

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 27.12.2016 at 11.00 a.m. in the Senate Hall, Panjab University, Chandigarh, to consider the following agenda items:-

AGENDA ITEMS:

1. Feedback from Vice Chancellor on “Financial Concerns of PU” and the shortage of faculty.
2. Format of Academic Calendar of the departments for consideration.
3. To finalise the Proforma for Annual Self-Appraisal Report.
4. To consider Pre-Ph.D course work completed by students from other Universities to be equivalent to that of Panjab University.
5. Creation of “School of Asian and European Languages and Oriental Studies”.
6. To consider the issue of sanction of Half-Day Casual Leave.
7. Alternate teaching arrangement to be made by the faculty member who wishes to avail Duty Leave.
8. Communication from UGC to offer NCC as an elective subject.
9. Sharing of information about P.U.’s Initiatives for Globalisation.
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).

Before taking up the agenda, the Vice Chancellor informed that Central Vigilance Commission has desired that all Government/Public institutions must take Integrity Pledge. He, therefore, requested Prof. Meenakshi Malhotra, Chief Vigilance Officer, to lead them to take the Integrity Pledge. Prof. Meenakshi Malhotra stated that as per the letter dated 24.10.2016 from UGC/MHRD, the Chief Vigilance Commission (CVC), the apex integrity institution of the country, observes vigilance awareness week every year and also advises all the Ministries, autonomous organizations and societies to observe the same.

She then, read out the pledge and all the members followed her. A copy of the pledge is enclosed as **Annexure-1**.

Item No. 1 : Feedback from the Vice Chancellor on “Financial Concerns of PU” and the shortage of faculty.

The Vice Chancellor apprised the members on the financial concerns of Panjab University and discussed about shortage of faculty. He shared the historical perspective of University with uniqueness of its creation as an Inter State Body Corporate with more than one state as our stakeholder. He emphasized that since inception, Panjab University has been getting major chunk of its finance through examination fee and meeting of its funding requirements remained the responsibility of the Central Government when the Indian

Universities Act came in the year 1904 and it applied to all the five universities of India, i.e., Bombay, Calcutta, Madras, Lahore and Allahabad. He further harped that P.U. Campus today is an agglomeration of departments. Each department is supposed to be an independent academic unit. Some of these departments such UIET, UIPS, UILS, UICET are so large that their peer institutions are universities in themselves. So, we are in some sense, an agglomeration of quasi-Universities in the form of a large Panjab University. Further, we have so many Centres of Advanced Studies. Each Centre is as big as supposed to their peer Institution or national labs. So the Panjab University is an agglomeration of deemed Universities, mini national labs all put together. So the financial concerns of P.U. actually are the financial concerns of all these independent units put together. Until very recently, we did not worry about our financial concerns. We thought it is bounded duty of the nation to provide funds for us. But we have to go back to the basics. We have created all this paraphernalia, by not asking anybody. We ourselves felt the need of education dissemination on behalf of this region and being in the leadership role that this university had. The University created various things and not got sanctions from anybody.

The governing structure of P.U. was such that it was represented in the sense that we rightly assume that if something is passed by the Governing Body of the University, then by default it has sanction of the Governing structure of India as the Governing Bodies of P.U. are represented by Punjab Government and the Central Government. Anything, which is passed or processed through the Board of Finance, Syndicate and Senate, has the consent of the representatives of State and Central Govt.

The Vice Chancellor further said that as a campus community, we did not participate in decision making. We were implementing it, some of the people were a part of that process, in the sense that some Senators and some nominated members are from the campus, but explicitly, as a community, they have not participated in the decision making relating to the finances of this University, which has emerged as a problem today. The problem today is about the annual budget. This budget has two components, paying salaries and pension, and just minimally maintaining whatever we have created. The Chandigarh City has come up as a township which also comprises Sector-14 & 25. We are township attached to a University. Today's problem is that now existing township requires certain money for its maintenance and its sustenance while it is a part of Chandigarh City. Sectors-14 & 25 are a part of the modern urban area of Chandigarh and they require money to maintain. It is not easy to maintain them. About 80% of P.U annual budget is spent on paying salaries and pension. Therefore, even proper and regular maintenance of this area is a problem.

