

# Criterion - 6

Governance, Leadership and Management

NAAC-SSR (2<sup>nd</sup> Cycle )



**ETERNAL UNIVERSITY**

BARU SAHIB, SIRMOUR-173101

HIMACHAL PRADESH

# 6.5.1(1)

## Meeting Frequency & Approval Proceedings



**ETERNAL UNIVERSITY**

BARU SAHIB, SIRMOUR-173101  
HIMACHAL PRADESH

BU / IQAC / 2019 / 1-12 Dated 12/3/19

Proceedings of the Internal Quality Assurance Cell held on Feb 11, 2019 in the Academic council room of Eternal University, at 2.30 PM

Following of the members and special invitees were present in that meeting:

1. Dr BS Sohal	-	Chairman
2. Dr Purvi Luniyal	-	Member
3. TPO Mr Kuldeep Singh	-	Member
4. Mrs Raino Bhatia	-	Member
5. Dr Sushma Sharma	-	Member
6. Dr Harpreet Kaur	-	Member
7. Dr Kulbhushan Kumar	-	Member Secretary
8. Dr Ajar Nath Yadav		Biotechnology
9. Dr Pritesh Vyas		Agriculture
10. Dr Nisha Thakur		English
11. Dr Karan Singh		Chemistry
12. Dr Radhey Shyam		Physics
13. Dr Neelam Thakur		Zoology
14. Er Dileep Sharma		ETC
15. Dr Sudhakar Pandey		RE
16. Dr SK Chauhan		Economics
17. Dr NL Gupta		CPH-HA
18. Dr Priyanka Thakur		Entomology
19. Dr Jaswant Singh		Psychology

At the onset of meeting Dr BS Sohal Chairman welcomed the committee members and apprised them the importance of the IQA cell.

Following issues were taken and the decisions are follows:

#### 1. Curriculum design and revision:

Dr. B. S. Sohal, Chairman of the Meeting, explained that every syllabi of each programme be revised after every three years with the motive in mind that students have to compete in the market for jobs. These revised syllabi then should go through the Board of Studies of each

college and Academic Counsel. During the revision, the course number and titles should not be changed but only the contents as per requirement of the students should be changed.

To this Dr. Purvi said that all the HODs should be informed through some notice from the authorities to revise the syllabi if not revised.

Mr. Kuldeep Singh, TPO, supported the point presented by Dr. Purvi for framing of the B.O.S. He further explained that its contribution should be highly beneficial.

**Action: Deans to form Board of Studies of the college**

## 2. Biometric and class attendance of the students:

Dr. BS Sohal put before the house the second item of the agenda and that was about attendance of the students. He explained that Eternal University is a residential university, so we should not expect 75% of attendance from the students. We need 100% students' attendance. The 75% of the attendance is for the students those who are going on medical leave or have some serious problem only. He further explained that the faculty should also be serious about the attendance of the students even on ERP.

Dr. Nisha from English Department informed the house that because of some technical problems with the IT Department, the faculty of ACA&SS was unable to mark attendance on the ERP for the last few days.

Mr. Kuldeep Singh, TPO, informed that those students who are going on training should be marked as present on the ERP by the concerned faculty.

Dr. Raina Bhatia expounded that biometric machine for the B.Ed. students should be installed in the B.Ed. College. Students should mark their attendance in the B.Ed. College only.

**Action: All Faculty to mark attendance on ERP**

## 3. Teachers should avoid taking same class more than once in a day:

Dr. Sohal put before the house third item of the agenda that same teacher may avoid to take the same class for more than once a day. He meant to say that the time table should be framed in such a way that a single teacher should take only one lecture of the same class.

**Action: Incharge Time table of each college**

## 4. Teachers' Feedback:

Dr. Sohal put before the house the fourth item of the agenda and that was about feedback from the students. He stressed on the point that it is not good to take faculty feedback from the students. Instead, teachers should take response from the students after the end of the lecture/ session. He should ask for the shortcomings and what sort of improvement the students need from the concerned teachers.

To this, Mr. Kuldeep Singh, TPO, explained that teacher analysis must be from various other prospective instead of student feedback. The teacher's presence may cause undue complements from the students.

Dr. Raina Bhatia explained that the feedback system of the present form should be changed.

Dr. S. K. Chauhan, Dean of ACECM, expounded that the format of the present feedback form should be changed. He explained that many of the points students do not understand and they take it in their own way.

Mrs. Harpreet Kaur, Administrator of ANC, stressed that it should be feedback from the students and not evaluation as this happens under the present system.

Dr. Raina Bhatia stressed that different suitable tools should be added into the present feedback form.

To this, Dr. Sohal, the Chairman of the Committee, informed that under the Chairmanship of Dr. S. K. Chauhan, a committee will be formed for the said purpose.

**Action: Dr Chauhan Dean ACEC&M to form a committee with its chairmen**

**5. Paper setting and evaluation:**

Next item of the agenda was paper setting and evaluation. Dr. Sohal was of the opinion that the teacher who is teaching the class and setting the paper should not check the papers of those students.

To this point, Dr. Purvi stressed that paper can also be set by other teachers who are teaching the same subject to different other classes and not to the same class. In this way, this can be done with other teachers and their classes.

Dr. Harpreet Kaur, Administrator of ANC, informed the house that in some cases, generally, students get important questions few days before their final examination, which is wrong. She stressed that such type of practices should be strictly checked and controlled.

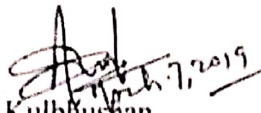
**Action: All Deans**

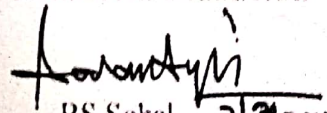
**6. Relaxation to the stress among students :**

The last item of the agenda was about some relaxation to the students during their studies. Dr. Sohal was of the opinion that during their study period some extracurricular activities should be added to release the pressure from their mind. Students should be taken on some trips, education tours, geographical tours or industrial visits.

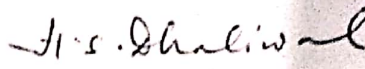
To this, all the members of the house gave their recommendation and approval.

**Action: All Deans/HoD**

  
Dr Kulbhushan  
Secretary

  
BS Sohal  
Chairman

Approved

  
Mrs. Ghaliwal  
Vice Chancellor

**Proceedings of the IQAC Meeting held on April 26, 2019 at 3.00pm in the Academic Council Room**

Following of the members were present in the meeting:

1. Dr BS Sohal -- Chairman
2. Dr SK Chauhan -- Member
3. Dr Purvi Luniyal -- Member
4. Mr Kuldeep Singh Verma -- Member
5. Dr Jasvir Kaur (DSW) -- Member
6. Dr Harpreet Kaur -- Member
7. Dr Raina Bhatia -- Member
8. Dr Joseph Jaganathan -- Member
9. Dr Kulbhushan Kumar -- Secretary

**Special Invitees:**

1. Prof. (Dr) HS Dhaliwal -- Hon'ble Vice Chancellor
2. Dr Nisha Thakur -- Dept. of English
3. Dr Karan Singh -- dept. Chemistry
4. Sudhakar Pandey -- Dept. of Renewable Energy
5. Dr Simranjit Singh -- Dept. of Punjabi

At the outset Dr Kulbhushan Kumar, Member Secretary IQA Cell, welcomed the Chairperson (IQAC), Hon'ble Vice-Chancellor, Eternal University, members of the Internal Quality Assurance Cell (IQAC) and special invitees. The follow up action on earlier proceeding dated March 12, 2019 were discussed.

**1. Curriculum design and revision**—Dr BS Sohal, Chairman IQAC expounded that all the colleges were informed to frame their respective Board of Studies at college level, to frame and revise the existing syllabi. He also said that most of the syllabi of most of the departments were framed long back and since then they have not been revised. So, under the epitome of BoS all the courses must be revised/new framed and put before the Academic Council to regularize them.

To this, Deans, Akal College of Agrl., Dean Akal College of Basic Sciences, Dean, Akal College of Engg. and Tech. informed that they have framed their respective BoS committees. Dean, Akal College of Eco., Commerce and Management and Dean, Akal College of Arts and Social Sciences informed that they have framed the BoS and the file was sent to the VC office for its approval. Principal, Akal College of Education informed that the college is constituting the BoS and very soon will be sent to the Hon'ble Vice Chancellor office.

Prof. Dhaliwal, Vice Chancellor of the University in his introductory remarks appreciated the efforts being made by the members of IQAC and the decisions taken in the last meeting held on Feb. 11, 2019 of IQAC to chalk out a road map for quality assurance in the University. The

Vice-Chancellor also conveyed to the members that NAAC was very much critical about the formation of BoS of the colleges. So, he suggested the house to take initiative and come up with revised new courses. He also advised that standing BoS committees with two outside experts should be at the college level.

Dr Sohal informed that rest of the colleges should frame their respective BoS committees before the next IQAC meeting and all necessary documents should be with the BoS as well as with the faculty.

Prof, HS Dhaliwal suggested the house to put stress on digital education as part of their course curriculum and this should be made compulsory for all the faculties and students.

**Action: Deans or respective colleges**

- 2. Biometric and class attendance of the students** – Dr Kulbhushan asked about this item from the earlier proceedings. Dr Sohal, informed that biometric attendance of the students was marked late on the ERP this year. He requested that all the teachers should mark students' attendance on the ERP.

To this, Hon'ble Vice Chancellor stressed that biometric attendance should be made compulsory for everyone. Dr Purvi, Dean ACASS, stressed upon 100% attendance of the students as Eternal University being residential University.

In response to this, Dr Sohal informed the house that a minimum of 75% of the attendance is required and the relaxation of 10% is only on medical grounds or in case of sports persons and that too if a student's participation in national games/sports. In response to Dr Sohal's reply, Dr Purvi wished relaxation for the music students as according to her 'for most part of the year they are on tours'. Prof. HS Dhaliwal replied that their tours should be considered as their attendance. Prof. Dhaliwal expressed his concern for the faculty and students who were coming to university for biometric attendance in night dress and that too at any time whereas the Regularity Commission asks to check and send biometric attendance of the students by 5.00 P.M. every day. For that purpose, students should not be permitted to mark attendance before 8.45 A.M. in the morning and after 5.30 P.M. in the evening. He stressed that such wrong practices should be stopped immediately with the help of the DSW, wardens and guards.

**Action: Deans, DSW and faculty members**

- 3. Teachers should avoid taking same class for more than once in a day:** Dr Sohal, informed the house that all the time table in-charges of the colleges have been advised to take care while framing respective time table for the next semester and avoid this practice as far as possible.

**Action: Time table in-charges of respective colleges**

- 4. Teacher's Feedback:** Dr Sohal was of the opinion that this practice of taking feedback of faculty from students pushes teachers in the grip of students whereas Prof. Dhaliwal was of the opinion that teacher's feedback is must and should be taken in classes with ten or more than 10 students..

Dr Purvi, Dean ACA&SS informed the house that the feedback form is so complicated that most of the students do not understand meaning of the words in the respective columns.

Dr Sohal opined that during the last few lectures of the semester teacher can put Performa before the students to take self-evaluation from them asking what type of improvement they need/expect from him/her for the next class/students.

Prof. HS Dhaliwal informed that the students were now taking teachers' performance on the ERP. He invited the house to come up with the evaluation form comprising requisite changes in the ERP Performa if any. Dr SK Chauhan was requested to form a committee and put up changed performa in the next meeting.

**Action : Dr SK Chauhan Dean ACEC&M  
And Jasmeet Singh**

**5. Paper setting and evaluation** – Dr BS Sohal proposed the house that the same teacher who sets the paper may not evaluate the same paper. He opined that this can be done at the Deans level.

Prof. HS Dhaliwal remarked that this was not possible in our system as the university has limited faculty. There are more than 70 courses where faculty has to deliver the course contents and cover the syllabi. He Dhaliwal suggested that as an option, question papers can be set randomly from external experts. He further suggested the house that faculty may well justify and cover the course contents; avoiding liberal marking.

**Action: Controller of Examinations**

#### **New agenda of the meeting**

**1. Allotment of UG Student Advisors** – Dr Kulbhushan Kumar, Member Secretary IQA Cell put before the house new of the meeting. The first item was 'Allotment of UG Student Advisors and requested Dr SK Chauhan to explain the action was taken in this regard.

Dr SK Chauhan, Dean ACEC&M informed the house that a four member committee was constituted in the month of February for framing rules and guidelines to appoint advisors counsellors for improving academic, co-curricular activities and personality development of students. He submitted proceedings of those meetings before the house which were as follow--

- a) A notification of the regular allotment of advisors from the same college faculty (One senior teacher/HOD to coordinate with all the advisors of that class regarding proper supervision and registration of students of that class) to undergraduate students by the respective Deans shall be made simultaneously within six weeks of registration in a session.
- b) Each advisor shall maintain a close contact with their advisees and shall keep themselves abreast of their progress in academic and co-curricular activities.
- c) The group of advisors normally should not be changed during the course of students' degree programme to have better understanding, effective communication/coordination and to make the system result oriented as per expectations



- d) A provision in the time table be made for tutorial class most probably at the same time for all classes of respective degree programme.
- e) After allotment of advisors, students have to meet their respective advisors during the class as per timetable for advisement and getting mark their presence.

In response to this, Prof. Dhaliwal suggested to implement the proposal with an immediate effect and publish small notebook type copies with ten to fifteen per students under each advisor. He stressed that this should be implemented for the PG students also.

Dr Harpreet Kaur from Nursing College informed that Research Advisory is always different from the Group Advisory and Nursing College has adopted the Foster Parent System.

Prof. Dhaliwal suggested to make the things easy and approachable. Advisor of a particular group should hold weekly meeting of his/her group whereas Tutor/HoD should hold two meetings in a semester. He also suggested that Akal College of Agriculture should implement and structure the advisory committees immediately without keeping the tutors.

**-- Action: Dr BS Boparai, Dean ACA and other Deans**

**2. Faculty Induction Programme** – Dr Kulbhushan Kumar, Member Secretary put before the house second item of the agenda which was **Faculty Induction Programme** and requested Dr Sohal, chairman of IQAC to explain the house. Dr Sohal acknowledged that according to UGC norms, 'Faculty Induction Programme' is mandatory for every new faculty. He gave elaborated information about the subject and gave examples of some of the education institutions which are sending to their new faculty on such induction programmes.

Prof. Dhaliwal stated that this is possible only in govt. system to send the faculty for any induction training on duty leave. Eternal University cannot afford such things but we can try to include few things bringing changes in rules and regulations of the University to serve the purpose.

Mr Kuldeep Singh (TPO) said that the University can have its in-house FID training programme (FDP) on working Saturdays for the faculty. To this, Dr SK Chauhan asked the TPO to frame the proposal and submit to the Vice Chancellor.

Prof. Dhaliwal appreciated the idea and informed that this can serve the purpose.

Dr SK Chauhan, Dean ACEC&M further said that ours is a private University and teachers' stability is very low. So, he suggested that a proposal can be sent to the UGC requesting them to send any one of their resource persons for FDP.

Prof. Dhaliwal remarked that the faculty does not come forward to show their interest in FDP through MOOCs. He expressed that any one (out of faculty) can go for an induction programme during their vacation period. Dr Nisha from Dept. of English who had gone to PU Chandigarh to attend an 'Induction Programme' during her vacation.

Dr Sohal appreciated the advice of Prof, Dhaliwal and informed the house that anyone can go on induction programme but without interfering with teaching programmes.

**Action: Mr Kuldeep TPO to send the proposal to UGC**

**Action: Dean to send the new faculty not affecting the teaching programmes.**

**3. Minimum budget for each dept. for smooth functioning of the departments and practical labs.--** Dr Kulbhushan Kumar, Member Secretary IQAC put before the house next item of the agenda which was 'Minimum budget for each dept. for smooth functioning of the departments and practical labs.' and requested Dr Karan Singh to explain the matter.

a) Dr Karan Singh presented the item before the house that there should be some 'minimum budget for each department for "smooth functioning of lab practical"'.  
To this professor Dhaliwal informed the house that he has never turned down anyone's demand. Dr Sohal, suggested that some allocation of amount should be there may be with a note "Subject to availability of funds". This will give good impression to the outside agencies that come for inspections.

Professor Dhaliwal informed that funding all over the world comes for Post graduate work comes from projects of the faculty. He said that the faculty try to get grants from various outside agencies as is being done by Dept of Biotechnology and Physics. The university will allocate budget for consumables and maintenance of equipment's for undergraduate laboratories.

**Action: Vice Chancellors office**

b) Dr Karan Singh put his second item before the house and that was 'five days week for the students so that remedial classes of those students may be arranged on the 6<sup>th</sup> day'.

Dr Sohal replied that this is on part of the teachers to see whether this is viable or not. If the faculty want 6<sup>th</sup> day to be free for seminars or any other activities, than all lectures can be reduced by ten minutes that is each lecture should be of 50 minutes and five minutes to move to other class by the students, in this way we can have one extra lecture every day. This is possible from the next session was possible only from the next session.

Professor Dhaliwal approved the item with the condition that all second and fourth Saturdays' should be kept completely engaged for tutorial, faculty induction development programmes, sports and extra-curricular activities involving all the students and faculty.

**Action: All Time table In-charges of the colleges**

c) Dr Karan put his third item 'conducting of coaching classes for preparation of Competitive Examinations'. Professor Dhaliwal advised the faculty to establish a cell while coming forward for such coaching classes/examination like UPSC, NET, GMAT, IELTS and other competitive examinations but he also put stress that the coaching should not be free otherwise it will have no impact. He suggested that the teachers taking to those extra classes should be compensated financially through honorarium.

**Action: Deans at College level if interested**

4. Next Item was placed by Dr Kulbhushan Kumar Member Secretary IQAC. He acknowledged that during examination whether sessional or final, faculty and students should not be permitted to bring the mobile in examination hall. Professor Dhaliwal approved the motion with the comments that even government has banned mobiles in the education arena. Dr Purvi expressed that the mobiles should strictly be banned for teachers and students and who so ever found with mobile during examination should be warned. Dr. Sohal agreeing to this informed that we have banned the mobiles during final examinations but let us issue orders for sessional exam also.

**Action: Controller of Examinations**

5. Dr Simranjeet Singh from Punjabi Department placed the next item before the house. He informed the house that during sessional examination, there is always a great problem of Xerox copies of question papers and teachers do not have any secrecy as students are taking their Xerox from the same Xerox machine. To this Dr Sohal agreed that this was a genuine problem and he requested Hon'ble Vice Chancellor to purchase one more Xerox machine and to put that machine into the examination branch to solve this menace.

**Action Mr. Jasmeet Singh (IT Department)**

**6. Under any other item –**

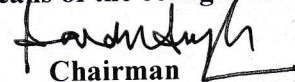
- a. Dr Sohal informed the house about framing of course content and lectures schedule by the faculty for every session. He requested to all the Deans to frame schedule of the lectures as per course content and credits.
- b. Dr Sohal also discussed about revision of syllabi on the Choice Based Credit System. He was of the opinion that along with recommended syllabi, there should be two or more options for the students as choice in the course.
- c. Dr Karan prepared Guidelines for credit Seminar for PG students. He informed that a committee was formulated by the Board of Studies of ACBS to look into this matter. Dr Sohal said that the comments of all the Deans should be incorporated. The house agreed to it.

In his concluding remarks, Prof. HS Dhaliwal desired that IQAC meetings should be held quite often.

  
Secretary

**Action: Controller of Examinations**

**Action: Deans of the colleges**

  
Chairman

Approved



Vice Chancellor

**Vice Chancellor  
Eternal University  
Baru Sahib (Dist.) 173101**

**Proceedings of the Third IQAC Meeting held on September 24, 2019 at 3.00 pm in the  
Governing Body Room**

As per the guidelines of National Assessment and Accreditation Council (NAAC) for creating of Internal Quality Assurance Cell (IQAC)

Following of the members were present in the meeting::

1. Dr. BS Sohal – Chairman
2. Dr. SK Chauhan – Member
3. Dr. Sushma Sharma – Member
4. Sh. Kuldeep Singh Verma – Member
5. Ms Nandita Thakur (Student) -- Member
6. Dr Joseph Jeganathan -- Member
7. Dr. Kulbhushan Kumar – Member Secretary

**Special Invitee:**

8. Dr SK Sharma
9. Mr MK Khanna (Deputy Director Sports & PR)
10. Dr Sandipan Gupta
11. Dr Vivek Sharma
12. Dr Pritesh Vyas
13. Dr Simranjit Singh
14. Dr Shanta Kumari
15. Dr Kajal Chaudhary
16. Dr Puneet Negi

**Members who could not attend:**

1. Dr. Davinder Singh -- Member
2. Dr. Neelam Kaur -- Member
3. Dr BS Boparai -- Member
4. Dr. PS Cheema -- Member
5. Ms Ranjit Kaur -- Member
6. Dr. Purvi Luniyal -- Member
7. Sh. BS Lamba -- Member
8. Dr Jaswant Singh (DSW) -- Member
9. Dr Harpreet Kaur -- Member
10. Dr Raina Bhatia -- Member
11. Mr Jasmeet Singh -- Member
12. Sh. DK Sharma -- Member
13. Ms. Rupinder Kaur (Pradhan)-- Member
14. Ms Suman Parmar (Panch) -- Member
15. Mr Krishan Dutt (Student) -- Member
16. Ms Komal Rana (ACN) -- Member

Dr Kulbhushan Kumar, Member Secretary IQA Cell welcomed all the members present and apprised that the Cell was formed as per the UGC regulation and as prescribed by the NAAC. Dr BS Sohal, Director IQA Cell enlightened major aim of the Cell i.e. to channelize all efforts and measures of the institution towards promoting its holistic academic excellence in a healthy environment. He explained that in order to improve academic and administrative performance of any educational institute the IQA Cells are of utmost importance.

Dr. Kulbhushan, placed the Agenda of the meeting before the House.

**1. AGENDA:** Review of the previous meeting proceedings and action taken.

- a. Allotment of UG students' Advisors. Dr P. Vyas informed that their college (ACA) has adopted a system in which the students' numbering, 10-15 are allotted to a teacher as a mentor. The mentor will not be changed during the course of their degree. The student advisement manual has been designed for each student to be under the custody of the mentor. The personnel details of the students are being mentioned in this manual. It includes the academic record, extracurricular activities, hobbies etc. More important that the student has to get it signed from the parents, so that they may know the performance and activities of their ward. The mentor reports are to be signed/ shown to the parents. The academic record helps the mentor know, which courses the student has not cleared yet. Dr Kulbhushan informed the house that ACA has divided all its 168 students into nine groups and allotted to nine teachers as mentors. Dr Joseph Jeganathan from ACN informed that Nursing College is already having Mentor system for the UG students. However rest of the colleges have class teachers as in-charge.
- b. Framing of Course Content and Lectures Schedules: – Dr BS Sohal, informed the House that most of the Departments have done well in this regard but some of the departments who have not finished this assignment should finish the task as soon as possible. He requested the Deans present in the meeting to go for the revision of the courses which were structured 3 years before. Dr Sohal also stressed that all faculty members from different colleges should come forward to have lecture schedules of their subjects. Dr. S.K. Chauhan, Dean ACEC&M informed that their college has adopted the same pedagogy. He also submitted the Performa of the same.
- c. Revision of all syllabi on Choice Based Credit System – Dr BS Sohal informed that most of the colleges have not still revised the Course syllabi as being requested to them in the second IQAC meeting. This is the demand of the NAAC as well as of the UGC to go for the revision of the courses that were structured 3 years before.
- d. Faculty Induction Programme – Mr Kuldeep Singh Verma, (TPO) was asked to manage lectures of good orators from some external sources who would be invited to deliver their talk. He agreed to. **Action: Dr Kuldeep TPO**
- e. Minimum budget for each Department –Dr Sohal informed the house that whenever the Committee members of NAAC, ICAR or the Regulatory Committees visit the campus, they always asks as what amount has been allocated to different Colleges/Departments. Dr SK Sharma Dean ACA informed the house that the staffs of

ACA do not have even the smallest amount with them to meet the basic needs of the department, to purchase seeds or some important instruments and this all affects the feedback regarding our University. The house again requested the Chairman IQAR (Dr HS Dhaliwal) to allot some funds for the same. Dr HS Dhaliwal, Chairman IQAC, through his email has advised that the allotment of limited available funds to various Deans of the Colleges could be considered after framing the rules for allocation to various faculty members of the college, sanction, spending, record keeping and audit etc. on the pattern of some state university. **Action: VC Office**

- f. Conducting of coaching classes for preparation of Competitive Examinations – Dr. B.S. Sohal informed that quality in education of a university is assessed after knowing strength of the students who have appeared in different competitive examinations and have succeeded. He stressed that as part of the agenda of today's meeting it is important to establish a cell that will take care of different competitive examinations. Details of all important competitive examinations should be put up on the notice board of that cell. Dr P. Vyas from ACA informed the house that their college was conducting extra coaching classes of the students preparing for the ICAR JRF examinations. Dr Kulbhushan informed that he was also taking the classes of IELTS aspirants. Dr SK Chauhan Dean ACEC&M informed that extra coaching classes of the college students for different competitions were taken by the faculty of ACEC&M.
- g. Xerox machine for Sessional Examination – Dr Sohal informed that thorough consultations were carried out by the IT department and by him also regarding the rental charges of the Xerox machine. The process is still awaited for finalization.

## 2. New Agenda

- a. AQAR (Annual Quality Assurance Report) – While starting with the new agenda Dr. B.S. Sohal, made aware the house that the AQA Report was approx. 80% ready. He assured that rest of the columns will be completed the moment the committee gets material from some of the colleges as there is delay in providing the required data.

