

PANJAB UNIVERSITY, CHANDIGARH

Minutes of the meeting of all the Chairpersons/Directors/Coordinators of P.U. Campus under the Chairmanship of the Vice Chancellor held on 24.12.2018 in the Senate Hall, Panjab University, Chandigarh.

PRESENT:

1. Vice Chancellor ... In the Chair
2. Chairpersons/Directors/Coordinators
(attendance attached).

At the very outset, Professor Raj Kumar, the Vice Chancellor welcomed and greeted all the members in the monthly meeting of All Chairpersons' Forum. Expressing his gratitude, he appreciated all the members for extending their full cooperation and support for smooth conduct of examinations.

The Vice Chancellor stated that as the semester examinations are over, it is the foremost responsibility of the University to declare all the results within the scheduled period. He appealed to all the Chairpersons and faculty to cooperate with the Controller Office in timely declaration of results.

The Vice Chancellor discussed the following issues with the Chairpersons:

1. Expressing his concern over the mandatory requirement of purchasing through GeM portal, he stated that many departments have not yet activated their GeM accounts in spite of the fact that their GeM accounts have already been created by Accounts Department. He requested all the Chairpersons to activate their accounts to avoid financial inconsistency at the later stage. He informed that if goods and services are not available on GeM portal as per desired specifications, the departments can procure such items after giving due certification and by following the procedure of bids/quotations. In such cases, the rules regarding EMD, Performance Security, two bids system (where the value is more than 2 lakhs) must be followed by the departments.

Professor Archana Bhatnagar said all the Principal Investigators of life sciences departments are facing problems for purchase of chemicals and small equipments, especially related to projects where grant comes generally in the last week of March.

Professor Ranvir Singh, Department of Human Genomes suggested that for life science departments, it should not be mandatory to buy things through GeM, because the specified items required by them are either not available on GeM or if available, their quality is poor. He stated that even IIT and ISSER have not yet adopted GeM.

Professor Jagat Bhushan from Dental Colleges informed that they were also facing problem because some particular items required by Dental College are not available on GeM. He further informed that in PGI and PEC some items have been exempted to be purchased through GeM. He proposed to submit a proposal on the same lines.

The Vice Chancellor stated that shifting from one practice to other is always resisted. He reiterated to make purchases through GeM, however, where the items is urgently required or where for some an item cannot be purchased through GeM for a solid reason, he advised to put up a note for consideration with the consultation of F.D.O.

Professor Ranvir Singh suggested that Departmental Budget must be prepared by the FDO in consultation with the Chairperson of the concerned Department. He also requested to give some grace period beyond April 1, 2019 to make purchases out of departmental budget head.

Considering his request, the Vice Chancellor ensured to issue necessary instructions to the FDO in this regard. (**.....SVC Office**).

2. The Vice Chancellor shared that files are not being put up in the prescribed format. Sometimes, signatures of the Chairpersons and other

members of the Technical/Purchase Committees do not bear any date which hinders the process of tracing the files. He stated that in future he would return back all such files which do not bear signatures along with dates. He informed that as the file is cleared from VC's Office, the concerned department is informed over the phone on the very day. Where the department is informed that the file is rejected due to some objection, it is the duty of the department to comply with the requirement and get the file cleared from the Vice Chancellor's Office.

3. The Vice Chancellor said that departments are allowed to open a temporary bank account for the conduct of various Academic events such as Seminars, Conferences etc. After the conclusion of such events, the temporary bank accounts are to be closed and a Closure Report has to be submitted by the concerned departments to the Accounts Departments. But this is not being followed by many of the departments. He requested to follow the practice and submit the Closure Report to the Accounts Branch at the earliest. (**31.01.2019****concerned Chairperson**)
4. Highlighting the provision of PU Accounts Manual, Vice Chancellor shared that as per Rule 27.32.2018, physical verification of stocks/assets is required to be made once in a year, but many departments have not yet made such physical verifications of their property despite a circular was issued in this regard on 24.12.2018. He requested the Chairpersons for immediate compliance and to submit the report to the FDO Office before 20.1.2019. (**20.01.2019** ...**Concerned Chairperson**).

He desired that to avoid undue delay in the clearance of Travelling Allowance bills, the Chairpersons/Supervisors must ensure in advance that, the External Examiners coming for conducting viva, must travel through Air India and to book their tickets through authorized travelling agents. In case Air India flight is not available on any specific date, necessary permission must be obtained in this regard well in advance.

