

PROCEEDINGS OF THE MEETING OF THE IQAC COMMITTEE MEETING HELD ON 03.03.2012 AT 2.30 P.M. IN THE COMMITTEE ROOM OF THE VICE-CHANCELLOR'S OFFICE

A Meeting of the Internal Quality Assurance Cell Committee (internal members of H.P.University) was held on 03.03.2011 at 2.30 P.M. under the Chairmanship of Prof. A.D.N. Bajpai, Hon'ble Vice-Chancellor, in the Committee Room of the Vice-Chancellor's Office. The following members were present:

1. Prof. H.S. Banyal,
Dean of Studies,
H.P. University,
Shimla-171 005.
2. Prof. T.C. Bhalla,
Deptt. of Bio-Technology,
H.P. University,
Shimla-171 005.
3. Prof. B.S. Marh,
Deptt. of Geography,
H.P. University,
Shimla-171 005.
4. Prof. Neeraj Sharma,
Deptt. of Chemistry,
H.P. University,
Shimla-171 005.
5. Prof. Mamta Mokta,
Deptt. of Public Administration,
H.P. University,
Shimla-171 005.
6. Prof. R.G. Shandil,
Deptt. of Mathematics,
H.P. University,
Shimla-171 005.
7. Prof. Rajender Kumar Sharma, Director
(ICDEOL), H.P.University,
Shimal-171 005.
8. Sh. H.N. Sharma,
Dy. Librarian/Incharge,
HPU Library,
H.P. University,
Shimla-171 005.
9. Prof. Shyam Lal Kushal,
University of Business School,
H.P. University,
Shimla-171 005.
10. Dr. Manu Sood,
Deptt. of Computer Science,
H.P. University,
Shimla-171 005.
11. Dr. Him Chatterjee,
Deptt. of Visual Arts,
H.P. University,
Shimla-171 005.
12. Dr. A.K. Bhat,
Deptt. of Bio-Technology,
H.P. University,
Shimla-171 005.
13. Dr. Vikas Sharma,
Incharge,
Computer Centre(ICDEOL),
H.P. University,
Shimla-171 005.
14. Dr. Dhirender Sharma,
Incharge,
Computer Wide Optical Fibre Network,
H.P. University,
Shimla-171005.
15. Prof. P.K. Ahluwalia,
Dean, Planning & Teachers' Matters,
Director(IQAC),HPU.
-Member/Secretary &
Director(IQAC)
16. Prof. S.P. Bansal,
Director, IIHS, HPU. -Special Invitee

At the 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). He informed the members that due to cancellation of Kingfisher Flight from Delhi to Shimla at the nick of time, Dr. Fr. Davis George, Principal, St. Aloysius College, Jabalpur (M.P.), an External Expert of the IQAC, could not attend the meeting.

Hon'ble Vice-Chancellor in his introductory remarks appreciated the efforts being made by the members of IQAC and the decisions taken in the last meeting held on 17.11.2011 of IQAC to chalk out a road map for quality assurance in the University through this very important group of learned members. Hon'ble Vice-Chancellor also conveyed to the members that, in a telephonic conversation with the External Experts, he has received great appreciation for the deliberations and decisions of the IQAC meeting held on 17.11.2011.

The Director(IQAC) informed the members that this meeting is being held at a very important juncture, when the 12th Five Year Plan proposal to be sent to University Grants Commission is under preparation. He further informed that in the 12th Five Year Plan document on **Inclusive and Qualitative Expansion of Higher Education (2012-17)** there is a lot of emphasis on quality assurance and, therefore, need is to initiate and put in place various activities to achieve quality assurance in H.P. University to enhance academic quality, competence level and satisfaction level of the stake holders.

He also informed that a PDF document specially prepared by NAAC in association with Commonwealth of Learning Vancouver, Canada entitled *Quality Assurance in Higher Education : An Introduction* has been circulated among the members of IQA Cell of H.P. University. He requested the members to go through this document which can help in crystallizing ideas and innovations for the implementation of quality assurance on the H.P. University Campus more vigorously.

After this the agenda items were taken up for the deliberations with the permission of the Chair.

ITEM No.1: Web Page of IQAC on University Web Site.

Director (IQAC) informed the members that a new link for Internal Quality Assurance Cell of the University has been created on the H.P. University website www.hpuniv.nic.in. The page corresponding to IQAC has started reflecting various activities undertaken by IQAC, list of members and minutes of the meetings of the IQAC. Some important web links have also been provided on the page. The stake holders are being informed to keep on visiting this page to know about the various initiatives of the IQAC, which are likely to emerge in future.

ITEM No.II: Annual Quality Assurance Report 2010-11.

Director (IQAC) informed the members that the **Annual Quality Assurance Report (2010-11)** of the University has been sent to National Accreditation Academic Council (NAAC), Bangalore. He also read out the Annual Quality Assurance Report's action plan envisaged for the year 2011-12 in the report and informed the members that 60% of the tasks listed **(Appendix-A)** therein have been accomplished. It was also informed that complete AQA Report for the year 2010-11 will be posted in the PDF format on the website of the University.

