

Proceedings of the 5th IQAC meeting held on March 03, 2020 in the Governing Body Room at 3.00 PM.

Following of the members were present in the meeting:

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| 1. Prof. (Dr) HS Dhaliwal | Chairman IQAC |
| 2. Dr BS Sohal | Director IQAC |
| 3. Dr SK Chauhan | Member |
| 4. Dr PS Cheema | Member |
| 5. Dr Jaswant Singh | Member |
| 6. Dr Jasvir Kaur Gill | Member |
| 7. Mr Kuldeep Singh Verma | Member |
| 8. Dr Anupama K. (In place of Dr J Jeganathan who was member and now has resigned) | |
| 9. Mr Jasmeet Singh | Member |
| 10. Dr Kulbhushan Kumar | Member Secretary |

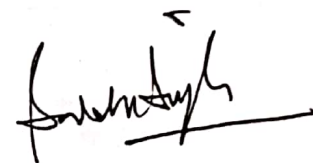
Special Invitees:

1. Dr SK Sharma
2. Ms Vanita Sinha
3. Dr Sunil Kumar
4. Ms Isha Thakur
5. Mr MK Khanna
6. Mr Gurtej Singh

Members who were absent

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| 1. Dr Davinder Singh | Member |
| 2. Dr Neelam Kaur | Member |
| 3. Mr DK Sharma | Member |
| 4. Dr BS Boparai | Member |
| 5. Dr Purvi Luniyal | Member |
| 6. Dr Sushma Sharma | Member |
| 7. Mr BS Lamba | Member |
| 8. Dr Harpreet Kaur | Member |
| 9. Dr Raina Bhatia | Member |
| 10. Ms Rupinder Kaur (Pradhan) | Member |
| 11. Ms Suman Parmar (Panch) | Member |
| 12. Mr Krishan Dutt (Ph.D.Scholar) | Member |
| 13. Ms Nandita Thakur (Ph.D.Schoiar) | Member |
| 14. Ms Komal Rana (Nursing Student) | Member |


Dec 21, 2019



Agenda: Review of the previous Proceedings of the meeting and follow up action-

1. **Framing of Course Content and revision of the entire syllabus based on CBCS:** Dr Kulbhushan Kumar, Secretary IQAC presented before the House first Item from the previous Proceedings. Dr BS Sohal Director IQAC informed the House that ACEC&M and ACA&SS have revised and framed all their courses on CBCS pattern and Akal College of Basic Sciences has also framed some of its Courses on CBCS guidelines. He also informed that MPH department has also structured its syllabi on CBCS guidelines. Dr PS Cheema, Dean ACST informed the House that they have structured their Courses on the approved guidelines of NCERT but not like other Universities or departments.

Prof. (Dr) HS Dhaliwal, Chairman IQAC informed the House that in this regard everybody should lend one's cooperation and students should be given enough choice while they are selecting the Course of their choice. Dr PS Cheema wanted to enquire whether an Engineering student can take any Music Course as part of her curricula, Dr BS Sohal, CoE and Director IQAC replied that right now, because of shortage of the faculty, students can opt only from the specified Courses mentioned in the prospectus as this all depends upon the availability of the Courses,

Here, Prof. (Dr) Dhaliwal expounded that somehow this also depends upon the career goal of the students especially in their final year. He also assured that the University has to serve whatever is the best with them. Action: **All Deans**

2. Second Item from the previous Proceedings was regarding use of dustless chalks and shortage of lecture stands in the class rooms. Dr Kulbhushan informed the House that presently the entire faculty was using dustless chalks in their classes. However, it was assured that lecture stands will be arranged in all the classes up to 6th of March or so.

Action: **Mr Ravinderjit Singh**

Regarding 'Faculty Induction Programme', Mr Kuldeep Singh Verma informed the House that he has discussed with various concerned authorities regarding the subject and everything is in the process. Dr BS Sohal informed Mr Kuldeep Singh that those classes will be held in the University premises only and for that he must fulfil all the necessary formalities required to structure the cell.

Dr PS Cheema propagated the house regarding the recent Induction Programme organised by the Eternal University and sponsored by the NCERT which he told was very beneficial for the PG and Ph.D. student as well as for the faculty also.

