

PANJAB UNIVERSITY, CHANDIGARH

Minutes of the meeting of the Chairpersons/Directors/Coordinators of all Teaching Departments/Centres/Institutes, Panjab University held on 07.03.2019 at 12.00 noon 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
4. Administrative Officers
(Attendance attached).

Initiating the meeting, the Vice Chancellor, Professor Raj Kumar welcomed all the members to the meeting of the All Chairpersons' Forum. In his opening remarks, the Vice Chancellor apprised the members of the Action Taken Report (ATR) received from various departments on the decisions made in the previous meeting of All Chairpersons'. He stated that few departments had not yet submitted the ATR. He advised all the officials and Chairpersons to sincerely consider the particulars of the minutes of the meeting and submit the desired inputs pertaining to the concerned departments/administrative offices. He also advised the Chairpersons to send him an email regarding important academic/administrative issues for discussion in this meeting well in advance, so that these issues may be included in the agenda item.

1. Giving Charge to next Senior most faculty before proceeding on leave:

Taking up the first agenda item the Vice Chancellor said that in few departments, it has been found that Chairpersons do not give charge to the immediate senior most faculty before going on leave. Chairperson is an indispensable incumbent for the smooth functioning of the department. Therefore, to maintain continuity, it is highly essential that the next senior most faculty may be given charge by the Chairperson before proceeding on leave. He advised the Chairpersons to strictly follow the rules.

2. Composition of Board of Studies:

The Vice Chancellor stated that Panjab University is a distinguished University having strong hold on all domains. He emphasized to engage eminent persons from IITs, IISc, IIMs, NITs, DBT/DST, Central Universities or professionals from industries in the Board of Studies of the reputed science and humanity departments, if the rule permits.

Professor Navdeep Goyal apprised that there was no issue of rules. Departments running professional courses were already having outside professionals from industry in their Board of Studies. Chairpersons may recommend such persons for approval of the Syndicate.

3. Guest of Honor from amongst the Directors of CRIKC Institutes for seminars/conferences, and publication of books with ISBN number through some publisher/PU Publication Bureau.

The Vice Chancellor observed that the Chairpersons/Directors/Coordinators of the Teaching Departments/Centres/Institutes mostly invite the Vice Chancellor as a Chief Guest/Guest of Honour during their Departmental conferences/Conventions, held from time to time. He emphasized that Heads of CRIKC Institutes and Department of Science & Technology, etc., be invited as Guests of Honour in Seminars/Conferences/Symposiums organized by the departments and prior permission be obtained from the concerned person well in advance. To maintain the protocol and decorum of the function, the organizer must ensure the presence of the Chairperson and participation of maximum faculty members, Research Scholars and Students of the concerned Department as well as allied Departments. (**....Chairpersons, Chief of University Security**).

4. Examiners for Ph.D. Viva & evaluation of Thesis

Speaking on the issue of inviting examiners, evaluation of thesis and for conducting Ph.D. Viva, the Vice Chancellor shared that to preserve the dignity of the University and to maintain the standard of research, proposing examiners from private Universities to evaluate Ph.D. thesis and to conduct Ph.D. viva should be discouraged. He stated that humanity departments, generally, recommend the names of examiners

from private universities. He advised to stop this practice and underlined that address of the organization where the proposed examiner has been working must be mentioned in the letter sent for the approval of Vice Chancellor.

Similarly, if the examiner is a retired person, then the address of the institute from where he got superannuation be mentioned along with other details. He further advised that there should be only one examiner from one state University for conducting Ph.D. viva, otherwise the case would be sent back without necessary approval. (**..Chairpersons**)

5. Appointment of Training & Placement Officer in every Department:

Enhancing job opportunities for the students, the Vice-Chancellor advised to designate a Training and Placement Officer in each department of the University. He also suggested to engage atleast ten students from the respective department to assist the Placement Officer. A circular to this effect would be issued from the office of the DUI shortly requiring the departments to furnish the names and contact numbers of the Placement Officer and students to the office of the DUI. (**..Chairpersons, DUI**)

6. Introducing Training & Internship Programmes for outside students in Departments:

The Vice Chancellor apprised the members that University laboratories should also be made available to the students of outside institutes/ colleges, etc. He desired to explore the feasibility of introducing training & internship programmes for outsider students so that access to laboratories of all departments may be available to students of reputed institutes, colleges, etc. (**..Chairpersons**)

7. Formulation of policy to award grace marks for complaint of question papers. Grace marks should be awarded judiciously.

Quoting the example of inappropriate grace-marks for complaint of out of syllabus question paper, the Vice Chancellor suggested to award the grace marks judiciously and within the prescribed limit. He stressed to

formulate a consistent policy with regard to grace marks for out of syllabus question papers. (.. **Controller of Examinations, Chairpersons**).

8. To prefer typed question-paper in place of handwritten to avoid mistakes.

On the suggestion of the Controller of Examinations, it was informed that in future, only typed question papers will be accepted from the Departments, because problems are being faced with hand-written question papers, especially in the subject of Mathematics and Algebra. A circular in this regard would be issued to all the departments by the Controller of Examinations. (...**Controller of Examinations**).

9. Maintain Log Book of Laboratory equipments/instruments.

The Vice Chancellor desired that all the Departments/Centres/Institutes must ensure that a Log Book of all the Laboratory equipments/instruments (new/old) be maintained. It would help to generate status report of the equipments/instruments as and when required. In case of any lapse in this regard, the Chairpersons/Directors/Coordinators of the concerned Departments would be responsible. (... **Chairpersons**).

10. Chairpersons/Principal Investigators (P.Is.) to submit monthly progress report.

The Vice Chancellor apprised the members that a letter has been received from the office of the Hon'ble Chancellor seeking detailed monthly progress report of all the activities being undertaken in the University by 15th of every month. He requested the Chairpersons/Directors/Coordinators, Principal Investigators as well as Heads of administrative offices to prepare a monthly progress report of all the activities including Syndicate/Senate proceedings, Seminars, Conferences, Symposia, etc., and submit to the Director, IQAC/MIS by 5th of every month for compilation and onward transmission to the concerned quarters as and when required. He advised to circulate the letter received from the office of the Hon'ble Chancellor to all concerned by the office of the DUI for necessary action. (..**Chairpersons & Administrative Officers**)

11. Plastic ban – Bouquets/Book releases should not be wrapped.

To impose ban on plastic items on the Campus, it was insisted to stop plastic wraps on the bouquets, books and to stop the use of plastic water bottles, glasses, plates etc., on the Campus from today onwards. He informed that Horticulture team of the University approached the caterers to sensitize them about dumping empty plastic mineral water bottles at appropriate place. Regarding the problem of garbage littering across the roads and near the parks, he invited all the residents, faculty members, research scholars, students and every individual to participate in making the Campus clean and litter free. (**..Registrar to issue circular to Chairpersons & Administrative Officers**)

12. One-day per month – vehicle free Department.

Expressing his concern over the traffic congestion, the Vice Chancellor appealed to all the Chairpersons and administrative officers to observe vehicle-free-day, at least once in a month, as per their convenience. He also desired that all officials must co-operate either in pooling of their vehicles or come on foot and ensure observance of vehicle-free-day once in a month.

13. New Journals Medical, Business, Engineering, Hotel Management.

The Vice Chancellor apprised that presently, University is publishing three Research Journals; Arts, Science and Social Science. In order to strengthen the publication, more journals would be introduced in the fields of Medical, Business, Engineering and Hotel Management. He invited suggestions from the Chairpersons for this purpose. He advised that the students be encouraged to publish a monthly wall magazine and also that the wardens of all Boys and Girls Hostels must ensure to publish a wall magazine in all the Hostels, being the innovative practices. (**..Chairperson, DSW**).

14. Refusal by the faculty members to perform any duty assigned by the University/Vice-Chancellor:

The Vice Chancellor highlighted that official duty is the first and foremost responsibility of an employee. Therefore, whenever an official duty is assigned to a particular faculty, he should accept and perform

the duty with enthusiasm and sincerely. Such duties should be denied only in the rarest of rare cases and under grave circumstances. (**..Chairpersons**)

15. Post-facto approval of leaves:

Regarding post-facto approval of leaves, the Vice Chancellor said that teaching and non-teaching generally submit their leave applications for post-facto approval. He emphasized to plan the leave well in advance and to make arrangements for a substitute so that the teaching work, etc., may not suffer during their absence. He informed that except in the case of casual leave, no leave application for post-facto approval shall be entertained in future. (**..Chairpersons**)

16. Institution of Sh Hari Ram Arora & Mrs. Bhajan Kaur Arora Medal

The Vice Chancellor shared that Mr. Brij Mohan Arora, IIT had donated Rs. 5 Lacs to institute Medal in the name of his parents, Shri Hari Ram Arora and Mrs. Bhajan Kaur Arora. Medal is to be awarded annually to Researchers, Post Doc Fellows and Faculty members (upto the age of 38-years) from Panjab University for his/her contributions to an outstanding research paper in the field of Science published within three years, i.e., 2016-2018. The Medal would be given during CHASCON-2019.

ZERO HOUR

The Vice Chancellor also shared the following information with the members during Zero Hour:

1. That to uphold the dignity of the Chairpersons, initiatives have been taken to switchover most of the administrative work from manual mode to online, so that Chairpersons may not run from pillar to post for administrative work. As a part of this initiative, a dedicated team from the office of the Finance and Development Officer (FDO) would visit the departments from time to time to assist the Chairpersons in all financial matters including issuing of Utilization Certificates. This practice would facilitate the Chairpersons to focus more on their teaching and research work. (**....Registrar, COE, FDO**)

2. That the date of holding Annual Convocation would be announced shortly. He advised the Registrar to make all necessary preparations for holding Convocation well in advance. (**...Registrar**)
3. That, two most important events, i.e., Jalianwala Bagh Centenary, and 550th Birth Anniversary of Sri Guru Nanak Devi Ji must be observed by all hostels, colleges, teaching Departments/Centres/Institutes/Regional Centres, as well as Administrative Offices throughout the year with full enthusiasm. He desired that the Dean College Development Council must ensure celebration of these events in all affiliated Colleges and Constituent Colleges of the University. He also desired that the Chairperson, School of Punjabi Studies must take a lead and visit various departments to ensure the satisfactory conduct of the events and report Vice Chancellor accordingly. Chairpersons/Heads of the Departments/Branches may submit the estimated budget for this purpose. The Registrar, Controller of Examinations, and Finance & Development Officer would organize these events for all administrative offices. (**..Chairpersons, Registrar, DCDC, FDO, Chairperson, School of Punjabi Studies**)
4. The Controller of Examinations apprised that earlier a bundle of papers containing office copy, press copy, syllabus, etc. was sent to the paper setters. From now onwards, this practice would be stopped and a link comprising all information would be sent to the paper setters to save wastage of papers.

OTHER ISSUES

1. Professor Deepti Gupta, Dean Alumni Relations apprised that some departments are very active in holding departmental Alumni meets. To bring all the departments at the same page, she requested the Chairpersons to share the data-base of their Alumni up to April 2019 with the Panjab University Central Alumni Association by the end of this session. This would enable to make a consolidated database of the PU alumnus. From the next academic session, final semester students of all the departments would be enrolled with the Central

Alumni Association to update the database every year. **(DUI, Chairpersons)**

2. Professor Ramanjit Kaur Johal, Chairperson, Department of Public Administration apprised the problem of monkey menace. The Chief of University Security was asked by the Vice Chancellor to give input in this regard. The Chief of University Security apprised that the monkeys remained near the hostels and residential houses, where the residents feed them. He requested to discourage this practice to avoid monkeys. **(Registrar, DSW, DUI, Chairpersons)**

Sd/-
Asstt. Registrar (DUI)

Confirmed
Sd/-
D.U.I.

Approved
Sd/-
Vice-Chancellor