

Minutes of meeting

Minutes of online meeting held on 28.08.2020, 29.08.2020 and 31.08.2020 to discuss Standard Operating Procedures (SOPs) for SSR/DVV. Following officials attended the meeting:

- Prof. Ashish Jain, Director (IQAC)
- Prof. Anuradha Sharma, Associate Director (IQAC)
- Ms. Monika Rani, System Administrator
- Dr. Sudhir Goyal, Sr. Programmer
- Dr. Veenu Mor, Sr. Programmer
- Ms. Baljeet Rani, Asstt. Programmer
- Mr. Amardeep Singh, Asstt. Programmer

Following decisions were taken in the meeting for the metrics discussed.

S.No.	Metric No. and Description	Action to be taken
1.	1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years	Write a letter to VC / DUI for revision of syllabus.
2.	1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the University	Write a letter to VC / DUI implementing courses for having focus on employability/ entrepreneurship/ skill development
3.	1.2.1 Percentage of new courses introduced of the total number of courses across all programmes offered during the last five year	Write a letter to VC / DUI for introduction of new courses in syllabus
4.	1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Data for the latest completed academic year)	To identify courses which does not have CBCS implemented.
5.	1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years	Write a letter to VC / DUI for implementing value added courses for the students outside curriculum.
6.	1.3.4 Percentage of students undertaking field projects / research projects / internships (Data for the latest completed academic year)	Write a letter to department chairpersons to maintain the details of the students, undertaking field projects / Research projects / Internships.
7.	1.4.1 Structured feedback for design and review of syllabus - semester wise / year wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni	Write a letter to VC / DUI for taking consideration of feedback in the revision of syllabus.

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8.	1.4.2 Feedback processes of the institution may be classified as follows: A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not	Covered in above point.
9.	2.1.1 Demand Ratio	<ul style="list-style-type: none"> • List of admission criteria of various courses run by university may be prepared for ready reference using hand book of information. • <i>Data</i>-‘Number of applications received’ <i>Conclusion</i>- COE should be contacted for information of ‘No of applications received’ for courses having entrance exam and for rest of courses departments will upload the same on IRB.
10.	2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy	<ul style="list-style-type: none"> • <i>Data</i>- “Number of students admitted from the reserved category” <i>Conclusion</i> - Data will be collected from departments via IRB. • <i>Document</i>- “Copy of letter issued by state govt. or Central Government Indicating the reserved categories (SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule” <i>Conclusion</i> - DUI office should be contacted for this information. • <i>Document</i>- “Final admission list indicating the category as published by the HEI and signed by competent authority” <i>Conclusion</i>- IRB will be used to collect this information from departments. • <i>Document</i>- “Admission extract submitted to the state OBC, SC and ST

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		<p>cell every year”- <i>Conclusion</i>-This info implies data submitted to STATISTICS OF HIGHER & TECHNICAL EDUCATION every year, so same should be given here.</p> <ul style="list-style-type: none"> Data-‘Number of students year wise’ <i>Conclusion</i> - At this point it’s not clear that whether we should count USOL students along with regular students to determine total no of university students, so a query may be send to NAAC regarding clarification.
11.	2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners.	An Email may be send to departments to strengthen methodology to access the learning level of students and also special program that dept holds for its advance learners/slow learners
12.	2.2.2 Student - Full time teacher ratio	<ul style="list-style-type: none"> Establishment will be contacted to get list of full time teachers in prescribed format of NAAC. Court cases, Re-Employed, Demonstrators, Tutors, Part time will also be counted in Full time teachers. List of Part time faculty to be sought from dept via IRB.
13.	2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Information will be sought from departments via IRB.
14.	2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning processes	Information will be sought from departments via IRB.
15.	2.3.3 Ratio of students to mentor for academic and other related issues	An email should be send to all university departments to strengthen the ongoing operation of Mentor-Mentee System

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16.	2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	<i>Document-</i> Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority <i>Data-</i> This information will be collected from establishment
17.	2.4.2 Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the last five years	Data- Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality /D.Sc./D'Lit. Data-This information will be collected from establishment
18.	2.4.3 Average teaching experience of full time teachers in the same institution	Appointment order/Experience certificate of selected teachers will be asked during DVV clarification stage. So same would be sought from Estt/Dept respectively at that stage.
19.	2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt.	This info will be collected from dept via IRB, Option of e-Copies of award letters
20.	2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results	<i>Document-</i> " 'Documentary evidence of academic sessions / academic year planner signed by competent authority' <i>Conclusion</i> - This documents will be sought from COE
21.	2.5.2 and 2.5.3 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations and IT integration and reforms in the examination procedures and processes	An email will be send to COE to strength existence of grievance cell/relevant body in university and also IT integration and reforms in the examination.
22.	2.5.4. Status of automation of Examination division along with approved Examination Manual	Distinct scores are reserved for status of examination division. An Email will be send to VC about need of focus on 100% automation of entire examination system in a time bound manner.

