Central University of Punjab
Bathinda

Minutes of the Eleventh Meeting

of the

Internal Quality Assurance Cell
JULY 31, 2018

CENTRAL UNIVERSITY OF PUNJAB
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Eleventh Meeting held on 31.07.2018

The eleventh (11th) meeting of IQAC was held on July 31, 2018 at 11:00 a.m. 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. Gurmail Singh, Vice Ch ancellor, Akal University, Talwandi Sabo
3. Prof. P. Ramarao, Dean Academic Affairs, CUPB
4. Prof. V. K. Garg, Dean Students Welfare, CUPB
5. Prof. Jagdeep Singh, Registrar, CUPB
6. Mr. Kanwal Pal Singh Mundra, Controller of Examination, CUPB
7. Dr. Raj Kumar, Associate Professor, Department of Pharmaceutical Sciences and Natural Products, CUPB
8. Dr. Amandeep Kaur, Associate Professor, Department of Computer Science & Technology, CUPB
9. Dr. Rajesh Kumar, Associate Professor, Department of Chemical Sciences, CUPB
10. Dr. Bawa Singh, Assistant Professor, Department of South and Central Asian Studies, CUPB
11. Dr. Ramanpreet Kaur, Assistant Professor, Department of Language, Literature & Culture
12. Dr. Yogalakshmi K. N., Assistant Professor, Department of Environmental Science and Technology
13. Dr. Puneet Pathak, Assistant Professor, Department of Law, CUPB
14. Dr. Chidanand Patil, Assistant Professor, Department of Applied Agriculture, CUPB
15. Dr. Bhupinder Singh, Information Scientist, Library, CUPB
16. Ms. Sheetal Dubey, Ph.D. Student, Department of Environmental Science & Technology, CUPB
17. Prof. S. K. Bawa, Professor, Director, IQAC (Member Secretary)

Prof. R. K. Kohli welcomed all the members of the IQAC and asked Prof. S. K. Bawa to present the agenda. Prof. S. K. Bawa presented the agenda in sequence.

After discussion and deliberations, the following decisions were taken:

Agenda 11/2018/1: **Confirmation of minutes of the last meeting**	Minutes of the tenth meeting of IQAC were placed at *Annexure – I* of the agenda before the members for approval and confirmation of IQAC. **RESOLVE** *After a brief discussion, the minutes of the 10th meeting were confirmed without any change.*

Agenda 11/2018/2: **Action taken on decision of the 10th 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 <u>the 10th meeting</u> are as follows: • **Agenda 9/2018/7: Opening of CIL's services to outside and in-house users on chargeable basis** **RESOLVE of the 10th meeting of IQAC** *It was resolved that a detailed list of the envisaged user institutions /organizations/ faculty be prepared by Dr. Bhupinder Singh and the same be sent to CIL for forwarding the same along with the list of facilities. It was also decided that a separate account may be opened for CIL to maintain the record of the payment received on account of the charges for providing its testing facilities.* The item was discussed in the light of the current situation and resolved as under: **RESOLVE in the 11th meeting of the IQAC** *It was resolved that a dynamic portal to be made on website for sample checking in CIL and the outsiders should have easy access to that portal to apply for their sample checking. Also, a programme for feedback of CIL needs to be designed and maintained by Dr. Raj Kumar.* • **Agenda 9/2018/8: Any Other Items with the permission of chair**: With the permission of the Chairman, IQAC, the Hon'ble Vice Chancellor, the committee while taking note of the observations of the Dean Academic Affairs regarding the educational tours and other related activities, it was unanimously resolved in the 9th meeting of IQAC that 1. Educational trip should be planned by the Departments within an area of 300-500 kms, keeping in view the relevance and importance of the places/areas to be visited. 2. All Departments conducting such educational tours/rural induction modules as per the course structure must get the provision of funds in the budget allocation. 3. All concerned Departments shall have the advanced approval

of the number of students and teachers to be part of such educational trips. As boys and girls are the part of educational trip, one male and female teacher shall compulsory be the trip in-charges for such educational trips.

The HoD must get the travel insurance of the members of the tour done before proceeding for the tour.

