

PANJAB UNIVERSITY, CHANDIGARH

Summary of the meeting of Chairpersons/Directors/Coordinators of all Teaching Departments/Centres/Institutes, and Campus Deans, Panjab University, under the Chairmanship of Vice Chancellor, held on April 3, 2017 at 11.00 a.m. in the Senate Hall, Panjab University, Chandigarh, to consider the following agenda items:

AGENDA:

1. To share the UGC communication on Credit Framework for Online Learning Courses through SWAYAM.
2. To share the procedure to be followed for filling up of the seats reserved for SC/ST/BC/PwD Categories in Ph.D.
3. To share the UGC communication regarding implementation of inter-disciplinary programmes and revision of curricula of all academic departments at least once in every three years.
4. To explore the possibility of sending students for internship in each course.
5. To constitute Standing Committees for recognition of Research Centres.
6. To allocate hostel seats online from the session 2017-18.
7. To ensure that the students who have been given ad hoc benefit for participation in cultural /extra-curricular activities in July-December 2016 semester are not given concession of 10% lectures in the current semester.
8. To submit cases of shortage of attendance in one lot.
9. To host the detailed course curriculum of Pre-Ph.D. course work on the website of the Department.
10. 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).

Professor Arun K. Grover, Vice Chancellor welcomed all the members and stated that today's meeting of Chairpersons' Forum was probably the penultimate meeting of session and it becomes important that we need to take a stock of the things that happened throughout the year and also prepare for the admissions of the next academic session. Lot of things were in progress - Board of Studies, Academic Council, Admissions, Handbook of Information, etc. and

it was necessary to exchange/share information and fill up the gaps and today's meeting was also an occasion for the members to seek queries in the background of the current financial situation of the university which relates to salary, development funds, filling-up of the vacant positions, status of the guest faculty, status of the people who were on contractual or semi-regular appointment and were continuously working for so many years.

On the request of Dean of Student Welfare, as he had to leave due to an emergent work, Item No. 6 was taken in advance.

Item No. 6 : To allocate hostel seats online from the session 2017-18.

The Vice Chancellor apprised the House that there was a long pending demand for online allocation of hostel seats. He emphasized that it requires a lot of preparation before we go online. Hostels are a common resource for all the departments. Keeping in view the determination of quota and in the absence of rigid scientific and mathematically accurate criterion as well as uniform criteria all across and the practices which we have followed, this process is very complicated. He emphasized that when we start the online process, it requires a lot of preparation. It will solve some issues, it will make things transparent, but it could also leave lots of other questions. However, it will throw up challenges, but we have to do it, there is no option.

The Dean of Student Welfare apprised that they were in process to start online system of allocations of hostel seats from the academic session 2017-18. Mr. Guldeep Singh, System Administrator, helped them to understand how the online system would be made functional and what were the requirements and difficulties. On his suggestion, data has been collected from the Wardens in respect of Hostels and from the Chairpersons.

On behalf of the office of Dean of Student Welfare, Dr. Kavita Taneja, Warden, Girls Hostel No. 4 made a Power-Point presentation (**copy enclosed as Annexure-I**) and apprised about the working of modules, assigned to the Wardens as well as Chairpersons and how to make the system functional. She also stated that a sub-committee consisting of all Wardens in collaboration with System Administrator of Campus Portal has been constituted to foresee to the upcoming problems. She also shared that the proposal of issuing smart card/combo card load with the information is at advanced stage. In this regard, the Vice Chancellor opined to talk with Assistant General Manager, State Bank of India in this regard.

On the request of Controller of Examinations, as he had to leave, Item No. 5 was also taken in advance.

Item No. 5 : To constitute Standing Committees for recognition of Research Centres.

The Dean of University Instruction apprised the agenda and stated that the Committee constituted by the Syndicate vide paragraph 48 (revised) in its meeting held on 1.5.2016 to look into the issue of promotion of research in the affiliated Colleges, the meeting of which was held on February 7, 2017 under the Chairmanship of Principal Surinder Singh Sangha. Professor Anil Monga was also one of the members of the Committee. He requested Professor Monga and Professor Parvinder Singh to brief-up the members on the subject.

Professor Anil Monga stated that this was regarding promotion of research in affiliated colleges. We were informed that 21 cases were lying pending and only two departments, i.e., Department of Botany and the Department of Chemistry have constituted Standing Committees. The issue was discussed at length and the Committee arrived at conclusion, which was approved by the Vice Chancellor that firstly, all the departments be asked by the DCDC's office to review the cases and within one month. If the departments do not respond, panel should be recommended by DCDC and the DUI's office should approve the same.

