

**Central University of Punjab
Bathinda**



**Minutes of the Twenty-Third Meeting
of the
Internal Quality Assurance Cell**

NOVEMBER 11, 2022

Director, Internal Quality Assurance Cell
निदेशक, आंतरिक गुणवत्ता सुनिश्चन प्रकोष्ठ
Central University of Punjab
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DIA-7851
1/12/22

Central University of Punjab
Lahore



Director of the Punjab - Third Year
of the
University of Punjab - Lahore

NOVEMBER 1, 2023

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Minutes for the Twenty Third Meeting of IQAC

The twenty third meeting of IQAC was held in hybrid mode in the Conference Room, First Floor on November 11, 2022 at 2:30 p.m. under the Chairmanship of Hon'ble Vice Chancellor.

The following experts attended the meeting online:

1. Prof. K. N. Pathak, Professor Emeritus, Panjab University, Chandigarh
2. Prof. Savina Bansal, Professor, MRSPTU / GZSCCET Bathinda
3. Dr. P.N. Dwivedi, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana

The following internal members were present during the meeting:

1. Prof. Ramakrishna Wusirika, Dean Incharge Academics
2. Prof. V. K. Garg, Dean Students Welfare
3. Prof. P.K. Mishra, Finance Officer (Off.)
4. Prof. Amandeep Kaur, Department of Computer Science & Technology
5. Prof. Raj Kumar, Professor, Department of Pharmaceutical Sciences and Natural Products
6. Prof. Tarun Arora, Dean, School of Legal Studies
7. Prof. Sanjeev Thakur, Department of Botany
8. Dr. Bawa Singh, Associate Professor, Department of South and Central Asian Studies
9. Dr. Yogalakshmi K.N., Associate Professor, Department of Environment Sciences & Technology
10. Dr. J. K. Pattanaik, Associate Professor, Department of Geology
11. Dr. Vinod Kumar, Associate Professor, Department of Chemistry
12. Dr. Ramanpreet Kaur, Assistant Professor, Department of Punjabi
13. Dr. Sesadeba Pany, Assistant Professor, Department of Education
14. Dr. Chhavi Garg, Assistant Professor, Department of Mass Communication and Media Studies
15. Dr. Dhanraj Sharma, Assistant Professor, Department of Financial Administration
16. Dr. Preeti Khetarpal, Assistant Professor, Department of Human Genetics and Molecular Medicine
17. Ms. Priya, Ph.D. Student, Department of Human Genetics and Molecular Medicine
18. Prof. Monisha Dhiman, Director, IQAC – Member Secretary

Hon'ble Vice Chancellor welcomed the members. With the permission of the Hon'ble Vice Chancellor, Director IQAC started the proceeding of the meeting. She then presented the agenda items to the members one by one:

Agenda 22/2022/1:

Confirmation of minutes of previous meetings

The minutes of the 20th, 21st and 22nd meetings of IQAC held on October 20, 2021, April 8, 2022 and August 17, 2022 respectively placed as **Annexures-1 to 3** were circulated amongst the members by e-mail. No comments/suggestions/observations were received. The minutes are submitted for confirmation.

RESOLVE

As no comments/suggestions/observations were received after circulation of the minutes of 20th, 21st and 22nd meetings of IQAC, members unanimously RESOLVED to confirm the minutes of the said meetings of IQAC.

Agenda 22/2022/2:

Action Taken Report of previous meetings

Action taken reports of 20th, 21st and 22nd meetings of IQAC attached as **Annexures-4 to 6** were presented before the members.

RESOLVE

No comments were received on the Action Taken Reports of the 20th, 21st and 22nd meetings of IQAC. Therefore, members unanimously RESOLVED to approve the action taken reports of the meetings.

Items for Information

Agenda 22/2022/3:

Progress Report of IQAC

The activities performed by IQAC after the 20th meeting were presented in the meeting:

1. Proforma for **exit survey** was approved in the 20th meeting of IQAC and was sent to the students of final semester to know about their experience during the program. The response from 497 outgoing students (2020 batch) was received by the IQAC is placed as **Annexure-7**.

RESOLVE

Members appreciated this initiative and Chairperson suggested that the number of students submitting surveys should be enhanced. Extra efforts are to be made by HoDs to increase the responses.

2. Feedback of the faculty – As per the best practices of IQAC, feedback of the faculty from the students was taken. Confidentiality about the students was strictly maintained. Total 12,628 responses were

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received from the students (5976 responses from batch 2020 students and 6,652 responses from 2021 students). The feedback was shared with the individual faculty for self-analysis.

RESOLVE

The feedback of the faculty was appreciated and approved by the members.

3. Curriculum Audit of 31 departments was conducted from March 16-21, 2022. The Curriculum Audit Report attached as **Annexure-8** was presented.

RESOLVE

The Curriculum Audit Report was approved by the members.

4. Academic and Research Audit of 31 departments was conducted from May 4-10, 2022. Report attached as **Annexure-9** was presented.

RESOLVE

Academic and Research Audit Report was approved by the members.

