUMAR	41	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	168	Yes	Yes	28-12-2015	--	Regular
3	CHIDANAND PATIL	34	Assistant Professor	Male	Ph.D	65	Yes	Yes	18-11-2016	--	Regular
4	TARUN ARORA	44	Professor	Male	Ph.D	234	Yes	Yes	13-07-2015	--	Regular
5	ACHCHHE LAL SHAMRA	39	Assistant Professor	Male	Ph.D	108	Yes	Yes	01-05-2013	--	Regular
6	VIKAS JAITAK	40	Assistant Professor	Male	Ph.D	108	Yes	Yes	10-12-2013	--	Regular
7	SUKHWINDER KAUR	38	Assistant Professor	Female	Ph.D	120	Yes	Yes	13-07-2015	--	Regular
8	DINESH BABU	45	Assistant Professor	Male	Ph.D	84	Yes	Yes	27-07-2015	--	Regular
9	K MILANKUMAR SHARMA	35	Assistant Professor	Male	Ph.D	119	Yes	Yes	31-08-2015	--	Regular
10	RAJESH KUMAR GUPTA	41	Associate Professor	Male	Ph.D	180	Yes	Yes	28-12-2015	--	Regular
11	ZAMEERPAL KAUR	45	Professor	Female	Ph.D	208	Yes	Yes	21-10-2009	--	Regular
12	YOGALAKSHMI K N	40	Associate Professor	Female	Ph.D	133	Yes	Yes	31-10-2011	--	Regular
13	VIKAS RATHEE	39	Assistant Professor	Male	Ph.D	100	Yes	Yes	18-11-2016	--	Regular
14	BAWA SINGH	50	Associate Professor	Male	Ph.D	128	Yes	Yes	10-08-2012	--	Regular
15	NARESH KUMAR SINGLA	41	Assistant Professor	Male	Ph.D	96	Yes	Yes	10-09-2013	--	Regular
16	J NAGENDRA BABU	42	Assistant Professor	Male	Ph.D	135	Yes	Yes	13-07-2015	--	Regular

17	SHASHANK KUMAR	34	Assistant Professor	Male	Ph.D	60	Yes	Yes	13-07-2015	--	Regular
18	JITENDRA KUMAR PATTANAIK	39	Associate Professor	Male	Ph.D	120	Yes	Yes	03-08-2015	--	Regular
19	SOMESH BARANWAL	44	Assistant Professor	Male	Ph.D	195	Yes	Yes	28-12-2015	--	Regular
20	SANJEEV KUMAR	43	Professor	Male	Ph.D	122	Yes	Yes	25-05-2010	--	Regular
21	SUDHEER SINGH VERMA	34	Assistant Professor	Male	Ph.D	70	Yes	Yes	05-08-2015	--	Regular
22	FELIX BAST	40	Associate Professor	Male	Ph.D	124	Yes	Yes	24-05-2010	--	Regular
23	ALPNA SAINI	40	Professor	Female	Ph.D	217	Yes	Yes	14-10-2011	--	Regular
24	PREETI KHETARPAL	40	Assistant Professor	Female	Ph.D	125	Yes	Yes	31-08-2012	--	Regular
25	NISHTHA KAUSHIKI	39	Assistant Professor	Female	Ph.D	94	Yes	Yes	06-09-2012	--	Regular
26	SACHIN KUMAR	38	Assistant Professor	Male	Ph.D	108	Yes	Yes	13-07-2015	--	Regular
27	VINOD ARYA	38	Assistant Professor	Male	Ph.D	60	Yes	Yes	29-07-2015	--	Regular
28	SUMEDHA DUTTA	34	Assistant Professor	Female	Ph.D	84	Yes	Yes	28-12-2015	--	Regular
29	SUDIP CHAKRABORTY	42	Assistant Professor	Male	Ph.D	58	Yes	Yes	18-11-2016	--	Regular
30	RAJINDER KUMAR	37	Associate Professor	Male	Ph.D	120	Yes	Yes	14-03-2011	--	Regular
31	Vinod Kumar Garg	56	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	331	Yes	Yes	15-03-2016	--	Regular
32	DHANYA M S	39	Assistant Professor	Female	Ph.D	112	Yes	Yes	27-10-2011	--	Regular
33	VENKATA RAO KAKI	40	Assistant Professor	Male	Ph.D	118	Yes	No	18-11-2016	20-01-2020	Regular
34	KIRAN KUMARI SINGH	41	Assistant Professor	Female	Ph.D	114	Yes	Yes	25-03-2013	--	Regular
35	MAHESH KULHARIA	41	Assistant Professor	Male	Ph.D	147	Yes	No	05-07-2013	19-11-2020	Regular
36	JUBILEE PADMANABHAN	40	Assistant Professor	Female	Ph.D	118	Yes	Yes	30-12-2014	--	Regular
37	ANOOP KUMAR	34	Assistant Professor	Male	Ph.D	60	Yes	Yes	13-07-2015	--	Regular
38	PRADEEP KUMAR	36	Assistant Professor	Male	Ph.D	102	Yes	Yes	31-07-2015	--	Regular
39	SHAHILA ZAFAR	42	Associate Professor	Female	Ph.D	216	Yes	Yes	28-12-2015	--	Regular

