

## PANJAB UNIVERSITY, CHANDIGARH

Ref. No.: 6719-6818/DUI/DS

Date: 29.09.2016

Summary of the meeting of all the Chairpersons/Directors/ Coordinators of all Teaching Departments/Centres/Institutes, and Campus Deans, under the Chairmanship of Vice-Chancellor held on 15.09.2016 at 11.00 a.m. in the Senate Hall, Panjab University, Chandigarh to discuss the following agenda items.

### AGENDA:

1. To share the rules and the process of holding shortage of attendance.
2. To share the communication received from Asstt. Controller, Chandigarh Administration in respect of purchases of anti-virus software.
3. To implement Reservation for SC/ST/BC/PwD in Ph.D. programmes.
4. To consider hosting of lectures in video-format to be put on Departmental online Notice Board.
5. To finalize the list of Journals and Books in the light of the UGC 4<sup>th</sup> Amendment
6. To share information about the proposal submitted to the UGC 7<sup>th</sup> Pay Review Committee.
7. To expedite the supply of information for Annual Report.
8. To expedite the supply of information for Information Resource Book.
9. Any other item with the permission of the Chair.

### PRESENT:

1. Vice Chancellor
2. Dean of University Instruction
3. Chairpersons/Directors/Coordinators/Deans/Administrative Officers (attendance enclosed).

The Vice Chancellor initiated the meeting by welcoming all the members. Highlighting the significance of the meeting, he stated that it was the right time to take stock of the things as the new academic session had begun and the classes were in full swing. He also apprised the members that the University has completed more than one year since it had its NAAC review. University should remain NAAC ready and be seen continuously improving.

ITEM-1: TO SHARE THE RULES AND THE PROCESS OF HANDLING SHORTAGE OF ATTENDANCE (already circulated vide No. 5564-5653/DUI/DS dated 30.8.2016).

At the very outset, Dean of University Instruction (DUI) expressed his gratitude to all the Chairpersons of the Departments for their cooperation in handling admissions for the current academic session in a professional manner. He stated that the process and rules for shortage of attendance (recently circulated by the office of the DUI) had been compiled from the University Calendars and from the decisions of the Senate/Syndicate. All rules/regulations have been articulated in a comprehensible manner to enable the Chairpersons to take appropriate decisions on different issues related to attendance.

He briefed the members about the procedure to monitor the shortage of attendance during the initial ten-working days of start of teaching and subsequent cancellation of admission in absence of 33% attendance with the approval of DUI. Sharing the provision of continuous monitoring of attendance during the semester, he explained that in case, a student remained off the rolls for continuous seven days without leave, his/her name shall be struck off the rolls of the department, provided he may be allowed re-admission in accordance with the Rules mentioned in PU Calendar Volume 1, 2007, Chapter VII (C), page-151) with the approval of the DUI

The DUI also elaborated the procedure involved in calculating shortage of attendance and its condonation. He conveyed that it is mandatory requirement of UGC that a student must have obtained minimum attendance of 75% of the total number of lectures/tutorials/practical etc.

He explained that as per University rules, the Chairpersons can condone only a fixed percentage (or fixed number) of deficiency in attendance on medical grounds/participation of cultural/sports activities or any other exigencies. He also informed about the provisions related to the cases of extreme hardships.

The DUI emphasized the need to put these rules/norms on the Departmental online Notice Board and also on the physical Notice Board for the information of the students. He also stressed the need to sensitize the students about these provisions so that they were aware of the consequences.

The DUI further informed that his office has taken responsibility of handling the cases of condonation of shortage of attendance which was earlier the responsibility of the R&S Branch. He requested all the Chairpersons to send cases of condonation to the DUI's office at least seven days before the start of the examinations to resolve the matter well in time. He further requested to upload cumulative attendance up to 31<sup>st</sup> August, 2016, on the Departmental online Notice Board as early as possible. On enquiry regarding format of attendance, the Chairpersons were informed that there was no format of displaying attendance. Depending on the requirements of the regulations of each course, the same could be decided by the Chairperson.

The DUI requested the Chairpersons to inform the parents of the students, whose attendance was below 50%, by registered mail, about the shortage of attendance of their wards.

On this, Chairperson, Department of Evening Studies-MDRC, expressed his inability to inform the parents through registered mail due to non-availability of funds.

The Vice Chancellor assured to provide financial assistance for the purpose and to enhance contingency from the next year to meet such expenses.

Chairperson, Department of Laws, also expressed his inability to inform the parents of students due to heavy strength of students and shortage of required resources.