In reply to the next part of this Item regarding 'Conducting of coaching classes for preparation of various competitive examinations' Mr Kuldeep Singh Verma informed the House that anyone to whom he contacted demanded a very huge amount, whereas students are not ready to pay such huge amount. He informed that the discussion is still in the motion for the same. Here, Dr PS Cheema informed the House that there are many institutions which are ready to provide their services at the door step but someone has to approach them. Mr MK Khanna, DD Sports also supported Dr Cheema for the same.

In reply to the last part of this Item regarding 'Establishment of a competitive examination cell', Dr BS Sohal Director IQAC suggested Mr Kuldeep Singh to structure a cell with a Dean as its Chairman, TPO as its secretary and one faculty from each college as its member nominated by the respective Dean. The chairman

can be nominated by the Hon'ble Vice Chancellor. To this, Chair of the House, Prof. Dhaliwal suggested that on all working Saturdays' extracurricular activities like lectures from the external Speakers and coaching classes for the competitive examinations may be arranged, as vacant 15-20 lectures can be arranged for these purposes.

Action TPO

3. The 3rd Item from the previous Proceedings presented by Dr Kulbhushan was about 'Minimum budget for each dept. for their smooth functioning'. In response to this Item, Chair of the House Prof. HS Dhaliwal acknowledged the House that whatever funds were asked by the various departments and by various other offices have been incorporated as such into the 2020-21 budget. Dr BS Sohal Director IQAC appreciated the action taken by the VC office and gave big applause to the Vice Chancellor.

Subsequent Item presented from the previous Proceedings was about 'Purchasing of one new Xerox machine for the Sessional and End term examination. Mr Jasmeet Singh IT In-charge informed the House that a high speed printer has been installed in the examination branch to carry out the load of the mid-term examination. However, Dr BS Sohal, CoE acknowledged that the working style of a printer and that of a Xerox machine is quite different. So, it is very difficult to upload the question papers and then to give command to the printer. However, the Xerox machine needs only a hard copy to get Photostat quickly. Therefore, he apprised that a Xerox machine should be purchased immediately.

Action: Mr Jasmeet Singh

4. In response to the next Item from the previous Proceedings, Dr BS Sohal, Director IQAC thanked Dr SK Chauhan for submitting the report on 'The allotment of the Major Advisors to the PG students'.
5. In response to the 6th Item from the previous Proceedings, Dr Kulbhushan, Member Secretary IQAC informed the House that the committee constituted by the IQAC with Dr SK Sharma as its Chairman has submitted the report containing rules for revaluation of answer sheets. Dr BS Sohal thanked him and apprised the House about the dire necessity of framing of such rules. In addition to the framed rules, Dr Jasveer Kaur Gill, member IQAC suggested that minimum seven days should be given for a request of revaluation after the date of declaration of the result. The House unanimously approved this.

Dr SK Chauhan, member IQAC and Dean ACEC&M suggested that the marks above 0.5 (point five) should be rounded up i.e. 74.5 to 74.9 be rounded to 75, whereas, 74.1 to 74.4 be rounded to 74. The House approved the motion and Dr SK Chauhan requested Dr BS Sohal, the CoE to circulate the orders of the same among all faculty members. Chair of the House, Prof. (Dr) HS Dhaliwal, approved the suggestion.

Action CoE

6. Regarding next Item from the previous Proceedings, i.e. E-lecture server and SWAYAM, Dr BS Sohal, informed the House that he already has informed all the Deans to nominate or instruct 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.

Chair of the House, Prof. (Dr) Dhaliwal suggested that the faculty should be encouraged to join at least one Course of the SWAYAM. 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 Jasmeet Singh, IT In-charge informed the House that the Language Lab. on level V has been designated to work with the SWAYAM.

Action: All Deans

7. In reply to next item from the previous Proceedings regarding 'Establishment of an office for each Dean, Chair of the House Prof. (Dr) HS Dhaliwal informed that except of Dean Akal College of Basic Sciences, all the Deans are working in their respective offices.
8. Next item presented from the previous Proceedings was about 'Establishing EU Cultural Club'. Prof. (Dr) HS Dhaliwal, in this regard suggested that anyone can become member of this club but the activities of this club should be started immediately. In this connection, Mr MK Khanna was asked to circulate the clear cut objectives of this club among the faculty members to prevaricate the confusion if any prevailing among them regarding functioning of this club.