He informed that the students as well as the faculty feel scared to fill feedback forms as their names are mentioned on them. He assured that from next time care will be taken that the forms will be filled anonymously. He informed that all the feedback forms received from various colleges have been put into pie chart.

He regretted that the report does not contain various students' activities which is not a healthy sign for the promotion of the students. Cultural and sports activities are an important part of curricula. Deputy Director Sports Mr. M.K. Khanna informed the House that the University was not affiliated with the *Association of Indian Universities* and therefore, he has requested Hon'ble Vice Chancellor to grant permission to deposit Rs. 10,000/- as membership fee. Dr HS Dhaliwal, Chairman IQA Cell through an email opined that the Eternal University is a member of the Association of Private Universities of HP and had paid Rs 50,000/- as the membership fee. Has anybody

taken any advantage for organizing any of the students' activity? There is no objection to the membership of AIU but how it could help the students activity should be indicated.

**Action: Dr Kulbushan Kumar Secretary IQAC and Dr MK Khanna**

- b. Freedom of Speech – Dr. Sandipan Gupta, Dean ACBS, informed the house that all faculty members should be listened by the authorities without any prejudice and only after that the authority may give any judgment. Chairman IQA Cell, Dr HS Dhaliwal through an email has enquired regarding the issues of freedom of speech which are suppressed and not heard.

Mr. Kuldeep Singh Verma (TPO) expounded that no one should be biased – a right feedback system strengthens the system and correct the methodology. He stressed for the positive feedback from the students which is possible only if the students are evaluated after every semester. Deputy Director Sports, Mr. M.K. Khanna suggested that there should be two Suggestion Boxes (not the Complaint Box) for the faculty and the students (separately) fixed in the University. After every fortnight those Suggestion Boxes should be checked and action be taken upon. **Action–Dr Kulbhushan Kumar**

- c. Meeting Schedules – Dr. Sandipan Gupta stressed that meetings should be called on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays only otherwise many teachers are bound to leave their classes to participate in the meeting. To this, Dr. Sohal responded that only important and urgent meetings are called on working days. All meetings cannot be held on Saturdays.

- d. Classrooms with Projectors – Dr. Sandipan Gupta as well as Dr. Vivek Sharma informed the house that the faculty is facing problems concerning to availability of class rooms. There are not sufficient projectors also. Dr. Sohal asked them that the demand should be put up from the department side. Dr. Negi, informed the house that the committee framed for making available the vacant class rooms has received the demand for occupying the room very late. **Action: Mr Jasmeet Singh**

- e. PG Students and their Major Advisors – Dr. Vivek Sharma placed before the house this item stressing that the University management should follow UGC, Regulatory Committee or ICAR norms for allotting the PG students. He stressed that while distributing the Ph.D. students the consent of the guide should be taken into consideration. To this Dr. Sohal informed the house about the agenda of the old meeting when those rules were passed. He informed that this all depends on the University authorities to decide about how many students a teacher can have. He also informed the house for constitution of a committee with one faculty member from each college under the Chairmanship of Dr. S.K. Chauhan, Dean ACEC&M. He requested him to send its report within a month. Dr. Sharma, Dean ACA informed that few of the departments in his college do not have faculty to guide even the admitted students, so the PG students are facing great difficulties. **Action: Dr SK Chauhan**

- f. Advisory Committee Members and their Names to be mentioned on the Thesis – After great discussion Dr. S.K. Sharma opined that the Advisory Committee members and their names in the thesis should be in the beginning and not at the end. To this Dr. Sohal informed that this cannot be decided right now but the house has to wait up to return of Hon'ble Vice Chancellor. Things will be decided in his presence only.

Dr HS Dhaliwal, Chairman IQA, Cell through his email has suggested looking into the system of 3-4 other universities and IITs and follow a system of giving due credit to the members of the advisory committees of the PG and Ph.D. students. **Action: Dean PGS**

- g. Formation of Competitive Examination Cell -- Dr. Sohal explained the need of the cell for competitive examinations and requested that a cell comprising one member from each college with a Dean as Chairperson can be framed. The cell will keep the records of all the examinees, the results and information about different competitive examinations. The Chairman may be nominated by the Vice Chancellor. Deputy Director Sports Mr. M.K. Khanna supported the house proposing for formation of the cell. Mr. Kuldeep Singh (TPO) stressed that this all falls under the domain of Training the Placement Cell. He informed that the same topic has been discussed earlier also but the matter was lingering on. Chairman IQA Cell, Dr HS Dhaliwal through his email has opined that it is important to establish a Competitive Examination Counselling Cell in the University but the mode of establishment and working should also be worked out by the committee as there is no other committee which could do that. Dr. Sohal agreed to this and requested Mr Kudeep to be its Member Secretary.

**--Action Mr Kuldeep Singh (TPO)**

- h. Rules for Re-valuation of Answer Sheets – Dr. Sohal informed that the University has its own re-valuation system but needs certain modifications at par with other universities. He requested Dr. Sharma, Dean ACA, to act as the Chairman of the committee selecting members of his own choice from different colleges to look into this matter. He requested him to accomplish this job within a month so that this may be put before the Vice Chancellor.

**—Action Dr SK Sharma**

- i. E-Lecture Server and SWAYAM etc. – Dr. Sohal requested all the Deans that at least one person from each college should submit his/her lectures to upload on the University website, may be in shape of PPTs, lectures or presentations.

**Action: All Deans and Jasmeet Singh, IT Department**

- j. Establishment of office for each Dean – Dr. Sohal informed the house that there should be at least one office with a steno or clerk to type or to take care of the Dean's office, who will keep all the documents, dispatch and receipts of his office. In the absence of the Dean's office and a supporting clerk, working capacity and decisions are affected.

**--Action: Vice Chancellor Office**



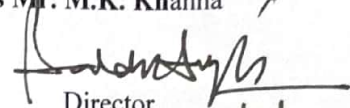
**3. Under any other item**

- a. Dr. S.K. Chauhan informed the house that most of the universities have their Academic Sessions from ending July to June. So Eternal University can also change its academic session like other universities. To this Dr. Sohal informed the house that Baru Sahib situated in a very remote area has many constraints like water shortage, weather and so on. The timing of academic session is also influenced by the last date of admission which is mostly August 31. Hence, the University cannot change its Academic timings like other state universities that do not have any problem for getting admissions.
- b. Deputy Director Sports Mr. M.K. Khanna suggested that the University does not have any Faculty Club for celebrating important events like Birthdays, Anniversaries etc. Interpersonal relationships are improved and strengthen if the faculty has some small gatherings. Dr. Sohal appreciated and asked Deputy Director Sports Mr. M.K. Khanna to establish the club.

**Action – Deputy Director Sports Mr. M.K. Khanna**

  
Secretary

IQAC

  
Director  
4/11/2019

IQAC

For Approval

  
Vice Chancellor

**ETERNAL UNIVERSITY, BARU SAHIB (HP)**

**Proceedings of the 4<sup>th</sup> IQA Cell Meeting held on December 18, 2019 at 3.00 P.M. in the Governing Body Room.**

**Following of the members were present in the meeting:**

- |                                       |                  |
|---------------------------------------|------------------|
| 1. Dr BS Sohal                        | Director IQAC    |
| 2. Dr Kulbhushan Kumar                | Member Secretary |
| 3. Dr SK Chauhan                      | Member           |
| 4. Mr Kuldeep Singh Verma             | Member           |
| 5. Mr Krishan Dutt (Research Scholar) | Member           |
| 6. Dr Jasvir Kaur Gill                | Member           |
| 7. Dr Joseph Jaganathan               | Member           |
| 8. Mr Jasmit Singh                    | Member           |

**Special Invitees:**

9. Dr Yashpal Azad
10. Dr Simranjit Singh
11. Dr Sunil Kumar
12. Dr Puneet Negi
13. Dr Nasib Singh
14. Dr Ajar Nath Yadav
15. Mr MK Khanna
16. Dr SK Sharma

**Members who could not attend:**

- |  |        |
|--|--------|
| 1. Dr Davinder Singh                     | Member |
| 2. Dr Neelam Kaur                        | Member |
| 3. Mr DK Sharma                          | Member |
| 4. Dr BS Boparai                         | Member |
| 5. Dr PS Cheema                          | Member |
| 6. Mrs Ranjit Kaur                       | Member |
| 7. Dr Purvi Luniyal                      | Member |
| 8. Mr BS Lamba                           | Member |
| 9. Dr Harpreet Kaur                      | Member |
| 10. Dr Raina Bhatia                      | Member |
| 11. Dr Sushma Sharma                     | Member |
| 12. Ms Rupinder Kaur (Pradhan)           | Member |
| 13. Ms Suman Parmar (Panch)              | Member |
| 14. Ms Nandita Thakur (Research Scholar) | Member |
| 15. Ms Komal Rana (Nursing Student)      | Member |

Dr Kulbhushan Kumar, Member Secretary of the IQA Cell welcomed all the members and the special invitees. Dr BS Sohal, Director of IQA Cell and Chair of the House expressed his deep concern as some of the IQA committee members were not showing their presence in the meetings since its inception and also never attended any meeting. To this most of the members supported him and agreed upon that such members should be replaced with the faculty members who are interested for the quality improvement of this University.

The follow-up action and the action taken up in the meeting:

### **FOLLOW-UP ACTION OF LAST PROCEEDINGS**

#### **1. Framing of Course Content and Lecture Schedules:**

Dr. Sohal, Chair of the House showed his satisfaction that in some of the colleges, Course Content have been revised and rest of the colleges have given assurance for the revision of their courses. He particularly mentioned the revision of the syllabi of B.Com. and B.Sc. (Economics) by the ACEC&M, BA (Humanities) by the ACA&SS, MPH syllabi by the ACH&AS, and of B.Tech. CSE by the ACE&T, and were passed in the 66<sup>th</sup> meeting of the Academic Council. He also thanked the Deans of the respective colleges. He stressed the need of revision of programmes/syllabi which are older than three (3) years.

**Action Dean/HoDs**

#### **2. Revision of Syllabi on Choice Based Credit System:**

In response to item no. two (2) "Revision of all Syllabi on Choice Based Credit System", Dr. Sohal acknowledged that some of the departments still have not done their homework in this regard. To this Dr. SK Chauhan Dean ACECM informed the House that their college has already revised all their Courses and the information has been sent to the respective authorities. Dr Kulbhushan also informed the House that ACA&SS also has revised all its Courses keeping in mind Choice Based Credit System.

#### **3. Faculty Induction Programme:**

In response to the item no. three (3), Mr Kuldeep TPO informed the House regarding arranging the quality lectures for the students of University where he informed that the arrangement still has to be done. He informed that he has discussed at length with various authorities of the Industry and Corporate Sector, but because of his busy schedules with respect to University Convocation he will finalize everything before starting of the next Academic Session. For Management, Agriculture and Engineering students' workshops were conducted by the Industry experts.

He further explained that all the concerned colleges which were informed through mail to depute at least one person for Career Counseling Cell, only ACECM has responded for the same. T&P cell has also tried to conduct the banking preparation session for the students of all branches but the number of students responded was very less and it was not feasible for the company to conduct with less number of students. He informed that however, he was successful in convincing, students and they agreed to go for the same during February 2020 to April 2020 session.

He stated that as for as counseling of students regarding competitive exams., T&P department regularly counsels the students through regular sessions and intimate them through mail regarding job opportunities.

4. **Minimum Budget for Each Department for Smooth Functioning of Practicals:**

Dr. Sohal informed the House that he has discussed this matter with the Vice Chancellor's office but nothing has been finalized in this regard. He is waiting to send one more letter to the VC office to finalize the matter. Mr Kuldeep Singh (TPO) initiated that whenever any higher authority like UGC or HPPRC, visits the campus they always ask regarding funding and budget sanctioned to various departments. For smooth functioning, funding allocation is necessary. Dr. Sohal suggested that whatever funding any department needs for its respective purposes, it should be placed before its respective Dean and copy of the same should be sent to the Vice Chancellor's office, but with the minimum requirement only. Mr.MK Khanna Deputy Director Sports supported Dr. Sohal and informed that all the departments should send their minimum requirement budget to the Vice Chancellor office. Mr Jasmeet Singh, Manager IT Department informed the House that approx.. 60% to 70% of the computer related hardware which are available in the University are out dated. To overcome this problem, some policy should be framed for the recycling of those assets. Dr. SK Chauhan Dean ACECM suggested that a common Performa should be structured to send the respective budget proposal adding 10% more to the actual requisition to the VC office. He suggested that a system should be established for the contingency funds allocation that should be submitted to the authorities.

**Action: Dean PGS office**

5. **Conduct of Coaching Classes for Preparation of Competitive Examination:**

In reference to this item no. five (5), regarding conducting of coaching classes, Mr Kuldeep Singh informed the house that he had send mail to the Deans of various colleges under Eternal University demanding help to send at least one or two faculty for formation of some committee and for smooth functioning. All Deans have helped him allotting one faculty from their college but ACASS has shown its helplessness as being most of the students from 'B' Block who are not permitted for any such activity. He also informed that he used to send regular information to most of the students regarding various competitive examinations.

Dr Sohal suggested TPO to structure one cell appointing one senior faculty as its Chairman and taking two teachers from each college as member and TPO himself as its Member Secretary. TPO requested the IQA cell to help him in the functioning of that cell.

Dr S K Chauhan informed the House that during one National level test, most of the students from ACECM had already registered themselves. He informed that in the previous year also, he did the same exercise and many students were registered to appear in the competition examinations.

**Action TPO**

6. **Xerox Machine for Examination Cell:**  
In reply to item no. six (6), regarding installation of Xerox machine Dr Sohal Director of the IQA Cell suggested IT manager Mr Jasmeet Singh to forward one more letter to the Vice Chancellor's office. In that letter, the urgency of the matter should be revealed. Mr Jasmeet informed that financial approval always comes on the way and approval of the Vice Chancellor's office is must. In reply to this Mr MK Khanna Deputy Director Sports suggested to prepare one Performa (which was available with him also) through which one can forward the demands to the Vice Chancellor office. **Action In charge IT**
7. **Major Advisor to PG Students:**  
In response to item number seven (7), Dr SK Chauhan informed the House that he had already submitted the report with the Member Secretary Dr Kulbhushan Kumar. He also read the same report in the House making everyone understand about the subject matter. To this, all the members present in the House agreed upon the report and gave their consent.  
Copy is attached with the proceedings of Appendix-I. **Action Dean PGS**
8. **Name of the Advisory Committee Members in the Thesis:**  
The House felt that the certificates with designation of Major Advisor, HOD of Department, Dean of the concerned college and Dean PGS nominee are sufficient as is going on (at present) in the thesis.
9. **Competitive Examination Cell:**  
Regarding formation of the Competitive Examination Cell Mr Kuldeep Singh TPO agreed upon for establishing a cell with any Dean as its head and one senior member from each college. Any of the Deans from the University may be nominated by the Vice Chancellor for this purpose. **Action TPO**
10. **Rules for Re-evaluation of Answer Sheets:**  
Item no. 10 was placed before the House and in the absence of Dr SK Sharma Dean KSGACA, Dr Ajar Nath informed the House that for framing of the rules for reevaluation of the answering sheets, they have conducted two meetings and very soon the Dean will submit its complete report to the IQA Cell. **Action Dean KSGACA**
11. **E-lectures and Swayam:**  
In reference to item no. 11, Dr Sohal suggested all the Deans and the faculty members present in the meeting to submit at least one Course to be uploaded on the website of the University may be in shape of PPT. The same should be submitted to the IT Department who would upload that material on the website of the University. Dr Sohal gave example of the Akal College of Nursing who has loaded ample lectures on the Eternal University's website. He, again invited the faculty and Heads of various colleges that at least one

faculty member from each college should be assigned to put their teaching material on the website.

**Action All Dean**

Dr SK Chauhan informed the House that the chalks they are using in the class are of very low quality as they produce too much dust. His suggestion was to change the chalk system with the white board and marker system. Dr Sohal was of the view that Kores non dust chalks can be used for writing on the boards. Mr Jasmeet suggested the House to use Smart Board for improvement of the system which is easy to use and easy to save.

**Action VC office**

**12. Establishment of Office of Each Dean:**

In reply to item number 12, for establishing of an office for the Deans with one steno as assistant, Dr Sohal showed satisfaction that the office of Dr SK Sharma Dean KSGACA has got the office with one assistant. Dr Sohal requested Vice Chancellor's office for helping Deans of various colleges providing an Office Assistant. Dr SK Chauhan observed that appointing an assistant for 2 (two) hours to each of the Dean's office will not be feasible; rather this will make the things more cumbersome.

**Action VC office**

**13. Cultural Club:**

Last item from the previous agenda was regarding formation of some committee to celebrate different occasions in the campus. Mr MK Khanna expressed that there is need that everyone should contribute a small amount into one single account. Whenever any occasion falls, money can be used from that account. Dr Sohal was of the view that depositing of money does not make any difference but how to deposit, when to deposit, how much to deposit and how to use will be a big problem. Mr MK Khanna was of the view that on trial basis; they can start from a small contribution. To this Dr Sohal informed Mr Khanna to send for the proposal.

**Action Mr MK Khanna Deputy Director Sports**

**NEW AGENDA:**

**1. Uniform Nomenclature Codes for University Programmes for different Courses:**

Dr Kulbhushan, Member Secretary IQA Cell put before the House first item of the new agenda which was 'Uniform nomenclature codes for university examinations may be adopted (except Nursing & B.Ed.)'. The item was extended by Dr Nasib Singh. He informed that each course should have the three alphabet code, viz. Microbiology as (MCB). In reply to this Dr Sohal informed that codes do not matter but they should indicate the subject 'easy to understand'. He also stressed that course codes cannot be changed immediately otherwise they create a big problem for the CoE office. He also informed that codes with same number and different titles are never repeated again. Mr. Jasmeet Singh from the IT Dept. informed the House that in the previous Academic Council meeting a course was passed against the existing Course Code which according to him was wrong. He suggested that no two Subject Titles should have the same Subject

Code as this creates a problem for the examination department as well as for the ERP and others also. This was also acknowledged by Dr BS Sohal, CoE who told that if the codes are changed the title of the paper should also be changed so that the error should be corrected. Here Dr Sunil Kumar explained the problem that some of the Courses have small letter codes whereas some others have capital letters. He informed that there should be some uniformity; either the codes should be in small letters or in the capital letters. Dr Sohal replied that codes are always in capital letters as there are certain rules while framing the codes.

**2. Uniform Pattern regarding Maximum Marks and Question Paper for Mid-Session:**

Dr Nasib Singh put before the house second part of his item 'The mid-session examinations may be coded as MTE (Mid-Term Examination) and the End-Term Examinations may be coded as ETE; Question paper should have an assortment of 2 (two) marks, 5 (five) marks, 10 marks and 15 marks questions.

He stressed that there should be one uniform pattern regarding maximum marks and pattern of setting questions for Mid-session examination or MTE. He suggested that uniform marks for mid-session exam question papers may be implemented. He was of the view that mid-session exam should ideally be of 50 marks. He expounded that mid-session exams should serve as a preparation for End-Term Examination. Therefore, it should have at least one 15 marks question. As far as possible, MCQs should be avoided in the MTE. Faculty members may take MCQ based test as assignment.

To all this, Dr Sohal informed that the University has already been using MSTE and ESTE as abbreviation for Mid-session Theory Examination and End Semester Theory Examination mentioned in the prospectus respectively. He further explained that a committee can be framed in this regard i.e. for allocation of marks in the Mid-session Theory Examination and for uniform pattern of examination. He also informed about the present examination pattern.

**Action CoE**

**3. Decentralization of Placement Cell:**

The next item of the agenda was placed by Dr Puneet Negi regarding decentralization of the Placement Cell. Dr. Negi informed the House that Training & Placement Officer can make an advisory committee for the placement cell that can have one senior faculty member from each department. Department-wise members can be present in the placement cell. At least two students with two faculty members will be part of the placement cell. He also explained the benefits like: this will help to explore better placement of students; will help to collect the information regarding students appointed or placed in different companies, industries or schools, colleges, universities etc. Dr Sohal observed this as a good idea that will help TPO to do the job efficiently.

**Action TPO**

Dr. Negi further discussed about the second part of his item regarding Enterprise Resource Planning (ERP). He was of the view that before vacations of the current semester the time-table and class room allotment may be finalized for the next semester

and must be uploaded in the ERP. For constituting the same there may be at-least two time-table in-charges assigned from each college for UG courses. the HODs of the concerned department can be the time table in-charge of the PG courses. Most important is the formation of centralized time-table before the vacation. Compensatory leave can be provided to all those members, if they are doing the same job during their vacation. Dr Sohal informed the House that already a centralized committee is working to formulate the time table so that each and every class room could efficiently be utilized. Assigning again of time table in charge for each course would create chaos.

Next part of his item was that in the review of literature section of the Ph.D. thesis, the patents filed or granted can be added that are related to the topic of the thesis. He was of the view that this will help to aware the research guide and the students for getting various ideas regarding research problems that can be patented in future. Dr Sohal was of the view that there is no harm to add granted patent in the review of literature but not the filed ones.

#### **4. Ph.D. Research Scholar Annual Presentation**

Next Item of the agenda was presented by Dr Sunil Kumar regarding Ph.D. annual presentation. He was of the view that all Ph.D. students are required to present their annual progress in the form of report and PPT in the presence of committee members, faculty members and research scholars of the respective college. He explained that the research progress evaluated on annual basis and suggestions given by various members may be incorporated so that thesis may be submitted in time.

He also explained about M.Sc. Mid-term presentation. All students having dissertation/thesis during fourth semester have to submit mid-term report and PPT presentation in presence of committee members and faculty members of the respective college. He explained that such exercise ensures the submission of thesis in given timeline. He also explained about the Credit System in M.Sc. thesis. Instead of satisfactory or unsatisfactory there should be credit systems in M.Sc. thesis as well.

In reply to all above, Dr Sohal informed the House that there already exists the Performa, but nobody follows the rules. Regarding (satisfactory or unsatisfactory) or Credit System for thesis, it is difficult to give marks for thesis as there are many issues related to this. Therefore, S and US is the only method for the thesis research work.

#### **5. Remedial Measures for Non-submission of Synopsis by the End of Second Semester:**

The next item of the agenda was regarding remedial measures for non-submission of synopsis by the end of the second semester. Dr Sohal informed the house that mostly, the synopsis of most of the PG students are not submitted up to the end of second semester. Such interruption leads to their delay in start of their research work and hence delays in submission of their thesis. He was of the opinion that Rs 5000/- may be imposed as fine to the students. Dr Jasvir Kour Gill informed that the students even when asked to collect review of literature, they shun work. Dr SK Chauhan was of the view that fine should not



be imposed rather there should be fixed time table for their regular weekly meet with the advisor and proper attendance should be marked in the register. To this, the House agreed upon.

**Action Dean PGS**

6. **Short Attendance and Impending/ detaining of Campus Students:**

Next item of the agenda was about 'short attendance and impending /detainment of campus students'. Dr Kulbhushan was of the view that students who are detained because of short attendance should be informed in their initial stage so that they may get a chance to mark their attendance above than the required attendance. He was of the opinion that parents of the concerned students should also be timely informed. The House agreed to this and directed in charge IT to do needful and inform each Dean about short attendance in time.

**Action IT In charge**

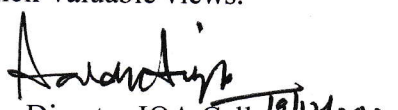
7. **Insufficient Time for Checking End Semester Theory Examination Question Papers:**

The last item of the agenda was about providing sufficient time for marking End Semester papers. The item was presented by Dr. Simranjit Singh. He was of the view that teachers who are appointed as Center in-charge of various examination centers are regular on their duties on all days during examinations. They do not get sufficient time to look after other tasks. The duty of a Center Superintendent is like punishment for him. They have to come to the center one hour before commencement of the exam and also they have to submit those papers that take time. They are busy in structuring the daily seating plan and allotment of teachers' duties. So, they do not have sufficient time to mark their answer sheets. Otherwise, marking in hurry always deteriorate the quality of marking. He was of the view that sufficient time should be specified to the Center Superintendents for marking the papers and completing other formalities. Dr Sohal agreed to his views that hurriedly checked answer sheets can worsen the quality. He assured that during the next Academic Calendar, the semester will close five days after the examinations are over and this will give sufficient time to thoroughly check the question papers.


**Action CoE**

In the end Dr Kulbhushan thanked all the members for sharing their valuable views.

  
Secretary IQA Cell 19/12/2020

  
Director IQA Cell 19/12/2020

Approval

  
Vice Chancellor and Chairman IQA Cell

Proceedings of the 5<sup>th</sup> IQAC meeting held on March 03, 2020 in the Governing Body Room at 3.00 PM.

