

Minutes of the Statutory Meeting of the Internal Quality Assurance Cell

A statutory meeting of the Internal Quality Assurance Cell was held at Panjab University.

Date of Meeting	24 th July 2017
Venue of Meeting	VCCR

Following members were present:

1. Professor Arun K Grover (in the chair)
2. Professor Akshaya Kumar
3. Professor Anil Kumar
4. Professor Archana Bhatnagar (Associate Director, IQAC)
5. Professor M Rajivlochan (Director, IQAC)
6. Professor Ranjan Kumar
7. Col. G.S. Chadha (Retd.)
8. Shri Guldeep Singh
9. Shri Ravinder Kumar
10. Prof. Satya P Gautam
11. Professor Jairup Singh

12. Prof Meenakshi Malhotra DUI, (Special Invitee)

Following members of the IQAC could not attend the meeting:

1. Professor Dinesh K. Khurana
2. Professor Gunmala Suri
3. Professor Manoj Sharma
4. Professor Ronki Ram
5. Shri Satya Pal Jain
6. Shri Pawan Kumar Bansal
7. Shri Sameer Jain
8. Professor Paramjit S Judge

The Hon. Vice Chancellor commenced the meeting by welcoming all members and noted that a meeting of the IQAC had not been held in the semester Jan-Jun 2017. He said that the present meeting should be used to set up tasks for the university for being NAAC ready and that a meeting should be slated for November 2017 to review the tasks that have been laid out in the current meeting. He also warned that the healthy survival of the PU depends on being able to meet the best possible standards of work and in that the IQAC must keep the university on its toes.

The Vice Chancellor apprised members that the NAAC appraisal for PU is valid till May 2020. That sets a timeline for PU to prepare itself in advance for a NAAC appraisal so that there is no period in which PU is without NAAC appraisal. Before end of second semester of 2018-19 PU should file an SSR

so that the NAAC appraisal can happen well within time. And since in a large university like PU it takes time to collate data the process of systematizing data and collecting it should commence before end of 2017-18.

The Vice Chancellor stated that at the forum of Chairpersons the IQAC makes periodic presentations, mini-IQACs are operational in the departments. He also pointed out that some of the directives of the previous NAAC evaluation are still pending. One such is the consolidation and regrouping of the smaller departments. That regrouping, he pointed out, needs to be in place before the commencement of the next semester. The handbook of information, the advertisement for admission, that is issued before admissions to the next academic year should be based on that re-grouping. He also warned that since regrouping would need approval of all regulatory bodies, the Syndicate and the Senate, therefore the proposal for regrouping should be in place before end of the semester July-December 2017. By March meeting of the Senate all these regroupings should be approved.

The other directives of the previous NAAC report that are pending is that the living conditions of the students must be improved, a concern about the hostels. At the moment, the VC reported that PU has added only two women's hostel, one international hostel. But no additional hostels have been created for men and research scholars. He informed that PU would not get finances from outside. Hence the way out would be to construct hostels on a partnership basis with a private entity for students who get HRA and charge them the house rent allowance to which they are entitled. The hostel construction on PPP, one for men, one for women should be put in operation this academic year. IQAC should give a directive to this effect in the light of the NAAC peer report.

The VC said that PU continues to be weak in the matter of Smart Classrooms, implementing the CBCS, introducing MOOC and with regard to the Placement Cell. Especially with regard to placements in traditional departments PU has been particularly weak. On all these matters the IQAC could find out where things were lagging and push the university to achieve effective targets to achieve these goals.

Professor Satya P Gautam explained that PU needed to implement the NAAC recommendations and also show some new achievements.

The Vice Chancellor also pointed out that the IQAC should push the departments to improve the demand ratio for the courses in PU. The IQAC had to identify the demand ratio for different courses and provide feedback to the departments on improving the demand ratio. For, that would improve the quality of student input into the university.

When it comes to deliverables PU is weak when it comes to Skill Development and Elective Courses.

PU also needs to make sure that the incubation cells of the university are able to function to their best possible abilities. In this regard the IQAC should identify the obstructions coming before the incubation cells and suggest remedial measures.

Income from Consultancy and Patents has been rather sketchy and incomplete. This needs to be compiled with greater accuracy and physically verified.

