

CENTRAL UNIVERSITY OF PUNJAB

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Seventh Meeting held on 17-08-2017

The seventh (7th) meeting of IQAC was held on August 17, 2017 at 12:00 noon 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. Jagdeep Singh, Registrar, CUPB
3. Dr. Ajit Dua, Sr. Scientist cum Quality Assurance Head, PBTI
4. Prof. S. K. Bawa, Professor, Centre for Education, CUPB
5. Dr. Anjana Munshi, Professor, Centre for Human Genetics and Molecular Medicine, CUPB
6. Mr. Kanwal Pal Singh Mundra, Controller of Examination, CUPB
7. Mr. Ajit Singh, Finance Officer, CUPB
8. Dr. Deepak Chauhan, Associate Professor, Centre for Law, CUPB
9. Ms. Shweta Arora, Deputy Registrar, CUPB
10. Mr. Kovid Kumar, Students' Representative, CUPB
11. Professor S. S. Marwaha, Coordinator, IQAC (Member Secretary)

Prof. R. K. Kohli welcomed all the members and asked Prof. S. S. Marwaha to present the agenda. Prof. Marwaha informed that Prof. Gurmail Singh, Vice Chancellor, Akal University and Mr. Nitin Singal, Indotech Engineering Products had telephonically expressed their inability to attend the meeting because of other exigencies and requested for leave of absence which was granted. Thereafter, Dr. Marwaha presented the item wise agenda.

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

Agenda 7/2017/1: Confirmation of minutes of the last meeting

Minutes of the sixth meeting of IQAC were placed for approval and confirmation of IQAC.

- *Minutes of the 6th meeting were confirmed.*

Agenda 7/2017/2: 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 6th meeting are as follows:

- **Agenda 6/2017/4-Curriculum Aspects – Academic Calendar for the year 2016-17:** it was resolved that to meet the requirement of summer internship programmes and trainings
Semester break (between odd and even semester) shall not be of more than one week.
- **Agenda 6/2017/5-Teaching-Learning and Evaluation-Improvement of GPA:** it was resolved that there should be limit of number of chances to improve GPA.

Students who wish to improve GPA shall have to pay the registration fee and be given two more chances in addition to the original chances.

- **Agenda 6/2017/8-Students Support and Progression-Language problem of the students:** it was resolved that
A course on technical and scientific writing be introduced as non-credit compulsory course of 2 credit hours in the Ph.D. programmes being run by the University and the contents of the course be developed taking guidance from other universities offering such course to their students.

- **Agenda 6/2017/8-Students Support and Progression-Competitive Examination Cell:** the report of Dr. Kiran and Dr. Pathak, Coordinators of Competitive Examination Cell, for charging the nominal fee from the students joining classes offered by this cell for the preparation of NET and other competitive examinations as well as paying honorarium to the in-house and out-source faculty for delivering lectures was put up to the members which after deliberation resolved that
 1. *Principally approved to charge nominal fee from the candidates as well as pay honorarium to the teachers for delivering the lectures to the students preparing for competitive examinations.*
 2. *Competitive Examination Cell shall focus on preparing the students for Paper-I and the concerned centres shall prepare the students Paper-II and III by giving Mock tests of previous years question papers.*

- **Agenda 6/2017/9-Innovation and Best Practices:** The members were apprised of the status of the undertakings provided by the various centres that they are taking care of the course contents of various papers that they are aligned to NET syllabus. It was resolved that
Soft reminder shall be sent to the CoCs who have yet not provided the undertakings to the IQAC office w.r.t. the alignment of the course contents with NET syllabus of the programmes being run under their centres.

Agenda 7/2017/3: Progress report of IQAC

Internal Quality Assurance Cell has initiated the collection of information from different centres for compiling and finalising the Annual Quality Assurance Report (AQAR) for the academic session 2017-18.

The progress report of IQAC was noted by the members.

Agenda 7/2017/4: Placement Cell

Members of IQAC were informed that the matter regarding the Student Placement Cell was discussed in the second meeting of University Industry Forum held on March 21, 2017, under the chairmanship of Hon'ble Vice Chancellor. The members were further informed, that Prof. P. Ramarao, DAA and Chairman, Placement Cell brought out that the University has a Placement Coordination Cell and to assist the cell, committees have been constituted at the level of Centres. The IQAC members were

further informed that University Industry Forum to activate the placement cell at CUPB recommended that:

1. The Cell should be under the charge of students and should be managed by them with the support of some faculty mentor.
2. The students team handling the management of the placement cell should have the minimum facilities such as furnished space for holding group discussions, interviews, reception of guests one office room etc. and Budget.
3. An open Industry day should be celebrated and the representatives from industries that are members of the Forum and also others should be invited. This will also help in creating the Industry-University belongingness.
4. Electronic copy of Placement Brochure should be sent to several industries including the members of University Industry Forum across the country.
5. List of students seeking job may be displayed on the University Web Site.

