

**MINUTES OF THE MEETING OF IQAC HELD ON 15-12-2017 AT 2.30 PM IN THE COMMITTEE HALL OF ACADEMIC ACTIVITY CENTRE (CHAURAS CAMPUS), HNB GARHWAL UNIVERSITY, SRINAGAR (GARHWAL).**

The meeting of the IQAC was held on 15<sup>th</sup> December, 2017 in which the following were present:

1. Prof. J.L. Kaul, Vice Chancellor, Chairman
2. Prof. D.S. Negi, Pro-Vice Chancellor, Member
3. Prof. N.C. Gautam, Member
4. Prof. O.P. Kandari, Member
5. Prof. S.C. Bagri, Member
6. Prof. D.S. Negi (Mathematics), Member
7. Prof. N.S. Panwar, Member
8. Prof. R.C. Dangwal, Member
9. Prof. P.K. Joshi, Member
10. Prof. Vineet Ghildial, Member
11. Prof. Deepak Kumar, Member
12. Mr. Pradeep Panwar (President, Students' Union), Member
13. Dr. A.K. Mohanty (Registrar), Member
14. Dr. Padmakar Mishra (Finance Officer), Member
15. Prof. A.K. Dobriyal, Member
16. Prof. R.C. Ramola, Member
17. Dr. R.S. Negi (Proctor), Member
18. Dr. C.P. Singh (Director Physical Education), Member
19. Shri V.N. Bahuguna (Executive Engineer I/c), Member
20. Prof. O.P. Gusain, Member-Secretary

Prof. Naresh Sharma (External Expert), Prof. K.C. Sharma (External Expert), Prof. Nain Singh (Member from Management), Prof. Varun Joshi (Alumni), Dr. D.K. Aswal (Alumni), Sri Mahendra Kunwar (Local Society), Mr. Ravi Bhandari (Industry), Dr. S. Prasanna (Industry), Prof. Vinod Nautiyal, Prof. Himanshu Baurai, Controller of Examinations (Main), Controller of Examinations (Professional), Dean Students' Welfare and University Librarian could not attend the meeting.

Director, IQAC welcomed Hon'ble Vice Chancellor and the members of the cell. The Director also introduced the members of the IQAC. In his opening remarks, the Chairman, welcomed the members and reiterated the relevance and importance of a functional IQAC. He emphasized upon its role in ranking like NIRF and accreditation such as NAAC. He also appreciated the efforts of IQAC since its inception and its contributions to the university.

Thereafter, the Director presented the agenda items for discussion and approval.

**SECTION-1**

**1.01 (a):** To confirm the minutes of the meeting of the IQAC held on 20<sup>th</sup> December 2016.

**Confirmed.**

**1.01 (b):** To consider the Action Taken Report on the recommendations of the meeting of the IQAC held on 20<sup>th</sup> December 2016.

(i) The Dean Students' Welfare was advised to incorporate 'Conduction of Induction/ Orientation Programme for Freshers' in the Academic Calendar. The same was not included in the academic calendar 2017-18 and only few of the departments conducted the programme.

***Conduct of Induction/ Orientation Programme for Freshers has been incorporated in the Academic Calendar 2018-19.***

**[Action: DSW]**

(ii) To facilitate the implementation of CBCS in colleges and institutes feedback can be obtained. A Committee with the five members was constituted.

***A committee constituted vide Office Order No. RO/HNBGU/2018/218 dated 31/05/2018 sought feedback from various stakeholders and submitted its recommendations to Hon'ble Vice Chancellor on implementation of CBCS in the University.***

[Action: Registrar]

(iii) Information regarding workshops, seminars, conference and other academic events organized by the departments has to be provided to the IQAC.

***The departments must submit report on any event including seminar, conference, workshop etc. organized to the IQAC. This must include the total number of participants to whom certificates were issued, full address of the Keynote and invited speakers/ experts; name of the sponsoring agencies.***

***The department may collaborate with IQAC in case the theme or a session is related to quality enhancement in higher education.***

[Action: Director IQAC; All HoDs]

(iv) A timeline has to be strictly followed for obtaining the departmental information for AQAR and Annual Report; therefore, it should be included in the Academic Calendar of the university.