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23.	2.6.1 Learning outcome/graduate attributes integrated into the assessment process	An email will be send to DUI about need of maintenance of record of the learning outcomes with respect to the Programme outcomes, Programme specific outcomes and course outcomes for each of programs being run by the department.
24.	2.6.2 Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution	Information will be sought from all the departments via IRB.
25.	2.6.3 Average pass percentage of students	Data- This information will be collected from COE
26.	2.7.1 Online student satisfaction survey regarding teaching learning process. (for Conventional Students)	List of students details to be sought from Computer Centre.
27.	3.1.1 The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented	To be procured from Dean Research office.
28.	3.1.2 The institution provides seed money to its teachers for research (average per year INR in Lakhs)	To be procured from Accounts office.
29.	3.1.3 Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years	To be taken from departments (already on IRB)
30.	3.1.4 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the last five years	To be taken from departments (already on IRB) Additional fellowships list to be procured from G & P section
31.	3.1.5 Institution has the following facilities to support research	1. Write to Registrar office to ask for list of facilities and their contact persons.

S.No.	Metric No. and Description	Action to be taken
	<ol style="list-style-type: none"> 1. Central Instrumentation Centre 2. Animal House/Green House 3. Museum 4. Media laboratory/Studios 5. Business Lab 6. Research/Statistical Databases 7. Mootcourt 8. Theatre 9. Art Gallery 	2. For point no. 6 write to PU Library
32.	3.1.6 Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies (Data for the latest completed academic year)	To be procured from G & P Section as well as FDO.
33.	3.2.1 Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • To be taken from departments (already on IRB) • To be procured from G & P Section • For Endowments and Chairs, write to Dean Research and DUI offices.
34.	3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge	To be procured from Dean Research office
35.	3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years	<ul style="list-style-type: none"> • To be procured from IP Centre (office in our building opposite skill development cell) • Write letter to Vice Chancellor through DUI
36.	<p>3.4.1 The institution ensures implementation of its stated Code of Ethics for research</p> <p>3.4.1.1 The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:</p> <ol style="list-style-type: none"> 1. Inclusion of research ethics in the research methodology course work 2. Presence of institutional Ethics 	To be procured from Dean Research office

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	<p>committees (Animal, chemical, bio-ethics etc)</p> <p>3. Plagiarism check</p> <p>4. Research Advisory Committee</p>	
37.	<p>3.4.2 The institution provides incentives to teachers who receive state, national and international recognitions/awards</p> <p>1. Commendation and monetary incentive at a University function</p> <p>2. Commendation and medal at a University function</p> <p>3. Certificate of honor</p> <p>4. Announcement in the Newsletter / website</p>	To be procured from Dean Research office
38.	<p>3.4.4 Number of Ph.D's awarded per teacher during the last five years</p> <p>3.4.4.1: How many Ph.D's are awarded within last 5 years</p> <p>3.4.4.2: Number of teachers recognized as guides during the last five years</p>	To write a letter to faculty members on a later stage asking them to inform any PhDs completed under their guidance for last 5 years for Outside PU students
39.	<p>3.4.7 E-content is developed by teachers:</p> <p>1. For e-PG-Pathshala</p> <p>2. For CEC (Under Graduate)</p> <p>3. For SWAYAM</p> <p>4. For other MOOCs platform</p> <p>5. For NPTEL/NMEICT/any other Government Initiatives</p> <p>6. For Institutional LMS</p>	To be managed by Dr Sudhir Goyal in Criterion 4, as directed by Director IQAC
40.	<p>3.4.8 Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/PubMed</p>	Write a letter to Vice Chancellor through DUI
41.	<p>3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy</p>	Available on CIIPP website. Otherwise, a letter can be written to Dean Research office
42.	<p>3.5.2 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)</p> <p>3.5.2.1: Total amount generated from</p>	Add this in initiatives document being prepared by System Administrator IQAC