Action: Mr MK Khanna

9. Dr Kulbhushan, Secretary IQAC extended the next item from the previous Proceedings regarding 'Remedial measures for the non-submission of synopsis by the students up to the end of the second semester'. Dr BS Sohal CoE welcomed the House to suggest remedial measures for non-submission of the synopsis by the PG students up to the end of the second semester. The Chair of the House Prof. (Dr) HS Dhaliwal optioned that rather than imposing some fine to such students this is evocative to award unsatisfactory grade in research till their submission of the synopsis.

Action: CoE

10. In reference to the next Item from the previous Proceedings regarding 'Short attendance and detaining the residential students' Dr Kulbhushan informed that this is a grave problem in the University. Mr Jasmeet Singh, IT In-charge informed the House that he is providing hard copy of the attendance of each student to the respective Dean of the concerned college, every week. Dr SK Sharma, Dean KSGACA informed the house that due to large number of students in that college single biometric machine is insufficient. To this, Chair of the House Prof. (Dr) Dhaliwal instructed Mr Jasmeet Singh, IT In-charge to provide minimum two machines to each of the colleges. Dr Kulbhushan raised a question regarding Eternal University as being fully residential University, so the parents must be informed of the students who bunk the classes. Prof. (Dr) Dhaliwal, Chair of the House informed that this is sole responsibility of the Dean, Students' Welfare, to inform the concerned parents on time, regarding their wards that skip the classes.

Showing his grave concern, he expounded that the students who do not attend the classes and stay back in the hostel during class time, the Dean, Students' Welfare is responsible for that. He should be dutiful to check why the students stay in hostel during University hours.

Action Dean, Students' Welfare

11. In reply to the last Item from the previous Proceedings regarding 'Insufficient time for marking End Semester papers', Mr Gurtej Singh from the Punjabi Dept. informed the house that sufficient time should be given for marking the final

papers. In reply to this, Dr BS Sohal CoE, informed the House that in the 2020-21 Academic Calendar sufficient time of four (4) days is given to the faculty to mark the answer sheets after the last date of the examination.

NEW AGENDA:

1. Dr Kulbhushan, Secretary IQAC presented first Item from the new Agenda regarding 'Medical and various other leaves availed by the students time to time. He informed the House that when any student or a group of students avail some medical leave or in case of students from the Music Department, when they go on tour to show their performance or when students go to some other University for participation, their attendance matters a lot. Whenever they go on some tour, they represent Eternal University, so, they claim their presence of those days. To this, Prof. (Dr) Dhaliwal, Chair of the House informed very clearly that they cannot be treated as present in the University. He also informed the House that very clear cut rules have been framed for 100% attendance in the University and under such cases, 75% attendance is must. If the attendance is less than that, as per rules, the students will be detained.
2. Dr Kulbhushan, Secretary IQAC presented second Item from the new Agenda regarding ERP that was not working properly for attendance as the left out students and the old students for a Course are shown their. In reply to this, Dr BS Sohal, Director IQAC reminded Mr Jasmeet Singh, In-charge IT about the last Academic Council meeting where Dr Davinder Singh, Secretary Kalgidhar Trust recommended him to call the concerned person from Delhi for having a meeting so that all the matters could be settled. Mr Jasmeet Singh informed the House that the names of the students who have passed out should be informed to him in time. To this, Dr BS Sohal and even Chair of the House, both informed that there are no such pass outs. All the students on roll are shifted to the next semester.
3. Dr Kulbhushan, Secretary IQAC placed before the House, third Item from the new Agenda regarding 'Revision of Ph.D. admission for the in-service teachers and the staff'. Dr BS Sohal, CoE informed the House that as directed by the Academic Council, the admission of Ph.D. in-service candidates was carried out by him as Chairman with Deans/Principals as the members. The report was approved by the House and will be placed before the Academic Council in its next meeting.
4. Dr Kulbhushan, Secretary IQAC presented before the House, fourth Item from the new Agenda which was 'Academic Calendar' of Eternal University. Dr BS Sohal, placed before the House Academic Calendar and apprised every one about the two Semester breaks that were planned keeping in mind two festivals, Holi and Deepawali. He informed that the semesters have been extended by four days after the final examination in order to facilitate the faculty to check answer sheets. However, Dr PS Cheema raised objection on this new Academic Calendar. He was of the view that the semester should start from March 1st rather than from January 27, 2020-21 in order to allow the Engineering students to complete their one month internship that starts from January 01 to January 31, every year. Conversely, Prof. (Dr) Dhaliwal, Chair of the House pointed out that let the Engineering students return from their internship on February 01, to join the classes. He expounded that there shouldn't be any change in the Academic

Calendar. He also remarked that their absenteeism for four days should be counted for detaining them.