40	S K MAHAPATRA	47	Professor	Male	Ph.D	158	Yes	Yes	28-12-2015	--	Regular
41	BISWAJIT BEHERA	49	Assistant Professor	Male	Ph.D	36	Yes	Yes	04-07-2017	--	Regular
42	MANJU JAIN	42	Assistant Professor	Female	Ph.D	84	Yes	Yes	09-05-2017	--	Regular
43	KRISHNA KUMAR CHOUDHARY	32	Assistant Professor	Male	Ph.D	45	Yes	No	18-11-2016	19-11-2020	Regular
44	KAMLESH YADAV	34	Assistant Professor	Male	Ph.D	87	Yes	Yes	07-05-2013	--	Regular
45	VINOD KUMAR	43	Associate Professor	Male	Ph.D	108	No	Yes	10-02-2020	--	Regular
46	DEEPAK KUMAR CHAUHAN	40	Associate Professor	Male	LLD	180	Yes	Yes	22-03-2011	--	Regular
47	SHAMSHIR SINGH DHILLON	45	Assistant Professor	Male	Ph.D	144	Yes	Yes	28-11-2013	--	Regular
48	JYOTI PARKASH	40	Assistant Professor	Male	Ph.D	147	Yes	Yes	13-07-2015	--	Regular
49	JAINENDRA KUMAR VERMA	33	Assistant Professor	Male	Ph.D	87	Yes	Yes	13-07-2015	--	Regular
50	AKLANK JAIN	45	Associate Professor	Male	Ph.D	264	Yes	Yes	13-07-2015	--	Regular
51	SUNIL KUMAR SINGH	40	Assistant Professor	Male	Ph.D	90	Yes	Yes	20-12-2016	--	Regular
52	KHETAN SHEVKANI	34	Assistant Professor	Male	Ph.D	47	Yes	Yes	01-09-2016	--	Regular
53	GAUREE SHANKER	42	Professor	Male	Ph.D	177	Yes	Yes	28-12-2015	--	Regular
54	YASHI SRIVASTAVA	37	Assistant Professor	Female	Ph.D	103	Yes	Yes	18-11-2016	--	Regular
55	SURINDER SINGH KHURANA	36	Assistant Professor	Male	M.Tech	132	Yes	Yes	16-04-2013	--	Regular
56	RAMANPREET KAUR	40	Assistant Professor	Female	Ph.D	134	Yes	Yes	20-09-2013	--	Regular
57	RAJENDRA SINGH DHAYAL	41	Assistant Professor	Male	Ph.D	132	Yes	Yes	13-07-2015	--	Regular
58	ASHOK KUMAR	34	Assistant Professor	Male	Ph.D	60	Yes	Yes	13-07-2015	--	Regular
59	L T SASANG GUITE	38	Assistant Professor	Male	Ph.D	60	Yes	Yes	06-08-2015	--	Regular
60	PRAMOD KUMAR KUSHAWAHA	38	Assistant Professor	Male	Ph.D	68	Yes	Yes	28-12-2015	--	Regular
61	ANIL KUMAR MANTHA	43	Professor	Male	Ph.D	188	Yes	Yes	31-05-2012	--	Regular
62	ASHOK KUMAR PATHAK	37	Assistant Professor	Male	Ph.D	44	Yes	Yes	18-11-2016	--	Regular
63	KOUSIK GIRI	41	Assistant Professor	Male	Ph.D	90	Yes	Yes	10-05-2013	--	Regular

64	ANJANA MUNSHI	55	Dean / Principal / Director / Vice Chancellor	Female	Ph.D	324	Yes	Yes	06-01-2014	--	Regular
65	AMANDEEP SINGH	38	Assistant Professor	Male	Ph.D	118	Yes	Yes	25-03-2013	--	Regular
66	PABITRA KUMAR MISHRA	45	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	216	Yes	Yes	13-07-2015	--	Regular
67	PUNEET PATHAK	42	Assistant Professor	Male	Ph.D	156	Yes	Yes	03-04-2012	--	Regular
68	PANKAJ BHARDWAJ	40	Assistant Professor	Male	Ph.D	110	Yes	Yes	07-05-2011	--	Regular
69	RAKESH KUMAR	39	Assistant Professor	Male	Ph.D	76	Yes	Yes	13-07-2015	--	Regular
70	SESADEBA PANY	47	Assistant Professor	Male	Ph.D	162	Yes	Yes	17-07-2015	--	Regular
71	ADITYA RANJAN KAPOOR	38	Assistant Professor	Male	Ph.D	59	Yes	Yes	10-08-2015	--	Regular
72	VINAY KUMAR	37	Assistant Professor	Male	Ph.D	59	Yes	Yes	10-08-2015	--	Regular
73	AMANDEEP KAUR	45	Dean / Principal / Director / Vice Chancellor	Female	Ph.D	296	Yes	Yes	20-08-2015	--	Regular
74	MONISHA DHIMAN	42	Professor	Female	Ph.D	172	Yes	Yes	30-05-2012	--	Regular
75	CHHAVI GARG	32	Assistant Professor	Female	Ph.D	72	Yes	Yes	03-01-2018	--	Regular
76	RAMARAO PODURI	65	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	494	Yes	Yes	01-01-2010	--	Regular
77	RAMAKRISHNA WUSIRIKA	55	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	203	Yes	Yes	28-12-2015	--	Regular
78	MALKHEY VERMA	54	Associate Professor	Male	Ph.D	190	Yes	No	05-02-2016	07-12-2020	Regular
79	SUNIL MITTAL	41	Associate Professor	Male	Ph.D	153	Yes	Yes	02-03-2010	--	Regular
80	PUNEETA PANDEY	38	Assistant Professor	Female	Ph.D	112	Yes	Yes	16-03-2011	--	Regular
81	SANDEEP SINGH	38	Associate Professor	Male	Ph.D	121	Yes	Yes	03-10-2011	--	Regular
82	HARISH CHANDER	46	Assistant Professor	Male	Ph.D	186	Yes	Yes	20-01-2014	--	Regular
83	K K HALDAR	37	Assistant Professor	Male	Ph.D	66	Yes	Yes	13-07-2015	--	Regular
84	RAPALLI KRISHNA CHAITANYA	38	Assistant Professor	Male	Ph.D	60	Yes	Yes	31-07-2015	--	Regular
85	SATWINDER SINGH	40	Associate Professor	Male	Ph.D	192	Yes	Yes	28-12-2015	--	Regular

