

PANJAB UNIVERSITY, CHANDIGARH

Minutes of the meeting of Chairpersons/Directors/Coordinators/Deans of Teaching Departments, P.U. Campus and Administrative Officers held on 15.11.2018 and 16.11.2018 respectively, under the Chairmanship of Vice Chancellor in the Senate Hall, Panjab University, Chandigarh.

PRESENT:

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

Welcoming all the members present in the meeting, Professor Raj Kumar, the Vice Chancellor apprised the members that till 14.11.2018, he met nearly 89 students (Boys and Girls) of different departments and discussed problems of various domains pertaining to offices of the Registrar, Controller of Examinations, Finance and Development Officer, teaching departments, Library and Labs, etc. Based on general feedback received from the Chairpersons as well as students, he expressed his satisfaction over the improvement of teaching and research in the recent past. He emphasized that the Chairpersons, being the senior faculty members must give priority to solve the routine problems of the students and proceed for the value addition in the University system.

The Vice Chancellor requested the Chairpersons to ensure all necessary arrangements for the smooth conduct of end-semester examinations to be held in December, 2018 and timely declaration of results. He also requested the Chairpersons to cooperate with CEO in paper

setting, evaluation of answer sheets and not to take leave till the examinations are over. He informed that a dedicated team would be deputed to make sure the necessary arrangements during examinations, such as infrastructure, drinking water, lights as well as comfortable sitting arrangement for students.

Sharing his concern over the optimum utilization of sophisticated lab equipments/instruments purchased out of the project grant, he stated that installation of equipments generally delayed for months. He asked the Chairpersons and Principal Investigators to ensure immediate installation of such equipments to make use of them. Regarding optimum utilization of laboratory equipments, he stated that labs would be bifurcated in two categories, one having complete autonomy under the supervision of Principal Investigator (PI) PI to perform experimental work on top priority without any interference of anyone else and other labs would have complete access to anyone for research work. The possibility of accessibility of PU Labs/equipments to other research institutes under MOUs like CRIKC would be explored to generate revenue. Such income would be spent on development of that laboratory as well to recruit part-time staff. To cope with overstaffing, labs may be expanded in terms of revenue generation, in terms of increasing working hours of laboratories.

He assured that in next two months, top priority would be given to solve space problems in the departments. He shared about integration and consolidation of 3-4 innovation and incubation units into one unit. He also shared about interlinking and consolidation of science and medical science streams with humanities and languages, etc.

The Vice Chancellor desired that whenever a delegation or international guests from any University/Institute visits a department, the Chairperson must arrange a visit to laboratories and other significant places for visibility of the PU system.

The Vice Chancellor advised the Chairpersons to leave the station only with prior permission of the appropriate authorities and after making substitute arrangements to take care of the teaching work in their absence. He stated that Chairpersons should ensure to attend the meetings where they are a member. In case they are unable to attend the meeting, they must depute their representatives to attend the meeting; otherwise, serious cognizance would be taken on such lapses.

He informed the Chairpersons and administrative officers to dispose of the files on daily basis and to ensure that every note or file must bear the appropriate date. He further stated that while recommending the case, relevant rules/regulations from PU Calendar pertaining to the approval of the case should also be clearly mentioned to facilitate the authorities to approve the case. He informed that online diary/dispatch system has been developed for tracking of files.

Concerning CAS promotions, he stated that some Chairpersons are not recommending CAS applications of faculty members of their respective departments, resulting in delaying the process of CAS promotions. He advised the Chairpersons to promptly forward the CAS applications for scrutiny otherwise such applications shall be considered directly without recommendation of the Chairperson.

On the issue of library access to the students, the Vice Chancellor informed that it has been observed that Departmental Libraries are not accessible to the students even during working hours. He suggested to take help of Research Scholars or existing staff by paying them some honorarium or overtime to keep the libraries open during working hours in the wake of shortage of staff and CCTV cameras could be installed to keep the Departmental Libraries and Laboratories accessible to the students beyond working hours. He apprised that necessary arrangements have been made to keep the PU Main Library opened round the clock (24x7) to facilitate the students. One floor of Main Library and Text book unit is already working round the clock. Similarly, CIL/SAIF Lab has been made accessible to students from 8.00 a.m. to 11.00 p.m instead of 9.00 am to 6.00 pm. with the help of existing staff.

The Vice Chancellor advised that all the purchases be made through GeM, being the most secure and easy system of purchases. He requested the FDO to hold one or two workshops on this matter to aware faculty as well as staff enabling them to switch to the GeM process.

Expressing serious concern over the issue of delayed payments of TA/DA to the outside experts and inconvenience caused to them, Vice Chancellor advised to process the case well in advance including obtaining permission regarding travelling by Air India etc., so that payments could be made in time. It is the sole responsibility of Supervisor and the Chairperson to coordinate with FDO and COE in this regard to save the image of the University. He informed that the provision to institute a separate budget head, i.e., 'Crises Fund' is being explored for this purpose.

The Vice Chancellor desired that students may be recruited under “Earn while Learn” Scheme in the departments and administrative offices having shortage of staff. Efforts be made to release the remuneration to such students who have already been working under this Scheme.

He desired to organize events like Conferences/workshops/seminars/lectures or competitions by all the teaching departments as well as administrative offices to celebrate 550th Birth Anniversary of Shri Guru Nank Dev Ji and to commemorate Jalliawala Bagh Massacre. He stated that Registrar, Controller of Examinations(CEO) and Finance and Development Officer must ensure to celebrate the events in a glorious way. He desired that one volume each from teaching departments and Administrative offices containing academic and administrative activities carried out by the Departments as well as the Administrative Offices be released on this occasion. Maximum participation of teaching, non-teaching, technical staff as well as students be ensured. He suggested to constitute a Committee in this regard. The Registrar was assigned the duty to release a volume on the Birth Anniversary of Shri Guru Nanak Devi ji and the the Controller of Examinations was assigned to release a volume to mark 100th anniversary of Jallianwala Bagh Massacre.

He also informed that on completion of 100 years of Honors School education in Panjab University, year 2019 would be commemorated as “Honors School Centenary Year’. He also apprised to ‘International Alumni Meet’ in the University in 2019 where all the NRI alumnus would be invited. He desired that for international alumni meet, SVC may send an e-mail to all the Chairpersons seeking list of at least ten alumnus from each department to get some input from them. He also suggested to depute one dedicated person in

the each department to look after alumni relations, placement cell, course curriculum, collaborations and tie-ups respectively.

The Vice Chancellor stated that the Utilization Certificates (UC) of various research grants be obtained from the concerned branch for onward transmission to the concerned quarters within specified time to expedite the project work. Cases delaying due to audit objection be got cleared on priority.

Expressing his concern over parking problem, he encouraged the members to practice pooling system or to use bicycles to reduce the rush of vehicles on the campus. He suggested to sensitize the faculty, staff and students in this matter and to implement cycle project on the pattern of Guru Nanak Dev University, Amritsar.

In his concluding remarks, the Vice Chancellor requested the Chairpersons to counsel the students from time to time so that they may channelize their energy in the positive direction for academic and overall development of the students & University and also not to indulge in unnecessary strikes and any unlawful activity. He advised them to display cordial behaviour with staff and students and to avoid any untoward incidents.

Sd/-
Asstt. Registrar (DUI)

Confirmed

Sd/-
D.U.I.

Approved
Sd/-
Vice Chancellor