PROCEEDINGS OF THE MEETING OF THE IQAC HELD ON 10.03.2014 AT 2.30 P.M. IN THE COMMITTEE ROOM OF THE VICE-CHANCELLOR'S OFFICE.

A Meeting of the Committee of Internal Quality Assurance Cell (internal members of H.P. University) was held on 10.03.2014 at 2.30 P.M. under the Chairmanship of Prof. A.D.N. Bajpai, Hon'ble Vice-Chancellor, H.P. University & Chairman, Internal Quality Assurance Cell (IQAC), in the Committee Room of the Vice-Chancellor's Office. The following members were present:

1. Prof. Suresh Kumar,
    Dean of Studies

2. Prof. B.S. Marh
    Deptt. of Geography

3. Prof. D.C. Gautam,
    Deptt. of Bio-Sciences

4. Prof. Sanju Karol,
    Deptt. of Economics, ICDEOL

5. Prof. Mamta Mokta,
    Deptt. of Pub. Admn.

6. Prof. M.S. Chauhan,
    Deptt. of Chemistry

7. Prof. Kulwant Singh Rana,
    Director (ICDEOL)

8. Prof. Laxman Thakur,
    Deptt. of History &
    Incharge, HPU Library

9. Sh. N.S. Bisht,
    Deptt. of Economics

10. Prof. Amarjeet Singh,
    Deptt. of Computer Science

11. Dr. A.K. Bhatt,
    Deptt. of Bio-Technology.

12. Dr. Vikas Sharma,
    Incharge,
    Computer Centre(ICDEOL)

13. Prof. P.K. Vaid,
    Deptt. of Pub. Admn. (ICDEOL),

14. Mr. Sumit Kumar,
    Student Representative,
    Research Scholar,
    Deptt. of Pol. Science

15. Dr. Narendera Awasthi
    Controller of Examinations
    (Special Invitee)

16. Sh. Diwaker Kamal,
    Finance Officer (Special Invitee)

17. Prof.(Mrs.) Neeraj Sharma,
    Deptt. of Chemistry (Special Invitee)

18. Prof. P.K. Ahluwalia,
    Dean, Planning & Teachers' Matters,
    Director(IQAC),HPU.
                        -Member/Secretary &
                        Director(IQAC)

Meeting of IQAC started with the playing of H.P. University *Kulgeet*. At the very outset Prof. P.K. Ahluwalia, Director (IQAC) welcomed Prof. A.D.N. Bajpai, Hon'ble Vice-Chancellor, H.P. University & Chairperson (IQAC), Hon'ble members and especially the new members of Internal Quality Assurance Cell (IQAC) to its first meeting for the year 2014 and hoped that their presence in IQAC will further strengthen the activities of IQAC.

This was also the first meeting of the reconstituted IQAC being attended by Prof. D.C. Gautam, Deptt. of Bio-Sciences; Prof. Sanju Karol, Deptt. of Economics (ICDEOL); Prof. M.S. Chauhan, Deptt. of Chemistry; Prof. Laxman Thakur, Deptt. of History and Incharge, HPU Library; Sh. N.S. Bisht, Deptt. of Economics; Prof. Amarjeet Singh, Deptt. of Computer Sciences, Prof. P.K. Vaid, Deptt. of Pub. Admn. (ICDEOL) and Mr. Sumit Kumar, Student Representative, Research Scholar, Deptt. of Political Science.

Members were also informed that the re-constituted IQAC has been made broad based by the Hon'ble Vice-Chancellor to give representation to young faculty members and students on the campus by co-opting them so as to involve them vigorously in quality assurance processes. Members were also told that the outside experts Ms. Jayanti Ravi, Commissioner, Technical education, Govt. of Gujarat and Prof. V.K. Jain, Vice-Chancellor, Doon University, Dehradun, conveyed their inability to attend the meeting because of their busy schedule.

Thereafter, the agenda items were taken up for deliberations with the permission of the Chair.

(A)   Quality Assurance.

ITEM No.2:   Placement of Annual Quality Assurance Report (AQAR) (2012-13).

After deliberations, AQAR **(Appendix-A)** was approved. It was further decided that same be sent to NAAC at the earliest.

ITEM No.3:   Implementation of Teacher evaluation by students – an appraisal about implementation.

Members were informed that Teacher evaluation has been implemented since the beginning of academic session 2013-14. This effort initiated by the IQAC was appreciated by the members. It was decided that an

implementation report to this effect be gathered from different departments regarding the implementation for the information of IQAC as part of academic audit.