5. Dr Kulbhushan, Secretary IQAC placed before the House, next Item from the new Agenda regarding 'Additional Bio-metric machine for the students of Dr Khem Singh Gill Akal College of Agriculture'. He informed the House that the matter was discussed under Item no. 11 of Action Taken Plan.
6. Dr Kulbhushan placed before the House Item No. six from the new Agenda that was regarding 'MHA Course'. In response to this Item, Dr BS Sohal, CoE apprised the House that he has gone through the details of the MHA Course sent as Agenda Item by Ms Vanita Sinha. He informed the House that the review of the MHA Course is not under the conventions of the IQAC. So, she was asked to send the MHA Course Structure and syllabi through Board of Studies of the ACAS to the Academic Council. Ms Vanita Sinha, however wanted to discuss this matter in the IQAC and she apprised her concern regarding the existing syllabi. Chair of the House Prof. (Dr) HS Dhaliwal clarified her regarding background of the previous faculty and the existing MHA syllabi. He restricted that the syllabi for the existing semester cannot be changed. However, the BoS of the ACAS can modify the syllabi and can send this to the next Academic Council meeting for which Ms Vanita Sinha agreed. **Action Ms Vanita Sinha**
7. Next Item presented by Dr Kulbhushan was regarding formation of an HR cell. Dr BS Sohal, Director IQAC informed the House that large number of faculty positions gets 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 HR cell should be structured. Chair of the House Prof. (Dr) HS Dhaliwal agreed to this and asked Mr MK Khanna to be the Convener of the HR cell and have one member from each college nominated by their respective Dean. Prime job of the HR 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 HR cell for placing the same before the Vice-Chancellor. This was approved by the House. **Action Mr MK Khanna**

Any Other Item:

1. Under any other Item, Dr Sunil Kumar informed the House that a Course on 'Research and Publication Ethics (RPE)' is framed by the UGC with two (2) credit hours to be given to the Ph.D. students. To this Item, Dr BS Sohal commented that this will increase work load of the Ph.D. students from 12 credits to 14 credits. The already running Course on 'Research Methodology' may be amended with the 'Research and Publication Ethics (RPE)'. Chair of the House Prof. (Dr) HS Dhaliwal replied that the Research Methodology may be increased from three (3) to four (4) Credit hours in which 'Research and Publication Ethics (RPE)' may be added as one unit.
2. Next Item presented by Dr Kulbhushan was about 'Starting of the BBA (Rural Management Course)' under the ACEC&M. Dr SK Chauhan, Dean ACEC&M informed the House that recently, when director MHRD from Hyderabad visited the Eternal University, he requested that a Course on BBA in Rural Management

can be started by the University. He informed the House that the syllabi has been framed in this regard and will be placed in the next Academic Council meeting.

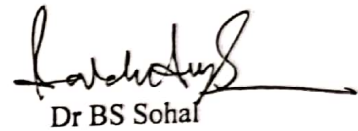
Action: Dean ACEC&M

3. Next Item placed in the House by Dr Kulbhushan was regarding 'Attendance requirement for the students who have failed in a Course due to their failure in the practical exam' need to sit in the classes in the next session for attendance requirement. 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. **Action: CoE**
4. Last Item of the Agenda was placed by Mr Jasmeet Singh IT In-charge vis-à-vis some Courses with the same Course Code. Mr Jasmeet Singh informed the House that the Courses with the same Course Code but with different title emerge to be problematical in the ERP. Here, Dr BS Sohal responded that in the near future, while approving the Course Structure and syllabi, this matter will be kept in mind.

After the end of the session, Dr Kulbhushan Kumar extended thanks to all the members for their presence in the House.


Dr Kulbhushan Kumar

Secretary IQAC


Dr BS Sohal

Director IQAC

Approved


Vice-Chancellor