Central University of Punjab
Bathinda



Minutes of the Fourteenth Meeting

of the

Internal Quality Assurance Cell

AUGUST 1, 2019

CENTRAL UNIVERSITY OF PUNJAB
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Fourteenth Meeting held on August 1, 2019

The Fourteenth (14th) meeting of IQAC was held on August 1, 2019 at 2:30 p.m. in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members attended the meeting:

1. Prof. R. K. Kohli, Vice Chancellor, CUPB - Chairperson, IQAC
2. Dr. Ravinder Kaur, Principal SBBS College of Education, Distt. Moga
3. Dr. Ajay Satia, Chairman & Managing Director, Satia Industries Ltd. Muktsar
4. Prof. V. K. Garg, Dean Students Welfare
5. Mr. Kanwal Pal Singh Mundra COE and Registrar (O)
6. Mr. Chandan Mittal, Finance Officer (O)
7. Prof. Ramakrishna Wusirika, Department of Biochemistry, CUPB
8. Dr. Raj Kumar, Associate Professor, Department of Pharmaceutical Sciences and Natural Products, CUPB
9. Dr. Amandeep Kaur, HoD, Department of Computer Science & Technology, CUPB
10. Dr. Monisha Dhiman, HoD and Associate Professor, Department of Microbiology, CUPB
11. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi, CUPB
12. Dr. Yogalakshmi K.N., Assistant Professor, Department of Environment Sciences and Technology, CUPB
13. Dr. Puneet Pathak, Assistant Professor, Department of Law, CUPB
14. Dr. Chidanand Patil, Assistant Professor, Department of Applied Agriculture, CUPB
15. Dr. J. K. Pattanaik, Assistant Professor, Department of Geology, CUPB
16. Dr. Sesadeba Pany, Assistant Professor, Department of Education, CUPB
17. Dr. Chhavi Garg, Assistant Professor, Department of Mass Communication and Media Studies, CUPB
18. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration, CUPB
19. Ms. Sheetal Dubey, Ph.D. Student, Department of Environmental Science & Technology, CUPB
20. Mr. Gaurav Joshi, Students' Alumni, CUPB
21. Mr. Ramanpreet Singh Sidhu, Students' Alumni, CUPB
22. Prof. S. K. Bawa, Director, IQAC (Member Secretary)

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

Agenda 14/2019/1: Confirmation of minutes of the last meeting Agenda

Minutes of the thirteenth meeting held on April 26, 2019, placed at ***Annexure-1*** were circulated amongst the members by e-mail. No comments/suggestions /observations were received.

Minutes of the 13th meeting of IQAC are submitted for confirmation.

RESOLVE

The members of IQAC unanimously RESOLVED to confirm the minutes of its 13th meeting held on April 26, 2019.

Agenda 14/2019/2: Action taken on decision of the Previous Meeting of IQAC

Action taken report is attached as ***Annexure-2***. It is resolved as under:

Agenda 13/2019/3: Progress report of IQAC

It was brought to the notice of the IQAC that the reports of Internal and External Audit of Academic and Administrative Departments were to be sent to respective departments and action taken must be ensured by 30th May 2019. External Academic Audit Report was approved by IQAC committee.

RESOLVE

The Chairperson instructed to ensure the submission of ATR of Academic and Administrative Audit by all the departments and reason for non-submission of the same may also be inquired.

Agenda 13/2019/4: Basic Punjabi Course for international and other state students

The committee discussed the pros and cons of the course and agreed to start a non-credit Basic Punjabi Course for international and other state students.

RESOLVE

It was suggested by the Chairperson that Basic Punjabi Course which will be offered to International Students will not be mandatory.