ITEM No.4:   **Implementation of clubs & societies.**

Different clubs and societies have been formed and they have started functioning.   The following clubs and societies have already organized extention activities and community programs:-

(i)   Department of Music (HPU Music Club/Society)

(ii)   Department of Fine Arts (HPU Visual Arts Club/Society)

(iii)   Department of Geography (HPU Adventure Club/Society)

(iv)   Centre for Women Studies (Women Empowerment Club)

(v)   Department of Journalism & Mass Communications (HPU Community Radio Club)

(vi)   Department of Law and Public Administration (HPU Legal Aid Club/Society)

(vii)   Department of Physics (HPU Energy Club/Society)

(viii) HPU Health Centre, Deptt. of Psychology and Deptt. of Yoga (HPU Health & Counselling Club/Society)

ITEM No.5:   **Reporting of IQ Assurance workshop in November, 2013, mentored for Jaysingpur College, Jaysingpur, Distt. Kolhapur, Maharashtra.**

Report **(Appendix-B)** placed before the members. The effort of the IQAC was appreciated by the members and it was suggested that other departments should also come forward with such mentoring programs.

ITEM No.6:   **Submission of Utilization Certificate of UGC grant for IQAC (XI Plan) & spending the balance grant.**

Members were informed that HPU IQAC received ₹ 4.5 Lac grant out of which ₹ 2,79,667/- used for which utilization certificate **(Appendix-C)** has been sent

to UGC, duly audited, which has been received by the concerned dealing officer at UGC.

ITEM No.7: **Letter of Appreciation to Chairpersons of the working groups who have successfully completed the tasks entrusted to them:**

It was decided that a Letter of Appreciation (**Appendix-D**) be given to the Chairpersons and members of the respective Working Groups who have helped IQAC in its various tasks till date as a recognition of their sincere effort and hard work.

(B)   e-Initiatives in HPU Campus.

ITEM No.1: **Release of e-calendar, e-greeting card and printed calendar of H.P. University.**

Hon'ble Vice-Chancellor appreciated the efforts of IQAC for bringing out the New Year e-Greeting Card-2014 and e-Calendar for the year 2014 and applauded the initiative for sending these to University Community by e-mail. The Hon'ble Vice-Chancellor also released the print version of New Year Calendar-2014. He appreciated the endeavour to print the Quality Calendar through sponsorship to bring awareness about quality initiatives of the University.

ITEM No.2: **Implementation of official e-mail for all faculty members.**

Members were informed that official e-mails for all Faculty Members have been created through ERNET India (**Appendix-E**) a long standing demand. It was further decided to make University a paperless higher education Institute and to send official notifications, letters and communications etc. to the Faculty Members through e-mail with appropriate attachments in pdf format after due electronic signatures.

ITEM No.3: **Status of proposal regarding H.P. University website for people with different abilities (PWD).**

The IQAC pursued this matter with Department of Social Justice and Women Empowerment, Government of India, to which the proposal was sent.

However, the Department has communicated that this should be routed through Department of Social Justice and Women Empowerment, Government of Himachal Pradesh. The needful has been done in this case and the proposal has been routed through the Department. Dr. Vikas Sharma apprised the members about the progress in this direction.

ITEM No.4: **Advisory Group for computerization activities to coordinate and plan e-initiatives on the campus.**

Director, IQAC, informed the members that since various processes are getting computerized in the University, it is high time that this effort is centrally coordinated and an advisory group to monitor and oversee this effort be made and the scattered IT manpower be consolidated in the Computer Centre of H.P. University. It was decided that advisory committee proposal be put before the Hon'ble Vice-Chancellor after discussion with the concerned quarters.

ITEM No.5: **Launching of DID facility and starting of *Chhatra Computerikrit Sahayata Kendra* in the campus and colleges.**

From a long time it was being felt that there is no appropriate facility available for the students to reach out to various departments/wings of the University regarding their queries/grievances. In this direction University, since 1st February, 2014, has provided Direct Inward Dialling **(DID) facility** on roughly 700 intercoms of the University. This initiative has facilitated landing of the outside incoming calls directly on the concerned officials table without the need to seek the communication via HPU Intercom telephone exchange operators. Members were further informed that University has also taken up the matter of creating *Chhatra Computerikrit Sahayata Kendra* on the pattern of *Lok Mitra Kendra*. A request has been sent to DIT for this purpose.