Following of the members were present in the meeting:

- |  |                  |
|--|------------------|
| 1. Prof. (Dr) HS Dhaliwal  | Chairman IQAC    |
| 2. Dr BS Sohal   | Director IQAC    |
| 3. Dr SK Chauhan   | Member           |
| 4. Dr PS Cheema  | Member           |
| 5. Dr Jaswant Singh  | Member           |
| 6. Dr Jasvir Kaur Gill   | Member           |
| 7. Mr Kuldeep Singh Verma  | Member           |
| 8. Dr Anupama K. (In place of Dr J Jeganathan who was member and now has resigned) |                  |
| 9. Mr Jasmeet Singh  | Member           |
| 10. Dr Kulbhushan Kumar  | Member Secretary |

Special Invitees:

1. Dr SK Sharma
2. Ms Vanita Sinha
3. Dr Sunil Kumar
4. Ms Isha Thakur
5. Mr MK Khanna
6. Mr Gurtej Singh

Members who were absent

- |                                      |        |
|--------------------------------------|--------|
| 1. Dr Davinder Singh                 | Member |
| 2. Dr Neelam Kaur                    | Member |
| 3. Mr DK Sharma                      | Member |
| 4. Dr BS Boparai                     | Member |
| 5. Dr Purvi Luniyal                  | Member |
| 6. Dr Sushma Sharma                  | Member |
| 7. Mr BS Lamba                       | Member |
| 8. Dr Harpreet Kaur                  | Member |
| 9. Dr Raina Bhatia                   | Member |
| 10. Ms Rupinder Kaur (Pradhan)       | Member |
| 11. Ms Suman Parmar (Panch)          | Member |
| 12. Mr Krishan Dutt (Ph.D.Scholar)   | Member |
| 13. Ms Nandita Thakur (Ph.D.Schoiar) | Member |
| 14. Ms Komal Rana (Nursing Student)  | Member |

  
Dec 21, 2019



**Agenda: Review of the previous Proceedings of the meeting and follow up action-**

1. **Framing of Course Content and revision of the entire syllabus based on CBCS:** Dr Kulbhushan Kumar, Secretary IQAC presented before the House first Item from the previous Proceedings. Dr BS Sohal Director IQAC informed the House that ACEC&M and ACA&SS have revised and framed all their courses on CBCS pattern and Akal College of Basic Sciences has also framed some of its Courses on CBCS guidelines. He also informed that MPH department has also structured its syllabi on CBCS guidelines. Dr PS Cheema, Dean ACST informed the House that they have structured their Courses on the approved guidelines of NCERT but not like other Universities or departments.

Prof. (Dr) HS Dhaliwal, Chairman IQAC informed the House that in this regard everybody should lend one's cooperation and students should be given enough choice while they are selecting the Course of their choice. Dr PS Cheema wanted to enquire whether an Engineering student can take any Music Course as part of her curricula, Dr BS Sohal, CoE and Director IQAC replied that right now, because of shortage of the faculty, students can opt only from the specified Courses mentioned in the prospectus as this all depends upon the availability of the Courses,

Here, Prof. (Dr) Dhaliwal expounded that somehow this also depends upon the career goal of the students especially in their final year. He also assured that the University has to serve whatever is the best with them. Action: **All Deans**

2. **Second Item from the previous Proceedings was regarding use of dustless chalks and shortage of lecture stands in the class rooms.** Dr Kulbhushan informed the House that presently the entire faculty was using dustless chalks in their classes. However, it was assured that lecture stands will be arranged in all the classes up to 6<sup>th</sup> of March or so.

Action: **Mr Ravinderjit Singh**

Regarding 'Faculty Induction Programme', Mr Kuldeep Singh Verma informed the House that he has discussed with various concerned authorities regarding the subject and everything is in the process. Dr BS Sohal informed Mr Kuldeep Singh that those classes will be held in the University premises only and for that he must fulfil all the necessary formalities required to structure the cell.

Dr PS Cheema propagated the house regarding the recent Induction Programme organised by the Eternal University and sponsored by the NCERT which he told was very beneficial for the PG and Ph.D. student as well as for the faculty also.

In reply to the next part of this Item regarding 'Conducting of coaching classes for preparation of various competitive examinations' Mr Kuldeep Singh Verma informed the House that anyone to whom he contacted demanded a very huge amount, whereas students are not ready to pay such huge amount. He informed that the discussion is still in the motion for the same. Here, Dr PS Cheema informed the House that there are many institutions which are ready to provide their services at the door step but someone has to approach them. Mr MK Khanna, DD Sports also supported Dr Cheema for the same.

In reply to the last part of this Item regarding 'Establishment of a competitive examination cell', Dr BS Sohal Director IQAC suggested Mr Kuldeep Singh to structure a cell with a Dean as its Chairman, TPO as its secretary and one faculty from each college as its member nominated by the respective Dean. The chairman

can be nominated by the Hon'ble Vice Chancellor. To this, Chair of the House, Prof. Dhaliwal suggested that on all working Saturdays' extracurricular activities like lectures from the external Speakers and coaching classes for the competitive examinations may be arranged, as vacant 15-20 lectures can be arranged for these purposes.

**Action TPO**

3. The 3<sup>rd</sup> Item from the previous Proceedings presented by Dr Kulbhushan was about 'Minimum budget for each dept. for their smooth functioning'. In response to this Item, Chair of the House Prof. HS Dhaliwal acknowledged the House that whatever funds were asked by the various departments and by various other offices have been incorporated as such into the 2020-21 budget. Dr BS Sohal Director IQAC appreciated the action taken by the VC office and gave big applause to the Vice Chancellor.

Subsequent Item presented from the previous Proceedings was about 'Purchasing of one new Xerox machine for the Sessional and End term examination. Mr Jasmeet Singh IT In-charge informed the House that a high speed printer has been installed in the examination branch to carry out the load of the mid-term examination. However, Dr BS Sohal, CoE acknowledged that the working style of a printer and that of a Xerox machine is quite different. So, it is very difficult to upload the question papers and then to give command to the printer. However, the Xerox machine needs only a hard copy to get Photostat quickly. Therefore, he apprised that a Xerox machine should be purchased immediately.

**Action: Mr Jasmeet Singh**

4. In response to the next Item from the previous Proceedings, Dr BS Sohal, Director IQAC thanked Dr SK Chauhan for submitting the report on 'The allotment of the Major Advisors to the PG students'.
5. In response to the 6<sup>th</sup> Item from the previous Proceedings, Dr Kulbhushan, Member Secretary IQAC informed the House that the committee constituted by the IQAC with Dr SK Sharma as its Chairman has submitted the report containing rules for revaluation of answer sheets. Dr BS Sohal thanked him and apprised the House about the dire necessity of framing of such rules. In addition to the framed rules, Dr Jasveer Kaur Gill, member IQAC suggested that minimum seven days should be given for a request of revaluation after the date of declaration of the result. The House unanimously approved this.

Dr SK Chauhan, member IQAC and Dean ACEC&M suggested that the marks above 0.5 (point five) should be rounded up i.e. 74.5 to 74.9 be rounded to 75, whereas, 74.1 to 74.4 be rounded to 74. The House approved the motion and Dr SK Chauhan requested Dr BS Sohal, the CoE to circulate the orders of the same among all faculty members. Chair of the House, Prof. (Dr) HS Dhaliwal, approved the suggestion.

**Action CoE**

6. Regarding next Item from the previous Proceedings, i.e. E-lecture server and SWAYAM, Dr BS Sohal, informed the House that he already has informed all the Deans to nominate or instruct any one faculty member from their respective college to upload at least one lecture on the EU server for the benefit of the students. He informed that the action has not been taken yet. So, he requested all the Deans to do the needful.

Chair of the House, Prof. (Dr) Dhaliwal suggested that the faculty should be encouraged to join at least one Course of the SWAYAM. Dr BS Sohal, informed the House that the videos on the SWAYAM being very heavy cannot be downloaded on the personal computers of the faculty. Mr Jasmeet Singh, IT In-charge informed the House that the Language Lab. on level V has been designated to work with the SWAYAM.

**Action: All Deans**

7. In reply to next item from the previous Proceedings regarding 'Establishment of an office for each Dean, Chair of the House Prof. (Dr) HS Dhaliwal informed that except of Dean Akal College of Basic Sciences, all the Deans are working in their respective offices.
8. Next item presented from the previous Proceedings was about 'Establishing EU Cultural Club'. Prof. (Dr) HS Dhaliwal, in this regard suggested that anyone can become member of this club but the activities of this club should be started immediately. In this connection, Mr MK Khanna was asked to circulate the clear cut objectives of this club among the faculty members to prevaricate the confusion if any prevailing among them regarding functioning of this club.

**Action: Mr MK Khanna**

9. Dr Kulbhushan, Secretary IQAC extended the next item from the previous Proceedings regarding 'Remedial measures for the non-submission of synopsis by the students up to the end of the second semester'. Dr BS Sohal CoE welcomed the House to suggest remedial measures for non-submission of the synopsis by the PG students up to the end of the second semester. The Chair of the House Prof. (Dr) HS Dhaliwal optioned that rather than imposing some fine to such students this is evocative to award unsatisfactory grade in research till their submission of the synopsis.

**Action: CoE**

10. In reference to the next Item from the previous Proceedings regarding 'Short attendance and detaining the residential students' Dr Kulbhushan informed that this is a grave problem in the University. Mr Jasmeet Singh, IT In-charge informed the House that he is providing hard copy of the attendance of each student to the respective Dean of the concerned college, every week. Dr SK Sharma, Dean KSGACA informed the house that due to large number of students in that college single biometric machine is insufficient. To this, Chair of the House Prof. (Dr) Dhaliwal instructed Mr Jasmeet Singh, IT In-charge to provide minimum two machines to each of the colleges. Dr Kulbhushan raised a question regarding Eternal University as being fully residential University, so the parents must be informed of the students who bunk the classes. Prof. (Dr) Dhaliwal, Chair of the House informed that this is sole responsibility of the Dean, Students' Welfare, to inform the concerned parents on time, regarding their wards that skip the classes.

Showing his grave concern, he expounded that the students who do not attend the classes and stay back in the hostel during class time, the Dean, Students' Welfare is responsible for that. He should be dutiful to check why the students stay in hostel during University hours.

**Action Dean, Students' Welfare**

11. In reply to the last Item from the previous Proceedings regarding 'Insufficient time for marking End Semester papers', Mr Gurtej Singh from the Punjabi Dept. informed the house that sufficient time should be given for marking the final

papers. In reply to this, Dr BS Sohal CoE, informed the House that in the 2020-21 Academic Calendar sufficient time of four (4) days is given to the faculty to mark the answer sheets after the last date of the examination.

#### **NEW AGENDA:**

1. Dr Kulbhushan, Secretary IQAC presented first Item from the new Agenda regarding 'Medical and various other leaves availed by the students time to time. He informed the House that when any student or a group of students avail some medical leave or in case of students from the Music Department, when they go on tour to show their performance or when students go to some other University for participation, their attendance matters a lot. Whenever they go on some tour, they represent Eternal University, so, they claim their presence of those days. To this, Prof. (Dr) Dhaliwal, Chair of the House informed very clearly that they cannot be treated as present in the University. He also informed the House that very clear cut rules have been framed for 100% attendance in the University and under such cases, 75% attendance is must. If the attendance is less than that, as per rules, the students will be detained.
2. Dr Kulbhushan, Secretary IQAC presented second Item from the new Agenda regarding ERP that was not working properly for attendance as the left out students and the old students for a Course are shown their. In reply to this, Dr BS Sohal, Director IQAC reminded Mr Jasmeet Singh, In-charge IT about the last Academic Council meeting where Dr Davinder Singh, Secretary Kalgidhar Trust recommended him to call the concerned person from Delhi for having a meeting so that all the matters could be settled. Mr Jasmeet Singh informed the House that the names of the students who have passed out should be informed to him in time. To this, Dr BS Sohal and even Chair of the House, both informed that there are no such pass outs. All the students on roll are shifted to the next semester.
3. Dr Kulbhushan, Secretary IQAC placed before the House, third Item from the new Agenda regarding 'Revision of Ph.D. admission for the in-service teachers and the staff'. Dr BS Sohal, CoE informed the House that as directed by the Academic Council, the admission of Ph.D. in-service candidates was carried out by him as Chairman with Deans/Principals as the members. The report was approved by the House and will be placed before the Academic Council in its next meeting.
4. Dr Kulbhushan, Secretary IQAC presented before the House, fourth Item from the new Agenda which was 'Academic Calendar' of Eternal University. Dr BS Sohal, placed before the House Academic Calendar and apprised every one about the two Semester breaks that were planned keeping in mind two festivals, Holi and Deepawali. He informed that the semesters have been extended by four days after the final examination in order to facilitate the faculty to check answer sheets. However, Dr PS Cheema raised objection on this new Academic Calendar. He was of the view that the semester should start from March 1<sup>st</sup> rather than from January 27, 2020-21 in order to allow the Engineering students to complete their one month internship that starts from January 01 to January 31, every year. Conversely, Prof. (Dr) Dhaliwal, Chair of the House pointed out that let the Engineering students return from their internship on February 01, to join the classes. He expounded that there shouldn't be any change in the Academic

Calendar. He also remarked that their absenteeism for four days should be counted for detaining them.

5. Dr Kulbhushan, Secretary IQAC placed before the House, next Item from the new Agenda regarding 'Additional Bio-metric machine for the students of Dr Khem Singh Gill Akal College of Agriculture'. He informed the House that the matter was discussed under Item no. 11 of Action Taken Plan.
6. Dr Kulbhushan placed before the House Item No. six from the new Agenda that was regarding 'MHA Course'. In response to this Item, Dr BS Sohal, CoE apprised the House that he has gone through the details of the MHA Course sent as Agenda Item by Ms Vanita Sinha. He informed the House that the review of the MHA Course is not under the conventions of the IQAC. So, she was asked to send the MHA Course Structure and syllabi through Board of Studies of the ACAS to the Academic Council. Ms Vanita Sinha, however wanted to discuss this matter in the IQAC and she apprised her concern regarding the existing syllabi. Chair of the House Prof. (Dr) HS Dhaliwal clarified her regarding background of the previous faculty and the existing MHA syllabi. He restricted that the syllabi for the existing semester cannot be changed. However, the BoS of the ACAS can modify the syllabi and can send this to the next Academic Council meeting for which Ms Vanita Sinha agreed.

**Action Ms Vanita Sinha**

7. Next Item presented by Dr Kulbhushan was regarding formation of an HR cell. Dr BS Sohal, Director IQAC informed the House that large number of faculty positions gets vacant; of and on they have to be filled immediately. It is very difficult for the Vice-Chancellor's office to handle large number of applications and conduct the interviews. He suggested that an HR cell should be structured. Chair of the House Prof. (Dr) HS Dhaliwal agreed to this and asked Mr MK Khanna to be the Convener of the HR cell and have one member from each college nominated by their respective Dean. Prime job of the HR cell should be to collect applications of all the subjects under the preview of the University round the year. The respective Deans are to send the requirement of faculty through their representatives to the convener HR cell for placing the same before the Vice-Chancellor. This was approved by the House.

**Action Mr MK Khanna**

#### **Any Other Item:**

1. Under any other Item, Dr Sunil Kumar informed the House that a Course on 'Research and Publication Ethics (RPE)' is framed by the UGC with two (2) credit hours to be given to the Ph.D. students. To this Item, Dr BS Sohal commented that this will increase work load of the Ph.D. students from 12 credits to 14 credits. The already running Course on 'Research Methodology' may be amended with the 'Research and Publication Ethics (RPE)'. Chair of the House Prof. (Dr) HS Dhaliwal replied that the Research Methodology may be increased from three (3) to four (4) Credit hours in which 'Research and Publication Ethics (RPE)' may be added as one unit.
2. Next Item presented by Dr Kulbhushan was about 'Starting of the BBA (Rural Management Course)' under the ACEC&M. Dr SK Chauhan, Dean ACEC&M informed the House that recently, when director MHRD from Hyderabad visited the Eternal University, he requested that a Course on BBA in Rural Management

can be started by the University. He informed the House that the syllabi has been framed in this regard and will be placed in the next Academic Council meeting.

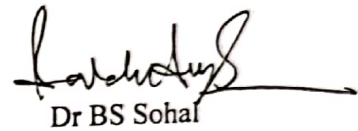
**Action: Dean ACEC&M**

3. Next Item placed in the House by Dr Kulbhushan was regarding 'Attendance requirement for the students who have failed in a Course due to their failure in the practical exam' need to sit in the classes in the next session for attendance requirement. In response to this, Dr BS Sohal CoE responded that the students failing in practical exam and hence in the Course will not be requiring their attendance in the classes in the next session. However, they will be taking both theory and the practical examination along with their junior students. **Action: CoE**
4. Last Item of the Agenda was placed by Mr Jasmeet Singh IT In-charge vis-à-vis some Courses with the same Course Code. Mr Jasmeet Singh informed the House that the Courses with the same Course Code but with different title emerge to be problematical in the ERP. Here, Dr BS Sohal responded that in the near future, while approving the Course Structure and syllabi, this matter will be kept in mind.

After the end of the session, Dr Kulbhushan Kumar extended thanks to all the members for their presence in the House.

  
Dr Kulbhushan Kumar

Secretary IQAC

  
Dr BS Sohal

Director IQAC

Approved

  
Vice-Chancellor



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Proceedings of the 6<sup>th</sup> IQAC meeting held on Dec.18, 2020 in the Governing Body Room at 3.00 PM.

Following of the members were present in the meeting:

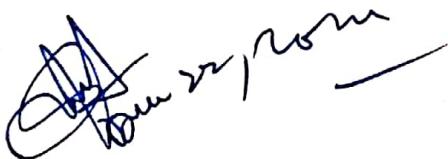
- |                               |                                       |
|-------------------------------|---------------------------------------|
| 1. Dr Davinder Singh          | Chairman                              |
| 2. Dr AS Ahluwalia            | Vice Chairman                         |
| 3. Dr BS Sohal                | Director                              |
| 4. Dr SK Chauhan              | Member                                |
| 5. Dr SK Sharma               | Member                                |
| 6. Mr Balraj Singh            | Member                                |
| 7. Dr Yogita Thakur           | Member                                |
| 8. Dr Harpreet Kaur           | Member                                |
| 9. Ms Rupinder Kaur (Pradhan) | Member                                |
| 10. Mr Ramandeep Singh        | Representing Mr Jasmeet Singh) Member |
| 11. Dr Kulbhushan Kumar       | Member Secretary                      |

### Special Invitees:

1. Dr Ajar Nath Yadav
2. Er. Rajeev Thakur
3. Dr Pradeep Kumar Singh
4. Dr Pritesh Vyas
5. Mr Krishan Dutt
6. Dr Shanta Kumari
7. Dr Kajal Chaudhary
8. Dr Shweta Menon
9. Ms Kavita Verma

### Members who couldn't attend

- |                                       |        |
|---------------------------------------|--------|
| 1. Dean/Representative ACET           | Member |
| 2. Dean/Representative ACH&AH and ACE | Member |
| 3. Principal/representative CAN       | Member |
| 4. Principal/Representative ACE       | Member |
| 5. Chief Finance and Accounts Officer | Member |
| 6. Mr Bakshish Singh (Panch)          | Member |
| 7. Ms Shagun Sharma (Ph.D. Scholar)   | Member |



## Meeting Agenda of Sixth (6<sup>th</sup>) IQAC Meeting

**Item-1. Review of the previous Proceedings of the (5<sup>th</sup>) IQAC Meeting and follow up action**

**Item-2. Agenda of the 6<sup>th</sup> IQAC meeting**

Dr Kulbhushan Kumar Secretary, IQAC welcomed the Chairman and Co-Chairman and the Director and august members in the house and requested to allow proceedings with the agenda.

On granting permission Dr BS Sohal Director IQAC thanked the Chairman and informed the House that the last 5<sup>th</sup> meeting of IQAC proceeding needs appraisal and approval from the House. He informed that due Covid-19 pandemic and lock down of the University, the proceeding could not be approved and in the process Dr Davinder Singh ji joined as the Vice Chancellor and the Chairman of the IQAC.

**Item No-1: Review of the previous Proceedings of the (5<sup>th</sup>) IQAC Meeting and follow up action**

- 1. Framing of Course Content and Revision of the Entire Syllabus based on CBCS:** Item Passed as such.
- 2. Use of Dustless Chalks and Shortage of Lecture Stands:** Dr Kulbhushan informed the house that dustless chalks are provided now, however, it was assured that lecture stands will be arranged in all the classes very soon. **Action: --Mr Ravinderjit Singh**  
**Faculty Induction Programme:** Pro-Vice Chancellor Dr AS Ahluwalia suggested to structure a committee with one Chairman fulfilling all the necessary formalities required and also to establish a cell for the purpose. **Action Pro-VC office**  
**Conducting of Coaching Classes for Preparation of Various Competitive Exams.** In reply to the next part of this Item regarding 'Conducting of coaching classes for preparation of various competitive examinations' Mr. Balraj Singh, Director Admissions opined to hire one permanent person who must be dedicated, having a good authority and exposure of the subject matter. Pro-Vice Chancellor Dr AS Ahluwalia suggested that University teachers can also take such classes. In that way, little amount after collecting from the students can be paid to them. At later stages, the University can appoint an external expert. Dr AS Ahluwalia opined that students must be abreast with the day to day affairs as well as competitive exams. also. **Action: Mr Balraj Singh**
- 3. Minimum budget for each dept. for their smooth functioning:** The item was passed as such as the budget is being provided. Dr BS Sohal in response to this Item, acknowledged the House that whatever funds were being asked by the various departments and by various other offices have been incorporated as such into the 2020-21 budget. **Purchasing of one new Xerox machine:** Subsequent Item presented was about 'Purchasing of one new Xerox machine for the examination department. Vice Chancellor, Dr Davinder Singh approved the item and suggested Dr BS Sohal CoE that instead of purchasing a new Xerox machine the department can hire one machine on lease bases as in case of previously hired Xerox machines running in the University and in the Academy. **Action: CoE**

4. **The Rules for allotment of the Major Advisors to the PG students:** Item passed as such.
5. **Re-evaluation of Answer sheets:** Item passed as such.
6. **Structuring of E-lecture server and SWAYAM:** Dr BS Sohal, informed the House that he already has informed all the Deans to nominate any one faculty member from their respective college to upload at least one lecture on the EU server for the benefit of the students. He informed that the action has not been taken yet. So, he requested all the Deans to do the needful. Pro-Vice Chancellor, Dr AS Ahluwalia suggested that under the prevailing conditions of COVID-19, online teaching has become indispensable. He told that the EU portal can be of great help to the students who are attending classes while at their home. Ms Kavita informed the House that faculty from the ACN have uploaded lots of lectures on the EU portal. PG (Nursing) students are taking help for their RM and other subjects from such uploaded lectures. Dr Sohal wished Ms Kavita to mail those video lectures to the examination department for the IQAC purpose.  
Dr Sohal, Director IQAC suggested that the faculty should be encouraged to join at least one Course of the SWAYAM. Dr Pritesh Vyas from KSGACA and some other faculties from different colleges informed that they selected few courses from the SWAYAM, appeared in their exams. and got the certificates. Dr BS Sohal informed the House that the videos on the SWAYAM being very heavy cannot be downloaded on the personal computers of the faculty. Mr Ramandeep Singh from the IT department informed the House that previously, students were downloading movies etc. this way there were certain problems. But now, the Language Lab. on level V has been designated to work with the SWAYAM. Dr Davinder Singh, Chairman IQAC asked about the restricted and banned sites, whether students still can open them. To this, Mr Ramandeep Singh replied that all such sites have been blocked and cannot be opened. He also told that there is a regular check in this regard.  
**Action: --All Deans**
7. **Establishment of an office for each Dean:** In reply to this item, Dr Kulbhushan Kumar, Secretary IQAC informed the House that except Dean Akal College of Basic Sciences, all the Deans are working from their respective offices.  
**Action: VC office**
8. **Establishing EU Cultural Club:** In this connection, Dr Kulbhushan informed the House that under order no. EU/VCO/95 dated October 27, 2020 a committee has been constituted by the Hon'ble Pro Vice Chancellor with Dr Puneet Negi, Dr Shweta Menon, Dr Lata, Mr Balraj Singh as members and Dr Kulbhushan Kumar as its Chairman. The committee is working well with the name 'EU Staff Club'  
**Action: Dr Kulbhushan Kumar**
9. **Remedial measures for the non-submission of synopsis:** Dr BS Sohal CoE welcomed the House to suggest remedial measures in case of non-submission of the synopsis by the PG students up to the end of the second semester. Dr Davinder Singh, Chairman of the IQAC informed that this item was discussed in the Academic Council also. He suggested to make this mandatory that every student should submit the research report after every sixth months. PVC Dr AS Ahluwalia was of the view that because of COVID-19, the University should not be so harsh. He was of the view that for late submission of research work by any student, the mentor (Supervisor) is equally responsible. He also suggested that due to COVID-19, the examination department should not go for S/US.

Dr Davinder Singh, Chair of the House suggested that there should be some targeted date to finalized the work. At one point, he expounded that because of less admissions in the UG Courses, the University is drifting towards PG Courses. In a way, this is a good sign as the University attracts students of high calibre towards PG Courses but the faculty has to take care of UG Courses also. He suggested that Post Graduate students of the University admitted under the session 2020-21 must be allotted Major advisors in their first semester so that they can plan their research work to be carried out for the partial fulfilment of their degrees programme, in time. **For the same, synopsis of research must be submitted up to March 31, 2021.** He also stressed that for every PG student, to complete 35 hours for comprehensive synopsis should be made simultaneously.

Dr SK sharma, Dean KSGACA and member IQAC suggested that the Synopsis Seminar should be finished before the start of End Semester Examination.

In response to this, Dr BS Sohal CoE suggested Vice Chancellor Sir, to frame one Committee under the Chairmanship of Pro Vice Chancellor, Dr AS Ahluwalia.

**Action: --PVC**

- 10. Short Attendance and Detainment of Residential Students:** In reference to the 'Short attendance and detaining the residential students' Pro Vice Chancellor informed the House that in case of most of the Universities, if any of their students represents or participates some national or international event, he/she is given full compensation in case of attendance. Even under certain provisions, the University conducts special exams of those students. He stressed that this will be possible only if the student/s represent the University.

