

Expressing his satisfaction over the current financial position of the Panjab University, the Vice Chancellor informed that a short term solution has been found to solve the financial crisis in a manner that University would be able to pay salaries to the entire staff, i.e., teaching staff, guest faculty, non-teaching staff as well as the pensioners up to the end of the current academic year. There shall be adequate inflow of income to the university upto the end of this academic year i.e. July 2018 by way of examination fee of the 2nd semester. He apprised that a Think Tank Committee and Internal Income Rationalization Committee have been constituted to rationalize the rate of fee to be charged from the students across the University and its affiliated colleges. He apprised that 60% of the income by way of examination fee is paid by the students from affiliated colleges and 40% is paid by the students enrolled in the P.U. Campus. A Common Committee has been entrusted with the task of evaluating the entire income of the University as well as the income that accrue to the affiliated colleges. Majority of colleges affiliated to Panjab University are in a situation that they do not receive any grant to pay salary to their teachers. Moreover, there are colleges which are receiving grant-in-aid, but the aid is extremely inadequate to meet all the expenses of the colleges. Thus, affiliated colleges also need some internal income and the rate at which they can charge internal income is to be decided by the same governing body which is looking for the P.U. The Committee would give its output by 30th September, 2018. The task of the Committee will not end up by making provisions only for the next financial year, but it has to give an algorithm to sustain the university and its affiliated colleges for a longer duration i.e. for the next ten years/decade. Hopefully, by the time components of 7th pay commission are announced, the Centre would also declare its attitude towards this unique centrally funded institute which is an interstate body corporate. He emphasized to find out a solution having everlasting impact on the financial position of the university because Centre has agreed to give money notionally to pay salary of the regular teachers only, whereas, pension has to be paid out of the internal income of the University. Thus, this is a big burden on the Think Tank Committee and the intellectuals of the University to devise enduring solutions for the sustenance of the University. This challenge has been offered to the governing bodies of the university and to the teachers, particularly to the campus teachers, as they are the drivers of the brand name of the University. University must survive. He stated that the departments, like University Business School (UBS) and University Institute of Applied Management System (UIAMS) are producing graduates to serve the needs of the National and International corporate world. These students must be encouraged to apply their expertise to answer the financial issues of the University as well as human resource and management issues and must come forward to help the institution they belong to. He invited concrete ideas from the stakeholders which could be helpful to improve the financial position of the University.

The Vice Chancellor conveyed that he is proposing to invite the new Chancellor on the foundation day of the University in the month of October, 2017 and the newly elected President of India on the day of convocation in 2018. He expressed that the last year's Annual Report must be ready by October, 2017, so that it could be presented to the Chancellor on the P.U. foundation day event. He also informed that he is seeking an appointment to visit the outgoing Chancellor and desires to present him a momentum or a kind of album comprising photographed information on all the colloquia held since September 2012 on behalf of the University, all foundation day lectures, lectures delivered by Chaired Professors that were initiated by the University last year. He suggested that anything which gives an academic progression can also be presented to the President and the Chancellor.

Professor M. Rajivlochan assured that the information pertaining to the Annual Report is coming from the departments and only the compilation work is lying pending.

Preface :

Vice Chancellor's address:

Tasks to be done:

- (i) Think Tank Committee and the intellectuals of the University to devise enduring solutions for the sustenance of the University.
- (ii) Students of University Business School (UBS) and University Institute of Applied Management System (UIAMS) must be encouraged to apply their expertise to answer the financial issues of the University as well as human resource and management issues and they must come forward to help the institution they belong to. Concrete ideas from the stakeholders be invited to improve the financial position of the University.
- (iii) Last year's Annual Report must be ready by October, 2017 to present the same to the new Chancellor on the foundation day of the University in the month of October, 2017 and the newly elected President of India on the day of convocation in 2018.

**1&2 PRESENTATION BY MIS/IQAC CELL AND TO DISCUSS
PREPAREDNESS FOR NAAC**

The Vice Chancellor apprised that previously, Self Study Report (SSR) in respect of Panjab University was sent to NAAC in 2014. He invited Professor M. Rajivlochan to give presentation as a kind of a mid-term review and to start preparing for the next NAAC Review.