The members of the IQAC committee are informed that the construction of University's own campus is going on and it is likely to move to the same by next academic session i.e. 2018-19. The recommendations of University Industry Forum listed above (Sr. No. 1 to 5) are appreciable but at present it is difficult for CUPB to implement the same because of the constraints of faculty and space.

CUPB proposed to implement the above suggestions (Sr. No. 1 to 5) as such after shifting to its new campus being built up at village Ghudda.

After deliberation, it was resolved that:

1. *Centred Placement Coordination Cell under the chairmanship of Prof. P. Ramarao, Dean Academic Affairs. The Cell shall include Prof. S. S. Marwaha, Coordinator, IQAC in place of Prof. A. K. Dhawan, Dean, School of Emerging Life Sciences who has superannuated in the month of March 2017, whereas the remaining other two members shall continue as members of the Placement Coordination Cell.*
2. *As placement include arranging for the students as well as summer/professional trainings etc., the concerned authority may see that if the University can include some fee to be charged from the students to promote the placement activities, to meet the expenses on the preparation of brochures, for circulation amongst the various job providers, hiring the services of some professional group/individuals involved in placements of the students.*

Agenda 7/2017/5: Curriculum Aspects

Updation/restructuring of Curriculum

For updating/restructuring the course structure and course contents of various centres, it is proposed that the guidelines of the regulatory bodies are to be followed. Further, feedback of passouts, the suggestion(s)/recommendation(s) of University Industry Forum and Council and feedback of Placement Cell be taken into account.

After deliberation, it was resolved that

Letters be sent to all CoCs/OICs for taking the status of Updation/restructuring of the Curriculum. If not done, they should do the same by taking into the guidelines of the regulatory bodies and feedback from the concerned relevant persons/students.

Designing of interdisciplinary programmes

Centres may be asked to focus more efforts on designing interdisciplinary programmes, designing of academic and research & development facilities based on result oriented teaching or addressing national and global issues.

After deliberation, it was resolved that

Centres being run in the University, are following the UGC guidelines and offering various interdisciplinary courses/programmes.

Flexibility of taking advanced courses by students.

Creating flexibility in taking advance course by students. Modalities to be discussed w.r.t. timetable, examination and evaluation.

Members were informed that

Students are given the flexibility to choose the advance courses as per their choice/requirements of the programmes/specialization they are pursuing.

Overseas programmes

Plan to start overseas programmes to be offered on campus.

Members were informed that

UGC is not allowing to run overseas programmes on the campus.

Foreign Students

Centres may develop self-sustainable Ph.D. programmes to attract foreign students.

Members were informed that

CUPB in the 25th meeting of Executive Council (EC) has approved the guidelines for pursuing Ph.D. programmes by the foreign students.

Time Course for Ph.D. degree completion

Ph.D. degree by CUPB shall be of three (3) years duration extendable up to maximum of five (5) years. Periodic assessments of the Ph.D. scholars shall be carried out to ensure that they would complete their degree within the allocated time.

Members after deliberation recommended that

Timeline for the completion of Ph.D. Degree shall be of three years extendable to maximum of five years. Also, it was resolved that the periodic assessment of Ph.D. scholars shall be carried out to ensure that they complete their degree within the allocated time.

Agenda 7/2017/6: To initiate the process of UGC SAP

As per the requirement of UGC under Special Assistance Programme (SAP), the centre should have at least six faculty members including one Professor. Thus, the centres which fulfil the above criteria may be advised/directed to initiate the process to apply for SAP.

After deliberation, it was resolved that

All centres who fulfill the conditions of UGC for the award of Special Assistance Programmes (SAP) shall be advised to initiate the process to apply for SAP.

Agenda 7/2017/7: Research, Consultancy and Extension

Strengthening of Interdisciplinary research through inter-department as well as inter-institutions collaboration. The areas of collaboration be identified by holding seminars/workshops.

Agenda was approved and recommended.