The DUI assured that from the next academic session no such communication will be required to be sent to the students as the matter will be taken care of in the admission form itself by incorporating an undertaking from the parents that they will monitor the attendance of their wards available on the Departmental online Notice Board. He sought the cooperation of the Chairpersons to follow the instructions regarding the process and rules related to shortage of attendance.

The Vice Chancellor said that a more practical way could be to send a onetime communication to the parents of all students, except those studying in evening programmes, by ordinary post, to the effect that they can view the attendance of their wards on Departmental online Notice Board.

ITEM-2: TO SHARE THE COMMUNICATION RECEIVED FROM ASSTT. CONTROLLER, CHANDIGARH ADMINISTRATION IN RESPECT OF PURCHASE OF ANTI-VIRUS SOFTWARE.

Taking up the second agenda item, the Vice Chancellor shared that the Director, Higher Education, Chandigarh Administration, who is also concurrently Special Secretary, Finance, UT Administration took the initiative to visit Registrar's office and there was a meeting of officials comprising Registrar, Director Higher Education, UT, Finance and Development Officer (FDO), Panjab University, and Assistant Controller (Local Audit), UT Administration. All the stakeholders were called together to take stock of the difficulties being faced. It was resolved in the meeting to improve the process relating to accounts and audit and certain measures were agreed upon to synchronize both the wings in such a manner that the delay may be reduced to the bare minimum.

The Vice Chancellor requested the FDO to explicate the new measures to be put in place.

The FDO thanked the Vice Chancellor and stated that the thrust of the meeting was to identify the factors causing inordinate delays in the processing of bills and other accounts related processes and to find out the optimum solutions to streamline the accounting procedures.

The FDO made a brief PowerPoint presentation to present snapshot of various provisions which were incorporated in the module to simplify the existing system. He explained that despite computerization of accounts branch, the benefits of technology were not being fully harvested. Presently, the concerned official has to go to Accounts Branch personally for every query. Consequently, it has been decided to roll over the campus module interface to all the Departments. If they use the system professionally, every piece of information related to accounts would be available at the click of the mouse.

The DUI apprised the members of a communication received from the Assistant Controller (Local Audit), Local Audit Department, Chandigarh Office, regarding purchase of anti-virus software by various departments from the open market whereas Panjab University is having a multi-user license of Anti-Virus software which is available at the PU website. He requested the Chairpersons not to buy anti-virus or any such softwares which are available with the Computer Centre on sharing basis.

ITEM-3: TO IMPLEMENT RESERVATION FOR SC/ST/BC/PWD IN PH.D. PROGRAMS.

The DUI apprised the members that a communication has been received to strictly adhere to the reservation policy for admission to Ph.D. program. He informed that a circular to this effect would be issued to all the departments soon, seeking information regarding total number of seats available in each Ph.D. program. The information would be put in the Prospectus Entrance Test for M.Phil. & Ph.D.-2017 to equip aspirants with information regarding number of seats available, under each category, in each department for admission to Ph.D. programs.

Professor M. Rajivlochan, Director, IQAC, said that information regarding number of Ph.D. seats could be tentative, because the number of seats for admission to Ph.D. kept on changing.

Professor M. L. Garg, Chairman, Department of Biophysics, shared that it was difficult to apply reservation policy in Ph.D. courses of sciences.

Professor O. P. Katare, Director Research, stated that it was complicated to calculate fixed number of Ph.D. seats available in any science department and to ascertain reservation as the number of Ph.D. seats was highly variable.

The Vice Chancellor stated that number of seats for Ph.D. program has nothing to do with implementing the inclusive reservation policy of the Govt. of India. The State of Maharashtra observes 50% reservation in all courses. Resultantly, a teacher has to enroll half of the Ph.D. students from reserved category and remaining half from general category to implement the reservation policy. Central and State Universities have different norms of reservation. Panjab University should evolve its own practical method to accommodate the students of SC/ST/BC/PwD categories, otherwise we may face serious consequences.

Professor Anil Kumar, University Institute of Pharmaceutical Sciences, suggested that if a professor is allowed to enroll eight research scholars as per UGC Guidelines, he can allocate a fixed number of seats out of these to reserved category students.

The DUI requested the Chairpersons to send the information regarding number of Ph.D. seats and reservation by the second week of November, so that the same could be included in Prospectus Entrance Test for M.Phil. & Ph.D.-2017.

**ITEM-4: TO CONSIDER HOSTING OF LECTURES IN VIDEO FORMAT TO BE PUT ON DEPARTMENTAL ONLINE NOTICE BOARD.**

The DUI proposed to explore the possibility of recording and hosting some of the lectures on the Departmental web page in line with Digital India

initiative of Government of India. He stated that University School of Open Learning has initiated steps in this direction. Similarly, other departments can also host interactive sessions or lectures of the teachers on the Departmental web page.