He further requested the Chairpersons to visit the Accounts Department's Web Page "accounts.puchd.ac.in/show-noticeboard.php?nbid=1" regularly to have update on all recent circulars and notifications.

5. The Vice Chancellor apprised the members that a good number of seats in various courses offered in PU Campus as well Regional Centres fall vacant during the subsequent years of admissions resulting in loss of revenue to the University. In view of this, he requested the Chairpersons to deliberate on the provision of lateral entry/migration etc to fill the vacant seats and to send their input to the **DUI Office latest by 11.02.2019.**

Professor Navdeep Goyal communicated that lateral entry /migration provision was already approved for Hons.School courses and on the same lines, other departments may propose to fill the seats falling vacant in the subsequent years.

The Vice Chancellor shared that to earn more revenue, the proposal of creating Industry sponsored seats, increasing certain number of seats in various courses, relaxing NRI admission norms and initiating new self-financing courses, within the existing infrastructure and manpower facilities, are under consideration. A Committee has been working on this issue and would probably submit its report by 15th of February, 2019. University may provide some guest/ contractual faculty and full economic autonomy to the department interested in starting any new course. **(Feb. 15, 2019.....concerned Committee)**

6. Discussing the new parameters of NAAC evaluation, the Vice Chancellor informed the members that as as per new parameters of NAAC , 70% of evaluation would be based on the data available online. Therefore, all the information regarding significant activities of the departments like best/innovative practices, conferences/seminars, deliverables, patents,

publications must be timely uploaded on the web portal and be updated from time to time so that University ranking may not be affected. He requested to designate a person in each department for timely submission of required information to the IQAC.

7. To exhibit the departmental activities, the Vice Chancellor emphasized to identify an exclusive place in the department to display the publications, papers published, MOUs and patents of the respective department. This practice would help to highlight the potential of the concerned department to the National/International delegates and visitors. Similarly, research work of the students should also be displayed to encourage the students. He advised to depute a research scholar for the purpose. He apprised that for the brandishing of the University, it has been deliberated to identify ten momentous places of the University like CIL Laboratory, UIPS, UICET, Gandhi Bhawan, Main Library for the visit of National/International delegates coming to Panjab University from time to time.
8. Vice Chancellor desired that for optimum utilization of the space, all the goods/furniture/lab equipments lying spare in the departments may be segregated into 'repairable', 'scrap' and 'antique' items. The repairable items may be donated to other departments whereas scrap items can be write-off. To display antique items, a Scientific Instruments Museum or a gallery may be made.
9. Emphasizing the importance of Alumni, the Vice Chancellor stated that Alumni is an important aspect of NAAC evaluation, so it has been decided to review all the closed Chapters in the country as well as abroad. He suggested that to generate resources through PU Alumni, every department should designate one faculty member along with 5 students to work on this issue.
10. Vice Chancellor desired that every department must organize at least one event of their choice in commemoration of 550 Birth Anniversary of

Shri Guru Nank Dev Ji. The events must be properly documented and a copy of the same must be submitted to the DUI Office for compilation.

11. Vice Chancellor requested the Chairpersons to send to the DUI Office, nomination of two faculty members to be engaged with the NSS team in cleanliness drive of the concerned Department. One hour slot (early morning or late hours), once a week, be intimated to the NSS Department for cleanliness activity. **(February 11, 2019 ...Chairperson concerned Deptt.)**
12. The Vice Chancellor advised the faculty members to obtain the necessary permission from appropriate authority before leaving the station during winter breaks.
13. The Vice Chancellor advised the Chairpersons to resolve the issues of the students promptly at their own level, unless he/she is unable to resolve the issue, the students must not be sent to Vice Chancellor's Office.

The Vice Chancellor also shared the following information with the members:

- That the long pending demand of the faculty for sanction of two Ph.D. increments have been resolved.
- That Ministry has consented to start lift in multi story building of the PU campuses.
- That a proposal of Rs. 100/- crores for recruiting 15 Centenary Professors and establishing Centenary Advance Laboratories have been submitted to the MHRD on the occasion of Hons. School Centenary Year.
- That to make the campus vehicle free, Rs. 500 Crore proposal for multilayer parking has been prepared to be submitted to the concerned Ministry.

- That all the research proposals submitted to the Vice Chancellor so far by the faculty have been forwarded to the concerned quarters except those where complete information has not been provided.

In his concluding remarks, the Vice Chancellor wished all the members to have very happy vacations.

Sd/-

Asstt. Registrar (DUI)

Confirmed

Sd/-

D.U.I.

Approved

Sd/-

Vice Chancellor