Agenda 7/2017/8: Infrastructure and Learning resources

To promote sports and cultural activities

University is in the process of formulating a schedule of indoor and outdoor sports as well as cultural activities. The process has also been initiated with UGC to sanction the staff for creating Directorate of Sports/ Cultural Activities to promote both the activities to enable the University to compete with other established institutions in the country.

The members were informed that

*Efforts being made by the university to promote Sports/Cultural Activities, has already been notice under the action taken report vide **Agenda Item 6/2017/10.***

Agenda 7/2017/9: Students Support and Progression

To strengthen mentoring system:

- Training to mentors
- Step to ensure interaction with mentors

To strengthen Alumni Association

Alumni Association is established in the University. To activate and strengthen the same, the University has started the process of the registration of all the students by charging nominal registration fee. Also, the Alumni Association shall be organizing functions to be continued annually as the Annual Alumni Association Meet to provide the forum to the Alumni to interact with the new entrants to the University and share with them their experiences as students and as professionals.

The agenda was discussed and deliberated by the members and it was resolved that

1. *Mentors may give report of students strength to the Competent Authority once in every semester.*
2. *Alumni Association be activated by*
 - a. *Inviting all alumni to attend the forthcoming convocation in September, 2017*
 - b. *Representative of Industrial Houses, Members of University Industry Forum and Council also be invited to attend the forthcoming convocation.*

- c. *Meeting of the Alumni with representatives of Industrial Houses be convened a day before the convocation and Dr. Deepak Chauhan, Associate Professor, Centre for Law shall invite the Alumni members and coordinate their meeting with the Industrial Houses.*

Agenda 7/2017/10: Governance, Leadership and Management

IQAC committee may guide the University to impart governance, leadership and management skills through workshop, seminar, symposia, etc.

It was resolved that

Prof. S. K. Bawa may coordinate with University authorities and arrange the lectures on governance, leadership and management skill for the faculty of the University.

Agenda 7/2017/11: Criteria for periodic assessment of Academic and Administrative Audit (AAA).

The university has a policy of Academic Audit and Monitoring. Academic Council in its 15th meeting vide Item No. EC:15:15:28 has constituted a Cell for comprising of the following for Academic Auditing and Monitoring:

1. Prof. A. K. Dhawan, Centre for Plant Sciences,
2. Prof. Anjana Munshi, Centre for Human Genetics and Molecular Medicines
3. Prof. S. K. Bawa, Centre for Education, Convener

The details of the mandate of the Cell approved by the Academic Council are as ***Annexure-1***. Members of IQAC are informed, the University has started the Academic Audit of the various centres and till date the Academic Audit of Environmental Science & Technology, Plant Sciences, Animal Science, Biochemistry and Microbial Sciences, Pharmaceutical Sciences & Natural Products, Education, Languages and Comparative have been completed.

Member of the IQAC committee are informed that Prof. A. K. Dhawan, Centre for Plant Sciences has superannuated from the services of the university w.e.f. 31st March 2017 and the Cell thus needs to be reconstituted.

This is for the information and reconstitution of the Cell for Academic Audit and Monitoring.

IQAC members appreciated that

1. *University has initiated and completed the Academic Audit of the different centres being run.*
2. *Prof. S. S. Marwaha has been approved and recommended to replace Prof. A. K. Dhawan, Centre for Plant Sciences who have superannuated from the services of the University in March 2017 on the Cell for Academic Audit and Monitoring.*

Agenda 7/2017/12: Committees for School Board and Board of Studies.

The Board of Studies and School Boards have been re-constituted for schools and centres, wherever required and their duration is as per the policy of CUPB. Other centres, wherever Board of Studies and School Board are not yet reconstituted, shall be reconstituting the same before the date of their expiry.

This is for the information of the members of IQAC committee.

Members of IQAC took note.

Agenda 7/2017/13: Innovation and Best Practices

Faculty members are encouraged to visualize innovations and best practices w.r.t. teaching, evaluation, governance, students' support system, etc. Recently, the University has adopted MOOCs to implement the same, implement medical report, identify students for MOOC, online medicinal bills as well as health management practices, etc.

Members of IQAC committee may note and advice.

Members were informed that University has adopted MOOC to implement and the centres have been asked to

- 1. Identify the areas/subjects to be covered under MOOC.*
- 2. Identify the faculty and courses to be delivered for online teaching.*
- 3. University has started working of the requirements to develop the facilities for recording/delivery of online lectures.*

Agenda 7/2017/14: Any Other Items with the permission of chair

As there was no agenda under any other item with the permission of the chair, the meeting ended with vote of thanks to the Chair.