ITEM No.III: Action taken report on the formation of Working Groups

As per the decision taken in the meeting on 17.11.2011 for initiating the works entrusted to various working groups, the chairpersons of the various groups presented the names of the persons chosen by them as the members of the different working groups as per **Appendix-B**. Hon'ble Vice-Chancellor expressed satisfaction in making this activity more participative. The chairperson(s) of different working groups informed that the members for various working groups have been identified and stake holders need to be sensitized about quality issues. The honourable Vice-Chancellor also directed the members to involve University Court and Executive Council members in the Working Groups wherever possible. He commended the initiative of IQAC to circulate booklet on *Quality Assurance in Higher Education: An Introduction* and requested that it should be made available to every teacher, non-teaching employees and students. It was decided to host their names on the website of the H.P. University.

ITEM No.IV: Activities of the Working Group of IQAC

The brief gist of the presentations of the activities by the Chairpersons of various groups are listed below:

(i) Drafting of student charter (with well defined students responsibilities and Universities responsibilities)

Prof. T.C. Bhalla informed that the working group has been drawn and it has held one meeting and it has covered lot of ground in the direction of preparing student charter. Hon'ble Vice-Chancellor advised Prof. T.C. Bhalla to involve students' representatives also in drafting of student charter. Prof. Bhalla informed that they are collecting the information from other Universities and will organize one day workshop on this issue and invite the students' representatives also in their next meeting.

(ii) Identification of process, design of forms for maintaining records pertaining to quality assurance initiatives and activities in various teaching and research departments and branches of the Administration, Finance and Examination Wings of the University.

Prof. Mamta Mokta, chairperson on this working group informed the Committee that they have started working on certain identified areas. For example, quality record management, accessibility of records and permanent record that is going to be maintained. She proposed to organize a workshop on human resource development, developing software modules, and to tackle red tapism to avoid duplicacy. Hon'ble Vice-Chancellor asked Prof. Mamta Mokta to go for digitization of records also. Director (IQAC) informed the members that in the December meeting of the Unassigned Grants Committee an amount of `25,000/- has been sanctioned for the holding of this workshop as requested by Prof. Mamta Mokta.

(iii) Academic Auditing and Drafting of Evaluation Sheets for and holding of workshop on the same: i. Evaluation of teachers by students, ii. Evaluation of courses, iii. Evaluation of Department

Prof. Shyam Lal Kaushal, chairperson of this group underlined that the **academic auditing** is a very important tool for which three areas have been identified:-

- (i) evaluation of teachers by students,
- (ii) evaluation of courses, and
- (iii) evaluation of department.

Hon'ble Vice-Chancellor cautioned about the negative connotation carried by the word 'auditing' and advised that for evaluation of teachers, views of the teachers' representatives should also be invited. Hon'ble Vice-Chancellor also told that the Academic Staff College has done a good work in this direction and have prepared comprehensive questionnaires on evaluation and these can provide a good base for the task ahead. Director (IQAC) said that once questionnaire(s) are there, these can be circulated among the teachers/stakeholders to invite their views before implementation.

(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 this group, informed that she had started to assess issues in internal financial resources of University along with the members of the group. She also emphasized the need to review the Accounts Manual and other formats of Accounts Wing. She also stressed the urgent need to identify additional financial resources for the University.

(v) ICT intervention in Quality Assurance

- a) Dr. Manu Sood announced the list of probable members of his group on which the Hon'ble Vice-Chancellor advised to include some members from outside HPU and avoid frequency of one person in many committees.
- b) Dr. Dharendra Sharma apprised the members that he is already on the job of online admission software as part of NKC initiative and have identified two processes – (i) merit based, and (ii) signature process. He also informed that in collaboration with NKC, H.P. University is organizing a state level workshop on 4th April, 2012.
- c) Prof. H.S. Banyal suggested that we can make Committee Room video conferencing and IT enabled.
- d) Director(IQAC) emphasized that evidence for quality assurance particularly as an aide to accreditation process must be presented by mean of flow charts, graphs, PET charts, check sheets, diagrams, control charts, and others well known IT tools for quality assurance. He was of the opinion that faculty/non-teaching staff needs to be made aware about these tools for which workshops may be organized to provide them hands on training. Hon'ble Vice-Chancellor also emphasized to make it a habit to keep documentary proof of every activity which is invariably demanded by NAAC team during the accreditation process.

(vi) Evaluation and aesthetic design of the current Website of H.P. University

- a) Dr. Him Chatterjee showed to the members a print out of the 'Home Page' of HPU website and told that it was not aesthetically designed and stressed that the redesigning of the website must be taken up urgently with the agency who has designed the site. He conveyed that Department of Visual Arts is ready to give inputs for improving the aesthetic appeal of H.P. University website.
- b) Dr. Vikas Sharma informed that hosting and designing of the website is with National Informatics Centre (NIC), Shimla and matter can be taken up with them. He

also informed that at present administration of the site is with him for uploading and updating of the data which is being done regularly.

- c) Director (IQAC) stated that University website needs to be converted into a **web portal**. Web content on the web portal is the international face of the University and contributes a lot in its image building. We should redo, rethink and convert the present site into a web portal and should think of continuous upgrading and updating on daily basis by giving administration rights to various authorized persons in teaching departments, administration, PRO etc. He also suggested that we can ask the students to contribute technically in designing of a new look web site and hosting management activities, and grant them honorarium in earn while you learn mode.

(vii) Workshops on Quality Assurance (for Teachers, Administrators & Non-Teaching Employees)

Prof. Marh shared his views on the meaning of quality assurance. He emphasized that quality changes with every group if it is not adopted as a process and converted into a habit otherwise. He informed the members that his group is in the process of identifying the themes for various workshops to be held in future.

(viii) Workshop on Student Charter with students representatives.