86	MEENAKSHI MITTAL	34	Assistant Professor	Female	M.E.	106	Yes	Yes	30-09-2011	--	Regular
87	PARAMVEER SINGH	39	Assistant Professor	Male	Ph.D	156	Yes	Yes	03-01-2018	--	Regular
88	DHANRAJ SHARMA	33	Assistant Professor	Male	Ph.D	60	Yes	Yes	03-01-2018	--	Regular
89	RUBAL KANOZIA	33	Assistant Professor	Male	Ph.D	152	Yes	Yes	03-01-2018	--	Regular
90	S K BAWA	64	Dean / Principal / Director / Vice Chancellor	Female	Ph.D	400	Yes	Yes	13-04-2015	--	Adhoc / Contractual
91	RAJESH KUMAR	47	Professor	Male	Ph.D	168	Yes	Yes	28-12-2015	--	Regular
92	HARMANPREET SINGH KAPOOR	33	Assistant Professor	Male	Ph.D	62	Yes	Yes	24-01-2019	--	Regular
93	ASHWANI KUMAR	41	Assistant Professor	Male	Ph.D	79	Yes	Yes	29-07-2016	--	Regular
94	SANDEEP KAUR	42	Associate Professor	Female	Ph.D	168	Yes	Yes	25-05-2010	--	Regular
95	JAJATI KESHARI PARIDA	37	Assistant Professor	Male	Ph.D	112	Yes	Yes	07-08-2015	--	Regular
96	Dr Shankar Lal Bika	39	Associate Professor	Male	Ph.D	144	Yes	Yes	12-03-2020	--	Regular
97	Dr Pritam Chand	36	Assistant Professor	Male	Ph.D	7	Yes	Yes	16-01-2020	--	Regular
98	Dr Lakhvir Kaur Lezia	35	Assistant Professor	Female	Ph.D	12	Yes	Yes	16-01-2020	--	Regular
99	Dr Prashant S Alegaonkar	44	Associate Professor	Male	Ph.D	160	Yes	Yes	08-02-2020	--	Regular
100	Dr Surjeet Singh Dhaka	32	Assistant Professor	Male	Ph.D	61	Yes	Yes	20-01-2020	--	Regular
101	DR DHARMENDRA SINGH	33	Assistant Professor	Male	Ph.D	6	Yes	Yes	20-01-2020	--	Regular
102	KSHETRIMAYUM KRISHNAKANTA SINGH	41	Associate Professor	Male	Ph.D	5	No	Yes	11-02-2020	--	Regular
103	Dr Hari Krishna Reddy	33	Assistant Professor	Male	Ph.D	24	Yes	Yes	13-01-2020	--	Regular
104	Dr Uma Shanker	32	Assistant Professor	Male	Ph.D	16	Yes	Yes	13-01-2020	--	Regular
105	DR VIRENDER SINGH	38	Associate Professor	Male	Ph.D	112	Yes	Yes	20-02-2020	--	Regular
106	DR VINAY KUMAR BARI	33	Assistant Professor	Male	Ph.D	6	Yes	Yes	20-01-2020	--	Regular
107	DR RAVINDRESH CHABRA	36	Assistant Professor	Male	Ph.D	77	Yes	Yes	26-02-2020	--	Regular
108	DR AJAY KUMAR	34	Assistant Professor	Male	Ph.D	28	Yes	Yes	17-02-2020	--	Regular

109	DR SURENDER KUMAR SHARMA	44	Associate Professor	Male	Ph.D	12	Yes	Yes	17-02-2020	--	Regular
110	Debapriya Garabadu	40	Assistant Professor	Male	Ph.D	90	Yes	Yes	29-01-2020	--	Regular
111	DR ERONIMUS ANTHONYSAMY	35	Assistant Professor	Male	Ph.D	78	Yes	Yes	24-01-2020	--	Regular
112	DR RUCHITA VERMA	35	Assistant Professor	Female	Ph.D	114	No	Yes	09-06-2020	--	Regular
113	DR ANAND THAKUR	39	Associate Professor	Male	Ph.D	12	Yes	Yes	28-01-2020	--	Regular
114	PUNEET KUMAR	40	Associate Professor	Male	Ph.D	120	Yes	Yes	22-01-2020	--	Regular
115	DR DEEPAK KUMAR PANDEY	29	Assistant Professor	Male	Ph.D	27	Yes	Yes	20-01-2020	--	Regular
116	DR KULBHUSHAN SHARMA	41	Assistant Professor	Male	Ph.D	103	Yes	Yes	16-01-2020	--	Regular
117	DR JASWINDER SINGH BHATTI	47	Associate Professor	Male	Ph.D	156	Yes	Yes	16-01-2020	--	Regular
118	DR SURESH THAREJA	36	Associate Professor	Male	Ph.D	120	Yes	Yes	06-02-2020	--	Regular
119	DR MAHESH KUMAR MEENA	34	Assistant Professor	Male	Ph.D	17	Yes	Yes	12-02-2020	--	Regular
120	DR SHUBHDIP KAUR	33	Assistant Professor	Female	Ph.D	48	Yes	Yes	24-01-2020	--	Regular
121	DR ANUGRAHA MERIN RAJAN	33	Assistant Professor	Female	Ph.D	6	Yes	Yes	23-01-2020	--	Regular
122	DR SAJAD AHMAD NAJAR	35	Assistant Professor	Male	Ph.D	7	Yes	Yes	13-01-2020	--	Regular
123	DR SANJEEV KUMAR	35	Assistant Professor	Male	Ph.D	120	Yes	Yes	11-02-2020	--	Regular
124	PUSHPINDER SINGH	32	Assistant Professor	Male	Ph.D	18	Yes	Yes	13-01-2020	--	Regular
125	DR S BINTHU MATHAVAN	34	Assistant Professor	Male	Ph.D	67	Yes	Yes	24-01-2020	--	Regular
126	DR DILSHITH A KABEER	28	Assistant Professor	Male	Ph.D	9	Yes	Yes	27-01-2020	--	Regular
127	DR VIPAN PAL SINGH	48	Associate Professor	Male	Ph.D	240	Yes	Yes	29-01-2020	--	Regular
128	DR PRITHVI RAJ	38	Assistant Professor	Male	Ph.D	84	Yes	Yes	24-01-2020	--	Regular
129	DR MANABHANJAN MEHER	41	Assistant Professor	Male	Ph.D	49	Yes	Yes	20-01-2020	--	Regular
130	DR NASIR SALAM	41	Assistant Professor	Male	Ph.D	81	Yes	Yes	11-03-2020	--	Regular
131	DR RAJNI SAHOTA	37	Assistant Professor	Female	Ph.D	96	Yes	Yes	21-01-2020	--	Regular