Professor Ramanjit Kaur Johal, Associate Director, RPC apprised of the guidelines of Standing Committee and stated that where there are Ph.D. Research Centres outside the University, the Standing Committee meets once a year and people of concerned research centres will present the status of research being carried out.

The Vice Chancellor suggested that cluster of colleges should get together to pool their research with cluster of subject-wise/Institution-wise, so that quality can be maintained. Clustering of Departments and maintenance of quality is necessary, otherwise everybody will suffer. He also stated that to project as a good research university, we should have a minimum one year course work by introducing some study courses which are subject specific and broadening the knowledge about that subject. There has to be a core course for every subject and there are to be elective for that subject. We should encourage all the Departments which have the status of CAS or SAP that they must come up with minimum two core courses and one elective subject in a calendar year. He appealed to senior faculty members to come forward to teach these courses. We must have a trial run of core courses and elective courses from second semester of 2017-18. If not two core subjects at least one core and one elective must be introduced and we must encourage the existing Ph.D. students even though they have completed their course requirement that they should attend it and we should give them a certificate. This will be beneficial for them while

applying for jobs because if the university gives a certificate in addition to the minimum requirement, it will add value. We must encourage all those Ph.D. students who are getting CSIR, UGC/NET qualified scholarship to attend and senior Ph.D. students who will sit through these be motivated for giving lectures.

The Vice Chancellor expressed his concern that there should not be a gap in submitting Self Study Report of Panjab University to National Assessment and Accreditation Council (NAAC), so that his successor may not suffer due to delayed submission of NAAC application. He recalled that there was a gap at the time of his assuming the University due to delayed submission of application to NAAC and we suffered because of that.

It was also discussed that the designated Research Centres would conduct pre-Ph.D. courses on their own, however, the final examination for pre-Ph.D. courses will be conducted on the basis of question papers provided by Controller of Examinations. The Vice Chancellor suggested that two or three colleges can join together to apply for Research Centres in a particular subject. It was also pointed out that under new guidelines for Ph.D. (2016) there will be a specific Research Monitoring Committee for each candidate and therefore, the periodic review of the work of each candidate will be conducted for the Research Centres. However, meetings of Research Degree Committee and other will be carried out in the parent department.

Item No. 1 : To share the UGC communication on Credit Framework for Online Learning Courses through SWAYAM.

The Dean of University Instruction apprised that we have received a communication from the University Grants Commission regarding online courses through SWAYAM. This communication states that at least 20 per cent of the courses which a students' picks up must be in online format. He requested Professor A.K. Bhandari to brief about it.

Professor A.K. Bhandari apprised the House about the possibilities of Massive Open Online Courses (MOOCs) and resource generation through participation in e-learning. He said that these days MOOCs have emerged as a new platform for teaching and learning and with the advances in the technology more and more students will opt for online courses and sooner or later every institution has to participate in it. We at Panjab University have also started making efforts for introducing these courses. Basically, these courses would have to be of three types, (i) future generation initiative courses meant for persons from various professions and age groups namely Certificate and Diploma Courses in e.g., Game Theory Strategies in Stock Market, Role of

Neural Network in Artificial Intelligence etc. Faculty members from 2-3 departments would have to come together and plan and execute the courses; (ii) the second is the SWAYAM platform of UGC/MHRD. UGC has already directed that every student can earn up to 20 per cent courses online using SWAYAM platform. We have to adopt these regulations. Every Board of studies has to look for the courses available and come out with a list of those which their students can take. Our University has to also participate via the Nodal Agencies and send proposals for floating various MOOCs in traditional graduate and undergraduate levels; (iii) thirdly, the distance education programme in Panjab University has to rejuvenate itself in MOOCs mode, i.e., interactive online teaching learning process, at least for some percentage of courses offered for them. This will ensure increase in the enrolment and also generate resources.

For these, all faculty members, not only from USOL have to participate in e-learning but also senior faculty members from affiliated colleges can participate. It is proposed that by rotation teachers from parent departments will participate in e-learning and their teaching load will be shared by colleagues from USOL and/or elsewhere. The Steering Committee under the Chairmanship of Dean of University Instruction and consisting of Deans of various faculties will act as Mentors of MOOCs needs to be constituted. This Committee will receive proposals for further necessary action.

Item No. 2 : To share the procedure to be followed for filling up of the seats reserved for SC/ST/BC/PwD Categories in Ph.D.