The Chairperson, Department of Gandhian and Peace Studies, said that they have been successfully holding online classes for the last two years.

To a query, the DUI stated that initially recording can be made by using simple camera and if the adequate response is generated, a studio may be created later.

Director, Computer Centre, shared that the recorded lectures can be sent via email and at present upto 50 lectures can be hosted on the Departmental web page. Further, he shared that such lectures can also be linked to YouTube for wider dissemination.

ITEM-5: TO FINALIZE THE LIST OF JOURNALS AND BOOKS IN THE LIGHT OF THE UGC 4<sup>TH</sup> AMENDMENT.

Taking up the next agenda item, the DUI conveyed that for finalizing the list of journals and list of publishers of books, a notification would be soon sent to the Chairpersons requesting them to constitute 'Subject Expert Committees' to finalize a list of journals and a list of publishers for books. The Departments will send these lists to the Director Research who will collate and send the same to the UGC for final approval. After receiving the final lists from the UGC, the lists of journals and publishers would be used in CAS and other promotions.

Professor M.L. Garg, Chairman, Department of Biophysics, suggested that all scientific journals published by Societies like American Chemical Society, Royal Society, publishing houses like Elsevier, Thompson, Springer, and journals published by Scientific Societies of Government of India like Council for Scientific and Industrial Research, Indian Academy of Sciences, Department of Atomic Energy, and the journals of the Societies established prior to 2005, should also be recommended for scientific journals for all science subjects. Besides this, the journals indexed in Scopus, National

Center for Biotechnology Information and Current Science should also be considered.

The DUI assured to take care of the suggestions given by Professor Garg.

ITEM-6: TO SHARE INFORMATION ABOUT THE PROPOSAL SUBMITTED TO THE UGC 7<sup>TH</sup> PAY REVIEW COMMITTEE.

The DUI requested Professor A.K. Bhandari, Department of Mathematics, to update the members about the developments regarding 7<sup>th</sup> Pay Review Committee. Professor Bhandari, informed the members that 7<sup>th</sup> Pay Review Committee held a meeting in the Panjab University. The Vice Chancellor constituted a committee comprising PUTA representatives and senior teachers to prepare a document and submit the same to the Committee.

The Committee observed that in the grades for university teachers, implemented on recommendations of 6<sup>th</sup> Pay Commission, the pay packages of university teachers remained stagnant for around ten years and then there was a significant enhancement, when one moves from Pay Band 3 to Pay Band 4 while being promoted/selected as Associate Professor. Also, even after Ph.D., university teachers entered the service at grade pay of Rs.6000, though they were given five increments. Therefore, it was suggested that the jump or enhancement on moving from Stage 3 to Stage 4 be divided into two parts. There should be only two stages of Assistant Professor with Ph.D., entering the university. A Ph.D. candidate on entering into the scheme be inducted in the pay equivalent to existing pay scale of Rs.15600+6000 (GP). Thereafter, after 4/5 years, university teachers should get equivalent to the salary of Rs.30000+8000(GP), which is the salary, which is given to the Ph.D. teachers with three years of experience in IITs, and IIMs. Thereafter, after five years, teachers should move to salary equivalent to Rs.37400 + 9000(GP) and professors be given equivalent to Rs.43000+10000 (GP). After nine years, Professor (HAG Scale) should get equivalent to Rs.67000 in new grades.



The Committee also observed that in the recommendations of 7<sup>th</sup> Pay Commission, there are no separate pay bands and the pay in new grades will be determined by multiplying the existing pay and grade pay with a factor, which is 2.67 for Grade Pay less than Rs.10000, and 2.72 for Grade Pay more than or equivalent to Rs.10000.

**ITEM-7/8: TO EXPEDITE THE SUPPLY OF INFORMATION FOR ANNUAL REPORT AND FOR INFORMATION RESOURCE BOOK.**

Professor M. Rajivlochan, Director, IQAC, highlighted the need for extensive improvement in data reporting and data management at the department level. IQAC have been constantly getting reminders from various ranking agencies for providing information about the Panjab University on large number of parameters. Recently, National Institutional Ranking Framework (NIRF) has announced India Ranking 2017, the second edition of its annual exercise. The registration process has already started on September 1, 2016 and will end on September 30, 2016. All the centrally funded technical institutions/central universities and institutions/colleges coming under the purview of AICTE and UGC are advised to register for the Indian Rankings 2017. The NIRF is going to declare its result by January 2017. A request was made to all the departments on August 8, 2016 to complete the Information Resource Book (data management tool developed by the IQAC) and submit it to the IQAC. It was followed up with a large number of phone calls and personal contacts with the Chairpersons and Mini-IQAC Incharges. Unfortunately, till date almost half of the departments could not submit the required data. He underlined that in some of the departments, neither the Chairperson, nor the dealing staff/Mini IQAC Incharge have inclination towards what the Information Resource Book (IRB) exactly is. The departments need to fill up the IRB for this year and maintain a regular record of activities thereafter. It would enable each department to showcase its activities and good practices in a manner that is approved by various rating agencies. He admitted that the departments having large number of students like Departments of Evening Studies-MRDC, USOL, and Department of Laws, may face some problem in completing IRB, as they have to enter a large data for specific years. He requested the Chairpersons to multiply their effort for completing IRB and

submit the same as fast as possible. He made a special request to the Department of Laws for providing information on time.

