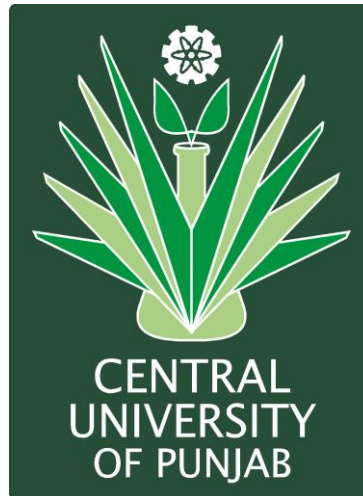


Central University of Punjab Bathinda



Tenth Meeting of the Internal Quality Assurance Cell

APRIL 25, 2018

CENTRAL UNIVERSITY OF PUNJAB

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Tenth Meeting held on 25-04-2018

The tenth (10th) meeting of IQAC was held on April 25, 2018 at 10:00 a.m. in the Conference Room, Administrative Block, Central University of Punjab, Bathinda. The following members attended this meeting:

1. Prof. R. K. Kohli, Vice-Chancellor, CUPB (Chairman, IQAC)
2. Prof. Gurmail Singh, Vice Chancellor, Akal University, Talwandi Sabo
3. Prof. P. Ramarao, Dean Academic Affairs, CUPB
4. Prof. V. K. Garg, Dean Students Welfare, CUPB
5. Prof. Jagdeep Singh, Registrar, CUPB
6. Mr. Kanwal Pal Singh Mundra, Controller of Examination, CUPB
7. Prof. Ramakrishna Wusirika, Professor, Department of Biochemistry & Microbial Sciences, CUPB
8. Professor S. S. Marwaha, Professor, Department of Applied Agriculture, CUPB
9. Dr. Raj Kumar, Associate Professor, Department of Pharmaceutical Sciences and Natural Products, CUPB
10. Dr. Amandeep Kaur, Associate Professor, Department of Computer Science & Technology, CUPB
11. Dr. Puneet Pathak, Assistant Professor, Department of Law, CUPB
12. Dr. Satwinder Singh, Assistant Professor, Department of Computer Science & Technology, CUPB
13. Dr. Bhupinder Singh, Information Scientist, Library, CUPB
14. Ms. Sheetal Dubey, Ph.D. Student, Department of Environmental Science & Technology, CUPB
15. Prof. S. K. Bawa, Professor, Director, IQAC (Member Secretary)

A two minute silence in standing was observed to condole the sad and sudden demise of one of our very meritorious students – Mr. Sushant Sagar of M.Sc. Biochemistry and Microbiology before start of the meeting.

Prof. R. K. Kohli welcomed all the members of the IQAC reconstituted as per the guidelines of NAAC and asked Prof. S. K. Bawa to present the agenda. Prof. S. K. Bawa presented the agenda in sequence.

After discussion and deliberations, the following decisions taken were taken:

Agenda 10/2018/1:

Minutes of the ninth meeting of IQAC were placed before the members for approval and confirmation of IQAC. (*Annexure – I*)

Confirmation of minutes of the last meeting

RESOLVE

After a brief discussion, the minutes of the 9th meeting were confirmed without any change.

Agenda 10/2018/2:

Action taken on decision of the Previous Meeting of IQAC

Members, while taking note of the action taken on various items recommended the following additions/supplementations. The agenda-wise changes/additions /supplementations and the resolutions thereafter on the agenda items of the 9th meeting are as follows:

• **Agenda 9/2018/7: Opening of CIL’s services to outside and in-house users on chargeable basis**

The analytical facilities of Central Instrumentation Laboratory (CIL) have been made open on 04.01.2018 to the outside and in-house users on chargeable basis and till the end of January 2018, a total of 876 samples including 480 on DNA sequencer have been analyzed using the Hi-end analytical equipment. The list of equipment, the parameter tested and the charges from outside and in-house (Ph.D. research scholars, M.Sc. students, faculty) users are uploaded on the University website.

In the 9th meeting of IQAC, the committee while appreciating the opening of CIL services to outside and in-house users on payment basis, resolved that CIL will communicate to the Vice Chancellors, Deans, Registrars, Faculty, Researchers etc. of the various academic, R&D and industrial houses about the services of CIL, CUPB being offered on chargeable basis through mail. CIL will also share the list of parameters along with the testing charges with the said groups/institutions.

RESOLVE

It was resolved that a detailed list of the envisaged user institutions /organizations/faculty be prepared by Dr. Bhupinder Singh and the same be sent to CIL for forwarding the same along with the list of facilities. It was also decided that a separate account may be opened for CIL to maintain the record of the payment received on account of the charges for providing its testing facilities.

