



## **Presentation by Professor Rajivlochan regarding Uploading Data on NIRF Portal:**

Professor Rajivlochan gave a power point presentation on the Information Resource Book (IRB) and requested to complete the IRB in all respects in a day or two. He underlined the importance of the IRB in filling up the data for various rankings.

Sensitizing the members about the nitty-grities of NIRF requirements, Professor Rajivlochan informed that data regarding students, placements, exams, faculty, finance, projects, consultancy etc. of each department pertaining to last three years is required to be uploaded on the NIRF portal for National Ranking of Institutes of Higher Education. Information Resource Book (IRB) had already been sent to all the departments and a time frame of three and half weeks have been given by the Government of India to fill the information. He said that most of the data had already been filled up by the IQAC but still larger amount of data pertaining to pan numbers, details of students' scholarships etc. was still missing. Detailed information regarding scholarships awarded to the students in respect of teaching departments had to be uploaded individually certified by the Chairpersons. Once the departments fill all the relevant data, the same can be used, whenever required in future too. He emphasized that two important tasks were immediately required to be completed at first priority i.e. instructing the faculty to fill up the data in the Achievement Portal and the staff to complete Information Resource Book (IRB) already available with the departments. Only micro data is requested for the time being and it needs to be filled before 15<sup>th</sup> of November 2017 without any delay and further enquiry. In case of any problem, Mr. Guldeep Singh, MIS Cell may be contacted for any help. He also said that the IQAC was available round the clock to help anyone who had any problems in filling up the IRB. All that a person who is seeking help

needed to do was to make a phone call to anyone in the IQAC. He made a special request to Chairpersons to ensure that all faculty members completed their 'achievements' on the Campus Portal. "

Vice Chancellor stated that there are various small departments, which may not be having sufficient staff and computers to complete the task. Therefore, he desired to create a help desk to help the departments to fill up the data in the desired format. The help desk should be operative till 8.00 p.m. so that the Chairpersons could take help after completing their teaching work.

Registrar assured that the staff deputed on help desk would be entitled to get overtime allowance if they work after 5.00 p.m.

Vice Chancellor assigned this duty to Col. P.S. Sandhu to follow up with the departments in order to ensure timely uploading of data and provide feedback to the Vice Chancellor.

**Following issues were also discussed:**

**1. Augmentation of Research Output**

- Vice Chancellor shared with the members that series of meetings had been held to apply for recognition of Panjab University as Institute of Eminence under the Government scheme. The scheme is for a limited period of three years and provides to enable a given institute to move up in ranking. For this purpose, better placement mechanism for students and research output is essential for national as well as international visibility of the Panjab University. To enhance research output, teachers must have adequate time to devote to research work. As regular teachers are overburdened with class room teaching, hence they are unable to write new

proposals or even they are unable to complete the projects already in hand. Expressing his concern over the large number of retirement of faculty during the previous year, the Vice Chancellor desired that under the scheme, contractual faculty at the level of Assistant Professor may be asked to be appointed with minimum salary recommended by 7th Pay Commission. This would help teachers to take sabbatical leave for research purpose. He stated that efforts should be made to enhance quality research paper per faculty every year. Teachers must make it sure that every Ph.D. student writes quality research paper that could be published in distinguished journals.

- The Vice Chancellor sought from the Chairpersons or faculty any out of box ideas to enhance the quality of research work, placement of students or overall improvement in academics and administration. He requested that such ideas/proposals can be directly sent to the Director, IQAC, DUI or the Vice Chancellor.
- Professor Rajesh Gill expressed that grey areas must be identified, that is, we must look where University is lacking in terms of academic or administrative matters, the factors hampering the research output and the problems being faced by the teachers in completing their projects. Constructive solution to reprise these problems would certainly help to improve the overall progress of the University.

On this, the Vice Chancellor stated that Research Promotion Cell (RPC) was created for this purpose. Let the RPC assume more proactive role to understand the bottlenecks and to find out concrete solutions to address the problems by holding

meetings with heads of the departments. He suggested that extracts of the academic committee meetings in pursuit of academic and research improvements may be sent to the office of the DUI to maintain a record.