Rajivlochan pointed out that there are slippages between the CIIPP and the departments. The departments and faculty do not always keep the CIIPP informed about the consultancies and patents in which they are involved.

Professor Meenakshi Malhotra, the DUI pointed out that in her experience the faculty needs to be guided on how to go about organizing consultancies and reporting them to the CIIPP. The guidelines exist but they are not always implemented. As a result of not being aware of the guidelines there are slippages, she said.

Col. Guljeet Chadha, Registrar informed about the professional and meticulous manner in which the team from IIT, Roorkee went about providing PU consultancy on the matter of the building damaged due to fire. They had, he said, a formal protocol to follow, involving liaison between PU and their own institute and they did not try to short circuit any of the steps.

Professor Anil Kumar pointed out that in his experience of consulting for industries, the industries need results immediately and the long drawn out administrative procedures at PU only obstruct the work. Col. Chadha pointed out that those procedures are there to help keep track of work and ensure fairness. They just have to be followed.

Professor Anil Kumar also shared his idea on the university having a centralized purchase committee to smoothen and quicken the purchase of goods. Professor Archana Bhatnagar pointed out that such a purchase procedure already exists at PGI and causes considerable delay and such a centralized purchase system is not feasible at PU. Col. Chadha said that the present system of every research unit making its own purchases provides considerable autonomy to the research unit.

The Vice Chancellor reminded that the consolidation of departments would enable greater inter-departmental interchanges, including the information regarding purchases thereby taking care of problems faced in procuring material for research.

Rajivlochan informed that discussions in the past few months with the RPC on the matter of grand research projects have suggested that the university could fruitfully follow two grand research projects. One could be on Cancer in which the UIPS is already involved and the other could be researches structured around the tri-city of Chandigarh as was currently being envisaged through the Chandigarh Urban Observatory.

Professor Akshay Kumar queried on how many departments had updated their syllabi in the last year. He suggested that there should be a periodic review of all syllabi to ensure that the subject matter remains in harmony with the needs and requirements of society.

Rajivlochan informed that the IQAC had asked the departments to review their syllabi in consultation with alumni, students, and potential employers.

The VC directed the IQAC to query the departments to identify the changes they have made in their syllabus between 2014 and 2017.

Professor Satya P Gautam shared the idea of conducting an academic audit of all courses being offered by the university and its colleges as it was done in 2000-03. On that occasion the colleges were required to send feedback from teachers and students on all the courses being taught.

The Vice Chancellor assigned the task to Professor Akshay Kumar to conduct such an academic audit of the courses offered in the departments and the colleges.

Professor Meenakshi Malhotra shared her experience of conducting a regular academic review of courses at the UBS through an advisory board at the department which includes an alumni among other members.

Professor Archana Bhatnagar pointed out that IQAC had already requested feedback on the review of all courses at the departments in March 2017 but nothing came in response from the departments.

Rajivlochan pointed out that in the process of consolidating – regrouping the departments the university needs to filter out those positions that have been left over from legacy departmental structures. The Vice Chancellor asked Professor Ranjan Kumar to systematize department staffing and manpower and remove any legacy rules or norms that may be currently rendered non-functional but remain present on the books. By November-December 2017, the next meeting of the IQAC this systematization should have been achieved. For this purpose Professor Ranjan Kumar was asked to take the guidance of Professor A K Bhandari of the department of Mathematics.

Professor Akshay Kumar underlined the matter of the CBCS. He said that the implementation of CBCS has been delayed. This should be taken as an opportunity to create the syllabus for the entire CBCS rather than just for a few semester. He said that a circular should go forth from the IQAC that if there are any problems with the existing CBCS syllabus they should be ironed out now and that the syllabus of the rest of the course for the CBCS should also be designed now, for the second and the third year.

Col. Guljeet Chadha provided detailed inputs in the form of a document that articulates the details on how the university could move towards creating structures for making PU a World Class Institution.

The Vice Chancellor suggested that the IQAC should issue the necessary directives from the IQAC that the university take specific steps, like create smart class rooms, for the making of PU a WCI.

Professor Gautam said that these directives should be specific and not just in the form of policy decisions.

Professor Gautam said that PU needed to set up a periodic inter-disciplinary seminar, say every month, to discuss the research / readings done in the university.

