

PROCEEDINGS OF THE MEETING OF THE IQAC COMMITTEE HELD ON 16.06.2012 IN THE COMMITTEE ROOM OF THE UNIVERSITY.

A meeting of the Internal Quality Assurance Cell (IQAC) Committee was held on **16-6-2012 at 2.30 P.M.** under the **Chairmanship of Prof. A.D.N. Bajpai**, Vice Chancellor, Himachal Pradesh University, in the Committee Room of the Vice-Chancellor's office to discuss the agenda items as given below along with suggestions/recommendations of the committee thereon. The following were present:

1. Dr. Fr. Davis George,	External Expert, IQAC
2. Prof. H.S. Banyal, Dean of Studies	Member
3. Prof. T.C. Bhalla, Dean Students' Welfare	Member
4. Prof. Mamta Mokta, Deptt. of Public Administration	Member
5. Prof. R.G. Shandil, Deptt. of Mathematics	Member
6. Sh. V.K. Vohra, Planning & Dev. Officer	Member
7. Dr. Arvind Kumar Bhatt, Deptt. of Biotechnology	Member
8. Dr. Ramesh K. Chauhan, Deptt. of Physical Education	Member
9. Dr. Him Chatterjee, Deptt. of Visual Arts	Member
10. Dr. Vikas Sharma, Incharge, Computer Centre(ICDEOL)	Member
11. Dr. Dhirender Sharma, Incharge, Computer Wide Optical Fibre Network	Member
12. Sh. H.N. Sharma, Dy. Librarian	Member
13. Prof. P.K. Ahluwalia, Dean, Planning & Teachers Matters/ Director IQAC	Member-Secretary

Director, IQAC, welcomed the Hon'ble Vice-Chancellor, the members and especially Dr. Fr. Davis George, External Expert, for sparing his valuable time to participate in the IQAC meeting and sharing his expertise for putting H.P. University on the path of assured quality. Prof. A.D.N. Bajpai, Hon'ble Vice-Chancellor shared with members, Fr. Davis George's rich experience and achievements as a quality assurance expert of the country. With the permission of the chair, thereafter agenda items were taken up:

Item No.1: Action taken report on the formation of Working Group.

- (i) **Issuance of Notifications of IQAC:** The Committee was apprised that after the categorization of the University as Grade-B by NAAC, the University constituted various working Groups (14 nos.) to revamp and rejuvenate the functioning of the IQAC as well as the University. As many as 100 members of the teaching and non-teaching University fraternity who are interested & are having concern about the upliftment of the University, have been brought into the quality fold of the University as members of the working groups for making their

suggestions/recommendations and drawing an action plan to bring a perceptible and measurable quality assurance in the functioning of all the wings of the H.P. University. The key issue is to have an inspired participation in the implementation of the decisions taken by IQAC.

(ii) **Presentation by Chairpersons of the Working Groups:** Respective Chairpersons of the Working groups who were present in the meeting made presentations about their respective Groups, the steps initiated by them for convening meeting(s) of their groups, suggestions/recommendations of each group and how to go about their implementation are given below. The Chairpersons of the groups who could not be present in the meeting due to certain reasons, Prof. P.K. Ahluwalia, on their behalf read out the suggestions/recommendations forwarded by them in respect of their respective groups. While approving the recommendations/suggestions of the respective groups, the members of IQAC made valuable suggestions as given below:

Group-I: Drafting of Student Charter, aspects related to quality assurance in residences of students, and students' involvement in various activities.

Prof. T.C.Bhalla, Dean Students' Welfare and Chairperson of the Group made presentation about his group's suggestions and recommendations as per **Annexure-A**, which includes the formulation of students charter which was appreciated by one and all. It was suggested that though the student part of the charter is framed nicely, the document also needs to have in it Universities responsibilities included in it as has been done in draft student charter circulated by NAAC and drafted by other Universities. Prof. Bhalla agreed to look into this aspect of the student charter before sharing it with the stake holders in near future in the form of already planned seminar.

Group-II: Identification of process design of forms for maintaining record pertaining to quality assurance initiatives and activities in various teaching and research department and branches of the Administration, Finance and Examination Wing of the University.

Prof. Mamta Mokta while making presentation of his group's suggestions/recommendations and also the findings of the seminar-cum-colloquium entitled "*Reforms in University Administration*" coordinated by her in collaboration with Internal Quality Assurance Cell, H.P. University, were also placed before the Committee as per **Annexure-B**. The effort of Prof. Mamta Mokta and her group were greatly appreciated particularly the formation of RFD of the H.P. University collaboration with HIPA. It was further suggested that proforma register for maintaining the record pertaining to Internal Quality Assurance be made for early circulation of the same among various wings, departments, institutes and colleges of the H.P. University.

Group-III: Academic Auditing and Drafting of Evaluation Sheets for and holding of workshop on the same.

Since Prof. Shyam Lal Kaushal, chairperson of the said group could not be present, the recommendations/suggestions of the group were read out by Prof. P.K. Ahluwalia, Dean, Planning and Teachers Matters as per **Annexure-C**. The efforts for devising the proforma for teachers' evaluation by students were lauded. It was suggested that it be made bilingual (i.e. both in Hindi and

English) and a small note be added for the teachers for drawing an assessment out of the students evaluation. It was also suggested that proforma be shared with the teachers on the campus by posting it on the website of the University and by inviting suggestions for improvement. It was suggested by **the Committee that said evaluation be made compulsory and not optional after getting views of all the chairpersons of teaching Deptts. concerned.** It was decided to make this teacher evaluation document bilingual and prepare guidelines for implementation of the instrument and statistical analysis of its data. It was further decided that this working group will prepare instruments for course evaluation and departmental/institute evaluation to create a perspective quality profile of the University incorporating feed back of the students and stake holders.

Group-IV: Financial health, improvement of financial resources of the University, revision of account manual and other forms of Accounts Wing.

Prof. Neeraj Sharma, chairperson of the working group, could not be present but the recommendations were read out by Prof. P.K. Ahluwalia as per **Annexure-D.** The committee was apprised that draft of the accounts manual which was made available after earnest efforts be got updated and approved from the competent authority by making mutatis-mutandis changes since considerable period has lapsed when the said draft manual was formulated and needs changes as per latest requirements. It was suggested that all types of forms used for financial processes be made part of the accounts manual and converted into fillable pdf forms. It was suggested that the task of revision of the drafts accounts manual be taken up on priority within next couple of months.

Group-V: ICT intervention in Quality Assurance.

Prof. Manu Sood could not be present and Prof. P.K. Ahluwalia informed that it would take some more time for that Group to finalize the recommendations of the said group.

This committee recommended that said group should make recommendation in a time bound manner within a month positively particularly focusing on the ICT tools and their usage in the University for monitoring quality assurance and prepare a plan for training of the manpower to use these tools by the stake holders like chairpersons, office staff and officers of the University.

Group-VI: Evaluation and aesthetic design of the current Website of H.P. University.

Dr. Vikas Sharma, Chairperson of the said group presented the recommendations/suggestions of his Working Group as per **Annexure-E,** regarding design of the current Website. The committee was authorized to go ahead with their suggestions/plan to execute the same in a time bound manner. It was further suggested that the University Website **should evolve into a dynamic web portal of the University.** The recommendation of the group to make students of IT a part of this effort as a project was highly appreciated and is welcome to make students part of such initiative of the University.

Group-VII: Workshops on Quality Assurance (for Teachers, Administrators & Non-Teaching Employees).

Prof. P.K. Ahluwalia informed that Prof. B.S. Marh, Chairperson of the said group would be requested to make recommendations in a time bound manner.

Group-VIII: Identification of best practices going on in different department of the University.

Prof. P.K. Ahluwalia, Chairperson of the said Group explained about the best practices being followed in different departments of the University as per **Annexure-F**. The committee appreciated about the same and desired more initiative be taken to explore the possibilities for focusing on best practices in every aspect of the functioning of the University. It was decided to circulate the format for formulating and documenting the best practices in departments, institutes and administrative offices for record purpose and presentation before future reaccreditation. Members also welcomed the decision of the Committee to hold a one day workshop on best practices in collaboration with UGC Academic Staff College, H.P. University, Shimla. Team members/expert member were also informed that Hon'ble Vice-Chancellor has nominated Prof. Shyam Lal Kaushal to participate in NAAC seminar of IQAC coordinators being held in Head office of NAAC Bangalore in which Prof. Kaushal will make a presentation on behalf of University on introduction of internal assessment as a best practice and bench marks identified by the IQAC. It was also decided to hold workshops on writing of research project/proposals for bringing funding for research initiatives of the University to motivate the faculty in this direction.

Group-IX: Innovations in teaching and research.

Prof. H.S. Banyal, Dean of Studies and Chairperson of the said Group, made certain recommendations/suggestions as per **Annexure-G** and committee approved the same for initiating further action thereon particularly for strengthening Intellectual Property Rights (IPR) activities in the University by bringing awareness about it among faculty members and research scholars by holding workshops in collaboration with Department of Science and Technology, Govt. of Himachal Pradesh.

Group-X: Quality Assurance in Residencies of Students.

Prof. Kamaljeet Singh, Chairperson of the said Group could not be present but Prof. P.K. Ahluwalia read out the recommendations made by the said group as per **Annexure-H** and suggested that necessary action be initiated. The committee further suggested that **Wi-Fi internet system in Hostels be also introduced at the earliest** for which UIIT be engaged in its planning and implementation.

Group-XI: Working group for introduction of internal evaluation and assessment in smaller departments.

The recommendations/suggestions as per **Annexure-I** of the said group presented by Prof. R.G. Shandil, Chairperson, were appreciated by the Committee and further suggested that necessary steps be initiated to introduce the same in the University in a phased manner after getting amendments/ additions in the University statutes and ordinances, where ever necessary by bringing agenda items before the statutory authorities of the University such as Academic Council and Executive Council. If required a meeting with the experts in neighbouring Universities where this system has already enforced be contacted/invited for discussion.

Group-XII: Working group for Efficiency in administration.

Sh. V.K. Vohra, Incharge, Establishment Branch and Chairperson of the said group read out the recommendations/ suggestions as per **Annexure-J** and also informed since the functioning of the said group is more or less common to Group-II headed by Prof. Mamta Mokta, therefore, the recommendations of the said group may also be taken into consideration to make the functioning of the administration more effective. It was also pointed out that this working group is working in close collaboration with the worthy group on identification if process design to work out steps to make efficiency a hall mark of the University administration. However, Hon'ble Vice-Chancellor suggested that an action plan be drawn to move in this direction.

Group-XIII: Computerization of Library and converting it into an Academic Information Hub.

Sh. H.N. Sharma, Deputy Librarian read out the suggestions/ recommendations of the said group as per **Annexure-K** which were approved for implementation. On this, the Committee further recommended that earnest efforts be made for digitization **of the Library as per the proposal of the UGC 'Shodh Ganga' for which funds are also provided by it.** Members were informed that as per the requirements of the UGC Inflibnet, University proposes to sign on MOU with Inflibnet to make H.P. University part of 'Shodh Ganga' project in the country. Hon'ble Vice-Chancellor desired that all formalities be completed in this direction at the earliest. Furthermore, a possibility of digitization of catalogues be explored at the earliest through the inhouse resources of the University.

Group-XIV: Environment and cleanliness Drive Committee.

Dr. A.K. Bhatt, Chairperson of the group read out the recommendations as per **Annexure-L** and the Committee suggested that necessary steps be initiated to execute those recommendations after convening meetings of the working group and implement these in a time bound manner in close collaboration with Dean Students' Welfare, Chief Warden and Chairperson of the Departments by involving students and other stake holders. It was also suggested that the current monsoon period should be utilized to plant more trees to ensure their survival and increasing green cover in the University particularly around constructed areas.