**Action: All Deans/ DSW**

- 11. Insufficient Time for Marking End Semester Papers:** Item passed as such.

#### **Under New agenda**

- 1. Medical and various other Leaves Availed by the Students:** In reference to the 'Medical and various other leaves availed by the students time to time' the House was unanimous when Dr BS Sohal referred about the Eternal University Student's Guide (Third Ordinance) that clearly contains all leave rules which are framed under section 2.15 ATTENDANCE AND LEAVE RULES. He informed the House that very clear cut rules have been framed for 100% attendance in the University and under any condition, 75% of the total attendance is must. If the attendance is less than that, as per rules, the students will be detained.
- 2. Concern Regarding ERP:** While discussing on this issue, Hon'ble Pro Vice Chancellor, Dr AS Ahluwalia, very strictly affirmed that if a student remains absent continuously for six days or more, without intimating to her mentor. Supervisor or the Dean, her name should be struck off from the University rolls. He advised the House to follow a flow system under which, when the student is absent for six days without any intimation, the mentor will report to the Dean, the Dean then will inform the Registrar Office and the Registrar Office in return will inform the IT department. The IT department then will struck off the student from the University ERP system. If the same student apologises and wants to return back to the roll of the University, she will have to get her registration again paying some penalty.

Dr SK Chauhan was of the view that when mentors/Advisors are allotted at all levels to the students, they must be informed by the students in case of their absence from the University. Pro Vice Chancellor, Dr AS Ahluwalia was of the view that as and when the students become regular to their classes after the COVID-19, the newer students must go under counselling. He also stressed that, this time, the staff must handle the things carefully, in an easy way and should not be harsh. Mr Ramandeep Singh from the IT department, who was representing Mr Jasmeet Singh, informed the House that regarding pass out students, the Examination Module is under process. After completion of this module, the pass out students will not be shown on the ERP. The system itself will pass out the students.

**Action: Ramandeep Singh**

3. **Revision of Ph.D. admission for the in-service teachers and the staff:** Item passed as such
4. **Academic Calendar:** Item passed as such.
5. **Installation of Additional Bio-metric Machine for the Students of KSGACA:** Chair of the House Dr Davinder Singh, instructed Mr Ramandeep Singh from the IT department to install an additional Bio-metric machine for the students of Dr Khem Singh Gill Akal College of Agriculture' with an immediate effect. **Action: Mr Ramandeep Singh**
6. **MHA Course:** Dr BS Sohal informed the House that the matter was solved and there is no need to discuss this issue, again.
7. **Formation of an HR Cell:** Dr BS Sohal, Director IQAC informed the House that large number of faculty positions get vacant; of and on they have to be filled immediately. It is very difficult for the Vice-Chancellor's office to handle large number of applications and conduct the interviews. He suggested that an HRD cell should be structured. Pro Vice Chancellor, Dr AS Ahluwalia asked Mr Balraj Singh to be the Convener of the HRD cell and have one member from each college nominated by their respective Dean. Prime job of the HRD cell should be to collect applications of all the subjects under the preview of the University round the year. The respective Deans are to send the requirement of faculty through their representatives to the convener HRD cell for placing the same before the Vice-Chancellor. This was approved by the House. **Action --Mr Balraj Singh**

**Any other item:**

1. **Research and Publication Ethics (RPE):** Not to be included in curriculum as there is lot of load on the students
2. **Starting of the BBA (Rural Management Course):** Dr SK Chauhan, Dean ACEC&M informed the House that BBA has been approved by the Academic Council, in lieu of BBA (Rural Management).
3. **Attendance Requirement for the Students who have failed in a Course due to their failure in the Practical Exam.:** In response to this, Dr BS Sohal CoE responded that the students failing in practical exam and hence in the Course will not be requiring their attendance in the classes in the next session. However, they will be taking both theory and the practical examination along with their junior students.

Furthering on this Item, Dr SK Chauhan, Dean, ACEC&M expounded that under the COVID-19 problem, all examinations have been held online. Therefore, keeping the fact in

mind, one copy of the result declared should be shared with the faculty concerned and his name should also be mentioned with the result, as this makes the things easy go.

In reply to this, Vice Chairman IQAC Dr AS Ahluwalia informed the House that the University is making efforts to shape some good system with the help of IT department so that everything should be easily available through the ERP system.

4. **Courses with the same Course Code:** While discussing on this grave problem, Dr BS Sohal responded that in the near future, while approving the Course Structure and syllabi, this matter will be kept in mind. Pro Vice Chancellor Dr AS Ahluwalia instructed to form a committee with Dr BS Sohal as its Chairman and all Deans including Ramandeep Singh and Dr AS Ahluwalia as members.

**Action: CoE/Ramandeep Singh**

### **Item-2 : Agenda for the 6<sup>th</sup> IQAC meeting**

1. Dr Simanjit Singh -- Recommendation of a new Punjabi journal named PRATIMAAN in UGC journal list
2. Dr Pradeep Singh – i. request to provide Identity cards to faculty members.  
ii. Updated computer systems with multimedia support for online classes
3. Dr Ajar Nath Yadav -- Pen Tablet for the faculty
4. Dr BS Sohal – i. Internet connection using the dongle  
ii. UPS for computer  
iii. Collection of COVID-19 samples at Baru Sahib in order to reduce the time of quarantine
5. Dr Neeraj Vishishath – Two (2) Ph.D. seats in Genetics-Plant Breeding and Biotechnology
6. Dr Puneet Negi -- To organize EU Quiz (For Women) Every Year (In Dec or Jan, before or after the winter Break).

1. **Recommendation of new Punjabi Journal PRATIMAAN in UGC Journal List –** The Agenda Item was expected to be presented by Dr Simranjeet Singh. In his absence, there was none to present the Item, so Dr BS Sohal, Director IQAC suggested that a committee must be formed in this regard with Dr Simranjeet Singh and few other people from the Psychology/Punjabi Department and from English Department as its members to discuss the matter.

**Action Dr Simranjeet Singh**

#### **2. Providing Identity Cards to faculty members –**

- i. Dr Pradeep Singh informed the House that most of the teaching faculty have not got their I Cards till date which looks inconvenient. Pro Vice Chancellor Dr Ahluwalia assured that issuing of I Cards to the faculty should be at war footing as each of the faculty needs to wear their I Card during office hours. He instructed Mr Ramandeep Singh to finish this assignment up to January 31, 2021.

**Action Mr Ramandeep Singh**

- ii. **Updated Computer Systems with Multimedia Support for Online Class –** Dr Pradeep Singh informed the House that the PCs used by the faculty in the University are mostly out dated and do not show any good performance. Vice Chairman of IQAC Dr AS

Ahluwalia assured the House that the Trust as well as the University is facing some financial crises. The moment the sufficient funds are collected, the old PCs will be updated by the new ones in a phased manner.

3. **Pen Tablet for Faculty** – Dr Ajar Nath Yadav introduced the House with the latest gadget known as Pen Tablet or the graphics tablet which is flat, portable pad and allows the users to draw, write and perform the software functions with the pen tool. Now, more and more colleges and universities have shifted to distance mode and online learning has become a new normal. So, teachers can use tablets as a classroom management tool, for more classroom management help. Dr BS Sohal supported that these tablets allow teachers to go paperless and give teachers the ability to adapt materials to meet students' necessary needs. He also explained that these tablets are an effective means to engage students and make lessons more interactive.

In response to this, Vice Chairman IQAC supported Dr Ajar Nath Yadav and advised him to look into the matter.

At the same time, it was recommended that if any faculty purchases this Tablet, half of the amount will be shared by the University but in case, that the faculty quits the University before these years of his/her service, the tablet will be taken back. Otherwise, the University will purchase required quantity of these tablets and faculty in need will be sufficed through Dean of the concerned college.

**Action –Dr Ajar Nath Yadav**

4. i. **Internet Connection using the Dongle** – Dr BS Sohal Director IQAC informed the House that the foremost benefit of using dongle Wi-Fi is that it allows users to connect to internet anywhere, anytime. The dongle is incredibly portable and easy to use, small enough to fit in pockets and only need to be plugged in to start using especially under the prevailing conditions of COVID-19. Working remotely is becoming necessity, so with this technology, you don't have to be in an office to work. Most of the people are working from remote places for their businesses.

To this, Vice Chairman of IQAC, Dr AS Ahluwalia suggested that entire Campus of the University needs to be equipped with Wi-Fi system and for that purpose, we need to hire some agency from outside. In reply to this, Mr Ramandeep Singh from the IT department informed the House that it was not a big problem and can be done, applying certain efforts.

**Action--Mr Ramandeep Singh**

- ii. **UPS for Computers** – Dr Sohal informed the House that Data safety and security has never been more critical than now. UPS is for emergency power supply for saving necessary files in power cuts. So, it is very necessary to use UPS at the cost of data loss which is unsaved during power cut. A UPS is a device that provides consistent backup power during inconsistent power issues. The UPS can protect both data and the computer equipment connected to it by stabilizing the voltage passing through. Whilst outages can be costly and damaging— not just for the time that the power is out but also for the recovery time. Explaining to this, he informed the House that Examination Department is facing the highest risk as the computers in the Examination Department contain very high secured data related

to the results of the students. So, he requested that the care should be taken very seriously. Dr AS Ahluwalia instructed Mr Ramandeep Singh to take this matter seriously and do the needful on war footing. The University should be ready to pay for such important area.

**iii. Collection of COVID Sample at Baru Sahib and Reducing the Time of Quarantine –** Debating on this Item, Dr BS Sohal requested Dr Harpreet Kaur, Administrator, Akal College of Nursing to please establish one COVID-19 test centre at the barrier (Single Window) of the University so that when the faculty or the students will return after their vacation and on start of the next session, they should not undergo the quarantine period. He was of the view that this is very painful when someone spends a big amount on RT-PCR. Even after that, one has to undergo and suffer through this confinement, which is not justifiable. He also opined that for joining the duty or classes, wearing the mask for fifteen days can be made necessary for the staff as well as for the students, which is more than sufficient. Dr AS Ahluwalia, Vice Chairman, supported Dr BS Sohal that this suggestion can be taken into consideration and will work to a greater extent.

In reply to Dr Sohal, Dr Harpreet Kaur, member IQAC informed the House that this all is not in her hand as this is policy matter of the Trust. She also stressed that after the RT-PCR test, when a person travels; he/she can come across with some COVID-19 infected person and can create the problem in the campus.

**5. Two Ph.D. seats in Genetics-Plant Breeding and Biotechnology –** In the absence of Dr Neeraj Vishishath, Dr Kulbhushan Kumar presented this item before the House. In reply to this Dean KSGACA replied that this matter should come directly to the Dean concerned from the faculty. After that, the subject can be placed in the Academic Council Meeting.

**6. To Organize EU Quiz (for girls) Every Year (In Dec. or Jan., before or after the Winter Break) --** As Dr Puneet Negi was under quarantine period, so Dr Kulbhushan presented the Item. He explained before the House that according to Dr Puneet Negi, Quiz may be organized in three broad formats:

- i. For Class 12th students
- ii. For B.Sc. final year students
- iii. For M.Sc. final year students.

Stream wise, subcategories may be formed. Prize should be exciting so that large number of students can participate. He also shared the benefits as this can be used as a mechanism for University promotion. At the same time, this will help to collect large number of contact details for admission in UG, PG as well as in the Ph.D. degree course programs. This may also help us to develop the relations with Principals and teachers of nearby schools and colleges for admission purposes. Interaction with good students through these quizzes will take us to the next step to ensure the internal quality of our University. He also suggested that firstly, we can start with state level only.

**Action –Mr Balraj Singh**





**Any other Item:**

1. A-4 Mess Meal – Dr BS Sohal discussed this item before the House explaining that the food the faculty consume affects our body. Hot or warm meals fuel our body and help raise our body temperature and make us feel warm and energetic. He expounded that the meal that is being served in the mess is getting cold after sometime. He added that even no salad is served during lunch or dinner time.

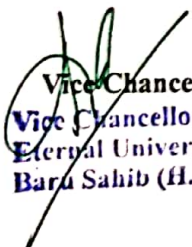
To this, Dr Davinder Singh, Chair of the House was much surprised and exhibited his annoyance expounding that when everything is being available with the mess people, why they do not serve hot meal with salads. He was much surprised and assured that he himself will look into the matter.

After the end of the session, Dr Kulbhushan Kumar extended thanks to all the members present in the house for their presence and sparing their valuable time.

  
Dr Kulbhushan Kumar  
Secretary IQAC

  
Dr BS Sohal  
Director IQAC

**Approved**

  
Vice-Chancellor  
Vice-Chancellor  
Eternal University  
Barn Sahib (H.P.) 173101



# Eternal University

(World peace through value based education)

EU/IAQC/07/2021/01

Date: 09/06/2021

## Internal Quality Assurance Cell (IQAC)

Proceeding of the 7<sup>th</sup> IQAC meeting held on 08/06/2021 at 2:30 PM through the online mode

### Following of the members were present in the meeting

- |     |                             |                                     |
|-----|-----------------------------|-------------------------------------|
| 1.  | Dr. Davinder Singh          | - Chairman                          |
| 2.  | Dr. A.S. Ahluwalia          | - Vice Chairman                     |
| 3.  | Dr. B.S. Sohal              | - Director                          |
| 4.  | Dr. Neelam Kaur             | - Member                            |
| 5.  | Dr. S.K. Chauahn            | - Member                            |
| 6.  | Dr. S.K. Sharma             | - Member                            |
| 7.  | Dr. Purvi Luniyal           | - Member                            |
| 8.  | Dr. Sandipan Gutpa          | - Member                            |
| 9.  | Mr. Balraj Singh            | - Member                            |
| 10. | Dr. Yogeeta Thakur          | - Member                            |
| 11. | Dr. Raina Bhatia            | - Member                            |
| 12. | Mr. Ramandeep Singh         | - Member                            |
| 13. | Ms. Kanchan (Ph.D. Scholar) | - Member                            |
| 14. | Dr. Kulbhushan Kumar        | - Member Secretary                  |
| 15. | Dr. Puneet Negi             | - Special Invitee                   |
| 16. | Dr. Anupama                 | - Special Invitee                   |
| 17. | Dr. Shaveta Menon           | - Special Invitee                   |
| 18. | Dr. Shanta Kumari           | - Special Invitee                   |
| 19. | Er. Rajeev Thakur           | - Special Invitee                   |
| 20. | Dr. Yaspal Azad             | - Special Invitee                   |
| 21. | Dr. Sunil Kumar             | - Special Invitee                   |
| 22. | Ms. Suchpreet Kaur          | - Special Invitee                   |
| 23. | Dr. Ajar Nath Yadav         | - Member Secretary (Representative) |

### Members who couldn't attend

- |    |                                     |          |
|----|-------------------------------------|----------|
| 1. | Dean/Representative ACET            | - Member |
| 2. | Chief Finance and Accounts Officers | - Member |
| 3. | Dr. Harpreet Kaur                   | - Member |
| 4. | Mr. Bakshish Singh (Panch)          | - Member |
| 5. | Ms. Rupinder Kaur (Pradhan)         | - Member |
| 6. | MS. Shagun Sharma (Ph.D. Scholar)   | - Member |

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**Item No 1:** Review of the previous proceedings of the 6<sup>th</sup> IQAC meeting and follow up action

**Item No 2:** Agenda of the 7<sup>th</sup> IQAC meeting

Dr. B.S. Sohal, Director IQAC, welcomed Chairman, Vice chairman, and all committee members of IQAC. Dr. Sohal thanked the Chairman and informed the house for agenda of meeting.

**Item 1: Review of the previous proceedings of the 6<sup>th</sup> IQAC meeting and follow up action**

**1. Recommendation of new Punjabi journal named PRATIMAAN in UGC journal list**

Dr. B.S. Sohal, Director IQAC again suggested to make a committee and submit the report for further action.

**Action: Dr. Simranjeet Singh**

**2. Providing the identity card to faculty members and Updated computer systems with multimedia support for online classes.**

Mr. Ramandeep Singh informed house that both matters are under the process and will be completed soon.

**Action: Dr. Ramandeep Singh**

**3. Pen tablet for faculty**

Dr. B.S. Sohal, Director IQAC, informed the house that very few faculty members purchased the Pen Tablet own. Dr. AS Ahluwalia, Vice Chairman informed the same that any faculty member may purchase the Pen tablet, half of amount shared by the University, but in case that the faculty quits the University before three years of his/her service, the tablet will be taken back or the person has to return the share of University.

**4. i. Internet connection using the Dongle**

Dr. B.S. Sohal, Director IQAC, informed the house about need of dongle for internet connection for online classes. The Chairman IQAC said that the dongle should be owned by each faculty member.

**ii. UPS for computer**

The Chairman IQAC informed the house that new UPS has been purchased and it will be installed soon by Mr. Ramandeep Singh.

**iii. The Collection of COVID sample at Baru Sahib and reducing the time of quarantine**

The Chairman IQAC informed the house that faculty members are coming from far distance by travelling and chances of COVID are more, due to which the quarantine period will be same as of seven days. Dr. B.S. Sohal, Director IQAC, thanked Dr. Harpreet Kaur for her day-night support to the COVID positive persons. Dr. AS Ahluwalia Vice Chairman, thanked Dr. Harpreet Kaur for her dedication. The Chairman IQAC, informed the house for the dedication of Dr. Harpreet Kaur. The Chairman IQAC thanked the entire team of nursing department for their hard work

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during the COVID pandemic. The Chairman IQAC also thanked Dr. Diksha and Dr. Vidhi for their support.

## 5. Two Ph.D. seats in Genetics and Plant Breeding

Dr. SK Sharma, Member IQAC informed the house that this is not approved by HP Private Educational Institutions Regulatory Commission.

## 6. To organise EU quiz every year

Dr. AS Ahluwalia Vice Chairman, suggested that Dr. Puneet Negi will work as Co-ordinator for organisation of EU Quiz annually.

**Action: Dr. Puneet Negi**

## Item No 2: Agenda of the 7<sup>th</sup> IQAC meeting

### 1. Incubation Center in University

Dr. B.S. Sohal, Director IQAC, informed the house about the need of incubation center in University. This will help the researchers to work for his/her area of interest. The University is awarding the fellowship for each Ph.D. scholar, they may be included under the incubation center. The incubation center needs one office and one coordinator. The house is open for discussion.

-Dr. AS Ahluwalia Vice Chairman informed the house that it is under the process of start. The center will be fully operated once the Agriculture College will shifts to new building.

-Dr. Neelam Kaur, asked about the center and its working. Dr. B.S. Sohal explained about the center and its working as a multidisciplinary subject and researchers trained may be got employment at same or another institute.

**Action: VC Office**

### 2. Mandatory to have receipt and dispatch register in all offices

Dr. B.S. Sohal, Director IQAC, informed the house about record of any notice in the form of receipt and dispatch register. This can be done at the Dean, Registrar or Head level.

-Dr. Purvi Luniyal said that due to lack of staff member, we are unable to keep the complete record.

-Dr. AS Ahluwalia Vice Chairman said that this will be done and deans will be provided manpower for this.

-Dr. Neelam Kaur suggested that the records may also be kept as softcopy in computer. The record should be maintained in folder giving the name of subject.

- Dr. Sandipan Gupta suggested that, these records may be kept using ERP system of University. Mr Ramandeep Singh informed the house that it is not possible to kept the record in ERP system. ERP system needs updating for this.

- Dr. S.K. Sharma requested to house to give two days for any record in diary. Dr. AS Ahluwalia Vice Chairman said there is no need of such time and record (receipt/despatch) should be done on same time and day.

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- Dr. S.K. Chauhan said that it is good initiative and we will follow the same. This initiative will also help to check that any record any time such as submission of results submitted by faculty to examination branch.

The Chairman IQAC informed the house that two staff will be provided for this. One staff will do the duty with sharing of "Dean Academics Affairs" and "IQAC". Another will do the duty with sharing of "Dean ACBS" and "Dean ACA & SS".

**Action: VC Office**

### **3. Separate room with computer and assistant for IQAC**

Dr. B.S. Sohal, Director IQAC, informed about the requirement of a computer and assistant for IQAC.

- The Chairman IQAC agreed for this

**Action: VC Office**

### **4. Printing of Guidelines for Masters and Ph.D. thesis and Students Guide by outsource**

Dr. B.S. Sohal, Director IQAC, informed the house that there are 15 pages guidelines for submission of synopsis/thesis of master and Ph.D. students. This Student's Guide should be given to all master and Ph.D. students at time of admission in University.

- The Chairman IQAC agreed for this

**Action: VC Office**

### **5. Internal connectivity through telephone**

Dr. B.S. Sohal, Director IQAC, informed the house that there should be telephone in each office of each faculty for the connectivity or calling.

-Dr. AS Ahluwalia Vice Chairman informed the house that there is already few intercom numbers and it may be increased on the basis of complete details and budget.

-The Chairman IQAC asked Mr. Ramandeep Singh to give the details for this and report should be submitted in one month to VC office.

**Action: Mr. Ramandeep Singh**

### **6. Conduct of workshop by each College in this year 2021**

Dr. B.S. Sohal, Director IQAC, informed the house about conduct of workshop by each College in this year 2021. This will help for interaction with new researchers and faculty to help in progress of University in different ways. Dr. AS Ahluwalia Vice Chairman supported the suggestion of Director IQAC.

- The Chairman IQAC added more points that from previous eight years, Educational and Nursing workshop was held yearly and that definitely helped in progresses of department and University. The Chairman IQAC supported the suggestion of Dr. AS

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Ahluwalia Vice Chairman that there is no limitation for workshop; there may be a minimum of one and up to two or three in one year.

**Action: All Dean and DSW**

## 7. AQAR for submission to NAAC

Dr. B.S. Sohal, Director IQAC, informed the house that we have prepared the Annual Quality Assurance Reports (AQAR) for the submission to NAAC. We are thankful to all members of AQAR and faculty members of University who have done hard work for compilation of AQAR. We are also thankful to Dr. AS Ahluwalia, Pro-Vice Chancellor of University for his valuable suggestions and inputs during the compilation of AQAR

-Dr. S.K. Chauhan, IQAC member appreciated the hard work for compilations of IQAR and suggested to improve section "3.4.5 Bibliometrics of the publications" in this section the details of publications by University Faculty should be in the one format. Dr. Chauhan suggested house that Dr. Ajar Nath Yadav may do this. Dr. Chauhan appreciated the Director IQAC and their team for wonderful compilations of AQAR.

-Dr. B.S. Sohal, Director IQAC, agreed with Dr. Chauhan's suggestion and informed the house that this will be done by Dr. Puneet Negi, AQAR member.

-The Chairman IQAC appreciated the Director IQAC and their whole team for compilation of a marvellous AQA reports. The Chairman IQAC ordered that "3.4.5 Bibliometrics of the publications" suggested by Dr. Chauhan will be revised by whole faculty of University and this will be revised within 2 days.

-Dr. B.S. Sohal, Director IQAC, thanked the Chairman IQAC for appreciation and informed that this will be done as per suggestions and order.

## Any other Item

Dr. Kulbhushan Kumar, Member Secretary, IQAC and AQAR suggested the house that there should be photograph library for any function held in University during the year.

-Dr. AS Ahluwalia Vice Chairman supported Dr. Kulbhushan Kumar, Member Secretary, IQAC and AQAR suggestions and informed the house that there should be procedure to send the press-note to IQAC for each and every item published in newspaper.

-Dr. Neelam Kaur, IQAC Member suggested that photographs and screen shots of each event should be send to IT department for uploading on University website.

-Dr. AS Ahluwalia Vice Chairman, thanked the Chairman IQAC for valuable suggestions and supports.



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After end of the session, Dr. B.S. Sohal Director IQAC, thanked the Chairman IQAC, Vice Chairman IQAC, all members present in the house for their presence and sparing their valuable time.

(Dr. Ajar Nath Yadav)  
Member Secretary-Representative

(Dr. B.S. Sohal)  
Director IQAC

(Dr. A.S. Ahluwalia)  
Pro Vice Chancellor

Approved

Vice Chancellor



# Eternal University

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EU/IAQC/08/2021/02

Date: 19/08/2021

## Internal Quality Assurance Cell (IQAC)

Proceeding of the 8<sup>th</sup> IQAC meeting held on 17/08/2021 at 10:00 AM in the Governing Body Room

### Following of the members were present in the meeting

- |     |                        |                                     |
|-----|------------------------|-------------------------------------|
| 1.  | Dr. Davinder Singh     | - Chairman                          |
| 2.  | Dr. A.S. Ahluwalia     | - Vice Chairman                     |
| 3.  | Dr. B.S. Sohal         | - Director                          |
| 4.  | Dr. Neelam Kaur        | - Member                            |
| 5.  | Dr. S.K. Chauahn       | - Member                            |
| 6.  | Dr. S.K. Sharma        | - Member                            |
| 7.  | Dr. Purvi Luniyal      | - Member                            |
| 8.  | Dr. Yogeeta Thakur     | - Member                            |
| 9.  | Dr. Raina Bhatia       | - Member                            |
| 10. | Dr. Jai Kumar Sharma   | - Member                            |
| 11. | Mr. Balraj Singh       | - Member                            |
| 12. | Dr. Narinder Pal Singh | - Special Invitee                   |
| 13. | Dr. Puneet Negi        | - Special Invitee                   |
| 14. | Dr. Anupama K          | - Representative ACN                |
| 15. | Mr. Rahul Kumar        | - Representative IT                 |
| 16. | Dr. Kulbhushan Kumar   | - Member Secretary                  |
| 17. | Dr. Ajar Nath Yadav    | - Member Secretary (Representative) |

### Members who couldn't attend

- |    |                                   |          |
|----|-----------------------------------|----------|
| 1. | Dean/Representative ACET          | - Member |
| 2. | Dean/Representative ACBS          | - Member |
| 3. | Dr. Harpreet Kaur                 | - Member |
| 4. | Mr. Bakshish Singh (Panch)        | - Member |
| 5. | Ms. Rupinder Kaur (Pradhan)       | - Member |
| 6. | Ms. Kanchan (Ph.D. Scholar)       | - Member |
| 7. | MS. Shagun Sharma (Ph.D. Scholar) | - Member |

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**Item No 1:** Review of the previous proceedings of the 7<sup>th</sup> IQAC meeting and follow up action

**Item No 2:** Agenda of the 8<sup>th</sup> IQAC meeting

Dr. Kulbhushan Kumar, Secretary IQAC welcomed the Chairman, Co-Chairman, Director IQAC, Members and Special Invitee for meeting and requested to allow the proceedings with agenda. On granting permission Dr. B.S. Sohal, Director IQAC, thanked the Chairman and informed the house for agenda of meeting.

