

Action Taken Report

of 16th Meeting of IQAC held on June 8, 2020

Item No.	Description of Item	Action Taken
Agenda 16/2020/1: Confirmation of minutes of the last meeting	<p>Minutes of the Fifteenth meeting held on February 18, 2020, were circulated amongst the members by e-mail. No comments/suggestions /observations were received.</p> <p>Minutes of the 15th meeting of IQAC are submitted for confirmation.</p> <p>RESOLVE <i>The members of IQAC unanimously RESOLVED to confirm the minutes of the 15th meeting of IQAC.</i></p>	<p>NOTED</p>
Agenda 16/2020/2: Action taken on decision of the Previous Meeting of IQAC	<p>Action taken report of the 15th Meeting of IQAC is resolved as under:</p> <p>Agenda 14/2019/5: Feedback to teachers 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 members of the committee that analysis of feedback of teachers is still pending which was to be submitted by the committee.</p> <p>RESOLVE <i>The Chairperson IQAC directed the committee to submit the analysis of Feedback of teachers upto next Monday i.e. June 15, 2020.</i></p>	<p>SUBMITTED</p>
Agenda 16/2020/3: Progress report of IQAC	<p>After 15th meeting of IQAC, following activities were performed by IQAC:</p> <ol style="list-style-type: none"> 1. Lab audit of all the labs in university was conducted from 11.03.2020 to 13.03.2020 for which three committees were constituted. 2. Online Internal Academic Audit of all the departments was successfully conducted from 04.05.2020 to 20.05.2020 by four different committees, two for Science group and two for Arts & Humanities group. <p>The report of Lab Audit was presented and the common problems of labs like exhaust fans, use of disinfectants, biohazard waste bags, chemical disposal, fire extinguisher etc. were discussed in detail. The committee was of the opinion that after</p>	

	<p>shifting to new campus, most of the problems will be solved.</p> <p>The report of Internal Academic Audit was also presented and different points of criteria of academic audit were discussed. It was suggested to inform to all HoDs to improve on the points given in the report by the Academic Audit Committees.</p> <p>RESOLVED <i>The progress report of IQAC after the 15th meeting of IQAC was noted by the members present at the time of meeting. It was RESOLVED to email report of Lab Audit to all departments for further action of improvement of their labs.</i></p>	<p>Prepared and will be sent to HoDs after IQAC meeting.</p>
<p>Agenda 16/2020/4: List of MOOC Courses</p>	<p>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>RESOLVED <i>It was RESOLVED that MOOC courses should be offered in 2nd and 3rd semester to avoid the delay in result declaration of students.</i></p>	<p>Done</p>
<p>Agenda 16/2020/5: Responsibilities of HoDs and Deans</p>	<p>In most of the departments, there are no senior Professors to take up the responsibilities of HoD due to which these responsibilities are given to Assistant Professor as Incharges and new appointed Associate Professor as HoD. We don't have any training programme either to make them understand their responsibilities. The guidelines have been prepared to make them aware regarding their role and responsibilities as HoD/Incharges. Similarly, the guidelines for Deans of the Schools have also been prepared which may be discussed.</p> <p>The guidelines for the responsibilities of HoDs and Deans were discussed at length in the meeting.</p> <p>RESOLVED <i>The Chairperson of IQAC directed the Director, IQAC to forward the guidelines for responsibilities of HoDs and Deans to all members of IQAC for taking further suggestions. It was</i></p>	<p>Postponed to be conducted in September 2020</p>

	<p>RESOLVED that training /orientation programme for HoDs and Deans should be organized for the said purpose in August.</p>																	
<p>Agenda 16/2020/6: To frame the policy for industrial fellowship of the students</p>	<p>The industry offers fellowships to students of CUPB but policy needs to be framed regarding selection of students to whom fellowships are to be given and some other related issues.</p> <p>The draft of the policy was discussed. The Chairperson informed that some students arrange the fellowships from industry at their own which is sometimes misused. Therefore, there is a need to have policy for industrial fellowship to the students.</p> <p>RESOLVED <i>The members of the committee agreed to the points of the draft of the policy and it was RESOLVED that the policy may be submitted for approval of Academic Council.</i></p>	<p>Sent for approval of the Academic Council and the same has been rectified in the 22nd Meeting of Academic Council</p>																
<p>Agenda 16/2020/7: Institutional Innovation Council Activities</p>	<p>MHRD's innovation council asks to perform activities purposed by them in every quarter. Both activities of Quarter 3 and Quarter 4 activities of IIC were converted to online sessions and virtual talks due to lockdown and the report was to be uploaded on IIC portal by 7th June 2020.</p> <p>1. Leadership Talks were MIC (MHRDs Innovation Council) Driven Activities which the students /Faculty members attended. They have shared their photos/Screenshots while participating in the talks which will be submitted by IIC for MIC Driven activity on IIC portal.</p> <table border="1" data-bbox="517 1364 1179 1505"> <thead> <tr> <th>Leadership Talks</th> <th>Faculty Attendees</th> <th>Students Attendees</th> <th>Staff Attendees</th> </tr> </thead> <tbody> <tr> <td>8th April -09 May 2020 (14 talks)</td> <td>10</td> <td>14</td> <td>02</td> </tr> </tbody> </table> <p>2. MIC Driven Activities: The physical activities of Quarter third and fourth, as mentioned in the IIC calendar year 2019-20 have been replaced by 15 e-sessions on various themes of Innovation, IPR and Entrepreneurship and Startups.</p> <table border="1" data-bbox="517 1796 1179 1980"> <thead> <tr> <th>E-sessions</th> <th>Faculty Attendees</th> <th>Students Attendees</th> <th>Staff Attendees</th> </tr> </thead> <tbody> <tr> <td>28th April - 22 May 2020 (18 talks)</td> <td>10</td> <td>12</td> <td>02</td> </tr> </tbody> </table>	Leadership Talks	Faculty Attendees	Students Attendees	Staff Attendees	8 th April -09 May 2020 (14 talks)	10	14	02	E-sessions	Faculty Attendees	Students Attendees	Staff Attendees	28 th April - 22 May 2020 (18 talks)	10	12	02	
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3. Institution's Innovation Council of CUPB celebrated **World Intellectual Property Day** which falls on 26th April by organizing a poster making competition on the theme "**Innovate for green future**". Due to on-going corona virus pandemic, the competition was held through online mode. There were 10 entries for poster making competition organised by IIC (organizing committee Prof. S.K. Bawa, Prof. Monisha Dhiman, Dr. Preeti Khetarpal, Dr. Kamlesh Yadav, and Dr. Sachin) of CUPB to commemorate IP Day. The judges for the event were Prof. Raj Kumar, Dr. Satwinder Singh and Dr. Rubal Kanozia.

Winners of poster making competitions:

First Prize: Jharna Sahu, 18mslsas19, Zoology
Second Prize: Abhi Roy, 19msggeog01, Geography and Parul Midha, 19mslsas21, Zoology.
Third Prize: Palvi Gotra, 19mslshg07, HGMM

E-certificates are to be given to each participants by IQAC.

RESOLVED

The Chairperson and the members of IQAC noted the various activities conducted by Institutional Innovation Council which were performed during lock down period.

NOTED