- (iii) **To apprise the committee about 12th Five Year Development Plan Proposal of IQAC:** Noted. Prof. P.K. Ahluwalia informed that 12th Five Year Plan Development proposal already stands submitted to the UGC. These proposals have been formulated as per the guidelines of the UGC wherein it was required that proposal should be drafted for two scenarios one limited to 3 times and other to 5 times of the amount of grant allocated during the 11th Plan period. He also apprised that these plan proposals have been prepared keeping in view the Vision Document-2020 of the University and after elaborate discussion with the stake holders. The proposed activities of IQAC for which funds have been sought in XII plan proposal were also discussed.

Item No.2: Introduction of 'quality star system' for various teaching deptts./institutes and administrative officer.

To make 'quality star system' more effective, necessary steps be taken for conducting internal competition amongst teaching departments on the basis of the guidelines issued by the UGC. Prof. Fr. Davis George suggested that it will be better to give points to the departments as per the practice of NAAC which will be a wonderful exercise in continuous self appraisal for quality assurance in the University. On the basis of this University can also formulate incentives for best performing entities of the University and publically recognizing their efforts. It will also generate necessary documentation for the purpose of re-accreditation later.

Item No.3: RFD documents for Planning and Development Office & Internal Quality Assurance Cell.

Necessary steps be initiated for early completion of the process for introduction of Result Framework Document (RFD) in the University with the help and guidance of Dr. Rakesh Sharma, Associate Professor at Himachal Institute of Public Administration (HIPA) who is an expert on the subject and has carried out such exercise for different departments of Government of Himachal Pradesh.

Item No.4: Presentation of reports of the seminar/workshops by Prof. Mamta Mokta on Group-II and (ii) Prof. T.C. Bhalla on Group-I.

It is already covered under item No.1(ii).

Item No.5: To seek approval on the proposal for holding national seminar on quality assurance to be sent to NAAC, Bangalore.

Approved.

ItemNo.6: Proposal to hold half-a-day seminar for Chairpersons/Directors/DR's/AR's on IQAC through ICT.

Approved.

Item No.7: Drafting of IQAC activities for the next academic year for listing in Annual internal Quality Assurance Report namely 'Plan of Action Chalked out by the IQAC in the beginning of the year towards quality enhancement'.

Draft of the IQAC activities should be based on the plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement for which Director, IQAC was authorized to draft to sent as part of AQAR for the year 2012 in consultation with the members of IQAC, deans and chairpersons.

Observations of the Outside expert of IQAC:

Dr. Fr. Davis George appreciated the efforts made by IQAC members of the committee especially by Prof. P.K. Ahluwalia, Dean, Planning and Teachers' Matters to revamp its activities and was full of praise for the members and chairpersons of the working groups for coming out with a clear well defined roadmap of quality assurance in H.P. University under the guidance of Hon'ble Vice-Chancellor, Prof. A.D.N. Bajpai. He expressed hope that in case the plans chalked out by the IQAC are put to action, this University would rank not only amongst top most Universities of India but rank first amongst all. He also appreciated the concern of various members of the working groups who took initiative for formulating realistic proposals and suggestions. These may be executed by the University in a time bound manner, as suggested by Fr. Davis.

He, however, further suggested, if teaching, research and extension activities are one of the essential components, then non-teaching staff is an important pillar of the University and should also be strengthened in quality and quantum. He also suggested as under:

- (a) Non-teaching staff be imparted training on various subjects at various levels.
- (b) No promotion should be made without qualifying required exams.
- (c) Charter for non-teaching employees be also prepared on the analogy of students' charter.

Concluding remarks of the Vice-Chancellor in brief:

At the end of the meeting, the Vice-Chancellor also appreciated the efforts made by IQAC for formulating the proposals as per suggestions/recommendations of the respective groups and desired that these should be put into action by the concerned depts./offices in a time bound manner so that the results starts coming. He further

exhorted that teaching and non-teaching staff should be committed in day-to-day functioning to pursue their objectives in order to achieve success in our goals envisaged in the plan proposals and spelled out in Vision Document-2020 of the University.

The Vice-Chancellor pointed out that the proposal should also be formulated for enhancement of sports activities. He also emphasized that the work for beautification of campus and repair of Faculty House be undertaken at war footing level. The Vice-Chancellor reiterated that this comprehensive plan be put into actions in a time bound manner for the overall development and improvement in the quality of the University functioning. He requested the members of IQAC to not let this momentum of quality assurance slow down which is very essential for achieving the academic goals, University has enunciated in the Vision Document-2020 and making University attain highest grade of accreditation.

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**

Proceeding of the meeting of the Internal Quality Assurance Cell held on 13-3-2012 at 12:00 Noon in the office of the Dean Students' Welfare.

A meeting of the Internal Quality Assurance Cell held on 13th March, 2012 in the office of the Dean Students Welfare to prepare the draft of Student Charter. The following members were present:

- | | |
|------------------------------|------------------------|
| 1. Prof. T.C. Bhalla | Dean Students Welfare |
| 2. Prof. Kulwant Singh Rana, | ICDEOL |
| 3. Prof. Sushma Sharma, | Deptt. of Bio-Sciences |
| 4. Dr. Kamaljeet Singh, | Chief Warden |
| 5. Dr. Des Raj Thakur, | Deptt. of Bio-Sciences |

The members of the Committee discussed on various points of student charter and prepare the Student Charter as per (Annexure-1).

Sd/-

(Prof. Kulwant Singh Rana)

ICDEOL

Sd/-

(Prof. Sushma Sharma)

Deptt. of Bio-Sciences

Sd/-

(Dr. Kamaljeet Singh)
Chief Warden

Sd/-

(Dr. Des Raj Thakur)
Deptt. of Bio-Sciences

Sd/-

(Prof. T.C. Bhalla)
Dean Students Welfare

11.4 Library Automation:

The Library automation process is in progress and Databases for English edition Books, Theses & Dissertations/ Project Reports and Periodical folding have been completed.

11.5 Rule and Regulations:

The following is the summary of Rules and Regulations :

(a) Working Hours:

Main Library	All week days	09.00 AM. to 08.00 PM.
	Sundays & Holidays	10.00 AM. to 05.00 PM.
Sectional Libraries	All week days	10.00 AM. to 05.00 PM.
	SUNDAY & HOLIDAYS	CLOSED

The main circulation counter and general stacks remain open upto 4.30 pm on all week days. The Library remains open through out the year except on National Holidays, Himachal Day and few other National and State festivals.

(b) **Membership and Loan Privileges :** The University library is primarily meant for use by Teachers, Students, Research Scholars and Staff of the University. The period of loan and number of books they can borrow vary depending upon their category of membership.

(c) **Inter-Library Loan :** The Library has established contacts with most of University and Research Libraries of the country for providing Inter-Library Loan service on reciprocal basis. As such books can also be procured on Inter-Library Loan from other Libraries in case the same are not available in the Library.

(d) **Library Pass Book :** Each Library member is given a Library Pass Book to enable him/her to borrow books from the Library. Text Books are issued to the Students and Teachers only.

(e) **Loss of Books and Overdue Charges :** In case of damage or loss of a book, the borrower is required to replace the book or pay the cost as per Library Rules. Overdue charges for the late return of books are levied at the rate prescribed in "Library Rules".

The members shall obtain a clearance certificate after returning all books clearing outstanding dues, if any, and returning Library Pass Book on the expiry of his/her membership or termination of his/her connection with the University. The Security deposit shall be refunded by the Finance Section, a month after the issue of the Clearance Certificate from the University Library.

12. INFORMATION ABOUT HOSTELS:

Residence life is an important aspect of the educational experience which the University offers to its students. Residence life contributes to the students personal and social growth and provides a meaningful introduction to the University.

Himachal Pradesh University maintains fourteen hostels, seven for boys and seven for girls. These provide accommodation to about 826 boys and 738 girls. In all hostel there are facilities of Common Room, T.V., Reading Room, Indoor games and Gymnasium.

Each hostel has its own mess which is run on co-operative/contract basis by the boarders. There is a student Prefect for every fifty residents and a common Room Secretary from each hostel to manage the common Room. All hostel affairs are managed by a committee consisting of the Chief Warden, Wardens and Students representatives.

12.1 Rules for the Resident Students:

GENERAL RULES:

1. All rights of admission to the University Hostels are reserved with the Chief Warden. These rights shall be exercised on the recommendation of the Wardens' Committee. All admissions will be made strictly on the basis of merit in the qualifying examination.
2. Admission to the University hostels will be open at the beginning of the session and the students (boys and girls) will be admitted on the basis of merit. 75% of the seats shall be reserved for students passing qualifying examination from H.P. University and 25% of the seats will be open to all. However 15% and 7.5% of the seats available shall be reserved for students belonging to Schedule Castes and Schedule Tribes respectively.
3. The merit for admission to hostel seats will be the same as formed the basis for admission in each course both for boys and girls.
4. A candidate who applies for admission in any reserved category, but is admitted in the general category because of his merit, will be considered in the category mentioned in his / her application form for the purpose of admission to hostel provided he / she is eligible in that category.

All hostels will formally close on the day of the last regular examination. Each boarder will have to vacate his/her room within 72 hours of the termination of his/her regular examination. A fine of Rs. 100/- per day, or any disciplinary action, if required, will be taken for overstay.

6. ~~Research Scholars and students of Post Graduate Classes who are doing their work may be permitted to stay in the hostel during vacation on the specific recommendation of the Chairman/Supervisor. Foreign students studying in the University Departments and who are not in the final year may be allowed to stay in the hostel during the vacation.~~ The students belonging to the Tribal area who cannot go to their homes due to bad weather will also be permitted to stay in the hostel during the vacation on the specific recommendation of Chairman of the department concerned¹.

7. Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:

- a) Receipt of a duplicate admission form duly signed by the parents/guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/her parents / guardian.
- b) Satisfaction of the Chief Warden/Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-residents.
- c) No student pursuing second MA/Professional course will be re-admitted in the hostels. However, a student passing one MA/M.Sc./Professional Course may be admitted in the hostel for the second time on merit for pursuing studies in any one Professional Course/M.A./M.Sc.
- d) Students passing one M.A. / M.Sc. course may be admitted to the hostel for the second time, on merit for pursuing studies in any one professional course, but he shall not be given hostel admission / accommodation for pursuing studies in another professional course, after passing one professional course.
- e) A Student will be allowed to stay in the hostel for a maximum period of ONE YEAR in case of M.Phil., TWO YEARS in case of Post Graduate Courses such as M.A., M.Sc., LL.M. and M.Tech., THREE YEARS in case of LL.B., MCA, and Ph.D. depending on the duration of courses and continuation of their fellowships. But no Ph.D. student will be permitted to stay in the hostels beyond 5 years from the date of his/her enrolment. However, the admission of the boarder(s) will be cancelled the moment, he/she gets a job in the Govt./Private/Corporation/any other Institution during the time of studies.

Note : The hostel accommodation for M.Phil. candidates shall be allowed for one year only from the date of admission as per regular student.

