

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.

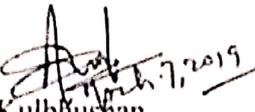
Action: All Deans

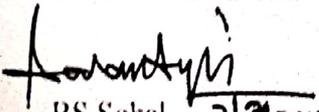
6. Relaxation to the stress among students :

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