

PROCEEDINGS OF THE FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 17TH MARCH, 2015 AT 11.00 AM IN THE CONFERENCE ROOM OF THE OFFICE OF THE VICE CHANCELLOR UNDER THE CHAIRMANSHIP OF VICE CHANCELLOR

Meeting of the IQAC was held under the Chairmanship of the Vice Chancellor. The list of members who attended the meeting is as follows:

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| 1. Prof. P.K. Khosla | - | Chairman |
| 2. Mrs. Saroj Khosla | - | Member |
| 3. Mr. Vishal Anand | - | Member |
| 4. Dr. D.R. Sharma | - | Member |
| 5. Dr. Neeraj Mahindroo | - | Member |
| 6. Dr. Anuradha | - | Member |
| 7. Prof. Ramanand Chauhan | - | Member |
| 8. Prof. Arvind Nanda | - | Member |
| 9. Dr. O.P. Monga | - | (Nominee of Prof. Atul Khosla) |
| 10. Ms. Manjul | - | Member |
| 11. Dr. V.S. Thakur | - | External Member |
| 12. Dr. Jagmohan Singh | - | External Member |
| 13. Dr. Sunil Puri | - | Member Secretary |

The Vice Chancellor welcomed all the members of the IQAC. Thereafter the following agenda items were taken up for discussion :

Item No.1 : IQAC Introduction

The Vice Chancellor briefed the members regarding the role and functions of the Internal Quality Assurance Cell in the University as per the guidelines of the NAAC and UGC.

Item No.2 : Plan of Action for NAAC

The following plan of action was discussed

1. Preparation of Self Study Report – It was decided to compile the SSR by mid of April, 2015
2. Mock Inspection – It was decided to conduct the mock exercise by mid of May, 2015
3. Checking of Records/Files - This work is to be taken up simultaneously along with SSR.

(Action by Ms. Varsha and Mr. Rohit)

4. Tentative Date for Uploading same on website – The SSR is to be uploaded on the University web site in the first week of June, 2015

Item No.3 : Task Inchargeship for NAAC

The Vice chancellor briefed about the role of NAAC as it has been made mandatory by the UGC to get the accreditation from NAAC. Under the heading Criteria – wise Inputs in the SSR, seven committees were proposed along with Incharge of Committee for execution of work:

1. Curricular Aspects – Dr Kesari, Faculty of Management Sciences & Liberal Arts
2. Teaching-Learning and Evaluation – Prof. Ramanand Chauhan, DSW
3. Research, Consultancy and Extension – Dr Neeraj Mahindroo, Dean Pharmaceutical Sc.
4. Infrastructure and Learning Resources – Brig. Amar Cheema, Director-cum-CKO
5. Student Support and Progression – Col. Atul Bhandari, Director Operations
6. Governance, Leadership and Management – Pro Vice Chancellor / Vice Chancellor
7. Innovations and Best Practices – Mr Arvind Nanda, Director General Engineering & Tech.

The above Incharges will choose 5-7 members in their Committee for expeditious completion of the task and will give names of these members within three days to the member Secretary IQAC (Dr Sunil Puri). As this is a time bound task, it has been decided that all the above Committees will complete the documentation and submit the requisite information within a period of three weeks.

Registrar office has to ensure proper documentation on receipt of above information.

Item No.4 : Priority Areas

The following priority areas were discussed :

1. **Choice Based Credit System (CBCS)** - The IQAC members decided to adopt CBCS in the University from the Academic Session 2015-16 onwards. The course curriculum shall be prepared for CBCS and finalized.

(Action by all Deans)

2. **Value Added Courses** - It was decided to start skill oriented courses as additional course for skill development of students. Initially a course on Pharmacovigilance is being started in the Faculty of Pharmaceutical Sciences.

(Action by all Deans)

3. **Minority co-ordinators** – Coordinators be appointed as Mentors for students belonging to minority category by the University.

(Action by Registrar)

4. **Parents Teacher Association** – Dr Rajesh Sharma is assigned the duty to ~~form the Parent Teacher Association and~~ contact parents to have first meeting by April 25, 2015.