8. Admission to the hostel for the academic year will close 10 days after the close of admission to the Department.
9. Residents shall see the Chief Warden/Warden for official business in the office during fixed hours. In case of emergency the Chowkidar on duty should be sent to the Chief Warden/Warden's residence.
10. Residents should not keep cash or jewellery or other valuables in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
11. Smoking is strictly prohibited in the Common Room, Reading Room, Dining and Kitchen areas.
12. Residents permitting or abetting unauthorised occupation of the rooms / seats shall be liable to (a) Expulsion from the hostel (b) Forefeiture of Securities; (c) Imposition of a fine of Rs. 200/-
13. In case of non-payment of dues or violation of any one of the hostel rules by a resident, the Warden may get his / her room locked.
14. Every resident shall be responsible for the safety of the furniture given to him / her. Furniture is not to be removed from one room to another. Replacement of chair for canning or replacement of cot during the session may be done at a charge of Rs. 50/- only. Damage to Hostel Property is a serious offence, any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/University.
15. The Telephone is meant for Office use only. However, VCC CARD FACILITY HAS BEEN PROVIDED TO THE RESIDENTS IN CASE OF EMERGENCY. The VCC card facility will be available with the Chowkidars/ security staff of the respective hostels to communicate the report to the Warden/Chief Warden / Security Officer in case of emergency for which they will be paid Rs. 50/- per month or actual amount which ever is less.
16. Gambling, use of intoxicants, and keeping of arms in the hostel premises(including room) are strictly prohibited. Residents found guilty of any such laps in this regard will be liable to a fine of Rs. 5000/- and

/ or expulsion from the hostel. All Rooms (including Almirahs and belongings) will be open for inspection by the Chief Warden/Warden at any time.

17. Before leaving the hostel, every resident shall obtain clearance from Warden and personally handover the charge of the room and hostel property. Repair-charges for any damage to the furniture will have to be paid by the resident. During vacation, all boarders will deposit their room keys with the hostel clerks / warden failing which the result of the defaulters will be withheld.
18. Boarders will have to vacate the hostel during winter vacation for general maintenance of Hostel(s).
19. An under taking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that he/she will not participate in any political and indisciplinary activities which harms the social, academic and congenial environment of the Hostel/ University.

12.2 ALLOTMENT:

1. Rooms will be allotted by the Warden according to the principles laid down by the Chief Warden.
2. Junior students shall be put up in dormitories.
3. Dormitory will not be allowed to a single person even on full payment. If one of residents of the dormitory leaves, either another resident would be allotted that dormitory or resident would be moved to a cubicle, if available.
4. Once a student has joined a particular hostel, he/she will not be allowed to shift to another hostel.
5. No student shall be allowed to accommodate any other student in his room. If it is found at any stage that a student other than the boarder is staying in his room, the hostel admission shall be cancelled.
6. A student cannot shift from his/her allotted room within the hostel without the permission of the warden.
7. The residents shall be in their rooms in the night and will not move to other rooms for sleeping without the permission of the warden.
8. The residents shall keep the Hostel Identity Cards obtained from the Warden with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photograph alongwith the admission form.
9. Unauthorised occupation in the Hostel shall not be allowed.

12.3 Visitors and Guests:

1. Male visitors shall see the residents of the Girl's Hostel only in the visitor's room during the specific hours.
2. Female visitor shall not visit male residents in their rooms.
3. Guests are not permitted to stay overnight in any hostel. However, in exceptional cases, they may be put up in the room / Guest rooms, if any, on payment of prescribed charges of Rs. 5/-per head, but in no case beyond two nights.

12.4 Attendance and leave:

GENERAL:

1. The gates of the Boy's Hostel will be closed at 11.00 P.M. and opened at 5.00 A.M.
2. A resident shall, under all circumstances, inform the Warden about his / her absence from the hostel. He / She shall sign the register maintained for the purpose at the hostel gate.
3. The names of the residents absenting themselves without permission for a fortnight or more may be struck off the rolls and possession of their rooms can be taken by the Warden.

12.5 Conduct and Discipline:

1. Students shall maintain discipline and peaceful atmosphere in the hostel.
2. A student may be fined or expelled from the hostel by the Chief Warden / Warden for the following reasons:
 - (a) Misbehaviour of any kind, which will include disrespectful conduct towards the Warden or other teacher, employees of the hostel and other residents.
 - (b) Teasing or otherwise harassing other students and/or the use of violence.
 - (c) Stealing or pilfering-Hostel / University property or the property of other students.
 - (d) Unruly conduct or rowdyism.
 - (e) Writing on walls, sticking of posters distribution of unauthorised handbills or notices.
 - (f) Making noise and/or Creating other disturbance including the use of Transistor, Radio etc. in a manner likely to disturb other boarders.
 - (g) Convening, organizing, attending unauthorised meetings within the hostel premises.
 - (h) Breach of any of the hostel rules.
3. No student shall keep gold or costly jewellery in his / her room.

STUDENT CHARTER

The Student Charter consists of all issues pertaining to conduct, discipline and involvement of students in the Campus and Hostel:

1. Conduct of students in the Campus.
2. Student Involvement.
3. Hostel.

Conduct of Students in the Campus

1. No student will bear badges in the Campus.
2. Every student will keep/bear identity cards duly signed by the Chairman/DSW.
3. Carrying or keeping weapons, drugs consumption, intoxicating goods is not allowed in the campus.
4. No one will disturb classes and any kind of campaigning/announcement is not allowed in the classroom/laboratory.
5. Provoking of any hatred feeling against anyone based on religion, caste, creed and custom will not be allowed.
6. Student will accept respectful behavior towards faculty, staff and the authorities of the University.
7. Entry of the students in the offices of the University should be through passes on the specified enquiry/ visiting hours in the afternoon.
8. Students will not be allowed to keep any kind of vehicles without the prior permission of the university authorities on the campus and hostels.
9. Playing of any kind of music or music system will not be allowed on the campus.

10. The students will keep themselves apprised about the circulars, notices concerning them issued by the University/UGC/HRD etc. from time to time.
11. Ragging in any form is strictly prohibited inside and outside the campus including hostels..
12. Strikes, rallies, nuckad, dharna etc. are not allowed as per order of the Hon'ble High Court/Supreme Court within the campus.
13. No student/students organization will put hoarders, banners, posters etc. in the campus except the space specified by the University.
14. Writing or putting posters on the University walls (inside and outside) is strictly prohibited.
15. Every student should help in maintaining the clean environment in the campus through participation in various activities/events including tree plantation, special cleanliness drives, etc.

Student Involvement

1. The academic institutions are known by the students therefore every student should make best efforts to develop all-round personality and should contribute to the betterment of the University.
2. The students will attend classes regularly, failing to do so students will have to pay fine as decided.
3. Apart from regular classroom teaching, every student should participate in co-curricular activities like seminars, workshops, tutorials etc.

4. The grievances of the students shall be raised by the elected/nominated Departmental Representative before the Chairman/Director of the concerned department/institution.

Hostel:

1. The rights to admission in the University Hostels is reserved with the Chief Warden. These rights shall be exercised on the recommendation of the Wardens' Committee. All admissions will be made strictly on the basis of merit in the qualifying examination.
2. Admission to the University hostels will be open at the beginning of the session and the students (boys and girls) will be admitted on the basis of merit. 75% of the seats shall be reserved for students passing qualifying examination from H.P. University and 25% of the seats will be open to all. However 15% and 7.5% of the seats available shall be reserved for students belonging to Schedule Castes and Schedule Tribes respectively.
3. The merit for admission to hostels seats will be the same as formed the basis for admission in each course both for boys and girls.
4. A candidate who applies for admission in any reserved category, but is admitted in the general category because of his merit, will be considered in the category mentioned in his/her application form for the purpose of admission to hostel provided he/she is eligible in that category.
5. The students belonging to the Tribal area who cannot go to their homes due to bad weather will also be permitted to stay in the hostel during the winter vacation on the specific recommendation of Chairman of the concerned department concerned.

6. The student will have to vacate the hostel in June/July within 48 hours of the last regular examination for a period specified by the Chief Warden in order to allow maintenance of hostels.
7. Students will not stay beyond one year in one hostel and they shall be shifted to other hostel after every one year.
8. Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:
 - a) Receipt of a duplicate admission form duly signed by the parents/guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/her parents/guardian.
 - b) Satisfaction of the Chief Warden/Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-residents.
 - c) No student pursuing second MA/Professional course will be re-admitted in the hostels.
 - d) A Student will be allowed to stay in the hostel for a maximum period of ONE YEAR in case of M. Phil., TWO YEARS in case of Post Graduate Courses such as MA, M.Sc., LL.M and M. Tech., THREE YEARS in case of LL.B., MCA and Ph.D. depending on the duration of courses and continuation of their fellowships. But no Ph.D. student will be permitted to stay in the hostels beyond 4 years from the date of his/her enrolment. However, the admission of the boarder(s) will be cancelled the moment, he/she gets a job in the Govt./Private/Corporation/any other Institution during the time of studies.
9. Admission to the hostel for the academic year will close 10 days after the close of admission to the Department.

10. Residents shall see the Chief Warden/Warden for official business in the office during fixed hours. In case of emergency the Chowkidar on duty should be sent to the Chief Warden/Warden's residence.
11. Residents should not keep cash or jewelery or other valuables in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
12. Smoking is strictly prohibited in the HPU campus.
13. No Resident is permitting or abetting unauthorized occupation of the rooms/seats, if it is found both boarder and unauthorized occupant will be liable for legal action
14. In case of non-payment of dues or violation of the hostel rules by a resident, the Warden may get his/her room locked and necessary action can be initiated.
15. Every resident shall be responsible for the safety of university properly. Damage to Hostel Property is a serious offence, any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/University.
16. Gambling, use of intoxicants, and keeping of arms in the university and the hostel premises(including room) is strictly prohibited. Residents found guilty of any such laps in this regard will be liable to expulsion and legal action. All Rooms (including Almirahs and belongings) will be open for Inspection by the Chief Warden/Warden at any time.
17. Before leaving the hostel, every resident shall obtain clearance from Warden and personally handover the charge of the room and hostel property. Repair-Charges for any damage to the furniture

will have to be paid by the resident. During vacation, all boarders will deposit their room keys with the hostel clerks/warden failing which the result of the defaulters will be withheld.

18. Boarders will have to vacate the hostel during winter vacation for general maintenance of Hostel(s).all hostels will be vacated by the boarder in the month of June except the research scholars .
19. An undertaking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that he/she will not participate in any indisciplinary activities which harms the social, academic and congenial environment of the Hostel/University.
20. The hostellers with chronic medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
21. If a student is expelled from the University for any reason he/she should immediately vacate the hostel on the day of expulsion from the University. His / her continuance in the hostel will be treated as unauthorized occupation.
22. The hostel rooms are subject to inspection by the University / Hostel authorities at any time to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room.
23. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.

24. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hosteller she / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individual's concerned.
25. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
26. Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
27. Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
28. When leaving the rooms for attending classes or for vacation, etc., electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely. Use of one heater is allowed from Nov, 15 to 15 March.
29. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
30. Students absenting themselves from regular classes will have to take the permission of the Warden and communicate the information to the Chief Warden.
31. Water should be carefully used and not wasted.
32. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among room mates it should be reported to the Warden for appropriate action.

33. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
34. The hostellers are not allowed to keep musical instruments, cassette record players, and, TV, or any electrical equipment without written permission of the Chief Warden. Unauthorized possession will lead to confiscation of the goods.
- 35. Use of Computers:**
- a. Installation of computer systems (laptop/I-pad) in the hostel rooms should be done only after getting written permission from the Chief Warden.
 - b. The usage of computer is for academic purpose only.
 - c. The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.
36. Ordinary cell phone could be used by the student but not inside the class rooms, examination halls, Laboratory, Library, offices and during silence hour in the hostel.
37. Students should visit the hostel office only during visiting hours. Students should read the circulars put up at all blocks and be updated with the functioning of the hostel.
38. Students are instructed to attend the General meetings of the hostel.
39. **Silence hours** should be maintained strictly between **11.30 PM and 6.30 AM**. Violations more than three times would call for expulsion from the hostel.
40. Violation of any of these above rules would result in punitive action.

