

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION  
PANJAB UNIVERSITY, CHANDIGARH**

Summary of the virtual meeting of All Chairpersons/Directors/ Coordinators held on **24.10.2020** under the Chairmanship of Hon'ble Vice Chancellor to discuss the New Education Policy.

**PRESENT**

1. The Vice Chancellor
2. Dean of University Instruction
3. Dean Research
4. Dean International Students
5. Dean Alumni
6. Director Computer Center
7. Chief of University Security
8. Director, IQAC
9. Associate Director, IQAC
10. Chairpersons/Directors/Coordinators

Initiating the meeting, Professor R.K. Singla, Dean of University Instruction welcomed the Hon'ble Vice Chancellor, Dean Research, Chairpersons/Directors/ Coordinators of all Teaching Departments/ Centres/ Institutes and apprised them of the following agenda:

1. Post Graduate Admissions for the academic session 2020-2021
2. Any other item with the permission of Chair

The DUI requested the Hon'ble Vice Chancellor to address and update the Chairpersons/Directors/Coordinators on various issues.

The Hon'ble Vice Chancellor greeted all the Chairpersons/Directors/ Coordinators and other members and shared that despite all hurdles caused due to corona pandemic, Panjab University has emerged like an academic leader. The Chairpersons and all faculty members have put in their best efforts for smooth working of the University and for the satisfaction of the students and other stakeholders. In view of positive feedback received from parents and alumnus of Panjab

University, the Vice Chancellor expressed his satisfaction over online teaching by PU faculty.

Appreciating the Chairperson, Department of Geography, he stated that the Department of Geography has revamped Departmental Library without using any additional resources. Similarly, other Chairpersons must outperform by doing innovative activities during their tenure of Chairmanship. He stressed that Research Labs are real place of worship in the departments, therefore, Chairpersons must ensure that research laboratories may not remain unattended and all the lab equipment be kept in an organized way for better utilization.

Giving example of the University Institute of Pharmaceutical Sciences regarding best utilization of resources, he suggested that optimum utilization of resources be explored by the Departments without wasting time and resources as we have enough resources. He suggested the Chairpersons to visit CIL once to have a look on the available infrastructure/equipments.

Emphasizing the significance and impact of NAAC rating on future endeavors of the University, the Vice Chancellor advised the departments to focus on NAAC preparation. He stated that multiple reforms have been made during the last two years like creation of incubation Units and other innovative reforms, which would definitely earn optimistic results.

The Vice Chancellor desired that Dean Research may take up the matter and call the Chairpersons of those Departments, who have not uploaded the report on IRB portal by 5.00 p.m. on 20.11.2020. **(Action taken...Dean Research)**

Appreciating the efforts of Controller of Examinations and faculty members, he stated that conduct examinations through online mode was the biggest challenge before the University. However, this could be made possible with the cooperation of entire COE's office and all faculty members. He stated that another challenge was admission of students to the current academic session. He expressed his satisfaction over the process of declaration of results within a short time and completion of admission process for undergraduate courses.

- I. Taking up the first agenda item, Professor Singla shared that the admission process for Postgraduate courses has already been started and the admission schedule duly approved by the Vice Chancellor have already been conveyed to all the Chairpersons. He requested the Chairpersons to strictly follow the admission dates so that the admission process may be completed within the scheduled time.

He also apprised that earlier online admissions were done through outsourcing and for the first time online admission is being done in-house by Dr. A.P.J. Abdul Kalam Computer Centre, Panjab University. He requested the Chairpersons to follow all the guidelines issued by the DUI's office from time to time regarding online admissions. He further shared that Vice Chancellor's Nominee and DUI's Nominee would be appointed to take care of issues arising during admission process.

Professor Singla, apprised that Controller of Examination has done wonderful job by declaring results of all the courses offered by Panjab University on a very short span of time. However, the students of Punjabi University, Patiala and Guru Nanak Dev University, Amritsar were waiting for their results. All Chairpersons must go through admission guidelines, so that there is no error in admission and court cases may be avoided. Departments have to cooperate with the students, hence, If any student submits his/her result before counseling, department must consider such students for admission.

On the issue of physical counseling by few departments, the Vice Chancellor advised to follow laid down procedure for admissions so that legal implications may be avoided. He desired that, though admission process is being undertaken through online mode and generally no physical presence of students is required due to corona pandemic, but in some departments where physical counseling is essential, it must be taken care of that there should not be presence of more than five students at a time. The students may be communicated that their parents may not accompany the students. The Standard Operating Procedure (SOP) approved by the Union Ministry of Health & Family Welfare be observed in its letter and spirit and SOP may not be relaxed under any

circumstances. The corona virus still exists and every efforts be made to take all possible precautions during admissions.

Vice Chancellor also desired the Chairpersons/Directors/Coordinators to comply with the following instructions:

1. That following three Committees be constituted in all the Departments/Centres/Institutes:-
  - a) **Academic Review Committee:** The Departments have to constitute Academic Review Committee and a summary be prepared regarding academic activities undertaken till date and the work to be done in future.
  - b) **Research Review Committee:** The Departments have to constitute Research Review Committee consisting 2-3 members out of which one of the members should be a Ph.D./PG student and a summary be prepared regarding Research work done till date and the research work to be done in future. This would help in avoiding duplication of research. The Committee would also explore the new thrust areas for research development.
  - c) **Social Review Committee/Other Review Committee:** The Departments have to constitute Social Review Committee to work on outreach activities, like Swachhta Abhiyan.