5. The lab inspections for the NAAC Peer Team Visit were conducted in June 2022 and August, 2022. Checklist and the report for the same attached as **Annexure-10** was presented.

RESOLVE

The lab audit report was approved by the members.

6. Department presentations for NAAC Peer Team Visit were conducted from June 13, 2022 onwards. Various rounds of presentations were done to facilitate the departments to showcase strengths. The presentations were held as per the schedule at **Annexure-11**.

RESOLVE

The members noted the schedule and applauded the efforts.

7. Successful completion of DVV and NAAC Peer Team

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Visit – NAAC Peer Team comprising of five members visited the University from August 24-26, 2022.

The immense support from faculty, non-teaching staff, students and all the employees of the university is highly appreciated.

RESOLVE

The members noted and appreciated the completion of NAAC Peer Team Visit.

8. A three days online training programme on enhancing capacity in preventing sexual harassment at the workplace was organized in collaboration with V. V. Giri National Labour Institute from August 16-18, 2022. The detailed report enclosed as **Annexure-12** was presented to the members.

RESOLVE

The members appreciated the progress of IQAC and unanimously RESOLVED to note it.

Agenda 22/2022/4:

Initiatives for NAAC peer team visit

List of things (**Annexure-13**) to be done to enhance the quality of education and administration was compiled by IQAC for NAAC visit and time to time the progress was monitored as.

The Director IQAC presented the initiatives taken by IQAC and explained the steps taken to maintain the quality in the University.

1. Initiatives to consider Unique employee code for teaching and non-teaching staff of the University

In the 20th meeting of IQAC, it was decided to bring the list of Unique employee code for teaching and non-teaching staff of the University. A total of **263 employee codes** assigned to the regular staff of the University. The list of same was presented before the members as **Annexure-14**.

RESOLVE

The members unanimously approved the list of employee codes assigned to the regular staff.

2. Stickers for vehicles

The members were informed that as per the Policy

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for Restricted Entry for Vehicles and Traffic Regulation was prepared for criteria VII. Stickers were issued to faculty as well as non-teaching staff for entry in the University. Total 117 vehicles stickers have been issued till date in compliance with the Restricted Entry and Traffic Regulation Policy of the University.

RESOLVE

The members appreciated that the stickers are being used for vehicles entry.

3. Bicycle Purchase

To promote usage bicycles in campus to make the University a green campus, 16 bicycles were donated by CSR.

Later, IQAC took initiative where university staff volunteered to contribute for the purchase of cycles. In total 18 bicycles have been purchased with the collection of approx. Rs. 1,08,100/- from the employees of the University. The bicycles are being used by the students and staff of the University. This practice will continue and more bicycles will be purchased to promote environment and health benefits. List of staff members who contributed for the same was enclosed as **Annexure-15**.

RESOLVE

The initiatives taken by the IQAC with the help of faculty and staff to purchase the bicycles was appreciated. On the usage of bicycles, the Chairman suggested that Engineering Section in the University may be asked to look after the maintenance of the purchased bicycles. It was also suggested that more faculty and staff members should join this noble initiative.

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4. Constitution of Environment Auditing and Monitoring Cell

As per the requirement for Criteria VII for NAAC, Environment Auditing and Monitoring Cell was constituted for conducting the Energy, Environment and Green Audit from external agency. The Audit has been done by NIN Energy India Private Limited. The detailed report on Energy, Environment and Green Audit was

submitted and certificate was issued (**Annexure-16**).

RESOLVE

It was RESOLVED that Audit should be done annually and all the records should be maintained as per the audit guidelines.

Agenda 22/2022/5:

Result Declaration of NAAC and submission of appeal The NAAC Peer Team visited the University from 24th August to 26th August 2022. CUP got 'A' grade in the 2nd Cycle of Accreditation. The University was not satisfied with the result; hence an appeal was submitted to NAAC so the result is kept in abeyance. The detailed schedule of the Peer team visit attached as **Annexure-17** was presented before the members.

Director IQAC shared the detail of visit of NAAC Peer Team in the University and also about the result declared by NAAC.

RESOLVE

The members unanimously RESOLVED to note the appeal submitted by the University to NAAC and appreciated the efforts made by the University.

Agenda 22/2022/6:

NIRF 2022

In NIRF 2022, the University scored 81st rank in the University category and 26th rank in the Pharmacy category.

RESOLVE

The members unanimously RESOLVED to note the ranking of the University in NIRF.

Agenda 22/2022/7:

Institution's Innovation Council (IIC) and Atal Ranking of Institutions for Innovation Achievements (ARIIA) score and activities

- Since the inception of IIC, it conducted various activities and was awarded two stars in year 2018-19, three stars in year 2019-20 and four stars in year 2020-21. List of activities since November 2021 attached as **Annexure-18** was shared.
- The University was recognized as "Promising" band

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under the category "Institute of National Importance & Central Universities/CFTs (Technical)" for the year 2020-21 in ARIIA.

RESOLVE

The members unanimously RESOLVED to note the result of IIC and ARIIA and congratulated all the committee members for their hard work.

