

Proceedings of the IQAC Meeting held on April 26, 2019 at 3.00pm in the Academic Council Room

Following of the members were present in the meeting:

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| 1. Dr BS Sohal | -- Chairman |
| 2. Dr SK Chauhan | -- Member |
| 3. Dr Purvi Luniyal | -- Member |
| 4. Mr Kuldeep Singh Verma | -- Member |
| 5. Dr Jasvir Kaur (DSW) | -- Member |
| 6. Dr Harpreet Kaur | -- Member |
| 7. Dr Raina Bhatia | -- Member |
| 8. Dr Joseph Jaganathan | -- Member |
| 9. Dr Kulbhushan Kumar | -- Secretary |

Special Invitees:

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| 1. Prof. (Dr) HS Dhaliwal | -- Hon'ble Vice Chancellor |
| 2. Dr Nisha Thakur | -- Dept. of English |
| 3. Dr Karan Singh | -- dept. Chemistry |
| 4. Sudhakar Pandey | -- Dept. of Renewable Energy |
| 5. Dr Simranjit Singh | -- Dept. of Punjabi |

At the outset Dr Kulbhushan Kumar, Member Secretary IQA Cell, welcomed the Chairperson (IQAC), Hon'ble Vice-Chancellor, Eternal University, members of the Internal Quality Assurance Cell (IQAC) and special invitees. The follow up action on earlier proceeding dated March 12, 2019 were discussed.

1. Curriculum design and revision—Dr BS Sohal, Chairman IQAC expounded that all the colleges were informed to frame their respective Board of Studies at college level, to frame and revise the existing syllabi. He also said that most of the syllabi of most of the departments were framed long back and since then they have not been revised. So, under the epitome of BoS all the courses must be revised/new framed and put before the Academic Council to regularize them.

To this, Deans, Akal College of Agrl., Dean Akal College of Basic Sciences, Dean, Akal College of Engg. and Tech. informed that they have framed their respective BoS committees. Dean, Akal College of Eco., Commerce and Management and Dean, Akal College of Arts and Social Sciences informed that they have framed the BoS and the file was sent to the VC office for its approval. Principal, Akal College of Education informed that the college is constituting the BoS and very soon will be sent to the Hon'ble Vice Chancellor office.

Prof. Dhaliwal, Vice Chancellor of the University in his introductory remarks appreciated the efforts being made by the members of IQAC and the decisions taken in the last meeting held on Feb. 11, 2019 of IQAC to chalk out a road map for quality assurance in the University. The

Vice-Chancellor also conveyed to the members that NAAC was very much critical about the formation of BoS of the colleges. So, he suggested the house to take initiative and come up with revised new courses. He also advised that standing BoS committees with two outside experts should be at the college level.

Dr Sohal informed that rest of the colleges should frame their respective BoS committees before the next IQAC meeting and all necessary documents should be with the BoS as well as with the faculty.

Prof, HS Dhaliwal suggested the house to put stress on digital education as part of their course curriculum and this should be made compulsory for all the faculties and students.

Action: Deans or respective colleges

- 2. Biometric and class attendance of the students** – Dr Kulbhushan asked about this item from the earlier proceedings. Dr Sohal, informed that biometric attendance of the students was marked late on the ERP this year. He requested that all the teachers should mark students' attendance on the ERP.

To this, Hon'ble Vice Chancellor stressed that biometric attendance should be made compulsory for everyone. Dr Purvi, Dean ACASS, stressed upon 100% attendance of the students as Eternal University being residential University.

In response to this, Dr Sohal informed the house that a minimum of 75% of the attendance is required and the relaxation of 10% is only on medical grounds or in case of sports persons and that too if a student's participation in national games/sports. In response to Dr Sohal's reply, Dr Purvi wished relaxation for the music students as according to her 'for most part of the year they are on tours'. Prof. HS Dhaliwal replied that their tours should be considered as their attendance. Prof. Dhaliwal expressed his concern for the faculty and students who were coming to university for biometric attendance in night dress and that too at any time whereas the Regularity Commission asks to check and send biometric attendance of the students by 5.00 P.M. every day. For that purpose, students should not be permitted to mark attendance before 8.45 A.M. in the morning and after 5.30 P.M. in the evening. He stressed that such wrong practices should be stopped immediately with the help of the DSW, wardens and guards.

Action: Deans, DSW and faculty members

- 3. Teachers should avoid taking same class for more than once in a day:** Dr Sohal, informed the house that all the time table in-charges of the colleges have been advised to take care while framing respective time table for the next semester and avoid this practice as far as possible.