Prof. Ahluwalia informed the members that in the meeting held on 27.02.2012 of the Unassigned Grants Committee an amount of `25,000/- has been sanctioned for the holding of this workshop as requested by Prof. T.C. Bhalla.

(ix) Identification of best practices going on in different Departments/offices of the University.

Director(IQAC) informed that it is the duty of this group to provide guidelines for quality assurance in the University with well defined objectives and examples for the sources of evidence for good practices should be prepared and circulated by holding seminars workshops etc. from time to time. He urged the members to come forward and take responsibility as leaders for continuous quality assurance in the University.

(x) Innovations in teaching and research

Chairperson of this committee Prof. H.S. Banyal informed that to bring quality in innovation and research the stake holders need to be sensitized on various issues like

- Ethics in research.
- Intellectual property right and its implications.
- Creation of incubation centres to bring synergy between academician and industry.
- Preparing proposals for research projects from funding agencies etc.

(xi) Quality Assurance in residencies of students

It was decided that in the next meeting Chief Warden who is chairperson of this working group be invited to present the deliberations undertaken by their group.

(xii) Introduction of internal evaluation and assessment in smaller departments

Prof. R.G. Shandil, chairperson of this committee, apprised the members about the internal evaluation and assessment under “Credit-based Choice-based” system. Hon’ble Vice-Chancellor expressed the need to go carefully around it as stake holders may have some apprehension about internal evaluation. At this point Prof. Marh pointed out that in many foreign Universities, quality is so deeply built in that these Universities do not feel the need to get even Ph.D. theses evaluated externally. Director (IQAC) suggested that even semester system can be introduced in the colleges with even semesters evaluated internally and odd semesters evaluated by the University to bring internal evaluation into focus.

(xiii) Efficiency in administration

Sh. V.K. Vohra, chairperson of this committee was not present in the meeting as he was out of station. However, it was desired that this group should actively work in making suggestions to bring efficiency and accountability in administration.

(xiv) Computerization of Library and converting it into an Academic Information Hub

1. Sh. H.N. Sharma, Dy. Librarian/Incharge, HPU Library informed the chairperson and members that the library staff has started working on computerization and digitization of resources in the Library. A committee under the chairmanship of Deputy Librarian and with Sh. Prem Chand, Librarian, Indian Institute of Advance Studies, Shimla, as expert member has prepared a comprehensive document for computerization with

radio frequency detector tags and digitations of Library resources has been prepared as part of the 12th Five Year Plan proposal for seeking funds . Library also intends to approach Inflibnet for more funds through such proposals to Inflibnet in future, to bring assured quality library services to readers.

2. Prof. S.P. Bansal, special invitee, emphasized the need to revive print journals in the library. He also stressed to circulate a list of e-journals which are available to the students and faculty of the University through UGC infonet.

(xv) Environment and cleanliness Drive Committee

Chairperson of the committee, Dr. A.K. Bhatt, informed that the priority of the working group will be to chalk out a plan for the University to increase awareness about protection of environment and develop a culture of cleanliness on the campus. As a first step committee proposes to create a small document listing the procedure to be followed in a fixed time frame for writing off the broken furniture items/condemned equipment etc. piling up in different departments and offices and presenting a shabby look to the surroundings around the University Campus and inside buildings. The document will be circulated among the chairpersons and office heads for immediate action after seeking due approvals from the competent authority.

ITEM No.V: Drafting of 12th FYP Proposal for IQAC.

Dean, Planning and Teachers' Matters informed the members that in the 12th Five Year Plan proposal document sent by UGC under item No.2.13, UGC has sought funding proposals from the University about various activities which IQAC plans to hold in the next five years with justification. The number of possible activities which can be held were discussed and a list was drawn and approved for seeking funds from UGC as per **Appendix-C**.

ITEM No.VI: Proposals for seminars/workshops related to Quality Assurance.

As a follow up of the introduction of Credit-Based Choice-Based grading system in the University for initiating inter disciplinary mobility discussed in the last meeting of IQAC and the seminar held on 28th November, 2011, Prof. B.S. Marh made the presentation in the form of a model for the introduction of "Credit-Based and Choice-Based System" at Post-Graduate Level prepared by him and Prof. R.G. Shandil (**Appendix-D**) for the Geography Department. He said this presentation can be used as a prototype for drafting similar

schemes in various departments/institutes by the University. The members had number of queries which were satisfactorily responded to by Prof. B.S. Marh. The hardwork done by him and the members of his group in doing this work was commended by the Hon'ble Vice-Chancellor and the members. He further suggested that a one day seminar-cum-workshop with chairpersons and members of different Boards of Study should be organized to share this prototype to facilitate implementation.

ITEM No.VII: Any other item with the permission of the Chair

1. Director (IQAC)also presented the Result Framework document **(Appendix-E)**, a document to declare a result oriented approach to meet targets set by the University. He informed that IQAC and Dean, Planning and Teachers' Matters office will prepare a Result Frame Document for IQAC as a prototype which may be adopted later in the University by various departments/institutes/offices.
2. Prof. Bhalla told to adopt safety measures and preparation of disaster management on the campus which is need of the hour. It was decided the IQAC will look into this matter.
3. Director (ICDEOL) emphasized the need for activating placement cell of the University to train students of different professional courses of the University in a centralized way for job placement and for liasioning HR management teams from industry and an independent placement officer should be appointed.
4. The issue of the need for change in Academic Calendar of the P.G. Centre and its display on the website also came up during the discussion. The members had a feeling that there is a need to make the even and odd semesters equal in duration by rationalizing the vacation schedule making it more practical and spread over the whole academic year.
5. The Director (IQAC) also informed the members that there is some funding under the ITC head in the UGC grant for IQAC. He informed the members that following licensed softwares are urgently needed in IQAC to further accelerate the process of office automation:-
 - (i) Adobe Acrobat pdf file creator with facility to create fillable forms
 - (ii) Microsoft office licensed version.
 - (iii) Anti virus for the systems in IQAC.
 - (iv) Tally single user with hand holding facility.

