

Internal Quality Assurance Cell
Punjabi University, Patiala
(Established under Punjab Act No. 35 of 1961)

No: 72/IQAC

Dated: 07-02-2024

Proceedings of the IQAC Committee meeting held on 23-01-2024

A meeting of the Internal Quality Assurance Cell committee members was held using blended mode (Google meet link: <https://meet.google.com/tdd-sowu-cfa>) on 23rd January, 2024 at 3:00 pm in the Syndicate Room of the University. The following members attend the meeting:

No.	Name
1.	Prof. Arvind, Vice Chancellor (Chairman)
2.	Dr. Manjeet Singh Patterh, Dean, Research
3.	Dr. Navjot Kaur, Registrar
4.	Dr. Sanjiv Puri, Director, Planning and Monitoring
5.	Dr. Harwinder Kaur, Dean, Student Welfare
6.	Dr. Balraj Singh Saini, Professor, Department of Mechanical Engineering
7.	Dr. Bharti Sapra, Associate Professor, Department of Pharmacy
8.	Dr. Indira Bali, Associate Professor, Department of Dance
9.	Dr. Ajay Verma, Assistant Professor in English, Centre for Distance and Online Education
10.	Dr. Avneet Pal Singh, Assistant Professor, Department of Botany
11.	Dr. Ranjit Singh Ghuman (Retired Professor, Department of Economics)
12.	Dr. Trishanjit Kaur (Retired Professor, Department of Library and Information Science)
13.	Ms. Manpreet Kaur, M.Sc. 2 nd Year (Microbial and Food Technology), Department of Biotechnology and Food Technology
14.	Mr. Chirag Arora (B.Tech. 4 Year), Department of Mechanical Engineering
15.	Dr. Dharam Veer Sharma, Director, IQAC
16.	Dr. Umrao Singh, Coordinator, IQAC

At the beginning of the meeting, the Hon'ble Vice Chancellor welcomed all the Committee members and congratulated all the members for achieving NAAC A+ Grade by the University.

Thereafter, the Director IQAC presented the following agenda for discussion:

1. Review of the last meeting
2. Opening of separate Bank Account for consultancy
3. Formalization of department level donations
4. Review and formalization of the research policy
5. Review and formalization of the IT Policy
6. Mapping of Programme outcome & Course outcome (DPM)
7. Renewal of MoUs (DPM)

8. Implementation of recommendation of the NAAC Peer Team
9. Academic and Administrative Audit of the University

1. Review of the last IQAC committee meeting held on 12-09-2023:

The committee members were informed about the progress done by IQAC in recent past, which include the following:

- a. Appointed sub-committees from university faculty members for Mock visits of NAAC-2023
- b. Development of Web based application for data collection.
- c. Appointment of Nodal Officers in the administrative branches.

2. Progress of IQAC.

The committee members were informed about the progress done by IQAC in recent past, which include the following:

- a. Achieved A+ Grade for the 4th cycle of NAAC accreditation.
- b. Data collection for NIRF-2024 completed and soon to be submit for NIRF ranking.
- c. Data collection for AQAR-2023 has been started.

3. Opening of separate Bank Account for consultancy

It was decided to open separate bank account for consultancy related projects, in-charge finance is to proceed with it.

4. Formalization of department level donations

It was decided to formalize the process of all donations received in the departments so that centralized accounts could be maintained for the same.

5. Review and formalization of the research policy

The committee recommended formulation and formalization of the research policy of the university. Dean research to prepare the draft and present to the appropriate bodies for approval.

6. Review and formalization of the IT Policy

The committee recommended formulation and formalization of the IT policy of the university. Director University Computer Centre to prepare the draft and present to the appropriate bodies for approval.

7. Mapping of PO&CO (DPM)

The committee discuss the need of mapping of Program Outcomes and Courses Outcomes. Director, Planning and Monitoring was entrusted with the task of developing a procedure for the same and share it with all the teaching departments of the university.

8. Renewal of MoUs (DPM)

During the process of recent NAAC accreditation, it was discovered that many of the MoUs signed by the university with different organizations had either expired or were nearing expiry. Director, Planning and Monitoring was entrusted with the task of identifying such MoUs and renewing those.

9. Implementation of recommendation of the NAAC Peer Team

The recommendation made by the NAAC peer team were presented before the committee and procedures for the implementation of the recommendations were discussed.

10. Budgetary provisions to be made for Travel Grant and seed money for research

During the process of NAAC accreditation, it was found that due to financial constraints, the university was not providing any travel grant for attending conferences or seed money for research to the teachers. This had impacted the NAAC grades of the university. It was decided to make appropriate budgetary provision for the same.

11. Conferences and Seminars to be conducted by all departments

The committee recommended that each department must organize an international/national level conference, seminar or workshop so that the grades of the university could be improved in the next accreditation cycle.

12. Academic and Administrative Audit to be done annually

The committee recommended Academic and Administrative Audit should be done annually to enhance the quality of Academics and Administrative level.

13. NCC (National Cadet Corps) Wing in University Campus

The committee recommended to form NCC (National Cadet Corps.) wing in the University Campus for the participation of students. Dean Students Welfare was assigned to task to determine the demand of the students and viability of establishing an NCC wing.

14. Annual Self-Appraisal Report (APR) from teaching faculty

The committee recommended implementation of annual Self-Appraisal Report (APR) for teaching faculty to enhance quality of teaching.

15. To apply for ISO Certificate

The committee recommended to apply for ISO certification for the university.

16. Financial support for patent registration

The committee recommended financial support to be given for patent registration to the university faculty.

17. Registration of Alumni Association

The committee recommended for registration of Alumni Association.

18. Display Mission and Vision of University on website

The committee recommended to display mission and vision of university on website and at prominent places within the university.

19. To make arrangements for the Academic and Administrative Audit of the university:

The committee recommended appointing sub-committees from university faculty members for carrying out the academic and administrative audit of the university. The committees to be consisted of the following members

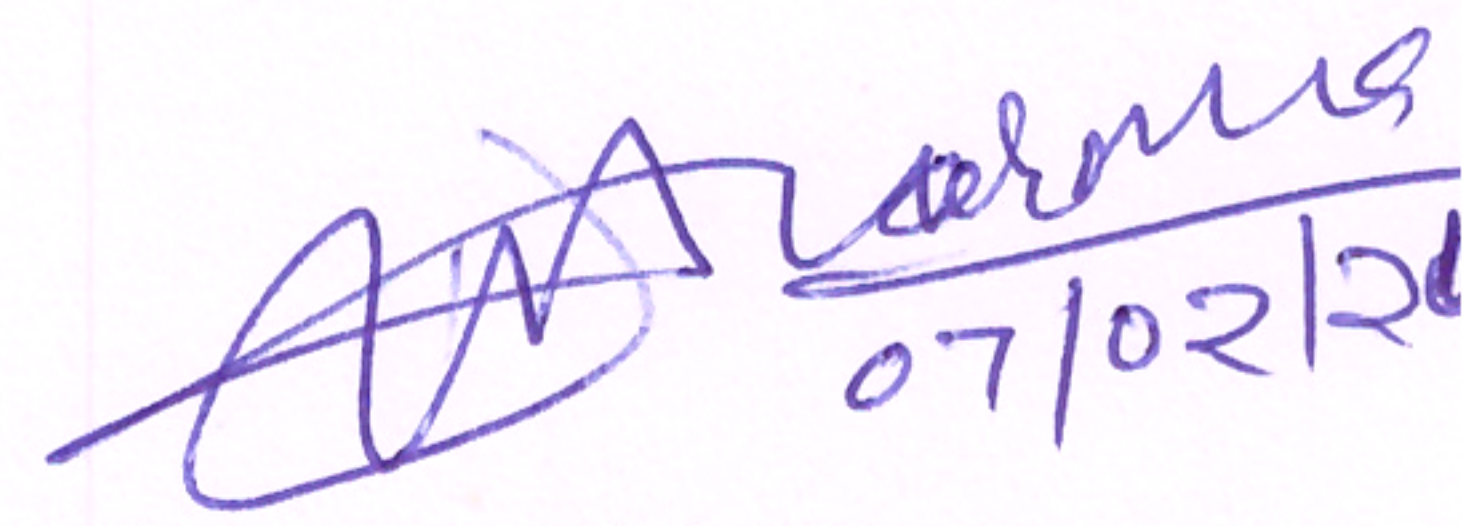
- i. Dean of Faculty/Director (Convener)
- ii. Assessor
- iii. Two senior professors (to be selected by the convener)

The process must be completed by 31st March, 2024.

20. Preparation and submission of AQAR 2023 and NIRF 2024.

Director, IQAC informed the committee members that the data preparation and submission processes for AQAR 2023 and NIRF 2024 are under way.

At the end of the meeting Director IQAC thanked all the present members of the committee for their participating in the meeting and giving valuable suggestions.


07/02/24
Director, IQAC

Approved

Vice Chancellor


7/2/24

Director, IQAC

