

PROCEEDINGS OF THE MEETING OF THE IQAC HELD ON 02.04.2015 AT 11.00 A.M. IN THE COMMITTEE ROOM OF THE VICE-CHANCELLOR'S OFFICE.

A Meeting of the Internal Quality Assurance Cell (IQAC) was held on 02.04.2015 at 11.00 A.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:

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| 1. Prof. A.D.N. Bajpai, Hon'ble Vice-Chancellor,
Himachal Pradesh University, Shimla. | Chairman |
| 2. Prof. R.S. Chauhan, Hon'ble Pro Vice-Chancellor,
Himachal Pradesh University, Shimla | Special Invitee |
| 3. Prof. T.C. Bhalla, Dean of Studies, H.P. University, Shimla | Member |
| 4. Prof. P. K. Ahluwalia, Deptt. of Physics, H.P. University, Shimla | Member |
| 5. Prof. Neeraj Sharma, Deptt. of Chemistry, H.P. University, Shimla | Member |
| 6. Prof. D.C. Gautam, Deptt. of Bio-Sciences, H.P. University, Shimla | Member |
| 7. Prof. Sanju Karol, Deptt. of Economics (ICDEOL), H.P. University | Member |
| 8. Prof. Kamaljeet Singh, Deptt. of Laws, H.P. University, Shimla | Member |
| 9. Prof. Mamta Mokta, Deptt. of Pub. Administration, HPU, Shimla | Member |
| 10. Prof. Aparna Negi, Deptt. of Economics, HPU, Shimla | Member |
| 11. Prof. Y.P. Sharma, Deptt. of Physical Education,
H.P. University, Shimla-171005. | Member |
| 12. Prof. Amarjeet Singh, Dept. of Computer Sciences,
H.P. University Library, Shimla-171 005. | Member |
| 13. Prof. Him Chatterjee, Deptt. of Visual Arts, H.P. University,
Shimla-171 005. | Member |
| 14. Dr. O.P. Verma, Deptt. of Commerce,
H.P. University, Shimla-171 005. | Member |
| 15. Dr. A.K. Bhatt, Deptt. of Biotechnology,
H.P. University, Shimla-171 005. | Member |
| 16. Dr. Vikas Dogra, Dept. of Journalism & Mass Communication,
H.P. University, Shimla-171 005. | Member |
| 17. Prof. Shanti S. Sharma, Librarian, H.P. University Library,
Shimla-171 005. | Member |
| 18. Sh. Mukesh Sharma, Incharge Computer Centre,
H.P. University, Shimla-171 005. | Member |
| 19. Ms. Devkanya, Alumni, HPU, Communication Officer
SJVN, New Shimla | Member |
| 20. Prof. M.S. Chauhan, Dean, Planning & Teachers' Matters | Member Secretary |

Meeting of IQAC started with the playing of H.P. University *Kulgeet*. At the very outset Prof. M.S. Chauhan, Member Secretary, IQAC welcomed Prof. A.D.N. Bajpai, Hon'ble Vice-Chancellor, H.P. University & Chairperson (IQAC), Hon'ble members and especially

the new members of Internal Quality Assurance Cell (IQAC) to its first meeting for the year 2015 and hoped that their presence in IQAC will further strengthen the activities of IQAC.

Members were also informed that the re-constituted IQAC has been made broad based by the Hon'ble Vice-Chancellor to give representation to young faculty members and students on the campus by co-opting them so as to involve them vigorously in quality assurance processes. Members were also told that the outside experts Prof. Akshay Aggrawal, Vice Chancellor, Gujrat Technical University, Ahmedabad and Prof. J.L.Kaul, HNB Central University, Srinagar, Garhwal, Utrakhand conveyed their inability to attend the meeting because of their busy schedule.

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

Item No. 1: Quality Assurance.