132	DR PARVINDER SINGH	32	Assistant Professor	Male	Ph.D	74	Yes	Yes	14-02-2020	--	Regular
133	R K KOHLI	66	Dean / Principal / Director / Vice Chancellor	Male	Ph.D	480	Yes	No	05-09-2014	22-08-2020	Regular
134	DR S K MUSTAK	37	Assistant Professor	Male	Ph.D	6	Yes	Yes	03-02-2020	--	Regular
135	Prof Pankaj Parashar	43	Professor	Male	Ph.D	137	Yes	No	24-01-2020	10-06-2020	Regular
136	Prof Paramjit Singh	61	Professor	Male	Ph.D	470	Yes	No	07-02-2020	22-10-2020	Regular
137	DR DEBARSHI SARKAR	34	Assistant Professor	Male	Ph.D	6	Yes	Yes	27-01-2020	--	Regular
138	DR ANJANA BALI	32	Assistant Professor	Female	Ph.D	87	Yes	Yes	16-01-2020	--	Regular
139	DR RAILE ROCKY ZIIPAO	32	Assistant Professor	Male	Ph.D	20	Yes	No	12-02-2020	16-01-2021	Regular
140	DR PRAFULLA KUMAR SAHOO	37	Other	Male	Ph.D	18	Yes	Yes	24-12-2018	--	Other
141	DR SHAHNAZ RAHMAN	45	Other	Male	Ph.D	64	Yes	Yes	15-11-2016	--	Other
142	DR BIPLAB BANERJEE	42	Other	Male	Ph.D	52	Yes	Yes	20-09-2017	--	Other
143	DR KRISHNAKANTA MONDAL	33	Other	Male	Ph.D	16	Yes	Yes	01-04-2019	--	Other

IQAC Calendar (2020-21)

Sr. No.	Activities of IQAC	Date
1.	Meeting of IQAC	September 24, 2020
2.	Feedback to teachers	October 5-6, 2020
3.	Data collection for AQAR from Faculty/HoD	Upto 25th October 2020
4.	Data collection for AQAR from Administration	Upto 25th October 2020
5.	Preparation of AQAR report of 2018-19	October 25, 2020
6.	Meeting of IQAC	October 28, 2020
7.	Feedback from parents/employers/alumni	November 15-22, 2020
8.	Preparation of AQAR report of 2019-20	November 25, 2020
9.	Analysis of feedback from parents/employers/ alumni	December 10, 2020
10.	Curriculum Development Committee Meeting	January 6-15, 2021
11.	Curriculum Audit	January 18-22, 2021
12.	Internal Administrative Audit	February 1-3, 2021
13.	Board of Studies	February 1 – February 23, 2021
14.	School Board	February 24 - March 30, 2021
15.	Meeting of IQAC	March 12, 2021
16.	Internal Academic Audit	March 3-15, 2021
17.	External Administrative Audit	March 29-31, 2021
18.	Follow up report of Internal Audit	Upto 30th March 2021
19.	Lab audit	April 1-2, 2021
20.	External Academic Audit	April 5-9, 2021
21.	Student Satisfaction Survey	April 12-16, 2021
22.	Meeting of IQAC	April 27, 2021
23.	Meeting of AC and EC for approval of Curriculum	May 2021
24.	Feedback from teachers	May 2021
25.	Analysis of feedback from teachers	May 2021
26.	Feedback from Students	May 2021
27.	Meeting of IQAC	2nd Week of May 2021
28.	Analysis of Feedback of curriculum from students of 1st and 3rd Semester	June 2021

पंजाब केन्द्रीय विश्वविद्यालय
(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)
गाँव एवं डाक घर: घुद्दा जिला: बठिंडा-151401
ईमेल: establishement@cup.edu.in
वेबसाइट: www.cup.edu.in

Central University of Punjab
(Established vide an Act no. 25(2009) of Parliament)
VPO : Ghudda, District: Bathinda-151401
Email: establishment@cup.edu.in
Website: www.cup.edu.in

स्थापना शाखा / Establishment Branch

Ref: CUPB/Estt./2021/Notification/43 **Dated: 16.03.2021**

NOTIFICATION

It is notified for the information of all concerned that as per the requirement of AQAR the Competent Authority has constituted following "**Research Academic Committee**":-

1. Prof. Virander S. Chauhan, J.C. Bose Fellow & Distinguished Biotechnology Professor. DBT, GOI.
2. Prof. Rajneesh Kumar Shukla, Vice Chancellor, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha
3. Prof. Vasudha Kamat, Former Vice Chancellor, SNDT Women's University, Mumbai
4. Prof. Nishtha Jaswal, Vice Chancellor, HPNLU, Shimla
5. Prof. Avinash Chandra Pandey, Director, Inter-University Acceletor Centre (IUAC), New Delhi
6. Prof. Manjula Rana, Deptt. of Hindi, H.N.B. Garhwal University, Srinagar (Uttarakhand)
7. Dean Incharge Academics
8. Dean Research
9. All Deans

This issues with the approval of the Competent Authority.

Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of Hon'ble Vice Chancellor
2. PA to Registrar/ COE: for kind information of the Registrar/COE.
3. All members of the Committee
4. Prof. S.K. Bawa, Director IQAC – **Alongwith original file.**
5. Concerned file

Assistant Registrar (Estt.)

16/3/21

Guidelines for Curriculum Development

The curriculum for the session 2021-23 is to be prepared in line with the National Education Policy-2020, according to which the curriculum of all programmes should focus on:

1. Multidisciplinary, interdisciplinary, intradisciplinary and transdisciplinary approach (An approach to curriculum integration which dissolves the boundaries **between the conventional disciplines** and organizes teaching and learning around the construction of meaning in the context of real-world problems or themes.)

2. Development of competencies and skills required in your discipline to meet the global challenges

3. Reflection of the content to innovate

4. Enhancing Community engagement

5. Inculcation of values through the curriculum and enhancing the value of your discipline

6. Development of content providing flexibility across the courses and within the courses

7. Every programme should have graduate attributes aligned to the vision of the university, NEP2020 and the need of the stakeholders of your discipline.

8. Follow the template of the university for allocation of credits to each programme, courses and type of courses.

9. Transactional Modes need to be modified focussing on Heutagogy, Cybergogy and Peeragogy.

10. Evaluation Criteria needs to be redefined based on a choice-based credit system for External, Internal, formative, and summative evaluation of theory, practical, skill-based, research-based, internships, field trips and such other courses. Self-evaluation by the students needs to be introduced.

