

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION  
PANJAB UNIVERSITY, CHANDIGARH**

Minutes of the meeting of the Chairpersons/Directors/ Coordinators of all Teaching Departments Deans and officers of the Panjab University held on 08.02.2018 at 03.00 p.m. in the Senate Hall Panjab University, Chandigarh:

**AGENDA**

1. Feedback regarding preparation for NAAC by the departments
2. Midterm evaluation of IQAC
3. Self Evaluation Report to be submitted by the Faculty Members
4. To devise the latest qualifications as well as criteria for screening, required for filling up the positions of Asstt. Professors.
5. Installation of CCTV Camera in the Departments
6. Fire Extinguisher equipments
7. Feedback regarding Choice Based Credit System
8. To celebrate the Centenary of Honours School Programme in 2018-2019

**PRESENT:**

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

Initiating the meeting, the Vice Chancellor, Professor Arun K. Grover, welcomed all the members to the monthly meeting of the “All Chairpersons Forum”. He apprised that proceedings of All Chairperson’s meetings are uploaded on the website. If there is any feedback regarding the proceedings, it may be submitted to the DUI office. He further apprised that All Chairpersons meeting is a regular forum to discuss any matter that concern the academic issues of the University. Therefore, if any Chairperson or a faculty member wishes to add any item/issue for discussion in the agenda of the meeting, he may submit the matter to the office of the DUI. All items received should be

put up in the Agenda of the meeting. However, in case a given item has not been got included in the agenda, even then it may be taken up for discussion at the end of the meeting.

## **1. FEEDBACK REGARDING NAAC PREPARATION**

Taking up the first agenda item for discussion, the Vice Chancellor apprised the members that two years ago, the Government of India introduced National Institutes Ranking Framework for educational institutes. However, in the first year not many institutes participated but in the second year majority of Indian Universities participated in the National Ranking. The NAAC review for the second cycle of reaccreditation was conducted in 2015, the Self Assessment Reports were submitted in the middle of 2014 and the score was released in June 2015, which would be valid up to 2022 as per the revised norms of NAAC. Now the NAAC has changed evaluation parameters which are stricter than the previous ones. It has been decided to conduct a mid-term internal review.

Vice Chancellor further apprised that Professor M. Rajivlochan and Professor Archana Bhatnagar have been performing this task for the last two and half years and sending us reports of the overall performance of the University.

NAAC review is not only the academic review, it is the review of entire university in terms of teaching, learning resource, administration, alumni, incubation hub, carry out placements, governance of university law and order, finance, handling of non teaching staff, medical facilities, everything that happens on behalf of the university in two campuses.

The Vice Chancellor requested Professor M. Rajivlochan to brief the members about the present status of the University in terms of NAAC preparation and how much more is needed to be NAAC ready.

Giving brief introduction about what the next review is going to be, Professor Rahjivlochan stated that a meeting of next NAAC Review had been held in the last semester. All the departments have already

participated in the IRB. Departments fill up IRB portal that has substantially collected the basic level of information from the departments.

As more parameters have been introduced to that portal, it is advised to instruct the staff to visit the said portal and fill up each and everything for the concerned period probably in the next three to four days, so that more comprehensive reports could be provided.

Professor Rajivlochan circulated amongst the members handouts containing following action points for NAAC 2022.

- **Curricular Aspects:** Every department is to conduct academic audit of its own with a focus on the extent to which courses have been revised and in what way alumni, students, faculty and other stakeholders have been formally involved in the modification of courses. Ensuring zero slippages in student feedback, identification of courses as skill based courses, value added courses, soft skill courses etc. and uploading of syllabi and minutes of Boards of Studies, MOUs etc. on the departmental web site.
- **Teaching Learning Processes:** All faculty is to update their CVs giving all details of professional activities undertaken by them before the start of the new academic year. Every student is to be assigned a mentor-teacher.
- **Learning Outcomes:** Each programme to have a note on learning outcome of that programme that is spelt out for the learners. Implication: learning outcomes needs to be included in the Admissions Handbook/and or syllabus.
- **Research and Extension:** All minutes of the RMCs and RDCs to be placed on line. All financial assistance given for research to teachers, researchers to be placed online along with minutes of relevant bodies where decision was taken. All details regarding fellowships, post docs etc. Given to each student to be placed online and details of all funded chairs, endowments, to be placed online along with letters of grant.
- **Student Progression:** Keeping track of achievements of all ex-students, placements, higher education, clearing NET, civil exams, wining prices,

departments to upload annual audited reports of their respective alumni associations.