**Item 1: Review of the previous proceedings of the 7<sup>th</sup> IQAC meeting and follow up action**

**1. Recommendation of new Punjabi journal named PRATIMAAN in UGC journal list**

Dr. B.S. Sohal, Director IQAC informed the house that Dr. Simranjeet Singh has not submitted the report. He may be asked to do immediately before the next meeting.

**Action:** Dr. Simranjeet Singh

**2. Providing the identity card to faculty members**

Dr. B.S. Sohal, Director IQAC informed the house about this agenda.

Dr. N.P. Singh Dean Research suggested that the identity card to faculty members should be given within 7 days after joining the University, by taking the photo and other details at time of joining the University. Mr. Ramandeep Singh could not attend the meeting and was asked to accomplish the job immediately.

**Action:** Mr. Ramandeep Singh

**3. Pen tablet for faculty**

Dr. B.S. Sohal, Director IQAC, informed the house that very few faculty members purchased the Pen Tablet of their own.

Dr. AS Ahluwalia, Vice Chairman informed the same that any faculty member may purchase as per the rule given in the 7<sup>th</sup> IQAC proceeding.

**Action:** Secretary IQAC to inform the whole faculty

**4. i. Internet connection using the Dongle**

**ii. UPS for computer**

The Chairman IQAC informed the house that both have been completed

Dr. B.S. Sohal, Director IQAC thanked to the Chairman for these facility.

**5. To organise EU Quiz every year**

Dr. AS Ahluwalia Vice Chairman informed the house that Dr. Puneet Negi will work as Co-ordinator for organising EU Quiz annually.

Dr. Puneet Negi agreed for this and informed the house about the **EU Quiz**.

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Dr. N.P. Singh suggested that there should be “Open quiz” for brilliant girl students from other Schools/Colleges/Universities, and should be online mode.

Mr. Balraj Singh Informed the house that for this the selected School may be invited.

Dr. Neelam Kaur informed and shared the experiences of organising the workshop and symposium of Akal College of Nursing.

-The Chairman IQAC, concluded the agenda and asked Dr. Puneet Negi to act as Co-ordinator for organisation of EU Quiz (Internal as well external) and monthly activity should be send to IQAC by him. The committee was immediately framed and is as follow

- |                           |               |
|---------------------------|---------------|
| 1. Dr. Puneet Negi        | - Coordinator |
| 2. Dr. Raina Bhatia       | - Member      |
| 3. Dr. Mohit Kumar        | - Member      |
| 4. Dr. Deep Chandra Suyal | - Member      |
| 5. Dr. Dileep Sharma      | - Member      |
| 6. Dr. Shanta Kumari      | - Member      |
| 7. Er. Anita Chaudhary    | - Member      |
| 8. Ms. Ramandeep Kaur     | - Member      |
| 9. Ms. Suchpreet Kaur     | - Member      |

**Action:** Dr. Puneet Negi

## 6. Incubation Center in University

Dr. B.S. Sohal, Director IQAC, requested Dr. AS Ahluwalia Vice Chairman to say about this agenda.

-Dr. AS Ahluwalia Vice Chairman informed the house that **Entrepreneurship & Incubation Cell** has been successfully established which is likey to be inaugurated by Mr. HS Cheema, Chairman Cheema Boilers Ltd. The **Entrepreneurship & Incubation Cell** will be overseen by Dr. N.P. Singh Dean Research along with committee members

-Dr. N.P. Singh Dean Research suggested for “Entrepreneurship & Incubation Cell” that there should be documents containing details about the cell that should clearly mention the- objectives, Chairman and Nodal Offices for the same

-The Chairman IQAC, concluded the agenda and nominated Dr. Sunil Kumar as Co-ordinator for “Entrepreneurship & Incubation Cell”. The monthly activity will be send to IQAC by Co-ordinator.

The committee for “Entrepreneurship & Incubation Cell” will be as follow

- |                       |                |
|-----------------------|----------------|
| 1. Dr. N.P. Singh     | - Chairman     |
| 2. Dr. Sunil Kumar    | - Co-ordinator |
| 3. Dr. Ravinder Singh | - Member       |
| 4. Dr. Krishan Kumar  | - Member       |

**Action:** Dr. Sunil Kumar

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## 7. Mandatory to have receipt and dispatch register in all offices

Dr. B.S. Sohal, Director IQAC, informed the house that most for Dean has started the dispatch register but still receipt register need to be start.

**Action:** VC Office

## 8. Separate room with computer and assistant for IQAC

-Dr. B.S. Sohal, Director IQAC, thanked The Chairman IQAC for providing the same.

## 9. Printing of Guidelines for Masters/Ph.D. thesis and Students Guide by outsource

-Dr. B.S. Sohal, Director IQAC, thanked the Chairman IQAC for the sanctioning the same and informed the house that it's manuscript is in the final stages.

**Action:** Dr. B.S. Sohal

## 10. Internal connectivity through telephone

Dr. AS Ahluwalia Vice Chairman informed the house that there will be done soon.

-Mr. Rahul Kumar informed the housed that it will be done for 80 intercoms will install till end of this month (August 2021).

**Action:** Mr. Ramandeep Singh

## 11. Conduct of workshop by each College in this year 2021

Dr. AS Ahluwalia Vice Chairman informed the house that it has been started by some college and it should be continued. The worthy Vice Chancellor asked the all Dean to propose the date and time for the same and informed accordingly to IQAC

**Action:** All Dean and DSW

## 12. AQAR for submission to NAAC

Dr. B.S. Sohal, Director IQAC, informed the house that about Annual Quality Assurance Reports (AQAR) for the submission to NAAC. The AQAR has been uploaded on the NAAC portal and it will be submitted on time.

-The Chairman IQAC suggested Director IQAC putdown an email to all Dean of respective college to nominate a co-ordinator for submission of details required for AQAR. The co-ordinator has responsibility to submit monthly all activities by college to IQAC (For record/preparation of AQAR) and Ms. Sirmarjit/Mr. Ramandeep Singh (its uploading some important events on the university website)

**Action:** Director IQAC and All Dean



# Eternal University

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## Item 2: Agenda for 8<sup>th</sup> IQAC Meeting

### 1. Appropriate step to start the ODD semester with 100% attendance

Dr. B.S. Sohal, Director IQAC, informed the house that there should be a rule for registration so that semester will start with 100% attendance. The house is open for discussion.

Dr. S.K. Chauhan agreed to Dr. BS Sohal and said that there is such rule already but there is problem on implementation. The registration form is available at University websites also and students need to fill the form and send to Account Branch after that to the Dean of College

Dr. Neelam Kour said that attendance should be 100%, it is responsibility of Dean and faculty member.

Dr. AS Ahluwalia Vice Chairman suggested to put a late fee for the same.

-The Chairman IQAC, concluded the agenda that it is not mandatory for I-Semester students as admission is in process, It should be implemented for intermediate semester's students by Dean, faculty and mentors. The mentors have responsibility to inform the same to Dean.

**Action:** All Dean

### 2. Payment- Fee submission by students and research scholars

Dr. B.S. Sohal, Director IQAC, informed the house about fee submission by students and research scholars. The house is open for discussion.

-The Chairman IQAC said that it is responsibility of Mentor, Faculty members, Deans and Account Branch.

**Action:** All Dean

### 3. Six-monthly reports by Ph.D. students

Dr. B.S. Sohal, Director IQAC, informed the house about six-monthly reports by Ph.D. students. There is a "form" available at Dean PGS office which needs to be filled by Ph.D. students and to be submitted after six- months of research work and activity. The house is open for discussion.

Dr. AS Ahluwalia Vice Chairman suggested that if any Ph.D. students failed to submit the same, the University Fellowship will be stop. The University Fellowship should be given to only few selected Ph.D. students and not to all.

Dr. S.K. Chauhan said that if any student not submitting the six-monthly report, that semester will be treated as absent.

-The Chairman IQAC, concluded the agenda and said that implementation should be compulsory for the same, and order to Dean PGS give the notice for same to all mentors/advisors/faculty member guiding the Ph.D. students

**Action:** Dean PGS and All Dean

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#### 4. Scholarship to new students to create competence

Dr. B.S. Sohal, Director IQAC, informed the house about scholarship to new student. The house is open for discussion.

Mr. Balraj Singh informed the house that there is already published in prospectus and for the students for first semester.

Dr. NP Singh said there is some mistake and mentioned that the fellowship will be continued to next semester also.

- The Chairman IQAC told the Dr. B.S. Sohal, Director IQAC it should be correct and revised by the same committee immediately

**Action:** Director IQAC

#### 5. Direct Interaction of parent of students with faculty

Dr. B.S. Sohal, Director IQAC, informed the house about direct interaction of parent of students with faculty leads to unhealthy discussion. The house is open for discussion

-The Chairman IQAC, concluded the agenda and said to Dr. B.S. Sohal, Director IQAC to informed Dean, any matters should be only discussed through Email to Mentor only not by phone call.

**Action:** All Dean

#### 6. Deduction/deferment of salary and its pay slip to all faculty members

Dr. B.S. Sohal, Director IQAC, informed the house about deduction of salary faculty members, if any faculty is missed to punch attendance on biometric. The deduction of salary should be done first by looking the casual leaves of faculty, if casual leave is present with faculty, then the CL should be deducted and if there is no CL with faculty, salary may be deducted.

-The Chairman IQAC concluded the agenda and agreed for the same. He also asked Director IQAC to form a committee to work with details.

**Action:** VC office

#### 7. Model question paper for Mid-Sessional and End semester Examinations.

Dr. B.S. Sohal, Director IQAC, informed the house about model question paper for mid-sessional and end semester examinations as per requirement of college as different pattern is there for Akal College of Agriculture and Akal College of Nursing

-The Chairman IQAC, concluded the agenda and agreed for the same, said to Dr. B.S. Sohal, Director IQAC to arrange a separate meeting for the same of COE with Dean of respective colleges.

**Action:** COE and All Dean

#### 8. Alumni Cell setup

Dr. B.S. Sohal, Director IQAC, informed the house about "Alumni Cell setup" requested the house to discuss.

After through discussion he Chairman IQAC agreed for the same, as there is no details data of the alumni and asked Dr. B.S. Sohal, Director IQAC to arrange a

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separate meeting for the same with all Dean of respective colleges and make a co-coordinator for the same from each department of each colleges.

**Action:** Director IQAC and all Dean

## 9. Environment Audit of campus

Dr. B.S. Sohal, Director IQAC, requested Dr. AS Ahluwalia Vice Chairman regarding this agenda.

Dr. AS Ahluwalia Vice Chairman informed the house that our University is going to take some steps for the same

- a. No vehicle on one day (Saturday) by faculty members
- b. All-mentors with students arrange one day tour to surrounding area (on Saturday)
- c. Photography club

-The Chairman IQAC, concluded the agenda and agreed for the same

**Action:** Pro Vice Chancellor

## 10. Fixing of Notice boards for NCC/NSS/Placement/Competitive Cell

Dr. AS Ahluwalia Vice Chairman informed the house that there should be Notice boards for NCC/NSS/Placement/Competitive Cell which itself representation of different activity by faculty and student

-The Chairman IQAC, concluded the agenda and agreed for the same

**Action:** Pro Vice Chancellor

## 11. Faculty Welfare Scheme

Dr. B.S. Sohal, Director IQAC, requested Dr. AS Ahluwalia Vice Chairman regarding this agenda.

Dr. AS Ahluwalia Vice Chairman informed the house that there is already a scheme of "Medical Insurance" for all faculty members by University. There will one more "Faculty Welfare Scheme" if there is any unfortunate happening with any faculty member of University, a fixed amount may be given to family member of faculty.

-The Chairman IQAC, agreed for the same and said that one day salary of each employ of university and equal sum by Kalgidhar Trust will be given to family members along with this there will be free education to children of faculty and a suitable employment to faculty's husband/wife will be given by University.

**Action:** VC office/Account branch

## 12. Decentralization of faculty leave.

Dr. B.S. Sohal, Director IQAC, informed the house about decentralization of faculty leave

-The Chairman IQAC, said to Dr. B.S. Sohal, Director IQAC to arrange a separate meeting for the same with all Dean of respective colleges.

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-The Chairman IQAC, said to Dr. B.S. Sohal, Director IQAC to arrange a separate meeting for the same with all Dean of respective colleges.

**Action:** Director IQAC and all Dean

### 13. Any other matters.

Dr. B.S. Sohal, Director IQAC, informed the house about a new agenda given by Dr. Puneet Negi for "Incentive for Publications: To encourage the faculty members for quality publications and this will improve the ranking of the university". The house is open for the discussion.

Dr. N.P. Singh supported for the same and said that there should be "Research Policy" for the same for faculty members having such type of activities including Research, Review, Book Chapter, Books, Editorial or any other publication in Scopus indexing.

-The Chairman IQAC, asked Dr. AS Ahluwalia Vice Chairman to make a committee and frame the rules for the same

**Action:** Dr. AS Ahluwalia Vice Chairman

After end of the session, Secretary IQAC, thanked the Chairman IQAC, Vice Chairman IQAC, Director IQAC, and all members present in the house for their presence and sparing their valuable time.

(Dr. Ajar Nath Yadav)  
Member Secretary-Representative

(Dr. B.S. Sohal)  
Director IQAC

(Dr. A.S. Ahluwalia)  
Pro Vice Chancellor

Approved

Vice Chancellor



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EUI/IQAC/09/2021/03

Date: 21/10/2021

## Internal Quality Assurance Cell (IQAC)

Proceeding of the 9<sup>th</sup> IQAC meeting held on 20/10/2021 at 4:00 PM in the Governing Body Room

### Following of the members were present in the meeting

- |     |                        |                    |
|-----|------------------------|--------------------|
| 1.  | Dr. Davinder Singh     | - Chairman         |
| 2.  | Dr. A.S. Ahluwalia     | - Vice Chairman    |
| 3.  | Dr. B.S. Sohal         | - Director         |
| 4.  | Dr. Neelam Kaur        | - Member           |
| 5.  | Dr. S.K. Chauahn       | - Member           |
| 6.  | Dr. Harpreet Kaur      | - Member           |
| 7.  | Dr. Yogeeta Thakur     | - Member           |
| 8.  | Dr. Raina Bhatia       | - Member           |
| 9.  | Dr. Jai Kumar Sharma   | - Member           |
| 10. | Mr. Balraj Singh       | - Member           |
| 11. | Mr. Ramandeep Singh    | - Member           |
| 12. | Dr. Anupama K          | - Special Invitee  |
| 13. | Dr. Shweta Menon       | - Special Invitee  |
| 14. | Dr. Narinder Pal Singh | - Special Invitee  |
| 15. | Dr. Puneet Negi        | - Special Invitee  |
| 16. | Dr. Sunil Kumar        | - Special Invitee  |
| 17. | Dr. Kulbhushan Kumar   | - Special Invitee  |
| 18. | Dr. Ajar Nath Yadav    | - Member Secretary |

### Members who couldn't attend

- |    |                                   |          |
|----|-----------------------------------|----------|
| 1. | Dean/Representative DKSGACA       | - Member |
| 2. | Dean/Representative ACET          | - Member |
| 3. | Dean/Representative ACBS          | - Member |
| 4. | Mr. Bakshish Singh (Panch)        | - Member |
| 5. | Ms. Rupinder Kaur (Pradhan)       | - Member |
| 6. | Ms. Kanchan (Ph.D. Scholar)       | - Member |
| 7. | MS. Shagun Sharma (Ph.D. Scholar) | - Member |

Item No 1: Review of the previous proceedings of IQAC meetings and follow up action

Item No 2: Agenda of the 9<sup>th</sup> IQAC meeting

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EU/IQAC/09/2021/03

Date: 21/10/2021

Dr. Ajar Nath Yadav, Secretary IQAC welcomed the Chairman, Co-Chairman, Director IQAC, Members and Special Invitee for meeting and requested to allow the proceedings with agenda. On granting permission Dr. B.S. Sohal, Director IQAC, thanked the Chairman and informed the house for agenda of meeting.

## Item No 1: Review of the previous proceedings

### Item No 1a: Review of the proceedings of the 7<sup>th</sup> IQAC and follow up action

#### 7.5 To organise EU Quiz

Dr. Puneet Negi, Co-ordinator EU Quiz, informed the house that two meetings [Ref. No: EU/EUQUIZ/01 date: 14/09/2021 and Ref. No: EU/EUQUIZ/02 date: 20/10/2021] have been held regarding this and First EU Quiz is scheduled to be organized on 22/10/2021. He put a query to house about the Awards to be given to the top rankers in quiz.

-The Chairman IQAC, suggested that the book(s) and a certificate should be given to the rankers 1-3 in the EU Quiz.

**Action:** Dr. Puneet Negi

#### 7.6 Incubation Center in University

Dr. Sunil Kumar, Co-ordinator, Incubation Center, informed the house that one meeting (Ref. No: EU/IC/2021/10/01, dated: 11/10/2021) has been held regarding this. He requested to allocate the necessary space for the "Incubation Center in University"

-Dr. AS Ahluwalia Vice Chairman informed the house that "EC lab" is assigned for "Entrepreneurship & Incubation Cell"

**Action:** Dr. Sunil Kumar

#### 7.9 Printing of Guidelines for Masters/Ph.D. thesis and Students Guide

Dr. B.S. Sohal, Director IQAC, informed the house that Students' Guide has been printed and given to the concerned persons/authority. Dr. Sohal also presented a copy to of the same to the Worthy Vice Chancellor. Dr. Sohal put the agenda for the printing of "Guidelines for Masters/Ph.D. theses"

-Dr. NP Singh, Dean Research, suggested to house that the "Guidelines for Masters/Ph.D. theses" may be uploaded on the university website.

-The Chairman IQAC, agreed with Dr. NP Singh.

**Action:** Dr. B.S. Sohal

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*[Handwritten signature]*



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EU/IQAC/09/2021/03

Date: 21/10/2021

## 7.10 Internal connectivity through telephone

Mr. Ramandeep Singh informed the house that it will be done 1-2 weeks.

-The Chairman IQAC advised that it should be completed before November 15, 2021.

**Action:** Mr. Ramandeep Singh

## 7.11 Conduct of workshop by each College in this year 2021

Dr. B.S. Sohal, Director IQAC, informed the house that about three colleges have organised the workshop and reports for the same have been received by IQAC. Dr. Sohal informed the house that IQAC also need the proceedings of BOS of colleges, some colleges have provided the same except Akal College of Education, Akal College of Engineering and Technology, and Akal College of Health and Allied Sciences.

-Dr. NP Singh, Dean Research, agreed with Dr. Sohal and told that "it is mandatory to provide such reports to IQAC.

**Action:** All Dean and DSW

## 7.12 AQAR for submission to NAAC

Dr. B.S. Sohal, Director IQAC, informed the house about Annual Quality Assurance Reports (AQAR) for their submission to NAAC. The AQAR has been uploaded on the NAAC portal as desired and it is ready for submission.

-Dr. NP Singh, Dean Research, suggested that the AQAR may be checked by the Departments.

-Dr. Neelam Kaur informed the house about the "Club Activity" by Akal Academy.

-The Chairman IQAC suggested Director IQAC to view again and take views of all concerned to IQAC.

**Action:** Director IQAC and All Dean

## Item No 1b: Review of the proceedings of the 8<sup>th</sup> IQAC and follow up action

### 8.3 Six-monthly reports by Ph.D. students

Dr. B.S. Sohal, Director IQAC, informed the house that very few students have submitted the six-monthly report.

-Dr. AS Ahluwalia Vice Chairman said that it is responsibility of Major advisor to get the six-monthly reports of Ph.D. student submitted to Dean PGS office. If it found that two semester six-monthly reports have not been submitted to Dean PGS office, the registration of Ph.D. student may be cancelled.

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EU/IQAC/09/2021/03

Date: 21/10/2021

-The Chairman IQAC, concluded the agenda and asked Dean PGS to give the reminder notice for same to all mentors/advisors/faculty members guiding the Ph.D. students.

**Action:** Dean PGS and All Deans

## 8.6 Deduction/deferment of salary and its pay slip to all faculty members

Dr. B.S. Sohal, Director IQAC, informed the house that meeting for the same has been done and proceedings of the meeting [EU/IQAC/08/2021/02 (i), dated 13/09/2021] are submitted to the house.

-The Chairman IQAC agreed for the same and asked to place it in ACM for ratification so that this may be effective from November 2021.

**Action:** VC office

## 8.7 Model question paper for Mid-Sessional and End semester Examinations

Dr. B.S. Sohal, Director IQAC, informed the house that three colleges (DKSGACA, ACBS and ACECM) have submitted the model question papers that have been uploaded on website.

-Dr. NP Singh, Dean Research, suggested that it should be "pattern/structure of question paper".

**Action:** COE and All Dean

## 8.8 Alumni Cell setup

Dr. AS Ahluwalia Vice Chairman informed the house that it is in its advanced stage of the registration.

**Action:** Dr. AS Ahluwalia

## 8.9 Environment Audit of campus

Dr. AS Ahluwalia Vice Chairman informed the house that University has started observing "No vehicle on each Wednesday" as one of SD goals.

## 8.10 Fixing of Notice boards for NCC/NSS/Placement/Competitive Cell

Dr. AS Ahluwalia Vice Chairman informed the house that it has been delegated to the concerned person.

**Action:** Dr. AS Ahluwalia

## 8.11 Faculty Welfare Scheme

Dr. B.S. Sohal, Director IQAC, requested Additional registrar for "Faculty Welfare Scheme" if there is any unfortunate happening with any faculty member of University, one day salary of each employer of the university and equal sum by Kalgidhar Trust will be given to family members. Along with this, there will be free education to children of such employer and a suitable employment to employer's husband/wife will be given by the University.

**Action:** Registrar/Account branch

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### 8.13 Any other matters- "Research Promotion Policy"

Dr. N.P. Singh Dean Research informed the house that "Research Policy" document has been developed and presented in house. This document state to encourage/motivation to faculty members and researchers to publish research articles, research projects, to attend national and international conferences as well as financial assistance as seed money for creating research infrastructure and writing good projects.

-Dr. S.K. Chauhan suggested that this is a very important document and should be thoroughly studied by finance department of the University as the policy is related to financial matters.

-The Chairman IQAC, asked Dr. NP Singh Dean Research to make a committee and submit the final document by November 10, 2021.

**Action:** Dr. N.P. Singh

### Item 2: Agenda for 9<sup>th</sup> IQAC Meeting

#### 9.1 New Education Policy and action to be taken

Dr. B.S. Sohal, Director IQAC, informed the house about the "New Education Policy" which may be implicated in 2022. There is need of enough time to frame and implement in the University.

-Dr. N.P. Singh agreed with Dr. Sohal and suggested to invite the expert for workshop.

**Action:** Dean Academic Affairs

#### 9.2 Remuneration for Extension Lectures

Dr. B.S. Sohal, Director IQAC, informed the house for remuneration for extension lectures in University.

-Dr. S.K. Chauhan informed the house that there is already a policy for the same.

-The Chairman IQAC, stated that, there will be no "Remuneration for Extension Lectures" for online mode.

#### 9.3 Wifi in Library and Hostel updation

Dr. B.S. Sohal, Director IQAC, informed the house about the updation of "Wifi in library and hostel updation"

-After thorough discussion, the Chairman IQAC, agreed and asked Mr. Ramandeep for Wifi up-gradation for library (Provided by University). The Chairman IQAC asked



# Eternal University

(World peace through value based education)

EU/IQAC/09/2021/03

Date: 21/10/2021

Mr. Ramandeep Singh to provide the details of budget for WiFi for Hostel which will be provided by outsources till November 15, 2021.

**Action:** Mr. Ramandeep Singh

#### 9.4 Classroom teaching and meeting by Dean directors

Dr. B.S. Sohal, Director IQAC, informed the house about the agenda

-Chairman IQAC said that meetings should preferably be in evening time and should not usually overlap/disturb the class room teaching. However, the faculty has been advised to attend their classes even if there is a meeting.

**Action:** Dean/HoD

#### 9.5 Water Wastages and Tap water

Dr. B.S. Sohal, Director IQAC, informed the house about the water wastage in campus. This may be done by using spray taps in different phases in the building.

-After discussion, all the members present in house agreed for this.

**Action:** Mr. Ravinderjit

#### 9.6 Welfare Scheme (i) Advanced Salary to needy teacher and (ii) Pregnant and Lactating woman concession of time

Dr. B.S. Sohal, Director IQAC, informed the house about this agenda.