11. Entrepreneurial skills are to be given due considerations.

12. Mapping of graduate attributes with course outcomes and content of the course with course outcomes is required. (A mapped table is required for curriculum audit)

13. An updated references along with web sources are to be included in all courses.

Template for preparing course structure

Disciplines	Total credits	**Core**	**Elective courses**			**Foundation**	
			Discipline Elective	**ID**	**Skill based**	**Compulsory Foundation**	**Elective Foundation/ Value based**
Sciences	85	10 C 30 Cr.	3 C 9 Cr.	1 C 2 Cr.	Practical/internship–10 credits Dissertation /internship 24 credits	2 C- 6 credits DEC- 1C -2 credits Entrpreneurship-1 Cr.	1 C 1 Cr.
Math	83	13 C 39 Cr.	3 C 9 Cr.	1C-2 Cr.	Practical- 1 credits Dissertation /internship 24 credits	2 C – 6 Cr. Entrpreneurship-1 Cr.	1 C 1 Cr.
Literature	84	8 C 32 Cr.	4C 12 Cr.	1C 2 Cr.	Dissertation /internship 24 credits Practical- 2 credits	2C-8 cr. DEC-1 C-2 Cr. Entrpreneurship-1 Cr	1 Cr. 1Cr.
Social Sci.	83	10 C 40 Cr.	3C 9 Cr.	1C 2 Cr.	Dissertation /internship 20 credits	DEC-1 2Cr Entrpreneurship-1 Cr. 2C-8 Cr.	1 C 1Cr.
Education	90	9 C 36 Cr.	4 C 16 Cr.	1 C 2 Cr.	Dissertation -12 Cr Internship -16 credits	1C-4Cr. DEC-1 C 2 Cr.	1C 1 Cr.
Law	82	9 C 36 Cr.	3C 12 Cr.	1 C 2 Cr.	Dissertation /internship 20 credits	2C-8 Cr. DEC-1 C- 2 Cr. Entrpreneurship-1 Cr.	1C 1 Cr.
Mass Comm.	88	6C 18Cr.	3 C 9 Cr.	1 C 2 Cr.	Practical – 7 C – 7Cr. Dissertation 20 credits Internship- 4 Cr.	6 C- 24 Cr. DEC-1 – 2 Cr. Entrpreneurship-1Cr.	1 C 1 Cr.

Library Science	88	9C 36 Cr.	4 C 12 Cr.	1C 2 Cr	Practicals-10 Cr. Dissertation-16 Cr. Internship-4 Cr.	1 C-4 Cr. DEC- 1C -2 Cr. Entrepreneurship-1 Cr.	1 C 1 Cr.
Management	83	10 C 40 Cr	3 C 9 Cr.	1 C 2 Cr.	Dissertation /internship 20 credits	2C-8 Cr. DEC-1 C- 2 Cr. Entrpreneurship-1 Cr.	1C 1 Cr.
Performing Arts	90	7 C 28 Cr.	-	1 C 2 Cr.	Practical-12C 36 Cr. Dissertation/Internship -20Cr.	1 C-2Cr. DEC-1 C- 2 Cr. Entrpreneurship-1 Cr.	1C 1 Cr.

C – Course Cr – Credits

MOOCs may be taken up 40% of the total credits (excluding dissertation credits). MOOC may be taken in lieu of any course but content of that course should match minimum 70%. Mapping is to be done by the respective department and students may be informed accordingly. Students will have an option to carry out dissertation work in industry, national institutes or Universities in the top 100 NIRF ranking.

Group dissertation may be opted, with a group consisting of a maximum of four students. These students may work using single approach or multidisciplinary approach. Research project can be taken up in collaboration with industry or in a group from within the discipline or across the discipline.

Each department should start efforts for roping in industries/HEIs for accepting our students for dissertation/projects/internship and other academic activities for industry/academia interaction. The department may also collaborate for conducting experiments. Discipline electives may be offered jointly with the sister departments. In that case the available option per course should be 5. If, however, Discipline Elective is offered by a single department, the available options should be 3. Curriculum of programmes regulated by statutory bodies such as AICTE, PCI, NCTE, etc. will be as per their regulations.

1. Introduction and Objectives of Manual

The teaching, learning, and evaluation are integrated and indissoluble components of education. The evaluation system, along with teaching, should serve as an aid in the process of learning. The evaluation process should include continuous integral evaluation, the conduct of examination, the evaluation of answer scripts and indicating the performance by grading.

The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it. Instilling confidence amongst students about the assessment system and timely publication of highly accurate results is essential. Continuous evaluation of student's performance has become norm of the day at CUPB. This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. In this regard, CUPB aims to establish an examination system with the following features:

1.1. An independent system so that it can operate without fear, favour, pressure and prejudice.

1.2. Based on sound principles, policies, and procedures directed towards the achievement of its goals.

1.3. Flexibility and adaptability to the changing needs

1.4. Transparent policies and procedures

1.5. Manned by persons with appropriate qualifications and qualities like self-discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.

1.6. Employ state of art facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

The examination reform, in the University, is not merely a technique to improve the evaluation system but to be viewed as an aim at improving the education process itself. For the Examinations Branch, the conduct of examinations with highest accuracy, impartiality and neutrality to gain public credibility and esteem, is of supreme significance. To achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

This Manual is an effort in that direction and the objective of the Examinations Manual is:

1.7. To define roles, responsibilities of the people involved;

1.8. To outline the protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations;

1.9. To create confidence and trust amongst the stakeholders (Administration, Teachers, Students, Parents, Government and Public) of the University.

1.10. To conduct all examinations as per the pre-published calendar of examinations.

1.11. To curb malpractices and unfair means in the examinations.

1.12. To maintain confidentiality and increase reliability of the examination system.

1.13. To increase transparency in the examination system.

1.14. To declare accurate results, as early as possible, in the shortest possible time.

1.15. To undertake verification of examination related documents and certificates.

The Manual covers all rules, regulations, procedure, and forms/proforma for use in the examination process / system. The procedures to restrain unfair means and malpractices have also been listed along with the penalty and punishments.

2. Definition & Abbreviation

2.1. CBCS- Choice Based Credit System

2.2. CGPA- Cumulative Grade Points Average

2.3. DEC- Discipline Enrichment Courses

2.4. ESE- End Semester Examination

2.5. EST – End Semester Test

2.6. IDC- Inter-Disciplinary Courses

2.7. MST- Mid Semester Test

2.8. MOOC- Massive Open Online Courses

2.9. MCQ- Multiple Choice Question

2.10. OWAM-Over Weightage Average Marks

2.11. VAC- Value Added Courses

3. Registration of Students

3.1. Merit list of candidates is uploaded on website.

3.2. Candidates who are provisionally selected are required to submit fees.

3.3. Candidates, who submit their fees, are asked to upload documents by the respective HoD's on registration portal.

3.4. After uploading of documents, HoD's verify their documents and allot registration numbers to those candidates.

4. Continuous Evaluation System

4.1. Each programme offered by the University shall consist of at least 90 credits (except M.Tech., M.Ed., LL.M. and M.Pharm.) covering theory and practical courses, a compulsory seminar and research projects/project based on the industrial research in the relevant discipline.