- **Management of the University:** A statement to be prepared on institutional Vision and Leadership, faculty empowerment strategies followed by the University, code of conduct for students, teachers and staff, code for anti-plagiarism etc.
- **Digitization of Department Activities:** All minutes etc. have to be digitized and placed on PU website. NAAC allow freedom not to put whole data in public domain, but a password will have to be given to NAAC to access and review data online. Therefore, University has to work on element of privacy i.e. types of records to be uploaded, who can access these records, the shape of the website, formats of templates available to departments for uploading data. For digitization policy it is also required to set up necessary hardware facility. Professor Rajivlochan emphasized that the present servers, as has been informed in the past, have outlived their lives, so these facilities need to be strengthened. An estimate of funds required to upgrade the hardware facility has already been submitted to the authorities.

The Registrar Col. G.S. Chadha (Retd.) informed that he had a meeting with Dr. Sukhwinder Singh, Director Computer Centre, couple of days back to explore the feasibility of uploading the data on CDAC. He apprised that C-DAC is a part of Digital India initiative of Government of India; hence, University may not be required to incur huge funds on developing infrastructure facility for digitization.

## **2. MIDTERM EVALUATION OF IQAC**

Taking up the second agenda item, Professor Rajivlochan appreciated the cooperation extended to IQAC by all the staff of teaching departments and colleagues in submitting required data as and when requested and understanding the portal in which information is to be uploaded. He also expressed his gratitude to IQAC staff for their hard work to create these resources and for having performed this task so well.

Professor Rajivlochan stated that most of the work has to be done by the departments and the administrative offices have to work only on policy decisions.

The Vice Chancellor suggested that IQAC should take responsibility to train departmental colleagues in batches.

Professor Rajivlochan informed that it has been already decided to involve 15 Chairpersons at a time who review each other's work. Work has already been started in a big way but there are some gaps, which needs to be looked into to project the strengths of the University in an appropriate manner.

DUI said that a lot of work has been done in this regard. Smaller groups will be made to interact with IOAC to resolve the problems being faced by them or a workshop of two to three hours may be arranged to trained them as per the schedule given by IQAC.

Appreciating the very crisp presentation given by Professor Rajivlochan Professor Rajesh Gill, PUTA President, stated that in pursuit of bringing more transparency, minutes of the departmental committees are uploaded on the website for access to general public. However, number of Committees are constituted at University level to take policy decisions where minutes are not circulated even amongst members of the concerned Committee. For instance, despite repeated requests of PUTA President Minutes of one of the meetings were not shown to the members and even Minutes are changed without the knowledge of the Chairperson of the Committee. When the issue was brought to the notice of the Registrar, he justified that since the whole university comes under his supervision, so he may make some value addition to the minutes. She asked that whether this provision is applicable to Chairpersons also?

The Vice Chancellor explained that he always supported the idea of circulating the draft minutes initially, amongst all the members and adequate time be given to them to submit their observations. After receiving the response of the members and incorporating the necessary

inputs, the final version of the minutes should be circulated. However, even after circulation of final minutes, if someone feels that his point of view has not been reflected adequately in the minutes, he may add it in the form of notes.

Explaining the practice being followed in the Panjab University, he stated that, drafts of the minutes of the Syndicate/Senate are first sent to the Vice Chancellor. After certain corrections, the draft minutes are circulated amongst the members and they are given ten days time to comment upon it. Then the draft minutes are modified as per the input received from the members and the final minutes are uploaded on the webpage of the University. He further stated that as far as minutes of all Chairperson's meeting is concerned, the DUI will circulate the draft minutes to all the Chairpersons and other members, for consideration. The final minutes shall be uploaded only after receiving the inputs of the members within specified period. As writing the minutes in verbatim is impracticable, therefore, sometimes points may be left which otherwise may be felt strongly by a member to be added in the minutes. So, even after circulation of final minutes, if something is left, that can be added in the form of notes.

PUTA President appreciated the concerns of the Vice Chancellor, and reiterated that the decisions taken in a meeting should not be altered without the knowledge of the Chairperson and members of the concerned Committee.

Complementing the endeavor of DUI to ensure the endorsement of all the Committee members before signing the Minutes, PUTA President requested that it should be mandatory to confirm the minutes only after getting it wetted by the committee members. This practice would go a long way in implementing the transparency in the system.