Further, the Vice Chancellor said that there were no teachers employed by this University till the year 1904. Teachers were added to the campus on the savings from the examination fee of the University. That examination fee included a large chunk coming from the college entrance examinations. It was the savings from the conduct of examination for the school education and that the colleges, that provision for recruitment of campus teachers was made.

The Vice Chancellor further shared the developments in the Hon'ble Punjab and Haryana High Court. He stated that by 15th of January, they have to give a reasonable feedback to the Central Govt. and on 19th of January the Court will look at what we will submit. We will get this months' salary, but the salary for the next three months is subject to rapid exploration of the solution and it is in that background the proposal to generate income is being finalized. We have already committed via a deliberation of Think Tank that we will

attempt to enhance the income by 25% over the face value of our income for the year 2013-14 when, for the first time, we started to receive our grants on the non-plan budget of the Govt. of India which is to the tune of Rs. 155-160 Crores. We have to generate 25% of the Rs. 155 Crores. Therefore, we have to generate something like Rs. 39-40 Crores this year. So at zero level this is first problem. Second problem is that we must attempt to decrease the number of non-teaching employees. The target figure is 1: 1.1. The figure 1 represents the sanctioned strength of the teachers, but we have not got any sanctioned strength of teachers. It is an assumed sanction on the basis of the activities that we are engaged. This ratio is as per the Govt of India norms and NAAC Inspection norms. We have to see whether going by the existing teaching load and the responsibilities that we have assumed the number a correct number or not. We have to have re-assessments. For this we did manpower of teachers and non-teaching which is nearly complete. The number of teachers is about 1500-1600 has to be brought down by about 200, i.e., up to 1400 teachers. If the ratio is 1: 1.1, it means only 1500 non-teaching employees. This is too small a number given the character of the University's infrastructure. We have to provide everything for the township which we have created. Nobody has created infrastructure for us. We ourselves created this township. So we have a different history, than creating a Central University. We are an older Institute and we have to articulate all these things. The Govt. of India is also asking us as to how the manpower is to be reduced in the coming years. They have posed a question; we should be able to give a reasonable answer to this given the changing India. We are a globalized economy and all other institutions have been asked to generate income. But all the Central Institutes such as BHU, Aligarh Muslim University, Hyderabad University etc. Do not have 1: 1.1 ratio. Therefore, we have to collect all the data and to put everything in a proper perspective and tell how we will reduce our load. And how in an equilibrium situation we are generating our own income. Non generation of income is not an option and it will lead to closing down the University. Our expenditure is rising at a certain rate and we tried to argue with the Govt. of India that our internal income is rising at a rate commensurate with the rate of rise in our expenditure. So, we are asking the other stakeholders to also give their contribution commensurate with it. Why should Punjab Govt. freeze their contribution at Rs. 20 Crores? But they have difficulty in accepting this argument. This is when the Hon'ble Punjab and Haryana High Court comes into picture. In the Court, the UGC has gave a statement that the Panjab University salary has been frozen, but the other Central Institutions which are in the same budget head, have been permitted 15% increase on the salary part. On asking by the Hon'ble Judge about this discrimination, they said that they won't give any contribution to our pension fund, the judge said, then freeze the contribution to pension fund of all the other institutions. But this is an ongoing argument in the Court.

The Vice Chancellor further stated that in order to think about it, you need inputs which I will make you available by email from the DUI office, the minutes of all the meetings of Senate, Syndicate, B.O.F. over four years, they have already been collated together, so that you can see what has happened over the four years. He further said that he will also make available via email through the D.U.I., the documents which have been submitted to the Court which tell all the history. He further said that he will also send the 8-page document that he gave to the Salary Panel of UGC.

