Central University of Punjab
Bathinda

Minutes of the Sixteenth Meeting
of the
Internal Quality Assurance Cell

JUNE 8, 2020

Minutes of the Sixteenth Meeting held on June 8, 2020

The sixteenth meeting of IQAC was held on June 8, 2020 at 3:00 p.m. in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members were present at the time of meeting:

1. Prof. R. K. Kohli, Vice Chancellor, CUPB - Chairperson, IQAC
2. Prof. P. Ramarao, Dean Academic Affairs
3. Mr. Kanwal Pal Singh Mundra, Registrar and CoE (O)
4. Prof. Ramakrishna Wusirika, Department of Biochemistry, CUPB
5. Prof. Amandeep Kaur, HoD, Department of Computer Science & Technology, CUPB
6. Dr. Bawa Singh, Associate Professor, Department of South & Central Asian Studies, CUPB
7. Dr. J. K. Pattanaik, Associate Professor, Department of Geology, CUPB
8. Dr. Amandeep Singh, Assistant Professor, Department of Punjabi, CUPB
9. Dr. Sesadeba Pany, Assistatn Professor, Department of Education
10. Prof. S. K. Bawa, Director, IQAC (Member Secretary)

Present online due to lockdown period:

1. Prof. K. N. Pathak, Prof. Emeritus & Former Vice Chancellor, Panjab University, Chandigarh
2. Prof. Rajesh Kumar, HoD and Professor, Department of Chemistry, CUPB
3. Prof. Monisha Dhiman, HoD and Professor, Department of Microbiology, CUPB
4. Prof. Sanjeev Kumar, HoD and Professor, Department of Botany
5. Dr. Yogalakshmi K.N., Associate Professor, Department of Environment Sciences and Technology, CUPB
6. Dr. Puneet Pathak, Assistant Professor, Department of Law
7. Dr. Chhavi Garg, Assistant Professor, Department of Mass Communication and Media Studies, CUPB
8. Mr. Ramanpreet Singh Sidhu, Students' Alumni, CUPB

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

Agenda 16/2020/1: Confirmation of minutes of the last meeting	Minutes of the Fifteenth meeting held on February 18, 2020, were circulated amongst the members by e-mail. No comments/suggestions /observations were received. Minutes of the 15th meeting of IQAC are submitted for confirmation. **RESOLVE** ***The members of IQAC unanimously***

RESOLVED to confirm the minutes of the 15th meeting of IQAC.

Agenda 16/2020/2: Action taken on decision of the Previous Meeting of IQAC

Action taken report of the 15th Meeting of IQAC is resolved as under:

Agenda 14/2019/5: Feedback to teachers

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

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

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

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

RESOLVE

The Chairperson IQAC directed the committee to submit the analysis of Feedback of teachers upto next Monday i.e. June 15, 2020.

Agenda 16/2020/3: Progress report of IQAC

After 15th meeting of IQAC, following activities were performed by IQAC:

1. Lab audit of all the labs in university was conducted from 11.03.2020 to 13.03.2020 for which three committees were constituted.
2. Online Internal Academic Audit of all the departments was successfully conducted from 04.05.2020 to 20.05.2020 by four different committees, two for Science group and two for Arts & Humanities group.

The report of Lab Audit was presented and the common problems of labs like exhaust fans, use of disinfectants, biohazard waste bags, chemical disposal, fire extinguisher etc. were discussed in detail. The committee was of the opinion that after shifting to new campus, most of the problems will be solved.

The report of Internal Academic Audit was also presented and different points of criteria of academic audit were discussed. It was suggested to inform to all HoDs to improve on the points given in the report by the Academic Audit Committees.

RESOLVED

The progress report of IQAC after the 15th meeting of IQAC was noted by the members present at the time of meeting. It was RESOLVED to email report of Lab Audit to all departments for further action of improvement of their labs.

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.

RESOLVED

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

Agenda 16/2020/5: Responsibilities of HoDs and Deans

In most of the departments, there are no senior Professors to take up the responsibilities of HoD due to which these responsibilities are given to Assistant Professor as Incharges and new appointed Associate Professor as HoD. We don't have any training programme either to make them understand their responsibilities. The guidelines have been prepared to make them aware regarding their role and responsibilities as HoD/Incharges. Similarly, the guidelines for Deans of the Schools have also been prepared which may be discussed.

The guidelines for the responsibilities of HoDs and Deans were discussed at length in the meeting.

RESOLVED

The Chairperson of IQAC directed the Director, IQAC to forward the guidelines for responsibilities of HoDs and Deans to all members of IQAC for taking further suggestions. It was RESOLVED that training /orientation programme for HoDs and Deans should be organized for the said purpose in August.

Agenda 16/2020/6: To frame the policy for industrial fellowship of the students

The industry offers fellowships to students of CUPB but policy needs to be framed regarding selection of students to whom fellowships are to be given and some other related issues.

The draft of the policy was discussed. The Chairperson informed that some students arrange the fellowships from industry at their own which is sometimes misused. Therefore, there is a need to have policy for industrial fellowship to the students.

RESOLVE

The members of the committee agreed to the points of the draft of the policy and it was RESOLVED that the policy may be submitted for approval of Academic Council.

Agenda 16/2020/7: Institutional Innovation Council Activities

MHRD's innovation council asks to perform activities purposed by them in every quarter. Both activities of Quarter 3 and Quarter 4 activities of IIC were converted to online sessions and virtual talks due to lockdown and the report was to be uploaded on IIC portal by 7th June 2020.

1. Leadership Talks were **MIC (MHRDs Innovation Council) Driven Activities which the** students /Faculty members attended. They have shared their photos/Screenshots while participating in the talks which will be submitted by IIC for MIC Driven activity on IIC portal.

Leadership Talks	Faculty Attendees	Students Attendees	Staff Attendees
8th April -09 May 2020 (14 talks)	10	14	02

2. MIC Driven Activities: The physical activities of Quarter third and fourth, as mentioned in the IIC calendar year 2019-20 have been replaced by 15 e-sessions on various themes of Innovation, IPR and Entrepreneurship and Startups.

E-sessions	Faculty Attendees	Students Attendees	Staff Attendees

28th April - 22 May 2020 (18 talks)	10	12	02

3. Institution's Innovation Council of CUPB celebrated **World Intellectual Property Day** which falls on 26th April by organizing a poster making competition on the theme **"Innovate for green future"**. Due to on-going corona virus pandemic, the competition was held through online mode. There were 10 entries for poster making competition organised by IIC (organizing committee Prof. S.K. Bawa, Prof. Monisha Dhiman, Dr. Preeti Khetarpal, Dr. Kamlesh Yadav, and Dr. Sachin) of CUPB to commemorate IP Day. The judges for the event were Prof. Raj Kumar, Dr. Satwinder Singh and Dr. Rubal Kanozia.

Winners of poster making competitions:
First Prize: Jharna Sahu, 18mslsas19, Zoology
Second Prize: Abhi Roy, 19msgeog01, Geography and Parul Midha, 19mslsas21, Zoology.
Third Prize: Palvi Gotra, 19mslshg07, HGMM

E-certificates are to be given to each participants by IQAC.

RESOLVED
The Chairperson and the members of IQAC noted the various activities conducted by Institutional Innovation Council which were performed during lock down period.

Prof. S. K. Bawa
Director, IQAC

20/7/20

Hon'ble Vice Chancellor