Clarifying the apprehension of PUTA President, Col. G.S. Chadha (Retd.), the Registrar, stated that in Administrative Block, Committees are constituted comprising a Chairperson and a Convener. Every meeting is convened by the Convener and whatever proceedings come, it is confirmed by the Chairperson. As the proceedings are routed through the Registrar to competent authorities, therefore, if something is found

missing, it is added to it before sending for final approval. So there is no question of dispute in the process.

On digitization, Professor Gill emphasized that digitization process involves an expenditure of huge amount. University must be more realistic when it comes to expenditure than to income. The procedure of tendering etc. must be transparent so that nobody could point figure at a later stage.

### **3. SELF EVALUATION REPORT TO BE SUBMITTED BY THE FACULTY**

Taking up the next agenda item, DUI requested Professor Rajivlochan to apprise the members of the requirement of submitting self-evaluation reports by the faculty.

Professor Rajivlochan informed that the mechanism has already been set down with the campus portal at personal achievement tab. Chairpersons have to ensure that every faculty member fill his/her required inputs on the personal achievement tab. Once the inputs are filled, the reports on different parameters may be generated like performance of entire faculty, the reports of persons retiring during a given year etc. Similarly, student feedback is also part of the personal achievement tab; hence, consolidated report on student feedback can also be generated.

Professor Rajivlochan appreciated that every department is already filling the data on the portal, the requirement is only to update the information in soft version so that as and when necessary the information may be retrieved in the desired format.

### **4. TO DEVISE LATEST QUALIFICATIONS AND SCREENING CRITERIA FOR FILLING UP POSITIONS OF ASSISTANT PROFESSORS**

Vice Chancellor apprised the House that after a long interval the Central Govt. has permitted to fill up positions of Assistant Professors fallen vacant on retirement of faculty after 2013. At least 27 faculty members have been retired since 2013. A committee has been constituted under

the Chairmanship of Professor A.K. Bhandari, former DUI to work out the modalities to screen the applications. UGC has been changing norms from time to time in terms of API score etc. The Committee is looking into it. As the Committee submits the final template, it will be sent to all the departments by the DUI and one week's time shall be given to submit any reservation regarding the format of the template. Efforts shall be made to fill up the positions within next six months.

The Registrar, Col. G.S.Chadha (Retd.) informed that a template is being prepared by Mr. Neeraj, Sr. Assistant Librarian for submission of online applications for the post of Assistant Professor, which may help to eliminate the screening of applications straightway. He recommended to get the template evaluated by the said Committee and if find appropriate, it may be incorporated on the pattern of Delhi University.

PUTA President said that it is a welcome step that Panjab University has been accorded the permission to fill the vacant positions of Assistant Professors. She stated that as far as online application is concern, there should be an appropriate committee to look into it to avoid any litigation and embarrassment at a later stage.

She further said that number of teachers approaches the PUTA office at pre-screening stage, so a dead line must be specified for processing of applications and to avoid any kind of bitterness.

#### ▪ **REGARDING ALUMNI FEEDBACK**

Professor Anil Monga, Dean Alumni Relations raised the point that in the existing system there is no provision to include an alumni in the Board of Studies (BOS) Meeting for taking feedback. He suggested that Chairperson while recommending the names of the members of BOS should also propose the name of an alumni as a special invitee. It would help to comply with the NAAC requirement.

On this point, the Vice Chancellor elucidated that the DUI has already circulated to all the departments to constitute an Advisory Committee comprising an alumni member. The Advisory Committee is supposed



to meet periodically and its minutes have to be uploaded on the webpage of the department.

Dr. Ranbir Singh suggested that before recommending the name of alumni, the Chairperson must ensure to suggest a relevant person, who is participative and could meaningfully contribute towards academic affairs of the department.

Professor Archana R. Singh submitted that the recommendations made by the Chairperson are not considered by the Syndicate/Senate in approving the Board of Studies (BOS) members. She stated that the members recommended by their department were not included in the final list of members of the BOS.

Vice Chancellor assured to communicate the apprehension of the All Chairpersons' Forum to the appropriate authority to consider this point.

