

ETERNAL UNIVERSITY, BARU SAHIB (HP)

Proceedings of the 4th 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 66th 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

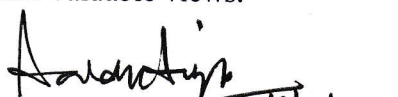
7. **Insufficient Time for Checking End Semester Theory Examination Question Papers:**

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


Director IQA Cell

Approval


Vice Chancellor and Chairman IQA Cell