-After some discussion, all the members present in house agreed for this.

**Action:** Registrar

#### 9.7 Initiate a Digital Library Repository

Dr. Meenakshi Gupta, Deputy Librarian, informed the house about the "Digital Library Repository" and requested for this initiative with theses submission of master and Ph.D. students.

-Dr. Neelam Kaur suggested that Eternal University library may be interconnected to other Academics. There should be some Extension activity by library staffs and suggested to put up display as "Author of a Day" and encourage the students to attend and visit the library regularly.

-The Chairman IQAC suggested for Extension activity atleast one in a month and workshop/quiz for students and prize for rankers in from of "books"

**Action:** Dr. Meenakshi Gupta

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# Eternal University

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EU/IQAC/09/2021/03

Date: 21/10/2021

**9.8 Master degree except Agriculture and Nursing may be allowed with or without thesis and Master thesis submission upto college level by Dean of the College**

Dr. AS Ahluwalia Vice Chairman, informed the house that there may be dual degree programme for master degree in some courses except Agriculture and Nursing in which student may take thesis or theory paper in last semester. The selection of thesis or theory papers by the students is based on choice, merit and availability of faculty members in the department. This will help students to get degree in time and faculty member will have more time for other activities.

-After thorough discussion, Chairman IQAC agreed that it may be discontinued for Humanity Subjects from the next session. The Chairman IQAC asked Dr. AS Ahluwalia to make committee with all Deans of college and submit the decision.

**Action:** Dr. AS Ahluwalia

**9.9 Mid Sessional should be of 1 Hr with short questions pattern**

Dr. AS Ahluwalia Vice Chairman informed the house about this agenda.

-Dr. SK Chauhan did not agree with this and said that Mid Sessional should be of 2 Hr

-Dr. BS Sohal, COE informed the house that the Mid-Sessional Examination carried 40% Marks and duration during Mid-Sessional is not counted as teaching day in Academic Calendar.

-Chairman IQAC agreed with Dr. Chauhan and Dr. Sohal and suggested no change.

**9.10 Topic and Equipment of month**

Dr. AS Ahluwalia Vice Chairman, informed the house about the agenda. In this, the senior most Research Scholar will present a seminar, once in a month. The equipment in-charge will give a demonstration about the equipment in which any student or faculty member can join.

- The Chairman IQAC agreed with the agenda item and said that the first "Equipment of month" will be given by faculty member of Akal College of Health and Allied Sciences

**Action:** Dean/HoD

**9.11 Annual Foundation Lecture as Sant Teja Singh Ji Memorial Oration Award**

Dr. AS Ahluwalia Vice Chairman, informed the house about the agenda.

-All the members present in house agreed for this.

**Action:** Dr. AS Ahluwalia

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# Eternal University

(World peace through value based education)

EU/IQAC/09/2021/03

Date: 21/10/2021

## 9.12 DMC's & Degree Certificate of the student from University Website with login and verification system and Online Student Result System

Mr. Ramandeep Singh informed the house and showed the online systems "how a student can see the DMC's and Degree" as well as result at University websites.

-Dr. NP Singh Dean Research suggested that there should be two security systems one with contact and another with email id.

- The Chairman IQAC concluded the agenda and said that the online system will be only for 3<sup>rd</sup> party verification of details of any student. It will not be accessible to any student. The Chairman asked Mr. Ramandeep Singh to contact a software-security expert.

After end of the session, Director IQAC, thanked the Chairman IQAC, Vice Chairman IQAC, and all members present in the house for their presence and sparing their valuable time.

(Dr. Ajar Nath Yadav)  
Member Secretary

(Dr. B.S. Sohal)  
Director IQAC

(Dr. A.S. Ahluwalia)  
Pro Vice Chancellor

Approved

Vice Chancellor



# Eternal University

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EU/IQAC/10/2022/01

Date: 31/03/2022

## Internal Quality Assurance Cell (IQAC)

Proceeding of the 10<sup>th</sup> IQAC meeting held on 30/03/2022 at 9:30AM in the Governing Body Room

### Following of the members were present in the meeting

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1.  | Dr. Davinder Singh   | - Chairman           |
| 2.  | Dr. AS Ahluwalia     | - Vice Chairman      |
| 3.  | Dr. BS Sohal         | - Director           |
| 4.  | Dr. Neelam Kaur      | - Management Nominee |
| 5.  | Dr. SK Chauahn       | - Member             |
| 6.  | Dr. Purvi Luniyal    | - Member             |
| 7.  | Dr. Raina Bhatia     | - Member             |
| 8.  | Dr. Harpreet Kaur    | - Member             |
| 9.  | Dr. Anupama K.       | - Member             |
| 10. | Dr. Shaveta Menon    | - Member             |
| 11. | Dr. Jai Kumar Sharma | - Member             |
| 12. | Mr. Balraj Singh     | - Member             |
| 13. | Mr. Ramandeep Singh  | - Member             |
| 14. | Dr. NP Singh         | - Special Invitee    |
| 15. | Dr. Meenakshi Gupta  | - Special Invitee    |
| 16. | Dr. Puneet Negi      | - Special Invitee    |
| 17. | Dr. Kulbhushan Kumar | - Special Invitee    |
| 18. | Dr. Sunil Kumar      | - Special Invitee    |
| 19. | Dr. Ajar Nath Yadav  | - Member Secretary   |

### Members who couldn't attend

- |    |                                   |          |
|----|-----------------------------------|----------|
| 1. | Dr. PS Cheema                     | - Member |
| 2. | Dr. SK Sharma                     | - Member |
| 3. | Dr. Sandipan Gupta                | - Member |
| 4. | Dr. Bakshish Singh (Panch)        | - Member |
| 5. | Ms. Rupinder Kaur (Pradhan)       | - Member |
| 6. | Ms. Shagun Sharma (Ph.D. Scholar) | - Member |
| 7. | Ms. Kanchan (Ph.D. Scholar)       | - Member |

Item No 1: Review of the previous proceedings of IQAC meetings and follow up action

Item No 2: Agenda of the 10<sup>th</sup> IQAC meeting

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**EU/IQAC/10/2022/01**

**Date: 31/03/2022**

Dr. Ajar Nath Yadav, Secretary IQAC welcomed the Chairman, Co-Chairman, Director IQAC, Members and Special Invitee for meeting and requested to allow the proceedings with agenda. On granting permission Dr. B.S. Sohal, Director IQAC, thanked the Chairman and informed the house for agenda of meeting.

## **Item No 1: Review of the previous proceedings**

- Dr. BS Sohal, Director informed the house that, the review of the proceedings of the 9<sup>th</sup> IQAC meeting and follow up action will be discussed in next IQAC meeting

## **Item No 2: Agenda of the 10<sup>th</sup> IQAC meeting**

### **Approval of the 3<sup>rd</sup> AQAR is to be sent to the NAAC**

- **Dr. B.S. Sohal** inform the house that as the 3<sup>rd</sup> AQAR is to be sent to the NAAC its approval from the Academic Council is mandatory. He informs that the AQAR is near to ready for sending to the NAAC some of the points needs to be discussed and the valuable suggestions of the house to be added before placing in the ACM (Academic Council Meeting). Some of the points viz. **2.2.1-** The institution assesses the learning levels of the students and organises special programmes for advanced learners and slow learners, **2.6.1-** The institution has stated learning outcomes (generic and programme specific)/ graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents, **4.2.1-** Library is automated using Integrated Library Management System (ILMS) and has digitisation facility, **5.4.1-** The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services during the year, **7.2.1-** Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual and **7.3.2-** Plan of action for the next academic year.

**Under the section 2.2.1-** Dr. Kulbhushan Kumar HoD English Informed that the students admitted in the University are from Rural background and are very weak in English and Punjabi. He informed that their college separates slow learners and very poor in picking up the language are given extra classes in the evening. Although they are highly loaded, still take the extra classes from 5 PM to 6 PM. He informed that the good students are involved in group discussions and in IELETS classes. Whereas Mr. Muthukumaran from Nursing college informed that the college & segregates students into advanced, moderate and slow learners through their mentors. The slow learners are given special classes.

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# Eternal University

(World peace through value based education)

**EU/IQAC/10/2022/01**

**Date: 31/03/2022**

**Under the section 2.6.1-** Dr. B.S. Sohal requested the members to give some information on this point. Dr. Ajar Nath Yadav informed that the PO's and CO's are incorporated in curriculum on the University website. He also informed that soft copy of learning outcomes of programmes and courses are uploaded. Dr. Puneet Negi informed the learning outcomes are communicated to the teachers, moreover; its awareness is made to the students through mentor- mentee meetings.

**Under the section 4.2.1.-** Some clarification on the library automation was inquired by the Director IQAC. Dr. Meenakshi Gupta informed that the library has been computerized with a module ERP Saral using integrated library management system. She also informed that University library has completely replaced the manual library to automation. Dr. Sunil Kumar inquired regarding the synopsis, and thesis availability in the library. Dr. Meenakshi Gupta librarian informed that their digitalized copies are uploaded in library computer.

**Under the section 5.4.1-** Clarification regarding this was sought from the Vice-chairman, Alumni Association, Dr. A.S. Alhuwalia regarding its status. Dr. A.S. Alhuwalia informed that the associations aim to establish and maintain contact among Ex-Students and teachers. He informed that alumni association will help in placements financial help to needy students, scholarship to meritorious students. He also informed that due to Covid-19 pandemic much of the activity could not be held except for a get together for dining.

**Under the section 7.2.1-** The best practices during the period of report were informed by the members. Dr. NP Singh informed that the extension activity carried out by university 1. Upliftment of rural farmers families of Himachal Pradesh 2. Sustainable Development Goals (SDG's). Dr. Sunil Kumar informed that the University also made achievements and getting the patent "Stress detecting mask and Eyewear mask". Dr. S.K. Chauhan informed that the best practice appears to be the from SDG's (Sustainable Development Goal) in which the carried-out poster competition of all the 17 points, nearly 91 students participated. The awareness of such goals was successfully transmitted to the university students and teachers. So, it was decided to put this practice into the yearly status report 2021.

**Under the section 7.3.2-** Dr. B.S. Sohal, Director invited plan of action for the next academic year. Dr. A.S. Alhuwalia stressed that minimum two workshops should be conducted by each college for the next academic year. Dr. NP Singh was of the view to activate incubation cell. Dr. Puneet Negi said that the students and teachers should go for Swayam. Dr. Kulbhushan was of the view that extra classes for weaker

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**EU/IQAC/10/2022/01**

**Date: 31/03/2022**

students should be arranged. Dr. Jai Kumar was of the view that policy for mobilization and expenditure should be made. Mr. Ramandeep Singh asked for strengthening the media lab and interactive classrooms.

Dr. B.S. Sohal thanked to the Vice-Chancellor and the members and assured the suggestions made will be corporated in the 3rd AQAR before placing in the ACM.

(Dr. Ajar Nath Yadav)  
Member Secretary

(Dr. B.S. Sohal)  
Director IQAC

Approved

Vice Chancellor  
Vice Chancellor  
Eternal University  
Baru Sahib (H.P.) 173101



# Eternal University

(World peace through value based education)

EU/IQAC/11/2022/02

Date: 27/06/2022

## Internal Quality Assurance Cell (IQAC)

Proceeding of the 11<sup>th</sup> IQAC meeting held on 25/06/2022 at 9:30AM in the Governing Body Room

### Following of the members were present in the meeting

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1.  | Dr. Davinder Singh   | - Chairman           |
| 2.  | Dr. BS Sohal         | - Director           |
| 3.  | Dr. Neelam Kaur      | - Management Nominee |
| 4.  | Dr. NP Singh         | - Member             |
| 5.  | Dr. SK Chauahn       | - Member             |
| 6.  | Dr. PS Cheema        | - Member             |
| 7.  | Dr. SK Sharma        | - Member             |
| 8.  | Dr. Raina Bhatia     | - Member             |
| 9.  | Dr. Harpreet Kaur    | - Member             |
| 10. | Mr. Balraj Singh     | - Member             |
| 11. | Dr. Pritesh Vyas     | - Member             |
| 12. | Dr. Nasib Singh      | - Member             |
| 13. | Dr. Anil Kumar Gupta | - Member             |
| 14. | Ms. Gagandeep Kaur   | - Member             |
| 15. | Dr. Meenakshi Gupta  | - Special Invitee    |
| 16. | Dr. Puneet Negi      | - Special Invitee    |
| 17. | Dr. DK Srivastva     | - Special Invitee    |
| 18. | Dr. Ajar Nath Yadav  | - Member Secretary   |

### Members who couldn't attend

- |    |                    |                 |
|----|--------------------|-----------------|
| 1. | Dr. AS Ahluwalia   | - Vice Chairman |
| 2. | Mr. SC Ghosh       | - Member        |
| 3. | Dr. Purvi Luniyal  | - Member        |
| 4. | Dr. Sandipan Gupta | - Member        |
| 5. | Dr. Anupama K.     | - Member        |
| 6. | Dr. Shaveta Menon  | - Member        |
| 7. | Dr. Manpreet Singh | - Member        |
| 8. | Mr. Darshan Singh  | - Member        |
| 9. | Ms. Ramandeep Kaur | - Member        |

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# Eternal University

(World peace through value based education)

**EU/IQAC/11/2022/02**

**Date: 27/06/2022**

**Item No 1:** Review of the previous proceedings of IQAC meetings and follow up action

**Item No 2:** Agenda of the 11<sup>th</sup> IQAC meeting

Dr. Ajar Nath Yadav, Secretary IQAC welcomed the Chairman, Director IQAC, Members and Special Invitee for meeting and requested to allow the proceedings with agenda. On granting permission Dr. B.S. Sohal, Director IQAC, thanked the Chairman and informed the house for agenda of meeting. Dr. Sohal informed the house that, the 3<sup>rd</sup> Annual Quality Assurance Report (AQAR) has been submitted successfully to NAAC. This year AQAR has been submitted with all the necessary documents with authenticate proof.

## **Item No 1: Review of the previous proceedings**

- Dr. BS Sohal, Director informed the house that, the review of the proceedings of the 9<sup>th</sup> and 10<sup>th</sup> IQAC and follow up action will be discussed in next IQAC meeting

## **Item No 2: The Agenda for 11<sup>th</sup> IQAC Meeting**

### **11.1 Ph.D. Scholar research presentation in six months**

- Dr. BS Sohal, Director IQAC informed the house about the six monthly reports of Ph.D. work. The Ph.D. scholars are not submitting the six monthly progress report on time and it create problem for giving the transcript to the students. The Dr. AS Ahluwalia, Vice Chairman have given the agenda that along with six monthly report there should be Ph.D. scholar research presentation in presence of Dean of College, Dean PGS/nominee and Advisory committee members, all faculty members and master/Ph.D. Scholars before July 31 and January 31. The report will not be accepted after the July 31 and January 31.
- Dr. NP Singh, Dean Research, agreed with Dr. Sohal and said that prime responsibility for presentation will be with Dean of College. Dean of College will ask for the presentation by Ph.D. Scholar. Dean of College will give the notice for the same and information should be given to Dean PGS. Dean PGS or nominee will be there. After the presentation report satisfactory or un-satisfactory should be submitted to Dean PGS office before July 31 and January 31. If the report is not submitted to Dean PGS office till the said time, that semester will be counted as un-satisfactory.
- Dr. Pritesh Vyas suggested that, there should be signature of Dean on the progress report. House agreed with this.
- Dr. DK Srivastava suggested that Ph.D. Scholar may submit the six monthly progress reports after deadline with late fee.
- The Chairman IQAC concluded the agenda and agreed for the same and said that there is no need to give the extra time for presentation and submission of report to Dean PGS office.

**(Action: Dean PGS and All Deans)**

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# Eternal University

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EU/IQAC/11/2022/02

Date: 27/06/2022

## 11.2 Guidelines for amendments in master programme in University

- Dr. BS Sohal, Director IQAC informed the house regarding the amendments in the master programme having the option of “with thesis” and “without thesis”. Three colleges i.e. Akal College of Basic Sciences, Akal College of Economics, Commerce & Management, and Akal College of Arts & Social Sciences, may opt the master programme without the thesis. Dr. Sohal suggested that 1<sup>st</sup> - 3<sup>rd</sup> semester courses may be as such as already exist, and subjects for 4<sup>th</sup> semester may be taken from the other departments i.e. allied subjects of 2<sup>nd</sup> semester. Major-Advisor will be allotted at end of 1<sup>st</sup> Semester to only master student, who opt the “thesis” in the 4<sup>th</sup> semester. During the mean time the new syllabus for 4<sup>th</sup> semester may be constitute and approved. The house is opened for discussion.
- Dr. SK Chauhan suggested to give the “project work” with same credit (20) in 4<sup>th</sup> semester at place of thesis.
- Dr. NP Singh said that student have to think for course with or without thesis in 2<sup>nd</sup> semester
- Dr. Puneent Negi suggested to put the project work of 10 credit with 2-3 subject of 10 credit in 4<sup>th</sup> semester for the student who opt the programme without “thesis”.
- The Chairman IQAC concluded the agenda and said that 1<sup>st</sup>-3<sup>rd</sup> semester course contents will be as such and in the 4<sup>th</sup> semester the allied subjects will be put from the other department and mean time the course content will be designed and approved for the 4<sup>th</sup> semester. The guide will be allotted at end of 2<sup>nd</sup> semester to the students who opted the thesis in the 4<sup>th</sup> semester.

**(Action: All Deans)**

## 11.3 Merging of courses with more than 70% same course contents.

- Dr. BS Sohal, Director IQAC informed the house that there are huge number of courses with 70% same course content in the University teaches separately. The tentative list has been submitted to house.
- Dr. SK Chauhan suggested that there should be one code for RM course and it should be offered by any one department of the University.
- Dr. SK Sharma suggested that there should be same course name, and course code. The courses should be put in respective Odd or Even semester as per requirement.
- Dr. Sohal informed the house that RM course is offered by all department with 3+0 credit, in which 2 credit (28 lectures) are teaches by 5 faculty members and Dr.



# Eternal University

(World peace through value based education)

**EU/IQAC/11/2022/02**

**Date: 27/06/2022**

Surjan Singh is coordinator for that, One credit (14 lectures) is teaches by department level.

- The Chairman IQAC appreciated the Dr. Sohal for the tremendous work. The chairman asked to Dr. Sohal to make a committee for the same. The chairman said that there should be revision of such courses to fulfil the requirement.

**(Action: COE)**

## **11.4 Implementation of events as suggested by NAAC in 3<sup>rd</sup> AQAR**

- Dr. BS Sohal, Director IQAC informed the 3<sup>rd</sup> AQAR has been submitted successfully to NAAC. The NAAC have suggested some point to be done before the submission of next AQAR to NAAC.

### **a. Certificate/Diploma/value added course to be introduced in coming session**

- Dr. NP Singh suggested that all department should be encouraged for the introducing value added courses
- Dr. BS Sohal, Director IQAC suggested the in some course content may be revised and updated with same

**(Action: All Deans)**

### **b. Teacher attending professional development programme/ Orientation/ Refresher/ Faculty to be encouragement**

- The Chairman IQAC asked to Dr. NP Singh for framing details of policy for teachers who want to attend professional development programme/ Orientation/ Refresher

**(Action: Dr. NP Singh)**

### **c. Enhanced gender equity activities**

- The Chairman IQAC suggested to make a committee with Dr. Neelam Kaur as Chairperson, Raina Bhatia- member, one member from nursing to make plan so all woman get feel the equity.

**(Action: VC Office)**

- The Chairman IQAC asked Dr. Pritesh Vyas to do survey and needful about the equity as requirement for Ranking in the Times

**(Action: Dr. Pritesh Vyas)**

### **d. E-lecture development by teachers**

- Dr. NP Singh suggested that each faculty member need to develop 2 lectures before 31<sup>st</sup> July.
- Dr. Sohal Suggested that Dean give the duty to the faculty members for the same and the developed lecture should be uploaded on the University website.

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# Eternal University

(World peace through value based education)

**EU/IQAC/11/2022/02**

**Date: 27/06/2022**

- Dr. Pritesh Vyas requested to house, that there is requirement of help from IT department for the development of the lectures
- Dr. PS Cheema informed the house that there is already facility for the same in ACET
- The Chairman IQAC asked Dr. Rajiv Thakur to find out the details about the e-lecture that required for AQAR to submit to NAAC.
- The Chairman IQAC said that one or two lectures must be from public health and nursing or geriatric care.

**(Action: All Deans, Dr. NP Singh and Dr. Rajiv Thakur)**

**e. Extra classes for weaker students**

- Dr. BS Sohal, Director IQAC informed the housed about the agenda and suggested that there should be documentation for the same.
- The Chairman IQAC concluded the agenda and asked to All Deans to make a time table of extra classes after 5 PM for weaker students.

**(Action: All Deans)**

**11.5 Store Purchase officer of the University**

- Dr. BS Sohal, Director IQAC informed the house about the agenda and suggested that there should be one person for the same
- Dr. NP Singh suggested to the name of Dr. Surjan Singh as store purchase officer.

**(Action: VC office)**

**11.6 Two classrooms of 150 students strength**

- Dr. BS Sohal, Director IQAC informed the housed that there is requirement of two classrooms of 150 students strength as same courses have been merged together and students number have been increased
- The Chairman IQAC suggested that for time being, this class should be held in the Bhai Gurdas Hall

**(Action: Dr. BS Sohal)**

**11.7 Plagiarism policy for synopsis/thesis check.**

- Dr. NP Singh informed the house that, University has anti-plagiarism software "Turnitin". Dr. Meenakshi Gupta, Deputy Librarian will work as Admin for the software. The research scholar **interested** to check the plagiarism of her

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# Eternal University

(World peace through value based education)

**EU/IQAC/11/2022/02**

**Date: 27/06/2022**

synopsis/thesis/research may submit the file to Dr. Meenakshi Gupta, Deputy Librarian with Rs. 250 for first and second time and for the 3<sup>rd</sup> time and onward with no fee for the same. The research Scholars have to submit the final synopsis/ thesis for plagiarism check to Dean PG office with fee of Rs. 400 for thesis and Rs. 200 for the synopsis for first time and Rs. 200 for next and onward for both synopsis and thesis to get the plagiarism certificate.

- There are two certificates I and II in thesis of master and Ph.D. students. As per decision of house Plagiarism Certificate may be put as "Certificate-III" in master and Ph.D. thesis.

**(Action: Dean PGS)**

## **11.8 University tournament to be conducted.**

- Dr. BS Sohal, Director IQAC informed the housed about the agenda and house is opened for discussion
- Dr. NP Singh, deputed DSW for the same.

**(Action: DSW)**

## **11.9 Charging the tuition fee if degree not completed in time**

- Dr. BS Sohal, Director IQAC informed the housed about the agenda. If master degree not completed on time, students have to deposit the fee for next semester.
- The house agreed for this.

**(Action: Dean PGS)**

## **11.10 Upgradation of University Central Library Internet Lab for Research Scholar.**

- Dr. Meenakshi Gupta, Deputy Librarian, informed the house about the required and upgradation of University Central Library Internet Lab for Research Scholar.
- Dr. NP Singh, Dean Research asked Dr. Meenakshi Gupta to submit the requirement.

**(Action: Deputy Librarian)**

## **11.11 Employee Benefits Insurance Policy for the Eternal University**

- Dr. NP Singh informed the house about the Insurance Policy for the Eternal University, which already exists, which may be re-informed soon.

**(Action: VC Office)**

## **11.12 Following agenda has been already implicated and all reviewed in the house.**

- a) Availability of Turnitin software for the staff and students of Eternal University Details to be spelt out**
  - Dr. NP Singh informed the house that University have Anti-plagiarism software for checking of synopsis/thesis of master and Ph.D. scholar.



# Eternal University

(World peace through value based education)

EU/IQAC/11/2022/02

Date: 27/06/2022


b) **Water free urinals at the campus**

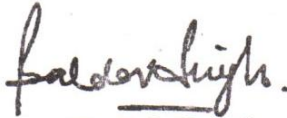
- Dr. NP Singh informed the house that water free urinals at the campus have been installed

c) **Release of EU-Research Newsletter (Eternal University-Research Newsletter)**

- Dr. Puneet Negi, secretary of EU-Research Newsletter informed the house about the EU-Research Newsletter has been published successfully and available at the Eternal University website. The First volume of "Eternal University-Research Newsletter" is releases in the house

After end of the session, Director IQAC, thanked the Chairman IQAC, and all members present in the house for their presence and sparing their valuable time.