It was decided in the meeting that the same be purchased out of the grant received from UGC for ICT purpose after seeking permission of the competent authority.

At the end, the Hon'ble Vice-Chancellor in his concluding remarks said that *we need to be global in infrastructure and academic quality*. He said that academic quality is fundamental to all the initiatives of the University. If there is some deficiency in the quality of physical infrastructure it can be tolerated but deficiency in academic quality, quality of research output and quality of research theses is not negotiable. We reach out to academic community through our papers and theses and to maintain and enhance their quality should be our prime concern. He also emphasized that to meet this target quality of governance is critical. We need to develop one particular group of members on the campus who will identify clauses in statutes and ordinances which require to be rewritten and changed as per contemporary needs to facilitate and alleviate concerns which impede quality and academic autonomy.

Meeting ended with a vote of thanks to the chair.

(Prof. P.K. Ahluwalia)

Approved

Hon'ble Vice Chancellor

PLAN OF ACTION CHALKED OUT BY THE IQAC IN THE BEGINNING OF THE YEAR TOWARDS QUALITY ENHANCEMENT FOR THE YEAR 1st MAY, 2011- 31st MAY, 2012

1. Reconstitution of the IQAC by involving more faculty members and Administrators as co-opted members.
2. To review the NAAC report of 2010 for reaccreditation and to start discussion on improving the grading of the system on the basis of the PEER report submitted to the Hon'ble Vice-Chancellor, HPU.
3. To identify processes and design forms to maintain record pertaining to quality assurance initiative and activities in various teaching research departments and branches of the Administration, Finance and Examination Wings of H.P. University.
4. To introduce academic auditing and drafting of evaluation sheets pertaining to:-
5. evaluation of teachers by students.
6. Evaluation of courses
7. Evaluation of Departments.
8. To constitute a committee to suggest ways and means to improve financial health of the University and modifications of the Account Manual and proformas of the Accounts Wing.
9. Reflecting activities of IQAC on the website regularly.
10. Creating of aesthetically designed dynamic website of Himachal Pradesh University.
11. Holding quality assurance workshops in collaboration with NAAC or any such other agency for teachers, administrators and non-teaching employees.
12. Identification of best practices being followed in the University and hosting website of the University.
13. Preparing parameters for quality assurance in response of the students.
14. Introduction of complete internal evaluation and assessment in Shimla campus of the University.
15. Initiate introduction of choice-based credit-based credit system for evaluation and assessment.
16. To write to UGC to release `5 Lacs grant for activating IQAC.
17. Creating ICT infrastructure for IQAC.
18. Creating e-versions of the Statutes, Ordinances, Acts, Manuals, and Application Forms for posting on the website in the pdf format for easy accessibility to the stake holders.

19. Distributing quality assurance literature obtained from NAAC/down-loaded from the NAAC website among the teachers and research departments, administrative wings and among students.
20. Liaisoning with State Quality Assurance Cell for dissemination of quality assurance in the affiliated colleges of the University.

Working Groups

- (i) **Drafting of Student Charter, aspects related to quality assurance in residences of students, and student's involvement in various activities:**
1. Prof. T.C.Bhalla, Dean Students' Welfare **(Chair)**
 2. Dr. A.K. Bhatt, Deptt. of Bio-Technology
 3. Prof. Kulwant Singh Rana, ICDEOL
 4. Prof. Sushma Sharma, Deptt. of Bio-Sciences
 5. Dr. Kamaljeet Singh, Chief Warden
 6. Dr. Des Raj Thakur, Deptt. of Bio Sciences
- (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 Examinations wing of the University:**
1. Prof. Mamta Mokta, Deptt. of Public Administration **(Chair)**
 2. Prof. Kulwant Pathania, Director (Academic Staff College), HPU.
 3. Prof. (Mrs.) Inderjeet Kaur, Department of Chemistry, HPU.
 4. Prof. Laxman Thakur, Department of History, HPU.
 5. Sh. R.K. Verma, Finance Officer, HPU.
 6. Sh. V.K. Vohra, Planning & Dev. Officer/Incharge (Estt.), HPU.
- (iii) **Academic Auditing and Drafting of Evaluation Sheets for and holding of workshop on the same:**
- i. **Evaluation of teachers by students**
 - ii. **Evaluation of course**
 - iii. **Evaluation of Department**
1. Prof. S.L. Kaushal, Deptt. of Management Studies, HPUBS **(Chair)**.
 2. Prof. C.L. Chandan, Deptt. of Management Studies, HPUBS
 3. Prof. B.S. Marh, Deptt. of Geography
 4. Prof. J.B. Nadda, Deptt. of Management Studies, HPUBS
 5. Prof. Harbans Singh Rana, Deptt. of Education
 6. Prof. D.K. Sharma, Deptt. of Chemistry
 7. Dr. Anita Sharma, Deptt. of Psychology
 8. DR/AR (Academic Branch), HPU.
- (iv) **Financial health, improvement of financial resources of the University, revision of account manual and other forms of Accounts Wing:**
1. Prof.(Mrs.) Neeraj Sharma, Deptt. of Chemistry **(Chair)**
 2. Prof. Aparna Negi, Deptt. of Economics
 3. Prof. C.L. Chandan, Deptt. of HPU Business School
 4. Prof. S.S. Narta, Deptt. of Commerce
 5. Dr. Arvind Kumar Bhatt, Deptt. of Biotechnology