Professor M. Rajivlochan, thanked the Chairpersons for the cooperation they extended to the IQAC during the last two years. IQAC has gained trust of University community during this period. He described that there would be the following seven criteria for NAAC Audit:

- 1) Curricular Aspects
- 2) Teaching-Learning and Evaluation
- 3) Research, Consultancy and Extension
- 4) Infrastructure and Learning Resources
- 5) Student Support and Progression
- 6) Governance, Leadership and Management
- 7) Innovations and Best Practices

Besides, to prepare for criteria for “World Class Institutions”, the baseline to work on, includes basically, high brand value which involves positive feedback from Alumni, Students, Peers and high quality research which involves high citation impact and adequate resources for students and researchers.

He further apprised that the efforts made through IQAC during the year 2016-17 and the mandated tasks ahead were to have constant monitoring to improve the performance of the organization. He also thanked the Chairpersons and faculty members, who participated voluntarily and sent students’ feedback to the IQAC Cell. He suggested that students’ feedback should be taken seriously because NAAC gives due weightage to the students’ feedback.

He further apprised that in the last re-accreditation, NAAC made adverse remarks on cleanliness, hygiene, sanitation and security issues on the Campus. In this regard, Swachhta Audit of Hostels and Departments were held in July and October/November, respectively, in which more than 80 faculty members participated voluntarily to sensitize the students and staff on these issues.

The Hostel survey provided a baseline on the condition of hostels and departments. It was suggested during Safai Abhiyan all the offices and buildings must be cleaned up. Files must be re-arranged once in a month.

He also underlined one of the mandated tasks of IQAC was that data of Panjab University must be accurate. He affirmed that as of today the data of Panjab University is one of the best and it was validated multiple times through various means and through numerous iterations between IQAC, concerned Departments and Sections. He also stressed that Panjab University data was of high quality and trustworthy which could be used for research purposes, if anyone intends to try to figure out that how the university functions and give feedback, he/she may come over to IQAC and use this data. Departments also report through Information

Resource Book (IRB). He also requested the Chairpersons as well as faculty members that all their activities like achievements, publications, seminars attended be documented on personal page on web portal of the University as the said data will be useful for all rankings happening during the year.

Further, Professor Rajivlochan shared that computerization of records has helped accuracy of data considerably on the Campus. He thanked DSW for making hostel module operational. He also apprised that student attendance module already exists and there was need to start using it by the Departments. The office incumbents of the Departments have already been trained to use Students' Attendance Module. He also apprised that Biometric attendance had been introduced in the Administrative Block. If the same is introduced in Departments, it will certainly help in streamlining the attendance issue. Leave Module has also been put in place and it was fully operational. The Departments need to use it as administration people were already using it. He stated that HR Module was available on the Campus portal and the same can be used for getting service books of the staff updated as we know that many service books have been destroyed due to fire incident. He suggested keeping a signed photocopy of the service book by the Chairperson so that nothing could be happened to your service records later on. IQAC has updated all the achievements of individual faculty on the Campus Portal. He requested the Chairpersons to please ask every faculty member to check their own achievements by logging in to their own page at the Campus Portal. Appreciating the Programmers working with IQAC, he stated that they have spent more than 700 hours in streamlining the various procedures.

Further, Professor Rajivlochan described about mandated task enable quality in academics as under:

- Departments have created Plans/Goals for the current academic year (enclosed)
- Need to learn from each other on how to create Plans/Goals that were more effective (some of the inputs from sister departments, enclosed)
- Such Plans/Goals will help the university, under the guidance of the Research Promotion Cell, to push academics at PU towards World Class Status
- Once the goals are clearly laid out it would be possible to review, after a year, the achievement of these goals and the problems on the way

He also underlined some issues that need thought and action to ensure PU becomes a World Class institution as under:

- Improve job outcomes / prospects for students:
 - Test students rigorously for skills/inputs that the department imparts
 - Get out of inflated grading
 - Improve departmental inputs being provided to students
- In terms of Research: move towards creating Grand Projects that were grand in terms of the ideas / questions they explore (RPC has already smoothened out many administrative and financial obstructions before researchers)
- Ensure stronger bonding with old students of departments; take feedback from them for improving course content and finances. (Some departments already have a significant endowment fund from alumni).