The next thing is how to reduce manpower. Manpower in the University has to be reduced all across, i.e., at the ministerial cadres in the departments and the main office and also at all other levels, wherever it is possible. Some very innovative thinking has to come in as to how to reduce the manpower. For that if the manpower has to be reduced in terms of University employees, but the workload has to be carried out whatever the current manpower

is doing. Work is not going to reduce to sustain the University. When government says to reduce manpower, they actually mean two things, i.e., reduce the manpower and reduce the total requirement of the Central Government. But they are aware that if we attempt to outsource things for a while we can bring down the number, but the expenses will not reduce. If we enhance the fee, then the burden on students increases. The students who would get admission in P.U. by virtue of their merit some of them would refuse admission as they would not be able to pay fee. This will be a bad thing. We should not be seen to be losing any able students just because of economic constraints. So we have to find ways that every student who gets admission by virtue of his merit is enabled to get admitted. In order to enable him to do this, the Vice Chancellor suggested to create part time jobs for the students so that maximum of them could be enabled to pay for themselves. Either you work and study or you are given scholarships or loan to study. If the students are given some part-time job in the University, they will be able to return the loan. He requested all the teachers to come up with very innovative thoughts so that a message goes to the society that we do not want to lose any student who is a natural student of our University.

The Vice Chancellor also informed that for the existing students no fee is going to be enhanced by a drastic amount; it is only the new entrants for whom we are wanting to enhance the fee. To evaluate the economic background of 3-4 thousand students is not a difficult task.

The Vice Chancellor stated that the current financial difficulty of P.U. is actually a difficulty of the stakeholders of the campus. Till very recently we were setting up Think Tank, on behalf of the Governing Bodies, but the Think Tank has to be there on behalf all of them and they should not look up to the Vice Chancellor to do it. You have this forum and the DUI and this forum should be able to come up with some solution.

Then, the Vice Chancellor asked if anybody has some questions about this.

Prof. Deepti Gupta stated that in case they try to get the work of 10 non-teaching persons from 7-8 persons, what would be the fate of three persons rendered surplus. Would they be removed from the service? The Vice Chancellor said that they will not be removed. It was only over a period of time that manpower had to reduce. The persons who are retiring would not be replaced. Extensions have to be stopped. The reduction activity would take place over a period of time.

On point raised by Prof. Rajat Sandhir regarding appointment of Guest Faculty, the Vice Chancellor said that we are going to contest this with the authorities.

Prof. Ashish Jain said it would be a bit difficult if it comes as a dictate to look ways and means to increase the revenue of the Institute by 15%-20%. However, it would be a bit easy if there is no such bar. The D.U.I said that there should be some target should be given to each department depending upon ability of the department, which they would integrate. However, the Vice Chancellor said that it cannot be possible to put a targeted figure. It could be different for different department. Also there is a demand ratio. If the fee would be increased arbitrarily, the lower cut will be reduced and the quality of work will suffer. It can only be increased somewhere, not everywhere. Look at the fee hike the proposed tuition fee structure course-wise for each of the department be examined. On the suggestion of Professor Nandita Shukla, the Vice Chancellor desired that sub-committees be constituted

faculty-wise to fix the fee of traditional courses which very low and a proposal can be prepared and circulated to all the departments.

The Dean of University Instruction stated that draft proposal prepared for fee hiked would be circulated. UBS fee has been proposed to be hiked substantially, UICET fee has been proposed to be hiked substantially, enabling the Chairpersons to have an idea as to how the work has been carried out and suggestions from the Chairpersons were welcome.

As Prof. Ramanjit Kaur Johal was to leave, it was decided to take up the Agenda Item No. 3 first for discussion.