Hostel : Allotment:

1. Rooms will be allotted by the Warden/ Chief Warden on the recommendation of the chairman of the concerned department.
2. Junior students shall be put up in dormitories.
3. Dormitory will not be allowed to a single person even on full payment. If one of residents of the dormitory leaves, either another resident would be allotted that dormitory or resident would be moved to a cubicle, if available.
4. Once a student has joined a particular hostel, he/she will not be allowed to shift to another hostel.
5. A student cannot shift from his/her allotted room within the hostel without the permission of the warden.
6. The residents shall be in their rooms in the night and will not move to other rooms for sleeping without the permission of the warden.
7. The residents shall keep the Hostel Identity Cards obtained from the Warden with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photograph alongwith the admission form.
8. Unauthorized occupation in the Hostel shall not be allowed.

Hostel Visitors and Guests in Hostels :

1. Male visitors shall see the residents of the Girl's Hostel only in the visitor's room during the specific hours.
2. Female visitor shall not visit male residents in their rooms.
3. Guests are not permitted to stay overnight in any hostel.

Hostel :Attendance and leave

1. The gates of the Boy's Hostel will be closed at 11.00 PM and opened at 5.00 AM. The gates of girls hostel will be closed as per

timing given in the Prospectus/schedule displayed/notified for the girls hostels.

2. A resident shall, under all circumstances, inform the Warden about his/her absence from the hostel. He/ She shall sign the register maintained for the purpose at the hostel gate.

Proceedings of the joint meeting of two Working Groups of IQAC held on 14-6-2012 at 2.30 P.M.

A joint meeting of the following two Working groups of IQAC was held on 14-6-2012 at 2.30 P.M. in the chamber of Dean, Planning and Teachers Matters to discuss the action plan to meet the objectives of the groups. The following members of the respective groups were present:

Group-I: Identification of process , design of forms for maintaining record pertaining to quality assurance initiatives and activities in various teaching and research department and branches of the Administration, Finance and Examinations Wings of the University.

1. Prof. Mamta Mokta, Deptt. of Public Administration
2. Prof. Kulwant Pathania, Director(Academic Staff College)
3. Prof.(Mrs) Inderjeet Kaur, Deptt. of Chemistry

Group-II:Efficiency in administration.

1. Prof. Mamta Mokta, Deptt. of Public Administration
2. Dr.(Ms.) Anita Sharma, Deptt. of Psychology
3. Dr.Pradeep Kumar, Deptt. of Mathematics(ICDEOL)
4. Sh.V.K.Vohra

Besides, an expert of Result Format Document (RFD)from HIPA, Shimla-2, was also invited to help and guide the University for framing the said document with respect to University requirements. Prof. P.K. Ahluwalia, Dean, Planning and Teachers Matters, also participated in the meeting in view of the importance of the subject matter and welcomed the expert member of RFD.

Since the basic aim and objective of the above mentioned groups is to improve the quality and functioning of various departments/offices and its staff in an effective manner, a joint meeting was organized to discuss the common issues. Keeping in view the existing infrastructure facilities , quality and quantum of staff available , the committee made the following recommendations:

- i. It was emphasized once again that initially each and every member of non-teaching staff should be given computer training by way of organizing short time orientation/refresher courses preferably between 4.00 P.M. to 5.00 P.M. in a phased manner so that staff could refresh its knowledge about the computer. Further, modalities may be worked out.

- ii. In order to keep the staff continue in touch with computer , it was also felt that every department/office should be provided maximum number of computers according to the number of staff members. Thus, it was suggested that in case the University is unable to purchase the considerable number of computers, the computers from the UIIT, Department of Computer Science and any other Deptts. Of University, which have become out dated for their purposes due to new advent technology and can be used for official purposes, may be made available for the needy offices/Deptts. after completing codal formalities.
- iii. Efforts should be made by the above members of the Working Groups collectively to be in touch with Dr. Rakesh, an expert of RFD in order to get the RFD formulated w.r.t. the University requirements. The members will apprise the expert of RFD with the aims, objectives and requirements of the University for formulating RFD document. It was also suggested that 1/2 days workshop be organized for bringing awareness about RFD be held with the help of Director, Academic Staff College.
- iv. Initially, while we go ahead gradually with the computerization in every section/office/department, the REFNIC(Reference Monitoring System) for tracking the file system on electronic mode is required to be initiated.
- v. As per requirement of NAAC, SWOT analysis model is also required to be adopted in the University for which 1/2 days workshop is also recommended to be organized.

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

Sd/- (Prof. Mamta Mokta) Sd/- (Prof. Kulwant Pathania) Sd/- (Prof. Inderjeet Kaur)

Sd/- (Dr.Anita Sharma) Sd/- (Dr.Pradeep Kumar) Sd/- (V.K.Vohra)

Internal Quality Assurance Cell (IQAC)
ACADEMIC AUDITING AND DRAFTING OF EVALUATION SHEETS
working group
Planning & Development Section, Himachal Pradesh University
Summer Hill Shimla-5

Proceedings of the **meeting of ACADEMIC AUDITING AND DRAFTING OF EVALUATION SHEETS** working group held on June 12th, 2012 at 12.30 in HP UBS (MBA Dept). The members busy with examinations and inspections also conveyed their inputs and suggestions by email. The members of the group are as under:

1. Prof. C L Chandan, HPUBS Shimla - member
2. Prof. B S Marh, Dept. of Geography - member
3. Prof. J B Nadda, HPUBS Shimla- member
4. Prof. Harbans Rana, Dept of Education- member
5. Prof. D K Sharma, Dept of Chemistry - member
6. Dr Anita Sharma, Dept of Psychology - member
7. DR/AR Academic Branch HP University - member
8. Prof. Laxman Thakur, Dept of History – special invitee
9. Dr Sanjay Sindhu, Dept of Law, – special invitee
10. Dr Aman Sharma, Dept of Computer Science – special invitee

The issues discussed and identified are as follows:

The members observed that academic auditing is very serious and sensitive issue and teacher evaluation is more momentous. The members were of the opinion that evaluation may be introduced but for the desired results it will require students to make honest, unbiased, non-vindictive, and constructive evaluation of the teacher, course, and the department. It is resolved that one of the ways of making the evaluation process fair is by ensuring that the students give all the details of their academic introduction while filling in the teacher / course / department evaluation sheet. The honest feedback may help to improve the performance and image at large.

The vital issues identified by members involved in teacher evaluation by students are Punctuality, Teaching methods, Interest in teaching, Quality of teaching, Upgrading of knowledge, Response to student problem, Participation and cooperation in co-curricular/extra-curricular activities, Sensitivity to student issues, Attitude and compassion for teaching, Energetic and practical.

The inputs taken from students with regard to teacher evaluation are as under:

Teacher shows respect for his/her duty by being punctual, prepared for class, work and meetings. Teacher takes regular classes and finish syllabus on time. Teacher is enthusiastic about teaching. Teacher cares about students. Teacher treats each student as an individual and gives them time accordingly. Teacher's lessons are relevant to course goals and are meaningful. Teacher presents lesson clearly. Teacher asks appropriate questions. Teacher provides relevant examples and demonstration to illustrate concepts. Teacher has a positive attitude for students. Teacher is always available for help to students. Teacher is easily approachable. Teacher demonstrates openness to students. Teacher creates stimulating and effective environment for learning. Teacher establishes and maintains the disciplined environment. Teacher

effectively organizes the class and makes the subject interesting. Teacher has a good rapport with the students and increases the desire of students to attend the class. In view of the above inputs and suggestions following two specimen questionnaires are proposed for teacher evaluation by students.

1)

Teacher Evaluation by Students - Questionnaire

Name of teacher: Subject taught

Total lectures delivered:No. of classes attended by you:
.....

Circle/tick/ the appropriate rating	(Avg.)	(Good)	(Very Good)	(Excellent)
Class punctuality	1	2	3	4 5
Class regularity	1	2	3	4 5
Syllabi	1	2	3	4 5
Students' attendance in the class	1	2	3	4 5
Students' participation in the class	1	2	3	4 5
Self-confident and poised during teaching	1	2	3	4 5
Communicate subject matter clearly	1	2	3	4 5
Conduct effective classroom discussions	1	2	3	4 5
Teach the subject matter effectively	1	2	3	4 5
Delivers structured lecture	1	2	3	4 5
Connect subject matter to student's interest and life experience	1	2	3	4 5
Use of teaching aids	1	2	3	4 5
Use innovative teaching methods	1	2	3	4 5
Help students with various academic interests	1	2	3	4 5
Help students from a variety of cultures and backgrounds	1	2	3	4 5
Help students of both genders	1	2	3	4 5
Help students facing physical, emotional, and learning challenges	1	2	3	4 5
Help students to develop professional competencies	1	2	3	4 5
Help students in making & realizing career goals	1	2	3	4 5

Help students to become aware of their strengths and developmental needs	1	2	3	4	5
Control mechanism	1	2	3	4	5
Address inappropriate student behavior	1	2	3	4	5
Invite reflection and questioning in students	1	2	3	4	5
Completed syllabi	1	2	3	4	5
Inspire students for ethical conduct	1	2	3	4	5
Acts as a role model	1	2	3	4	5

Remarks:

.....

Signature of the student

Name Class Roll No.

2)

Teaching Evaluation Questionnaire

The purpose of the questionnaire is to help the faculty judge the effect of his/her teaching. Please be **honest** and **constructive**. All the replies are anonymous. Please do not sign. You are provided with a set of statement about performance.

<p>In the left hand column rate the characteristic of a faculty you would <i>ideally</i> wish according to the scale.</p> <p>Not important =1</p> <p>Limited importance =2</p> <p>Average =3</p> <p>Very important =4</p> <p>Essential =5</p>	<p>In the right hand column rate the <i>actual</i> characteristic of the faculty on the scale.</p> <p>Very poor =1</p> <p>Poor =2</p> <p>Satisfactory =3</p> <p>Good =4</p> <p>Very good =5</p>
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IDEAL

ACTUAL

-----	Can be heard clearly	-----
-----	Communicates clearly	-----
-----	Writes legibly on the blackboard / OHP	-----
-----	Uses appropriate and helpful teaching aids (handouts, slides etc.)	-----
-----	Checks regularly that he/she is being understood	-----
-----	Appears to enjoy teaching and conveys enthusiasm	-----
-----	Is prepared and organized	-----
-----	Copes effectively with disruption and distraction	-----

- Encourages participation -----
- Stimulate students to think and help them retain their interest -----
- Illustrates the relevance and applicability of the subject -----
- Presents different points of view -----
- Includes materials in lecture, which are not readily available in text books -----

It is resolved that any instrument may be used as per suitability and to begin with evaluation may be optional.

Sd/-

Prof. Shyam L. Kaushal,
Working Group (Chair)

PROCEEDINGS OF THE MEETING OF WORKING GROUP OF IQAC ON FINANCIAL HEALTH, IMPROVEMENT OF FINANCIAL RESOURCES OF THE UNIVERSITY, REVISION OF ACCOUNTS MANUAL AND OTHER FORMS OF ACCOUNTS

A meeting of working group of IQAC on financial health, improvement of financial resources of the University, revision of Accounts Manual and other forms of accounts was held on 28.05.2012 at 12.30 p.m. in Chemistry Department under the Chairpersonship of Prof. (Mrs.) Neeraj Sharma. The following members were present:-

1. Prof. (Mrs.) Neeraj Sharma, Deptt. of Chemistry – Chairperson
2. Prof. Aparna Negi, Deptt. of Economics
3. Prof. S.S. Narta, Deptt. of Commerce
4. Sh. N.S. Bist, Deptt. of Economics
5. Dr. Arvind Kumar Bhatt, Deptt. of Biotechnology
6. Sh. R.K. Verma, Finance Officer
7. Sh. R.S. Tanwar, Asstt. Registrar (Compilation)
8. Ch. Waryam Singh Bains, Section Officer, PF Cell
9. Sh. Prem Verma, Supdt. Accounts-II
10. Ms. Birma Chauhan, Supdt., HPU Health Centre

The chairperson welcomed the members of the working group and invited all the members to take up the agenda for consideration. As per the agenda items after detailed deliberations and discussion following decisions were taken:

A: Financial position of University:-

The Finance Officer informed that a presentation of the financial position of H.P. University was given by him in the seminar-cum-colloquium “*Reforms in University Administration*” organized by the Department of Public Administration on 24th May, 2012. The University has inadequate availability of corpus fund in order to meet the liability of retirees which at present has a meager amount of Rs. 4.00 crore. The University has no provision for discharging the liabilities of Leave Encashment, Commuted Value of pension and gratuity of University employees except very minor investment in the shape of FDRs in pension and gratuity fund which also is depleting to discharge the present liabilities. Finance officer informed that corpus fund around Rs.150 crore is required to discharge the monthly pension liability of the employees of University.

