

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Proceedings of the 6th 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:

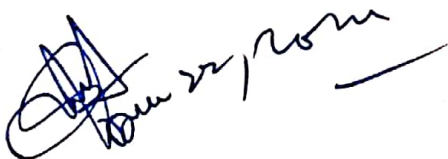
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|-------------------------------|---------------------------------------|
| 1. Dr Davinder Singh | Chairman |
| 2. Dr AS Ahluwalia | Vice Chairman |
| 3. Dr BS Sohal | Director |
| 4. Dr SK Chauhan | Member |
| 5. Dr SK Sharma | Member |
| 6. Mr Balraj 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 (6th) IQAC Meeting

Item-1. Review of the previous Proceedings of the (5th) IQAC Meeting and follow up action

Item-2. Agenda of the 6th 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 5th 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 (5th) 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 6th 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.

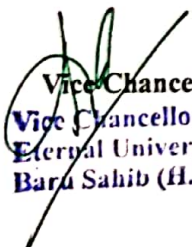
To this, Dr Davinder Singh, Chair of the House was much surprised and exhibited his annoyance expounding that when everything is being available with the mess people, why they do not serve hot meal with salads. He was much surprised and assured that he himself will look into the matter.

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
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