

### Minutes of meeting

A meeting of Internal Quality Assurance Cell team was held on 29.04.2022 and 04.05.2022 to discuss data submission (for the period 01-07-2020 to 30-06-2021) in Annual Quality Assurance Report (AQAR) 2020-21 to NAAC.

Following officials attended the meeting:

1. Prof. Sanjeev Sharma, Director (IQAC)
2. Prof. Anuradha Sharma, Assoc. Director (IQAC)
3. Ms. Monika Rani, System Administrator
4. Dr. Sudhir Goyal, Sr. Programmer
5. Dr. Veenu Mor, Sr. Programmer
6. Ms. Baljeet Rani, Asstt. Programmer
7. Mr. Amardeep Singh, Asstt. Programmer

IQAC team prepared summary of data for various metrics of seven criteria and Part –A for submission in AQAR 2020-21. After thorough deliberation of the summary of data and requirements of NAAC, following decisions were taken in the meeting for the metrics under different criteria:


S. No.	Metric No. and Description	Decision taken/ Action to be taken								
1.	Part A- 6) Date of Establishment of IQAC	01-05-2003 (As per previous AQARs for the years 2009-10 to 2014-15)								
2.	Part A- 12) Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	Following plans of action and outcomes are to be reported in AQAR 2020-21: <table border="1"><thead><tr><th>Plan of Action</th><th>Achievements/Outcomes</th></tr></thead><tbody><tr><td>a) Planned to conduct Internal Academic and Administrative Audit via Mock inspections of the university departments.</td><td>Continuous Process</td></tr><tr><td>b) Implement Feedback forms for all stakeholders</td><td>Feedback forms were communicated to departments for implementation</td></tr><tr><td>c) CO/ PO/ PSO development for departments of Panjab University</td><td>Various workshops have been conducted for appraisal of faculty for development of CO/PO/PSO. Many</td></tr></tbody></table>	Plan of Action	Achievements/Outcomes	a) Planned to conduct Internal Academic and Administrative Audit via Mock inspections of the university departments.	Continuous Process	b) Implement Feedback forms for all stakeholders	Feedback forms were communicated to departments for implementation	c) CO/ PO/ PSO development for departments of Panjab University	Various workshops have been conducted for appraisal of faculty for development of CO/PO/PSO. Many
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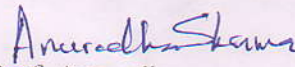
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			departments have implemented CO/ PO/ PSO.
3.	1.3.2 Number of value-added courses for imparting transferable and life skills offered during 2020-21	<p>We need to include certificate/diploma/advance diploma etc. courses in value-added courses. Since these courses do not lead to an actual degree and can be undertaken in addition to the curriculum, so they can be considered as value-added courses.</p> <p>List of such courses to be discussed in next meeting.</p>	
4.	1.3.4 Percentage of students undertaking field projects / research projects / internships	<p>Research projects/internships are mandatory for some of the courses in the university such as Mphil, M.Tech, MBA, MCA, M.E, B.E, Laws.</p> <p>All the students in these courses are required to undertake field projects/ research projects/ internships so the concerned departments should be contacted again to get the information of all the student's internship projects</p> <p>Action Taken: Email has been drafted and will be sent to all the concerned departments i.e UIET, UICET, LAWS, UIIS, DCSA, UBS, UIAMS</p>	
5.	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	<p>Option to be selected in AQAR 2020-21</p> <p>(A) All 4 of the above</p>	
6.	<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <ul style="list-style-type: none"> <li>• Feedback collected, analysed and action taken and feedback available on website</li> <li>• Feedback collected, analysed and action has been taken</li> <li>• Feedback collected and analysed</li> <li>• Feedback collected</li> <li>• Feedback not collected</li> </ul>	<p>Option to be selected in AQAR 2020-21</p> <p>(A) Feedback collected, analysed and action taken and feedback available on website</p> <p>Action to be taken: Take all the available information in table format with links to the action taken report of departments and upload on the IQAC website.</p>	
7.	2.1.2 Seats filled against reserved seats	<p>In reserved category seats of SC/ST/BC/ PWD have to be given. In university category wise distribution of seats is not available, so PHD sanctioned strength may</p>	

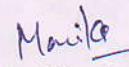
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		be included in Others (Excluding Supernumerary Seats)
8.	2.2.2 Student full time teacher ratio	In total student strength PhD scholar not to be included, as their count is given separately in criteria 3
9.	2.3.3 Ratio of students to mentor	Departments may be apprised during meetings that research guides may be counted as mentors.
10.	2.4.1,2.4.2,2.4.3	In Spite of continuous efforts Establishment faculty data still have discrepancies, as a last effort they may again be contacted to provide the same and best available data from establishment-1 may be submitted in AQAR.
11.	3.1.3 Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year	All fellowships awarded in last 5 years should be considered if they are valid in 2020-21.
12.	3.1.6 Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by national and international agencies	Check the list of centres of excellence (on PU Website) and include their recognitions in addition to the data from G&P. Along with centres funded by UGC-ICSSR
13.	3.2.1 & 3.2.2 Grants for research projects sponsored by the government/Non-government agencies during the year (INR in Lakhs)	Research projects from G & P and research projects on IRB having funds received higher than 5 lakhs should be considered for AQAR 2020-21
14.	5.3.1 awards in sports/cultural activities	As per information received from campus sports, student awards in sports in session 2020-21 is nil due to covid. This needs to be reconfirmed telephonically.
15.	6.3.3 Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year	Programs conducted for support staff of any duration should be considered as administrative training programs for non-teaching staff.
16.	Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	Programs viz. Professional Development Program, workshop, Faculty Development Program, Faculty Exchange Program, Orientation/ Induction Program, Refresher Course, Short-Term Course, Summer/ Winter School , Training/ Orientation attended by faculty (excluding Seminar and Webinar, Symposium, Talk, Panel discussion, Congress, conferences , Other events attended by faculty and acted as resource person) reported by the departments on the IRB portal should be considered for this metric.

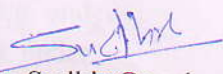
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17.	<p>6.5.2 Institution has adopted the following for Quality assurance</p> <ol style="list-style-type: none"> <li>1. Academic Administrative Audit (AAA) and follow up action taken</li> <li>2. Conferences, Seminars, Workshops on quality conducted</li> <li>3. Collaborative quality initiatives with other institution(s)</li> <li>4. Orientation programme on quality issues for teachers and students</li> <li>5. Participation in NIRF</li> <li>6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. Any 5 or all of the above</li> <li>B. Any 4 of the above</li> <li>C. Any 3 of the above</li> <li>D. Any 2 of the above</li> <li>E. Any 1 of the above</li> </ol>	<p>a) Option to be selected in AQAR 2020-21</p> <p style="text-align: center;">A. Any 5 or all of the above</p> <p>b) For the sub-metric: Academic Administrative Audit (AAA) and follow up action taken, minutes of meeting of Academic council is to be collected.</p>
18.	<p>7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard.</p> <ol style="list-style-type: none"> <li>1. The Code of Conduct is displayed on the website</li> <li>2. There is a committee to monitor adherence to the Code of Conduct</li> <li>3. Institution organizes professional ethics programmes for students,</li> </ol>	<p>a) For sub-metric 1: we need to add Code of conduct for teachers.</p> <p>b) For sub-metric 2: We need to add information about Standing committee, Institutional Ethics Committee of Panjab University (PUIEC) etc. available on DUI notice board and PU website.</p>

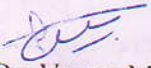
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	teachers, administrators and other staff 4. Annual awareness programmes on the Code of Conduct are organized	
19.	Qualitative questions in AQAR/SSR	Response of department may be given as additional information in AQAR in qualitative questions

  
Prof. Sanjeev  
Sharma  
Director (IQAC)

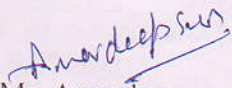
  
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