Vice Chancellor stated that as the people monitoring the rankings and handling the financial matters of the University were the same, ranking played a significant role in getting the grants released from the UGC or Government of India. He shared that this time, NIRF Ranking is going to be stricter and competition has already escalated and if the University fails to do its job efficiently, it will suffer.

Vice Chancellor suggested that all the professional departments like UIET, UILS, Chemical Engineering, UBS, UIHTM, must submit respective data at institution level to compete with their peer institutions.

Director, IQAC, informed that NIRF website is open and departments can individually register to fill data and submit it. He also stated that Student Feedback has been taken in all the departments, however; only about half of the departments have reported compliance to the IQAC. It indicates that departments have not maintained appropriate record of Student Feedback. He requested the Chairpersons to send the Student Feedback to the IQAC otherwise the whole exercise of Student Feedback would be pointless.

#### ITEM-9: OTHER ISSUES DISCUSSED IN THE MEETING.

- i. Professor O.P. Katare, Director Research, shared the information that an initiative was taken with the help of senior faculty members in the month of June, 2016 regarding signing of Memoranda of Understandings (MoUs) with foreign universities. A group under the name of CORE ACTIVE GROUP NETWORK (CAGN), had been formed to generate financial resources to push the agenda of MoUs through the Dean Alumni Relations. The Group can be expanded as per future requirement. The CAGN would explore the possibility of using Corporate Social Responsibility opportunities for such purpose. The help of senior faculty members was sought to come up with proposals.

- ii. Professor Anil Monga, Dean Alumni Relations, apprised that Research Promotion Fund has been created and seed money will be contributed out of Alumni Fund. All faculty members, alumni, students and general public would be requested to contribute to the Fund Rs.100 to 1000 (as per their capacity) on monthly basis.
- iii. Some faculty members of Science Departments raised the issue regarding purchase of chemicals, consumables as well as equipments/instruments at the department level through Technical/Purchase Committees. Vendors have been selling chemicals in different departments at different rates, which lead to audit objections. To avoid such the problems, it was suggested that there should be a centralized Purchase Committee to purchase chemicals/consumables/ equipments/instruments etc.

Professor Karamjeet Singh, Fellow, suggested to restore the Rate Contract system to remove disparities of rates for various chemicals/ consumables etc.

It was resolved that for this purpose Dean, Faculty of Science, should take initiative with the help of the key Science Departments to prepare a proposal.

- iv. Professor Anil Monga, Dean Alumni Relations, shared that Panjab University has announced Alumni Meet on November 26, 2016. He requested all the Chairpersons to submit names of five distinguished alumni to the office of the Dean Alumni Relations, and also to hold Departmental Alumni Meets on November 25 / 26 / 27, 2016.

The Vice Chancellor desired to obtain a short write-up of 1-2 pages from the Departments regarding achievements of their alumni which could be compiled and circulated to all the Chairpersons in the next meeting.

- v. The issue of cleanliness in various departments was also raised. In reply to the queries, the Registrar informed that grant has been received by the University under Swachh Bharat Abhiyan out of

which various items like scrubbers, grass cutting machines, bush cutters as well as other machinery, have been procured and are being used by Horticulture Department. A couple of cleanliness drives of Swachh Bharat Abhiyan have also been made under the leadership of Professor Seema Kapoor, Coordinator, Swachh Bharat Abhiyan. To get rid of Dengue, efforts were made to fog Sectors 14 and 25. The progress report of last one year's work under Swachh Bharat Abhiyan would be submitted by Professor Seema Kapoor shortly.

Regarding repair, cleanliness and maintenance at department level, he appealed all the Chairpersons to focus on preventive maintenance with the help of available manpower. Further, he thanked all the faculty members, who performed a marvelous job by performing various duties in the Senate Elections and also sought their support in the final phase scheduled to be held on September 25, 2016.

The meeting ended with a note of thanks to the chair.

Deputy Registrar (DUI)

(Confirmed)

Dean of University Instruction

(Approved)

Vice Chancellor