All members were of the view that speedy effective measures are required to be taken to bridge the growing gap between liabilities and receipt of the University. It was also informed that the matter regarding resource mobilization of the University is under consideration of RMC constituted by Executive

Council and it is expected that useful recommendations of the RMC will help the University in improving its financial position.

Various issues were actively discussed in the meeting and the following points emerged.

- The group was of the view that on account of dwindling financial position of the University, effective economy measures are urgently required to avoid wasteful & avoidable expenditure, wherever possible (effective use of HR, day to day working in Office, teaching and research).
- To develop work culture, punctuality, accountability with mission mode action oriented approach be encouraged in the campus with incentives to the achievers/ performers.
- The members stressed that, details of non-utilization of funds received from other Govt. agencies for developmental/construction activities of the University must be brought to the notice of all.
- It was decided that the information regarding the status of various construction activities for which funds were provided in the XIth Plan period and still lying unutilized be gathered from XEN (Civil). It was further opined that XEN should also be invited in the next meeting to apprise the members in this regard.
- The teachers of University should be encouraged and persuaded to take consultancy projects to built up and strengthen the corpus fund of the University.
- University should approach NRIs, Industrial houses and its Alumni for raising funds for various activities in phased manner.
- Since the University is providing subsidized education to girl students and is continuing with the fee structure since its inception, only a meager amount is being realized by way of fee and user charges which is in-sufficient, a rational & modest fee structure is immediately required to be implemented to strengthen and improve financial position of the University. It was also suggested that Govt. should be approached for compensating for the gap on account of subsidized education being provided by the University.
- All members were of the view that, in view of the huge gap between income and expenditure of the transport wing, immediate steps are required to be taken to increase the

revenue and minimize expenditure in the transport wing so as to bring it at least to the breakeven level.

- Need-based, market demand-driven self financing courses in the departments like UIIT, UBS, UCBS, IHM, UCLS & Biotechnology etc. can be started for which the concerned departments be directed to submit proposals as per feasibility and viability.

B: Revision/Up-gradation of University Accounts Manual:-

- It was informed that some spade work in the up-gradation of existing Accounts Manual of Himachal Pradesh University has already been undertaken and a draft manual is under preparation, revision of University Accounts Manual be done on priority basis.

It was decided that:

- AR (Compilation) will circulate a copy of the draft manual to all the members to enable them to give suggestions about necessary required amendments before giving it a final shape.
- A Sub-Committee of the working group consisting of Finance Officer, Prof. S.S. Narta, Sh. N.S. Bist, Ch. Waryam Singh Bains and Sh. R.S. Tanwar, was constituted to visit the neighbouring Punjab University by 10th June, 2012 to study their accounts manual and system for utilization and submission of UC in respect of projects funding before finalizing the Accounts Manual of the University.
- For speedy implementation and utilization of the project funds in the stipulated time and also avoiding cumbersome and time consuming codal formalities, it was felt that guidelines of various funding agencies regarding the research projects be incorporated in accounts manual.

C: General academic need for getting funds from various funding agencies in terms of research projects.

- It was suggested that deficiencies in completing codal formalities for the faster implementation and utilization of the research project funds should be pointed out at one go instead of tossing the files time and again by pointing out deficiencies in piece meal.
- It was also felt that the concerned Principal Investigator/Chairperson processing the files for obtaining administrative financial sanctions should see that the codal formalities as per project guidelines or requirement of University's accounts manual are satisfied.

D: Position of non-utilization of UGC funds if any and reasons thereof:

- The working group discussed that the Planning & Development Section is monitoring the utilization/non-utilization of funds under various developmental grants being received from the UGC and other funding agencies.
- All were of the view that use of IT Tools/ Technology be encouraged to minimize the correspondence and reduce paper expenditure (paper-less office).
- Efforts are also required for computerization of various activities and also smoothening of the system like examination, evaluation, communication, notifications, leave applications, adhoc-approvals, and on-line filling of various forms including entrance examination.

The Meeting ended with vote of thanks to the chair.

Sd/-	Sd/-	Sd/-
(Aparna Negi)	(S.S. Narta)	(Arvind Kumar Bhatt)
Sd/-	Sd/-	Sd/-
(N.S. Bist)	(R.K. Verma)	(R.S. Tanwar)
Sd/-	Sd/-	Sd/-
(Waryam Singh Bains)	(Prem Verma)	(Birma Chauhan)
	Sd/-	
	(Neeraj Sharma)	

PROCEEDINGS OF THE MEETING OF THE COMMITTEE FOR EVALUATION AND AESTHETIC DESIGN OF THE CURRENT WEBSITE OF H.P. UNIVERSITY UNDER INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 01.06.2012 AT 2.30 P.M. IN THE OFFICE OF DEAN, PLANNING & TEACHERS' MATTERS.

A Meeting of the committee for Evaluation and Aesthetic Design of the Current Website of H.P. University under Internal Quality Assurance Cell (IQAC) was held on 01.06.2012 at 2.30 P.M. under the chairpersonship of Dr. Vikas Sharma in the office of Dean, Planning & Teachers' Matters. The following members were present:

1. Prof. P.K. Ahluwalia, Dean, Planning & Teachers' Matters
2. Prof. Neeraj Sharma, Director (UIIT)
3. Sh. Virender Kumar Vohra, Addl. C.O.E./P & D.O. & Incharge (Estt.)
4. Sh. Shashi Dogra, Programmer, Computer Centre, Examination Wing

At the outset the chairman of the committee welcomed the members and started the discussion that website is the virtual image of the university and existing website needs certain changes in terms of look & feel, content organisation, addition of new features, etc. A detailed and deliberate discussion held on existing website and following points emerged during discussion & decisions were taken:

1. The existing website www.hpuniv.nic.in should be a web portal rather than an isolated website being managed centrally by the university as well as National Informatics Centre. Keeping in view the emerging needs of IT in education, there is a need to integrate web requirements of all the departments on a single platform so that uniformity can be maintained rather than diverse facets of different departments to present themselves on web.
2. Prof. P K Ahluwalia, Dean Planning & Teachers Matters & Director (IQAC) told that the Ministry of Social Justice, Government of India through University Grants Commission (UGC) is asking for proposals from universities to get financial assistance for designing of their website compatible for Persons with Disabilities (PwD). Since, drastic change is required in existing website and need to incorporate new features so a letter will be written to National Informatics Centre (NIC), Shimla, regarding fresh designing of existing website to make it compatible for Persons with Disabilities (PwD) by asking them about budget cost, time involvement, website management issues, etc. The incorporation of NIC is essential for technical assistance as a requirement imposed by Ministry of Social Justice

because this government agency has been dealing with such types of projects these days at national level.

3. A Detailed Project Report (DPRR) will be prepared by involving students of University Institute of Information technology (UIIT) regarding requirement gathering, designing, cost/benefit analysis, maintenance and management aspects of website of Himachal Pradesh University. The Director, UIIT in consultation with faculty members will identify a group of students to do this work as a minor project of their coursework.
4. The university web designing/ hosting agency like NIC, etc. may be asked to provide domain name of ac.in (academic category of India) in addition to official email addresses ending with academic recognition (like test@hpu.ac.in) for all teachers and officers of the university. In this context, an academic server can be established within the university with mirroring at DIT (Department of Information Technology), Govt. of Himachal Pradesh, if required.
5. It was decided that to do all above activities, and presence of all members of the committee, there is a need to meet again on 07.06.2012 at 2:30 pm in the committee room, vice chancellor office to have an online critical evaluation of existing website so that a preliminary overview of our requirements for new website and other related issues can be extracted.

Meeting ended with a vote of thanks

Sd/-
(Prof. P K Ahluwalia)

Sd/-
(Prof. Neeraj Sharma)

Sd/-
(Virender Kumar Vohra)

Sd/-
(Shashi Dogra)

Sd/-
(Dr. Vikas Sharma)

PROCEEDINGS OF THE MEETING OF THE COMMITTEE FOR EVALUATION AND AESTHETIC DESIGN OF THE CURRENT WEBSITE OF H.P. UNIVERSITY UNDER INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 07.06.2012 AT 2.30 P.M. IN THE COMMITTEE ROOM, VICE-CHANCELLOR'S OFFICE .

A Meeting of the committee for Evaluation and Aesthetic Design of the Current Website of H.P. University under Internal Quality Assurance Cell (IQAC) was held on 07.06.2012 at 2.30 P.M. under the chairpersonship of Dr. Vikas Sharma in the Committee Room, Vice-Chancellor's Room, Himachal Pradesh University. The following members were present:

1. Prof. P.K. Ahluwalia, Dean, Planning & Teachers' Matters
2. Sh. Virender Kumar Vohra, Addl. C.O.E./P& D.O. & Incharge (Estt.)
3. Dr. Him Chaterjee, Associate Professor, Deptt. of Visual Arts.
4. Sh. Shashi Dogra, Programmer, Computer Centre, Examination Wing
5. Sh. Ramesh Thakur, Deptt of Bio-Sciences.

At the outset the chairman of the committee welcomed the members and read out the minutes of the last meeting held on 01.06.2012. After detailed and deliberate discussions, the online evaluation of existing website www.hpuniv.nic.in started. The following points emerged and decisions were taken:

1. The domain name of existing website (hpuniv.nic.in) is easy to remember but instead of domain name "nic.in" it should be "ac.in" or "edu.in" to provide it a academic touch. In this regard, the matter will be discussed with the web server hosting vendor after providing a new look to existing website.
2. Instead of individual websites of different teaching departments and institutes within the university like ICDEOL, IIHS, UBS, UCBS, IVS, ASC, Education, Mathematics, there is need to have a common web portal with individual department/institution wise rights for updation of their web contents. This will bring uniformity under one umbrella and also helps to reduce web hosting costs, etc.
3. The existing website of Himachal Pradesh University needs drastic changes in terms of look, content and management.
 - a. The attractive look of website is its first impression; there is a scope to improve existing look. In this context, Dr. Him Chaterjee has agreed to develop some collage for university website.
 - b. The available brochure of university will be modified by adding new information and features by Dr. Him Chaterjee.
 - c. Under "University at a Glance" some statistical indicators used for 12th Five Years Plan will be incorporated to highlight university's achievements.
 - d. To provide new visual look and improve photo gallery, there is a need to add new photographs. In this regard Sh. Ramesh Sharma, Photographer, Department of Bio-Sciences has agreed to provide these.