The Dean of University Instruction apprised that this item relates to reservation of seats for SC/ST/BC/PwD Categories in Ph.D. This item has come on agenda because Panjab University was under scrutiny of a Regulatory Agency with regard to this matter and we have already circulated on 6th December, 2016 vide letter No. 15676-765/GM through Deputy Registrar (General) with regard to the mechanism to be followed for operationalization of number of seats which are to be reserved for SC/ST/BC/PwD candidates and it was in this light that we requested all Departments to fix up the seats for the next academic session. Chairpersons were requested to implement the requirement of the circular to ensure that reservation is carried out in letter and spirit.

Item No. 3 : **To share the UGC communication regarding implementation of inter-disciplinary programmes and revision of curricula of all academic departments at least once in every three years.**

The Dean of University Instruction apprised that we have received a communication from University Grants Commission which requires that (i) we must re-visit and revise the syllabi regularly at least once in three years and also gave inter-disciplinary flavour to all the programmes. So it is submitted to all the Chairpersons to initiate the process of revision of syllabi. Further, he shared the inputs received from Students' Council in this regard. Students want that when the syllabi are revised, it may be ensured that at least the syllabus prescribed by UGC for JRF/NET is covered.

The Vice Chancellor suggested that the teachers should self assume the responsibility of teaching a new course every three year.

Item No. 4 : **To explore the possibility of sending students for internship in each course.**

The Dean of University Instruction shared with the members that a request has been received from Students' Council for exploring the possibility of making internship an integral part of the curriculum of all courses.

He apprised that some of the professional departments have internship programmes in place, for example, University Business School, UIAMS, UIET, and UICET. The duration and the format of internship varies. The departments can assess the needs of the students and accordingly decide about the duration and timings of internship. He suggested that when syllabi are revised by Departments, internship must be made a part of course curriculum in some form.

Further, he apprised the Chairpersons that he and the Vice Chancellor interact with the members of Students' Council and the suggestions given by them are considered and after deliberation implemented. One of the implemented suggestions was that of revamping Format of Certificates pertaining to admissions. All formats have been revamped from the next academic session consequent to the feedback given by the students.

Item No. 7 : **To ensure that the students who have been given ad hoc benefit for participation in cultural/extra-curricular activities in July-December, 2016 semester are not given concession of 10% lectures in the current semester.**

The Dean of University Instruction apprised that this item pertains to shortage of attendance. In the last semester (July-December, 2016), we gave an ad hoc benefit of 10% additional concession for participation in cultural/extra-curricular activities in order to allow a number of students to appear in examinations, who were otherwise having acute shortage of attendance. The office of DUI has complete record of such students. He requested the Chairpersons to please ensure at their end when the cases of shortage of attendance of the current semester are sent to us; those students have already availed of 10% concession for cultural/extra-curricular activities for this semester in the last semester, are not given benefit, otherwise such cases will be sent back.

Item No. 8 : **To submit cases of shortage of attendance in one lot.**

The Dean of University Instruction requested the Chairpersons to please send the cases of shortage of attendance to the DUI's office in one lot. Last Semester we were sensitive and considerate because it was for the first time that handled such a large number of cases of the students who had shortage of attendance. We kept on accepting the requests of Chairpersons for revision of our orders. This time the Chairpersons must ensure that the Department send the cases of shortage of attendance in one lot. However, he assured that the cases will be disposed of on the same day as and when received in DUI's office.

Item No. 9 : **To host the detailed course curriculum of Pre-Ph.D. course work on the website of the Department.**

The Dean of University Instruction made a request to all the Chairpersons to host their Pre-Ph.D. course curriculum on the website of the Department. He suggested that we should make available online details of Pre-Ph.D. course work as the same can be used by the students for equivalence purposes also. Some faculty members apprised that there was confusion to the students as old syllabi also existed on the website. The Dean of University Instruction assured to look into the matter.

CURRENT ITEMS:

Item No. 1 :

With the permission of the Vice Chancellor, the Dean of University Instruction apprised that there was a communication dated 20.3.2017 (**enclosed as Annexure-II**) received from Assistant Controller (Local Audit), Local Audit Department, Chandigarh Administration with regard to E-tendering process stating that w.e.f. August 14, 2015, it was mandatory to follow E-tendering process for Construction Office including its all Branches, Estate Branch, R&S Branch, Office of Dean of Student welfare, Office of Director Sports, All Science Departments, Central Instrumentation Laboratory (CIL), SAIF, UIET, UIAMS and Dr. Harvansh Singh Judge Institute of Dental Sciences & Hospital. The communication highlights that the said Departments/Branches/Offices have not been followed the process in letter and spirit. This year, the Local Audit Department returned all cases which did not follow articulated of E-tendering and the communication reads as under:

1. E-tendering process has been introduced for some of the departments mentioned above vide circular dated 2.7.2015 for introduction of E-tendering process, for remaining departments of the Panjab University be supplied to the Audit.
2. The cases which have already been processed by the above said Departments without following the process of E-tendering may also be got reviewed.
3. Necessary instructions be issued regarding supplying of copies of the important circulars and decisions of the Board of Finance/Senate/Syndicate involving financial aspects to the Audit Section.

