

Minutes of the meeting-cum-training for information Resource Portal and comprehensiveness of AQAR'S and SSR for the session 2015-16, 2016-17, 2017-18, 2018-19 with the department's mini-IQAC members, P.U Chandigarh, held at IQAC, Panjab University from 3rd to 7th Feb 2020.

Following members were present in the meeting:

1. Prof. Ashish Jain Director, IQAC
2. Prof. Anuradha Sharma Associate Director, IQAC
3. Ms. Monika Rani System Administrator, IQAC
4. Dr. Sudhir Goyal Sr. Programmer, IQAC
5. Dr. Veenu Mor Sr. Programmer, IQAC
6. Mr. Amardeep Asst. Programmer, IQAC
7. Ms. Baljeet Kaur Asst. Programmer, IQAC
8. Mini IQAC members of the departments of Panjab University, Chandigarh (list attached).

Following departments could not attend the meeting:

1. Department of History
2. Department of Botany
3. Dayanand Chair for Vedic Studies
4. PU Institute of Social Science Education & Research

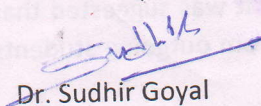
The IQAC team welcomed all the members. The following discussions and suggestions came out in the meeting with mini-IQAC members.

1. All the department's representatives received hands-on experience of Information Resource Book (IRB) web-portal of IQAC.
2. IQAC staff apprised the above cited departments about the prescribed seven criteria of NAAC/ AQARs and about information required to be punched into IRB for AQARs/SSR by the department.
3. Dr. Khushpreet Singh (Library and Information Science) gave some valuable suggestions regarding bibliometrics and h-index data since it is his field of expertise. It is advised to arrange a separate meeting with him to work on the given suggestions.
4. Various departments raised an issue of unavailability of document proofs of students for off-campus placement, qualifying competitive exams and higher studies. It was suggested that each department should collect such information/document proofs from outgoing students during no-dues formality or issue of character / migration certificate.
5. Document proofs of scholarships which are credited directly to the student's account are also untraceable.
6. Department of UIET requested for separate User IDs for all branches. It was resolved that they should first analyze which information is centralized for UIET and which is specific to branches so that further necessary action can be taken.
7. Department of Mathematics suggested that every department should have an internal portal for complete information of students from admission to completion of degree.
8. Department of Community Education suggested that mini IQAC in charge of departments should be contacted regularly for more such training programs and meetings.

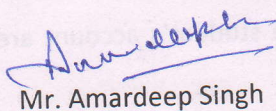
9. Department of Microbiology and Psychology suggested that it would be a great help if departments can outsource persons for this specific purpose. It was suggested that departments can hire students from earn-while-learn scheme of the university.
10. Various technical suggestions are taken for the further improvement of IRB.
- Some departments are offering scholarships to students at their department level such as UILS, Chemistry, UIPS etc. Number of new scholarship categories added such as sports, OGC, RAS, BAS, BC, KDP, PWD, CAT etc. These categories are visible only to their respective department.
 - Training was given to UIPS about how to import data of 2018-19 to previous sessions i.e. 2017-18, 2016-17, and 2015-16.
 - It was suggested by Department of Computer Science that definitions should be given for abbreviations used in the form for teaching learning process using ICT / LMS resources.
 - IRB Portal should be more user friendly and there should be option of forgot password. Compulsory and optional fields should be indicated in each form.
 - Department of Sociology suggested that Individual faculty must get online access to fill the data to accommodate all information. The office staff of the departments should be trained for uploading data and record maintenance.
 - Department of Geology suggested to provide exact date of academic year to be provided on IRB to avoid any confusion. Information once provided should be applicable for all formats like NIRF, AISHE etc.
 - It was suggested that forms for information required in a criterion should be available on IRB portal in pdf/word/excel sheet so that same can be downloaded/printed and distributed to faculty and concerned officials to collect information at department level.



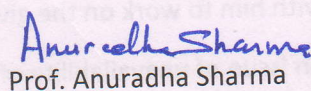
Prof. Ashish Jain



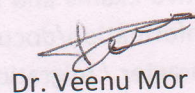
Dr. Sudhir Goyal



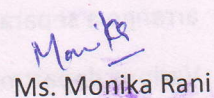
Mr. Amardeep Singh



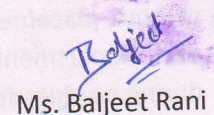
Prof. Anuradha Sharma



Dr. Veenu Mor



Ms. Monika Rani



Ms. Baljeet Rani

List of Mini IQAC Incharge/Department nominees/Associated staff members of P.U departments who attended the meeting:

S. No.	Department	Person attended
1	Centre for Human Rights & Duties	Dr. Upneet kaur mangat (Assistant Professor)
2	Centre for Medical Physics	Dr. Vivek Kumar (Chairperson)
3	Centre for Nanoscience and Nanotechnology	Dr. Akash katoch(Asst Prof)
4	Centre for Nuclear Medicine	Gurjit Kaur (Senior Assistant), Shweta (Clerk)
5	Centre for Police Administration	Dr.kuldeep Singh (Chairperson), Suresh kumar (Clerk), Poonam Rawat (Clerk)
6	Centre for Public Health	Mr. Manoj Kumar (Assistant Professor)
7	Centre for Social Work	Ms. Sunita(Clerk)
8	Centre For Stem Cell Tissue Engineering & Biomedical Excellence	Dr. Anuj Gupta(Asst Prof)
9	Centre for Swami Vivekanand Studies	Baljinder kaur (Clerk)
10	Department of Economics	Dr. Meenu (Assistant Professor)
11	Centre for System Biology & Bioinformatics	Ms. Palwinder Sahota (Clerk)
12	Centre for the Study of Social Exclusion and Inclusive Policy	Ms. Rashmi Joshi
13	Department Cum Centre for Women Studies & Development	Prof. Manvinder Kaur
14	Department Cum National Centre for Human Genome Studies & Research	Dr. Ramandeep Kaur(Assoc Prof)
15	Department of Ancient Indian History, Culture & Archaeology	Prof. Paru Bal Sidu (Chairperson)
16	Department of Anthropology	Dr. Harendra Singh (Senior Technician)
17	Department of Art History and Visual Arts	Mr. Harshdeep (Clerk)
18	Department of Biochemistry	Dr.Dipti Sareen(Associate Professor)
19	Department of Biophysics	Ms Preeti (Steno) and Ms Savita (Clerk)
20	Department of Biotechnology	Dr Santosh Kumar(Asst Prof), Mrs Parvesh Kumari(Steno Typist)

S. No.	Department	Person attended
21	Department of Chemistry	Dr. Sonal Singhal (Professor)
22	Department of Chinese and Tibetan Languages	Ms. Sangeeta (Sr. Assistant)
23	Department of Community Education & Disability Studies	Mr. Nitin Raj (Asst Prof)
24	Department of Computer Science & Applications	Dr. Kavita Taneja (Assistant Professor), Manpreet Singh (Clerk)
25	Department of Defence and National Security Studies	Dr. Shaveri Himalyan (Assistant Professor)
26	Department of Education	Dr. Kuldeep Kaur (Associate Professor), Ms Preety (Clerk)
27	Department of English & Cultural Studies	Ms. Geeta (Clerk)
28	Department of Environment Studies	Mr. Mandeep Singh
29	Department of Evening Studies	Dr. Suman Makkar (Professor)
30	Department of French & Francophone Studies	Prof. Cecilia Antony (Coordinator), Ms. Ravinder Kaur
31	Department of Gandhian and Peace Studies	Ms. Neha (Clerk), Ms. Dolly (Clerk)
32	Department of Geography	Dr. Vishwa (Asst. Prof.)
33	Department of Geology	Dr. Ashu Khosla (Asso Prof)
34	Department of German	Dr. Arijit Dakshi (Chairperson), Mohinder Singh (Senior Assistant)
35	Department of Guru Nanak Sikh Studies	Prince (Clerk)
36	Department of Hindi	Prof. Baijnath Prasad (Professor)
37	Department of Indian Theatre	Mr. Jasinder Singh
38	Department of Laws	Dr. Vandana A Kumar (Prof)
39	Department of Library & Information Science	Dr. Khushpreet Singh (Assistant Professor), Ajay Kumar (Clerk)
40	Department of Lifelong Learning & Extension	Dr. Prabha Vig (Prof), Poonam (Clerk)