- e. The navigation of existing website is not very user-friendly and to get specific information, the user has to scroll whole page which is not only time consuming but also presents poor aesthetic look. So there is a need to add additional user-friendly navigational bar to access contents.
- f. To get and access web contents dynamically, it was decided that university should go for dynamic website instead of static supported with a robust database at backend. This will be useful not only to access directory contents but also web contents in a dynamic way.
- g. Inclusion of sitemap to have a global picture of all links available on university's website.
- h. Make availability of all forms in use by the employees, students, retirees, etc. so their easy accessibility and downloading, etc. In this context, it was decided that Sh. Virender Kumar Vohra, Incharge, Establishment will collect all such usable forms, convert them in pdf filled form followed by hosting on university's website. Similarly, in case of students related forms like examinations, migration, etc., Sh. Shashi Dogra will do all necessary arrangements.
- i. Identification of links which are not in working order. In this context, a group of students from UIIT will identify the non-working links during analysis phase of new website deigning as per decision taken in the previous meeting held on 01.06.2011.
- j. Hosting of profiles of important functionaries of the university. In this regard, Sh. Virender Kumar Vohra will review the existing content of university website and suggest updated contents in terms of roles, functions, duties, vision & missions.
- k. Since library is the image of the university but the information related to library is not update to date. There is need to change it in consultation with Incharge of the library and Dr. Dhirender Sharma, Incharge, CWOFN.
- l. Provision of archiving of proceedings of Executive Council, Academic Council, Faculty Council, Board of Studies, etc. in addition to university journal.
- m. Classification of syllabus under different heads like Undergraduate, Postgraduate, Research Degrees(M. Phil./M. Tech.), etc. and updating of old syllabus with new ones by asking updates from Chairpersons of different departments.
- n. Classification of Photo Gallery under various events like convocation, foundation day, annual prize distribution day, etc.
- o. Classification of university's ordinances, examination manuals, accounts manuals, etc. according to subject title for easy navigation of specific information rather than scrolling of whole document.
- p. Information regarding Anti-Ragging and Students Helpline, etc.
- q. Introduction of a specific page for SCA (Students Central Association).

Meeting ended with a vote of thanks

Sd/-
(Prof. P K Ahluwalia)

Sd/-
(Virender Kumar Vohra)

Sd/-
(Him Chaterjee)

Sd/-
(Shashi Dogra)

Sd/-
(Ramesh Thakur)

Sd/-
(Dr. Vikas Sharma)

PROCEEDINGS OF IQAC WORKING GROUP FOR IDENTIFICATION OF BEST PRACTICES GOING ON IN DIFFERENT DEPARTMENTS OF THE UNIVERSITY.

A meeting of the IQAC Working Group for "*Identification of best practices going on in different department of the University*" was held in the office of Dean, Planning & Teachers' Matters and Director(IQAC) on 06.06.2012 at 2.30 P.M.. The following members attended the meeting:-

1. Prof. Kulwant Pathania,
Director (Academic Staff College), HPU.
2. Prof.(Mrs.) Inderjeeet Kaur,
Deptt. of Chemistry, HPU.
3. Sh. R.K. Verma,
Finance Officer, HPU.
4. Sh. V.K. Vohra,
Planning & Dev. Officer/Incharge(Estt.), HPU.

Prof. Laxman Thakur, could not attend the meeting because of his emergency duty for the conduct of ongoing examinations.

At the outset, Director (IQAC) welcomed the members of the Group and shared with them the recommendations of IQAC for the formulation of this group and the task which is expected from them i.e. to introduce the culture of establishing best practices on the H.P. University Campus for quality assurance. Thereafter, detailed deliberations were conducted and the following emerged/was decided:

1. All the members agreed that there is an urgent need of identifying already followed best practices on the Campus and to encourage starting of new best practices in future. Members were also apprised about the best practices identified by the NAAC Peer Team of the University which are listed as given below:-
 - i. Many job-oriented courses have been introduced in emerging areas as well.
 - ii. Seminars and workshops are organized for students and teachers.
 - iii. University provides Fellowship to scholars.

- iv. The tribal students are allowed to stay in the hostels during winter vacations.
- v. Scholarship to meritorious students
- vi. Free ship to girl students.
- vii. Conducts meetings of the statutory bodies regularly.
- viii. Convocations were not held annually earlier but the present Vice-Chancellor has regularized holding convocation every year.
- ix. Created 8 teaching and 30 non-teaching position.
- x. Vice-Chancellor has been successful in procuring good funding.
- xi. State government policy of reservation is followed.
- xii. The University has been trying to empower the rural, girl and SC/ST student.
- xiii. Girl students get freeship for their study.

Members were unanimous that we need to innovate more good practices compared to the routine practices which are listed above.

2. Prof. Kulwant Pathania, Director, UGC Academic Staff College, H.P. University, shared with the members the best practices which are being followed in the Academic Staff College, for example,
 - a. Morning Prayer (in the form of a devotional song).
 - b. Silencing of thoughts and sharing thought for the day to inculcate good values.
 - c. Making the participants of the orientation and refresher courses responsible for the conduct of proceedings of these courses.
 - d. Sensitizing the participants about environment and cleanliness (which is conducted during special programme on environment).

The present members agreed on the best practices being followed in the Academic Staff College, however, felt that introduction of these practices in a diverse environment of the campus and the requirement and conduct of the courses is indeed a challenging task for which a communication channel needs to be established among the stake holders especially students and encouraging them to become responsible and participate for the conduct of these practices in respective departments.

3. During the deliberations it was decided that student community including research scholars available on the Campus can be made to do projects leading to best practices on the Campus. The following projects were identified through which new best practices can emerge to be followed in future and current practices strengthened:

- i. Feasibility studies for undertaking computerization tasks on the Campus.
- ii. Conduct of different types of services for equitable and inclusive growth of stake holders.
- iii. Garbage management on the Campus.
- iv. Chalking out strategic plan for creating clean environment of surroundings within and outside departments/administrative offices, hostels, playgrounds and common utilities.
- v. Harnessing solar energy for heating of water in hostels and production of captive power generation through sun.
- vi. Maintenance and management of hostels.
- vii. Responsive and active placement cells alive to the aspirations of students.
- viii. Extending the scope of coaching in the Pre-Examination Coaching Centre beyond competitive examinations particularly in the direction of skill development (communication skill, computer skill, etc.).
- ix. Encouraging faculty to adopt good classroom practices using Information Technology.
- x. Introduction of file tracking system software to bring efficiency in the administration.

4. In the meeting the format for identification of best practices as per **Annexure-I** to be circulated among all the teaching departments, administrative offices, deans offices and other stake holders, was approved for circulation. It was decided that in the next one month data based on this form be collated and discussed among the stake holders in the form of a seminar-cum-workshop on Good Practices. For this Prof. Kulwant Pathania Director(UGC Academic Staff College) offered to hold one day seminar-cum-workshop on **Identification & Codification of Best Practices** on the campus in the beginning of next academic session (2012-13).

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

Sd/-
(Kulwant Pathania)

Sd/-
(Inderjeet Kaur)

Sd/-
(R.K. Verma)

Sd/-
(V.K. Vohra)

Sd/-
(P.K. Ahluwalia)

Format for Presentation of Best Practice

1. Title of the Practice

This title should capture the keywords that describe the Practice.

2. Goal

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

3. The Context

Describe any particular contextual feature or challenging issues that had to be addressed in designing and implementing the Practice in about 150 words.

4. The Practice

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any in 400 words.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice in about 150 words.

7. Notes (optional)

Any other information that may be relevant and important to the reader for adopting/implementing the Best Practice in their institution about 150 words.

8. Department/Office Details

Name of the Chairperson

Name of the Institution/Department/Administrative Office

Website:

e-mail:

Landline:

Fax:

Mobile:

You may submit this for more than one practices on separate sheets. Please send these by _____.

A meeting of the Committee for innovations in teaching and research was held on 23.03.2012 at 12.00 Noon in the office of the Dean of Studies. The following were present:

1. Prof. H.S. Banyal, Dean of Studies.
2. Prof. M.S. Chauhan, Department of Chemistry
3. Prof. N.K. Gupta, Department of Law
4. Prof. Romesh Chand, Department of Education
5. Prof. Mahavir Singh, Department of Physics

After going through the guidelines of IQAC, the Committee members thoroughly deliberated upon the issue of innovations in teaching and research. The following suggestions were given by the members for the existing and future programmes:

1. Promotion of inter disciplinary research in various fields of physical sciences, behavioural sciences, life sciences & social sciences etc.
2. Collaboration of research through MOU by the University with various national/international organizations.
3. Use of Multimedia and other electronic gadgets for class room teaching.
4. Strengthening of USIC in the University.
5. Conducting and strengthening of need based research in association with funding agencies as well as society and introducing need based programmes in the light of the demands of the society and industry.
6. Regular updating of syllabi and incorporating content as per international standards.
7. Incentives and appreciations for the persons who get major research projects form different funding agencies and excel in research activities.
8. Encouraging the departments to invite distinguished resource persons for delivering lectures.
9. Adopt and encourage faculty exchange programme with institutions of repute.

10. Phase-wise reforms in examination system by introducing open internal evaluation by duly constituted committees through the question paper setting by external subject experts and modernization by the internal faculty.

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

Sd/-
(Prof. M.S. Chauhan)

Sd/-
(Prof. N.K. Gupta)

Sd/-
(Prof. Romesh Chand)

Sd/-
(Prof. Mahavir Singh)

Sd/-
(Prof. H.S. Banyal)
Dean of Studies

PROCEEDINGS OF THE WORKING GROUP FOR QUALITY ASSURANCE IN RESIDENCIES OF STUDENTS HELD IN THE OFFICE OF THE CHIEF WARDEN ON 28TH FEBRUARY, 2012

A meeting of the Working Group for Quality Assurance in Residencies of Students was held on 28th February, 2012 at 12.00 noon in office of the Chief Warden. The following were present:

1. Prof. Kuldeep Kumar, Warden, SBS Boys Hostel
2. Dr. Anand Sagar, Warden, NBH II
3. Dr. Sanjay Sindhu, Warden, Tagore Boys Hostel
4. Dr. (Mrs.) Shashi Sharma, Warden, Gargi, Girls Hostel
5. Dr. (Mrs.) Suvarcha Chauhan, Warden, Saraswati Girls Hostel
6. Dr. (Ms) Anita Sharma, Warden, Manikaran Girls Hostel

The Working Group for Quality Assurance in Residencies of Students deliberated on the issue and the following proposals were proposed for improving the quality in the residencies of the students:

Girls Hostels

- 1) Outsourcing of sanitation work.
- 2) Messes should be run on 'no profit, no loss' basis.
- 3) One diet of the regular boarders in the hostels should be funded by the UGC.
- 4) Dietitian in the hostels be appointed.
- 5) Reading room and mini library in the girls hostels should be provided.
- 6) The hostels be provided with medical facilities.
- 7) Solar system heating system be provided in the hostels.
- 8) Two shops in the hostel campus providing facility of dhobi, grocery etc. be also considered by the authorities.
- 9) Indoor stadium should be constructed.

Boys Hostels

- 1) One auditorium in the boys hostels should be constructed.
- 2) Boundary wall of the hostels be constructed.
- 3) Messes should be run on 'no profit, no loss' basis.

- 4) One diet of the regular boarders in the hostels should be funded by the UGC.
- 5) Dietitian in the hostels be appointed.
- 6) Solar system heating system be provided in the hostels.
- 7) Two shops in the hostel campus providing facility of dhobi, grocery etc. be also considered by the authorities.
- 8) Indoor stadium should be constructed
- 9) Maintenance of hostels should be done through A.M.C.

