



# Eternal University

(World peace through value based education)

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



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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