4.2. The credit and other requirements for professional Programmes such as M.Tech., M.Ed., LL.M and M.Pharm. shall be determined as per requirements of respective National Regulatory Bodies for these Programmes.

4.3. In order to implement the CBCS, each Department offers Core courses, Elective Courses, DEC, Skill Enhancement, IDC, MOOC, VAC, and Foundation courses.

4.4. At CUPB each Masters' Programme student shall be continuously evaluated for academic performance in a Course through a surprise test(s), tutorials, practical work, assignment(s), term paper, field work, seminar(s), periodical tests, Mid Semester Test(s) and the End Semester Examinations, as prescribed in the examination scheme of the respective programme and Course

4.5. Following Continuous Assessment evaluation procedure shall be applicable:

4.5.1. ***Surprise Tests*** The aggregate weightage of surprise tests is 10%. There will be no limit for the number of surprise tests of MCQs type. The average of two best tests is to be considered for the evaluation. These tests are held in the class rooms during scheduled teaching periods without any prior announcement or date sheet. Record of the answer sheets duly evaluated and signed by the Course Coordinator are maintained by the Department.

4.5.2. ***Term paper*** The weightage of Term paper is 10%. The students are given different topics from the course in which term paper is to be submitted. The type of Term paper is decided and informed by the concerned teacher. The submission date of term paper is decided and communicated to the students

at the start of the semester. The Course Coordinator ensures that work done by the student is original. Proper record of the term paper is maintained by the Department.

4.5.3. ***Assignment(s)*** will be of 5% weightage. All details regarding the assignments i.e. minimum and maximum marks, length etc. and due date of its submission will be decided by the Course Coordinator.

4.5.4. ***Mid Semester Tests*** will be pre-announced test at the level of the Department. These tests will be subjective type and will contain five medium answer type questions and two long answer type question. Each MST will carry 25% weightage.

The duration of MST will be one hour and it will be conducted in the class room. After the examination, normal normal teaching will continue for the remaining day. The format of the examination, recommended by the committee, is as under:

25 marks = 60 minutes

From 2018, the nomenclature of MST-I, MST-II and End Semester Exam be changed to Mid Semester Test (MST), End Semester Exam (ESE-Subjective) and End Semester Exam (ESE Objective).

4.5.5. ***End Semester Examination*** will be conducted online in the University Computer Centre, except under special circumstances which may warrant to conduct the online ESEs at Departmental level. End Semester Examination will be based on MCQs/fill ups. Weightage of End Semester Examination will be of 25%.

4.6. In case a student could not appear in any component of the continuous assessment of a Course due to medical reasons or under other exceptional circumstances (supported by documentary evidence), a separate examination of that component may be arranged by the concerned Head of Department before the beginning of End Semester Examination.

4.7. The End Semester Practical Examination (wherever applicable) shall be held before the theory examinations as per the University calendar.

4.8. A student shall be permitted to appear in the End-Semester Examination as per the Conduct of Examination Rules after filling up the prescribed Examination Form, payment of the prescribed examination fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

4.9. A student should obtain pass percentage (40%) in "aggregate" (MSTs + Surprise Tests + End-Term). But for clearing the subject, it is compulsory to appear in the End Term Examination.

4.10. Unless prescribed in the Rules and the Scheme of Examination of a particular Programme, a candidate shall be deemed to have completed his/her Courses successfully if he/she obtains minimum Grade point of 4 as per the 10 point system, in each course.

Letter Grade	Grade point
O Outstanding	10
A+ Excellent	9
A Very good	8
B+ Good	7
B Above Average	6
C Average	5
P Pass	4
F Fail	0
Ab Absent	0

5. Examination Forms

5.1. All the students who are eligible to appear in the End Semester Examination (ESEs) are required to fill-up the Examination Form through online mode.

5.2. The Examinations Branch notifies regarding the time schedule of End Semester Examinations, opening of online examination forms and deadlines for submission of forms. The link for filling the form is made available on University website 2 to 3 weeks prior to the schedule of ESEs.

5.3. Only those candidates who fill the Examination Form are permitted to appear in the End Semester Examinations.

5.3.1. Electives

5.3.2. MOOCS

5.3.3. IDC

5.3.4. VAC

6. Examination Fees

6.1. The examination fees, as approved by the authorities shall be payable by the students along with their Semester Fees.

6.2. A student who is unable to attend an examination, shall not be entitled to receive a refund of the fees paid.

6.3. The entire fees paid by a candidate whose application for appearing at an examination is cancelled, on account of producing fraudulent documents or giving false particulars, or is debarred / detained from taking up the examination due to shortage of attendance or otherwise shall stand forfeited.

6.4. The students who are unable to pay the Semester Fee (including examination fee) within the schedule given by the Academics Branch may be allowed to pay the fee along with late fee as prescribed, only after recommendations of the Head of Department and approval of the competent authority .

6.5. Students who do not have the required eligibility fulfillment and percentage of attendance shall not be permitted to take up the end semester examination, even

if they have paid the Semester fee and submitted the examination form in time.

7. Conduct of Examination

7.1. The office of the Controller of Examinations will notify the schedule of examinations only in accordance with the Academic Calendar.

7.2. The Date Sheets for University level examinations shall be notified by the office of the Controller of Examinations and Department level examinations shall be notified by the respective Departments.

7.3. Question Bank is prepared by respective Departments.

7.4. Any request for the change of schedule preponed/ postponement or cancellation of examinations shall not be entertained.

7.5. The pattern of examinations shall be based strictly on the pattern approved by the Academic Council.

7.6. Conduct of Exams at Department Level.

7.7. Showing of Answer sheets to the students.

7.8. The language for the examination shall be English, except for examination of languages.

8. Scribes for Disabled Students

8.1. The facility of Scribe/Reader/ Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of

scribe/reader/ lab assistant shall be given, if desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution.