ITEM No.6: **e-Banking initiative at HPU.**

With the introduction of CBCS at the Undergraduate level, University also had an opportunity to initiate deposition of examination fee through banks. This was a successful experiment and it has been felt that this should be launched

for other payments which are made by the stake holders of the University for different services. This brings money directly into the account of University completely eliminating the settlement of bank instruments and bring relief to stressed manpower.

ITEM No.7:   **FAQ e-book for students of Distance Education & Open Learning.**

Since University is moving towards e-governance to facilitate e-Governance for the stake holders particularly for the students of ICDEOL, it is proposed that e-book containing FAQ of Distance Education Learners be prepared by ICDEOL and made available to the students on the website of H.P. University and ICDEOL. For this it was decided that a Working Group in ICDEOL be made under the chairpersonship of Prof. Sanju Karol, Deptt. of Economics (ICDEOL) with members drawn from teaching and non-teaching staff of ICDEOL. It was also decided that chairperson of the Group can associate any members from within ICDEOL or outside to give this e-book desired shape. It was decided that this FAQ e-book be launched before the start of next academic session.

ITEM No.8:   **Report of working group on Bio-metric system for attendance.**

Director, ICDEOL informed the members that the report on introduction of Bio-metric system is ready but can be implemented only after the operationalization of PIMS in the University after the approval of Executive Council.

(C)   Rashtriya Ucchatar Shiksha Abhiyan (RUSA).

ITEM No.1:   **CBCS in UG courses: a report on implementation issues.**

Members were informed that Choice Based Credit System (CBCS) with grading has been introduced in the Undergraduate courses of the University after a detailed exercise for framing regulations and syllabi for different courses. As per data gathered by Directorate of Higher Education, it has resulted in *merit based admissions in colleges* for various courses, *increase of students admissions in rural colleges*, providing *truly credit based platform for earning credits*, introduction of *online examination forms* and other *web*

utilities for cut-lists preparation, roll number generation, etc. It has been a very tough task, but the commendable help provided by Department of Information & Technology, Government of Himachal Pradesh, the programme has been successful. Members were further informed that a Detailed Project Report (DPR) for Web Enabled University Management was got prepared from the Consultants of DIT which has since been submitted to Principal Secretary (Higher Education), Govt. of Himachal Pradesh, for providing requisite funds. The matter is in advanced stage of approval at the DIT end. University hopes to hear soon from the Government. It was decided that a letter of appreciation be sent to Director, DIT, Govt. of Himachal Pradesh for his effort and continuing support.

It was decided that DPR made by the Consultant be presented before the proposed computerization advisory committee. It was further decided to make admission forms and payment related to following courses online for the campus based course:

(i) B.Ed.

(ii) All courses in UIIT

(iii) All courses in PG Centre

(iv) All courses in IIHS

(v) All courses in UCBS

(vi) All courses in HPU School of Legal Studies

(vii) All Medical and Engineering entrance tests.

ITEM No.2: **CBCS in PG courses of HPU from academic session 2014-15.**

Members were informed that UGC has been insisting on introducing CBCS and Grading System since 2008 and have sent repeated communications in this regard. In the recent letter communicating Development Grant to the University vide letter No.87-1/2012(SU-1) dated 25.06.2013 UGC has linked the release of grants with the introduction of academic and examination reforms.

Members were informed that the regulations for CBCS in PG courses have been framed and approved by the Hon'ble Vice-Chancellor. It is proposed to implement the same from the ensuing academic session 2014-15 and further process has already been initiated by the office of Dean of Studies.

ITEM No.3: **Institutional Plan RUSA – appraisal.**

Members were informed that an Institutional Plan of H.P. University was prepared and submitted after deliberations with stake holders in tune with the vision document of the University to State Higher Education Council through Principal Secretary (Higher Education). The total project budget sought under 19 components is ₹ 237.44 Crore. Emphasis in the IDP is on making H.P. University an innovation and research University. The Institutional Plan was approved in the State Higher Education Council meeting held on 23rd January, 2014 under the chairmanship of Hon'ble Chief Minister of Himachal Pradesh, Sh. Virbadhra Singh. It is hoped that the quality assurance work being done in the past shall fetch a reasonable amount of proposed funding.

(D) Preparations for Re-accreditation:

ITEM No.1: **A relook at NAAC peer report 2009 : Have we moved forward?**

Presentation was made by Director (IQAC) reflecting the landmarks achieved in seven aspects on which accreditation is done:

(a) Curricular aspects.

(b) Teaching learning and evaluation.

(c) Research Consultancy & Extension.

(d) Infrastructure and learning resources.

(e) Student support and progression.

(f) Governance and Leadership.

(g) Innovative Practices.

Members appreciated the concerted effort made by University fraternity to raise the bar in the last three years. The innovations made since May, 2011 onwards **(Appendix-F)** were shared with members.

ITEM No.2:   **SWOT & its analysis.**

As part of quality assurance activity and the need for developing institutional plan under RUSA, a very comprehensive SWOT exercise was undertaken. The analysis of the SWOT **(Appendix-G)** were placed before the members for discussion and deliberations. Members appreciated the efforts of SWOT group. It was decided that the SWOT analysis be shared with all the stake holders by posting it on the website of H.P. University and in the form of a presentation before the faculty members and officials of administration.

ITEM No.3:   **Reaccreditation of HPU by NAAC (Due in December, 2014).**

Director, IQAC informed the members that NAAC re-accreditation of HPU is due in December, 2014, for which self study report profiling various departments of the University and criteria wise inputs need to be prepared. Director, IQAC informed that we must do this profiling very carefully with an eye on various criteria's for which proper documentary evidence need to be gathered in various teaching departments and non-teaching wings of the University. Hon'ble Vice-Chancellor stressed upon the need to start this work without further delay by setting up working groups under the chairpersonship of various Deans and the Registrar:

Sr.No.	Working Group Chair	Criteria
(i)	Dean, Faculty of Performing & Visual Arts Dean, Faculty of Physical Sciences Dean, Faculty of Social Sciences	Curricular aspects
(ii)	Dean, Faculty of Education Dean, Faculty of Languages Dean, Faculty of Laws	Teaching, Learning & Evaluation
(iii)	Dean, Faculty of Life Sciences	Research Consultancy & Extension

(iv)	Dean of Studies	Infrastructure & Learning Resources
(v)	Dean Students' Welfare	Student support & progression
(vi)	Dean, Faculty of Engineering & Technology Registrar	Governance & Leadership
(vii)	Dean, Faculty of Commerce and Management	Innovative Practices

It was decided that chairpersons of each criteria group may associate four to five faculty members from the departments, institutes and centres of the University and initiate the discussion process and modalities to go ahead with the reaccreditation process due in December, 2014.

ITEM No.4: **Mock exercise for re-Accreditation due in 2014. (Modalities)**

To bring seriousness in this exercise it was suggested that after the creation of the self study report, a mock NAAC exercise be conducted to verify and validate the claims made by various departments/non-teaching wings. It was also suggested that for this mock exercise experts from outside the University may also be involved and this be completed by 1st week of July, 2014 for finalising the self study report for submission to NAAC alongwith requisite fee.

Hon'ble Vice-Chancellor suggested that a sub-group of IQAC should visit the neighbouring A-Grade Universities to take first hand stock of the initiatives taken by those Universities with regard to academic and administrative reforms so that the same could be implemented in H.P. University and bring further impetus to improve the grading of the University.

ITEM No.5: **Design of registers to maintain record of administrative, academic curriculum, extension activities, seminars or other such activities for the purpose of accreditation by NAAC in various departments, institutes and administrative units to be felicitated by IQAC of HPU.**

For this purpose it was proposed to create a working group under the chairpersonship of a senior faculty member drawn from HPUBS to design registers to maintain record of all vital administrative academic extension and other activities to be maintained by the departments, institutes and

administrative units for the purpose of accreditation evidence and convert these into pdf fillable forms connected to a database maintained in the University server in the Computer Centre of H.P. University. It was further decided that the chairperson of this group can associate members of his/her choice to initiate further work.

(E)   Other initiatives.

ITEM No.1:   Presentations by working group chairpersons on pending tasks.

i.   Prof.(Mrs.) Neeraj Sharma, Chairperson of the *"Financial health, improvement of financial resources of the University, revision of account manual and other forms of Accounts Wing"* informed the members that the present Accounts Manual needs amendment which have been drafted/prepared and needs approval of the appropriated bodies of the University. It was suggested that if there are any guidelines/manual supplied by the UGC may also be consulted before putting the proposed amendments before the appropriate bodies **(Appendix-H).**

ii.   Prof. Laxman Thakur, Incharge, HPU Library and Chairperson of *"Computerization of Library and converting it into an Academic Information Hub"* Working Group has given presentation on the various activities undertaken in the Library during the year 2012-13. He informed the members that the old records, i.e., newspapers, magazines, etc. have been sold which has fetched approximately ₹ 98,000/- and has been deposited in the University exchequer. He further informed the members that the work of digitization of books/theses available in the Library is under process but due to inadequate staff the progress is very slow.