Action: Time table in-charges of respective colleges

- 4. Teacher's Feedback:** Dr Sohal was of the opinion that this practice of taking feedback of faculty from students pushes teachers in the grip of students whereas Prof. Dhaliwal was of the opinion that teacher's feedback is must and should be taken in classes with ten or more than 10 students..

Dr Purvi, Dean ACA&SS informed the house that the feedback form is so complicated that most of the students do not understand meaning of the words in the respective columns.

Dr Sohal opined that during the last few lectures of the semester teacher can put Performa before the students to take self-evaluation from them asking what type of improvement they need/expect from him/her for the next class/students.

Prof. HS Dhaliwal informed that the students were now taking teachers' performance on the ERP. He invited the house to come up with the evaluation form comprising requisite changes in the ERP Performa if any. Dr SK Chauhan was requested to form a committee and put up changed performa in the next meeting.

**Action : Dr SK Chauhan Dean ACEC&M
And Jasmeet Singh**

5. Paper setting and evaluation – Dr BS Sohal proposed the house that the same teacher who sets the paper may not evaluate the same paper. He opined that this can be done at the Deans level.

Prof. HS Dhaliwal remarked that this was not possible in our system as the university has limited faculty. There are more than 70 courses where faculty has to deliver the course contents and cover the syllabi. He Dhaliwal suggested that as an option, question papers can be set randomly from external experts. He further suggested the house that faculty may well justify and cover the course contents; avoiding liberal marking.

Action: Controller of Examinations

New agenda of the meeting

1. Allotment of UG Student Advisors – Dr Kulbhushan Kumar, Member Secretary IQA Cell put before the house new of the meeting. The first item was 'Allotment of UG Student Advisors and requested Dr SK Chauhan to explain the action was taken in this regard.

Dr SK Chauhan, Dean ACEC&M informed the house that a four member committee was constituted in the month of February for framing rules and guidelines to appoint advisors counsellors for improving academic, co-curricular activities and personality development of students. He submitted proceedings of those meetings before the house which were as follow--

- a) A notification of the regular allotment of advisors from the same college faculty (One senior teacher/HOD to coordinate with all the advisors of that class regarding proper supervision and registration of students of that class) to undergraduate students by the respective Deans shall be made simultaneously within six weeks of registration in a session.
- b) Each advisor shall maintain a close contact with their advisees and shall keep themselves abreast of their progress in academic and co-curricular activities.
- c) The group of advisors normally should not be changed during the course of students' degree programme to have better understanding, effective communication/coordination and to make the system result oriented as per expectations

- d) A provision in the time table be made for tutorial class most probably at the same time for all classes of respective degree programme.
- e) After allotment of advisors, students have to meet their respective advisors during the class as per timetable for advisement and getting mark their presence.

In response to this, Prof. Dhaliwal suggested to implement the proposal with an immediate effect and publish small notebook type copies with ten to fifteen per students under each advisor. He stressed that this should be implemented for the PG students also.

Dr Harpreet Kaur from Nursing College informed that Research Advisory is always different from the Group Advisory and Nursing College has adopted the Foster Parent System.

Prof. Dhaliwal suggested to make the things easy and approachable. Advisor of a particular group should hold weekly meeting of his/her group whereas Tutor/HoD should hold two meetings in a semester. He also suggested that Akal College of Agriculture should implement and structure the advisory committees immediately without keeping the tutors.

-- Action: Dr BS Boparai, Dean ACA and other Deans

2. Faculty Induction Programme – Dr Kulbhushan Kumar, Member Secretary put before the house second item of the agenda which was **Faculty Induction Programme** and requested Dr Sohal, chairman of IQAC to explain the house. Dr Sohal acknowledged that according to UGC norms, 'Faculty Induction Programme' is mandatory for every new faculty. He gave elaborated information about the subject and gave examples of some of the education institutions which are sending to their new faculty on such induction programmes.

Prof. Dhaliwal stated that this is possible only in govt. system to send the faculty for any induction training on duty leave. Eternal University cannot afford such things but we can try to include few things bringing changes in rules and regulations of the University to serve the purpose.

Mr Kuldeep Singh (TPO) said that the University can have its in-house FID training programme (FDP) on working Saturdays for the faculty. To this, Dr SK Chauhan asked the TPO to frame the proposal and submit to the Vice Chancellor.

Prof. Dhaliwal appreciated the idea and informed that this can serve the purpose.

Dr SK Chauhan, Dean ACEC&M further said that ours is a private University and teachers' stability is very low. So, he suggested that a proposal can be sent to the UGC requesting them to send any one of their resource persons for FDP.