Item No. 3 : To finalize the Proforma for Annual Self-Appraisal Report

Prof. Ramanjit Kaur Johal, Associate Director, RPC, stated that the Vice Chancellor had desired an updated Self-Appraisal Proforma for faculty especially in light of NAAC requirements. This Proforma has been framed taking into consideration various aspects of the old proforma, requirements of UGC, and also proformae of other eminent institutions, and with a focus on Panjab University's Vision and Mission. Thus, apart from teaching, research, administrative work etc., inter-disciplinary research, consultancy, revenue generation and collaboration with other Universities have been specifically included.

The Vice Chancellor while speaking on this suggested that each faculty member should have a file of his own that will result in an archive of specializations. With proper data we can showcase our staff is comparable with the best of the country; then our case for a National University and a Heritage University would be strengthened. In view of all this, the Vice Chancellor stated that they should accept what Prof. Ramanjit Kaur Johal has proposed. The Proforma was approved. A copy of the Annual Self-Appraisal Proforma is enclosed as **Annexure-II**.

At this point of time Prof. Rajiv Lochan stated that the Campus portal has facility for faculty to upload their academic, research and other such information. If the faculty does this, the MIS can keep track. This would also avoid having to bother the departments time and again for data. Such data is required by every outside agency, like, UGC, DST, CSIR & for University Rankings (NIRF, Times Higher Education, etc.). He informed that some new aspects have been added to the Campus portal to tailor the information to fulfil these requirements. The Vice Chancellor suggested creating a help desk for this purpose on behalf of the IQAC and five volunteer teachers could be asked to undertake the task. These persons could help in uploading the data of those who are not computer savvy. The names of five such teachers, who are not overburdened with other administrative duties, could be put on the website and the people would set an appointment with them for putting their data on the portal.

Item No. 2 : Format of Academic Calendar of the Departments for consideration

The Dean of University Instruction briefed the members about the problems being faced in the absence of Academic Calendar. The students are not aware about the fact when their classes will commence and when will they end, when their class tests/mid-semester examination will be held etc. With a view to address these issues, a format of Academic Calendar has been suggested. This Academic Calendar specifies everything well in advance to students as to when their classes will start, when their examination is to be held, when the

winter vacations will start and end, when their monthly tests will be held etc. etc. The format of the Academic Calendar was approved. The Dean of University Instruction informed that the Academic Calendar could be customized as per the needs of the departments and requested to send the customized Academic Calendar of their respective departments for the next semester as per the format.

Item No. 4 : To consider the Ph.D. course work completed by students from other Universities to be equivalent to that of Panjab University.

The Dean of University Instruction stated that the item relates to the question whether we should consider the Ph.D. course work completed by a student from other University equivalent to that of Panjab University for doing Ph.D. so that a candidate can carry out his/her Ph.D at Panjab University without attending course work.

Speaking on the issue Prof. B.S. Ghuman stated that it is like recognizing a course of another University. If a university is member of Association of India Universities (AIU) and regulated by the UGC, the course work of the candidate should be accepted. Regulations 2009 also mention about the Pre-Ph.D course work in other sister institution of other University recognized by the UGC. Prof. Ghuman was, therefore, of the opinion that we should follow that standard procedure. However, if there are any quality considerations, it could be taken care of.

Prof. Karamjeet Singh stated that the idea of recognizing the course work from other universities is fine but at the end of the Ph.D. we have to give a certificate to the effect that the candidate has complied with all the requirements of the course work. Course work is of a specific duration, it is a package, i.e., course work and research work. The course work has different duration in different universities and we cannot force a university to have the standards as required by P.U. He, therefore, requested before taking a decision we should examine the issue thoroughly so that the students may not suffer on this account. He, therefore, opined that granting permission to all as a general rule is not correct. The permission could be given on case to case basis. In this regard, the Vice Chancellor suggested that the concerned department will make a recommendation and R.P.C. will oversee it. This was agreed to.

Item No. 5 : Creation of “School of Asian and European Languages and Oriental Studies”.