S.No.	Metric No. and Description	Action to be taken
	consultancy and corporate training year wise during the last five years (INR in lakhs)	
43.	3.7.2 Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years	Write a Letter to Dean Research office
44.	4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	Information will be sought from FDO office
45.	5.1.1 Average percentage of students benefited by Scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) during the last five years (other than the students receiving scholarships under the government schemes for reserved categories)	Information will be sought from FDO office
46.	5.1.2 Average percentage of students benefited by career counseling and guidance for competitive examinations offered by the Institution during the last five years	<ol style="list-style-type: none"> 1. Information will be sought from 'Centre for IAS & Other Competitive Examinations' and 'Placement cell' 2. Request of V.C to direct the departments to maintain the records of all such activities properly and submitted to IQAC
47.	<p>5.1.3 Following Capacity development and skills enhancement initiatives are taken by the institution</p> <ol style="list-style-type: none"> 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology <p>Options:</p> <ol style="list-style-type: none"> A. All of the above 	<ol style="list-style-type: none"> 1. As per the mandate of the NAAC, the university should start structured program in the following domains. <ol style="list-style-type: none"> a. Soft skills b. Language and communication skills c. Life skills (Yoga, physical fitness, health, and hygiene) d. Awareness of trends in technology <p>Request to V.C to get the initiation</p>

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	B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	<p>and execution of these programs so that these programs should be planned and executed at a central level rather than individual department level. Further discussed that these programs should be targeting each student of the university irrespective of his/her stream of education. A mechanism should be developed so that these courses should be mandatory for all the students to attend.</p> <p>2. Information will be sought from all the department.</p>
48.	<p>5.1.4 The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organization wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Options:</p> <ol style="list-style-type: none"> 1. All of the above 2. 4 of the above 3. 3 of the above 4. 1 of the above 5. None of the above 	<ol style="list-style-type: none"> 1. Information will be sought from D.S.W. office for procedures and relevant documents adopted by the University for the redressal of student grievances including sexual harassment and ragging cases. Such as <ol style="list-style-type: none"> a) Minutes of the meeting of student grievances. b) Proof of constitution of Internal Complaints/ Grievances Committee formation/Sexual Harassment /Anti Ragging Committee as per UGC regulation. c) Guidelines drafted by the University for addressing sexual harassment and ragging cases. d) Awareness and undertakings organized by the institution on policies with zero tolerance. e) The mechanism for submission of online/offline students' grievances. 2. Information will be sought from all the department

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49.	5.2.1 Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)	<ol style="list-style-type: none"> 1. Request to D.U.I. to direct the department to ensure the maintenance of these records and turn in these records to IQAC on time as and when asked. 2. Information will be sought from all the department
50.	5.2.2 Average percentage of placement of outgoing students during the last five years	<ol style="list-style-type: none"> 1. Request to D.U.I. to direct the department to ensure the maintenance of these records and turn in these records to IQAC on time as and when asked. 2. Information will be sought from all the department
51.	5.2.3 Percentage of recently graduated students who have progressed to higher education (previous graduating batch)	<ol style="list-style-type: none"> 1. Request to D.U.I. to direct the department to ensure the maintenance of these records and turn in these records to IQAC on time as and when asked. 2. Information will be sought from all the department
52.	5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the last five years	<ol style="list-style-type: none"> 1. Information will be sought from sports department 2. Information will be sought from all the department
53.	5.3.3 Average number of sports and cultural events / competitions organized by the institution per year	<ol style="list-style-type: none"> 1. Information will be sought from sports department. 2. Information will be sought from all the department
54.	5.4.2 Alumni contribution during the last five years (INR in lakhs) Options: A. ≥ 100 Lakhs B. 50Lakhs - 100 Lakhs	<ol style="list-style-type: none"> 1. Information will be sought from alumini department. 2. Information will be sought from all the department


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	C. 20 Lakhs - 50 Lakhs D. 5 Lakhs - 20 Lakhs E. <5 Lakhs	
55.	6.1.1 The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance	Information will be sought from DUI office.
56.	6.1.2 The effective leadership is reflected in various institutional practices such as decentralization and participative management.	Information will be sought from DUI office.
57.	6.2.1 The institutional Strategic plan is effectively deployed. Describe one successfully implemented activity based on the strategic plan within a maximum of 500 words.	This metric will include information about IQAC initiative for introduction of feedback forms for all stakeholders.
58.	6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	To be prepared by IQAC.
59.	6.2.3 Institution Implements e-governance in its areas of operations	Emails have been sent to Registrar, Computer center, Accounts Branch to seek required information about e-governance along with supporting documents. Email will be sent to COE to seek information of e-governance in Examination
60.	6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff	Information will be sought from DUI office.
61.	6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	The data and supporting documents required will be sought from Accounts Branch. The respective form for financial assistance to teachers should be delinked

