

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 12 th meeting held on 8 th January 2019.	NOTED
Agenda 13/2019/2: Action taken on decision of the Previous Meeting of IQAC	<p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>Done</p> <p>Attached as Annexure-2(i)</p> <p>In process</p>
Agenda 13/2019/3: Progress report of IQAC	<ul style="list-style-type: none"> • 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 Chairperson that all departments must 	<p>It will be organized in the last week of August.</p> <p>NOTED</p> <p>NOTED</p> <p>HoDs were informed and Academic</p>

	<p>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.</p> <ul style="list-style-type: none"> 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. 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. 	<p>Calendar from 5 depts. were received.</p> <p>NOTED</p> <p>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.</p>
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: <ol style="list-style-type: none"> Faculty must take responsibility for the benchmark of NIRF by focusing on each parameters. Regular updation of IQAC activities are to be ensured on main website of CUPB. 	<p>Informed to the Faculty</p> <p>Being done</p>