S. No.	Department	Person attended
41	Department of Mathematics	Dr. Gagandeep Singh (Assistant Professor), Mr. Daljit Singh(Personal Assistant)
42	Department of Microbial Biotechnology	Dr.RACHNA SINGH(Asst. Prof.)
43	Department of Microbiology	Dr D. K Rahi(Asst Prof)
44	Department of Music	Dr Baljinder (Chairperson)
45	Department of Philosophy	Dr. Pankaj Srivastava
46	Department of Physical Education	Mr. Rajender
47	Department of Physics	Dr.Gulsheen Ahuja (Asst. Prof.)
48	Department of Political Science	Ms. VanitaRani(Jr. Asstt)
49	Department of Psychology	Mr. Ravinder Pal Dhalaria, Mr. Anup Kumar Randhawa
50	Department of Public Administration	Dr. Bharati Garg (Assistant Professor), Jagjit Singh (Senior Assistant)
51	Department of Punjabi	Kulvinder Singh (Jr. Assistant)
52	Department of Russian	Prof. Pankaj Malviya (Professor)
53	Department of Sanskrit	Prof. Virendra Kumar Alankar
54	Department of Sociology	Dr. Vinod Kumar(Asst Prof)
55	Department of Statistics	Harminder Singh (System Manager)
56	Department of Urdu	Gurjeetkaur (Clerk)
57	Department of Zoology	Dr. Vijay Kumar (Assistant Professor)
58	Dr Harvansh Singh Judge Institute of Dental Sciences & Hospital	Dr.Manjot (Assistant Professor), Dr.Simranjit (Assistant Professor), Dr. Rosy (Assistant Professor), Dr. Deepak Gupta (Assistant Professor), Dr.Prabhjot Kaur (Assistant Professor)
59	Dr SS Bhatnagar University Institute of Chemical Engg& Tech	Dr. Gaurav verma(Assoc Prof)
60	Institute Of Educational Technology & Vocational Education	Dr. Kalpana Thakur (Assistant Professor), Dr. Radha Rani (Assistant Professor)
61	Institute of Forensic Science & Criminology	Jagdish Rai (Assistant Professor)

S. No.	Department	Person attended
62	School of Communication Studies	jigyasa Saxena (Student) on behalf of Ms. Manita
63	UIPS	Ms. Usha Rani (Assistant Section Officer (Stenography))
64	University Business School	Mr. Atul Dutta(Sr. Programmer)
65	University Centre of Instrumentation and Micro-Electronics	Dr. Harinder Pal Singh Kank(Asst Prof),Mrs Mamta
66	University Institute of Applied Management Sciences	MANJUSHRI SHARMA (Assistant Professor)
67	University Institute of Engineering & Technology	Mr. Vikas Bali (Prog. Asst), Mr. Rohit (Sr. Technician), Mr. Rajesh (Sr. Technician)
68	University Institute of Fashion Technology & Vocational Development	Rita kanta (Assistant Professor), Sunita (Clerk)
69	University Institute of Hotel and Tourism Management	Mr. Arun Singh Thakur (Assistant Professor)
70	University Institute of Legal Studies	Dr. Shruti Bean(Assoc Prof), Mr Vikas(Sr. Assistant)
71	University School of Open Learning	Prof. Neeru (Professor), Dr. Harsh Gandher (Professor)