

Report of Online Training/ Workshop sessions organized by Internal Quality Assurance Cell

IQAC organized online training/workshop sessions for chairperson/ mini-IQAC in-charge of the departments and centres for the purpose of their appraisal to the all data and supporting documents requirements of NAAC for upcoming accreditation. Sixteen parallel training sessions were conducted successfully from 19.05.2021 to 27.05.2021 and 67 departments participated in the sessions. Approximately 150 faculty and staff members of different departments were oriented for NAAC criteria. During the sessions, the information which was either not filled by the concerned departments on IRB portal or filled incorrectly was highlighted. Some of the following queries were raised by departments about uploading data on IRB Portal for NAAC and the solutions given by IQAC team:

Query 1: How to take feedback from students in online mode so that identity of student is not disclosed and to ensure students do not give multiple feedbacks.

IQAC Response: Google forms can be used for the purpose at department level or teacher level.

Query 2: The departments had requested to provide latest Feedback form before the end of current academic session.

IQAC Response: The feedback forms will be provided to departments as soon as they get approval from the higher authorities.

Query 3: Departments had requested to provide VPN account so that they can access IRB portal from home.

IQAC Response: The Departments can request Computer Center/ Computer Unit for the provision of VPN account.

Query 4: While providing Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-Index of the University,

- a. Do we need to provide list of publications published only in the last five years.
- b. Do we need to provide list of publications contributing towards h-index only in current academic session on IRB portal for all five years so that repetitive uploading of same publications can be avoided.

IQAC Response: As per the instructions given in the SSR manual, parameters 3.4.8 (bibliometrics of publications based on average citation index) and 3.4.9 (bibliometrics of publications based on h-Index) is to be obtained from INFLIBNET for the calculation of scores. Clarification is required whether INFLIBNET will be the only source of this data OR Panjab University will also have to provide this data while filing the IQA report/SSR report.

Query 5: In case of qualitative initiatives, can faculty development programs be considered as quality initiatives in teaching perspective?

IQAC Response: As per clarification sought from NAAC, Faculty development programs can be considered as quality initiatives.

Query 6: For metric 4.3.1, some of our departments have movable ICT facility which is moved to the classroom or seminar hall as per requirement. In such case should we consider all such classrooms and seminar halls as ICT enabled, and provide master time table and geo-tagged photos of these classrooms and seminar halls?

IQAC Response: Clarification has been sought from NAAC, their response is awaited.

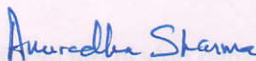
Query 7: Since in Academic year 2020-21, webinars had been conducted due to vivid situation, are they accountable for NAAC Accreditation or not?

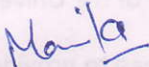
IQAC Response: Yes, in academic year 2020-21, all such webinars are accountable for NAAC Accreditation as per metric requirements.

Query 8: A Provision should be provided to enter only the Publication year of journal as date of publication is not available many times.

IQAC Response: The provision has been given in the publications screen on IRB portal.

The Departments appreciated the efforts and teamwork of IQAC Department in Organizing Training sessions. All other queries and issues related to NAAC requirements were satisfactorily resolved by IQAC team. IQAC team assured the participants of continuous support and resolving future issues, if any.


Associate Director


System Administrator (IQAC)

Photograph of online sessions



IGAC Response: As per the instructions given in the SSR format, publishers will be required to provide the following data for the calculation of scores. The data will be obtained from INFUNET for the calculation of scores. Clarification is required whether INFUNET will be the only source of this data OR Punjab University will also have to provide this data while filing the IQA report/SSR report.

Query 5: In case of qualitative initiatives, can faculty development programs be considered as quality initiatives in teaching perspective?