- **Agenda 9/2018/8: Any Other Items with the permission of chair:**

With the permission of the Chairman, IQAC, the Hon'ble Vice Chancellor, the committee while taking note of the observations of the Dean Academic Affairs regarding the educational tours and other related activities, it was unanimously resolved in the 9th meeting of IQAC that

1. Educational trip should be planned by the Departments within an area of 300-500 kms, keeping in view the relevance and importance of the places/areas to be visited.
2. All Departments conducting such educational tours/rural induction modules as per the course structure must get the provision of funds in the budget allocation.
3. All concerned Departments shall have the advanced approval of the number of students and teachers to be part of such educational trips. As boys and girls are the part of educational trip, one male and female teacher shall compulsory be the trip in-charges for such educational trips.

The HoD must get the travel insurance of the members of the tour done before proceeding for the tour.

RESOLVE

The committee comprising the following members was constituted to identify and work out within a month the various insurance scheme for the coverage of the students of CUPB:

1. *Prof. S. S. Marwaha, HoD, Department of Applied Agriculture*
2. *Prof. V. K. Garg, Dean Students Welfare*
3. *Prof. Jagdeep Singh, Registrar*

Agenda 10/2018/3:

Progress report of IQAC

- A pre-placement lecture entitled 'Expectations of Medical Communication Industry from the fresher of Lifesciences Sector' was delivered by Dr. Smriti Khatri from Turacoz Healthcare Solutions (THS) on March 20, 2018, which was attended by 43 students from various professional streams. (Presentation is attached as *Annexure-II*). Thereafter, based on the performance on the written examination, following students have been shortlisted for the "interview round" by the group under the Campus Placement Program:

1. Amit B Tewari M.Sc. Molecular Medicine
2. Surbhi M.Sc. Chemical Sciences
3. Kamlesh Bham M.Sc. Human Genetics
4. Uttam Sharma M. Pharm

- A seminar on Curriculum Design and Development was jointly organised by IQAC and School of Education on April 5, 2018 wherein the following experts made presentations on the Curriculum Design & Development and their assessment from the global perspective as well as issues & concerns of NAAC (PPT attached at *Annexure – III*):

1. Prof. G. C. Nanda, Former Professor, Ravenshaw University, Cuttack
2. Prof. J. K. Dhillon, University of Worcester, U.K.
3. Prof. A. K. Dhawan, Former Dean, CUPB

RESOLVE

The progress report of IQAC was noted and appreciated by the members.

Agenda 10/2018/4:

Guidelines of Curriculum Design and Development.

Hon'ble Vice Chancellor had directed Prof. S. K. Bawa and Dr. Vinod Arya to analyse the existing curriculum of all disciplines and then frame the guidelines for Curriculum Design & Development on the basis of CBCS system. The guidelines for Curriculum Design and Development prepared in consultation with the HoDs of all the Disciplines of the University are placed at *Annexure – IV*.

RESOLVE

The IQAC desired that the Curriculum prepared in the light of these guidelines be put into practice from the ensuing academic session i.e. 2018-19 and in the light of the same, the schedule of meetings of various committees for the approval of the same was deliberated and approved as below:

- | | |
|-----------------------------|-----------------------------------|
| <i>1. Board of Studies</i> | <i>on or before May 15, 2018</i> |
| <i>2. Curriculum Audit</i> | <i>on or before May 25, 2018</i> |
| <i>3. School Board</i> | <i>on or before May 31, 2018</i> |
| <i>4. Academic Council</i> | <i>on or before June 15, 2018</i> |
| <i>5. Executive Council</i> | <i>on or before June 30, 2018</i> |

Agenda 10/2018/5:

Placement Cell

As approved by IQAC in its 9th Meeting, the Placement Committee including a Placement Officer (a consultant could be hired to head the Placement Committee) and five students members nominated by the

students' body of the University is proposed for approval by IQAC.

The constitution of Placement Committee is as under:

Students nominated by Students' Council

1. Ms. Aparajita, M.Ed. (1st Year), Department of Education
2. Syed Wajid ul Zafar, LLM (1st Year), Department of Law

Student nominated by Dean Students Welfare

3. Ms. Binali, MBA (Agribusiness – 2nd Year), Department of Applied Agriculture

Two students from 1st year will be inducted after the admission of new batch for academic session i.e. 2018-19.

IQAC may:

1. Empower the Hon'ble Vice Chancellor to nominate one of the faculty member or some consultant into the field of the placement of the students from the University as Chairperson of the Placement Committee of CUPB.