The constitution of above Committees along with the summary be prepared by **November 30, 2020 so** that a strategy for next year may be formulated. **(Action taken...All Chairpersons)**

2. A Coordinator be deputed in all the departments to take care of Laboratories, department premises and obsolete articles lying unattended in the labs or surrounding areas of the departments. He/she would ensure that no premises or article in labs remain unattended. Premises of twenty hostels be also taken care of for cleanliness by the hostel wardens **(Action taken ..... all Chairpersons & Wardens)**

3. Dr. Sumedha Singh, School of Mass Communication would take the responsibility to prepare a document on “Overall visibility and perception of PU”, for which all the Departments will help her to prepare this document. **(Action taken ...Chairperson, School of Mass Communication)**
4. Departments having major Genome subjects will prepare a document on thrust areas through Dean Research, so that they can work jointly on that. **(Action taken....Dean Research)**
5. The Departments must update their IRB portal as requested by Director, IQAC. **(Action taken ..... all Chairpersons)**
6. In the light of NEP-2020, 2-3 Webinars/Workshops be organized by Centre for Medical Physics through online mode. **(Action taken ..... Coordinator, Centre for Medical Physics)**
7. Two/three Workshops be organized by the departments of Language Faculty as well as Foreign Languages Departments as per mandate of NEP-2020. **(Action taken ..... Chairpersons, Lanugages departments)**
8. Two/three Webinars/Internship Workshops be organized by Departments of Psychology, Sociology and Centre for Social Work as per mandate of NEP-2020. **(Chairpersons, Psychology, Sociology and Centre for Social Work)**
9. A Workshop on Applied Science Internship be organized in collaboration with the Department of Sociology and Centre for Social Work, Panjab University, Chandigarh. **(Action taken ..... Chairpersons Departments of Sociology and Centre for Social)**
10. Lab Maintenance and up gradation Committee be constituted by the Chairperson, UICET. He desired that Chairperson, UICET may prepare a proposal regarding research work to be executed in next 2-3 years during her tenure as Chairperson. **(Action taken ..... Director UICET)**

11. Grievances of Chairpersons, if any, be taken care of by DUI.  
**(Action taken .....DUI).**

**II.** The Finance and Development Officer apprised the members that the updation of GeM portal was pending on account of purchases made by the faculty members of approximately 61 Department/Centres/ Institutes. In some cases payment have already been made but updating was pending.

The FDO further apprised that each and every fee, viz., tuition fee, examination fee, migration fee, etc., can be deposited through online mode by the candidates and they have no need to come to the PU campus to deposit fee.

The Vice Chancellor underlined that the faculty members, who have not yet updated the GeM portal, do the needful within fifteen days. A circular in this regard be issued by the office of the Finance and Development Officer. **(Action taken ..... All Chairpersons and FDO)**

The FDO stated that the Scope and objective of Administrative Audit were not clear. Clarification in this regard was sought from Director, IQAC.

The Vice Chancellor desired that in this regard, a meeting be convened by FDO, comprising DUI, Dean Research, FDO, Director, IQAC and Associate Director, IQAC. **(Action taken .....FDO)**

**III.** The Controller of Examinations stated that online examinations were a big challenge for the University this year. He put on record that under the guidance and leadership of Hon'ble Vice Chancellor, and the efforts made by the team comprising DUI, Dean Research, DCDC as well as all the Chairpersons and faculty members, University succeeded to accomplish this gigantic task of online examinations as well as declaration of results smoothly. He appreciated that with the cooperation of all Chairpersons, not only the examinations were conducted impeccably, but also the evaluation work and results were declared within time. The result of Law has been declared and provisional degrees were being sent to the candidates. Fee structure and examination

schedule for the coming semester have also been uploaded on PU website.

- IV.** Professor V.R. Sinha, Dean Research apprised the members that webinars are being conducted on regular basis. If any problem occurred, the stakeholders may be guided personally. He shared that the Laboratories have been reopened after Pandemic for the Ph.D. Research Scholars of 3<sup>rd</sup> and 4<sup>th</sup> years. Various Departments were visited by a team and overall, all the Departments were doing very well, SOPs and distancing were duly observed.

The Vice Chancellor stated that on his visit to the Laboratory of Department of Chemistry, it was found that some unattended articles were lying there. He desired that in all the Laboratories, where unattended articles are lying, either they be placed on appropriate places or the same be disposed off. **(Action taken .....All Chairpersons)**

Professor Sinha stated that the building of the Department of Chemistry was very old. Chemicals are used in practical and research work which makes the laboratories stinking.

The Vice Chancellor suggested that the Dean Research after visiting any Department/Laboratory/Building of University should give his input to the office of the Vice Chancellor. **(Action taken .....Dean Research)**

Asstt Registrar (DUI.)

D.U.I.

Approved

Vice Chancellor