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

Sd/-
(Prof. Kuldeep Kumar)
Warden, SBS

Sd/-
(Dr. Anand Sagar)
Warden, NBH II

Sd/-
(Dr. Sanjay Sindhu)
Warden, Tagore

Sd/-
(Dr. Shashi Sharma)
Warden, Gargi

Sd/-
(Dr. Suvarcha Chauhan)
Warden, Saraswati

Sd/-
(Dr. Anita Sharma)
Warden, Manikaran

Sd/-
(Prof. Kamal Jeet Singh)
Chief Warden

**WORKING GROUP FOR INTRODUCTION OF INTERNAL
EVALUATION AND ASSESSMENT IN SMALLER
DEPARTMENTS
(IQAC)
HIMACHAL PRADESH UNIVERSITY
SUMMERHILL, SHIMLA – 171005**

**PROCEEDINGS OF THE MEETING OF THE WORKING GROUP FOR
INTRODUCTION OF INTERNAL EVALUATION AND ASSESSMENT IN
SMALLER DEPARTMENTS**

Hon'ble Vice Chancellor has constituted a working group for Introduction of Internal Evaluation and Assessment in Smaller Departments vide Notification No 10-25/96-HPU(P&D)-B-Vol.I-1064 Dated 4th May, 2012. A meeting of this Working Group was held on 31st May, 2012 at 11.00 AM in the Department of Mathematics, H.P. University, Shimla-5. The following members were present:

1. Professor R.G. Shandil, Deptt. of Mathematics, HPU, Shimla-5 (Chairman)
2. Prof. B.S.Marh, Deptt. Of Geography, HPU, Shimla-5 (Member).
3. Prof. Laxman Singh Thakur, Deptt. Of History, HPU, Shimla-5 (Member)
4. Prof. R.P. Sharma, Deptt. Of Mathematics, HPU, Shimla-5 (Member)
5. Prof D. K. Sharma, Deptt. Of Chemistry, HPU, Shimla-5 (Member)
6. Dr. J.S. Parmar, University Business School, HPU, Shimla-5 (Member)

In this meeting issues regarding the introduction of Internal Evaluation and Assessment in smaller departments were discussed in detail and the following recommendations have been made for implementation of Internal evaluation and Assessment.

The University, through IQAC, is identifying possibilities where steps can be taken to improve efficiency and also increase transparency. In this respect, a working group has been constituted for considering the idea of implementation of Internal Evaluation and Assessment in smaller departments

One of the issues involved in this exercise is identification of smaller departments in the University. There are three categories of regular courses offered by the University at the Masters Degree level and some Certificate/Diploma/P.G. Diploma/Advanced Diploma level Courses.

- i) Courses which are Campus based only such as M.A. (Geography), M.A. (Psychology), M.A. (Physical Education), MA (Visual Arts), M.A. (Social Work), M.B.E. (Economics), M.A. (Music), Certificate/Diplomas in Bhoti, Yoga and Modern European and Foreign Languages(French, German, Russian), H.R.D. (Public Administration), Tribal Studies, Organization Psychology, Environmental Psychology and Clinical

- ii) Psychology (Psychology),P.G. Diploma in Adult Education (Education), P.G. Diploma in Guidance and Counselling (Education) Women Development Studies and Advanced Diploma in Remote Sensing & G.I.S.(Geography).
- iii) Courses such as M.C.A., M.Sc.(Chemistry, Physics, Botany, Zoology, Bio-Technology and Micro-Biology) which are offered on the Campus as well as by some Institutes /Colleges Affiliated with the University .
- iv) Courses which are Campus based as well as offered through ICDEOL and also in some Institutes/ Affiliated Colleges and also offered through Private mode of learning.

Of these three categories of Courses offered by the University the first two categories of courses can be considered to be smaller department Courses. Since these courses are offered only through regular teaching mode therefore there is already an Internal Assessment component (based on regularity in attendance and House Tests) to the extent of 20% of the total marks in these courses. The Working Group is of the view that for the implementation of Internal Evaluation following steps may be taken:

a) **THEORY PAPER EXAMINATION**

- i) As regards the paper setting in various courses it should continue to be external paper setting as is the practice at present.
- ii) The evaluation of Answer Booklets can be made through Spot-Evaluation, to be co-ordinated by the Chairperson of the concerned department. The Evaluation of the Answer Booklets shall be made by a panel of Evaluators drawn with the help of the Departmental Council.
- iii) As regards Revaluation of Answer Booklets the present practice may be continued.

b) **PRACTICAL EXAMINATION**

To have uniformity and maintenance of quality in this component of examination it is proposed that

- i) For the conduct of practical examinations in the Campus the External Examiners (from other Universities) may continue to be associated as is the practice at present.
- ii) For the conduct of practical examinations in Affiliated Institutes/Colleges in a Course the external examiners from the HPU Campus, out of the panel of examiners drawn by the Departmental Council of University department, may be associated.
- iii) As regards the conduct of House Tests for Internal Assessment and conduct of Practical Examination the University may

notify, in consultation with the Chairperson of the department concerned, the schedule for the holding of these examinations.

These recommendations may be sent to the departments concerned for their consideration and endorsement and further necessary action for implementation.

Sd/-
(B.S.Marh)

Sd/-
(Laxman Singh Thakur)

Sd/-
(R.P. Sharma)

Sd/-
(D. K. Sharma)

Sd/-
(J.S. Parmar)

Sd/-
(R.G.Shandil)

Himachal Pradesh University Library
Summer-Hill, Shimla-171005

Dated: 15.06.2012

PROCEEDINGS OF THE MEETING HELD ON 13.6.2012 REGARDING
COMPUTERIZATION OF LIBRARY AND CONVERTING IN TO AN
ACADEMIC INFORMATION HUB.

A meeting of working group of computerization of Library and converting into an Academic Information Hub was held on 13.06.2012 at 12.15 p.m. in the Office of the Deputy Librarian/Incharge. The following members attended the meeting:-

- | | |
|------------------------|---|
| 1. Prof. P.K.Ahluwalia | Director(IQAC) and Dean, Planning & Teachers' Matters |
| 2. Prof. Manu Sood | Chairman, Deptt. of Computer Sc. |
| 3. Mrs. Bimla Kwatra | Dy.Librarian(TS) |
| 4. Sh. Deepak Sharma | Asstt.Librarian(Tech.) |
| 5. Sh. H.N. Sharma | Dy.Librarian/Incharge |

Sh. H.N. Sharma, Incharge Library welcomed the members and shared with them the purpose of the formation of this group and how to have Quality Assurance in the Central Library and other Libraries of the University. He shared with the members a NAAC document specifically prepared by NAAC for the providing quality assurance in the Library (appendix -A). Members discussed following aspects of quality assurance in the H.P. University Library:-

- A. Management of Library and Information services.
- B. Collection and services provided to users.
- C. Extent of the use of services.
- D. Best practices for university Libraries.

On the basis of discussion in the above points following recommendations were made:-

A-1). Formation of Library Advisory Committee:-

To involve stake holders in the Quality functioning of the University, it was recommended to have an advisory Committee with following constitution:-

- | | | |
|----|-----------------------|--|
| 1. | Faculty | Chairperson - 1) Alphabetical rotation (department wise)
Dean -1 Alphabetical rotation(faculty wise) |
| 2. | Library staff | Librarian/Incharge
Deputy Librarian(TS)
Asstt. Librarian(T)/Inflibnet
Sr. Profl. Asstt. |
| 3. | Students:- | i)University Topper(overall)-1
ii)Research Scholar-2
Arts -1, Science -1 (On rotation basis
Alphabetical Deptt. wise) |
| 4. | VC's Nominee | 02 (01 inside & 01 outside) |
| 5. | Information Scientist | + I.T. Regular appointee
+ Deptt. Computer Science |
| 6. | Secretary:- | Librarian H.P. University
Functions to be identified(keeping in view
of the NAAC document) |

(B & C) Collection and services provided to users and Extent of the use of services

It was decided that a systematic record using IT tools be maintained as evidence for quantifying quality indicators of the University as given below.

- a). Average Number of books issued /returned per day.
- b). Number of reference enquiries (users on a average per month.(% may be specified) .
- c). Number of services delivered per users per month.
- d). Average Number of users who visited/documents consulted per month.

D. Best Practices for University Library

It was decided to follow best practices listed in the quality document for Libraries by NAAC. As a first step and innovate on these practices.

- (i) It was decided that one Library information brochure be drafted and put on the website as well as printed form to be circulated among Library users.
- (ii) A feedback from stake holders to be designed through a committee of Librarian drawn from Universities/ Colleges/ Institute in the state/outside a search from feedback form may be made on the Internet.

- (iii) A suggestion box to be kept in the Library/deptt Libraries where the users can drop their suggestions pertaining to the library services.
- (iv) It was also decided that a sub-Committee of the working group will prepare a draft document of quality indicators in the Library and Library Information services.

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

Sd/-
(P.K. Ahluwalia)

Sd/-
(Prof. Manu Sood)

Sd/-
(Bimla Kwatra)

Sd/-
(Deepak Sharma)

Sd/-
(H.N.Sharma)

Foreword

Quality, in the context of a higher education institution, is multi-dimensional. The functioning of a library can be said to manifest one such dimension. The need to improve on the accuracy of accreditation process is constant and exists side by side with possibility to do so. The NAAC is always at it.

Though it is institutional accreditation that the NAAC does, the assessment of a library, a vital sub-unit, is a key step that integrates itself with the overall evaluation. Library is the fulcrum of support for the entire range of academic activities on an educational campus. In today's high-tech learning environment, the library as a learning resource is taking up increasingly more academic space and time in the life of a learner. In times ahead, this will be even more so. All this plays up the need for scientific evaluation of a library so that its role as the centerpiece of academic development is protected and enhanced. It is in this context, that the NAAC has after wide consultations evolved a set of guidelines on quality indicators, to help academic libraries to be always in their best form.

I appreciate the enthusiasm of all the participant librarians across the country and my colleagues, Dr. Srinivas Raghavan and Mr. B. R. Manjunath, in bringing out the guidelines in this booklet form. It is my sincere hope that it serves the intended purpose.

(Prof. V.S. Prasad)

GUIDELINES ON QUALITY INDICATORS IN LIBRARY AND INFORMATION SERVICES: UNIVERSITIES/AUTONOMOUS COLLEGES

INTRODUCTION

Increasingly, accreditation activity is gaining momentum in our country as people and educational institutions have come to realize that quality enhancement is essential for the institutions and the country. In the process of institutional accreditation, libraries have a crucial role. The services of the libraries have been expanding as they contribute significantly to the learning process, particularly, the e-learning process.

In the accreditation process, evaluation of libraries is an essential component, where the collection, services and their outreaching capacity are monitored. In the recent past, significant developments have been reported in library and information services and the libraries are shouldering newer responsibilities in higher education. Hence the standards for assessing the quality of library services need to be updated. It is true that libraries largely support learning, teaching and research processes in institutions. So far, mostly, the classroom has, by and large, been the primary source of learning, with library accorded a supplementary status. In times ahead, one can foresee a role reversal, and indeed, in the increasingly learner-centric educational effort, one may already be witness to the library becoming the primary learning resource in many instances, with conventional classroom teaching playing mainly a facilitating role. In case of Open Distance Learning (ODL), this has always been the case.

It is in this backdrop, that the NAAC has developed a set of objective indicators to facilitate assessment of the Library and Information Services of academic institutions. The guidelines are derived from an understanding of the global developments in the activities and services of libraries, the national environment, and the outcome of a recent national-level workshop held at the NAAC, in which college and university librarians and library scholars from across the country had participated. The parameters are defined by considering certain factors such as age of the institutions, courses offered

by them and so on. The institutions are grouped into two broad categories: one, the university-level institutions (these include universities, deemed-to-be universities, autonomous colleges, and postgraduate colleges) and the other, the colleges (affiliated/constituent colleges). A set of indicators for university/autonomous college libraries is presented in the following pages.