The Dean of University Instruction while briefing the members about this item said that this issue was addressed by a Committee, whose meeting was held on 22nd of March, 2016. The recommendations of this Committee were brought to the Chairperson meeting which was held on 23rd of May, 2016. In that meeting an appeal was made to the members to discuss this issue among themselves and come up with some concrete suggestions. However, those suggestions have not been received so far and this issue is still pending. He further appealed to the Chairpersons to send concrete proposals in this regard. The NAAC team recommendations require that the small departments such as German, French, Russian, Urdu/Persian and Chinese Languages and Tibetan Studies should be clubbed under one umbrella.

Prof. B.S. Ghuman stated that these were not the only departments. There were other such departments also about which we should think on similar lines. He suggested that there should be a university level Committee to think of reorganization of these departments. It was informed that there are such department in the Faculty of Science also. If such an exercise is undertaken, it would help in pooling of resources and optimal utilization of infrastructure.

The Dean of University Instruction said that the suggestion is well taken and they will think over it as to how it could be put into practice.

While endorsing the views expressed by Prof. Ghuman, Prof. Karamjeet Singh said that there are four departments in Education. These departments could be consolidated under one umbrella. The Vice Chancellor asked whether we should proceed with it as a test case. The Dean of University Instruction said that we should proceed with it. Prof. Damodar Panda while endorsing these added that there are certain courses, particularly in his department, which do not attract good number of students. The number is extremely poor. The Dean of University Instruction stated that he is already seized with the matter and he will look into it. Prof. Parveen Rishi also supported the idea of putting the small departments under one umbrella, the way these have been put under Emerging Areas departments. This would solve many problems relating to staff and infrastructure. The Chairperson, Department of Education also pointed out that two of their courses have been kept in abeyance just because of dearth of faculty. If they go by the suggestion, there could be a central office which can look after all the departments of education. Then perhaps work sharing by the different faculty members will result in revival of the two courses. For this, she suggested to frame some general guidelines. The Vice Chancellor asked the Dean of University Instruction to have a meeting with him to sort out the issue.

The item was approved in principle.

Item No. 6 : To consider the issue of sanction of Half-Day Casual Leave.

The Dean of University Instruction apprised the members that the issue was raised in the meeting of the Syndicate dated 19th August, 2016 whether half-day Casual Leave be allowed to the faculty members? The Syndicate had decided that Dean of University Instruction should address the issue in the Chairpersons' Forum.

The matter was considered and it was resolved that no Half-Day Casual Leave would not be allowed for the part of the day in which class(es) of the teacher are scheduled. A teacher will have to apply full-day Casual Leave. Otherwise, if no scheduled class is slotted, in the half for which one intends to take leave, half-day Casual Leave will be allowed.

Item No. 7 : Alternate teaching arrangement to be made by the faculty member who wishes to avail Duty Leave.

The Dean of University Instruction apprised that there were two issues regarding Duty Leave. One was about making of alternate arrangement for holding of classes during the period of Duty Leave and another was that of the number of days in a Semester or in a year for which one could avail Duty Leave. He stated that the matter was discussed in the Syndicate meeting of 27th November, 2016. He stressed that the faculty members should religiously meet their classes and some alternative arrangements be made when one proceeds on Duty Leave.

Professor Nandita Singh reiterated that most of the times faculty members visit Selection Committees or Inspection Committees in Colleges, and do not take classes. D.U.I. suggested that some alternative arrangement should be made for classes and when the Leave Application moved, it should be written in the Leave Application itself that an alternative teaching arrangement of the scheduled classes has been made.

Col. G.S. Chadha (Retd.), Registrar suggested that there should be a column in the Leave Application and the same be modified with the contents that alternative arrangement has already been made and the Leave Application should be recommended and forwarded by the concerned Chairperson instead of forwarded only.

The Vice Chancellor stated that at the end of the second semester information be sought from the departments regarding the faculty-wise number of days for which Duty Leave has been asked.

