



Eternal University

(World peace through value based education)

EU/IAQC/07/2021/01

Date: 09/06/2021

Internal Quality Assurance Cell (IQAC)

Proceeding of the 7th IQAC meeting held on 08/06/2021 at 2:30 PM through the online mode

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. Sandipan Gutpa | - Member |
| 9. | Mr. Balraj Singh | - Member |
| 10. | Dr. Yogeeta Thakur | - Member |
| 11. | Dr. Raina Bhatia | - Member |
| 12. | Mr. Ramandeep Singh | - Member |
| 13. | Ms. Kanchan (Ph.D. Scholar) | - Member |
| 14. | Dr. Kulbhushan Kumar | - Member Secretary |
| 15. | Dr. Puneet Negi | - Special Invitee |
| 16. | Dr. Anupama | - Special Invitee |
| 17. | Dr. Shaveta Menon | - Special Invitee |
| 18. | Dr. Shanta Kumari | - Special Invitee |
| 19. | Er. Rajeev Thakur | - Special Invitee |
| 20. | Dr. Yaspal Azad | - Special Invitee |
| 21. | Dr. Sunil Kumar | - Special Invitee |
| 22. | Ms. Suchpreet Kaur | - Special Invitee |
| 23. | Dr. Ajar Nath Yadav | - Member Secretary (Representative) |

Members who couldn't attend

- | | | |
|----|-------------------------------------|----------|
| 1. | Dean/Representative ACET | - Member |
| 2. | Chief Finance and Accounts Officers | - Member |
| 3. | Dr. Harpreet Kaur | - Member |
| 4. | Mr. Bakshish Singh (Panch) | - Member |
| 5. | Ms. Rupinder Kaur (Pradhan) | - Member |
| 6. | MS. Shagun Sharma (Ph.D. Scholar) | - Member |

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Item No 1: Review of the previous proceedings of the 6th IQAC meeting and follow up action

Item No 2: Agenda of the 7th IQAC meeting

Dr. B.S. Sohal, Director IQAC, welcomed Chairman, Vice chairman, and all committee members of IQAC. Dr. Sohal thanked the Chairman and informed the house for agenda of meeting.

Item 1: Review of the previous proceedings of the 6th IQAC meeting and follow up action

1. Recommendation of new Punjabi journal named PRATIMAAN in UGC journal list

Dr. B.S. Sohal, Director IQAC again suggested to make a committee and submit the report for further action.

Action: Dr. Simranjeet Singh

2. Providing the identity card to faculty members and Updated computer systems with multimedia support for online classes.

Mr. Ramandeep Singh informed house that both matters are under the process and will be completed soon.

Action: Dr. 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 own. Dr. AS Ahluwalia, Vice Chairman informed the same that any faculty member may purchase the Pen tablet, half of amount shared by the University, but in case that the faculty quits the University before three years of his/her service, the tablet will be taken back or the person has to return the share of University.

4. i. Internet connection using the Dongle

Dr. B.S. Sohal, Director IQAC, informed the house about need of dongle for internet connection for online classes. The Chairman IQAC said that the dongle should be owned by each faculty member.

ii. UPS for computer

The Chairman IQAC informed the house that new UPS has been purchased and it will be installed soon by Mr. Ramandeep Singh.

iii. The Collection of COVID sample at Baru Sahib and reducing the time of quarantine

The Chairman IQAC informed the house that faculty members are coming from far distance by travelling and chances of COVID are more, due to which the quarantine period will be same as of seven days. Dr. B.S. Sohal, Director IQAC, thanked Dr. Harpreet Kaur for her day-night support to the COVID positive persons. Dr. AS Ahluwalia Vice Chairman, thanked Dr. Harpreet Kaur for her dedication. The Chairman IQAC, informed the house for the dedication of Dr. Harpreet Kaur. The Chairman IQAC thanked the entire team of nursing department for their hard work

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during the COVID pandemic. The Chairman IQAC also thanked Dr. Diksha and Dr. Vidhi for their support.

5. Two Ph.D. seats in Genetics and Plant Breeding

Dr. SK Sharma, Member IQAC informed the house that this is not approved by HP Private Educational Institutions Regulatory Commission.

6. To organise EU quiz every year

Dr. AS Ahluwalia Vice Chairman, suggested that Dr. Puneet Negi will work as Co-ordinator for organisation of EU Quiz annually.

Action: Dr. Puneet Negi

Item No 2: Agenda of the 7th IQAC meeting

1. Incubation Center in University

Dr. B.S. Sohal, Director IQAC, informed the house about the need of incubation center in University. This will help the researchers to work for his/her area of interest. The University is awarding the fellowship for each Ph.D. scholar, they may be included under the incubation center. The incubation center needs one office and one coordinator. The house is open for discussion.

-Dr. AS Ahluwalia Vice Chairman informed the house that it is under the process of start. The center will be fully operated once the Agriculture College will shifts to new building.

-Dr. Neelam Kaur, asked about the center and its working. Dr. B.S. Sohal explained about the center and its working as a multidisciplinary subject and researchers trained may be got employment at same or another institute.