6. Sh. N.S. Bisht, Deptt. of Economics
7. The Finance Officer, H.P. University
8. Sh. R.S. Tanwar, Asstt. Registrar(Compilation)
9. Sh. Waryam Singh Bains, Section Officer, P.F. Cell
10. Sh. Prem Verma, Supdt., Accounts-II Section
11. Ms. Birma Chauhan, Supdt., HPU Health Centre

(v) ICT intervention in Quality Assurance:

1. Dr. Manu Sood, Deptt. of Computer Science **(Chair)**
2. Prof. A.J. Singh, Deptt. of Computer Science
3. Mrs. Anita Ganpati, Deptt. of Computer Science
4. Dr. Vikas Sharma, Programmer, ICDEOL
5. Dr. Dhirender Sharma, UIIT
6. Assistant Controller of Examination, HPU
7. Deputy Registrar(Estt.), HPU

(vi) Evaluation and aesthetic design of the current Website of H.P. University:

1. Dr. Vikas Sharma, Incharge Computer Centre, ICDEOL **(Chair)**
2. Prof. P.K. Ahluwalia, Dean, Planning & Teachers' Matters
3. Prof. Neeraj Sharma, Director (UIIT)
4. Sh. Virender Kumar Vohra, Addl. C.O.E. & Incharge (Estt.)
5. Dr. Him Chaterjee, Associate Professor, Deptt. of Visual Arts
6. Sh. Balvir Singh Thakur, Associate Professor (IT), UIIT
7. Sh. Shashi Dogra, Programmer, Computer Centre, Examination Wing
8. Sh. Ramesh Kumar, Deptt. of Bio-Sciences

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

1. Prof. B.S.Marh, Deptt. of Geography **(Chair)**
2. Prof. R.G.Shandil, Department of Mathematics, HPU, Shimla-5.
3. Prof. S.S.Narta, Department of Commerce, HPU, Shimla-5.
4. Prof. Deshraj Thakur, Department of Bio-Sciences, HPU, Shimla-5.
5. Prof. Y.P.Sharma, Department of Physical Education, HPU, Shimla-5.

(ix) Identification of best practices going on in different department of the University:

1. Prof. P.K.Ahluwalia, Deptt. of Physics **(Chair)**
2. Prof. Kulwant Pathania, Director (Academic Staff College), HPU.
3. Prof. (Mrs.) Inderjeet Kaur, Department of Chemistry, HPU.
4. Prof. Laxman Thakur, Department of History, HPU.
5. Sh. R.K.Verma, Finance Officer, HPU.
6. Sh. V.K.Vohra, Addl. COE/Incharge (Estt.), HPU.

(x) Innovations in teaching and research:

1. Prof. H.S. Banyal, Dean of Studies **(Chair)**
2. Prof. Ramesh Chand, Deptt. of Education
3. Prof. Narinder Gupta, Deptt. of Law

4. Prof. Mahaveer Singh, Deptt. of Physics
5. Prof. M.S. Chauhan, Deptt. of Chemistry

(xi) Quality Assurance in Residencies of Students':

1. Prof. Kamal jeet Singh, Chief Warden, **(Chair)**
2. Dr. Surinder Kumar Sharma, Chairman, Deptt. of Physical Education
3. Prof. Kuldeep Kumar, Warden, SBS Boys Hostel.
4. Dr. Anand Sagar, Warden, NBH II, HPU, Shimla.
5. Dr. Sanjay Sindhu, Warden, Tagor Boys Hostel.
6. Dr. (Mrs.) Shashi Sharma, Warden, Gargi Girls Hostel.
7. Dr. (Mrs.) Suvarcha Chauhan, Warden, Saraswati Girls Hostel.
8. Dr. (Mrs.) Anita Sharma, Warden, Manikaran Girls Hostel.
9. Sh. Shankar Dass, Section Officer, Chief Warden Office.

(xii) Working group for Introduction of internal evaluation and assessment in smaller departments:

1. Prof. R.G. Shandil, Deptt. of Mathematics **(Chair)**
2. Dr. Surinder Kumar Sharma, Deptt. of Physical Education
3. Prof. R.P. Sharma, Deptt. of Mathematics
4. Prof. B.S. Marh, Deptt. of Geography
5. Prof. D.K. Sharma, Deptt. of Chemistry
6. Prof. Laxman Thakur, Deptt. of History
7. Prof. J.S. Parmar, University Business School

(xiii) Working group for Efficiency in administration:

1. Sh. Virender K. Vohra , Planning & Dev. Officer & Incharge (Estt.) **(Chair)**
2. Prof.(Ms.) Mamta Mokta, Deptt. of Public Administration
3. Dr.(Ms.) Anita Sharma, Deptt. of Psychology
4. Dr. Kamaljeet Singh, Chief Warden
5. Dr. Pradeep Kumar, Deptt. of Mathematics, ICDEOL
6. Sh. B.S. Chauhan, Section Officer, Academic Staff College

(xiv) Computerization of Library and converting it into an Academic Information Hub

1. Sh. H.N. Sharma, Dy. Librarian/Incharge, HPU Library **(Chair)**
2. Prof. P.K. Ahluwalia, Director(IQAC) and Dean, Planning & Teachers' Matters
3. Dr. Manu Sood, Deptt. of Computer Science
4. Mrs. Bimla Kwatra, Dy. Librarian
5. Sh. Deepak Sharma, Asstt. Librarian (Tech.) & Inlibnet

(xv) Environment and cleanliness Drive Committee

1. Dr. A.K. Bhatt, Deptt. of Bio-Technology **(Chair)**
2. Er. Rakesh Sharma, Executive Engineer, Construction Division
3. Sh. Virender Vohra, P& D.O.
4. Prof. Kamaljeet Singh, Chief Warden
5. Dr. Him Chatterjee, Deptt. of Performing Arts

6. Dr. Chandra Mohan, Deptt. of Tourism Adms., HPU
7. Dr .Des Raj Thakur, Deptt .of Bio-Sciences
8. Dr. Sanjay Sharma, Deptt. of Physical Education
9. Dr. Umesh Maudgil, Principal, HPU Model School
10. Mr. Ramesh Thakur, Photographer, Deptt. of Bio-Sciences
11. Mr. Yashpal Thakur, Caretaker, Faculty House

LIST OF ACTIVITIES OF IQAC PROPOSED FOR 12TH FYP TO BE SENT TO UGC

- (i) Quality Assurance in Higher Education – Conference for Administrative Officers of the University upto Section Officer level.
- (ii) Conference for Deans, Chairpersons, Directors of Institutes on internal quality assurance.
- (iii) Workshop for preparing format for result framework document.
- (iv) Workshop on IT tools for quality assurance. (3 in five years)
- (v) Workshop on development of proforma's for evaluation of teachers, courses, departments/institutes, administration and other such activities.
- (vi) ICT workshop on the maintenance of quality assurance records and design of formats.
- (vii) Creation of e-conversion of Statutes, Ordinances, Acts, Manuals and Application Forms of the University.
- (viii) Development of a dynamic website of the IQAC in the web portal of the University.
- (ix) Workshop on best practices for quality assurance.
- (x) Workshop on implementation of credit based-choice based grading system in the University courses.
- (xi) Automation of various activities of IQAC through the development of packages for maintaining data and report generation.
- (xii) Creation of dynamic pdf (fillable) forms.
- (xiii) Honorarium for Director (IQAC).
- (xiv) Funds for ICT.
- (xv) Funds for conference/seminar related to IQAC.
- (xvi) Hardware and software for automation of Director (IQAC).
- (xvii) Workshop on strengthening of research and Statistic Cell of the University through ICT intervention and development of statistics management software.
- (xviii) Workshop on quality radars and performance indicators for higher education.
- (xix) Workshop on Plagiarism and Intellectual property right.
- (xx) Improving the quality of Thesis presentation, check list etc. for the same.
- (xxi) Disaster Management
- (xxii) Workshop on 'Student Charter'.

A Model for the Introduction of Credit-Based and Choice-Based System At Post-Graduate Level

By the
IQAC Working Group for
Introduction of Internal Evaluation and Assessment

The 11th plan document of the UGC has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. An important aspect of this is the need to consider and adopt Semester System, Choice Based Credit System(CBCS) and flexibility in Curriculum Development and Examination Reforms in terms of adopting continuous Evaluation Pattern and reducing the weightage on the semester-end examination so that students have a de-stressed learning environment all through the academic session.

In our University we already have in place a semester system at P.G. Level and a component of Internal Assessment has been incorporated in regular courses at U.G and P.G. levels. However, we need to incorporate CBCS and continuous evaluation pattern and grade-point system to make this commensurate with the academic patterns prevailing the world over.

In order to move towards introduction of Choice Based and Credit Based System at P.G. level an extensive exercise is required in respect of modeling of our course contents in a new format and identifying Core courses (compulsory), Elective Courses (optional, within the department (departmental elective) as well as some from outside the department (open electives)) and Self study courses etc., at the level of each Department of the University.

Some Universities in the country have already gone in for implementation of Choice Based Credit Based System and continuous Assessment and Grading pattern. To name a few, Mysore University and North East Hill University, Shillong and most of the Central universities have already taken a lead in this direction and have introduced CBCS and continuous evaluation and grading system in their courses.

After going through the models of CBCS of the above mentioned Universities and a number of other premier International Universities and Institutes we have attempted to formulate a model for the introduction of CBCS and continuous assessment and grading pattern in a typical University Department.

The Department chosen here is Geography Department. In this Department at the M. A. / M. Sc. Level some courses are theoretical only, some courses have practical component and field work also. There is a component of project work also for the completion of the degree.

In the proposed model for this Department the M.A./M.Sc programme has been taken to be completed in 24 courses with each having 4 credits. One credit has been defined to be equivalent to one-hour class lecture or one two-hour tutorial or practical class per week.

For each semester the number of Core (Compulsory) courses and elective courses are listed and the schemes regarding the selection of courses in a semester are mentioned. For the completion of each course the number of lectures, tutorial and practicals required are mentioned. Each Department is supposed to list some courses (open electives) which could be taken by students of other Departments also.

M.A. / M. Sc. (Geography)

Programme Outline

Note: One credit is equivalent of one one-hour lecture class, or one two-hour tutorial or practical class per week.

Year / Semester	Courses	Credits	Duration
First Year			
1 st Semester	6 core courses of 4 credits each	24	12 Weeks
2 nd Semester	6 core courses of 4 credits each	24	12 Weeks
Second Year			
3 rd Semester	6 elective courses of 4 credits each (2 electives may be from outside and 1 self-study elective)	24	12 Weeks
4 th Semester	6 elective courses of 4 credits each (2 electives may be from outside and 1 self-study elective).	24	12 Weeks
Total	24 courses of 4 credits each	96	48 Weeks

Programme Details

Notes for I and II Semesters:

1. All students enrolled for M.A. / M. Sc. in Geography will have to take all the courses listed below. There is available **no choice**.
2. Students enrolled for M.A. / M. Sc. in Geography will be allowed not more than one four-credit course per semester as **self-study course** if no teacher is available for a particular course.
3. The possible breakup of credits in the I and II semesters is as given below:
 - i. Up to 48 credits of **Core Courses** (24 x 2 = 48) from within the Department of Geography.
 - ii. Up to 8 credits as **self-study courses** from within the Department of Geography.

1st Semester (6 Core Courses of 4 Credits each)				
Course No.	Course Title	Credits	Number of Lectures-Tutorials-Practicals (L-T-P)	Course Coordinator / Teacher
Geo 101	History of Geographical Thought	4	48-0-0	
Geo 102	Geomorphology	4	48-0-0	
Geo 103	Climatology	4	48-0-0	
Geo 104	Human Geography	4	48-0-0	
Geo 105	Basic Cartography	4	24-10-14	
Geo 106	Map Projections	4	20-10-18	
Total	6 Courses	24	236-20-29	

2nd Semester (6 Core Courses of 4 Credits each)				
Course No.	Course Title	Credits	Number of Lectures-Tutorials-Practicals (L-T-P)	Course Coordinator / Teacher

Geo 201	Economic Geography	4	48-0-0	
Geo 202	Population Geography	4	48-0-0	
Geo 203	Bio-Geography	4	48-0-0	
Geo 204	Oceanography	4	48-0-0	
Geo 205	Basic Remote Sensing	4	24-10-14	
Geo 206	Quantitative Techniques	4	20-10-18	
Total	6 Courses	24	236-20-29	

Notes for III and IV Semesters:

1. Students can choose elective courses out of those listed below and also from outside the department (departments other than the Department of Geography) as detailed in No. 2 below as well as one self-study elective (1 x 4 = 4 credits) course per semester (4 x 2 = 8 credits) from the ones listed at the end.
2. In the III and the IV semesters students can choose not more than two four-credit courses (2 x 4 = 8 credits) per semester (8 x 2 = 16 credits) from outside of the department (departments other than the Department of Geography).
3. Thus the possible breakup of credits in the III and IV semesters is as given below:
 - a. Up to 48 credits (but not less than 32 credits) from within the Department of Geography.
 - b. Up to 16 credits from the departments other than the Department of Geography.
 - c. Up to 8 credits of self-study courses (these will be included in the 48 or 32 credits of within Department of Geography courses).

3rd Semester (6 Elective Courses of 4 Credits each)				
Course No.	Course Title	Credits	Number of Lectures-Tutorials-Practicals (L-T-P)	Course Coordinator / Teacher
Geo 301	Fluvial Geomorphology	4	48-0-0	
Geo 302	Regional Planning	4	48-0-0	
Geo 303	Desert Geomorphology	4	48-0-0	
Geo 304	Political Geography	4	48-0-0	
Geo 305	Social Geography	4	48-0-0	

Geo 306	Cultural Geography	4	48-0-0	
Geo 307	Advanced Cartography	4	24-10-14	
Geo 308	Digital Remote Sensing	4	24-10-14	
Geo 309	Map Projections (Mathematical Treatment)	4	24-10-14	
Geo 310	Field Methods in Geomorphology	4	24-10-14	
Total	6 Courses	24		

4th Semester (6 Elective Courses of 4 Credits each)				
Course No.	Course Title	Credits	Number of Lectures-Tutorials-Practicals (L-T-P)	Course Coordinator / Teacher
Geo 401	Geography of Resources	4	48-0-0	
Geo 402	Glacial Geomorphology	4	48-0-0	
Geo 403	Geography of Human Well-being	4	48-0-0	
Geo 404	Geography of Himachal Pradesh	4	48-0-0	
Geo 405	Geographical Information System	4	24-10-14	
Geo 406	Digital Cartography	4	20-10-18	
Geo 407	Advanced Quantitative Techniques	4	20-10-18	
Geo 408	Photogrammetry	4	20-10-18	
Geo 409	Advanced Climatology	4	48-0-0	
Geo 410	Field Methods in Human Geography	4	20-10-18	
Total	6 Courses	24		

Course No.:	Geo 102
Course Title:	Geomorphology
Number of Credits:	4 (4-0-0)
Number of Lecture-Tutorial-Practical:	48-0-0
Course Coordinator / Teacher:	Prof. Bhupinder S. Marh

Course Outline

The purpose of this course is to introduce to the students the basic understanding of the geomorphic principles. The basic concepts of geomorphology will be introduced and their evolution will be discussed. Understanding of the geomorphic landscape of the earth will be the prime objective of the course. Mega geomorphic features (global), meso level (regional) geomorphic features, and micro level (local) features will be discussed in a scientific manner.