Professor Rajivlochan further emphasized that seven criteria of NAAC and three criteria of World Class University be remembered and he requested the Chairpersons that they should not hesitate in giving new ideas, if any, in this respect.

Further, on the agenda of preparedness for NAAC, the Vice Chancellor stated that as part of NAAC preparation, the soft copy of the information from faculty members be sought on the prescribed formats/template so that it could be incrementally added for the purpose. He requested the Chairpersons to conduct a Mock NAAC Review preferably before the end of this year, or during this financial year. He suggested to conduct Mock NAAC in a distributed way employing faculty, alumni, retired faculty and faculty serving in neighboring institutions as enough experts are available within Chandigarh itself. Professor Rajivlochan apprised that MIS/IQAC Cell was waiting for the announcement of amended/changed format of NAAC Review. As soon as the same was received, this will be communicated to all the Chairpersons as well as to the faculty members to start working on it. Meanwhile, on some points, the faculty members are already working on.

The Vice Chancellor shared that Chandigarh office of INFOSYS has offered to adopt Panjab University for greening the University with an initial start of planting 500 saplings. He, stated that however, as many as saplings we want to plant, would be given by them. They will also give support to maintain for growing up these plants.

He further informed that Corporate Sector has become alive to University's needs and potential as also. Confederation of Indian Institutes (CII) has signed an MoU with Chandigarh Region Innovation and Knowledge Cluster (CRIKC), a Registered Society, an entity, which has its headquarter on the Panjab University Campus. This idea has caught on people are willing to leverage their objectives, fulfilment through

CRIKC. We should take advantage of it. UT Administration has also signed an MoU with CRIKC and the same was in circulation. This will help the university to articulate its strength and to disseminate its potential so that we receive support from wherever we can get. Sharing about Government support for the developmental needs of the University, the Vice Chancellor stated that there were three sources which were accruing to the University viz., Fees, Punjab Government and Central Government. He underlined that only U.T. Government implementing some of their agenda providing for an upgradation of civic life in the city for that we have to articulate how they can support us for a given project which enhances the branding of Chandigarh. He also apprised that the University was pursuing with UT Government to provide with the University 66 KVA Power Sub-Station to enable the incumbents to have an adequate power and a comfortable environment in Lab. and office.

Tasks to be done:

The Chairpersons be requested:

- (i) To prepare criteria for “World Class Institutions”, positive feedback from Alumni, Students, Peers and high quality research which involves high citation impact and adequate resources for students and researchers.
- (ii) Students’ feedback
- (iii) During Safai Abhiyan all the offices and buildings must be cleaned up. Files must be re-arranged once in a month.
- (iv) All activities like achievements, publications, seminars attended be documented on personal page on web portal of the University as the said data will be useful for all rankings happening during the year.
- (v) To explore the possibility of implementing Attendance Module for students as well as Biometric attendance in streamlining the attendance issue
- (vi) HR Module be used for getting service books of the staff updated as we know that many service books have been destroyed due to fire incident.
- (vii) To conduct a Mock NAAC Review preferably before the end of this year, or during this financial year in a distributed way employing faculty, alumni, retired faculty and faculty serving in neighboring institutions as enough experts are available within Chandigarh itself.

3. TWO SEMESTER PRE-PH.D. COURSE WORK IN DEPARTMENTS HAVING CAS & SAP

Discussing the issue regarding two-semester pre-Ph.D. course work, Professor Meenakshi Malhotra, Dean of University Instruction stated that two-semester Pre-Ph.D. course work has been conducted in UBS since last many years comprising teaching in the first semester and a kind of practical/ orientation/ dissertation in the second semester. On the similar lines, it can be run in other departments. She said that for introducing two-semester Pre-Ph.D. course work, information was sought from the departments having CAS and SAP. The departments of economics, Mathematics, Microbiology, Zoology, Statistics, Chemistry, Public Administration, Bio-chemistry and Physics proposed to initiate two-semester Pre-Ph.D. Course Work. However, the departments of Geography, Geology, Sociology, Botany, English, Biophysics, Pharmacy and Biotechnology showed their willingness to continue with the old system of one semester Pre-Ph.D. Course Work despite having CAS/SAP. She apprised that the Vice Chancellor recently had a meeting with the Chairpersons of the departments to work out the modalities of two-semester Pre-Ph.D. course work. In the meeting, the Vice Chancellor suggested the Chairpersons to submit detailed syllabus of the Pre-Ph.D course work. It was also suggested to engage regular faculty, re-employed faculty, retired faculty, Emeritus professors and as well reputed scientists to teach the Pre-Ph.D. course course. Some Chairpersons suggested that grading system must be introduced to evaluate the Pre-Ph.D Course work. The departments were requested to supply the total number of enrolled Research Scholars eligible for Pre-Ph.D. Course.