Finally, the Dean of University Instruction stated that first we will assimilate the data and then a decision will be taken.

Item No.8 : Communication from UGC to offer NCC as an elective subject.

The Dean of University Instruction informed that a communication has been received from the UGC regarding offering of NCC as an elective subject for the benefit of the students. This communication has not clearly stipulated whether the said subject would be offered in postgraduate classes or undergraduate classes. He opined that we should not have any objection to it, let it be offered as an elective subject. If students want to pick it up as per their choice, they can.

In this regard, Dr. Kuldeep Singh, Coordinator, NCC informed that at present a Certificate Course was being offered in P.U., the grades for which were awarded as A, B and C. There was an NCC Instructor from the Army side to teach. Further, some of the syllabus was covered by Associate NCC Officer. However, the Vice Chancellor said that being a credit course, credits of that are to be adjusted in Choice Based Credit System and the same will be made a credit course only then it would be an elective subject. If possible, the teachers from colleges would be invited to teach NCC on their willingness and as per their convenience. He suggested that a small sub-committee be constituted and it should come-up with a proposal for incorporation and implementation of the said communication in the university.

Item No. 9 : Sharing of information about P.U.'s Initiatives for Globalisation.

The Dean of University Instruction requested Professor Rupinder Tewari to share information about initiatives of Panjab University on this front.

The Vice Chancellor gave a reference of the communication received from Government of India that a meeting will be held at International Institute of Higher Education, Pune, from April 8-10, 2017 at Symbiosis University which has some overseas faculty members also. Describing the background of HRD Minister's projects, he further informed that ten State and ten private universities are to be specially supported by the Ministry to enable them to become global players as World Class University.

Professor Rupinder Tewari made a PowerPoint presentation on **PU's Initiatives for Globalization** and stated that the rationale was to improve PU's global ranking, raising of academic and research standards at par with international Institutes/Universities, applying for international grants, attracting students from around the globe, improving visibility of P.U. amongst top ranking institutions and enhancing contribution towards the needs of society.

He further stated that the University has already initiated action towards this. The team, led by the Vice Chancellor, has already met a couple of times and the activities of the team were divided in four domains as under:-

1. Institutional Engagements (Academic & Research)
2. Industry-Academia Interface
3. Innovation, Entrepreneurship & Start Ups
4. Societal and Cultural Outreach

In reply to Director, Research Promotion Cell, regarding faculty entrepreneurship programme, Professor Karamjeet Singh suggested that we can have some policy where faculty members can have Mentorship as well as university's equity in some kind of start-up. An example was given of some students who identified one problem. When we teach a subject we give certain learning resources: books, online resources, PPTs, etc. These students just compile those resources initially for all the faculty members of UIET only, then for the University Campus and further for neighbouring Institutions, and finally started a company which attracted an investment of Rs.1.5 crore. Professor Tewari also apprised about the sabbatical leave for start ups.

The Vice Chancellor suggested concrete proposal be submitted by the Chairpersons, attached with documents and precedents, for industry-academia entrepreneurship and the same to be sent to the Dean of University Instruction for further processing.

Col. G.S. Chadha (Retd.), Registrar, shared that there is a need to take steps such as making the cluster components, where certain Departments are combined together for the ministerial staff support at one particular place. There could be a state-of-art office, which was being shared by one Superintendent along with 2-3 Clerks looking after 3-4 Departments. The services of one Steno would be utilized on time sharing basis, whereas at the moment they were not being optimally utilized. He affirmed that whenever we were trying to take steps for modernization and digitization, it was not having an affect on reduction of manpower. He also apprised about the introduction of outsourcing services of cleaning of toilets, security, etc. In this regard, he gave an example of 6-8 Cleaners in each floor looking after 3-4 toilets in the Administrative Block. The whole cleaning work of Administrative Block could be outsourced. On these lines, the security services could also be outsourced.