Prof. Dhaliwal remarked that the faculty does not come forward to show their interest in FDP through MOOCs. He expressed that any one (out of faculty) can go for an induction programme during their vacation period. Dr Nisha from Dept. of English who had gone to PU Chandigarh to attend an 'Induction Programme' during her vacation.

Dr Sohal appreciated the advice of Prof, Dhaliwal and informed the house that anyone can go on induction programme but without interfering with teaching programmes.

Action: Mr Kuldeep TPO to send the proposal to UGC

Action: Dean to send the new faculty not affecting the teaching programmes.

3. Minimum budget for each dept. for smooth functioning of the departments and practical labs.-- Dr Kulbhushan Kumar, Member Secretary IQAC put before the house next item of the agenda which was 'Minimum budget for each dept. for smooth functioning of the departments and practical labs.' and requested Dr Karan Singh to explain the matter.

a) Dr Karan Singh presented the item before the house that there should be some 'minimum budget for each department for "smooth functioning of lab practical"'.
To this professor Dhaliwal informed the house that he has never turned down anyone's demand. Dr Sohal, suggested that some allocation of amount should be there may be with a note "Subject to availability of funds". This will give good impression to the outside agencies that come for inspections.

Professor Dhaliwal informed that funding all over the world comes for Post graduate work comes from projects of the faculty. He said that the faculty try to get grants from various outside agencies as is being done by Dept of Biotechnology and Physics. The university will allocate budget for consumables and maintenance of equipment's for undergraduate laboratories.

Action: Vice Chancellors office

b) Dr Karan Singh put his second item before the house and that was 'five days week for the students so that remedial classes of those students may be arranged on the 6th day'.

Dr Sohal replied that this is on part of the teachers to see whether this is viable or not. If the faculty want 6th day to be free for seminars or any other activities, than all lectures can be reduced by ten minutes that is each lecture should be of 50 minutes and five minutes to move to other class by the students, in this way we can have one extra lecture every day. This is possible from the next session was possible only from the next session.

Professor Dhaliwal approved the item with the condition that all second and fourth Saturdays' should be kept completely engaged for tutorial, faculty induction development programmes, sports and extra-curricular activities involving all the students and faculty.

Action: All Time table In-charges of the colleges

c) Dr Karan put his third item 'conducting of coaching classes for preparation of Competitive Examinations'. Professor Dhaliwal advised the faculty to establish a cell while coming forward for such coaching classes/examination like UPSC, NET, GMAT, IELTS and other competitive examinations but he also put stress that the coaching should not be free otherwise it will have no impact. He suggested that the teachers taking to those extra classes should be compensated financially through honorarium.

Action: Deans at College level if interested

4. Next Item was placed by Dr Kulbhushan Kumar Member Secretary IQAC. He acknowledged that during examination whether sessional or final, faculty and students should not be permitted to bring the mobile in examination hall. Professor Dhaliwal approved the motion with the comments that even government has banned mobiles in the education arena. Dr Purvi expressed that the mobiles should strictly be banned for teachers and students and who so ever found with mobile during examination should be warned. Dr. Sohal agreeing to this informed that we have banned the mobiles during final examinations but let us issue orders for sessional exam also.

Action: Controller of Examinations

5. Dr Simranjeet Singh from Punjabi Department placed the next item before the house. He informed the house that during sessional examination, there is always a great problem of Xerox copies of question papers and teachers do not have any secrecy as students are taking their Xerox from the same Xerox machine. To this Dr Sohal agreed that this was a genuine problem and he requested Hon'ble Vice Chancellor to purchase one more Xerox machine and to put that machine into the examination branch to solve this menace.

Action Mr. Jasmeet Singh (IT Department)

6. Under any other item –

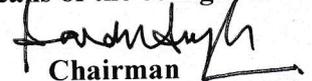
- a. Dr Sohal informed the house about framing of course content and lectures schedule by the faculty for every session. He requested to all the Deans to frame schedule of the lectures as per course content and credits.
- b. Dr Sohal also discussed about revision of syllabi on the Choice Based Credit System. He was of the opinion that along with recommended syllabi, there should be two or more options for the students as choice in the course.
- c. Dr Karan prepared Guidelines for credit Seminar for PG students. He informed that a committee was formulated by the Board of Studies of ACBS to look into this matter. Dr Sohal said that the comments of all the Deans should be incorporated. The house agreed to it.

In his concluding remarks, Prof. HS Dhaliwal desired that IQAC meetings should be held quite often.


Secretary

Action: Controller of Examinations

Action: Deans of the colleges


Chairman

Approved



Vice Chancellor

**Vice Chancellor
Eternal University
Baru Sahib (Dist.) 173101**