Vice Chancellor underlined that research agenda of every department must comprise some kind of showcasing of research output. It must be a part of the curriculum of every department. In pursuit of this objective, research seminars may be held either weekly or fortnightly in every department. Certain directives must be there from the Academic/Administrative Committee of the department once or twice a year every faculty member must give presentation of his/her research work. Researcher scholars and students of Postgraduate/Undergraduate courses may also be encouraged to participate. He stated that everyone should assume this responsibility consciously. Every Ph.D. research scholar is required to submit six monthly progress reports, so he/she may be enticed to give presentation on the basis of the research work done by that research scholar. Seminar must be attended by the entire faculty. The re-employed teachers/Emeritus fellows attached to a given department should be sensitized to their responsibility and they must set an example by mentoring and guiding the students. All such information regarding holding of research seminars must be logged in either with the IQAC or Research Promotion Cell to maintain a database on research activities being carried out in the University.

Professor Ghuman, Department of Public Administration, suggested that whenever a faculty member goes to attend an International Conference, on his return, he may be asked to give comprehensive presentation on what he learned from the Conference. Similarly, whoever go abroad to present a paper in a Seminar he may be required to give a presentation. He also apprised that in the Department of Public Administration, whenever a student goes to present a paper in the International Conference, a pre-conference presentation is arranged in the department to mentor the student.

Professor Archana Bhatnagar suggested that when a faculty member takes funds from the University to attend an international conference, it should be mandatory for him/her to give presentation. She apprised that the same practice is being followed in the department of Biochemistry.

Vice Chancellor stated that University has little funds to support number of people to go for attending international conference.

Professor Bhatnagar stated that a number of faculty members are sponsored by various funding agencies to attend international conference every year. Vice Chancellor proposed to collate such data for the last twelve months by the IQAC so that a circular can be issued to all the departments to this effect.

Tasks to be done:

The Chairpersons be requested:

- (i) To submit detailed syllabus of the Pre-Ph.D. course work.
- (ii) To engage regular faculty, re-employed faculty, retired faculty, Emeritus professors and as well reputed scientists to teach the Pre-Ph.D. course course.
- (iii) Grading system must be introduced to evaluate the Pre-Ph.D. Course work.
- (iv) To supply the total number of enrolled Research Scholars eligible for Pre-Ph.D. Course.
- (v) Research agenda of every department must comprise some kind of showcasing of research output. It must be a part of the curriculum of every department. In pursuit of this objective, research seminars may be held either weekly or fortnightly in every department. Certain directives must be there from the Academic/Administrative Committee of the department once or twice a year every faculty member must give presentation of his/her research work. Research scholars and students of

Postgraduate/Undergraduate courses may also be encouraged to participate.

- (vi) Every Ph.D. research scholar is required to submit six monthly progress reports, so he/she may be enticed to give presentation on the basis of the research work done by that research scholar. Seminar must be attended by the entire faculty. The re-employed teachers/Emeritus fellows attached to a given department should be sensitized to their responsibility and they must set an example by mentoring and guiding the students. All such information regarding holding of research seminars must be logged in either with the IQAC or Research Promotion Cell to maintain a database on research activities being carried out in the University.
- (vii) That whenever a faculty member goes to attend an International Conference, on his return, he may be asked to give comprehensive presentation on what he learnt from the Conference. Similarly, whoever go abroad to present a paper in a Seminar he may be required to give a pre-conference presentation to mentor the student.
- (viii) To collate data regarding number of faculty members sponsored by various funding agencies to attend international conference every year (for the last twelve months) by IQAC so that a circular be issued to all the departments.