  
(Dr. Ajar Nath Yadav)  
Member Secretary

  
(Dr. B.S. Sohal)  
Director IQAC

Approved



Vice Chancellor



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

## Internal Quality Assurance Cell (IQAC)

**Proceedings of the 12<sup>th</sup> IQAC meeting held on 10/10/2022 at 11.00 AM in the Governing Body Room of the University.**

**Following members were present in the meeting.**

1.	Dr. Davinder Singh	-	Chairman
2	Dr. AS Ahluwalia	-	Vice Chairman
3	Dr. BS Sohal	-	Director
4	Dr. Neelam Kaur	-	Management Nominee
5	Dr. NP Singh	-	Member
6	Dr. SK Chauhan	-	Member
7	Dr. Purvi Luniyal	-	Member
8	Dr. PS Cheema	-	Member
9	Dr. SK Sharma	-	Member
10	Dr. Sandipan Gupta	-	Member
11	Dr. Raino Bhatia	-	Member
12	Dr. Harpreet Kaur	-	Member
13	Dr. Anupama K	-	Member
14	Dr. Shaveta Menon	-	Member
15	Mr. Balraj Singh	-	Member
16	Dr. Nasib Singh	-	Member
17	Ms. Ramadeep Kaur	-	Member
18	Mr. Ramandeep Singh	-	Special Invitee
19	Dr. Meenakshi	-	Special Invitee
20	Dr. Puneet Negi	-	Special Invitee
21	Er. Rajeev Thakur	-	Special Invitee
22	Mr. Ravinderjit Singh	-	Special Invitee
23	Dr. Ajar Nath Yadav	-	Member Secretary

### **Members who couldn't attend**

1	Mr. SC Gosh (Director UCRC)	-	Member
2	Dr. Manpreet Singh	-	Member
3	Dr. Anil Kumar Gupta	-	Member
5	Mr. Darshan Singh	-	Member
6	S. Bakshish Singh	-	Member
7	Ms. Rupinder Kaur	-	Member
8	Ms. Gagandeep Kaur (Ph.D. Scholar)	-	Member

**ITEM-1: Review of the previous meetings and action taken thereof**

**ITEM-2: Agenda for the 12<sup>th</sup> IQAC meeting**

Dr. Ajar Nath Yadav, Secretary IQAC welcomed the chairman Dr. Davinder Singh Ji, Pro Vice Chancellor Dr. AS Ahluwalia, Director IQAC Dr. BS Sohal and members/ Special invitees for the meeting. He requested the chairman to grant permission to conduct the meeting. Dr. Davinder Singh, Chairman, IQAC granted permission for the same.



# Eternal University

*(World peace through value based education)*

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

- With the onset of meeting, the Director IQAC, Dr. BS Sohal informed the house regarding the cloud burst that prevailed on Septembers 25, 2022 with colossal infrastructure loss without any life. He thanked the administration for the immediate action and preventing the loss of education and uninterrupted classes in the university. The students and faculty members did their best to help and recover the losses. Dr. Davinder Singh, Vice Chancellor thanked everyone for the help rendered in various forms.
- As much of the action taken on the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> proceedings were not reviewed due to the paucity of time by the Chairman cum Vice Chancellor, Dr. Davinder Singh. He requested the Chairman to give sufficient time to review the action taken.

## **ITEM-1: Review of the previous meetings and action taken thereof**

### **Item-1a: Review and action taken for the 9<sup>th</sup> IQAC meeting**

#### **9.1 New Education Policy and action taken**

- Dr. AS Ahluwalia, Dean Academic Affairs informed the house that the process has been initiated with some changes and revision of B.Ed. curriculum (76/08/2021 item 76<sup>th</sup> ACM) and thorough discussion was made on NEP under item 77/18/2022 in 77<sup>th</sup> ACM. Keeping in view, action has been initiated to revise B.Sc. IT, B.Tech. CSE and B.Tech. ETC (item 78/07/2022 of 78<sup>th</sup> ACM).
- Dr. SK Chauhan suggested that the university would go for a workshop on NEP. He also informed that they are in the process of making only 1<sup>st</sup> year courses in the B.Sc. Economics, B.Com and BBA having multidisciplinary approach as suggested by the NEP.
- Dr. Davinder Singh complimented the action taken in the regard.
- Dr. PS Cheema commented that the programme revision of the other Universities is closely being watched, so that their ideas can be incorporated.
- In this regard, Dean Academic Affairs informed the Chairman that the university is moving in this direction.

#### **9.3 Wi-fi in Library and Hostel updation and action taken**

- Mr. Ramandeep Singh informed the house that action has been taken and Wi-Fi is working properly. The Chairman showed his satisfaction for the same.

#### **9.4 Classroom teaching and meeting by Dean and Directors and action taken**

- The Director IQAC, Dr. BS Sohal informed the house that the proceeding was circulated amongst all the faculty members of the University and the action has been taken. The faculty has been asked to give preference to classroom teaching than the meetings called by the Dean/Directors'. Most of the meetings are called in the evening i.e., after 3:00 pm when the classes are relatively lesser.



## 9.5 Water Wastage and Tap Water and action taken

- Mr. Ravinderjit informed the house that the water wastage had been reduced by putting up urinal traps in the whole university. The university is also in the process of purchasing the spray/sprinkler water taps to reduce water wastage. The Chairman asked to send the detailed budget required for the same.

## 9.6 Welfare Scheme (i) Advanced Salary to needy teachers and (ii) Pregnant and Lactating woman for concession of time.

- Dr. SK Chauhan, Additional Registrar, informed the house that advanced salary to needy faculty is given and deducted time to time later. The letter concerning the female faculty has been issued for the same. The Chairman showed satisfaction for the same. He also demanded that paternal leave should also be given on the pattern of state Government. The chairman asked him to put up the agenda in the next meeting.

## 9.7 Initiate a Digital Library Repository and action taken

- Dr. Meenakshi, Deputy Librarian informed the house that the Digital Library Repository has been made in which all the e-books and Theses (M.Sc. and Ph.D.) along with the synopsis of the students are placed as soft copy. The Controller of examinations, Dr. BS Sohal informed that such soft copy with plagiarism check is also sent to the INFLIBINET.

## 9.8 Master degree except Agriculture and Nursing may be allowed with or without thesis and Master thesis submission upto college level by Dean of the College.

- Dean Academic Affairs pointed that the matter has been placed in the 78<sup>th</sup> ACM and has been approved (78/04/2022 in the 78<sup>th</sup> ACM)
- Dr. SK Sharma pointed out that the modalities i.e. format for synopsis, Certificate I and II in thesis need to be modified.
- Dr. AS Ahluwalia informed that it is in the process and will be resolved soon. Dr. Davinder Singh, Worthy Vice Chancellor pointed out that modalities for course curriculum should be made such that students do not feel deprived of anything.

## Item-1b: Review and action taken for the 10<sup>th</sup> IQAC meeting

- The Director IQAC informed the house that this meeting was called only to rectify the 3<sup>rd</sup> AQAR before its submission to the NAAC and suggestions given by the honorable members were incorporated. The action for the incorporation of all the inputs was made by the Secretary IQAC before placing in the 77<sup>th</sup> ACM vide item 77/15/2022.

## Item-1c: Review and action taken for the 11<sup>th</sup> IQAC meeting

### 11.1 Ph.D. Scholar Research Presentation in Six months and action taken

- Dr. BS Sohal, Dean PGS informed that Deans of the respective colleges were requested to go for the six-monthly reports before the advisory committee of the students and send the report to the Dean PGS office for record and issuing of the DMC. He also informed



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

the chair that each college is following this practice and COE office is not issuing any DMC if such report is not sent to the office. The Vice Chancellor, Dr. Davinder Singh commended the action taken.

## **11.2 Guidelines for amendments in Master Programme in the University and action taken**

- Dr. AS Ahluwalia informed that in a series of meetings with the Deans of the respective colleges, a consensus has been worked out. He informed that as it was difficult to take 20 credits in place of thesis work, some credits should be given for the project work so that the students can understand reviewing literature and writing scientific material. Some of the departments were of the view that there should not be any project reports. However, all the Dean agreed for having courses as per the choice of the students in this last semester and passing marks for the course with S grade (50%). He requested Dr. Davinder Singh, Vice Chancellor, to give some more time to complete this exercise. The Vice Chancellor agreed to it.

## **11.3 Merging of courses with more than 70% same course content and action taken**

- Dr. BS Sohal informed the house that he carried the exercise for all colleges and was successful in reducing the load of the faculty. He also informed that large number of courses with very minor changes in their syllabi curriculum (Statistics, Economic, Research Methodology, CSE, English and Punjabi) have been merged and implemented. This all was done with the approval of Department HODs. The Vice Chancellor agreed and appreciated the efforts made in this regards.

## **11.4 Implementation of events as suggested by NAAC in 3<sup>rd</sup> AQAR and action taken**

**11.4a Certificate/ Diploma/ value added course to be introduced in coming session:** Dr. SK Chauhan informed that as the course approval for the session 2022-23 has already been sent, the process will be taken for session 2023-24. However, he added that for value addition, the courses can be amended. Dean ACE&T informed that some courses on python have been added for value addition for B.Tech. CSE. (78/07/2022 in 78<sup>th</sup> ACM).

**11.4b Teacher attending professional development programme/ orientation/Refresher/ Faculty to be encouraged:** Dr. NP Singh Director Research informed the house that Research Promotion Policy has been circulated to the whole faculty on September 24, 2022, via email in which financial assistance for attending National and International conferences & FDPs for any amendments. He requested the Vice Chancellor that it will be soon placed in the academic council for approval. The Vice Chancellor and Pro Vice Chancellor agreed to the same.

**11.4c Enhanced Gender equity activities:** Dr. Neelam Kaur Dean ACH&AS informed that shortly Guest lectures in this regard will be arranged.

**11.4d E-lecture development by teachers:** Er. Rajeev Thakur informed that the university has well set media lab and if any faculty member want to have video lecture for any class, they can avail this facility.



**11.4e Extra Classes for weaker students:** Dr. Purvi Lunyal Dean ACA&SS informed that such classes have been arranged for the English and Punjabi Students. Similarly for Akal College of Nursing, classes have been arranged as informed by Dr. Neelam Kaur Dean ACH&AS. The worthy Vice chancellor asked the other Deans to have special classes for the students with scholastic probation.

**11.5 Store Purchase officer of the University and action taken**

- As suggested in the meeting, the name of Dr. Surjan Singh has been approved and official letter has been sent by the PVC office, as informed by Dr. AS Ahluwalia, himself.

**11.7 Plagiarism Policy for Synopsis and Thesis Check and action taken**

- Dr. BS Sohal, Dean PGS informed that the action has been taken hence forth for the reduction in price for plagiarism check and this certificate is to be issued by the Dean PGS office and would be placed after the certificate-II in the thesis.

**11.8 University tournaments to be conducted and action taken:**

- Dr. BS Sohal informed that June 24, 2022 was celebrated as the Annual Sports Day and other tournaments were also planned.

**11.9 Charging the tuition fee if degree is not completed and action taken**

- Dean PGS Dr. BS Sohal informed that the action has been taken in order to discipline students to complete their degrees in time. A grace period of 21 days has been put into compliance after the date of registration for the final semester.
- The Director IQAC requested the Chairman and house for any comments and suggestions for the previous agenda and action taken. The worthy Vice Chancellor appreciated the action taken and also informed that Turnitin software for antiplagiarism check is being made available to the university. He also showed satisfaction at the water saving devices used in the urinals. Later the Chairman asked to go ahead with the agenda of this meeting.

**ITEM-2: Agenda for the 12<sup>th</sup> IQAC meeting**

**12.1 Academic, Green, Energy, Environment Audits**

- Dr. BS Sohal the Director IQAC informed the house that Academic Audit for the University was carried out on August 26-27, 2022 by three honorable members' viz. Prof. Gurmail Singh Vice Chancellor Akal University Talwandi Sabo, Dr. RK Gupta Professor Academics College of Forestry, Nauni University Himachal Pradesh and Prof. Manjit Singh Former Registrar, IKG Punjab Technical University Jalandhar. The respected members carried out the detailed investigation by calling each Dean of the college for presentation. The committee members also met the students, and visited personally to all the laboratories.
- Dr. Sohal handed over the recommendations made by the Honorable committee members to the Vice Chancellor.
- Dr. Sohal further requested the Vice Chancellor for Green, Energy and Environment audits as they are mandatory for the NAAC reports.



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

- Dr. NP Singh Director Research informed that the University has already hired EHS Reliance Services for the same and the needful will be done. The Vice Chancellor showed his satisfaction for the same.

**Action: Dr. NP Singh**

## 12.2 Students failed in a course need to attend classes

- Dr. SK Sharma informed that some of the students of Agriculture College, who got F grades are repeating the course along with the lower class, however, the Students guide is silent over the payment of fee for clearing the course.
- Dr. BS Sohal, COE informed that the student getting F Grade in any course can avail supplementary examination. As these students are allowed to appear in the examination, as they have already attended the classes i.e. minimum 75% the requirement of the University. However, if they want to clear the course along with the lower class, they need not go for attending the classes, but need to go for mid sessional and end term examination along with that class. As the Student Guide is silent over the matter it may be placed in next ACM for discussion.
- Dr. AS Ahluwalia was of the view that fee should not be charged as it is not the extra burden on the teacher concerned.
- The Chairman, Dr. Davinder Singh Vice Chancellor asked to place the matter in the next ACM for approval.

**Action: Dean DKSGACA**

## 12.3 Setting of Question papers from other Universities

- Dr. NP Singh, Director Research opined that the University should explore the possibility of getting question papers prepared from outside the University and evaluation of answer sheets by the faculty members from the same department but not teaching this course. This will ensure quality in examination system.
- Dr. BS Sohal, COE informed the house that already the university is getting framed and evaluated Nursing question papers from outside the University. Partial papers of College of Agriculture are also got set from outside sources. However, to get all the question papers numbering nearly 1000 in both the semesters in a year will be costing heavily and needs extra manpower too.
- Dr. SK Sharma said, the university should go for setting papers from outside sources as it is the need for accreditation.
- Dr. Sandipan Gupta Dean ACBS was of the view that question papers should be moderated before taking examination as there are difficulties faced by the students, when it is out of syllabus.
- Dr. AS Ahluwalia was of the view that it will help better quality students, as the faculty will be completing the course and students will also force upon teacher to complete the course.





# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

- The worthy Vice Chancellor Dr. Davinder Singh agreed that the question papers should be set and checked from outside the university. If the examination branch needs any more man power for the same it will be granted.
- Dr. BS Sohal thanked the worthy Vice chancellor for agreeing to the same and said gradually his office will be commencing this process.

**Action: Controller of Examinations**

## 12.4 UGC instruction to conduct Ph.D. M.Sc. Viva-Voce examination on online mode

- Dr. BS Sohal, Controller of Examinations informed the house that due to cloud burst at Baru Sahib and the prevailing situation, large number of students have gone home after submitting their rough thesis and are not able to reach back. He pointed out that the UGC has allowed online Viva-Voce as per the letter dated May 4, 2022. This matter he said was placed in the 78<sup>th</sup> ACM (item 78/03/2022) for allowing the students to appear online for final viva-voce, but was turned down and may be allowed under extreme conditions.
- However, Dr. SK Chauhan informed the house that some time, the roads are damaged and the student is not able to join for the final viva-voce, hence should be allowed.
- Dr. AS Ahluwalia, PVC was of the view that the pre-thesis seminar should be only offline as it is for the whole department to attend, and corrections suggestions made are to be incorporated by the student. However, the final viva-voce may be allowed online.
- The worthy Vice Chancellor, Dr. Davinder Singh said as if situation warranted and the decision of UGC also, the final viva-voce may be conducted, if necessary, online.

**Action: Controller of Examinations**

## 12.5 Celebration of days by the University as per UGC notification

- Dr. BS Sohal, Director IQAC informed the house on this agenda that UGC from time to time notify the celebration of days. No doubt the University is celebrating with students the National and International Days, but to abide by the University should also celebrate these days as and when informed. The UGC notification regarding *Har Ghar Tiranga*, *International year of Millet*, *Swatch Pakhwara*, *Shikshak Parv*, the days are celebrated. The University would like to arrange a lecture on Ayurveda to celebrate the *Har Din Har Ghar Ayurvede* as notified by the UGC. The House agreed to the same and asked the PVC to arrange the lecture.

**Action: PVC**

## 12.6 Special value based Guest lecturer lectures

- Dr. AS Ahluwalia PVC informed the house that value addition guest lectures should be arranged in addition to the National and International Day celebrations. Some students feel stress, anxiety during their study and needs relaxation. I propose the celebration of some of the days which are very important as Talent hunt, Disaster Management. World AIDS Day, Cross country, Disability Day, and some club activities be celebrated on the campus.



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

- Dr. Sohal suggested some lectures on drug deaddiction, stress management and disciplined life.
- Dr. NP Singh was of the view that the students should be made aware of the code of conduct for students, University policies etc.
- Dr. SK Sharma, Dean ACEC&M suggested some activities should be done at the college level. He suggested that the consumer awareness Day should be celebrated at the college level.
- Dr. Purvi Lunyal, Dean ACA&SS suggested the Music Day, Language Day and some workshops should be celebrated at the college level.
- Dr. PS Cheema wanted that the Yoga Day should be celebrated at the University level so that it becomes a part of our life.
- Dr. Davinder Singh, Vice Chancellor agreed and said such activities are must for relaxation and personality development for the students and faculty.

**Action: VC office**

## 12.7 Research Promotion awards in form of incentives:

- Dr. Narinder Pal Singh, Director Research informed the house that under Research Promotion and incentive Policy, the university should give awards for not only teachers but also for students for the calendar year 2022. They can be 1. Best University Researcher Award for Teachers; 2. Best Faculty Researcher Award for Teachers; 3. Best Rising Researcher Award for Teacher; and 4. Best Researcher Award for Students. They should be given some respectable cash amount as admissible to the administration. He also requested the worthy Vice Chancellor to give away these awards at the annual convocation.
- Dr. AS Ahluwalia appreciated the step taken for the faculty and said that it will certainly increase the number of publications and passion for research work by the faculty and research scholars.
- Dr. SK Chauhan, Dean ACEC&M was of the opinion to award an increment of 3% or in the form of promotion to the Best University Researcher awardee. Almost all the Deans nodded with positivity for the agenda placed by Dr. NP Singh
- The Vice Chancellor agreed to the proposal and asked to place the rules and regulations for the same so that no body showed any reservation.

**Action: Dr. Puneet Negi**

## 12.8 Interactive boards in the class rooms

- Dr. AS Ahluwalia Dean Academic Affairs and PVC requested the worthy Chancellor to allow the colleges to have interactive boards instead of LCD projectors. Dr. Davinder Singh worthy Vice Chancellor immediately agreed for initially to have a few such boards to have its experience and performance.

**Action : Mr. Ramandeep Singh**



# Eternal University

*(World peace through value based education)*

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

## **12.9 Style of writing Thesis in languages and Music:**

- Dr Purvi Lunyal, Dean ACA&SS informed the house that in Eternal University, the Thesis of Basic Sciences, Social Sciences and Engineering are written in APA style whereas for Medical Sciences in Vancouver style. This is not true for the Music and Language students for writing the thesis. She had enquired from various Universities viz. Panjab University and Himachal Pradesh University. It is written in CMS and MLA style.
- Dr. Sohal, Director IQAC informed that it is old style of only writing the references. It is not the style of writing the text chapter wise. He asked her to place the details for putting the matter in Academic Council.

**Action: Dr. Purvi Lunyal**

## **12.10 Establishment of Research and Development Cell**

- Dr. NP Singh Director Research informed the house regarding the UGC letter dated March 4, 2022 wherein Prof. M Jagdish Kumar Chairman UGC has directed under NEP 2020, to establish RDC (Research Development Cell). Guidelines have been issued to all HEIs with vision, mission, and objectives.
- He further stated that the initiative taken by UGC is with mandate for promoting quality of research that contributes meaningfully towards goal of self-reliant India (Atamnirbhar Bharat).
- Dr. AS Ahluwalia, PVC supported that formation of RDC to monitor the direction of research as our mission and vision.
- Dr. BS Sohal, Dean PGS was of the opinion that the faculty for the cell should be represented by all the colleges.
- The Vice Chancellor, Dr. Davinder Singh appreciated the move taken by UGC and asked Dr NP Singh DR to go ahead.

## **12.11 Any other item with the permission of the chair:**

- Dr. Puneet Negi, HOD Department of Physics requested the chair for renovating the Gym facility for the staff members. Most of the equipment's are not functional. Er. Rajeev Kumar Said that timing for the milk distribution needs to be looked into as it starts at 8:00 am and the faculty is under stress to bring milk and reach the university in time.
- Dr. Davinder Singh the Worthy Vice Chancellor asked his office to look into the matter.



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/12/2022/03

Dated: 11/10/2022

- In the end, Dr. BS Sohal thanked the Vice Chancellor for sparing his valuable time for this meeting. He also thanked PVC Dr. AS Ahluwalia and Deans, Directors and members of the IQAC.

(Dr Ajar Nath Yadav)  
Member Secretary

(Dr BS Sohal)  
Director IQAC

(Dr. AS Ahluwalia)  
Pro-Vice Chancellor

Approved

(Dr Davinder Singh)  
Vice Chancellor



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/13/2023/01

Dated: 16/02/2023

## Internal Quality Assurance Cell (IQAC)

Proceedings of the 13<sup>th</sup> IQAC meeting held on 15/02/2023 at 2:30 PM in the Governing Body Room of the University.

Following members were present in the meeting.

1.	Dr. Davinder Singh	-	<b>Chairman</b>
2	Dr. AS Ahluwalia	-	<b>Vice Chairman</b>
3	Dr. BS Sohal	-	<b>Director</b>
4	Dr. Neelam Kaur	-	<b>Management Nominee</b>
5	Dr. NP Singh	-	Member
6	Dr. SK Chauhan	-	Member
7	Dr. Purvi Luniyal	-	Member
8	Dr. SK Sharma	-	Member
9	Dr. Sandipan Gupta	-	Member
10	Dr. Raino Bhatia	-	Member
11	Dr. Harpreet Kaur	-	Member
12	Dr. Anupama K	-	Member
13	Dr. Shaveta Menon	-	Member
14	Mr. Balraj Singh	-	Member
15	Dr. Nasib Singh	-	Member
16	Ms. Ramadeep Kaur	-	Member
17	Mr. Sarabjeet Singh	-	Special Invitee
18	Dr. Meenakshi	-	Special Invitee
19	Dr. Puneet Negi	-	Special Invitee
20	Er. Rajeev Thakur	-	Special Invitee
21	Dr. Krishan Kumar	-	Special Invitee
22	Dr. Ajar Nath Yadav	-	<b>Member Secretary</b>

### Members who couldn't attend

1	Mr. SC Gosh (Director UCRC)	-	Member
2	Dr. Anil Kumar Gupta	-	Member
3	Mr. Darshan Singh	-	Member
4	S. Bakshish Singh	-	Member
5	Ms. Rupinder Kaur	-	Member
6	Ms. Gagandeep Kaur (Ph.D. Scholar)	-	Member

**ITEM-1: Review of the previous meetings and action taken thereof.**

**ITEM-2: Agenda for the 13<sup>th</sup> IQAC meeting**

Dr. Ajar Nath Yadav, Secretary IQAC welcomed the Chairman Dr. Davinder Singh Ji, PVC Dr. AS Ahluwalia, Director IQAC Dr. BS Sohal and members/ Special invitees for the meeting. He requested the chairman to grant permission to conduct the meeting. The worthy Vice Chancellor granted permission for the same. Dr. BS Sohal, Director IQAC informed the house that whatever the agenda is place in the house and is accorded approval by the Vice Chancellor, the IQAC is thankful to the administration for implementing it. He also showed



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/13/2023/01

Dated: 16/02/2023

satisfaction at the co-curricular activities carried out by the students. Dr. AS Ahluwalia also thanked the Vice Chancellor for giving full support in implementing the matter taken by the IQAC from time to time.

## **ITEM-1: Review of the previous meetings (12<sup>th</sup> IQAC) and action taken thereof.**

### **12.1 Academic, Green, Energy, Environment Audits and action taken:**

Dr. NP Singh, Director Research informed that the Academic audit has been conducted and there are number of recommendations which will be followed in true spirit. He also pointed out that for Green, Energy, Environment Audits a committee has been constituted with Dr. Puneet Negi as Co-ordinator along with its members, Er. Rajeev Thakur, Er. Hemant Singh (Electrical Engineer) and Mr. Manoj (Wastewater Treatment Supervisor) and Mr. Santosh Shukla (Solid waste Management Supervisor). The EHS Alliance Services hired by Kalgidhar Trust conducted these audits. Dr. NP Singh also requested the committee members to provide the authentic data as is available in the record registers of the Kalgidhar Trust to the EHS alliance as and when asked for.

**Action: Dr. Puneet Negi**

**12.2 Students failed in a course need to attend classes:** Dr. SK Sharma, Dean DKSGACA informed that the matter was thoroughly discussed in the 79<sup>th</sup> meeting of the ACM and have been approved vide item 78/06(v)/2022.

**12.3 Setting of Question papers from other Universities:** Dr. Purvi Luniyal informed the house that all question papers from the Akal College of Art and Social Sciences should be framed from outside the University. Dr. B.S. Sohal Controller of Examination said that the present even semester examination papers as desired have been sent outside the University for setting.

**12.4 UGC instruction to conduct Ph.D. M.Sc. Viva-Voce examination on online mode:** Dr. BS Sohal informed the house that as desired some of the viva voce of the students have been conducted online. He informed that in genuine cases, this practice has already been started.

**12.5 Celebration of days by the University as per UGC notification:** Dr. AS Ahluwalia, PVC informed that a number of such activities have been carried out viz. Azadi Quest, Heroes of Bharat (Oct, 2022), Talent hunt, World Aids Day (Dec 1, 2022), National Disaster Management Force (NDMF)(Nov, 2022) International Day of Persons with Disability (Dec 3, 2022) Know your Laboratory Instruments (Dec 16, 2022), Republic Day celebration (Jan 26, 2023) and so on. He also informed that the Days to be celebrated as informed by the UGC from time to time are also celebrated.

**12.6 Special value-based Guest lectures:** The house felt satisfaction for the number of lectures organized by the University.

**12.7 Research Promotion awards in form of incentives:** Dr. Puneet Negi, Member Secretary SRIC informed the house that the Research Promotion and Incentive policy has been approved by the ACM Under this policy Rs 2,71,000/- was disbursed to teachers and students. This has given the boost to the morale of researchers and will encourage the others to do more work to get such incentives. For RDC, the Directorate is in the process of constituting committee



as per the advice given in the 12<sup>th</sup> IQAC meeting. He also pointed out that the preliminary work has been carried out to formulate its objectives.

