

**PROCEEDINGS OF THE MEETING OF THE IQAC COMMITTEE MEETING HELD ON 17.12.2012 AT 2.30 P.M. IN THE COMMITTEE ROOM OF THE VICE-CHANCELLOR'S OFFICE.**

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A Meeting of the Internal Quality Assurance Cell (internal members of H.P. University) was held on 17.12.2011 at 2.30 P.M. under the Chairmanship of Prof. A.D.N. Bajpai, Hon'ble Vice-Chancellor, H.P. University & Chairman, Internal Quality Assurance Cell (IQAC), in the Committee Room of the Vice-Chancellor's Office. The following members were present:

1. Prof. H.S. Banyal,  
Dean of Studies.
2. Prof. T.C. Bhalla,  
Deptt. of Bio-Technology.
3. Prof. Neeraj Sharma,  
Deptt. of Chemistry.
4. Prof. Aparna Negi,  
Deptt. of Economics.
5. Prof. Mamta Mokta,  
Deptt. of Public Administration.
6. Prof. R.G. Shandil,  
Deptt. of Mathematics.
7. Sh. V.K. Vohra,  
Planning & Development Officer/  
Incharge(Establishment).
8. Prof. Ramesh Chauhan,  
Chairman, Deptt. of Physical Education.
9. Sh. H.N. Sharma,  
Dy. Librarian/Incharge,  
HPU Library.
10. Prof. Manu Sood,  
Deptt. of Computer Science.
11. Dr. A.K. Bhatt,  
Deptt. of Bio-Technology.
12. Dr. Vikas Sharma,  
Incharge,  
Computer Centre(ICDEOL).
13. Dr. Dhirender Sharma,  
Incharge,  
Computer Wide Optical Fibre Network.
14. Prof. P.K. Ahluwalia,  
Dean, Planning & Teachers' Matters/  
Director(IQAC),HPU.  
-Member/Secretary

At the very outset Prof. P.K. Ahluwalia, Director (IQAC) welcomed the Chairperson (IQAC), Hon'ble Vice-Chancellor, H.P. University, Prof. A.D.N. Bajpai, and members of the Internal Quality Assurance Cell (IQAC).

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

**ITEM No.1: Placement of Annual Quality Assurance Report (AQAR).**

AQAR for the year 2011-12 (**Annexure 'A'**) was placed before the members, following suggestions emerged during discussion:

The Hon'ble Vice-Chancellor exhorted the members that initiative should be taken to establish subject societies in all 28 subjects/departments in Himachal Pradesh University Campus and the formed subject committees be included in the academic curriculum part of AQAR. He also directed to include the name of Common Placement Cell of Himachal Pradesh University in the AQAR. He also advised to include the activities of the Grievance Cell, proceedings of the non-teaching employees' Grievance Redressal Cell, Resource Mobilization Committee, Anti-Ragging Cell and Publication Cell in AQAR. It was also suggested that in AQAR reference should be made about the achievements and awards received by various faculty members.

Thereafter, the AQAR was approved unanimously for forwarding it to the NAAC authorities.

**Item No.2: Action taken report on the proceedings of the meeting dated 03.03.2012 and 16.06.2012 of IQAC.**

The members noted the action taken on the proceedings of the meetings which pertained to the progress made by working groups of IQAC and are discussed in detail in item no. 6.

**Item No.3: Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of different departments and administrative units of the University.**

Prof. P.K. Ahluwalia informed the members about the conduct of meetings of SWOT Group which are being held every week since 20<sup>th</sup> November, 2012

and the progress made therein till date. He informed the members that preliminary format for seeking information for SWOT is ready. A detailed questionnaire to see SWOT in the light of NAAC peer report is also in the advanced stages of preparation and is expected to be ready soon for fine tuning. He informed that it is proposed to conduct a meeting with the Chairpersons of the various departments to seek their suggestions on the proforma. Thereafter, it will be placed before the Hon'ble members in the next meeting of the IQAC for approval with complete process for the conduct of SWOT.

**Item No.4: To place drafts of 'Student Charter' and 'Feedback form for Teacher Evaluation by Student's.**

The Director (IQAC) placed before members of IQAC the drafts '*Student Charter*' (**Annexure 'B'**) and '*Feedback Form for Teacher Evaluation by Students*' (**Annexure 'C'**) for approval. He requested the members to go through these documents for suggestions/inputs for the implementation of quality assurance on the H.P. University Campus more vigorously.

The drafts of Student Charter and Feedback form for Teacher Evaluation by Student's were approved with the following observations/suggestions:

- (i) That the draft of the Student Charter while placing in the seminar being organized by Dean Students' Welfare on 18.12.2012 be discussed threadbare before placing its final before the statutory bodies for approval and implementation.
- (ii) The feedback form for Teacher evaluation by students was approved with the following suggestions:
  - The words on the top of the proforma should be inscribed "for the use of teachers and students of H.P. University only".
  - It was emphasized that this exercise of getting feedbacks is not to be construed as an appraisal report/ACR of the teacher concerned but should pave way for the improvement of teaching learning environment of the University at large.
  - At serial No.25 the word *facing* be substituted with *overcome*.

**Item No.5: Suggestions about generation of financial resources.**

Members expressed an urgent need for raising financial resources to carry forward some of the innovative initiatives of the university such as running of *Integrated Institute of Himalayan Studies*, a prestigious UGC Centre of Excellence granted to the university in 2002. For helping run such institutes it was suggested that a request for endowment's/one time grants be sought from likely benefactors of the university such as Alumni, stakeholders in Himalayan Climate, biodiversity, ecology, sustainability etc., for which Director (IIHS) may be requested to prepare a proposal/appeal to reach out to the benefactors after the permission of the competent authority. Hon'ble Vice-Chancellor expressed an urgent need to activate H.P. University Alumni association in this Direction, which should actively help generate resources with such proposals.

**Item No.6: Presentation of feedback/progress report of various Chairpersons of different Working Groups of IQAC.**

The Chairpersons of the working groups of IQAC expressed their views and presented the feedback of the work assigned to them through their respective Working Groups as under:

**Group-I: Drafting of Student Charter, aspects related to quality assurance in residences of students, and students' involvement in various activities (Chairperson: Prof. T.C. Bhalla)**

He informed that the preparation of Student Charter work is complete and a seminar is being organized on 18.12.2012. Hon'ble Vice-Chancellor praised the efforts of the group in coming out with a comprehensive student charter.

**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. (Chairperson: Prof. Mamta Mokta)**

- i) Chairperson of the group informed that Result Framework Document (RFD) has been prepared and would be implemented in the University in a phased manner for which she is in touch with Himachal Institute of Public Administration.

- ii) Prof. P.K. Ahluwalia suggested that RFD document is needed to be enforced first in the Construction Division as a case study, where construction activities need to be put on a fast pace to utilize the grants received from the UGC for the XI<sup>th</sup> Plan period are to be utilized by 31.03.2014. Also utilization of other than UGC projects already sanctioned by the University for example construction of UIIT Phase III building needs to be put on fast track to have timely impact on the initiatives of the University.
- iii) Vice-Chancellor advised that the work should be completed in a time bound manner. Chairperson also informed the members that group is also working on the record keeping format particularly for the purpose of IQAC, which will be released soon.

**Group-IV: Financial health, improvement of financial resources of the University, revision of account manual and other forms of Accounts Wing. (Chairperson: Prof.(Mrs.)Neeraj Sharma)**

Prof. Neeraj Sharma who is chairperson of working group for Revision of accounts manual informed that committee is working in this direction and soon a revised draft of the accounts will be presented to IQAC. She further informed that Finance Officer, HPU and A.R. Budget, HPU recently attended a meeting organized by UGC to streamline the financial procedures in the central & state Universities as per the standards of Indian council of Chartered Accounts specially designed for higher education sector on behalf of UGC. She informed that these standards have already been introduced in JNU and Jamia Millia. She further said that committee proposes to incorporate those standards in revised accounts manual. She also suggested that resource persons of Jawahar Lal Nehru University and Jamia Milia Islamia University may be contacted before Accounts Manual is finalized and an expert be invited for this purpose. She stressed that this change may require suitably qualified skilled manpower in the Finance Wing. Hon'ble Vice-Chancellor desired that this work should be expedited and completed at the earliest.

**Group-V: ICT intervention in Quality Assurance (Chairperson: Prof. Manu Sood)**

Chairperson put forward following remarks on behalf of his group.

- i) Current status of the ICT is not being utilized to the optimum level in the University and for this '*White Paper*' needs to be prepared for identifying the resources available and bottlenecks impeding the utilization of ICT.
- ii) Internet facility needs to be urgently used for communication within the campus. Possibilities need to be explored by the group for introduction of e-Governance.
- iii) e-learning process can be started particularly to make available the lessons of ICDEOL in self-instructional mode (SIM) with ISBN No. and password etc. to distance learners. The penetration of ICT in content delivery for distance learners is almost nil and requires to be taken up urgently.
- iv) Prof. Ahluwalia requested the ICT intervention in Quality Assurance Chairperson to devise technology to provide suitable means to create fillable PDF feedback forms or e-forms which can be filled and sent to the required person through e-mail directly or look for such possibilities in Google applications, which can be a first good step towards e-governance.
- v) The Internet facility which is required to be extended to the hostels, newly constructed buildings and the buildings where such facility is not available is not making much head way and needs to be urgently taken up.
- vi) Group felt that supporting staff is required from the University administration and informed that substantial funds are needed for ICT initiatives from the University.
- vii) Hon'ble Vice-Chancellor desired that ICT group should come out with concrete proposals and that projects should be implemented in a time-bound manner and steps be taken in that direction.

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

**(Chairperson: Dr. Vikas Sharma)**

Chairperson of the group informed that

- i) A proposal for creation of website compatible for physically disabled persons is under process with following provisions :
  - a) Provision for a portal type structure
  - b) Dynamic web portal with a robust data base.

- c) Modules for various activities of the University and link to the departmental/institute web sites.
  - d) Specific authorization to manage specific areas of website.
  - e) State NIC officer has been requested to get such a proposal from the empaneled website designers with NIC. It should be accessible by persons with disabilities (PWD).
- ii) All the forms of the University in PDF form by Planning & Development Officer to be uploaded on the Himachal Pradesh University website.
  - iii) Prof. P.K. Ahluwalia suggested that some substantial budget provision must be created in the main University annual budget for ICT facilities which needs to be maintained to accelerate e-governance processes.
  - iv) On this Hon'ble Vice-Chancellor advised that miscellaneous budget provisions can be used for this purpose till a specific budget provision is created by the University.
  - v) Sh. V.K. Vohra added that Finance Wing has been requested to make/ earmark necessary budget for the expenditure to host and maintain website.

**Group-VIII: Identification of best practices going on in different department of the University. (Chairperson: Prof. P.K. Ahluwalia)**

- i) Prof. Ahluwalia informed that under SWOT an effort will be made to identify and document best practices in the University.
- ii) He also informed that IQAC proposes to organize in collaboration with ASC Research Methodology workshop for research scholars and b) workshop on Capacity building for non-teaching employees as a best practice in the near future.
- iii) Dean of studies suggested that the induction courses should be organized for the teachers who are appointed chairpersons of the Departments, to make them aware about the administrative work also.
- iv) Sh. V.K. Vohra informed that in the past Prof. Yogender Verma had made a proposal for organizing such induction courses in the University.

**Group-XI: Working group for introduction of internal evaluation and assessment in smaller departments. (Chairperson: Prof. R.G. Shandil)**

- i) He informed that the work pertaining to his group has not been completed so far because many policy decisions for the introduction of internal evaluation and assessment in smaller departments are required to be taken first.
- ii) Prof. P.K. Ahluwalia informed that as a part of introduction of Choice based credit based grading system in the university a one day workshop is proposed to be organized by Prof. R.K. Wanchoo, who had been instrumental in its introduction at Panjab University, Chandigarh. He further hoped that this shall bring some pace in introduction of proposed curricular reforms envisaged by UGC for which university is determined to go ahead from the next academic session.
- iii) Vice-Chancellor suggested that current system of designing question papers is too strait jacketed and moderation is required for question papers as frequent mistakes in question papers are appearing putting University in a bad light before the public. External moderation can be done from outside the State if internal moderation has implementation hiccups. On this Dean of Studies cited an example that Ph.D. entrance Examination is being conducted without such problems by the internal faculty of the respective teaching departments of the University and therefore, involvement of internal faculty should be welcome and can improve the situation considerably.

**Group-XII: Working group for Efficiency in administration. (Chairperson: Sh. V.K. Vohra)**

- i) He informed that about 15 frequently used forms by the teaching and non-teaching employees have been got converted into pdf forms and supplied to Dr. Vikas Sharma, web master of Himachal Pradesh University website for uploading. Hon'ble Vice-Chancellor also desired to translate these and other forms of the University in Hindi or make the forms used in University bilingual, an exercise which may be undertaken by GAD branch.
- ii) Besides, a list of eight statutory functionaries and their main functions have also been got converted into PDF forms for putting the same on University website to transparently provide a view of the governance structure of the University.



- iii) In a query raised by the Vice-Chancellor for proper filing system, Sh. Vohra informed that there is a provision in the Office Manual that correspondence portion should not exceed more than 300 pages and noting pages would be limited to 25-30 pages. Hon'ble Vice-Chancellor desired that the manual needs to be put in to practice for which a circular may be issued by GAD branch.

**Group-XIII: Computerization of Library and converting it into an Academic Information Hub.**  
**(Chairperson: Sh. H.N. Sharma Incharge Main Library)**

- i) Hon'ble Vice-Chancellor desired to know the progress made in the implementation of 'Shodh Gangotri' and 'Shodh Ganga' projects for uploading of Ph.D. Thesis and Ph.D. synopsis on the INFLIBNET servers. He advised that all the synopsis/titles of the thesis be got approved from Research Degree Committees of the respective Departments before sending the same for uploading on Internet through these projects and this be monitored by the Dean of Studies. Librarian HPU was requested to periodically monitor the uploading of the synopsis by different departments & send a report to the Hon'ble Vice-Chancellor. Director (IQAC) informed the members a communication regarding posting of synopsis and thesis on INFLIBNET servers has been sent to all the chairpersons & deans of the University.
- ii) The members approved the draft of the feedback form about library services with the suggested modifications, which were noted by the Incharge Library. It was further suggested that the final draft be prepared after discussion in the advisory committee meeting of the Library.

**Group-XIV: Environment and cleanliness Drive Committee.** (Chairperson: Dr. A.K. Bhatt)

- i) Dr. Bhatt informed the members that a sensitization programme is proposed to be organized for the sanitary workers of the University.
- ii) Prof. P.K. Ahluwalia informed that Awareness Camps for Safai Karamchairs with the collaboration of Academic Staff College, Sulabh International and Municipal Cooperation and Department of Life Long Learning would be organized soon for which proposal has been received from Chairperson, Department of Life Long Learning.

**Group: Sports and other extra-curricular activities (Chairperson: Sh. Ramesh Chauhan)**

- i) Vice-Chancellor desired to know about the sports activity camps arranged in the University. It was suggested that Director, Directorate of Physical Education should be associated with this group to objectively look at the current status of such activities and suggest improvements at this juncture, Dean of studies pointed out that Chairman, Deptt. of Physical Education HPU and Director, Directorate of Physical Education HPU should sit together to find out the ways and means to make suitable recommendations.
- ii) Director, IQAC also suggested that Directorate of Physical Education and Chairperson Department of Physical education should work as a cohesive team and submit a plan in black and white to encourage and improve sports activities on the campus and for adventure sports.
- iii) Vice-Chancellor authorized the Chairman, Dept. of Physical Education to be notified at the earliest to make a Working Group to find out ways for improvement of the sports activities on campus

**Item No.7: Issue of Smart Card/MIS for students.**

The idea for having a single smart card for the students of H.P. University and management information system for the students was put forward by Director IQAC. It was suggested that providing a single card identity to each student in the same manner as the Addhar Card will go a long way in effective e-governance of student support services it will also result in creation of an MIS of the H.P. students. This smart card can be a card for accessing all services provided by the University such as library services, mess services, bus pass, and access for depositing fee etc. directly to the bank account of University via internet, for receiving registered feedback from students etc. This can also take care of unique identification of registered students of H.P. University campus also and help in identification of outsiders scientifically. It was decided that such an idea is worth pursuing further and taking University forward in the usage of ICT and a proposal be drafted for this purpose by ICT implementation group.

**Item No.8: Publication of e-newsletter of IQAC.**

Director IQAC informed the members that in the last one year IQAC has generated lot of useful information/articles which are ready for making these available to larger audience. Therefore, it is high time that e-newsletter of IQAC be launched. It was decided to name the e-newsletter : **Himachal Pradesh University Quality 24×7**. It was also decided to have an editorial board for the same after approval of the Hon'ble Vice-Chancellor.

**Item No.9: Any other item.**

Following items were discussed as any other items:

**(a) e-calendar and e-greeting card:**

Prof. P.K. Ahluwalia with the permission of the Chair unfolded before the members e-calendar (**Annexure-D**) & e-greeting card (**Annexure-E**) designed to focus on the quality initiatives of IQAC. The New Year e-Greeting Card-2013 and e-Calendar for the year 2013 prepared by IQAC office, was appreciated by the Hon'ble Vice-Chancellor and he gave his approval for sending the same through e-mail as well as by printing of the same to all the teachers, functionaries and stake holders. He pointed out that the quality in the bulleted text of the calendar should include originality & creativity since quality is possible only when the person is creative. All the members welcomed this suggestion to include the word 'creativity' in the first line of the IQAC calendar i.e. 'Quest for excellence and creativity'. He also advised that the name of road leading to the University termed as 'Gyan Path' should invariably be mentioned in the address of all the University official communications. A circular be issued in this regard by the GAD. The drafts of e-calendar and e-card were approved for further necessary action.

**(b) National Vocational Education Quality Frame Work (NVEQF):**

Prof. P.K. Ahluwalia informed that semester/year wise structure of courses for different vocational streams from Level 5 to 7 is being prepared by the Deans of Management & Commerce Faculty, Engineering & Technology Faculty and Faculty of Visual & Fine Arts in which such courses are to be introduced as per document of NVEQF circulated by the AICTE & UGC. Executive Council of the

University has also constituted a group to look into this matter under the chairmanship of Director, Higher Education. To sensitize colleges to start these courses targeted towards skill development a workshop will also be conducted by Director Higher Education as per decision of the committee constituted by the Executive Council under the chairmanship of Director, Higher Education, Sh. Dinkar Burathoki, to make stakeholders aware about NVEQF.

Hon'ble Vice-Chancellor in his remarks highlighted the importance of IQAC and the fillip which needs to be given to bring quality assurance in all the activities of H.P. University. In the end, Hon'ble Vice-Chancellor appreciated the remarkable work being done by members of the IQAC and desired that earlier these efforts are put to practice in a time bound manner better it will be for the overall development of the University and making it the best Global University.

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

Sd/-  
**(Prof. P.K. Ahluwalia)**  
Director, IQAC

**Approved**

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