Evaluation Procedure (Percentage of marks to be allotted to each component)

• Classroom Attendance:	10%
• Two Minor Tests:	
○ Test – I:	15%
○ Test – II:	15%
• Homework Assignment:	10%
• One Major Test (Semester End)	50%
Total:	100%

Notes on Evaluation of Tests / Examination:

- (1) Question papers for the tests will be set by the course coordinator / teacher. All the tests will contain multiple choice type, true-false, short answer, and long answer type of questions in different proportions. After the examination, answers to the questions will be discussed in the class before evaluation. The evaluated answer books will be made available to the students in the class. Complaints, if any, will be made to the course coordinator / teacher within two days of the declaration of result. Complaints will be decided by a committee comprising the course coordinator, department chairman, and one teacher of the department other than the course coordinator. Decision of the committee will be final.
- (2) When offered as a **self-study course**, evaluation will be done through a semester-end examination on 100% basis. The question paper will contain multiple choice type, true-false, short answer, and long answer type of questions in different proportions. Question paper will be set by a teacher of the department selected by

the department chairman. The same teacher will also be evaluating the answers. Other conditions will remain the same as stated above in Note (1).

(3) The percent marks may be converted to **Grade Point Average (GPA)** on a nine-point scale as follows:

Per Cent Marks	Letter Grade	Point Grade
• Less than 35% marks	F (fail)	0.0
• 35% to 45% marks	C	1.0
• 46% to 50% marks	B	1.5
• 51% to 55% marks	B+	2.0
• 56% to 59% marks	B++	2.5
• 60% to 70% marks	A	3.0
• 71% to 80% marks	A+	3.5
• 81% to 90% marks	A++	4.0
• 91% and more marks	A++ with distinction	5.0

Details of Course Content and Allotted Time

No.	Topics	Allotted Time (Hours)		
		Lectures	Tutorials	Practicals
1.	History (brief) of geomorphology Basic Concepts	5		
2.	Structure of the earth Rocks, rock deformation, and weakness Plate tectonics and earth's surface configuration	5		
3.	Geologic Time Weathering and soil formation	5		
4.	Streams and their work: Drainage networks Genetic Classification of Streams Sediment transport and deposition	5		
5.	Semi-arid and arid landscapes: Causes of aridity Weathering and erosion in deserts Desert landscape	5		
6.	Glacial forms and processes: Mechanics of glacial movement Glacial erosion Glacial Deposition Periglacial forms and processes	5		
7.	Coastal forms and processes: Tides, waves and currents Rocky and non-rocky coasts Coastal sand dunes and wetlands Deltas, coral reefs	5		
8.	Karst landforms and processes: Conditions for karst Groundwater and its role Karst surface forms Karst caves	5		

9.	Applied Geomorphology: Application of geomorphology Natural hazards Geomorphology in environmental management	5		
Examinations and tests		3		
Total		48		

Recommended Textbook:

Kale, Vishwas S. and Avijit Gupta. (2001) *Introduction to Geomorphology*. Orient Longman.

Other readings:

Bloom, A.L. (1979) *Geomorphology*, New Delhi: Prentice Hall of India Pvt. Ltd.

Dayal, P. (1995) *A Textbook of Geomorphology*, Patna: Shukla Book Depot.

Embleton, C. and King, C.A.M. (1975) *Glacial Geomorphology*, London: Edward Arnold.

Fairbridge, R.W. (1968) *Encyclopedia of Geomorphology*, New York: Reinholds.

Morisawa, M (1968) *Streams*, New York: McGraw Hill.

Pitty, A.F. (1982) *The Nature of Geomorphology*, New York: Methuen.

Rice, R.J. (1990) *Fundamentals of Geomorphology*, London: ELBSL.

Schumn, S. (1977) *The Fluvial System*, New York: John Wiley and Sons.

Sharma, H.S.(ed.) (1980) *Perspectives in Geomorphology*, New Delhi: Concept.

Sharma, V.K. (1986) *Geomorphology*, New Delhi: Tata McGraw Hill.

Singh, Savindra (1998) *Geomorphology*, Allahabad: Prayag Pustak Bhawan.

Small, R.J. (1978) *The Study of Landforms*, Cambridge: Cambridge University.

Sparks, B.W. (1960) *Geomorphology*, London: Longman.

Strahler, A.N. (1992) *Physical Geography*, New York: John Wiley and Sons.

Thornbury, W.D. (1969) *Principles of Geomorphology*, New York: John Wiley and Sons.

**RESULT-FRAMEWORK DOCUMENT OF THE INTERNAL QUALITY ASSURANCE CELL(IQAC)
(SHOULD BE YEARWISE)**

The following needs to be defined:

- I.
 - 1. Vision
 - 2. Mission
 - 3. Objectives
 - 4. Funds

- II. Inter Se priorities among
 - 1. Key Objectives
 - 2. Success Indicators
 - 3. Targets

Column 1	Column 2	Column 3	Column 4		Column 5	Column 6				
Objective	Weight (Out of total 100 points)	Actions	Success Indicator	Unit	Weightage (Out of points given in col.No.2)	Target/Criteria Value				
						Excellent	Very Good	Good	Fair	Poor

- III. Trend Values

Objective	Action	Success Indicator	Unit	Actual Value for Financial Year

- IV. Description and Definition of Success Indicator

Sr.No.	Success Indicators	Description/Definition

- V. Measurement Methodology has been indicated