

PANJAB UNIVERSITY, CHANDIGARH

Minutes of the meeting of the Chairpersons/Directors/Coordinators of all Teaching Departments/Centres/Institutes, Panjab University, held on 22.1.2019 at 4.00 p.m. in the Senate Hall under the Chairmanship of the Vice Chancellor, Panjab University, Chandigarh.

PRESENT:

1. Vice Chancellor ... In the Chair
2. Dean of University Instruction
3. Chairpersons/Directors/Coordinators
(Attendance attached).

At the outset, Professor Raj Kumar, the Vice Chancellor welcomed all the members to the first meeting of All Chairpersons' Forum and conveyed New Year greetings. He put on record that the Chairpersons have made credible efforts for the overall development of the departments as well as University. However, he stated that it has observed, based on information received through feedback that there is persistent antagonism amongst various groups of students, non-teaching staff and teachers within the departments. He emphasized that whenever such issue arises, it must be resolved amicably, so that a conducive and workable environment may be created for the holistic growth of the University.

Further, the Vice Chancellor discussed the following issues with the members:

1. Regarding movement of files, the Vice Chancellor shared that files are not timely put up to the authorities by some offices, leading to inappropriate delays in clearance of files. He stressed the need of accelerating the movement of files to avoid personal visits of faculty to the concerned dealing officials to trace the files. He reiterated to put up the files in the prescribed format and these must bear date and time with signature of dealing officials. He suggested that to strengthen the file tracking system, a reasonable timeline be determined by the Chairpersons of the Departments and conveyed to the DUI Office. **(...Chairpersons)**
2. Regarding issuance of Utilization Certificate, the Vice Chancellor apprised that from the ensuing financial year, a dedicated team would be constituted to facilitate the departments. For this purpose,

Departments would be categorized into groups and a time slot for each group of departments would be provided to the office of the FDO. The dedicated team would visit the departments on the specified date and time to issue Utilization Certificate on the spot. (**...FDO Office**)

3. The Vice Chancellor emphasized the optimum utilization of the grants sanctioned by various funding agencies. He stated that sometimes, due to disagreement amongst the faculty and Chairperson, funds allocated to the departments remained unspent at the end of the financial year and returned back to the funding agency. He requested the Chairpersons for utmost consumption of funds allocated to the department and get the bills cleared in time. He advised the members to approach the Vice Chancellor directly, if any dispute amongst the members arises on this issue. He underlined that in case of any casual attitude in this regard, it would be the sole responsibility of the Principal Investigator, Chairperson and Finance and Development Officer.
4. The Vice Chancellor apprised the members of the implementation of the standard format for appointment of Guest Faculty to be adopted by all the teaching departments including P.U. Regional Centres, to avoid any confusion. (**....Deputy Registrar Establishment**)
5. Expressing his concern over the shortage of attendance, the Vice Chancellor stated that there was a common tendency of waiving off the shortage of attendance of students on the recommendation of the Chairperson of the concerned Department or the Dean Student welfare. He instructed to prepare a consolidated list of those students who were given benefit of attendance in the previous semester and to display it on the notice board of the department under intimation to the office of the Dean of University Instruction with a warning that no application for waiving off shortage of attendance for subsequent semesters would be entertained. Only the new and genuine applications may be considered for giving the benefit of attendance as per rules. (**.....DUI Office & Chairpersons**)
6. He also stated that University Auditorium, Seminar Halls and PU grounds are certainly for the facility of students, Chairpersons, Dean Student Welfare(Men & Women) should recommend the applications for booking of these venues for the students. The Vice Chancellor further stated that keeping in view the branding of the University, the Chairpersons along with team of the concerned departments and DSW(Men & Women) along with team should ensure their presence on

the event for students' motivation. (**.....Chairpersons and DSW(Men & Women)**)

7. On the issue of sharing of departmental libraries, Vice Chancellor advised to allow the students of allied departments to share the departmental libraries. In case, it was not feasible to issue books to the students of allied departments, students may be permitted to use library books at least for consultation purposes during working hours. (**....Chairperson and Librarian**)
8. The Vice Chancellor apprised the members that for new courses to be started soon, a Course Coordinator for each course be designated to share the administrative responsibility of the Chairperson and for smooth conduct of the course in the departments. (**....Chairpersons**)
9. The Vice Chancellor highlighted that many departments do not submit monthly absentee statement of the contractual/daily wages staff in time, which is mandatorily required for release of salary. He advised the Chairpersons to be cautious in future and submit the absentee statement well in advance. He also advised to obtain the necessary sanction for extension of the contractual employee in advance and timely submission of salary bills, so that the salaries of contractual/daily wage staff may not get delayed. (**....Chairpersons**)
10. With regard to inoperative accounts opened temporarily for organizing Seminars/Conferences/Workshops etc. in the departments, the Vice Chancellor directed the Chairpersons to close all such accounts and submit the closure report to the office of the Finance and Development Officer at the earliest possible. In case of noncompliance, the financial responsibility would be of the Chairperson/Convener of the concerned department. (**.....Chairpersons**)
11. Regarding timely payment of TA/DA to External Examiners, the Vice Chancellor desired providing of advance information to the outside experts regarding TA rules, i.e. travel through Air India and booking of air tickets through authorized agents. Supervisor of the candidate, Chairperson and the Controller of Examinations will be responsible for any delay in the payment of TA/DA to the external examiners. (**....Chairpersons**)