Professor Sudhir Kumar, Department of Evening and Cultural Studies put forward that the meritorious students of PU who are in foreign university on some prestigious scholarships, like Full Bright scholarship etc., are not being involved in framing academic policies of the University. Neither the department nor the University management interact with them at any stage of policy making or invite them in any function. As these students are the ambassadors of the university, so they must be given due recognition. He further pointed out that such meritorious students when apply for the post of Assistant Professor in the Panjab University, must be given some Weightage for their achievements like sports and other weightages.

Professor Monga also raised that after repeated requests, departments are not sending information with regard to alumni meets. Information is coming only through newspapers. He requested the Chairpersons to send the information regarding alumni meet to the office of Dean Alumni Relations so that it can be sent to IQAC for inclusion in the reports.

## **5. INSTALLATION OF CCTV CAMERA IN THE DEPARTMENTS**

Professor Meenakshi Malhotra, DUI apprised the House that certain Departments had sent written requests to DUI as well as Vice Chancellor's office for permission to install CCTV Cameras in their Departments. The Chairperson, Department of Chemistry suggested to install CCTV Cameras in corridors as well as Examination Halls of the Chemistry Department keeping in view of the safety and security of more than 80 per cent girls students and research scholars who often had to work in the labs for late hours.

Professor Anil Monga suggested that CCTV Cameras may be installed by the Departments out of their own funds.

Professor Sukhbir Kaur, Chairperson, Department of Zoology narrated that since last one year a CCTV camera has been installed in Zoology Department for the safety of sophisticated equipments worth crores of rupees as because no permanent Chowkidar had been deputed in the department.

The Vice Chancellor stated that the SAP/CAS Departments who are having research grants can save some money to install CCTV Cameras. However, Humanities/Social Sciences Departments will not be able to generate money from their sources. He requested the Finance and Development Officer to sent an e-mail to all the Chairpersons to have an idea of the overall requirement of all the departments. This facility cannot be provided to all the departments in one go due to financial constraints but in a phased manner the CCTV cameras may be installed wherever necessary.

Professor Archana R. Singh, Chairperson, School of Communication Studies suggested that more Chowkidars may be recruited in the University. This would generate employment on one hand and would be cheaper in terms of expenditure than the installation of CCTV Cameras.

The Registrar, Col. G.S. Chadha (Retd.) suggested that at first instance assessment should be made of the areas which are more vulnerable and areas where guards cannot be deployed. Modalities may be made that where to set up a control room and to make budget provisions in this regard. Where the departments are having equipments worth crores of rupees and they are not being able to be monitored physically by a guard, it is quite a feasible idea to install CCTV cameras to check ingress and egress of the respective Department.

Chairperson, USOL apprised that there were cameras on each floor of the USOL building but they only cover the area of corridors. She requested that there was also a need to install cameras in other major areas of the building, e.g., Library, etc. She also requested for installing biometric machine in USOL building to monitor the presence of non-teaching staff. The Vice Chancellor assured that the requirement of USOL is well taken as a special character and their need is well appreciated. He also stated that the professional Institutes should have a biometric system because regulatory bodies are coming heavily on this.

Professor Archana Bhatnagar, Chairperson, Department of Biochemistry also emphasized the need of CCTV cameras, as the Biochemistry Department is situated at a very secluded area and lots of girl students have been studying in the Department. She also apprised that there was one guard in BMS Blocks-I and II, for whom it is impossible to guard the costly equipments. The Vice Chancellor assured to do the needful in this regard.

Professor Rajesh Gill, President, PUTA appreciating the idea stated that she had a chance to visit some renowned Institutes where they never locked their rooms and labs. They have created such an environment that they do not mistrust their staff. Whereas, one of the top authorities of the University stated that they do not trust even the personal staff and keep everything under lock and key. This is very unfortunate that we are living an atmosphere of mistrust. As far as Biometric machine is concerned, it should not be limited to the non-teaching staff but shall also

be applicable to teaching staff. Endorsing the idea given by Professor Archana R. Singh, she stated to create employment by recruiting security guards. She also emphasized that installation of CCTV cameras is not expensive but the equipment to be install in the control room is more expensive. She suggested to constitute a Committee giving adequate representation to PUTA to look into this matter. She also appealed to the authorities to create an environment of trust, where everyone including teachers, professors, clerks or peons, cleaners or Chowkidars may enjoy their work.