The Vice Chancellor said that such a seminar should be imperative. The IQAC should issue directives to every Dean of the Faculties to organize such regular periodic seminars the proceedings of which were documented. On each seminar day a number of seminars should be presented by researchers and faculty. The Vice Chancellor said that he would hold a meeting of the Deans and the Emeritus and re-employed Professors to ensure that the Deans set up an academic calendar for such a seminar from the next semester.

Professor Anil Kumar said that even teachers who had attended conferences could make a parallel presentation at this Faculty-based interdisciplinary seminar.

Col. Guljeet Chadha drew attention to the web page of PU and the need to redesign it. The Vice Chancellor said that for this purpose he may request Mr. Samir Jain, of Net Solutions who is also a member of the IQAC.

On the matter of Governance Reforms, the Vice Chancellor said that the matter needs to be pushed a little more so that the process is completed by December 2017.

The VC listed the new parameters on which the university would be assessed in the future. Viz. e-Governance, Cleanliness, MOOCs and the digital learning processes. The university needs to include the digital agenda of the government in its activities.

The VC also said that departments that can be ranked in the NIRF should make an effort to identify the departments that can be ranked through one of the sub-groups of the NIRF like the UIPS does.

Guldeep Singh informed that NIRF ranking is done of Pharmacy departments, Law departments, and Engineering Departments.

The Vice Chancellor suggested that if the departments of say the honours school can be grouped together for being ranked as a single unit it would help the over all ranking of the university. This kind of ranking happens in some of the international rankings like the THES. It would be possible to show case the strengths of the university.

Professor Anil Kumar suggested and the VC concurred on the point of making a sub-committee to prepare the departments for participating in the NIRF rankings. The VC said that Professor Anil Kumar should take up the responsibility of identifying a sub-committee for this purpose.

Professor Meenakshi Malhotra said that the departments should be apprised of the best practices of other departments so that the departments can learn from the best practices of other departments.

In this light Rajivlochan drew the attention of the meeting to the NIRF rankings and the place of PU in them.

The matter of branding of PU was discussed and it was suggested that some effort should be made to improve the branding of PU, the perception of PU in the general public, peers, and employers. For the purpose of the next NAAC the IQAC was tasked with maintaining an album of positive stories that come out in the press about PU. It was suggested that the IQAC request the DPR office to mark a copy of the daily press clippings to IQAC as well.

Professor Gautam added that the JNU faculty plays a major role in creating a positive perception of the university.

Professor Meenakshi Malhotra underlined the importance for creating a positive image for PU and brand creation for the PU. She suggested that perhaps we can use someone who has expertise in marketing for this purpose possibly from the UBS. The VC promised to create such a image building team for PU.

Professor Ranjan Kumar talked of the need for strengthening the placement system in the traditional departments of PU and branding of PU in general. He suggested that the departments could be asked to create a list out the specific strengths of each of its student for the purpose of placement. He also suggested that the department take the email id, the contact number of each student along with relevant personal details like anniversaries etc. and then after the students leave the department the department should make an effort to remain in touch with the students through sending them messages, especially on anniversaries.

Professor Archana Bhatnagar said that such effort to retain contact with students could also help in tracking the progression of the students.

It was decided that the IQAC issue directives to the departments to maintain contact with students.

Professor Meenakshi Malhotra pointed out that PU should do more effort to try to build upon its strengths. This would include strengthening research and student performance.

Professor Anil Kumar suggested that the departments be asked to maintain a Visitor's Book in which every visiting person be asked to provide comments on what they think of the department.

Professor Gautam suggested that the IQAC can suggest to the departments to ask all visiting scholars to give a lecture to students and this lecture be kept open to the public and be publicized widely in the press.

The Vice Chancellor suggested that the IQAC could suggest a project to some scholar to go through the press reports in the press and extract the wow stories about the university. The period could be since the previous NAAC ranking. The Vice Chancellor said that Professor Surbhi Goyal be asked to ask one of her students to conduct such a research and a some resources be provided to her and the student.

The VC also said that a directive be given to every department that they should collate and provide to the IQAC all the positive media stories about the department since the last NAAC report. Such news stories should also be uploaded to the web page of the department.