**Items for Ratification
Agenda 22/2022/8:**

Calendar of IQAC

IQAC calendar for the year 2022-23 was presented for approval.

Director IQAC presented the calendar for the year 2022-23 to the members of IQAC and explained about the various activities performed by IQAC from time to time. She highlighted that the Capacity Building Programme was organized by IQAC for non-teaching staff of the University.

RESOLVE

Prof. K. N. Pathak appreciated the working of IQAC and shared that IQAC of this University is doing very well as compared to other Universities. He said that IQAC is performing very well and completing their tasks in timely manner. The Chairman IQAC suggested that Capacity Building Programme for faculty members should also be organized by IQAC and the same is to be added in the IQAC calendar.

The members unanimously agreed to approve the calendar of IQAC with modifications as suggested by Chairperson (Annexure-19).

Agenda 22/2022/9:

To consider SOP for International Students

It was decided in the 20th meeting of IQAC to bring this item in the next meeting of IQAC. The SOP for International Students was placed for ratification as **Annexure-20**.

Director IQAC presented the SOP for International Students.

RESOLVE

The Chairman IQAC suggested to enhance the visibility of International Students Division through brochure,

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advertisements and other materials. He further suggested that faculty trained abroad should make efforts to increase the admission of international students in the University.

Coordinator, International Students Division, Prof. Ramakrishna Wusirika updated the members that ICCR is planning to start few initiative in due course of time which will enhance admissions and internationalization of education.

The members unanimously agreed to approve the SOP for International Students.

Agenda 22/2022/10: IPR manual

In the 20th meeting of IQAC, it was suggested to prepare an IPR manual. The IPR manual was prepared & reviewed by IPR cell. The draft manual (**Annexure-21**) sent to the external expert for final vetting and the same was presented before the members.

RESOLVE

The members unanimously agreed to approve the IPR manual. The Chairman IQAC suggested that the patents received by the patentee should be taken to the next level and should be get commercialized. Convener IPR Cell informed the members that activities regarding technology transfer will be organized to assist the patentees.

Items for Consideration

Agenda 22/2022/11: As per the observation by the NAAC Peers team, the following items are proposed and put up for discussion:

- Policy for Slow and Advanced Learner
- Policy for Employees Welfare
- Establishment of Equal Opportunity Cell
- Constitution of Planning Board
- Gender Sensitization Plan
- Plan to raise the alumni funds
- Policy for scholarships and free-ships provided by the institution.

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- Policy for Financial support (funds / Grants) from non-government bodies, individuals, philanthropists

Director IQAC explained the members that during the visit of NAAC Peer Team it was observed that some policies need to be prepared which are put up for discussion.

RESOLVE

The Chairperson suggested to revise the Alumni Association and to make a policy to raise alumni fund. An Alumni Meet should be organized at the earliest most probably in the month of December 2022.

Experts appreciated the working of IQAC. Dr. Savina Bansal suggested that the policies are formulated to simplify the procedure which will further facilitates the working of the institution. It was RESOLVED to prepare such policies, committees as well as cells for the smooth functioning.

Agenda 22/2022/12:

As per the review after 2nd Cycle of NAAC accreditation the following activities are proposed:

1. To strengthen Criteria I and Criteria II:

- One Day Workshop on Curriculum Design, Development and Enrichment
- One Day Workshop on Identification Process of Advanced and Slow Learners and Remediation
- One Day Workshop on Development of Graduate Attributes, Programme/Course Learning Outcomes and Tools & Techniques for their Assessment and Mapping.

These workshops will be conducted by Department of Education in collaboration with IQAC.

2. For student progression: AIU Registration has been renewed which will enhance the prospects for the students to participate in various inter-university/state /national/international events. A committee has been constituted to represent the university at various events. **Annexure-22.**

3. Faculty Empowerment Strategies: Guidelines to provide financial support to teachers and students to attend conferences/workshops and towards membership fee of professional bodies has been formulated and approved in 40th EC meeting held on

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19th August 2022 vide item No. EC: 40:2022:24
(Annexure-23).

RESOLVE

The members unanimously agreed to the proposed activities and RESOLVED to consider these for further action.

Completion of Tenure of IQAC Committee

This is to share that the tenure of IQAC committee which was constituted on 22.09.2020 vide notification CUPB/Estt./2020/Notification/1524 is going to be completed.

Prof. Monisha Dhiman, Director IQAC thanked the committee members for their time, inputs and feedback during all these years which has enhanced the quality in various areas such as curriculum development, teaching-learning and evaluation process, infrastructure resources, student's support systems and governance structure.

The Chairman concluded the meeting by informing the members that the University is continuously working to make the students stay in the University comfortable where many new initiatives beyond class room teaching will be taken up. The studios from the Department of Mass Communication and the Department of Education will create in-house e-contents to help the students to study anything, anytime and anywhere.

Director IQAC thanked all the members present in the meeting to give their valuable suggestions and time for the IQAC.

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Prof. Monisha Dhiman
Director, IQAC

WPK

Dean Incharge Academics

Hon'ble Vice Chancellor

Director IQAC

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