

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	<p>Minutes of the Sixteenth meeting held on June 8, 2020 were circulated amongst the members by e-mail. No comments/suggestions /observations were received.</p> <p>Minutes of the 16th meeting of IQAC are placed for confirmation.</p> <p>RESOLVE <i>As no comments/suggestions/observations were received after circulation, IQAC unanimously RESOLVED to confirm the minutes of the 16th meeting of IQAC.</i></p>	NOTED
Agenda 17/2020/2: Action taken on decision of the Previous Meeting of IQAC	<p>Action taken report of the 16th Meeting of IQAC is resolved as under:</p> <p>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:</p> <ol style="list-style-type: none"> 1. Prof. V. K. Garg – Chairman 2. Dr. Puneet Pathak 3. Dr. Amandeep Kaur - Convener <p>This committee will submit the report within two weeks from the date of examination.</p> <p>Director, IQAC informed the committee that analysis of feedback of teachers is still pending which was to be submitted by the committee.</p> <p>The Chairperson IQAC directed the committee to submit the analysis of Feedback of teachers upto June 15, 2020. It was submitted to IQAC.</p> <p>RESOLVE <i>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.</i></p> <p><i>Graphical presentation of feedback of teachers from students will be presented in the next meeting.</i></p>	<p>In process</p> <p>Done</p>

	<p>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.</p> <p>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.</p> <p>It was RESOLVED that MOOC courses should be offered in 2nd and 3rd semester to avoid the delay in result declaration of students.</p> <p><i>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.</i></p> <p>RESOLVE <i>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.</i></p>	<p>Dean Incharge Academics informed to all faculty members and have applied for developing MOOC course.</p>
<p>Agenda 17/2020/3: Progress report of IQAC</p>	<p>After 16th meeting of IQAC, following activities were performed by IQAC:</p> <ol style="list-style-type: none"> 1. External Administrative Audit of all the departments was successfully conducted from 22nd to 24th July 2020 with the help of the following external experts: <ol style="list-style-type: none"> 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 <p>Annual Quality Assurance Report for the year 2018-19 has been prepared and placed before the committee for discussion and approval of the IQAC.</p> <p>RESOLVE <i>The progress report of IQAC after the 16th meeting of IQAC was noted by the members</i></p>	<p>NOTED</p>

	<i>present at the time of meeting. The Chairperson appreciated the detailed report of Administrative Audit.</i>													
Agenda 17/2020/4: To ratify suggestions for quality improvement in examinations	<p>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.</p> <p>The following suggestions were given regarding conducting of examinations:</p> <ol style="list-style-type: none"> 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 border="1"> <tr> <td colspan="3"> Total Marks: 100 Total Time: 75 minutes + 5 minutes for logging in and entering student details </td></tr> <tr> <th>Option 1</th><th>Option 2</th><th>Option 3</th></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> <ol style="list-style-type: none"> 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. <p>The above suggestions were implemented and this is submitted for ratification of the committee.</p> <p>This item was discussed in detail and the Chairperson IQAC was informed of the hacking of the question bank.</p> <p>RESOLVE <i>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.</i></p>	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	NOTED
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<p>Agenda 17/2020/5: To ratify IQAC Calendar</p>	<p>IQAC Calendar for the coming Academic Session 2020-21 has been prepared. IQAC Calendar is placed before the committee for discussion and approval.</p> <p>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.</p> <p>RESOLVE <i>It was unanimously RESOLVED that the revised calendar may be prepared and presented in the next meeting.</i></p>	<p>Calendar is prepared and presented in the meeting as Agenda Item 19/2021/5</p>
<p>Agenda 17/2020/6: To ratify online classes for next semester</p>	<p>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:</p> <ol style="list-style-type: none"> 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. <p>These suggestions were implemented and are submitted for ratification of the committee.</p>	

	<p>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.</p> <p>RESOLVE <i>IQAC unanimously resolved to ratify the suggestions made by the Member Secretary.</i></p>	NOTED
Agenda 17/2020/7: To consider Guidelines for issuing certificates at department level	<p>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.</p> <p>RESOLVE <i>IQAC resolved to approve the agenda and suggested that the guidelines in this regard be placed in the next meeting.</i></p>	Attached as Annexure-I
Agenda 17/2020/8: To consider Membership of Association of Commonwealth Universities (ACU)	<p>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.</p> <p>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.</p> <p>RESOLVE <i>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.</i></p>	In process
Agenda 17/2020/9: To consider SOPs for International Students	<p>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.</p> <p>RESOLVE <i>IQAC approved the item and it was RESOLVED that International Students Division will prepare SoP for consideration of IQAC.</i></p>	In process
Agenda 17/2020/10: To consider Inventory Management Software for Store Section	<p>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.</p> <p>RESOLVE</p>	Under Samarth

	<i>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.</i>	project, this training has been done.
Agenda 17/2020/11: To consider SOP for Fire Safety	<p>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.</p> <p>RESOLVE <i>It was RESOLVED to prepare the SOP for fire safety by Security Officer.</i></p>	In process
Agenda 17/2020/12: To consider ERP Ticketing Based Visitor Management System and Complaints Redressal System	<p>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.</p> <p>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.</p> <p>RESOLVE <i>It was RESOLVED that a proposal for Staff Satisfaction Index may be prepared and presented in the next meeting.</i></p>	Done
Agenda 17/2020/13: To consider SOP for recruitment of Regular and Contractual employees	<p>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.</p> <p>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.</p> <p>RESOLVE <i>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.</i></p>	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	<p>inspected periodically and schedule for each service has to be prepared.</p> <p>RESOLVE <i>It was RESOLVED that the schedule for inspection of various services of the university and buildings be prepared by IQAC.</i></p>	<p>In process</p>
Agenda 17/2020/15: To consider Unique employee code for teaching and non-teaching staff of the University	<p>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.</p> <p>RESOLVE <i>IQAC considered it as good idea and unanimously RESOLVED to approve the item for creating unique employee code for teaching and non-teaching staff.</i></p>	<p>Sent to Registrar Office for implementation</p>
Agenda 17/2020/16: To consider Allotment of codes to all programmes of CUPB	<p>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.</p> <p>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.</p> <p>RESOLVE After detail discussion, the committee unanimously RESOLVED to approve the programme codes.</p>	<p>NOTED</p>