**12.8 Interactive boards in the classrooms:** Mr. Sarabjeet Singh, In charge IT section informed that the new Interactive boards numbering two have been installed and are working satisfactorily. They are of Promark brand with 65" screen. All the class room will be equipped with such interactive boards in due course of time.

**12.9 Style of writing Thesis in languages and Music:** Dr. BS Sohal Dean PGS informed the house that the Dean of AKA&SS has said that the writing of thesis/synopsis of music subject in CMS style and of English subject in MLA style instead of APA system which is being followed by the University. This is observed in many Indian Universities. Moreover, writing of thesis in Music, the medium of instruction should also be in Hindi and Punjabi. This item has been approved in the 80<sup>th</sup> ACM vide item number 80/02/(a to c)/2023.

**12.10 Establishment of research and Development Cell:** Dr Puneet Negi, member Secretary SRIC informed the house that Research Promotion and Incentive policy has already been approved by ACM (vide item no.78/05/2022). Under this policy, already 2,71,200/- have been disbursed to 6 teachers and two students. This will certainly boost the morale of the students and teachers to work more with passion. He pointed out that for RDC, the directorate is in the process of constituting a committee.

## ITEM-2: Agenda for the 13<sup>th</sup> IQAC meeting

**13.1 Provision of passing theory and Practicals with same % age:** Dr. SK Sharma, Dean DKSGACA informed the house that the pass percentage for the theory and practicals is different i.e. 40% and 50%, respectively. This is creating confusion amongst the faculty and also referred to the other universities wherein pass percentage is same. He also informed the house that pass percentage of Rajasthan state universities have 40% pass marks in theory and practicals and degree is awarded at 50%. The similar is the case with CSKHPKV, Palampur and Central University, Imphal. In PAU Ludhiana, although pass %age is higher i.e. 50% but it is the same for theory and practicals.

- Dr. BS Sohal, Controller of examinations pointed out that it will be difficult for the students to get 5.0/10.0 basis for getting the degree.
- Dr. SK Chauhan pointed out that some more universities data should be taken before the finalization of this provision in the University. The Vice Chancellor Dr. Davinder Singh agreed to the same.

**Action: Dr. SK Sharma**

**13.2 Academic Calendar for the session 2023-24:** Dr. BS Sohal Controller of examinations informed the house that lot of confusion has been created for academic calendar in the university due to different programs run under different regulatory bodies at national level. He informed that nursing programme has been problematic due to shifting from annual system to Semester system. The third and fourth year students are in annual system and the first and second year are in semester system.



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/13/2023/01

Dated: 16/02/2023

Keeping in view the dates of the examinations, varied for different programs in the university, the academic calendar needs to be uniform so that the vacation, mid break and other schedule of games and co-curricular activities do not overlap.

- Dr. Anupama Vice Principal, Nursing College was of the view that the new session for the B.Sc. and M.Sc. Nursing may be started along with the other programs of the University. Mr. Balraj, Director Admission pointed out the effect on admissions in the university.
- The Director IQAC Dr. Sohal asked the Nursing College to tentatively make such academic calendar that is similar to the whole of the University. Dr. AS Ahluwalia, PVC was of the opinion that that such exercise will normalize the opening and closing of the university. Dr. Davinder Singh, the worthy Vice Chancellor, asked the admission branch to look thoroughly into this matter before implementation.

**Action: Dean ACH&AS**

**13.3 Course curriculum with and without thesis work:** Dr. AS Ahluwalia informed that with the change in curriculum of Master's program with and without thesis, a lot of exercise has been carried out to set right the anomalies arising out of it. The thesis work is carried out in the last semester of the degree i.e. 4<sup>th</sup> semester and no course is offered to the student. The credit hours for this thesis work are 20 and given the S grade on the recommendation of the external examiner. The substitution of so many credits with theory work and that too with S grade creates a lot of pressure on the teachers to teach them. The three rounds of the faculty meeting came to the conclusion of having 10 credits project work and 10 credits with theory work.

- Dr. Sandipan Gupta, Dean ACBS was of the view that there should not be any project work in the Master program in Mathematics and similarly Dr. SK Chauhan, Dean ACEC&M was of the similar view. However, unanimity in the uniform curriculum was not the conclusion. The worthy Vice Chancellor asked the Dean Academic Affairs and COE to go into the details before putting up in the next Academic Committee Meeting.

**Action: Dean Academic Affairs**

**13.4 Extension activities in nearby villages:** Dr. Nasib Singh, HOD was of the opinion to have much more stress on the extension activities. The reachable villages should be given the advice on health care and knowledge on initial symptoms of diseases. Dr. Anupama Vice Principal Nursing College agreed for the same and to arrange more such lab to land programs in health care in nearby villages.

- Dr. SK Sharma, Dean DKSGACA pointed out the importance of Kisan Mela at the University campus near the Baisakhi dates. We must work for farmers by updating about the latest agricultural practices, disease control and new implements. Dr. Krishan Kumar, HOD Food Science and Technology was of the view to celebrate the International Millet Year and make the farmers aware that the coming years are of millets when other food grains are in scarcity. Dr. AS Ahluwalia stressed the importance of helping the nearby population in villages, for sanitation, economics, disease control and animal husbandry. The worthy Vice Chancellor was of the view that our university should work for the upliftment of the poor sections of the society, they should be made aware of the recent trends in Agriculture.





# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/13/2023/01

Dated: 16/02/2023

## Action: Principal Nursing College and Dean DKSGACA

**13.5 Provision of lift in the Sangat Building:** Dr. Puneet Negi, HOD Dept. of Physics informed that he is a resident of the Sangat Building. He said that he had horrifying experience during the cloudburst last year on Sept 25, 2022. Much of the flood water entered the fourth floor and swept through the underlying floors and into the rooms. He requested the Vice Chancellor to provide the lift in this building and close the fourth floor outlet, so that such happening may not occur again. This idea was supplemented by Dr. BS Sohal, who is also the resident of this building to provide stairs from the outside of fourth floor to fifth floor and closing the wall on the fourth floor. Much of the other residents of sangat building supported the idea. The Vice Chancellor asked the VC office to put up a proposal for the same.

**13.6 Weeding out the old answer sheets and disposal of Medical waste:** Dr. BS Sohal, Controller of Examinations informed that the examination branch is having huge pile of answer sheets. They all need to be weeded out. As per the instructions framed by the ACM, the examinations papers are kept for 2 years after the completion of the degree. Already one weeding out has been carried out on 29/11/2021. The answer sheets are shredded in the printing press and later on sold in the market for reuse or taken by the Trust for making the file covers.

- Dr. Harpreet Kaur informed that biomedical wastes are collected and are taken by the vendors. It is requested that the new vendors at reasonable rates may be invited for the same. The worthy Vice Chancellor asked the VC office to look into the matter.

**Action: VC office and CoE**

**13.7 Scholarships Policy for ongoing students (UG & Master) -2023-24:** Dr. SK Chauhan, the Assistant Registrar of the university informed the house regarding the students scholarship policy to promote quality education and encourage students to study at Eternal University, to continue the same as per the last year. He informed that the University in order to promote quality intake, provides reduction in tuition fee with eligible qualification up to 75% (for student 95% and above marks). He informed that this relaxation in tuition fee is continued in the higher classes if she continues to get marks as mentioned in the policy. Dr. Neelam Kaur supported the continuation of this relaxation. The worthy Vice Chancellor nodded for the same.

**Action: Registrar**

**13.8 Leave provision for the Research Scholars:** Dr. AS Ahluwalia, PVC said that there should be leave for 30 days in an academic session for the research scholars. As the University is paying Rs 4500/- per month to scholars, there is no provision for the same. He informed with reference from CSIR leave rules, which states the same. The worthy Vice Chancellor asked the Dean Academic Affairs to put up the agenda for the next meeting of ACM.

**Action: Dean Academic Affairs**

**13.9 Any other item with the permission of chair:** Dr. BS Sohal, Director IQAC requested the Deans to go for the revision of their syllabi if not has been done for the last three years.



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/13/2023/01

Dated: 16/02/2023

In the end, Dr. BS Sohal thanked the Vice Chancellor for sparing his valuable time for this meeting. He also thanked PVC Dr. AS Ahluwalia and Deans Directors and members of the IQAC.

(Dr Ajar Nath Yadav)  
Member Secretary

(Dr BS Sohal)  
Director IQAC

(Dr. AS Ahluwalia)  
Pro-Vice Chancellor

Approved

(Dr Davinder Singh)  
Vice Chancellor



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/14/2023/02

Dated: 20/06/2023

## Internal Quality Assurance Cell (IQAC)

Proceedings of the 14<sup>th</sup> IQAC meeting held on 20/06/2023 at 10:00 AM in the Governing Body Room of the University.

Following members were present in the meeting.

1.	Dr. Davinder Singh	-	<b>Chairman</b>
2	Dr. AS Ahluwalia	-	<b>Vice Chairman</b>
3	Dr. BS Sohal	-	<b>Director</b>
4	Dr. Neelam Kaur	-	<b>Management Nominee</b>
5	Dr. NP Singh	-	Member
6	Dr. SK Chauhan	-	Member
7	Dr. Purvi Luniyal	-	Member
8	Dr. SK Sharma	-	Member
9	Dr. Sandipan Gupta	-	Member
10	Dr. Raino Bhatia	-	Member
11	Dr. Harpreet Kaur	-	Member
12	Dr. Anil Kumar Gupta	-	Member
14	Mr. Balraj Singh	-	Member
15	Dr. Nasib Singh	-	Member
16	Ms. Ramadeep Kaur	-	Member
17	Mr. Sarabjeet Singh	-	Special Invitee
18	Dr. Meenakshi	-	Special Invitee
19	Dr. Puneet Negi	-	Special Invitee
20	Er. Rajeev Thakur	-	Special Invitee
21	Dr. Krishan Kumar	-	Special Invitee
22	Dr. Tusshar Mahajan	-	Special Invitee
23	Mr. Muthukumaran	-	Special Invitee
24	Dr. Ajar Nath Yadav	-	<b>Member Secretary</b>

### **Members who couldn't attend**

1	Mr. SC Gosh (Director UCRC)	-	Member
2	Dr. Anupama	-	Member
3	Mr. Darshan Singh	-	Member
4	S. Bakshish Singh	-	Member
5	Ms. Rupinder Kaur	-	Member
6	Ms. Gagandeep Kaur (Ph.D. Scholar)	-	Member

**ITEM-1: Review of the previous meetings and action taken thereof.**

**ITEM-2: Agenda for the 14<sup>th</sup> IQAC meeting**

Dr Ajar Nath Yadav Member Secretary IQAC welcomed the worthy Vice Chancellor Dr. Davinder Singh Dr. AS Ahluwalia PVC, Dr. BS Sohal Director IQAC, Deans, Directors and the members of the IQAC. He asked for permission from the worthy Vice Chancellor to start the proceedings of the 14<sup>th</sup> IQAC meeting.



Dr. BS Sohal thanked the Vice Chancellor for the support and implementation of the agenda that was discussed in the last meeting. Dr. Sohal asked Member Secretary to continue with the review of the last proceedings.

## **ITEM-1: Review of the previous meetings and action taken thereof.**

**13.1 Provision of passing theory and Practical's with same % age:** Dr. SK Sharma, Dean DKSGACA informed the house with satisfaction that a committee was constituted in the 80<sup>th</sup> ACM to look into this matter. Dr. AS Ahluwalia, PVC headed this meeting with all the Dean of the Colleges. The matter was discussed at length and supporting documents from 09 leading universities in the country including state and Central Agricultural Universities where the provision proposed is followed. However, there was no supporting document in support of the existing rules being followed in our Eternal University. The matter was approved by the Vice Chancellor on April 4, 2023 and its ratification will be done in the next meeting of ACM.

**13.2 Academic Calendar for the session 2023-24:** Dr. Harpreet Kaur informed the house that a lot of confusion has been created in the Nursing calendar due to change of the system i.e. from annual to semester system at the National level (INC). She informed that they are in the process; however, the INC has asked us to start the session from August 1, 2023 for both UG and PG programs. This will create more problem as there will be four different calendars for the Nursing College.

Dr. BS Sohal, COE said that this will prevail for another or two years and will settle down.

**13.3 Course curriculum with and without thesis work:** Dr. AS Ahluwalia informed that in Akal College of Basic Sciences all the departments have revised their syllabi for Master's program with and without thesis. He informed the house that Department of Botany, Chemistry, Physics, Microbiology, and Zoology, have same pattern. They all have 10 non credit subjects from their departments and 10 noncredit Project work. The Department of Mathematics has no project work in place of Thesis. However, it is purely the choice of the student to opt any of these 2 options.

He further informed that the ACEC&M and ACE has also modified their curricula in accordance with the requirements in absence of Thesis work. The syllabus without thesis is with course work/paper i.e. 20 noncredit.

**13.4 Extension activities in nearby villages:** Dr. SK Sharma, Dean DKSGACA informed the house the success of the Kisan Mela, which was held on April 12-13, 2023. Dr. SK Malhotra, Director, Directorate of Knowledge management in Agriculture ICAR was the Chief Guest. The mela was also marked with the presence of senior officers of the Government of Himachal Pradesh. The Faculty of the Agriculture College showed their various research activities through charts to the farmers. Question/Answers session was part of the Kisan mela to share agriculture knowledge between farmers and the faculty. The Progressive farmer's awards were given which have been instituted in the name of S. Jagjit Singh Hara. Mr. Muthukumar informed the house that awareness campaign regarding Kidney on World Kidney Day was organized at Govt. Medical College and Hospital, Nahan and IGMC Shimla on March 9, 2023.

- Dr. Puneet Negi informed that in collaboration with the Akal Drug De-Addiction and Rehabilitation Centre, Baru Sahib, NSS Volunteers from Eternal University presented "Nukkad Natak on Drug Abuse" at Gurukul Peach Valley School in



Rajgarh and its Market on 10.05.2023. Department of Punjabi did plantation drive on May 25, 2023. Dr. AS Ahluwalia informed that World Environment Day was celebrated on June 5, 2023, in which tree plantation drive, Slogan writing competition, Quiz contest, Films on Environment

- Health, and sustainable cooking competition, were organized. He also informed that a campaign for “Unite against Drug abuse” was arranged on June 26, 2023. Nearly one lakh hand prints were collected at various places in Northern India. This activity will symbolize commitment to a drug-free life and support for the cause. The house showed satisfaction over the extension activities.

**13.6 Weeding out the old answer sheets and disposal of Medical waste:** Dr. BS Sohal, Controller of Examinations informed the house that the weeding out as directed by the 13<sup>th</sup> IQAC in its agenda. A committee comprising Er. Rajeev Thakur and Dr. Ajar Nath Yadav was constituted to weed out the answer sheets as per the rules and regulations of the University (April 28, 2023).

- Mr. Muthukumaran informed that the handling of bio-medical waste, already a contract is signed with Enviro Engineers Shimla and is valid up to March 31, 2025 and no new contract is required this year.

**13.7 Scholarships Policy for ongoing students (UG & Master) -2023-24:** Dr. SK Chauhan informed the house that the policy is continued in principle as decided in the last meeting and has been placed as an agenda in the 81<sup>st</sup> ACM and needs only its ratification (Agenda-03).

**13.8 Leave provision for the Research Scholars:** Dr. AS Ahluwalia informed the house that the agenda for the same is placed in the 81<sup>st</sup> ACM for approval. Dr. Ajar Nath Yadav thanked the Vice Chancellor for approving the agenda which was placed in the last meeting.

## **ITEM-2: Agenda for the 14<sup>th</sup> IQAC meeting:**

**14.1 Establishment of Research and Development Cell (RDC) at Eternal University:** Dr. Puneet Negi, Member Secretary SRIC informed that in its 8<sup>th</sup> meeting, Research Governance will have a Research Advisory Council (RAC) headed by the Vice-Chancellor or his nominee as the apex body of RDC. The Director, nominated by Vice-Chancellor among the distinguished researchers from the university, will head various committees to drive the governance. RDC will form multiple committees to smoothen its functioning with respective committee members nominated by the Director–RDC and approved by RAC. This will be constituted as per UGC five committees. 1. Finance & infrastructure 2. Research Program Policy Development 3. Collaboration & Community 4. Product development, Monitoring and Commercialization 5. IPR, Legal & Ethical Matter.

- The worthy Vice Chancellor appreciated the idea and asked the Director Research to take over as the Director of the RDC and further asked him to bring the panel for each constituted committee for approval. The same may be placed before the next ACM for ratification.

**Action: Director Research**



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/14/2023/02

Dated: 20/06/2023

**14.2 SDG (Sustainable Development Goal) and its committee's formation:** Mr. Muthukumar, Assistant Professor Nursing explained the importance of SDG and argued for the establishment of the "Eternal University Students for Global Impact" (EUSGI), a consortium of student clubs and organizations dedicated to driving positive change in alignment with the United Nations Sustainable Development Goals (SDGs).

- Dr. BS Sohal added that SDG was initiated earlier by Dr. NP Singh, Director Research for carrying out some activities and an attempt to create awareness drive by making poster by the students. Dr. Pritesh Vyas was heading this; however activities went off as he left the University. He added that SDGs must be a part of student activities to create awareness of social needs to sustain the increasing demand of consumables.
- Dr. Neelam Kaur wanted that SDG should be activated and all faculty and students should be involved in this program.
- Dr. Davinder Singh worthy Vice Chancellor asked Dr. Neelam Kaur Dean ACH&AS to take this initiative.

**Action: Dr. Neelam Kaur**

**14.3 Induction of MBA in Business Analytics:** Dr. Tusshar Mahajan Professor of Management informed the house regarding the new upcoming programme whose demand worldwide is increasing day by day i.e., MBA Management (Business Analytics). He informed that his programme is already running in the Akal University Talwandi Sabho, Punjab. The outgoing students are getting well-adjusted in the multinational companies with good pay packages. He added that it helps in determining which dataset is useful and how it can be leveraged to solve problems and increase productivity, efficiency, and revenue. An MBA in Business Analytics will train in both technical and management skills. Moreover, Business analytics can help organizations better understand their customers by analyzing customer behavior, preferences, and trends. This can help businesses tailor their products and services to meet customer needs and increase customer satisfaction.

- Dr. AS Ahluwalia, PVC added that not only in business, but also in agriculture, it helps in predicting the agriculture produce, keeping in view the existing database of many earlier years.
- Dr. BS Sohal was of the view that it is another form of MBA and does not require the approval of the HPPERC Shimla.
- Dr. Tusshar also informed that this course will be in collaboration with the faculties from foreign universities with online and offline classes. Each semester will be divided into two terms each with 8 weeks.
- Dr. Davinder Singh, the worthy Vice Chancellor enquired about the interest and pre-qualification of the students for joining this program. Dr. Mahajan informed that the interest can be created by advertisement and making the students aware about this program.
- Vice Chancellor nodded for its implementation by placing in the next ACM meeting. He further added that number of seats can be increased if need arise.

**Action: Dr. Tusshar Mahajan**

**14.4 Research Methodology Course for Masters and Ph.D. Students:**

Dr. BS Sohal informed the house that, as per UGC Regulation 2016, (the Minimum Standards and procedure for Award of Ph.D. Degree), and UGC Regulation 2022, the credit requirement for Ph.D. coursework is a minimum of 12 credits, including a "Research and



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/14/2023/02

Dated: 20/06/2023

Publication Ethics” as notified by UGC vide D.O. No. F.1-/2018(Journal /Care) in 2019 and a “Research Methodology” course. As per UGC Regulation 2022, Research Methodology is a four credits course. Dr. BS Sohal also informed the house that as per minimum standard and procedures for award of Ph.D. Degree regulations 2022 items 7.2 “A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics, and review of published research in the relevant field, fieldwork etc.”

- Dr. SK Chauhan, the Registrar informed that the students who have completed their degrees with only 3 credits would face trouble and need respite by offering one more credit of Research Methodology course.
- Dr. AS Ahluwalia convinced with the rules and regulations of UGC and asked for placing it in next ACM.

**Action: Dr. SK Chauhan**

**14.5 Sports and Cultural Activities calendar:** Dr. Raino Bhatia, Principal ACE suggested that the sports and extra-curricular activities should have a calendar, so that students know about the activities and prepare for these in advance. This year the sports activity was carried out in summer and was not conducive for the athletes. The Inter college debates, quiz contest, intercollege tournaments viz. volleyball. Basketball and table tennis should be arranged as per the calendar. Dr. Harpreet Kaur informed that at college level, the Nursing College does this activity. Dr. Purvi Luniyal, Dean ACA&SS said that the inter college sports events were carried out as well.

- Dr. BS Sohal, Director IQAC supported the move to organize the sports and curricular activities at the college level, however such activities at the university level should have a calendar so that all college if they want such activities may complete before the university calendar dates. This will create enthusiasm among the participants and go for competitiveness. Dr. Davinder Singh, Vice Chancellor asked the DSW to go for such calendar and place in the next ACM.

**Action: DSW**

**14.6 DA (Dearness allowance) for the faculty and Staff while on tour:** Mr. Balraj Singh Director Admissions raised a point before the house that the payment of DA for the official visit should be a fixed amount rather than the actual spent. This raises eye brow of the accounts department and raises many objections. Dr. BS Sohal said that this is actually the disturbance allowance; the money for the food is paid as a part of salary. This DA is given if the journey is not less than 8hrs for that day. Dr. Ahluwalia proposed the DA for faculty/staff for the official tours, as for those drawing up to Rs 40,000/- should be given @ Rs 350/per day and those drawing above Rs 40,000/- should be Rs 400/-. The Vice Chancellor asked that the matter be enquired from the accounts department before placing in the next ACM.

**Action: Registrar office**

**14.7 Delay in synopsis writing of Ph.D. scholars:** Dr. BS Sohal, Dean PGS informed the house that the delay in submitting the synopsis is the major concern of the PGS office. This not only, delays its approval but also delay in submitting the final thesis. The sufferer is the student. The degree should not take more than three/ four years. We have tried to request the advisor and the students many times, but both ends blame each other. It's difficult to hook the Major Advisor for the same.



# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/14/2023/02

Dated: 20/06/2023

- Dr. SK Sharma asked not to register the student in the third semester and the students will certainly fall in line. Dr. Neelam Kaur, Dean, ACH&AS said that it difficult to stop the registration of the students due to this as it is known whose fault it is i.e. Major Advisor or the student. We should not punish the parents in terms of their anxiety.
- Dr. AS Ahluwalia raised the point by saying that the student's be fined Rs. 15,00/- for the delay. Dr. SK Chauhan, Assistant Registrar said that the HPPERC does not allow the fining to students more than Rs 200/-. Dr. Davinder Singh worthy Vice chancellor asked PVC to form a committee and sort out the way it can be amicable to all and follow it in true spirit. He further asked the Dean PGS to pursue the student/ their Major advisor to do the synopsis as per the prescribed date.

**Action: PVC**

**14.8 Availability of Bus on Saturday and Sunday for Solan:** Dr. Nasib Singh requested the house that a bus should be available to the students or faculty members to go to Rajgarh or solan on non-working days i.e. Saturday/ Sunday. Some the students wants to go for excursion or some petty purchase or different meals; this will relax the mind of the students and teachers. Mr. Balraj Singh, Director Admissions enquired whether it will be free or chargeable. Dr. Raino Bhatia asked who will be responsible for any eventuality/ miss-happening. Dr. SK Sharma Dean ACEC&M was of the view that the charges may be taken as per the HP Bus rates or as admissible to the Kalgidhar Trust. Dr. BS Sohal appreciated the idea and advocated for the same, but some system has to be created such that the students and faculty inform earlier so that there is no loss to the Trust. Dr. AS Ahluwalia was of the view that DSW should be entrusted this duty for taking the information of students a week before, so that the Bus may be arranged. One of the Wardens can go along as an in-charge for the same. Dr. Davinder Singh, Worthy Vice Chancellor said, let us enquire the transport office for availability and the cost involved.

**Action: DSW**

**14.9 GPS Photographs:** Dr. BS Sohal informed the house that the GPS photographs are must for authenticity of a programme/ event and is the requirement of the NAAC accreditation. He further added the faculty members can down load the GPS on their mobiles and can send such photographs to the IQAC for record. Dr. AS Ahluwalia supported the viewpoints given by Dr. BS Sohal and asked all to follow.

**Action: All Faculty members, Media, IT cell**

**14.10 Any item with the permission of the chair:** Dr. Sandipan Gupta, Dean ACBS requested that the mid-term question paper should be printed by the examination branch, as it could lead to leakage of secrecy. Dr. BS Sohal, COE informed that it will increase the load of the branch and in such manner it needs one more photocopier and additional manpower. He further added that one additional photocopier was requested but could not be sanctioned. Dr. Davinder Singh said that proceed now for the same, place requisition for a new photocopier with same contract as earlier one, for the COE office.

**Action: COE**





# Eternal University

(World peace through value based education)

Ref. No. EU/IQAC/14/2023/02

Dated: 20/06/2023

In the end, Dr. BS Sohal thanked the Vice Chancellor for sparing his valuable time for this meeting. He also thanked PVC Dr. AS Ahluwalia and Deans, Directors, and members of the IQAC.

(Dr Ajar Nath Yadav)  
Member Secretary

(Dr BS Sohal)  
Director IQAC

(Dr. AS Ahluwalia)  
Pro-Vice Chancellor

Approved

(Dr. Davinder Singh)  
Vice Chancellor