9. Announcement of Results

9.1. With the introduction of objective type End Semester Examinations from academic session 2015-16, the result is published within 3-5 days of final examination, subject to submission of award lists by the Departments.

9.2. To speed-up the result declaration and to increase the accuracy and efficiency, the Examinations Branch has developed in-house software "Automated Result Processing System" for result processing and printing of tabulation sheets and marks-sheets with 100% accuracy. This system has been successfully implemented from academic session 2018-19. Major features of the system are:

9.2.1. Once the awards are fed in the system, coloured tabulation sheets and DMCs get ready immediately with 100% accuracy.

9.2.2. The software incorporates security features like Q-R, BAR code and specialized seal of examination cell.

9.2.3. For increased security, both tabulation sheets and DMCs bear coloured photo- graphs of the students.

9.2.4. The system has been successful in saving the cost, man-power and valuable time of the University as well as of the students.

9.2.5. As the system has been developed in-house by Examinations Branch, therefore the updating and maintenance is always fast and easy.

9.3. There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

9.4. All the data processing relevant to the marks shall be done in these restricted/ classified zones.

9.5. The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access.

9.6. The marks tabulated shall be scrutinized and validated by checking the posting made during entry of marks into the software from the original statement submitted by the Course Coordinator.

9.7. If there is discrepancy in the subjects mentioned in the Examination Form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation by HoD, recommendation of Dean of School and approval of the Controller of Examinations and Vice Chancellor.

9.8. The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Unfair Means Committee.

9.9. The results reserved for dues payable to University and/or College shall be declared on confirmation of payment of the said dues.

9.10. Formula for Grade point Conversion for each mark

$$\text{Grade Point} = \frac{\text{Marks Obtained}}{10}$$

10. Re-appear/Mercy Chance/ Re-Evaluation/Improvement

10.1. If a student passes in at least 50% of prescribed courses of a Semester, he/she shall be allowed to repeat the End Semester Examination of the remaining course(s) along with regular students of following/succeeding Semester without putting in any additional attendance. The marks for all other components as applicable shall however, be carried forward in such cases.

10.2. The Students, who have re-appear in Examination (absent in the End Term or having less than 40% of marks in the Examinations) will be required to appear in the following components of examination:

10.2.1. Both MST, each one having 25% weightage.

10.2.2. End Semester Examinations (Subjective and Objective), having 25% weightage.

10.2.3. Score of the surprise tests (10%), Term Paper (10%), Assignment(s) (5%) will be taken as such.

10.3. A student shall be allowed ***two chances*** for appearing in re-appear examination per subject along with the following /succeeding batch or rules prescribed the University for the completion of the degree.

10.4. The students who have re-appear in 3rd Semester shall be allowed to give re-appear paper of 3rd Semester along with the 4th Semester examinations. However, if a student of passing out batch could not clear examination of 4th Semester and have re-appear, such student(s) may be allowed ***only one special chance*** to give re-appear examination in summer break provided such student(s) does not have any other backlog of another Semester.

10.5. The students shall be required to deposit the Examination Form along with the prescribed fee.

10.6. A student who does not clear his/her backlog subject (s) as per the available chance given, on the recommendations of the Head of Department, Dean of the

concerned School, and approval of the Vice-Chancellor, on merit of individual case, may be granted one final chance i.e., Mercy Chance for appearing the reappear subject after paying the prescribed fee.

10.7. He/she has to appear in the components mentioned at 10.2.

A student failing in more than 50% of the Courses in a Semester shall have to seek readmission in the appropriate Semester (following/succeeding batch) as a regular student.

10.8. The University has adopted the In-house Examination System i.e. teaching, paper setting and evaluation of the Answer Sheets. Every student shall be shown the evaluated answer sheet of MST(s) Examination by the Department. The End Semester Examination are conducted online in the Computer Centre. Therefore, there shall be no re-evaluation. However, the student may approach Grievance Cell for redressal of his/her grievance, if any.

10.9. Students who have been declared pass in a Programme shall be allowed to repeat all component of continuous assessment and End Semester Examination in order to improve his/her grade/CGPA/division along with regular students in corresponding Semesters, provided that overall CGPA of degree of such a student is less than 6.0 on 10 point scale. No separate examination would be arranged for such students. Student can attempt only two theory paper from the Semester. Maximum two numbers of chances shall be given to improve.

10.10. Such students shall have to apply for improvement of grade/marks/division and pay the fees prescribed from time to time.

10.11. If the candidate improves grade/marks, then the improved grade/marks shall be taken into account for working out revised award and a revised marks sheet shall be issued to him/her. He/She has to surrender of the marks sheet issued earlier. Such improved marks will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement

in the grade/marks, his/her previous grade/marks will be taken into account.

10.12. No candidate shall be allowed to improve grade/CGPA in the practical, project work and seminar and field work.

11. Unfair Means

11.1. There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination.

11.2. Non adherence to such instructions shall attract disciplinary action for anyone found using unfair means during any examination.

11.3. Unfair practices and unfair means relating to examination shall mean and include:

11.3.1. Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination.

11.3.2. Threatening to the Invigilator or any other behavior amounting to insubordination as reported by the Invigilator.

11.3.3. Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.

11.3.4. Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination.

11.3.5. Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other

persons within or outside the examination hall.

11.3.6. Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.

11.3.7. Attempts of impersonation including writing some other candidate's Registration Number / Roll Number in the answer paper and/or exchanging or attempting to exchange answer sheets or other materials during the course of examination.

11.3.8. Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the Invigilator.

11.3.9. Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination.

11.3.10. Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.

12. Transcripts

The University shall issue Academic Transcript to a student for seeking admission to pursue higher studies in foreign universities / institutions and for the purpose of Immigration as per the guidelines.

13. Evaluation of Master level Dissertation

13.1. Prior to submission of the dissertation/project student shall make a pre-submission presentation in the Department that shall be open to all faculty members and research students, for getting feedback and comments, which shall be suitably incorporated into the draft dissertation under the advice of his/her Supervisor.

13.2. Every candidate shall submit his/her dissertation/project along with a certificate from the Supervisor (s) that the dissertation submitted is a record of original research work carried out by the candidate under his/her supervision and that the dissertation/project has not previously formed the basis for the award of any degree/diploma, or other similar titles of this or any other University and that the dissertation/project represents independent work of the candidate.