The members of the IQA Cell suggested that the process of hiring of Data Entry Operators should be initiated by the Library on priority basis for which funds have already been provided under UGC Development Grant of 12th FYP through DOEACC. The members also

suggested that to improve the working of the Library, the volunteer services of the students those who are willing be taken by paying remuneration to those volunteers.

ITEM No.2:   **Framing of working groups for other initiatives of HPU.**

It was decided that to look after the computerization initiative of the University as per item (B) 4 following groups be made:

(i)   An advisory group for computerization of e-governance of HPU under the chairmanship of Director (UIIT).

(ii)   Archiving of records for easy retrieval and safe custody, digital as well as paper under the chairmanship of Chairperson, Department of Computer Science, it was decided that the chairs shall identify the other members of the group and inform Director, IQAC.

ITEM No.3:   **Working group for creating proformas for student feedback about.**

(a) Course Evaluation.   (b) Infrastructure evaluation.

For creating proformas for students feedback of course evaluation and infrastructure evaluation, it was decided to form a working group under the chairpersonship of Prof. S.L. Kaushal, HPUBS.   It was also decided that chairperson can associate any other members from the campus to work in this direction.

Also the working groups for other initiatives were also reformulated **(Appendix-I).**

ITEM No.4:   **Report on Library services survey.**

Members were informed that the HPU Library has conducted a University Library services survey which was circulated among the readers and about 500 filled survey forms have been received. This data is being posted these days and data of 403 forms have already been entered on Google Drive (preliminary analysis attached at **Appendix-J**). It is proposed to analyze this survey once the data entry task gets finished. Furthermore, members were informed that the data based on the HPU Library which was

available with Inflibnet, Ahemdabad, has been received from them for uploading on the HPU Library server for access to its readers through web. This functionality is in advance stage of construction (screen dumps **Appendix-K**). Help provided by Sh. Prem Chand, Librarian, Indian Institute of Advanced Studies, Shimla in this regard was gratefully acknowledged. It was further decided to send a letter of appreciation to Sh. Prem Chand, Librarian, Indian Institute of Advanced Studies, Shimla and the staff of the Library and Planning & Development office who made this survey possible, namely, Ms. Monica Singh (Planning & Development office), Sh. Dinesh Kumar (HPU Library) and Sh. Madan Lal (HPU Library).

ITEM No.5: **Quality assurance programmes for the next academic session.**

It was decided to carry out following quality assurance programmes for the H.P. University:

i. Organize an Internal Quality Assurance programme by sending a proposal to NAAC, Bangalore.

ii. Focus on accreditation of different departments and institutes such as HPU Business Studies, UIIT, Institute of Vocational Studies, Department of Computer Science and Department of Bio-Technology. It was decided the letter be sent to chairperson of the respective departments/institutes to move in this direction.

(F) Any other item with the permission of the Chair.

1. **Remarks by Student Representative.**

Student member of IQAC, Mr. Sumit Kumar, who attended the meeting for the first time by saying that his participation in this meeting has been a learning and revealing experience for him, which has made him aware about various quality assurance initiatives of the University which are being carried out in such a focussed manner. He requested that more students should be made aware about the academic and creative spaces being made available to the learners and researchers through various initiatives of IQAC.

2. **Introduction of B.Lib. and M.Lib. courses:**

   Chairman, IQAC suggested that B.Lib. and M.Lib. courses should be introduced in the HPU Campus. These courses will also help to provide adequate services in HPU Library through internship of the students.

3. Issue with regard to inadequate space in the Library, various teaching departments and section/braches of University was also raised by the members.

4. During deliberations on the issue it was suggested that a Space Audit Committee has been constituted by the Hon'ble Vice-Chancellor which should visit all the departments/sections of the University and give its valuable recommendations after due assessment of the usage of the space in various buildings of the University.

(G) Concluding remarks by the Hon'ble Vice-Chancellor.

Hon'ble Vice-Chancellor in his concluding remarks emphasized that in the 21st century public higher education institutions are going to face tough competition from private institutions and technology intervention. We as public institutions cannot remain complacent. It is only through quality assurance that we can meet these challenges which are on our door step.

He further cautioned the members that no let up should come in our efforts to make H.P. University among the leading Universities of the world.

The meeting ended with a vote of thanks to the Chair.

(Prof. P.K. Ahluwalia)

Approved

(Prof. A.D.N. Bajpai)
Hon'ble Vice-Chancellor