Further, the Dean of University Instruction shared that his office sends circulars through e-mail from time to time. Recently, a couple of circulars were released and the Chairpersons were requested to have a look at their e-mail boxes to go through these important circulars. He requested that in the beginning of the next semester, students be sensitized with regard to importance of attending classes. Expressing his gratitude to all the Chairpersons, he informed that 60 plus departments had sent cases of shortage of attendance of students. He emphasized that our intention was not to detain students. We intend to sensitize students that classes were important and they must attend classes regularly. Inviting the attention of the Chairpersons, he informed that they should have a closer look at the

regulations specific to the courses which belong to their Departments and accordingly sensitize the students with regard to requirement of specific rules of attendance.

Further he shared that the office of the D.U.I. has received a large number of cases, which require the permission of Syndicate for condonation of shortage of attendance. It will be more appropriate if the Departments send such cases for approval of the Syndicate. As soon as the university re-opens after the winter break, these cases would be sent to the respective departments and Chairpersons were requested to send those cases to Deputy Registrar (General) for the approval of Syndicate.

The Dean of University Instruction also informed that the process of finalization of Handbook of India-2017 has already started and he has already personally met thirty plus Chairpersons and will meet rest of the Chairpersons immediately after the re-opening of the university after winter vacation. He affirmed that we have done away with the requirement of submitting affidavits for admission from the next academic session. An undertaking on plain paper is to be given by the candidate. Certificates to be submitted by the candidate have been recast. We have also firmed up the contents of Admission Form.

He further stated that all the faculty members were mostly available in the departments for addressing the problems of students. We are going to print in the Handbook of Information-2017 that faculty members will be available in the department for consultation and guidance of the students from 3-4 p.m. on working days.

The Vice Chancellor informed the House that UGC Chairman would have arrived by now. He was in Chandigarh for 24 hours to launch a new initiative on behalf of University Grants Commission, and Ministry of Human Resource and Development, Government of India, which was likely to be the future of Higher Education, i.e., preparing e-content of all subjects. The UGC desired that representatives of every Institute must participate. He stressed that all the faculty members serving and retired should participate. But make sure that few colleagues from the Departments must attempt to go and participate in one or the other session, so that we know what was going on in this direction. However, the Vice Chancellor offered UGC Chairman that in this endeavour Panjab University and the CRIKC Institutions can provide a platform and can find Resource Persons for whichever subject(s) UGC wants to arrange a lesson. Why should UGC spend extra for this because we have an intellectual resource of about one thousand Ph.Ds. in ten kilometres radius of Chandigarh. The Vice Chancellor further stated that Panjab University holds PU colloquia once in a month. He appealed to all the Chairpersons to represent their Departments by attending the same. If they may not be in a position to attend, then nominate another Colleague or a Research Scholar from the Department, so that they would be able to receive information as to what happened during those colloquia. He informed that the Colloquia were organized to enhance the general awareness about the frontiers of Science as at most of the PU Colloquia, a very high quality Lectures were being delivered at a level that everybody could understand.

Professor Nandita Singh Shukla, Chairperson, Institute of Educational Technology & Vocational Education (IETVE), informed that students and faculty of the Institute were being exposed for preparation of e-contents for lectures. They were already in the process of preparation of lectures, MOOC lessons for school students as well as for the would be teachers. This process was appreciated by the Dean of University Instruction.

With the permission of the Chair, Prof. Praveen Rishi, Dean, Faculty of Science, shared the information about the two awards to be instituted in the name of the parents of Prof. Brij Mohan Arora (from IIT, Bombay), i.e., “**Shri Hari Ram Arora and Smt. Bhajan Kaur Arora Medal Awards**” for outstanding contribution in any field of Science made by the faculty members of Panjab University during the last three years. In this regard, Prof. Brij Mohan Arora has already donated Rs. 5 lakhs to P.U. The nominations will be invited from all the science departments. Each Chairperson/ Coordinator can forward two nominations at the most, duly recommended by the respective academic committee. To look into the nominations, a selection committee has been constituted by the Vice Chancellor. The awards will be conferred during CHASCON 2017 and the awardees will make their presentations during the conference. The awards will be given in the form of a Gold Medal and the citation. She further mentioned that it is a matter of honour for all of us as Prof. Brij Mohan Arora has selected Panjab University for the said purpose.