Approve the student's members of the Placement Committee.

RESOLVE

After deliberation, it was resolved that

1. *The nomenclature of Placement Cell is to be changed to Placement Training Cell*
2. *Dr. Raj Kumar was nominated as Coordinator of Placement Training Committee to head the committee.*
3. *After admission of new batch, two students from the new batch will be nominated by Students Council. The other student members who are nominated are:*

Students nominated by Students' Council

- i. *Ms. Aparajita, M.Ed. (1st Year), Department of Education*
- ii. *Syed Wajid ul Zafar, LLM (1st Year), Department of Law*

Student nominated by Dean Students Welfare

- iii. *Ms. Navneet Kaur Sekhon, MBA (Agribusiness) (1st Year), Department of Applied Agriculture*
4. *The committee approved to take the feedback of students regarding their requirements of what type of trainings are required for their placement through Placement Training*

Committee. It was decided that Dr. Raj Kumar, the Coordinator of the Placement Training Committee shall prepare a proposal to meet the training requirements of the students seeking employment through this committee. In addition to the Seed Money of 2.5 lacs from Students Welfare Fund, a proposal will be prepared by Dr. Raj Kumar for the matching grant for the subsequent years.

Agenda 10/2018/6:

To decide the criteria for internal and external Academic and Administrative Audit (AAA)

As per the requirement of NAAC, internal and external Academic and Administrative Audit of the University is required. To have a quality oriented academics with a strong administrative background, a criteria needs to be developed.

RESOLVE

IQAC resolved to constitute the Academic and Administrative Committees as follows:

The Internal Academic Audit committee:

- 1. Dean of the concerned School*
- 2. Member of the IQAC committee nominated by the Vice Chancellor*
- 3. HoD of the concerned Department - Convener*

The External Academic Audit committee:

- 1. Vice Chancellor*
- 2. Dean Academic Affairs*
- 3. Dean of the concerned School*

The committee authorize the Registrar to recommend the committee for Internal Audit of Administration for approval by the Chairperson, IQAC.

Agenda 10/2018/7:

Workshop/Seminar on quality assurance in administration

A workshop/seminar on quality enhancement and culture in administration has to be organized by IQAC for administrative staff of the University. Different parameters regarding assurance in administration need to be discussed. The seminar/workshop may be planned with a mandate for:

1. Trust building
2. Exploring capacity and assigning responsibility
3. Integrity and accountability
4. Democratic environment
5. Transparency
6. Decentralization

RESOLVE

A proposal of seminar on “Quality assurance in administration” be drafted by Director IQAC and be submitted to NAAC for financial support and approval to organize the seminar.

It was also advised that the faculty who avail Duty Leave for attending Seminar/ Conferences/Trainings etc. shall be directed to submit the report on the same after joining back within one week. It was also approved that the application for duty leave for attending conferences shall be given only if the report of the earlier conferences attended is received in time.

Agenda 10/2018/8:

To evaluate teaching learning process through IQAC, a criteria about teaching learning process needs to be discussed and developed.

Criteria for evaluating teaching learning process by IQAC

RESOLVE

It was resolved that IQAC shall prepare a detailed proposal regarding criteria to evaluate teaching learning process for the period 2018-19 by 15th July 2018 and the same will be submitted for approval to the IQAC committee.

Agenda 10/2018/9:

HoDs would ensure that University Calendar shall be followed for the teaching, examination and declaration of the result.

Academic Calendar

RESOLVE

It was resolved that all HoDs would ensure that the teaching, examination and declaration of result will be as per the Academic Calendar 2018-19 attached at Annexure-V.

Agenda 10/2018/10:

Presentation of e- portal for getting information from faculty

The committee felt the need of preparing an online portal for getting feed backs from students, their parents, faculty and staff. It was unanimously agreed to. After discussion, it was resolved that Dr. Satwinder will prepare the e-portal and after approval from the Vice Chancellor, it will be got uploaded on the University website. Dr. Satwinder Singh will present the e-portal before IQAC which is designed to collect information from the faculty.

RESOLVE

Dr. Satwinder Singh, Assistant Professor, special invitee for the

meeting, presented the e-portal for getting the information from faculty. Members suggested few corrections/amendments in the portal. The amended portal shall be got approved for uploading on the University website from the Hon'ble Vice Chancellor, the Chairperson of IQAC subject to the ratification in the next meeting of the IQAC. Further, the members desired that the development of the portal for collecting information from Administration and Finance Department be expedited for uploading the information of the said sections for including the same in the AQAR.

The meeting of IQAC ended with the vote of thanks to the Chair and the external expert member.