The Vice Chancellor apprised the members that out of 95 requests of Principal Investigators received by the Accounts Branch, 75 GeM Ids

were created so far. He further apprised that the departments whose GeM accounts had already been created by Accounts Branch have not yet activated their GeM Ids. He advised all the Chairpersons to activate their accounts to avoid financial discrepancy at the later stage. In case of any difficulty, FDO's office may be approached for help. **(...Chairpersons & FDO)**

12. The Vice Chancellor desired that the Chairpersons should take responsibility for cleanliness of their buildings, lawns and adjoining areas. A soft copy of monthly report of Swachhta Abhiyan be sent to the office of the Vice Chancellor to be included in the NAAC Report as a proof of best practices being followed by the University. Chairperson must visit the departmental labs and library to ensure that electric appliances such as bulbs or tubes etc are remained in working order. A dedicated team of Professors would be constituted for this purpose, which would visit the departments from time to time to check the cleanliness of the departments. **(Coordinator Swachata Abhiyan)**

The Vice Chancellor also gave the following specific suggestions to the Chairpersons:

- a. That departments must complete the procedure for procurement of goods & services and submit the bills for payment in the Accounts Department by the end of February, 2019.
- b. That a schedule for holding meetings of Board of Studies be prepared by the departments.
- c. That representations of students' regarding question paper anomalies should be given top priority and as soon as a representation is received, the same be forwarded to the Controller of Examinations by the Chairpersons of the Departments for taking cognizance.
- d. That for timely declaration of results of Undergraduate/Postgraduate courses of Science departments, result Sheets be sent to Examination Branch within stipulated time by the departments, so that results

could be declared in time. In this regard, a circular be issued to all the Departments by the office of the Dean of University Instruction.

ZERO HOUR

- a. Professor Cecilia Antony, Chairperson, Department of French and Francophone Studies apprised that the Building of the Department was constructed, approximately 20 years back and during the time of earthquake in the year 2005, most of its walls got cracked. She also apprised the pitiable condition of the toilets of the Department. The Vice Chancellor assured to address the issue on priority and get the things done within two months time. He informed that a fund would be created with the consultation of F.D.O. for outsourcing the the maintenance work of the buildings of departments. He advised the X.E.N. to evolve a mechanism regarding specifications for constructions and maintenance of buildings and toilets.
- b. Professor Ramanjit Johal, Chairperson, Department of Public Administration raised the issue of e-waste disposal. On this issue Professor Sukhwinder Singh, Director, Computer Centre apprised that the list received from the Departments in this regard was submitted to Professor Seema Kapoor, the then Coordinator, Swachh Bharat Abhiyan. The Vice Chancellor advised Professor Sukhwinder Singh, to take up the issue with the Registrar and Dr. Shivani Sharma to resolve it at the earliest. (**.....Professor Ramanjit Johal, Director Computer Centre, Registrar and Dr. Shivani Sharma**).
- c. Professor Upinder Sawhney, Chairperson, Department of Economics apprised that unserviceable heritage furniture was lying in the Department. She apprehended that in case of theft it would be difficult to fix responsibility. She also stated that the Department has written many times to the authorities in this regard, but nothing has been done in this regard. Professor Yograj Angrish, Chairperson, School of Punjabi Studies apprised that for the last two years he was the Chairperson of Heritage Furniture Committee and consolidated a list on heritage furniture based on the data received from the departments and sent to the University Stores. (**..Registrar and Professor Yograj Angrish**)
- d. Professor Yojna Rawat, Chairperson, USOL apprised that some antique items, were lying in the USOL basement. If possible, the same be placed in an antique museum. The Vice Chancellor apprised

that efforts are being made to identify a suitable place for museum for placing old/antique items and scientific instruments/equipments collected from the departments. The Vice Chancellor desired that a Circular be issued by the office of the Dean of University Instruction to the departments in this regard. The Vice Chancellor further suggested that the instruments/equipments, which are repairable, either be used by the Departments or be donated to needy Schools or Colleges of far flung areas for their use, if rules permit and the instruments/equipments which are beyond repair, be written off.

- e. The Vice Chancellor desired that the Chairpersons may explore the possibility of Resource generation through donations. He stated that many more alumni members may be added for this purpose. He also stated that besides strong alumni network, connectivity, and linkages with the alumni had not been explored. Alumni network needs to be strengthened for generating resources. Every department must depute one faculty member along with ten students to work on identified verticals to strengthen, MoUs, Patents, Tie-ups, Research and publications, Curriculum development, etc. It would also be helpful in achieving branding of the university during NAAC ratings.
- f. Professor Deepti Gupta, Dean Alumni Relations regarding connectivity of alumni students suggested that as per model of some other Universities/Institutes, final semester students may be given a life membership with a registration fee of Rs.1000/-. The Vice Chancellor suggested that an account be opened and operated by Dean Alumni Relations for this purpose. A profile of such students be prepared by Professor Sukhwinder Singh, Director Computer Centre. Further all the final year/semester students may be registered as members of Alumni Association. A circular in this regard be issued by Dean Alumni Relations. **(..Dean Alumni Relations)**
- g. The Vice Chancellor apprised that a unique system of availing services of Retired Professors by way of writing papers or doing research work in the University would be explored. The superannuated faculty members must be motivated to serve the University. For this purpose, a specific space in Sri Guru Tegh Bahadur Bhawan along with Pantry was identified for Retired Professors. This would also be a unique system from NAAC point of view. **(...Chairpersons)**

Sd/-

Asstt. Registrar (DUI)

Sd/-
D.U.I.

Approved
Sd/-
Vice Chancellor