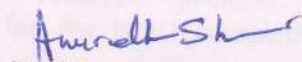
S.No.	Metric No. and Description	Action to be taken
	during the last five years	from IRB.
62.	6.3.3 Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years	The data and supporting documents required will be sought from HRDC, RUSA, ICSSR and CALEM in addition to data being taken on IRB from departments. A note should be written to VC suggesting that all the FDP should be routed through HRDC.
63.	6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	The data and supporting documents required will be sought from HRDC, RUSA, ICSSR and CALEM in addition to data being taken on IRB from departments.
64.	6.4.1 Institutional strategies for mobilisation of funds and the optimal utilisation of resources	Information will be sought from Accounts Branch.
65.	6.4.2 Funds / Grants received from government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	The data and supporting documents required will be sought from G&P section, DIC, IIC, RUSA, TEQIP and ICSSR in addition to data being taken on IRB from departments.
66.	6.4.3 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	The data and supporting documents required will be sought from G&P section, DIC, IIC, RUSA, TEQIP and ICSSR in addition to data being taken on IRB from departments.
67.	6.4.4 Institution conducts internal and external financial audits regularly	Information will be sought from Accounts Branch.

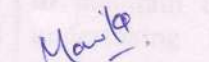
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68.	6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words	This metric will include Information about IQAC initiative for introduction of feedback forms for all stakeholders and any other initiative.
69.	6.5.2 Institution has adopted the following for Quality assurance 1. Academic Administrative Audit (AAA) and follow up action taken 2. Conferences, Seminars, Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation programme on quality issues for teachers and students 5. Participation in NIRF 6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	For point no. 1, Request to VC to conduct Academic & Administrative Audit for years 2019-20 to 2021-22. For point no. 2, 3, 4 and 6. A form will be added to IRB portal to seek information and supporting documents from departments about events conducted by them on quality and audits by recognized agencies.
70.	6.5.3 Post accreditation quality initiatives	Email will be sent to departments for which action is mentioned in the NAAC report. After IRB data entry by departments is over, post accreditation initiatives by other departments will be sought via email.
71.	7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.	Request to DUI to assign responsibility to concerned department to provide annual gender sensitization action plan and Link of webpage for special facilities provided to women on campus.
72.	7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures	Request to registrar for the evaluation of existing energy conservation measures and assign responsibility to concerned department to provide information and

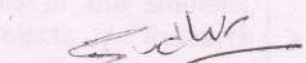
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		supporting documents to IQAC.
73.	7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)	Request to VC to assign responsibility to concerned department to provide data and supporting documents to IQAC.
74.	7.1.4 Water conservation facilities available in the Institution:	Request to registrar for the evaluation of existing water conservation facilities and assign responsibility to concerned department to provide information and supporting documents to IQAC.
75.	7.1.5 Green campus initiatives	Request to VC to assign responsibility to concerned department to provide data and supporting documents to IQAC.
76.	7.1.6 Quality audits on environment and energy are regularly undertaken by the institution	Request to registrar to assign responsibility to concerned department to provide information and supporting documents to IQAC.
77.	7.1.7 The Institution has disabled-friendly, barrier free environment	Request to DUI to assign responsibility to concerned department to provide information and supporting documents to IQAC.
78.	7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).	Information and supporting documents will be sought from DUI office.
79.	7.19 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens	1. Information about "Activities conducted for promotion of Universal Values and Ethics for Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens" is being collected from departments on IRB.


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		2. A note should be written to VC suggesting for regular conduction of Professional ethics programme
80.	7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.	A note should be written to VC with following suggestions: a) There has to be an existence of committee that monitors Code of Conduct. All the minutes of meeting of such committee should be uploaded on the university website. b) The university is ought to organize annual awareness program on Code of Conduct and professional ethics programmes for students, teachers, administrators and other staff.
81.	7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals	Information about events celebrated and link to geo-tagged photos is being collected from departments on IRB. However, write-up in 500 words and Annual report will be prepared by IQAC enlisting the above celebrations.
82.	7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.	Information is being collected from departments on IRB.
83.	7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words	Will be provided later on.

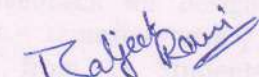

Prof. Ashish Jain

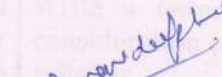

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