4. DIRECTIONS FOR REQUIREMENT OF GUEST FACULTY

Vice Chancellor asked the departments to ensure the approval of guest faculty at the beginning of the new academic session. Earlier, regular teachers of the Panjab University were allowed to take classes in other departments and the practice resulted in outflow of money from the same exchequer. That quantum of money can be paid to those teachers or research scholars who are presently not working anywhere. He communicated that Government of India has strictly prohibited the appointment of regular faculty as guest faculty in another department because same exchequer cannot be used for two salaries. Universities are expected to strictly follow the General Financial Rules (GFR) otherwise it can attract the ire of the present government. Therefore, guest faculty positions are required to be filled up only by those faculties who have already been teaching continuously in the respective department year after year with one day break. He expressed that to accrue benefit of the expertise of the regular faculty to other departments, some innovative solutions must be explored.

He emphasized that all Research Scholars pursuing Ph.D. under any fellowship programme be assigned five hour teaching workload as per UGC norms in the concerned departments. The NET qualified students, who have completed their

Ph.D. degree and are not working anywhere else, may also be assigned teaching workload on payment basis. Regular faculty members who are willing to take classes in other Teaching Departments, they shall be taking the same voluntarily. However, their teaching workload for taking classes in other departments shall be aggregated in the total workload assigned to him/her in their parent Department. Emeritus Professors, senior faculty, re-employed faculty, retired faculty, and scientists can also take classes voluntarily.

The Vice Chancellor advised that the Departments may offer Honorary Professorship to eminent persons. Honorary Professors are expected to deliver few lectures to Postgraduate students of the departments and this Honorary Professorship does not entitle them to any financial compensation. Highlighting the offer of Professor Taneja, from PGI, who offered to visit PU Dental College to check patients without any charge, the Vice Chancellor stated that there are many eminent people who have got settled in and around Chandigarh may be contacted to deliver lectures in teaching departments free of cost.

The Vice Chancellor also shared that there is possibility of appointing Visiting Professors in the teaching departments. Though Centre is not going to pay for visiting professors, but the departments which are running self financing or partially self financing courses and generating money above a certain average may have visiting professors from outside the University. Such departments, where income is accruing from self financing courses, may ask to enhance the number of seats in any course within the sanctioned budget. This could be another way of engaging more and more people in imparting training to young students. He also suggested that every department must become aware about the amount of funds received from the University in terms of salary paid to teachers, non teaching staff and other expenses under various heads vis-a-vis the funds generated by the department and other contribution of the departments towards the University.

Tasks to be done:

The Chairpersons be requested:

- (i) Guest faculty positions are required to be filled up only by those faculties who have already been teaching continuously in the respective department year after year with one day break.
- (ii) To accrue benefit of the expertise of the regular faculty to other departments, some innovative solutions must be explored.
- (iii) All Research Scholars pursuing Ph.D. under any fellowship programme be assigned five hour teaching workload as per UGC norms in the concerned departments. The NET qualified students,

- who have completed their Ph.D. degree and are not working anywhere else, also be assigned teaching workload on payment basis.
- (iv) Regular faculty members who are willing to take classes in other Teaching Departments, they shall be taking the same voluntarily. However, their teaching workload for taking classes in other departments be aggregated in the total workload assigned to him/her in their parent Department. Emeritus Professors, senior faculty, re-employed faculty, retired faculty, and scientists can also take classes voluntarily.
 - (v) The departments which are running self-financing or partially self-financing courses and generating money above a certain average may have visiting professors from outside the University. Also they may ask to enhance the number of seats in any course within the sanctioned budget. This could be another way of engaging more and more people in imparting training to young students.

5. ASSISTANT PROFESSORS UNDER FACULTY RECHARGE

Speaking on the item of Faculty Recharge Faculty, the Vice Chancellor informed the House that if a faculty selected by the UGC under Faculty Recharge Program and joins any department of the Panjab University, they are supposed to be given 50% of the teaching load and for rest of the 50% work they are supposed to be engaged in the research. Generally, these recharge faculty are Assistant professors, but they may be Associate Professors or full time professors. As per the UGC norms, they cannot be given more than 50% of the teaching workload.

Panjab University has a certain ceiling on the money to be spent on paying the salary to the teachers. To appoint every new teacher, permission is to be sought from the Government. Even guest faculty cannot be appointed without prior permission. Therefore, the departments should accept the recharge faculty and the Guest Faculty which is already working must continue to maintain an average teacher student ratio.

Tasks to be done:

The Chairpersons be requested that if a faculty selected by the UGC under Faculty Recharge Program and joins any department of the Panjab University, they are supposed to be given 50% of the teaching load and for rest of the 50% work they are supposed to be engaged in the research. Generally, these recharge faculty are Assistant professors, but they may be Associate Professors or full time professors. As per the UGC norms, they cannot be given more than 50% of the teaching workload. The departments should accept the recharge faculty and the Guest

Faculty which is already working must continue to maintain an average teacher student ratio.

6. CONSTITUTION OF ADVISORY BOARDS FOR ENHANCEMENT OF TEACHING AND RESEARCH STANDARD

Professor Meenakshi Malhotra apprised that a circular was issued to all the departments requesting to constitute Departmental Advisory Boards for enhancing teaching and research standards of the departments. So far, 45 departments have sent the information regarding constitution of Department Advisory Boards. Basic idea behind constitution of Advisory Boards is to improve the syllabus, research by reaching out to alumni of the department or scientists to have new ideas to improve course curriculum, research work and to initiate other academic activities.

Replying to the query raised by Professor M.L. Garg, Department of Biophysics asked that whether person from outside the University may be added in the Advisory Board, Professor Meenakshi replied that members may be added from outside, rather this would be more helpful in meeting the objective of the Advisory Board. This will help in deriving innovative ideas and expertise of the outside faculty to the department. Such members may be consulted on the Skype, if unable to attend the meeting. The Advisory Boards must convene a meeting atleast once in a month. Vice Chancellor suggested that the target should be to hold a meeting at least once in each semester.

Tasks to be done:

The Chairpersons be requested that members may be added from outside, rather this would be more helpful in meeting the objective of the Advisory Board. This will also help in deriving innovative ideas and expertise of the outside faculty to the department. Such members may be consulted on the Skype, if unable to attend the meeting. The Advisory Boards must convene a meeting at least once in a month (the target should be to hold a meeting at least once in each semester).

7. SHARING INFORMATION REGARDING ATTENDANCE ISSUE

Professor Meenakshi Malhotra informed the members that to sort out most of the attendance issues, information from concerned departments regarding minimum requirement of attendance has been collated and the same has been sent to all the departments. For all Departments/ Centres/Institutes the attendance requirement would be 75% aggregate in all papers. However, the departments governed by some regulatory body will follow the attendance norms issued by the respective regulatory

body in principle. As per the Dental Council of India (DCI), attendance requirement for BDS course is 75% in theory and 75% in practical/clinical in each year. The University Business School, UICET, UIET follow attendance requirement of 75% subject wise. Department of Education, IETVE and UIPS follow 80% attendance for theory papers. However, the Department of Law requires 65% attendance per subject and 70% in aggregate for LL.B. Course and for L.L.M. (one year course) 75% attendance of the total lectures delivered and 66% attendance in each subject is required to be eligible to appear in examination.

Professor Meenakshi requested the Chairpersons to convey the attendance norms to all faculty members and students at the beginning of the session, so that they could not take plea of ignorance at the end stage.

Professor Rajivlochan, Director IQAC stated that students already know the norms. Even some departments have started taking undertaking from the students at the time of admissions that they know all the norms of the attendance, but even then students fall short of attendance. He suggested that the only solution to tackle this problem is to go for online attendance. He informed that software is already ready; instructions must be issued to the departments by the DUI to start using the software.

The Vice Chancellor informed that to comply with the UGC norms and other regulatory bodies, a certain attendance is required by the students to appear in the exams. This year's Handbook contains specific norms regarding attendance requirement. Hence, these rules be placed prominently at notice boards of the respective departments or be sent to every student individually through emails in order to sensitise the students about attendance norms.

Tasks to be done:

The Chairpersons be requested to convey the UGC and other regulatory bodies' attendance norms to all faculty members and students at the beginning of the session, so that they could not take plea of ignorance at the end stage. These rules be placed prominently at notice boards of the respective departments or be sent to every student individually through emails in order to sensitise the students about attendance norms.

8. SHARING INFORMATION REGARDING ONLINE ADMISSIONS

Sharing information regarding online admissions, Professor Meenakshi said that the admission schedule has been revised due to delay in declaration of B.A./B.Sc. result. She informed that total number of 26726 online admissions forms had been received for courses run other than by the Department of UIHMT, UBS, UIAMS,

B.Pharma and B.Sc. Hons. courses in science departments for the current academic session. She informed that tentative merit list of the candidates would be uploaded on 23.07.2017. The verification of reserved category certificates has been made by various Committees in a meticulous manner. Four camps have been organized on 3rd, 9th, 15th and 19th to address the grievance of those candidates whose certificates had been rejected. She also requested the departments to download the pending forms and complete the academic verification on urgent basis, so that the provisional merit list may be uploaded on 27th July. The Counselling by all the departments shall be finished by 4th of August and from 7th August onwards classes for first year students would be started.

Professor Anil Kumar from UIPS apprised that the University is giving fee concession to so many students of reserved categories at the time of admission. Later, it is reimbursed by the Government by way of State Scholarships, on submission of scholarship forms by these students in their respective departments. But it has been observed that most of the time these students do not submit their scholarship forms resulting in non-reimbursement of funds from the Government. He requested the Chairpersons to ensure that each student has duly submitted the required scholarship form in due time.

9. SHARING INFORMATION IN RESPECT OF NATIONAL CONVENTION ON DIGITAL INITIATIVES FOR HIGHER EDUCATION

Taking up the next agenda item Professor Meenakshi invited Professor Parminder Singh to share the information on National Convention on Digital Initiatives for Higher Education, Ministry of Human Resource Development.

Expressing his gratitude to the Vice Chancellor for giving him and Professor Bhandari an opportunity to participate in Convention on Digital Initiatives, organized by Department of Higher Education, Ministry of Human Resource Development, he informed the House that on 23rd of June, 2017, Panjab University was one of the activity Centres allocated by the UGC/MHRD, where Joint Secretary UGC presided over the function which was attended by around 110 delegates from all over the northern Indian Universities. Many online projects were launched by the Prime Minister and MHRD Minister Shri Parkash Javedkar like SWAYAM, SWAYAM PRABHA, E-PATHSHALA and the most important is National Academic Depository. He informed the House that Panjab University has already signed the LOU with NSDL and CDSL. These are two depositories where LOU has been signed by the Vice Chancellor and Col. Gurjit Chadha, Registrar Panjab University would be the Admin Officer of these two depositories. From 17th, 18th onwards, Panjab University will be issuing online degrees, DMCs, online migrations and verifications etc. This is an Act passed by the Parliament and Universities are supposed to be on board. Hence, this initiative has been taken. With

regard to other activities which were highlighted and deliberated in the Convention, the Vice Chancellor has already constituted few Committees to address various issues and the updates shall be apprised to members accordingly.

10. TO START SHORT-TERM COURSES DURING EVENING HOURS

Professor Meenakshi Malhotra informed that Think Tank Committee proposed that short term courses may be started for students as well as for working people by the departments in the evening hours so that some revenue may be generated.

Vice Chancellor said that departments have got expertise to run small courses and can take initiative to such courses for insider students or even for outside students. He said departments are free to frame guidelines as per their convenience e.g. eligibility criteria, duration of course, fee to be charges etc. He assured that whatever income would be generated by the departments, they may use it to pay honorarium and for the developmental activities of the department. He apprised that NAAC would be happy if something innovative comes up which would be helpful to enhance the capability of the departments and would be beneficial for the society.

Sharing an idea given by Professor DVS Jain during the meeting of Think Tank Committee, Professor Rajivlochan informed that some departments have large endowment funds which have been collected from various sources. These endowments can be reported as their achievements. He urged that other departments should also make efforts to create endowments.

Professor Meenakshi Malhotra highlighted that each department must arrange Alumni meet every year. The Vice Chancellor suggested that the date of Alumni meet must be announced few months in advance. So, departments were requested to decide the dates of their Alumni meet in the very first meeting of the departmental Administrative/Academic Committee meetings. If the dates are announced in advance, it could be helpful for the Vice Chancellor, the DUI and the Director Research Promotion Cell to make their schedule to attend the Alumni Meet. He also proposed to host at least one iconic lecture by the departments on the occasion of the Alumni Meet. University can financially support upto the extent of Rs. 5000/- to hold such lectures which can be an academic news and serve the purpose of branding the University. All the alumni, Director Public Relations and Dean Alumni Relations should be invited to attend the lecture. A colloquium like lecture can be hosted once at a level that people who are non specialists can also under the lecture.

OTHER ISSUES DISCUSSED DURING ZERO HOURS:

- Professor Rajivlochan pointed out that a proforma is sent to the departments to collate data in a specified format. But departments often sent information as per their own whims and fancies. The data must be sent by the departments strictly as per the desired format.

Vice Chancellor suggested to establish help desks on behalf of the IQAC comprising two persons who may be contacted in case of any difficulty is encountered by any department.

Professor Archana Bhatnagar, Associate Director, IQAC apprised that tutoring and training of all types is already being provided to the needy department, hence there is hardly any need of creating help desks.

- Vice Chancellor informed that overall non-teaching staff (comprising A, B and C category) in University is in excess of the sanctioned staff given in the books. However, some departments have complaints that despite having vacant sanctioned positions; they are running short of staff. To solve this problem, the Vice Chancellor suggested that, there are many 'C' class staff members who are well qualified. Such staff may be inducted in place of 'B' class employees to meet the genuine demand of the departments until the suitable persons are appointed. He suggested to constitute few sub-committees to take cognizance of the critical needs of the departments and to find solution from the existing staff.

Vice Chancellor instructed C.A. Vikram Nayyar to devise a proforma to collect data from every department pertaining to class 'C' employees regarding their qualification and experience.

Professor Ghuman Suggested that University must go beyond the classical description of the non-teaching positions. The mindset needs to be changed that on whatever position you join, you must be willing to do all the work.

Col. G.S. Chadha, Registrar apprised the House that problem is very genuine and it is quite serious now. Over a period of time, so many new departments have been established. Employees are retiring every year, but no fresh appointments of clerical staff have been made because there in overall the non-teaching staffs are in surplus. Moreover, the quality of intake is also not very satisfactory. It is required to identify the grey areas and to improve their efficiently and trained them. Chairpersons can help identifying the staff and

their grey areas where they need training, so that the training programme can be customised to meet their requirements.

- Professor M.L. Garg shared that though UGC sanctions grants to departments under various schemes like Sap/CAS/FIST etc, but it often becomes difficult for the departments to get the grant release. On this, Vice Chancellor shared that University is planning to create a Volunteer Reserve Fund of few crores to meet such requirements.

He further stated that Col. G.S. Sandhu is continuously going to UGC to solve these issues, so if any departments have any issue regarding release of grant, Col. Sandhu may take up their issue with the UGC.

Tasks to be done:

The Chairpersons/Officers be requested:

- (i) To constitute few sub-committees to take cognizance of the critical needs of the departments and to find solution from the existing non-teaching staff (comprising A, B and C category) staff, which is in excess of the sanctioned staff given in the budget?
- (ii) Some departments have complaints. To solve this problem of some departments having complaints that despite having vacant sanctioned positions; they are running short of staff, well qualified 'C' class staff members may be inducted in place of 'B' class employees to meet the genuine demand of the departments until the suitable persons are appointed.
- (iii) Vice Chancellor instructed C.A. Vikram Nayyar to devise a performa to collect data from every department pertaining to class 'C' employees regarding their qualification and experience.
- (iv) Col. G.S. Chadha, Registrar suggested to identify the grey areas and to improve the efficiency of clerical staff, there was a need to train them. Chairpersons can help identifying the staff and their grey areas where they need training, so that the training programme can be customized to meet their requirements.

In his concluding remarks, the Vice Chancellor expressed his satisfaction over having this meeting. He encouraged the House to maintain the same spirit to continue All Chairpersons meeting every month to articulate academic concerns of the colleagues and the University.

Sd/-
Assistant Registrar (DUI)
Convener

Confirmed:

Sd/-
(Professor Meenakshi Malhotra)
Dean of University Instruction

Approved:

Sd/-
Vice Chancellor