Agenda 14/2019/3: Progress report of IQAC

After 13th meeting of IQAC, following activities were performed by IQAC:

- First student satisfaction survey was done by IQAC and the analyzed report is attached at ***Annexure-3***.
- Formatting of all the programmes in the departments is being done by IQAC and the same are being uploaded on University website (curriculum of 12 programmes have been uploaded).
- IQAC has received responses from only 105 students who have cleared their competitive examinations. The details of students who have cleared competitive examinations in the academic session 2018-19 is as under:

a.	UGC-NET Dec. 2018	18
b.	UGC-NET June 2019	34
c.	Gate 2019	37
d.	GPAT 2019	02
e.	CSIR-UGC-NET Dec. 18	06
f.	CTET Dec. 18	01
g.	BET 2019	01

RESOLVE

The Chairperson and the members of the committee appreciated the progress of the IQAC after the last meeting of IQAC held on April 26, 2019.

Agenda 14/2019/4: Atal Ranking of Institutions on Innovation Achievements

Atal Ranking of Institutions on Innovation Achievements (ARIIA) is an initiative of Ministry of Human Resource Development (MHRD), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to "Innovation and Entrepreneurship Development" amongst students and faculties.

For this, Dr. Monisha Dhiman has attended the meeting. Now, pattern of evaluation is changed as given below:

a.	Institution Innovation Council (IIC) Activities	50%
b.	Self Driven Activities	30%

c. MIC Activities 20%
d. To upgrade IIC-2 in August 2019
e. Coordinators of ARIIA and NIRF will also be part of IIC.
f. The University has to submit data to ARIIA portal till 15th August 2019.
g. ARIIA grading is based on the activities performed by IIC.

RESOLVE

After discussing the requirement of Atal Ranking in details and its impact on ranking, it was RESOLVED that the work for ARIIA must be encouraged at department and student level.

Agenda 14/2019/5: Feedback to teachers

The University has a system of getting online feedback of teachers during end term examination from the students but its analysis is not shared with the concerned faculty members. The report of analysis of feedback to teachers is an important point in AQAR. Therefore, a process may be evolved for providing feedback to teachers.

RESOLVE

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.

Agenda 14/2019/6: Best practices in the University

A good number of best practices are being followed in the University but to work for the best practices of the University for the academic session 2019-20, it is suggested that the departments may use innovative ways of teaching and they may focus on using at least two digital tools while teaching the students.

RESOLVE

The matter was discussed at length and the Chairperson was of the view that the teachers are already using different tools for teaching but they might not be aware of technical terms. A list

of such tools may be provided to them and get ensured the use of such tools.

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

Code of ethics is signed by the faculty at the time of their joining in the University. Invited talks are also delivered on code of ethics like a talk by Dr. Singhvi was organized on Ethics. The University has Bio-Ethics Committee which is working actively. Code of ethics followed by the university is attached at ***Annexure-4.***

RESOLVED

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

Agenda 14/2019/8: Calendar of IQAC

The previous Calendar of IQAC for the Academic Session 2018-19 was followed rigorously. Calendar of IQAC for the new academic session i.e. for 2019-20 is prepared by IQAC and is attached at ***Annexure-5***.

RESOLVED

Minor changes in the IQAC Calendar were suggested by the committee members. And, the competent Authority also desired to re-design the IQAC Calendar as per the format of monthly Calendar.