RESOLVE of the 10th meeting of the IQAC

The committee comprising the following members was constituted to identify and work out within a month the various insurance scheme for the coverage of the students of CUPB:
1. *Prof. S. S. Marwaha, HoD, Department of Applied Agriculture*
2. *Prof. V. K. Garg, Dean Students Welfare*
3. *Prof. Jagdeep Singh, Registrar*

The item was discussed in the light of current situation and arising out of discussion following was rendered:

RESOLVE in the 11th meeting of the IQAC

The new committee comprising the following members was constituted to identify and work out the various travel insurance schemes for the students of CUPB:
1. *Dr. P. K. Mishra, HoD, Department of Financial Administration*
2. *Dr. Sandeep Singh, Assistant Professor, Department of Human Genetics and Molecular Medicine*
3. *Mr. Gaurav Tandon, AR (F) - Convener*

It was further resolved that the following points must be kept in mind while working out the modalities of the work:
1. **Students' insurance (days wise) may be worked out.**
2. **Vehicle being used for travelling must have comprehensive insurance.**
3. **Government insurance companies may be approached for the same.**

The following committee is constituted to prepare the rules and norms for students and research scholars going for field trips/data collection/training/internship:
1. **Prof. P. Ramarao, Dean Academic Affairs**
2. **Prof. V. K. Garg, Dean Students Welfare**

	3. **Dr. J. K. Pattanaik, Assistant Professor, Department of Geograpy and Geology**
	4. **Dr. Vinod Arya, Assistant Professor, Department of Sociology**
	
	It was suggested to the committee that do's and don'ts must be clearly mentioned to the students going on these educational tours.
	
	Agenda 10/2018/7: Workshop/Seminar on quality assurance in administration
	A workshop/seminar on quality enhancement and culture in administration has to be organized by IQAC for administrative staff of the University. Different parameters regarding assurance in administration need to be discussed. The seminar/workshop may be planned with a mandate for:
	    1. Trust building
	    2. Exploring capacity and assigning responsibility
	    3. Integrity and accountability
	    4. Democratic environment
	    5. Transparency
	    6. Decentralization
	
	RESOLVE of the 10th meeting of the IQAC
	
	A proposal of seminar on "Quality assurance in administration" be drafted by Director IQAC and be submitted to NAAC for financial support and approval to organize the seminar by the end of September.
	
	The item was discussed in the meeting and it was resolved as under:
	
	RESOLVE in the 11th meeting of the IQAC
	
	The committee unanimously resolved to approve the proposal for a workshop to be conducted on office procedures for the administrative staff in September 2018.

Agenda 11/2018/3: **Progress report of IQAC**	The Director IQAC presented the progress report of IQAC after the 10th meeting on the following points: • **Curriculum Audit**: The Curriculum Audit was conducted from 17th May 2018 to 25th May 2018. Internal Audit of all the Departments of the University was done on the basis of Criteria provided by IQAC to the members of the committee. Curriculum Audit Report

was attached at *Annexure – II* of the agenda for the information of IQAC and ratification of AC and EC.

- **Internal Academic Audit**: The Internal Academic Audit of all the Departments of the University was conducted at Central University of Punjab and the report of the same was attached at *Annexure - III* for the information of IQAC and ratification of AC and EC.
- **Internal Administrative Audit**: The Internal Administrative Audit was conducted from 22.06.2018 to 03.07.2018. Different committees were constituted for different sections as given in *Annexure – V* of the agenda. The report of the same is attached at *Annexure - VI* for the information of IQAC and ratification of AC and EC.

- **External Academic Audit**: The External Academic Audit was conducted on 10.07.2018 and 11.07.2018 at Central University of Punjab, Bathinda by
  - Prof. S. P. Singh, Former Vice Chancellor, Guru Nanak Dev University, Amritsar;
  - Prof. A. M. Shah, HoD and Dean Academic Affairs, Islamic University of Science & Technology, Kashmir;
  - Prof. K. N. Pathak, Former Vice Chancellor, Panjab University, Chandigarh;
  - Prof. T. R. Bhardwaj, Vice Chancellor, Baddi University of Emerging Science & Technology, Solan;
  - Prof. P. Ramarao, Dean Academic Affairs, CUPB;
  - Dr. Raj Kumar, Member IQAC and
  - Dr. Ramanpreet Kaur, Member IQAC.

Report of External Academic Audit was placed at *Annexure – VII* of the agenda for the information of IQAC and ratification of AC and EC.

- **External Administrative Audit**: The External Administrative Audit was conducted on 18th and 19th July, 2018 at Central University of Punjab, Bathinda by
  - Dr. H. Sharma, Controller of Examination, Jawaharlal Nehru University, Delhi;
  - Prof. Devinder Singh., Former Registrar, Punjabi University, Patiala and
  - Dr. Jagdeep Singh, Registrar, Central University of Punjab, Bathinda.

External Administrative Audit Report was placed at *Annexure-VIII* of the agenda for the information of IQAC and ratification of AC and EC.

	RESOLVE *Progress of IQAC within three months was appreciated by the Chairperson and the members.*
Agenda 11/2018/4: **Actions to be taken on Curriculum Audit Report.**	The Director IQAC presented following points of the report on Curriculum Audit: 1. As per the Curriculum Audit Report, there is a need to make the faculty aware of the formulation of learning outcomes of NAAC to fill up AQAR, it is required to state the program outcomes, program specific outcomes and courses outcomes for all programs to be offered by CUPB and to be uploaded on the website. 2. In the new format of AQAR, the no. of teachers using ICT for effective teaching needs to be mentioned. To enhance the skill of using ICT, faculty may be directed to use e-learning resources and upload these in pdf format mentioning the date of updation before uploading in the knowledge repository of CUPB. **RESOLVE** **After discussion, the following were unanimously resolved:** *1. The formulation of the program outcomes, program specific outcomes and courses outcomes for all programmes offered by CUPB is to be uploaded on the website by November 2018.* 2. *The faculty members may be informed to use e-learning resources and to upload these in pdf format mentioning the date of updation before uploading in the knowledge repository of CUPB. This may be circulated among all the faculty members.*
Agenda 11/2018/5: **Actions to be taken on Administrative Audit Report**	The Director IQAC while presenting the report of the Audits, desire to develop course of action on the issues pointed out in the Audit Report. As per the report of Administrative Audit, action needs to be taken for the following administrative divisions of the University: 1. Finance 2. Examination 3. Store and Purchase 4. Engineering 5. Health Centre 6. Establishment and Recruitment 7. Security 8. Residential Facilities including mess and tuck shop

	9. Hostels **RESOLVE** *After discussion on the report of the Administrative Audit, the committee suggested to make a checklist which can be circulated in administration and it was decided that two sections i.e. Store & Purchase and Finance needs to be periodically checked on the basis of given checklist. Store and purchase may be bifurcated into two different sections. Action to be taken by the Registrar office.*
Agenda 11/2018/6: **IQAC Calendar**	The Director IQAC presented a Calendar representing the activities of IQAC during the current year as per *Annexure - IX* of the agenda for the approval of IQAC. **RESOLVE** *The committee unanimously approved the calendar of IQAC with a change of shifting the date of Administrative Audit to 2nd week of February.*
Agenda 11/2018/7: **Audit of Lab**	The Director IQAC brought to the notice that there are 26 labs in CUPB and nobody has audited their activities. To check and improve the controls and procedures related to Lab safety, tracking of hazardous materials, lab manuals etc. lab audit is required. There is need to prepare a criteria for lab audit, and will be prepared by IQAC. To conduct lab audit, two committees are to be constituted to complete the task. The members of the committee unanimously resolved the following: **RESOLVE** *The members of IQAC agreed to constitute two committees, to conduct lab audit. It was further resolved that the criteria for Lab Audit be prepared by 14th August 2018 by IQAC and two committees will be constituted by the Competent Authority to conduct lab audit.*

Agenda 11/2018/8:
 	
Academic Audit of Students Assessment
	The Director IQAC explain to the members of the committee that the Academic Audit for students' assessment needs to be conducted based on analysis of the following:
	    1. Based on CGPA/SGPA
	    2. Based on number of failures
	    3. Progress of students performance
	    4. Analysis of question paper

	RESOLVE *The members after discussion unanimously agreed to approve that the Academic Audit for student's assessment be completed by end of September 2018 by IQAC.*

Any Other Items with the permission of chair	The Director IQAC while presenting the agenda of IQAC took the permission of the Chair to discuss some more points. The following items were discussed with the permission of the Chair and it was resolved that:
	
	RESOLVE
	
	1. *Re-evaluation guidelines need to be prepared by the office of Controller of Examinations by the end of September 2018.*
	2. *The changes in the old and new curriculum must be clearly defined in tabular form in the minutes of meeting of School Board.*
	3. *The nomenclature of MST-I, MST-II and End Semester Exam has been changed to MST-I, ESE (Subjective) and ESE (Objective)*
	4. *The committee suggested the following w.r.t. the improvement of Question Bank:*
	   i. *200 questions are to be added in each course after getting them prepared from External Experts. The payment for constructing questions will be given as below:*
	      a) Preparation of questions @Rs.50/question
	      b) Moderation of questions @Rs.25/question
	      c) Modification of each question @Rs.10/question
	      d) For wrong framing of questions, deduction of Rs.10/question
	   ii. *Internal moderation for the question bank of courses of 2nd and 4th semester needs to be done on the priority. After completion of this work, moderation for the question bank of the courses of 1st and 3rd semester will be initiated.*
	
	5. *For admission of students through CUCET, the committee suggested to have 25% cut off marks for admission. The same decision may be applied for CUPB entrance exams too.*
	
	It is recommended by the committee to get the approval of points 3, 4 and 5 from AC and EC.

The meeting of IQAC ended with the vote of thanks to the Chair and the external expert member.