

Action Taken Report

of 15th Meeting of IQAC held on February 18, 2020

Item No.	Description of Item	Action Taken
Agenda 15/2020/1: Confirmation of minutes of the last meeting	<p>Minutes of the Fourteenth meeting held on August 1, 2019 were circulated amongst the members by e-mail. No comments/suggestions /observations were received.</p> <p>Minutes of the 14th meeting of IQAC are submitted for confirmation.</p> <p>RESOLVE <i>The members of IQAC unanimously RESOLVED to confirm the minutes of the 14th meeting held on August 1, 2019.</i></p>	Noted
Agenda 15/2020/2: Action taken on decision of the Previous Meeting of IQAC	<p>Action taken report of the 13th meeting of IQAC is resolved as under:</p> <p>Agenda 14/2019/5: Feedback to teachers <i>The feedback system was discussed and the Chairperson of IQAC constituted the committee to analyse the report of feedback of teachers as given below:</i></p> <ol style="list-style-type: none"> 1. Prof. V. K. Garg – Chairman 2. Dr. Puneet Pathak 3. Dr. Amandeep Kaur - Convener <p><i>This committee will submit the report within two weeks from the date of examination.</i></p> <p>RESOLVE <i>The Chairperson IQAC directed the committee to do the analysis of Feedback of teachers upto 27th February 2020.</i></p> <p>Agenda 14/2019/7: Code of conduct for various stakeholders <i>The members of committee discussed the Code of Ethics being followed in the University and the requirement of NAAC to have handbooks on Code of Ethics. In view of this, the Chairperson suggested that Code of Ethics for Students will be prepared by Prof. S. K. Bawa and Code of Ethics for non-teaching staff will be prepared by Mr. K. P. Singh</i></p> <p>RESOLVE <i>It was resolved that Code of Ethics for non-teaching staff will be prepared by the Registrar upto 27th February 2020. Code of ethics for students and non-teaching staff are to be emailed to the members of IQAC for taking suggestions for improvements if any.</i></p>	Pending
Agenda 15/2020/3: Progress report of IQAC	<p>After 14th meeting of IQAC, following activities were performed by IQAC:</p> <ol style="list-style-type: none"> 1. Final submission of data on NIRF and ARIIA portal. 	Prepared and attached as Annexures I and II.

	<p>2. Administrative Audit of all sections was conducted.</p> <p>3. Curriculum Audit of all departments except Performing & Fine Arts was conducted from February 5-10, 2020.</p> <p>4. An online workshop on Curriculum Design and Development by Prof. Vasudha Kamat was conducted on 24.01.2020.</p> <p>5. Details of various activities performed by IIC after the last meeting of IQAC</p> <p>RESOLVE <i>The progress report of IQAC after the last meeting of IQAC held on August 1, 2019 was NOTED and appreciated by the Chairperson and other members of the committee.</i></p>	Noted
<p>Agenda 15/2020/4: Report of curriculum feedback by teachers, parents, students and Alumni</p>	<p>The data regarding curriculum feedback by teachers, parent, students and alumni were collected through online web application and was sent to HoD for its analysis. Reports were prepared to be placed in BoS of respective departments.</p> <p>The report of curriculum feedback by teachers, parents, students and alumni was discussed in detail.</p> <p>RESOLVE <i>It was resolved that feedback analysis should be conveyed to all departments to take further action and in future, the analysis of feedback is to be done before Curriculum Design and Development meeting.</i></p>	<p>Done. Analysis of Feedback was presented at the time of the Academic Audit</p>
<p>Agenda 15/2020/5: Report of Curriculum Audit</p>	<p>The Curriculum Audit of 31 departments was conducted from February 5 to February 10, 2020 as per the approved criteria.</p> <p>RESOLVE <i>The report of Curriculum Audit of 31 departments was noted by the members and it was resolved that Prof. S. K. Bawa will modify the curriculum of Performing and Fine Arts.</i></p>	<p>Done and submitted to VC office.</p>
<p>Agenda 15/2020/6: Report of Administrative Audit</p>	<p>Administrative Audit of Twenty (20) divisions was conducted on 30.01.2020 and 14.02.2020.</p> <p>RESOLVE <i>The Chairperson IQAC showed his dissatisfaction with the Administrative Audit and it was resolved to re-conduct the administrative audit. It was also suggested by Chairperson that space audit should also be done.</i></p>	<p>Internal Administrative Audit of four departments was re-conducted and report is attached as Annexure-III .</p>
<p>Agenda 15/2020/7: Workshop on Design Thinking</p>	<p>One of the IIC activity is to organize workshop on Design Thinking. This concept is getting popular these days to focus on innovation. Basically, Design Thinking is a human centered and</p>	

	<p>collaborative approach to problem solving. Therefore, a workshop on Design Thinking is to be conducted for the faculty of CUPB and for the student members of IIC.</p> <p>It was also suggested that more efforts be made by the faculty members to participate in these types of workshops.</p> <p>RESOLVE <i>The Chairperson and the committee members of the IQAC agreed to organize a workshop on Design Thinking as per the requirement by IIC, MHRD.</i></p>	<p>Due to lockdown, this will be planned in the month of August.</p>
<p>Agenda 15/2020/8: MoU with Study in India project of MHRD</p>	<p>Study in India is a target of MHRD in which fellowship of 250 lacs is given to International Students. The eligibility criteria is:</p> <p>(1) To sign MoU with Study in India (2) Less than 100 rank in NIRF</p> <p>RESOLVE <i>The Chairperson directed the Director IQAC to initiate the process and send the file to Registrar, so that MoU with Study in India can be signed at the earliest.</i></p>	<p>Pending due to lockdown period.</p>
<p>Agenda 15/2020/9: To ensure regularity in conducting classes</p>	<p>It has been observed and also mentioned in the report of feedback of curriculum by students that there is no regularity in conducting the classes. There is need to discuss the system to ensure regularity in conducting classes.</p> <p>RESOLVE <i>The Chairperson, IQAC directed Ms. Poonam Rani to collect the attendance of students from the faculty on every Monday of the week and check the regularity in conducting classes. It was also resolved that Dr. Kannan will prepare a software for taking online attendance which should be user friendly.</i></p>	<p>Due to lockdown, online attendance of students was taken by HoDs which was submitted to DAA and Mr. Rajinder Kalra, DR for further action</p>
<p>Agenda 15/2020/10: Online attendance of Faculty and Non-teaching staff</p>	<p>Online attendance (Biometric) is to be ensured and report is to be sent to IQAC on every last day of the month.</p> <p>RESOLVE <i>It was resolved that online attendance of teaching and non-teaching staff taken through Biometric will be sent to IQAC on the last day of every month by Mr. Amandeep Maan, System Analyst.</i></p>	<p>Due to lockdown, attendance of teaching and non-teaching staff was not taken through Biometric. The same will be asked to submit after the lockdown period.</p>