1.1 Annual Quality Assurance Report 2013-14: Presentation and Approval.

- The Annual Quality Assurance Report for the academic year 2013-2014 to be submitted to the NAAC Office, Bangalore was placed before the committee and it was unanimously approved. It was also decided that in future every teacher in the department will incorporate all the academic information correctly and instruct the staff to fill up these information in the proforma supplied by the NAAC through Dean, Planning & Teachers' Matters.

The Hon'ble Vice-Chancellor, Chairman of the cell also suggested that Annual Quality Assurance Report (AQAR) should be presented before the IQA Cell on mid-term basis and various Deans of the faculties should be made responsible for sending factual information regarding research projects, activities of the department and other academic/administrative/ extra-curricular activities in the AQAR. Hon'ble Vice-Chancellor also suggested to highlight the activities of different centres of the University and a proper register of the seminars/conferences and other extra-curricular activities conducted by different departments/institutes/ sections should be maintained by the concerned Chairperson/Head of the section.

1.2 Implementation of Teacher evaluation by students - an appraisal report about implementation-

- Prof. M.S.Chauhan informed that a feedback form for teachers' evaluation by students (Both in Hindi and English) was circulated among the departments/institutes. This evaluation system was implemented in most of the departments successfully and the same was appreciated by the Hon'ble Vice-Chancellor. It was further suggested by the members of the committee that the teachers evaluation proforma should be revised as the same is very lengthy and an e-proforma should also be prepared so that this evaluation could be done online as provision for this work has already been made in the DPR of the university management system.

1.3 Activities initiated by various clubs & societies- Appraisal report.-

Prof. M.S. Chauhan, Dean Planning reported about the following activities of the various clubs/societies formed in different departments to ensure the participation of students of H.P. University in the activities of these clubs.

1. **HPU Chess Club** was formed in the Dept. of Mathematics and a Chess competition was organized by the department.
2. The students of the Dept. of Mathematics were apprised of the **HPU Scientific Temper and Science Popularization Society** and its various activities that are to be carried out in the near future.
3. **HPU Health and Counselling Club** has been formed.
4. A Health Camp in Rani Laxmibai Girl Hostel and H.P. University Campus was organized under **HPU Women Empowerment Club**.
5. The students of the Dept. of Mathematics were apprised of the **HPU Photography Society** and its various activities that are to be carried out in the near future.
6. **HPU Music Club** organized "Sangeet Sankalap" program in Dept. of Performing Arts.
7. HPU Tourism Club/Society organized Community sensitization programmes, Heritage Walks and Cleanliness Campaigns, Environmental Awareness Programmes in the campus.
8. HPU Social Network Club/Society organized reunion programmes for alumni and students in the Institute of Vocational Studies.

9. HPU Entrepreneurs Club/Society organized regular guidance programmes and Interaction programmes of local entrepreneurs/local stakeholders with the students in the Institute of Vocational Studies.
- 10.HPU Adult Education & New Literates Clubs/Society organized a lecture on the topic “Sustainable Rural Development”.
- 11.A meeting of the members of HPU Green Environment Club was held so that this club could be formed and start functioning.
- 12.Dept. of Hindi has organized various seminars/lectures and “Hindi Utsav” under HPU Arts/Literature Club/Society society.

Hon’ble Vice-Chancellor and members of the committee appreciated this initiative and suggested that more activities of these clubs and societies should be encouraged. It was also suggested that to maintain proper record of the activities of the clubs/societies a register should be maintained by the respective departments/Incharge of the Club/Societies.

1.4 Report of the working group constituted to design the registers to maintain record of administrative, Academic curriculum, extension activities, seminars or other such activities for the purpose of accreditation by NAAC in various departments, institutes and administrative units to be felicitated by IQAC of HPU.

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1.5 Report of Placing student charter at following places

- **Library**
- **Administration Block**
- **Dean of Studies Office**

- **Chief Warden Office,**

- **Dean Students’ Welfare Office**

Prof. M.S.Chauhan reported that Students Charter Boards have been duly placed on the above mentioned places. The members of the Internal Quality Assurance Cell approved the work done by the Cell with appreciation.

Item No.2: e- Initiatives in HPU campus.

2.1 Status of proposal regarding H.P. University website for people with different abilities (PWD).

Dr. Mukesh, Incharge, Computer Centre has reported that the supply order has been placed with NIC for the Scheme “Redevelopment of accessibility compliant web portal of HPU www.hpuniv.nic.in”, and their advance payment will be processed soon.

2.2 Activities of the Advisory Group for computerization activities to coordinate and plan–e initiatives on the campus.

Dr. Mukesh Kumar, Incharge Computer Centre has reported that for computerization activities, an Expression of Interest (EOI) for “Web Enabled University Management System” has been advertised. Twelve companies submitted their proposals and a meeting for scrutinizing their documents has been held on 24.03.2015 under the Chairmanship of Registrar. Now companies will be called for their presentation and after that the financial bidding will be invited from only the qualified companies. In this regard Hon’ble Vice-Chancellor directed Dr. Mukesh to invite all the Chairpersons/ stakeholder in the presentation and circulate the DPR of the project among them.

2.3 Report of FAQ e-book for students of Distance Education & Open Learning.

In this context, Prof. Sanju Karol presented the hard copy of the FAQ e-book before the Hon’ble Vice-Chancellor and reported that a working group in ICDEOL was formed for the purpose and in the meetings of this group the matter was discussed and questions for FAQ were framed. It was also decided to bring out these questions in the form of an e-book to be uploaded on the ICDEOL Website but due to the untimely sad demise of Dr. Vikas Sharma, Web Administrator, the completion of this work got stalled.

The members of the committee appreciated the efforts made by Prof. Karol.

2.4 Report of working group on Bio-metric system for attendance.-

Prof. P.K. Ahluwalia informed that the required infrastructure for installation/ implementation of Personnel Information Management System (PIMS) has been provided to the concerned section and further process for installation of Bio-metric system will be started soon.

Item No.3: Rashtriya Uccharat Shiksha Abhiyan.

CBCS in PG courses of HPU from academic session 2015-16.

The matter was discussed and Prof. T.C.Bhalla, Dean of Studies informed that the process for implementation of Choice Based Credit System in Post Graduate Classes from the academic year 2015-16 has been started. Further Hon'ble Vice-Chancellor directed the Dean of Studies to expedite the matter.

Item No.4: Preparations for Re accreditation:

4.1 Status of Reaccreditation (IIIrd Cycle) of HPU by NAAC.

Prof. M.S. Chauhan informed that H.P. University has applied for the 3rd Cycle of accreditation by submitting online Letter of Intent (LoI) to the National Assessment and Accreditation Council (NAAC) but the same has been rejected due to non submission of the Statutory Regulatory Authority Certificates of courses running in various faculties of H.P. University. Therefore, these Statutory Regulatory Authority Certificated are being procured from the concerned department/institute and afresh LoI will be re-submitted to the NAAC after obtaining all the necessary SRA certificates. Further, Hon'ble Vice-Chancellor directed the Dean Planning to expedite the matter so that letter of Intent could be re-submitted to the NAAC at the earliest.

4.2 Mock exercise for re-Accreditation due in 2014. (Modalities)

The matter was discussed and it was suggested by the Hon'ble Vice-Chancellor that the Self Study Reports to be submitted to the NAAC should be shown to the teachers who have been the members of the NAAC Peer Team for obtaining their expert opinion before submitting the same to the NAAC.

Item No.5: Other initiatives:

5.1 Report of the Working group for creating proformas for student feedback about.

(a) Course Evaluation. (b) Infrastructure evaluation.

5.2 Gathering of Citation Data (Letter sent to each faculty member)

Prof. P.K. Ahluwalia informed that 67 teachers' of Himachal Pradesh University have created their "Google Scholar" account. The matter was discussed and it was further suggested by the members of the Cell that the citation index, impact factor and H-index of the citations could be fetched by other Websites such as Research Gate & Scopus as this data is more reliable and latest as compare to the Google Scholar Website. It was also suggested that the data of the books in HPU Library should be digitized on priority since digitization work for this purpose has already been started in the Library.

5.3 Report of the Working Group for doing space audit in the University.

Prof. P.K. Ahluwalia informed that a proforma for doing space audit in the University has been prepared. It was decided that the proforma should be circulated in the various departments/sections and a detailed report on that should be prepared by the A.R. Estate.

Item No.6: Any other initiatives to be proposed for the next academic year:

Hon'ble Vice-Chancellor and members of the Cell proposed the following programmes/work for the next academic year:

- The name of the Hon'ble Pro-Vice-Chancellor should be added in the list of IQAC members.
- The Existing Alumni Association of the University should be strengthened by inviting more members.
- A Comparative data of the activities undertaken by various departments should be prepared to analyze the improvement made by the University.
- Special Assistance Programme (SAP) should be reviewed by each departments.
- It was also proposed to organize One day seminar to discuss the Weakness of H.P. University highlighted under SWOT analysis.
- Calendar of activities to be done by various departments during the next academic year should be prepared.
- It was also suggested that Pre-examination Coaching Centre and SC/ST & Statistical Cell should be brought under one umbrella.

- An advisory group for planning section should be constituted.
- To work in the direction of creating e-learning resources under RUSA
- Proper space should be provided to retired professors in the respective departments to impart research guidance to the students registered with them for Ph.D. programmes.
- Measures should be taken to encourage the Faculty Recharge Programmes.
- Efforts should be made for timely declaration of Examination results under RUSA.
- A Lecture Series should be started in Farewell function organized by the University by inviting Eminent Professors/Speakers in the function.
- Financial consultancy should be taken to maintain records of FDR.

Hon'ble Vice-Chancellor in his concluding remarks congratulates Prof. M.S. Chauhan for organizing the meeting of Internal Quality Assurance Cell. He further emphasised that things are not improving in a satisfactory manner and measures should be taken to start the work regarding writing off the old records, beautification, cleanliness and landscaping of the campus etc.

He further cautioned the members that no let up should come in our efforts to make H.P. University among the leading Universities of the world.

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

(Prof. M. S. Chauhan)

Approved

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

PROCEEDINGS OF THE MEETING OF THE IQAC HELD ON 04.09.2015 AT 10.30 A.M. IN THE COMMITTEE ROOM OF THE VICE-CHANCELLOR'S OFFICE.

A Meeting of the Internal Quality Assurance Cell (IQAC) was held on 02.04.2015 at 10.30 A.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. A.D.N. Bajpai, Hon'ble Vice-Chancellor, Himachal Pradesh University, Shimla.	Chairman
2. Prof. R.S. Chauhan, Hon'ble Pro Vice-Chancellor, Himachal Pradesh University, Shimla	Special Invitee
3. Prof. P.K.Ahluwalia, Deptt. of Chemistry, H.P.University, Shimla	Special Invitee
4. Prof. Laxman Singh Thakur, Dean of Studies, H.P.University, Shimla	Member
5. Prof. P.K.Vaid, Director, ICDEOL, H.P.University, Shimla	Member
6. Prof. Neeraj Sharma, Deptt. of Chemistry, H.P. University, Shimla	Member
7. Prof. D.C. Gautam, Deptt. of Bio-Sciences, H.P. University, Shimla	Member
8. Prof. S.N.Sharma, Dean, Faculty of Laws, H.P.University	Member
9. Prof. Kamaljeet Singh, Deptt. of Laws, H.P. University, Shimla	Member
10. Prof. Mamta Mokta, Deptt. of Pub. Administration, HPU, Shimla	Member
11. Prof. Aparna Negi, Deptt. of Economics, HPU, Shimla	Member
12. Prof. Y.P. Sharma, Deptt. of Physical Education, H.P. University, Shimla-171005.	Member
13. Prof. Amarjeet Singh, Dept. of Computer Sciences, H.P. University Library, Shimla-171 005.	Member
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17. Dr. Vikas Dogra, Dept. of Journalism & Mass Communication, H.P. University, Shimla-171 005.	Member
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and Prof. S.N.Sharma to its first meeting for the year 2015 and hoped that their presence in IQAC will further strengthen the activities of IQAC. Hon'ble Vice-Chancellor conveyed his special thanks to Prof. P.K. Ahluwalia for sparing his valuable time to attend this meeting.

Members were also informed that the re-constituted IQAC has been made broad based by the Hon'ble Vice-Chancellor to give representation to young faculty members and students on the campus by co-opting them so as to involve them vigorously in quality assurance processes. Members were also told that the outside experts Prof. Akshay Aggrawal, Vice Chancellor, Gujrat Technical University, Ahmedabad and Prof. J.L.Kaul, HNB Central University, Srinagar, Garhwal, Utrakhand conveyed their inability to attend the meeting because of their busy schedule.

Thereafter, the agenda items (Questions for discussion) were taken up for deliberations with the permission of the Chair.

Item No. 1:

Should India focus its resources on research universities, including liberal arts and social sciences so as to improve the country's position in the global rankings?

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- The Annual Quality Assurance Report for the academic year 2013-2014 to be submitted to the NAAC Office, Bangalore was placed before the committee and it was unanimously approved. It was also decided that in future every teacher in the department will incorporate all the academic information correctly and instruct the staff to fill up these information in the proforma supplied by the NAAC through Dean, Planning & Teachers' Matters.

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1.9 Report of Placing student charter at following places

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Item No.4: Preparations for Re accreditation:

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

-Sd-

(Prof. M. S. Chauhan)

Approved

-Sd-

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

INPUT FOR NAAC

Questions for Discussion

- Since by definition in a university system teaching and research are essentially inseparable as such the focus needs to be on strengthening the existing system in all possible ways including infrastructure, laboratory & library facilities and also the human resource. In a nutshell, a conducive atmosphere for enhanced research output has to be promoted.
 - It is pertinent to mention here that many reputed research institutes across the country are seeking to incorporate some degree of teaching component to enhance their research performance!
- Universities must be ranked on a universally accepted ranking criterion. This obviates tremendous improvement in performance.
 - Local system of evaluation may be developed for internal consumption purposes alone and the purpose of the same should ostensibly be to help the university to be internationally competitive.
- Accreditation must be mandatory **HOWEVER**; regional variation and constraints **MUST BE** appropriately accounted for an accreditation exercise to be truly meaningful.
- To make the process of accreditation objective and verifiable the following needs to be done:
 - NAAC Proforma **MUST** be simplified to include only the relevant points.
 - A follow up exit meeting of the NAAC team with the accredited university will add to objectivity and verifiability.
- Both programme and institution accreditations are desirable.

Ranking of Institutions and Accreditation

1. Changes suggested in the accreditation system:
 - a. Autonomous functioning of NAAC must be preserved/ensured.
 - b. A Unified Higher Education Qualification Framework is desirable but regional nuances must be taken into cognizance so as to devise a nationally applicable and acceptable Unified Higher Education Qualification Framework.
 - c. State Higher Education Council must be **FUNCTIONALLY** linked to the UGC and likewise the State Accreditation Council must be **FUNCTIONALLY** linked to NAAC.
 - d. Objectivity and verifiability must be enhanced as suggested above.
2. Hindering factors that make our HE institutions fare poorly in world ranking include:
 - a. International engagement at the levels of student enrolment and faculty exchange needs to be encouraged.
 - b.
3. Suggestions to help our universities achieve global standards:
 - a. For curricular and academic reforms, where needed/applicable expertise from the professional domain may be included as members of board of studies.

- b. Inter university consortium (e.g. within State, within region) should be developed so as to promote intra state, inter state, intra region, inter region:
 - i. Faculty mobility
 - ii. Interdisciplinary research
- c. Skill development and entrepreneurship development courses may be initiated