Professor J.K Goswamy, Secretary, PUTA apprised that CCTV cameras were installed in the hostels, while Professor Naval Kishore and Professor Meenakshi Malhotra were Dean Student Welfare during election time. But most of cameras were sprayed upon by some chemicals by the students and were not workable. This may happen even when installed in corridors. So while planning for CCTV all these factors must be kept in mind.

## **6. FIRE EXTINGUISHER EQUIPMENTS**

The DUI informed that in some departments Fire Extinguisher equipments have not been working. She requested the Registrar to apprise the House of the issue. The Registrar explained that there are two things; first is Fire Extinguishers which have been kept in different places and needs to be used periodically and exhausted before its life goes away. As a mock drill it may be done with the help of security staff at least once within 3-6 months. If it is to be done randomly, then it may be done with the help of the office of the Executive Engineer, Panjab University, otherwise it gets expired.

Secondly, there are multi-storied buildings of some Departments like USOL, PU Library, Hostels, etc., where Fire Hydrants have been installed that also required to be used periodically to check their functioning. He shared that during a mock drill in the Administrative Block, it was found that water was not there in the tank because somebody forgot to pump in

the water and the motor was not working. Therefore, this needs to be checked occasionally. He recommended that some kind of mock drill with the help of security staff regarding fire safety be done once in three months to make the students and staff aware of entrance and exit routes of any assembly areas so that they do not create panic in case such eventuality happens.

Professor Alok Srivastava, Chairperson, Department of Chemistry stated that in the laboratories there should be different types of fire extinguisher equipments. He also stressed that the people who re-fill the fire extinguisher equipments may be required to train the faculty, staff and students in the Departments to avoid untoward incidents of fire in the labs.

Further, Professor Amod Gupta, Advanced Eye Centre, Postgraduate Institute of Medical Education and Research, Chandigarh expressed that he was surprised to know that the University, comprising such a large Campus does not have Fire Safety Officer. He suggested that the University should seek help from the PGIMER, Chandigarh where a full Department of Security exists. This department also conducts lectures and demonstrations. He said that fire extinguishers are wall mounted but nobody would know how to operate when the time comes. He also suggested that assistance of Fire Safety Department of U.T. may be sought.

Dr. Ranvir Singh, Chairperson, Department-cum-National Centre for Human Genome Studies and Research invited the attention of the House about the non-stickers/outsider's vehicles roaming in the area of BMS Extension Block. He apprised that due to heavy rush of vehicles, it is very difficult and dangerous to walk along the path. He requested the authorities to arrange to shed out the outsider's vehicles to make the campus safe. Dr. Prabhdeep Brar, Coordinator University Institute of Fashion Technology & Vocational Development informed about a freak accident occurred behind their Institute injuring one child by the outsider's car.

## **7. FEEDBACK REGARDING CHOICE BASED CREDIT SYSTEM RUNNING IN THE DEPARTMENTS**

The Dean of University Instruction requested the Chairpersons to give feedback regarding Choice Based Credit System.

Professor Upinder Sawhney, Chairperson, Department of Economics apprised the House that Department of Economics was the only Social Sciences Department where the Choice Based Credit System had been started in Hons. Programme. The CBCS system was running quite well without any problem. But she expressed her concern that there exists a lot of optional subjects which the students want to choose from. But the Department may not be able to offer those courses/subjects due to shortage of faculty in the concerned subjects.

The DUI assured the Chairperson to provide guest faculty, wherever required. On the request of the Chairperson, Department of Biochemistry regarding Guest Faculty, the DUI assured her to bring her case to DUI's office for discussion.

## **8. PANJAB UNIVERSITY IS PLANNING TO CELEBRATE THE CENTENARY OF ITS HONOURS SCHOOL PROGRAMME IN 2018-19.**

The Vice Chancellor apprised the House that he was surprised to find out in the Panjab University's history book that in the year 1918-1919, the Governing Bodies of the University approved the introduction of the Hons. School System in the disciplines like Languages, Science and Humanities. Hons. School System actually commenced in the year 1918-1919 and the students were admitted only in 1920. It would be a good idea to commemorate the "Panjab University Hons.School Centenary" on completion of its hundred years in 2018-2019 to introduce some major

academic changes in the University. Vice Chancellor further apprised that efforts should be made to invite Prime Minister of India on the inaugural function of the Centenary celebrations.

Meeting concluded with a thank you note.

Sd/-

A.R. (DUI)

Confirmed

Sd/-

(Dean of University Instruction)

Approved

Sd/-

(Vice Chancellor)