- Professor Rajivlochan reiterated that National Assessment and Accreditation Council (NAAC) also desire uploading minutes of the entire Academic and Administrative Committees on the dedicated website of the University.

## **2. Time to Promote new Interdisciplinary Programmes:**

The Vice Chancellor shared that it is essential to promote new interdisciplinary programmes in medical education like MD-Ph.D. on behalf of the University. There are no such programmes taught anywhere in India at present. After completing MBBS, students can not go beyond this degree because it is very difficult to secure a seat in M.D. programme. The Panjab University may run a pilot programme by initiating M.D.-Ph.D. programme in Medicine, Public Health and Pharmaceutical Sciences in partnership with the Government Medical College and Hospital, Sector 32, Chandigarh, Postgraduate Institute of Medical Education & Research, Sector 12, Chandigarh, National Institute of Pharmaceutical Education & Research Mohali and University Institute of Pharmaceutical Science, Panjab University. He suggested that an entity like School of Medicine, Public Health, Pharmaceutical, and Life Science can be created under Chandigarh Region Innovation and Knowledge Cluster (CRICK). On the same lines, dual degree programme in science and engineering also can be started which entitles the students to move forward to open an industry, entrepreneurship etc. Similarly, Laws department and

University Institute of Legal Studies create some programmes for mediation and arbitration.

### **3. Issue regarding Air Travel pertaining to External Examiners:**

Issue of Air Travel Accounts Branch of Panjab University has issued a circular regarding air travel claims. It was pointed out that there are cases, where external examiners came for taking Ph.D. viva by other than Air India Flight, though the respective departments had taken due approval from the competent authority, even then the Audit Branch was not passing the claim bills. It was also pointed out that from where Air India Flight does not operate, examiners show their inability to conduct viva. In many cases, after taking viva, the examiners want to go back on the same day but due to non-availability of Air India flights in the afternoon, they cannot go back. Relevant rules in this regard must be made known to all the departments again to avoid unpleasant situation in future.

- On this issue, Finance and Development Officer apprised the members that a circular regarding revised instructions for processing the requests seeking exemption from travelling through 'Air India' had already been issued to all the departments. As per the revised instructions of the Ministry of Finance, the individual cases for seeking relaxation to travel by air through other than 'Air India' be submitted to the Office Superintendent (E&P), in the prescribed proforma, at least 15 days before the date of travel, so as to enable this office to forward such applications to the Integrated Finance Division of Ministry of Human Resource Development (MHRD) for approval.

#### **4. To Upload Online Attendance:**

Professor Meenakshi Malhotra, Dean of University Instruction, requested the Chairpersons to upload the paper-wise cumulative attendance on the online Notice Board of the concerned departments latest by 15<sup>th</sup> of November, 2017 and send a copy of the same to the office of the DUI for information. As the end semester examinations are scheduled to be commenced from 23<sup>rd</sup> of November, therefore, cases for condonation of shortage of attendance be sent to the DUI office for processing at least one week before the commencement of the examination. She further informed that from the next semester the online attendance would be compulsory for all departments. Training programme is being run by the Computer Centre to train the office staff to operate online attendance, which would be completed before the start of next semester. Teachers may take help of the office staff in uploading the attendance.

#### **5. Review of Syllabus by all the departments:**

Professor Meenakshi Malhotra also requested the members to review the syllabus. The rationale behind constituting the Advisory Boards for every department consisting outside experts was to update the syllabus as per the industry requirements so that after completing studies from the Panjab University, maximum students could be absorbed in better places.

## **6. Shifting of Scientific Instruments lying idle in the departments to CIL:**

Professor O.P.Katare, Director Research Promotion Cell apprised the House that numbers of scientific instruments are lying idle in various departments. He requested all the science and engineering departments to shift such instruments to the University Centre of Instrumentation and Microelectronics (UCIM/CIL) as a common facility. These instruments would be accessible to all the departments for carrying out experiments would help in generating income for the University.

Meeting ended with a thank you note.

Sd/-

(Professor Meenakshi Malhotra)  
Dean of University Instruction

Approved

Sd/-  
Vice Chancellor