Action: VC Office

2. Mandatory to have receipt and dispatch register in all offices

Dr. B.S. Sohal, Director IQAC, informed the house about record of any notice in the form of receipt and dispatch register. This can be done at the Dean, Registrar or Head level.

-Dr. Purvi Luniyal said that due to lack of staff member, we are unable to keep the complete record.

-Dr. AS Ahluwalia Vice Chairman said that this will be done and deans will be provided manpower for this.

-Dr. Neelam Kaur suggested that the records may also be kept as softcopy in computer. The record should be maintained in folder giving the name of subject.

- Dr. Sandipan Gupta suggested that, these records may be kept using ERP system of University. Mr Ramandeep Singh informed the house that it is not possible to kept the record in ERP system. ERP system needs updating for this.

- Dr. S.K. Sharma requested to house to give two days for any record in diary. Dr. AS Ahluwalia Vice Chairman said there is no need of such time and record (receipt/despatch) should be done on same time and day.

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- Dr. S.K. Chauhan said that it is good initiative and we will follow the same. This initiative will also help to check that any record any time such as submission of results submitted by faculty to examination branch.

The Chairman IQAC informed the house that two staff will be provided for this. One staff will do the duty with sharing of "Dean Academics Affairs" and "IQAC". Another will do the duty with sharing of "Dean ACBS" and "Dean ACA & SS".

Action: VC Office

3. Separate room with computer and assistant for IQAC

Dr. B.S. Sohal, Director IQAC, informed about the requirement of a computer and assistant for IQAC.

- The Chairman IQAC agreed for this

Action: VC Office

4. Printing of Guidelines for Masters and Ph.D. thesis and Students Guide by outsource

Dr. B.S. Sohal, Director IQAC, informed the house that there are 15 pages guidelines for submission of synopsis/thesis of master and Ph.D. students. This Student's Guide should be given to all master and Ph.D. students at time of admission in University.

- The Chairman IQAC agreed for this

Action: VC Office

5. Internal connectivity through telephone

Dr. B.S. Sohal, Director IQAC, informed the house that there should be telephone in each office of each faculty for the connectivity or calling.

-Dr. AS Ahluwalia Vice Chairman informed the house that there is already few intercom numbers and it may be increased on the basis of complete details and budget.

-The Chairman IQAC asked Mr. Ramandeep Singh to give the details for this and report should be submitted in one month to VC office.

Action: Mr. Ramandeep Singh

6. Conduct of workshop by each College in this year 2021

Dr. B.S. Sohal, Director IQAC, informed the house about conduct of workshop by each College in this year 2021. This will help for interaction with new researchers and faculty to help in progress of University in different ways. Dr. AS Ahluwalia Vice Chairman supported the suggestion of Director IQAC.

- The Chairman IQAC added more points that from previous eight years, Educational and Nursing workshop was held yearly and that definitely helped in progresses of department and University. The Chairman IQAC supported the suggestion of Dr. AS



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Ahluwalia Vice Chairman that there is no limitation for workshop; there may be a minimum of one and up to two or three in one year.

Action: All Dean and DSW

7. AQAR for submission to NAAC

Dr. B.S. Sohal, Director IQAC, informed the house that we have prepared the Annual Quality Assurance Reports (AQAR) for the submission to NAAC. We are thankful to all members of AQAR and faculty members of University who have done hard work for compilation of AQAR. We are also thankful to Dr. AS Ahluwalia, Pro-Vice Chancellor of University for his valuable suggestions and inputs during the compilation of AQAR

-Dr. S.K. Chauhan, IQAC member appreciated the hard work for compilations of IQAR and suggested to improve section "3.4.5 Bibliometrics of the publications" in this section the details of publications by University Faculty should be in the one format. Dr. Chauhan suggested house that Dr. Ajar Nath Yadav may do this. Dr. Chauhan appreciated the Director IQAC and their team for wonderful compilations of AQAR.

-Dr. B.S. Sohal, Director IQAC, agreed with Dr. Chauhan's suggestion and informed the house that this will be done by Dr. Puneet Negi, AQAR member.

-The Chairman IQAC appreciated the Director IQAC and their whole team for compilation of a marvellous AQA reports. The Chairman IQAC ordered that "3.4.5 Bibliometrics of the publications" suggested by Dr. Chauhan will be revised by whole faculty of University and this will be revised within 2 days.

-Dr. B.S. Sohal, Director IQAC, thanked the Chairman IQAC for appreciation and informed that this will be done as per suggestions and order.

Any other Item

Dr. Kulbhushan Kumar, Member Secretary, IQAC and AQAR suggested the house that there should be photograph library for any function held in University during the year.

-Dr. AS Ahluwalia Vice Chairman supported Dr. Kulbhushan Kumar, Member Secretary, IQAC and AQAR suggestions and informed the house that there should be procedure to send the press-note to IQAC for each and every item published in newspaper.

-Dr. Neelam Kaur, IQAC Member suggested that photographs and screen shots of each event should be send to IT department for uploading on University website.

-Dr. AS Ahluwalia Vice Chairman, thanked the Chairman IQAC for valuable suggestions and supports.



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After end of the session, Dr. B.S. Sohal Director IQAC, thanked the Chairman IQAC, Vice Chairman IQAC, 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