In this light, the Vice Chancellor apprised the House that the 4th Annual Lecture in the Honour of the brother of Professor Arora, who was a Professor of Electrical Engineering at PEC, namely Professor J.K. Arora Memorial Lecture would be organized in 2017.

The Dean of University Instruction further apprised the House that about 100 panels had been firmed up by the Dean College Development Council for Inspection of various colleges. He requested the Chairpersons to help the university by requesting the teachers of their departments not to decline in the first go and carrying it out in a timely manner.

Concluding the meeting, the Vice Chancellor stated that the document containing, history read out by him, whatever has been submitted to the Court regarding financial issues and few other things would be sent to the Chairpersons through e-mail for information.

The Vice Chancellor and the Dean of University Instruction greeted the Chairpersons for New Year – 2017.

Meeting ended with a vote of thanks to the Chair.

Sd/-
Assistant Registrar (DUI)
Convener

Confirmed

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

Approved

Sd/-
Vice Chancellor

Integrity Pledge for Organisations/Faculty Members/Non-Teaching Staff

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country. We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organisation, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business/teaching/administrative practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate/organizational governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business/teaching/administration;
- We shall adopt a code of ethics for all our employees;
- We shall sensitise our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities.
- We shall protect the rights and interests of stakeholders and the society at large.

PANJAB UNIVERSITY, CHANDIGARH**PROFORMA FOR ANNUAL SELF-APPRAISAL REPORT****(01 July – 30th June)**

1.	Name	
2.	Department	
3.	Designation	

A. TEACHING

(i)	Courses taught during the last academic session	
(ii)	Have you obtained any feedback from your students? If not, why.	
(iii)	Have you utilized the feedback? If yes, how? If not, why?	

B. RESEARCH

(i) Summary of completed / ongoing Research Projects / Patent filed granted

Title	Amount	Duration	Sponsor

(ii) Details of Publications: Books, Reports, Papers Published / accepted in Journals / Conference Proceedings / edited volumes etc.

Sr.No.	Title	ISSN / ISBN	Source	First / Guide / Mentor _____ Yes / No	Co-author(s) specify institutional affiliation	Date of Publication

(iii) Research Paper Presentation / Invited Lectures in Seminars / Symposia / Conference / Workshops

Sr.No.	Title of presentation	Detail of event and organiser	Date & Venue	Oral / Poster	Are you the main author?

(iv) **Research Supervision: Ph.D.; MPhil**

	Awarded	Submitted
Ph.D.		
M.Phil		

(v) **Consultancy and revenue generated**

C. ADMINISTRATIVE WORK

- (i) Details of participation in Administrative Duties

Examination: **Observer, Flying Squad, Centre Coordinator, Centre Supdt., Deputy Supdt., Invigilator, Evaluator, Paper Setter etc.**

Committees (**Department, University, Other institutions**)

Positions held: (**Dean / Chair / Convener / Teacher Incharge / Coordinator / Secretary / Warden**)

Designation	from	to

D. COLLABORATION WITH COLLEAGUES

- (i) (Teaching & Research)

	Y/N	Detail
Intra-Department		
Inter-Departmental		
Other Institutions		

E. OTHER INITIATIVES / ACHIEVEMENTS -

Innovative Programme / Course / Project

Extension lectures, Outreach

Placement

Alumni relations

Cost cutting

Social responsibility

Self enrichment

Beyond the call of duty

F. FUTURE PLANS (brief account)

G. Any HIGHLIGHT (for record in IQAC / VC Statement to Syndicate / Press Release)

Date: