

## PANJAB UNIVERSITY, CHANDIGARH

Minutes of the meeting of the Chairpersons/Directors/Coordinators of all Teaching Departments/Centres/Institutes, Panjab University held on 09.04.2019 at 04.30 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
4. Administrative Officers  
(Attendance attached).

Initiating the meeting, Professor Raj Kumar, the Vice Chancellor welcomed all the members and apprised that today's meeting was convened for the specific purpose of sharing news of NIRF rankings 2019 released by the Ministry of Human Resource Development and Atal Rankings of Institutions on Innovation Achievements (ARIIA 2019) under the umbrella of National Institutional Ranking Framework.

### **1. NIRF Rankings:**

The Vice Chancellor congratulated the entire teaching fraternity, students and every component of the University system while sharing the news that Panjab University (PU) has been ranked 34<sup>th</sup> in the National Institutional Ranking Framework conducted by the Ministry of Human Resource and Development for the year 2018-19. Among all Universities of the country, PU bagged 21<sup>st</sup> position. The areas where the University needs to improve are the public perception and research & professional practices.

Vice Chancellor further informed that the PU has been placed 9<sup>th</sup> in the Atal Ranking of Institutions on Innovation Achievements (ARIIA) 2019 rankings and 3<sup>rd</sup> amongst Indian Universities of the country. The University Institute of Pharmaceutical Studies (UIPS) secured second position among pharmacy institutions in the country bagging 78.10 points as per NIRF India Ranking 2019. Vice Chancellor

congratulated the faculty and research scholars for their incredible performance in research and professional practices and public perception. He said that UIPS bagged 2<sup>nd</sup> position despite having many constraints as compared to the institute placed at 1<sup>st</sup> position.

Expressing his satisfaction over significant improvement, he stated that Panjab University is par excellence in India as well as in Asia. PU has been judged against Central Universities, IITs and Private Sector University, which are financially sound and having better infrastructural facilities. Panjab University has portrayed quantifiable quality within limited resources of fundings, regular faculty, staff and infrastructural facilities. Giving all credit to the unparallel contribution of teachers, he appreciated and encouraged them to keep striving towards excellence in taking PU to greater heights.

The Vice Chancellor apprised that it was a great opportunity for him to receive award and certificate at a ceremony held at Vigyan Bhawan, New Delhi and at the same time to convince the highest authorities significantly about the actual position of PU in respect of funds, human resources, and infrastructure.

## **2. Extension to Ph.D. thesis submission**

Expressing his concern over condonation of delay in submission of M.Phil/Ph.D. thesis, he apprised that in most of the cases, theses have been delayed deliberately. He advised to stop this practice and said that in future, it would be the responsibility of the Chairperson of the concerned department, Dean Research and the Supervisor of the candidate to ensure timely submission of synopsis and theses. The procedure of thesis evaluation has already been streamlined. Students may be encouraged to complete their thesis work within stipulated time and undue favour should not be given for submission of thesis. The extension in time be given only in inevitable circumstances.

The Vice Chancellor also urged those teachers who have not yet done Ph.D. to complete their Ph.Ds. at the earliest. He assigned this duty to the Chairperson of the concerned department and the Dean Research

and Supervisor to provide necessary facilities to the teachers for completion of their Ph.D. He further said that those teachers who have been appointed on compassionate grounds; they should make efforts to publish papers and complete their Ph.Ds. For this purpose, he requested the Chairperson, DUI and Dean Research to look into the compassionate appointments and make sure that all teachers appointed on compassionate grounds complete their Ph.Ds and involved in publication & project.

**3. Payment to experts for referring research papers in PU Research Journals:**

The Vice Chancellor requested the members not to charge any honorarium for evaluation of manuscripts as it is a part and parcel of their normal duties. Professor Jaspal Kaur Kaang apprised that there is a provision to pay honorarium to outsider referees for evaluating the refereed journals. She emphasized that a small token of honorarium to outside referees is essential so that they may feel motivated to evaluate the journal accurately.

Dr. Ashok Kumar stated that in the department of System Bioinformatics, Research Scholars teach the subject of Computer Science. He requested to pay them some honorarium to motivate them.

Endorsing the suggestion of Dr. Ashok Kumar, the Vice Chancellor said that if additional duties have assigned to JRFs/SRFs, they may be considered, if rules permit.

**4. Activities of the Departments be intimated to Director Public Relations well in advance and Dr. A.P.J. Abdul Kalam Computer Centre for Website.**

The Vice Chancellor expressed that most of the Chairpersons of the teaching departments were not utilising the services of the office of the Director Public Relations for press release of various activities undertaken by the Departments. He desired the Chairpersons to adopt integrated and consolidated approach in this regard and the activities of the Departments be intimated to DPR, well in advance

and a copy of the same be sent to the Director, Dr. A.P.J. Abdul Kalam Computer Centre to put the same on PU Website. **(..Chairpersons)**

- 5. The faculty members should not avoid the duty assigned to them in respect of colleges and the refusal should be only in rare cases.**

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

- 6. Provide placement data in time to the Central Placement Cell so that it can be made available to IQAC.**

The Vice Chancellor desired that placement data of Departments be shared with IQAC Cell and advised the Chairpersons to provide placement data in respect of their Departments in time to the Central Placement Cell so that it can be made available to IQAC to place before NAAC team and to be used in various National Rankings. He also advised them to ensure that their Training and Placement Officers should work in coordination with Central Placement Cell to motivate the students for attending various Workshops, Guest Lectures and other placement activities, etc. **(..Chairpersons)**

In many cases of protests by the students or dispute amongst faculty, Chairpersons/Directors/ Coordinators forward the representation to the Vice Chancellor. In case of any protest or grievances of the students, it is the foremost duty of the Chairperson of the concerned department/DSW and Chief of University Security to look into the matter and resolve the issue. He suggested to hold weekly/monthly meetings with the students in groups to understand and resolve their problems. **(..Chairpersons, DSW, CUS)**

The Vice Chancellor also pointed out that many times, the teachers who have been put into committees, do not attend the meetings of

the Committees. Similarly, when some dignitary is invited from outside to deliver a colloquium lecture, the chairpersons/teachers do not come to attend the same. He advised the entire faculty to make sure their presence on such occasions as it harms the reputation of the University.

He stated that departments generally invite the Vice Chancellor in the conferences/seminars/symposiums etc., and the audience is often scanty on such occasions. He advised that to improve the public perception, University needs to develop linkages with the society and for this purpose, Chairpersons should invite scientists from CRIKC institutions and dignitary from reputed business houses, funding agencies, higher authorities and persons from Ministry.

Chairperson, Department of Psychology suggested that the department is organizing a conference shortly. She requested to allow the department to retain a part of the registration fee received from the participants for development of the department.

Likewise, Chairperson USOL apprised that there is a provision to sell the assignment-sheets as scrap after a gap of one year. Consequently, USOL earns approximately Rs. 5-6 lakhs every year by selling the scrap and earnings are deposited in the University account. She requested that USOL may be allowed to retain this income for infrastructural development of the department. (**..Registrar and FDO**)

The Vice Chancellor advised the Chairpersons, to submit a written proposal to obtain permission in this regard.

#### **OTHER ISSUES:**

- a. The Vice Chancellor also advised that Memorandums of understandings (MOUs) be routed through Dean Research. After legal vetting, the same be sent to the Registrar, being an authorized signatory on behalf of Panjab University. However, Dean Research shall be the Ex-officio contact person, if required. After execution of MOU, Dean Research will be the custodian for copy of the MoU be sent

to the office of the Director, IQAC. Further, all MoUs already executed will be re-examined for modification, if any in the light of this decision.  
**(..Chairpersons, Dean Research, Director, IQAC)**

- b. The Vice Chancellor advised the Chairpersons for optimum utilization of Space, Lab. and Equipments as well as Human Resources in the Departments. He also suggested to vacate extra space available in their Departments for the utilization of the needy Departments and apprised that very shortly the University is going to hold Audit of Space, Lab./Equipment and Staff for smooth functioning of the University.  
**(..Chairpersons)**
- c. The Vice Chancellor desired that on the pattern of Academic Calendar, a Centralized Event Calendar be introduced from the session 2019-20. The Event Calendar containing activities to be organized by the Departments, viz., Conferences, Seminars, Symposia, etc., during the year be prepared through the Academic and Administrative Committees of the Departments and prior approval of the same be obtained from the Vice Chancellor before the commencement of the academic session. A copy of the same be sent to the DPR for Press Release. The Departments organizing the events would inform all other Chairpersons in this regard through e-mail under intimation to the DPR. **(..Chairpersons, DPR: Timeline - 30.4.2019)**
- d. The Vice Chancellor shared that even-semester examinations would commence shortly. He desired that before the start of the examinations, all the Chairpersons have to ensure cleanliness in the Departments and must confirm that all electrical appliances like, tube lights, bulbs, fans, etc., as well as infrastructure, like tables, desks, chairs, etc., are in working condition. Room-wise information on the prescribed format be prepared with the help of one faculty member, one Clerk and 5 Nos. of Research Scholars/Students, by the Departments by 30<sup>th</sup> of April, 2019. Controller of Examinations will ensure the visit of a team in the Departments to give feedback of the arrangements. A circular in this regard will be issued by the office of the Dean of University Instruction. **(..Chairpersons, COE, DUI)**

- e. The Vice Chancellor apprised the Chairpersons about the publication of books and manuscripts. He desired that some copies of publications in various Departments may be sent to the Publication Bureau for sale w.e.f. April 30, 2019, failing which, it will be presumed that the publications kept by the Departments were purchased by the Departments concerned themselves. Honorary Director, Publication Bureau and Dean College Development Council were asked to look after the sale of the Publications. Efforts should be made to index various journals of Panjab University in reputed data bases. **(..Chairpersons, Honorary Director, Publication Bureau, DCDC)**
- f. Professor Deepti Gupta, Dean Alumni Relations, greatly appreciated the Chairpersons of those departments, who have sent their Alumni's data and requested the Chairpersons of rest of the Departments, from whom the data was not received till date, to send their alumni's data at the earliest.
- g. The Vice Chancellor desired that Alumni network of Panjab University be strengthened by the Teaching Departments with the help of Dean Alumni Relations. Chairpersons should depute one faculty member along with ten students for looking after the alumni related activities. **(..Chairpersons, Dean Alumni Relations)**
- h. The Vice Chancellor took a serious note of the fact that the scheme, "Earn while Learn" was not being implemented properly in all the Teaching Departments. Consequently, the funds allocated under this scheme are underutilized. Keeping in view the shortage of man-power in the Departments, he suggested to implement the scheme in all the Departments to utilize the services of the students. **(..Chairpersons, DSW, FDO)**
- i. Chairpersons were required to make sure that all the stickers pasted on the walls within the premises of the Departments be removed by the Departments and stickers, etc. pasted outside the Departments would be taken care of by the Executive Engineer-I, P.U. Construction office, Chandigarh. **(..Chairpersons, XEN-I)**

- j. Dates for declaration of results of all examinations will be finalized in advance and efforts would be made by the Controller of Examinations to declare the results in specified time.  
**(..Chairpersons, COE)**

Meeting ended with a vote of thanks to the Chair.

Sd/-  
Vice Chancellor

Sd/-  
Dean of University Instruction