Any Other Items with the permission of chair

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

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

Minutes approved

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

7/9/19

कुलपति कार्यालय/VCO
क्र./Sr. 2270
दिनांक/Dt. 21/9/19

Action Taken Report

of 13th Meeting of IQAC held on April 26, 2019

Item No.	Description of Item	Action Taken
Agenda 13/2019/1: Confirmation of minutes of the last meeting	The IQAC unanimously RESOLVED to confirm the minutes of its 12th meeting held on 8th January 2019.	**NOTED**
Agenda 13/2019/2: Action taken on decision of the Previous Meeting of IQAC	Actions taken on decision of the 12th meeting of IQAC were unanimously RESOLVED by the Chairperson and he further enquired whether all the actions of the previous meeting have been taken as attached at Annexure-2 (Pages 12 to 13). It was also suggested to attach Action Taken Report as Annexure from the next meeting. The following were discussed on the Action Taken Report of the previous meeting: • Lecture on 'Laboratory Safety' which are still pending will be taken by Prof. P. Ramarao upto August 2019. • Dr. Kannan, Deputy Librarian will submit the list of the faculty members who are not marking online attendance of the students. • The Competent Authority suggested to prepare for the participation in ARIIA.	**Done** **Attached as Annexure-2(i)** **In process**
Agenda 13/2019/3: Progress report of IQAC	• It was informed to the committee that few departments did not participate in the said workshop. It was decided to have meeting with HoDs to improve learning outcomes. The Chairperson suggested to have one more workshop for the said purpose and to ensure the presence of HoDs of all the departments. The report was approved by IQAC committee. • It was resolved that curriculum feedback and its analysis is to be done by individual department from the next semester and the report was approved. • The committee appreciated the lecture on Time Management by Dr. Hanuman Sharma. • The Internal Academic report was discussed and it was suggested by the	**It will be organized in the last week of August.** **NOTED** **NOTED** **HoDs were informed**

	Chairperson that all departments must prepare their Academic Calendar by 20th May 2019. It was also decided to circulate the code of ethics to all students by Dr. Bhupinder Singh. The report was approved by IQAC committee.	**and Academic Calendar from 5 depts. were received.**
	• The Chairperson and the members noted the progress of the IQAC and appreciated the progress made by IQAC after its 12th meeting held on January 8, 2019.	**NOTED**
	• It was also suggested by the Chairperson that the reports of Internal and External Audit of Academic and Administrative Departments may be sent to respective departments and action taken must be ensured by 30th May 2019. External Academic Audit Report was approved by IQAC committee.	**Report was circulated to the concerned department. ATR of Academic Audit from 7 departments and ATR of Administrative Audit from 6 sections were received till now.**
Agenda 13/2019/4: Basic Punjabi Course for international and other state students	The committee discussed the implication of the course and agreed to start a non-credit Basic Punjabi Course for international and other state students.	**A course on Learning of Language will be offered to International Students from this semester.**
Agenda 13/2019/5: Transparency in evaluation	The committee unanimously agreed to ensure the transparency in evaluation by showing the answer sheets of students after MSTs by all faculty members.	**Faculty was informed**
Agenda 13/2019/6: Curriculum Feedback Management System	The presentation on the Curriculum Feedback Management System was given by Mr. Rahul, Programmer in Library. It was discussed that the Curriculum Feedback Management System will be executed after the discussion with HoDs, which will come into force w.e.f. the present semester.	**A meeting with HoDs is fixed on 22nd - 23rd August 2019.**
Agenda 13/2019/7: Analysis of result of first and third semester	The analysis of results was noted by the committee and it was suggested to prepare the report school wise.	**Done and attached as Annexure-2 (ii)**
Agenda 13/2019/8: NIRF ranking and its analysis	The Chairperson appreciated the efforts of Director, IQAC for getting good rank in NIRF. Further, while looking at the report of NIRF, he mentioned the following points: 1. Faculty must take responsibility for the benchmark of NIRF by focusing on each parameters. 2. Regular updation of IQAC activities are to be ensured on main website of CUPB.	**Informed to the Faculty** **Being done**

Central University of Punjab

INTERNAL QUALITY ASSURANCE CELL

Analysis of the Student Satisfaction Survey (SSS)

As per the requirement of NAAC, Student Satisfaction Survey is required to be conducted every year. SSS for the session 2018-19 was conducted on May 24, 2019. The response of 350 students was received and the result has been analyzed and presented below:

S. No.	**Questions**	**Analysis**	
1.	How much of the syllabus was covered in the class?	85 to 100% - **61%**	70 to 84% - **29%**
2.	How well did the teachers prepare for the classes?	Thoroughly – **30.3%**	Satisfactorily – **59.7%**
3.	How well were the teachers able to communicate?	Always effective – **49.7%**	Sometimes effective – **30.6%**
4.	The teacher's approach to teaching can best be described as	Excellent – **26.3%**	Very good – **44.6%**
5.	Fairness of the internal evaluation process by the teachers.	Always fair – **41.1%**	Usually fair – **38.9%**
6.	Was your performance in assignments discussed with you?	Every time – **38%**	Usually – **29.4%**
7.	The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.	Regularly – **25.1%**	Often – **22.3%**
8.	The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.	Moderately – **27.4%**	Very well – **33.1%**
9.	The institution provides multiple opportunities to learn and grow.	Agree – **41.1%**	Neutral – **21.4%**
10.	Teachers inform you about your expected competencies, course outcomes and programme outcomes.	Every time – **33%**	Usually – **38%**
11.	Your mentor does a necessary follow-up with an assigned task to you.	Every time – **33%**	Usually – **30.9%**
12.	The teachers illustrate the concepts through examples and applications	Every time – **42.6%**	Usually – **36.6%**
13.	The teachers identify your strengths and encourage you with providing right level of challenges.	Fully – **34.6%**	Reasonably – **34.6%**
14.	Teachers are able to identify your weaknesses and help you to overcome them.	Every time – **29.4%**	Usually – **30%**
15.	The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.	Strongly Agree – **22.3%**	Agree – **39.7%**

16.	The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.	To a great extent – **24%**	Moderate – **43%**
17.	Teachers encourage you to participate in extracurricular activities.	Strongly agree – **27.1%**	Agree – **41%**
18.	Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.	To a great extent – **23.4%**	Moderate – **40.3%**
19.	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.	Above 90% - **45%**	70 – 89% - **33%**
20.	The overall quality of teaching-learning process in your institute is very good.	Strongly agree – **23.4%**	Agree – **45%**

One open ended question was asked from the students. The responses given by majority of the students have been mentioned below:

21. Give three observation / suggestions to improve the overall teaching and learning experience in your institution.

1. Students should be taken to field visit regarding their respective subjects to learn new things in practical manner.
2. Internship should be must as to acquire knowledge.
3. Student teacher interaction, placement cell, digitalization of lectures
4. Team project work should be employed on second semester.
5. A group discussion on major topics of society can encourage student's interest & activity.
6. Assignments should be discussed in classes.
7. We need to get more exposure to the lab instruments and our syllabus should be made like that we could more focus on practical rather than theory part.
8. There should be focus on main syllabus as it will ultimately lead to success in competitive examination.
9. Recent studies should be given by teachers.
10. Teachers have to promote students in carrier oriented schemes and also have to counsel students.
11. More focus is needed in one-one interaction between mentor and student.
12. Some teachers are biased and sometimes demotivate by their words or assessment, this should be taken care of.
13. Teachers should come on time to attend classes.
14. More focus on applications of topics and subject in problem solving
15. Guest interaction lectures and exchange programs with other good universities be initiated.
16. Conduction of assignments and term paper should be improved because due to lack of proper conduction student take it as paper work only and wants to just submit before deadline irrespective of gaining knowledge.
17. Should focus on promoting internship and field visit.
18. They need to tell us about employability skills.

19. There should be proper experimental studies, with having all instruments in the laboratory.
20. Teachers should be punctual and properly prepare their lectures
21. Need to give full exposure to children about scientific skills.
22. Practical need to be conducted more carefully and with planning, not many students actually get to perform and learn them. We don't have enough kits or raw material so that everyone can perform the practical.
23. Exchange programs, study tours, support and motivation to attend seminar and conference
24. Kindly make the teacher accountable to the students not vice chancellor or person sitting in the senior position.
25. The teachers should not be biased, they should take into consider the individual difference of the students and they must help the students when they need them
26. Interaction between students and teachers should be more.
27. Formation and regular function of various co-curricular activities clubs like Music Club, Art and drawing spot, innovative writing club, regular Patriotic and cultural get together, National problems analysis club, etc.
28. Regular carrier guidance to the current students by teachers and alumni. So, "Annual alumni meet" can be organized.
29. University Clubs should be encouraged not for just name sake but for active participation which will enable the students to enrich their knowledge in their areas of interest.
30. Teaching foreign languages and soft skills in Interdisciplinary Course system would be advantageous.
31. There is a need of improvement in technical section because I observed that after completing course we do not have any detail mark card of single semester. We have no proof of master degree from central university Punjab, Bathinda.
32. There is no statistics Lab with known software SPSS, SAS, Minitab etc. So, Need of statistical Lab with software and trainer.
33. Geology is field based subject so at least one field work per semester should be done
34. Remedial classes are not available.
35. Although the syllabus is based on CSIR- NET JRF but we could hardly practice the questions based in the exam.