(Action by Dr. Rajesh)

5. **Registered Alumni Association** - Professor Ramanand Chauhan is assigned the duty to form Alumni Association. Prof. Chauhan informed the Committee that he has started working on this. The Hon'ble Vice Chancellor desired that agenda be discussed with him.

(Action by DSW)

6. Best Teacher Award – The University has shortlisted some of the teachers during appraisals for the year 2014 and has decided to award "Best Teacher Award" out of the shortlisted teachers after assessment through a Committee to be constituted.

(Action by Registrar)

7. Global Advisory Committee- The University has already constituted a Committee long back with outside members. But now it has been decided to re-constitute this Committee.

(Action by International Office)

8. Question Banks in Library – Controller of Examination and Director-cum-Chief Knowledge Officer will create Question Banks in the Library.

(Action by Librarian)

9. University Industry Cell, Industry Advisory Cell – Dr Pankaj Chauhan and Mr Malay, Faculty of Applied Sciences and Biotechnology have been assigned the duties to create Industry Advisory Cell in consultation with Vice Chancellor .

(Action by Dr. Pankaj Chauhan)

10. Standalone Computers (COE)/ MI room - It was decided to create this facility in the University by Mr Sachin Sharma in consultation with Controller of Examination.

(Action by IT Deptt.)

11. Teaching Plan/ Lecture Schedule - It has been decided that the Teaching plan / Lecture schedule for the current semester must be submitted by the concerned Deans before 25th March, 2015

(Action by all Deans)

12. Budget Allocation – Budget needs to be allocated to all faculties. Mr Vishal Anand, CFO shall look into the allocation of budget.

(Action by CFO)

13. ISO Approval – The University has to get ISO approval. Mr Vishal Anand, CFO shall look after the ISO approval.

(Action by CFO)

14. Patents - Dr Kamal Dev is looking after the patents and the Hon'ble Vice Chancellor has desired that 5-6 patents must be done by June, 2015

(Action by Dr. Kamal Dev)

15. Language Lab – There is a need to establish Language Lab in the University. Duty for Language Lab has been assigned to Brig. Cheema.

(Action by Brig Cheema)

16. Studios for e-Univ. – There is a need of one more studio for e-Univ. It will be created by Mr. Sachin Sharma.

(Action by IT Deptt.)

17. Defense Cell – There is a need to train and educate students for seeking career in Defense and for this the University has to establish Defense Cell. Brig Cheema to look after the Defense cell.

(Action by Brig Cheema)

18. Strong Room (IT) – Strong room for IT needs to be strengthen. Mr Sachin Sharma will do the needful.

(Action by IT Deptt.)

Item No.5 : Performance Audit / Academic Audit

The performance audit / academic audit of different faculties will be conducted by Dr Sunil Puri, Registrar.

(Action by Registrar)

Item No.6 : Feedback Mechanism

The Vice Chancellor informed the House that the University is already having feedback from the students in respect of faculty. However, it was decided to have feedback from various stakeholders to improve the education system. Dr OP Monga was nominated as Coordinator with sub committees to be suggested by Dr Monga, to look after this work and suggest remedial measures.

(Action by Dr. O.P. Monga)

Item No.7 : Any other Item

The External members suggested that University must work on Extension activities.

The Vice Chancellor informed that the University has directly nothing to do with Extension programme. However, the University has adopted a Primary School in the nearby Village. Sultanpur village has also been adopted. The University is also working on the career counseling for the school children.

External members also suggested that university should develop green area.

The Vice Chancellor informed the house that the University is already working on this aspect and doing plantations in various villages. The University has adopted a village near Shimla for supply and plantation of fruit plants on annual basis for the benefit of community.

The University is also providing Health centre facility to the nearby villagers.

Mr. Vishal Anand, Member of the Committee informed that the University is already working on Himalayan Sustainability.

Meeting ended with a vote of thanks to the Chair.


(Sunil Puri)

Member Secretary

Confirmed


Vice Chancellor