A. MANAGEMENT OF LIBRARY AND INFORMATION SERVICES

In universities (and in large colleges as well), the library system normally consists of a central 'university library' and 'branch or department libraries'. The large campus environment often defines the use of the library in terms of the strength and size of the text and research collection. The central library supports the general information requirements of the users whereas the department libraries cater to the specific subject needs of the users, both for study and research. By considering a set of minimum parameters listed below would help to ensure quality in library systems of university and autonomous colleges.

a. Number of days the Library is kept open

This is to help in knowing whether the library is kept open on Saturdays, Sundays and other holidays so as to facilitate use by students and faculty.

b. Working hours

This parameter refers to opening and closing hours of the library, whether library opens before the institution's opening time and closes after the closing time so that readers have an opportunity to use the library without disturbance to their academic schedules.

c. Library Advisory Committee

The formation of the library committee with an equal representation by faculty and students, and the role of the committee and its functions in developing the library services are to be well defined.

d. Manpower development

Qualifications and experience of the librarian and the library staff should be on par with that of the academic staff and should fulfill the norms prescribed by UGC/AICTE/NCTE/ICMR etc. for guaranteeing a professional approach in delivering information services. Training programs and professional involvement of library professionals need to be encouraged. Total qualified and semi-skilled manpower, the ratio between number of users and collection, needs to be maintained as per UGC/AICTE and government norms for promoting a better library environment.

e. Infrastructure of the Library

The Managements may look into the aspect of location of the library, to see whether the library has a place of its own with proper planning and organization of space, and has proper furniture, necessary quantity and quality of reading chairs, tables, display racks, magazine racks, etc. The minimum carpet area for service counters and other sections of the library as prescribed by government and other governing bodies are to be taken note of along with proper ventilation, fans, and water and toilet facilities. Fixing of notice boards, research cubicles for scholars/teachers, providing uninterrupted power supply systems (UPS, generator, etc.) along with due attention to overall building maintenance and cleanliness also need consideration.

f. ICT Infrastructure and Know-how

Quantification and computer facilities, systems for enabling e-library services, etc. need to be determined, taking into account the total number of users, type of users and programs offered. The library should have networking facility and be a part of institutional network, with fully implemented automation. The bandwidth of Internet access and subscription, organization and access of e-

resources, etc. are important factors in the transmission of digital information services.

g. Overall policy of the institution on library

The Library should have an approved policy on the collection development support, introduction of new services, support in terms of fund, annual increase of budget, binding procedure, removal of obsolete books, and policy on loss of books and an ongoing commitment of the institution in deputing library professionals for continuing and further education.

h. Budget

There should be a proportionate growth in the library budget. Budget for different documents such as books, journals and other resources and ICT infrastructure are to be defined as to the scope of the institute. Sources of income other than state, central and UGC grants may be identified for enhancing the collection and services.

B. COLLECTION AND SERVICES PROVIDED TO USERS

(i). Collection

The library is required to provide varied, authoritative and up-to-date resources that support its mission and the needs of its users. Resources may be provided onsite or from remote storage locations, on the main campus and/or at off-campus locations. Moreover, resources may be in a variety of formats, including print or hard copy, online electronic text or images, and other media. A university/autonomous college should contain the quantity of resources as prescribed by the government, UGC/AICTE and other governing bodies. They may generally be in the form of books, text books, standard reference, current journals which include national, international and peer reviewed journals, back volumes, e- resources such as full text/secondary databases, CDs/DVDs, AV materials, etc.. The Library may maintain a special collection of national and international agencies (World Bank, UNO, EU, UGC, DST, etc.) government documents, book-bank, rare materials, collections for civil service/competitive exams, etc. Even with

limited budget, the library may explore ways, such as open access sources to provide quality resources in the most efficient manner possible. Collection currency and strength may be maintained through judicious weeding-out policies.

(ii). Services

The library has a key role in supporting the academic activities of the institutions by establishing, maintaining, and promoting the library and information services, both quantitatively and qualitatively. The library offers a wide range of services from reference to electronic information services. University and autonomous college libraries may answer the following basic questions while ensuring the appropriate services.

1. Does the library provide the following facilities/services to the students?

Publication and Research Support services

Information display and notification

Bibliographic compilation

ILL/Resource Sharing

Reprographic facilities

Book bank

User orientation

Computers

OPAC/Indexing services

Audio-visual resources

Internet

Digital library services

Any other

- Ratio of library books to number of students enrolled
- Number of log-in's into the e-library services/e-documents delivered per month (Efforts made towards developing on-campus electronic environment and encouraging e-deliveries may be mentioned)
- Network of academic libraries under the university's jurisdiction

- Membership of library networks (INFLIBNET/DELNET) and Consortia (UGC INFONET/INDEST) or any other

C. EXTENT OF THE USE OF SERVICES

Performance evaluation of university and autonomous college libraries needs to be carried out at regular intervals in order to enhance the quality and its sustenance. Normally the evaluation can be made on the compilation of statistics based on use. The following parameters would help in assessing the extent of use of library and its services.

- I.
 - a). Average number of books issued/returned per day.
 - b). Number of reference enquiries (users) on an average per month (percentage may be specified)
 - c). Number of services delivered per-user per month
 - d). Average number of users who visited/documents consulted per month
- II. Compiling the information on number of Log- ins into the E-Library Services/E- documents delivered per month.

D. BEST PRACTICES FOR UNIVERSITY/AUTONOMOUS COLLEGE LIBRARIES

In the library context, the 'best practice' may be viewed as one that enhances user satisfaction contributing to full realization of one's academic potential. Listed below is a suggestive set of best practices.

1. Library Brochure/Dairies /Information Packs.
2. Central Reference Library for the use of constituent and affiliated colleges.
3. A feedback from stakeholders through scientifically designed and analyzed questionnaire, at least twice a year.
4. Compiling and displaying of student/teacher attendance statistics (graphic) on the notice boards of the library as well as in the departments.
5. Communication of current awareness to different user groups.
6. Information literacy programs
 - Beginning of the academic year with a general presentation
 - Periodically for need based groups
 - Teaching library programs

7. Creation of digital Repositories
 - Article Repositories
 - Publication Repositories
 - Question paper Repositories
 - Course ware Repositories
8. Displaying new arrivals of books/journals and circulating a list to different departments that use the library.
9. Suggestion box and timely response.
10. Development of a website/web page for the library including all the services and necessary information.
11. Establishing linkage with other libraries and avail free/ nominal fee services.
12. Initiatives for research projects/ turn key projects from the library.
13. Development of electronic environment on the campus and encouragement to e-deliveries.
14. Developing linkage with the functional units of the universities.
 - Information Center
 - Computer Center
 - Department of Computer Science
 - Student welfare Directorate/Training & Placement Cell
15. Conducting Exhibitions/Demonstrations/Lectures on Current Issues.
16. Building a Network of College Libraries under the aegis of the University.



INTERNAL QUALITY ASSURANCE CELL (IQAC)
HIMACHAL PRADESH UNIVERSITY
Summer Hill, Shimla – 171 005

**Proceedings of the IQAC Working Group for
“Environment & Cleanliness drive” in HP University,
Shimla**

A meeting of the IQAC Working Group for “Environment & Cleanliness Drive” in HP University, Shimla was held in the office of Dean Planning & Teachers Matters & Director (IQAC), HPU Shimla on 04:30 pm.

The following attended the meeting:

- 1. Dr. Sanjay Sharma, Deptt. of Physical Education, HPU Shimla*
- 2. Dr. Umesh Moudgil, Principal, HPU Model School*
- 3. Sh. Virender K Vohra, Planning & Development Officer, HPU Shimla*
- 4. Mr. Yashpal Thakur, Caretaker, HPU Faculty House*
- 5. Mr. Ramesh Thakur, Photographer, Deptt. of Biosc., HPU Shimla*
- 6. Dr. Arvind Kumar Bhatt, Deptt. of Biotechnology, HPU Shimla*

Er. Rakesh Sharma, Prof. Kamaljeet Singh, Dr. Chandra Mohan, Dr. Him Chatterjee and Dr. Des Raj Thakur could not attend the meeting due to their emergency meetings with the administration regarding student problems. However, they were informed about the outcome and the points were discussed telephonically and in person before the meeting.

After welcoming the committee members the issues related to Environment and Cleanliness and the possible ways to implement the plan were discussed. It was felt that the past efforts of the committee and the inhabitants in sensitizing the masses and also in some of the actions on ground like:

- Identification of key/ vulnerable areas within the Campus.*

- *Succeeded in improving the condition of roads within campus and efforts are on for the remaining part.*
- *Removal of un-attended garbage/ waste from few areas in the campus.*
- *Sensitization of the inhabitants towards environment awareness.*

It was felt that due to the examinations and other reasons, few of the important environment events and plans could not be executed but in future these will be taken care with a calendar for the year.

After detailed discussions and deliberations, the following was recommended:

- 1. There is urgent necessity to prepare a Manual for Environment Education & Awareness to be implemented in HP University. (to be implemented in entire campus including Hostels, residential colonies, Canteen, Faculty House).*
- 2. In order to address various issues pertaining to Environment, cleanliness and hygiene in University Campus, the Working Group plans to start a massive Environment Awareness Campaign which should be Community Lead and also Participatory.*
- 3. To plan and organize various events like workshops, seminars, awareness workshops, debate-declamations, competitions and other events like World Environment Day, Earth Day etc for the students, officials and workers.*
- 4. There is urgent necessity to Train the entire team of Sanitary Workers within HPU campus and also to draw a time-bound sanitation schedule to be carried out by sanitary workers under the supervision of the sanitary inspector*
- 5. To chalk out the sanitation requirement of individual Departments/ Hostels/ Office Premises (Floor wise) and launch special cleanliness drives followed by regular monitoring of the*
- 6. Identification of the garbage producing hot-spots/problematic areas within campus specially the wash-rooms/ toilets, garbage dumping sites, un-attended corners, fast food shops, hostel messes, residential colonies, labs, library, cafeteria and dumping sites etc and launch and regular /special cleanliness drives.*
- 7. Make list of the disposable items and unused items dumped in offices, different depts. and make efforts to dispose/ auction these immediately.*
- 8. Using garbage collection bins at sensitive areas/areas like offices, market place, food shops, canteen, library, residential colonies, hostels and other problematic areas.*

9. *Plan for regular and efficient garbage disposal management within campus i.e. solid-waste (office, domestic, hospital/ Lab-waste, e-waste) so as to maintain cleanliness in the campus.*
10. *Long-term plan for taking Energy conservation measures like use of Solar Power within entire campus, reduce use of paper and increased use of IT services.*
11. *Adopting Rainwater Harvesting measures, putting paper recycling & vermin-compost units within campus.*
12. *Mandatory/Voluntary periodic shramdan for maintaining cleanliness in the University campus.*
13. *Need for regular Tree Plantation programs at definite intervals and protection of available trees on the campus.*
14. *Need for detailed beautification plan for Campus Beautification for University PG Centre, Hostels, residential colonies (parks, glass house, resting places/benches, landscaping etc. at various places, painting of roofs, walls), maintenance of university roads, hostels, residential colonies in the entire campus.*
15. *Demarcation of the campus boundary (including hostels and residential colonies) by revenue department.*
16. *Provision of Environment Fund to be generated by contribution from the regular budget of University Departments, mandatory collection from students, employees and also through donations and Grants from State Govt.*
17. *Constitution of Environment protection Agency to monitor the cleanliness in the campus*
18. *Provision for strict measures for defaulters/ damaging environment.*

It was also decided that the Environment Cell of IQAC will come up with a brochure and a manual soon in near future so that the activities are made part of the work culture and mandatory as well.

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

Sd/-	Sd/-	Sd/-
(Sanjay Sharma)	(Umesh Moudgil)	(Virender K Vohra)

Sd/-	Sd/-	Sd/-
(Yashpal Thakur)	(Ramesh Thakur)	(Arvind Kumar Bhatt)