Annexure-4

Code of Ethics for the Faculty of Central University of Punjab, Bathinda

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is not incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as; assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. PROFESSIONAL ETHICS*

This part of the code provides guiding principles of professional ethics of every member of the faculty of Central University of Punjab. It is the desire and purpose of the university to support and encourage scientific research and education, and to facilitate the creation and application of knowledge in the management of resources. Towards these ends, this Code is intended to further scientific understanding through the open and honest communication of research; to assure appropriate accessibility of accurate and reliable information to employers, policy makers, and the public; and to encourage effective education and training in every discipline. Teachers / scientists of the university are expected to follow this Code

(A) General: Each member of the faculty should observe the following principles in the conduct of their professional affairs:

1. Teachers / scientists will offer professional advice and guidance only on those subjects in which they are informed and qualified through professional training or experience. They will

strive to accurately represent scientific understanding and knowledge and to avoid and discourage dissemination of erroneous, biased, or exaggerated statements.

2. Teachers / scientists will not represent themselves as spokespersons for the university without express authorization by the Dean University Instructions / Vice-chancellor.
3. Teachers / scientists will cooperate with other researchers whenever possible and appropriate to assure rapid interchange and dissemination of scientific knowledge.
4. Teachers / scientists will not plagiarize in verbal or written communication, instead will give full and proper credit to the works and ideas of others, and make every effort to avoid misrepresentation.
5. Teachers / scientists will not fabricate, falsify, or suppress results, deliberately misrepresent research findings, or otherwise commit scientific fraud.
6. Teachers / scientists will conduct their research so as to avoid or minimize adverse environmental effects of their presence and activities, and in compliance with legal requirements for protection of researchers, human subjects, or research organisms and systems.
7. Teachers / scientists will not discriminate against others, in the course of their work on the basis of gender, sexual orientation, marital status, creed, religion, race, color, national origin, age, economic status, disability, or organizational affiliation.
8. Teachers / scientists will not practice or condone harassment in any form in any professional context.
9. In communications, teachers / scientists should clearly differentiate facts, opinions, and hypotheses.
10. Teachers / scientists will neither seek employment, grants, gains, nor attempt to injure the reputation or professional opportunities of another teacher / scientist by false, biased, or undocumented claims, by offers of gifts or favors, or by any other malicious action.
11. Teachers / scientists will not publish work done by others or their students they have guided in their own name(s) and without the co-authorship of the student(s) / other collaborators

(B) Specific: Teachers of the university are expected to adhere to all sections of the Code; the following principles apply particularly to such individuals.

1. Teachers will present evidence of their qualifications, including professional training, publications, and experience, when required.
2. Before accepting offer of temporary appointment from any outside private agency, teachers should weigh the harm caused to the University in the event of accepting the short-term personal gain.
3. Teachers will respect requests for confidentiality from their employers or clients, provided that such confidentiality does not require violation of this Code or of legal statutes. Should conflicts arise between maintenance of confidentiality and legal or ethical standards, teachers should advise clients or employers of the conflict in writing.
4. In seeking employment through bids, teachers will describe salaries and fees and the extent and kinds of service to be rendered as accurately and fully as possible.

5. Teachers should use the university resources available to them, in performance of work contracted independently from other institutions, only with the full knowledge and consent of the university. Inappropriate use of access to the university resources should be avoided.
6. Teachers will accept compensation for a particular service or report from one source only, except with the full knowledge and consent of all concerned parties. It should be brought to the notice of the University as well.
7. University will utilize, or recommend utilization of appropriate experts whenever such action is essential to solving a problem.
8. Teachers will not knowingly associate professionally with, or allow the use of their names, reports, maps, or other technical materials by any enterprise known to be illegal or fraudulent.

