

**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 Kulbushan 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**

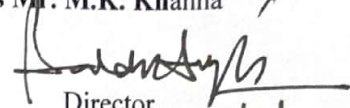
**3. Under any other item**

- 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