Professor Gautam said that each department should be instructed to list the important achievements of the retired faculty on the page of the department.

The VC said that the DUI should be asked by the IQAC to set up a committee to look into the details of a computerization policy for PU.

Rajivlochan said that the software for e-governance was already in place since long. But it was being used only in a desultory fashion. The need was to issue executive orders that e-governance modules involving diary dispatch, leave, student attendance etc. be compulsorily used by the entire university.

The VC ended the meeting by saying that the detailed minutes of the meeting should be circulated to all the Chairpersons and also be placed before the next meeting of the Chairpersons so that everyone knew that the countdown to the next NAAC assessment had begun.



27-7-17
M Rajivlochan
Director, IQAC

Approved

Vice Chancellor

Action Points emerging out of the meeting of the statutory meeting of IQAC, PU

S. No.	Action Point	Responsibility
1.	Consolidation and Re-grouping of the departments plus placing the departments into groups that could be presented for ranking. Proposal to be ready by November-December 2017. Approval of statutory regulatory bodies to be sought by March 2018.	Professor Ranjan Kumar working in tandem with Professor A K Bhandari
2	Construction of at least one hostel for men and one for women in the PPP mode.	Vice Chancellor
3	Smart Class Rooms and Lecture Complex; initiation of MOOC and implementation of the digital agenda of the government for Universities.	IQAC to issue necessary directives to the Vice Chancellor and Registrar
4	Improving the Demand Ratio of Courses	IQAC to analyse admission data and provide feedback
5	Improving the abilities of PU at Skill Development and Incubation Cells and industry participation	IQAC to take feedback from concerned cells about the problems faced by them with the objective of enabling the university to remove the problems and help the Cells to grow.
6	Immediate Academic Audit of courses being taught in the departments of PU and the Colleges	Professor Akshay Kumar to conduct a comprehensive Academic Audit and provide feedback to the university
7	CBCS implementation of from next academic session	IQAC to direct the departments to review the existing CBCS syllabus for any lacunae and design the syllabus for the second and third year of CBCS before the end of the current semester so that all statutory approvals can be had before the commencement of the next academic session of 2018-19.
8	Deans of Faculties to be asked to organise Inter-disciplinary seminars to be organised on one day each month. Researchers and faculty would make presentations. Say, 4 presentations on each seminar. Proper record of attendance and papers presented will be maintained.	Deans of Faculties to be asked to the needful.
9	For purposes of ranking: strategies for improving the ranking of individual departments and hand-holding those departments that are desirous of improving.	Professor Anil Kumar to identify a sub-committee that can provide the necessary inputs.
10	Maintaining an archive of positive stories about PU	IQAC to maintain such a database
11	Research on stories about PU in the press.	Professor Surbhi Goyal to be assigned the task to carry

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		out this research with the help of a researcher or assign a dedicated researcher to conduct such a research for the time-frame 2014-the present time. Resources for the same to be provided by the university.
12	Branding of PU. Creating a positive image for PU and improve its brand value.	Professor Meenakshi Malhotra to identify someone from UBS who could look into this matter and suggest corrective steps.
13	Maintaining departmental contact with students	IQAC to issue directive to all departments to maintain a detailed database of students including their contact phone numbers and emails; department to send each student greetings and messages on important days of their lives and in general keep in touch with the student.
14	Maintaining a Visitor's Book in the department in which visitors to department are asked to provide feedback about the department and its activities.	IQAC to issue necessary directive to all departments
15	Lecture by visiting scholars, examiners etc.	IQAC to issue necessary directive to all departments
16	Positive stories about the department since beginning of 2015.	IQAC to instruct all departments to upload such stories on their respective web pages.
17	A Computerisation Policy for PU	VC to set up the necessary committee to look into the micro details of computerisation at PU
18	Use of e-governance by departments	IQAC to issue directive to VC/DUI to order the entire university to immediately begin to use the already available e-governance modules viz. the diary despatch system, the leave module, the system of student attendance.
19	Completing the task of Governance Reform	IQAC to ask the VC to expedite the matter
20	To circulate the minutes of the meeting of 24 th July 2017 to all Chairpersons	IQAC to do the needful


27-7-17

M Rajivlochan
Director, IQAC

Approved

Vice Chancellor