(C) Publication: The following principles of ethical professional conduct apply to the faculty of Central University of Punjab for reviewing, editing, or publishing grant proposals and papers in the professional literature in general.

1. Researchers will claim authorship of a paper only if they have made a substantial contribution. Authorship may legitimately be claimed if researcher(s)
    a. conceived the ideas or experimental design;
    b. participated actively in execution of the study;
    c. analyzed and interpreted the data; or
    d. Wrote the manuscript.
2. Researchers will not add or delete author(s) from a manuscript submitted for publication without consent of those author(s).
3. Researchers will not include as coauthor(s) any individual who has not agreed to the content of the final version of the manuscript.
4. Researchers will not submit for publication any manuscript containing data they are not authorized to use. The University assumes that the Principal Investigator(s) of a research project retain the right to control the use of unpublished data resulting from the project unless otherwise specified by contract or explicit agreement.
5. Researchers will not represent research results as new if they have been published or submitted elsewhere, or submit a manuscript for publication while it is under review for possible publication elsewhere.
6. When using ideas or results of others in manuscripts submitted for publication, researchers will give full attribution of sources. If the ideas or results have not been published, they may not be used without permission of the original researcher. Illustrations or tables from other publications or manuscripts may be used only with permission of the copyright owner. Likewise the guides / supervisors will not publish the work done by their students under their authorship and denying the credit to the student
7. Researchers will not purposefully delay publication of another person's manuscript or that of the student they have guided to gain advantage over that person or to punish the person.

8. Researchers submitting manuscripts for publication will promptly report to editors any errors in research results or interpretations discovered after submission of manuscript or its publication.
9. All the authors should put their signatures on the manuscript before submitting for publication. This will ensure that none of the authors was ignorant as regards the content of the paper. This will ensure equal responsibility of each author.
10. In terms of the order of authorship, it is proposed that students should be given authorship depending upon their contribution.
11. For success in science, interest in the subject is foremost. It is followed by the team-spirit and mutual confidence among the team-mates. Therefore, for allotment of students to various faculty members subject to the availability of the seat and specialization as well as willingness of the teacher, choice of the students should be the foremost criterion.

(D) Erratic Marking:

1. If the other university/Institute brings to our notice any case or erratic marking by the Central University of Punjab employee then an Expert Committee should be constituted to establish the truth. If the Expert Committee also confirms that erratic marking has been done, the concerned employee should be issued a warning to remain cautious in future.
2. If a case of erratic marking is found against an outside employee doing examination work of Central University of Punjab, then he should be debarred from doing the University's examination work in future. The matter may also be brought to the notice of the concerned University/Institute for taking action against the concerned employee as per rules.
3. If a case of erratic marking is found against an employee of Central University of Punjab for doing own university's examination work then as Expert Committee should be constituted based on whose findings a regular enquiry may be instituted. Competent authority could then decide appropriate punishment as provided in the university's regulations.

III. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the students in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and

10. Refrain from inciting students against other students, colleagues or administration.

IV. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

V. TEACHERS AND AUTHORITIES

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

VI. TEACHERS AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of join staff-councils covering both teachers and the non-teaching staff.

VII. TEACHERS AND SOCIETY

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VIII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress if society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hated or enmity among difference communities, religions or linguistic groups but actively work for National Integration.

Certificate from the Faculty Member joining to serve the University

This is to state that I have carefully read and understood the contents of the above "Code of Ethics for the Faculty of Central University of Punjab, Bathinda". I promise to observe, in letter and spirit, this Code of Ethics.

As a mark of above promise I put my hand on it and submit it to the Registrar with my joining report. A copy of it is being retained for my use.

(Signatures of the teacher)

Place : Bathinda Name:
Date :

*modified from the code of ethics adopted by ESA, USA and Panjab University for its accredited scientists

IQAC Calendar

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