13.3. The Project of the Master's Programmes viz., M.A. /M.Sc. (except M.Ed./M.Tech./M.Pharm./LL.M) should be evaluated in-house by the following committee through a presentation: (Format attached at Annexure- V, VI & VII)

I. Internal expert nominated by Vice-Chancellor or Vice-Chancellor's nominee from the recommended list by the Head of the Department.
II. Head of the Department
III. Supervisor

13.4. The Dissertation of the Master's Programme for M.Ed./M.Tech./M.Pharma./LL.M. will be sent to the external expert(s) for evaluation with the approval of the Competent Authority. On receipt of report from the external examiner, the Internal Committee of the following officials/members will hold/conduct the public defense and viva-voce of the student(s):-

I. Dean Academic Affairs or his nominee
II. Dean of concerned School
III. Head of concerned Department
IV. Supervisor

14. Award of Degrees

14.1. The University shall award Degrees to students who;

14.1.1. have registered and undergone the programme of study and completed the course successfully within the stipulated time and earned the minimum credits required for the programme by following all the bye-laws and regulations stipulated by the authorities of the Institute from time to time.

14.1.2. have no dues outstanding.

14.1.3. have no pending disciplinary action

14.2. **Withholding of Conferment of any Degree**: Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or Regulations, the Academic Council may, on the recommendations of the Vice Chancellor, withhold for such period as they may deem fit, conferment of any Degree to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence in the campus or conviction for an offence involving violence or moral behaviour.

14.3. **Withdrawal of Degrees** and Other Academic Distinctions: If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral behaviour, or for such other serious offence, the degree /other academic distinction awarded to him/her shall be withdrawn by the University with the approval of the Academic/Executive Council, after following due enquiry procedure.

15. Award of Gold Medals

For award of Gold Medal;

15.1. The student should have secured highest OWAM/OGPA/ CGPA in his/her programme but not less than OWAM of 75.

15.2. OWAM/ CGPA of two or more student are same then OWAM/ CGPA will be calculated in decimal Point.

15.3. If OWAM/ CGPA as calculated in point 2 above also happens to be same then gold medal will be shared among such students.

15.4. To be eligible for gold medal, a student must have passed in each paper in first attempt i.e. has not taken any re-appear or supplementary examination. The student should have not repeated any course.

15.5. In case a student has taken improvement examination, his/her marks before the improvement will be considered for awarding of gold medal.

15.6. Any student found indulged in misconduct, indiscipline or ragging or have been rusticated/suspended/expelled will not be eligible award of gold medal.

15.7. The student must have passed the programme in minimum stipulated time i.e. has not availed extension of one or more semester.

15.8. The gold medals which are to be awarded to the toppers and eligible students of each programmes will be made of 50 grams "Silver with gold plated/polished". On one side the insignia of the university and of the other the name of the student, year of completion of the programme shall be inscribed.

15.9. If more than one student is eligible for Gold Medal, both will get the medal of same size and specifications.

16. Certificates

The University issues following certificates:

16.1. Provisional Degree Certificate

16.1.1. A provisional degree certificate is issued to a candidate after the publication of the result of the examination taken by the candidate and before the issue of the Original Degree Certificate.

16.1.2. Application for provisional degree certificate has to be submitted in the prescribed form and should be accompanied by the document proving the remittance of the prescribed fee.

16.1.3. Application for provisional degree certificate shall be addressed to the Controller of Exanimations and should have recommendations of the Head of Department.

16.1.4. Application for provisional degree certificate shall be processed and the certificates issued, as far as possible, within one day of receipt of application.

16.1.5. Those who want to get their certificates by post shall enclose adequately stamped self-addressed envelope along with the application.

16.1.6. There shall be no provision for issue of duplicate provisional degree certificates. However additional provisional degree certificates can be issued in deserving cases as decided by the Controller of Exanimations after levying the prescribed fee.

16.2. Duplicate Certificates

If the Degree/DMC/Other Certificate issued to a candidate has been irrecoverably lost, a duplicate of the certificate shall be issued, subject to following conditions:

16.2.1. Application for duplicate certificate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.

16.2.2. An affidavit signed by the candidate and attested by a Notary Public, explaining the circumstances which led to the loss of the certificate shall be enclosed with the application. In case of Degree, a Non-Traceable Certificate (Original) issued by the Police Official (duly signed by the Inspector or Sub-Inspector) by mentioning Crime and Occurrence Sheet Number and Date.

16.2.3. An undertaking from the candidate to return the duplicate certificate to the University for cancellation if the original certificate happens to be

recovered subsequent to the issue of the duplicate shall also be obtained from the applicant.

16.2.4. If an occasion arises for considering a request for issuing a Triplicate of a certificate to a candidate, the case may be disposed of after examining the special circumstances of the case and obtaining the orders of the Vice-Chancellor.

16.2.5. Duplicate certificates with the superscription "This duplicate is being issued on proof that the original has been lost" shall be issued.

16.3. Migration Certificate

16.3.1. Candidates, who have undergone a course of study in this University and secure admission to courses of studies in other Universities shall be issued Migration Certificates if they apply for the same in the prescribed format with the prescribed fee, provided they have completed the formality of registering as matriculates of this University irrespective of whether they have registered for any examination of this University or not.

16.3.2. The applications are to be checked for any obvious defects such as shortage of fee, production of necessary documents and correctness of the entries in the relevant columns.

16.3.3. Defective applications are to be returned to the students along with Defect Memos for rectifying the defects.

17. Grievances Redressal System

17.1. The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.

17.2. CUPB offers immediate and effective redressal to the problems reported by the students and work towards providing a safe and secure atmosphere for the holistic growth of the students.

17.3. The examinee may give the representation to the Dean of his School regarding any grievance related to evaluation or result. After scrutiny, the application is forwarded to "Department Results Committee" of the concerned Department. The result is rechecked and conveyed to the student.

17.4. If the student is not satisfied, he can file an appeal to "Examination Grievances Redressal Committee". This committee investigates the issue and recommends necessary action. After due approval, the recommendation is implemented.

17.5. In some instances, where student is not satisfied with this committee also, the Vice Chancellor may appoint external experts for revaluation.

18. Monitoring System

18.1.

19. Examination Audit

19.1. Analysis of Result

19.2. Audit Committee

19.3. Analysis of Question Papers

19.4. Analysis of Answer sheets