The Dean of University Instruction made a request to the Chairpersons/Directors/Coordinators of all Science Departments/Centres/Institutes as well as the Departments/Branches/Offices as notified above, to follow E-tendering process in letter and spirit and those cases which have been processed without the process, be reported to the Finance Section.

Item No. 2 :

The Associate Director, RPC, sought clarification with regard to the circular dated 22nd March, 2017 in respect of Admissions of Foreign Nationals to be considered only if the case has been sent to the University by ICCR or any Ministry of Government of India.

Regarding clarification sought by the Associate Director, RPC, he apprised that from the academic session 2017-18, there will be only NRI category. There is no category of Foreign Nationals. This is a considered decision which has been taken after seeking legal opinion of our Legal Retainer. We have revised the guidelines for admission under NRI category and circulated to all the Departments. These guidelines are also available on website and the same will be a part of Handbook of Information-2017. The issue arose how to admit Foreign Nationals in the next session? The DUI stated that the Foreign Nationals were welcome to Panjab University as they were welcome earlier. Any Foreign National who is coming after getting its sponsorship from ICCR or any other Ministry of Government of India, the case of that candidate will be handled by the office of the Dean of International Students and the office of the Dean of University Instruction subject to the condition that the candidate fulfils the eligibility requirements of the course. In the past we have been allowing Foreign Nationals to join Ph.D. programme even without having passed an Entrance Test.

Some members raised serious concern regarding scrapping of Foreign Nationals category.

The Dean of University Instruction stated that for this academic session there are no seats reserved for Foreign Nationals. However, re-examination is no issue, we will re-look into this matter and we invite some of you to help us in this matter.

Item No. 3 :

The Dean of University Instruction apprised that there was a request from the Finance and Development Officer that all academic events including Seminars, Workshops, Educational Trips, Special Lectures by eminent persons, etc. should be made part of Academic Calendar. He stated that we firmed up the Academic Calendar for the current semester and struggled a lot in streamlining all the dates of examinations, in consultation with the office of the Controller of Examinations and consequently, all Departments terminate their teaching roughly on the same date and the examinations start on the same date. However, for the conduct of mid-semester test/class tests, flexibility was given. Students are now aware when the examinations are to be conducted and when the classes are to be worked up. Activities like educational trips, conferences, etc. should be listed by the Departments in the Academic Calendar because the office of the Finance and Development Officer faces problems with regard to sanction of monetary part which is involved in these activities. We expect that for the next semester or full one year, in the Academic Calendar, each and everything should be listed by the Departments. Reiterating it, Finance and Development Officer stated that in the last fifteen days of this financial year

there was a huge rush for sanction of Seminars, etc., which is very difficult to process during the last fifteen days of the financial year. It should be planned in advance to avoid rush at the fag end of the academic session.

Item No. 4 :

With the permission of the Vice Chancellor, Professor Anil Monga appealed all the Chairpersons that Alumni Meet should be held in each Department and Alumni Meet be made a part of Academic Calendar.

Item No. 5 :

With the permission of the Vice Chancellor, Professor Archana Bhatnagar, Associate Director, IQAC, requested all the Chairpersons to send the desired information/data for preparing Internal Quality Assurance Report (IQAR) in respect of Panjab University at an early date. The Vice Chancellor stated that IQAC has onerous responsibility of responding to all the agencies, media as well as NGOs etc. They are in real difficulty when they do not receive data from the departments. They are working silently for the branding of the University. Professor Bhatnagar also requested to all faculty members as the semester coming to an end and they take feedback of students, which is an important component of quality assurance and the same be sent to the IQAC at an early date.

Item No. 6 :

The Vice Chancellor shared the information on the Fee Structure (Tuition Fee) for the sessions 2006-2007, 2013-2014, 2016-2017 and 2017-2018 (**copy enclosed as Annexure-III**).

The meeting ended with a vote of thanks to the Chair.

Sd/-
(Professor Dinesh K. Gupta)
Dean of University Instruction

Vice Chancellor