The Dean Students' Welfare was asked to do so. Later on, the matter was taken up in the Admission Committee, where it was decided that, as the Academic Calendar is effective not only for the campuses of the University but also its affiliated colleges, therefore only a NOTE to this effect would be placed.

***A NOTE for submission of the departmental AQAR has been incorporated in the Academic Calendar 2018-19.***

(v) The IQAC should resort to some internal ranking system for teaching departments, so that top three departments can be given incentives in the form of additional financial grants.

The IQAC was assigned the task; however, no such mechanism could be developed so far. The IQAC intends to undertake the same in consultation with the Internal Academic Audit Cell, which again, needs to be strengthened.

**Noted.**

[Action: Director (IQAC)]

(vi) For facilitating collection of student related data for various purposes, the Admission Form should be modified with addition of all requisites mandatory columns including the bank account details, Aadhaar number, e.mail etc.

The Dean Students' Welfare was asked to the needful. The DSW invited suggestions regarding the type of additional data to be sought in the Admission Form for the year 2017-18. The suggestions given by IQAC, Coordinator AISHE etc. were suitably incorporated.

***The student data for the year 2018-19 may be digitized from the 'Student Summary Form' for various purposes.***

[Action: Registrar, DSW, All Dean of Schools]

(vii) For placements, prospective departments have to be identified and steps be taken to increase participation of students in such events. A meeting to this effect with Placement Cell is to be convened soon and the recommendation be submitted to the university.

Director, IQAC was directed to discuss with the Placement Cell. During the last one year the IQAC has been interacting frequently with the Placement Officer in regard to different assignments. The matter related to enhancing the placement no any specific report could be prepared.

***The post of Placement Officer along with the incumbent has been converted to Assistant Registrar after rationalization. Therefore, the cell has to be restructured as per the directions of the rationalization committee.***

[Action: Registrar]

(viii) A four member committee is constituted to devise a mechanism for incorporating MOOCs and course on SWAYAM Portal into the existing teaching, learning and evaluation system to be placed in the Academic Council.

The UGC has directed the University to get the modalities of incorporating the Courses on SWAYAM Portal in its academic curriculum by getting it approved by Academic Council.

***A committee has been constituted vide Office Order No. RO/2018/321 dated 03.08.2018 to access the facilities of courses under SWAYAM portal and also to develop MOOC courses for the students of the University and Colleges.***

**[Action: Conveners of the Committee]**

(ix) A general notification seeking details about the pass-outs of the University be displayed on the website and efforts should be made by faculty members to reach out to the students motivating them to fill in the required information. It was also resolved that a functional Alumni Association may play an effective role in tracking progression.

The Coordinator e-Governance Cell and Convener, HNB Garhwal University Alumni Association were requested to do the needful.

**A strong need for the functional alumni association was emphasized by all the members.**

**[Action: Coordinator (e-Governance Cell) and Convener (Alumni Association)]**

(x) Proposals for conduction of Faculty Development Programmes by their respective departments may be sought from departments. The departments may consult Prof. P.K. Joshi, Director FDC in this regard.

**Noted.**

**[Action: Director (PMMMNMTT)]**

(xi) Board of Studies (BoS) to invite special members from the Industry for designing curriculum of courses, wherever required so as to improve the placements. This was resolved in anticipation of approval of Academic Council. All Conveners of Board of Studies were informed of the same.

**Noted.**

(xii) The Finance Officer deliberated upon the procedure followed at present with regard to purchase and agreed to accept the recommendation of the Campus Directors, who shall authenticate the completion of all procedural formalities at their end before forwarding the proposals to the accounts section.

**Noted.**

(xiii) IQAC has to ensure that Academic and Administrative Audit (AAA) of the University. Convener, Internal Academic Audit Cell was directed to do the needful in consultation with the IQAC.

**Noted.**

**[Action: Convener (IAAC)]**

(xiv) Director IQAC to convey all the HODs and Deans of Schools to have official email IDs. either at hnbgu.ac.in or gmail or both for official correspondences.

Director, IQAC conveyed the resolution.

**Noted.**

(xv) Payment to Guest/ contract/ visiting/ adjunct and other faculty should be paid as per the UGC norms. A Committee for the same may be constituted by the Registrar.

***The payment to Guest faculties has been enhanced @ INR 24,000/- per month.***

**Noted.**

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(xvi) As a Central University with 171 affiliated colleges, efforts to be taken to frame rules and regulations and institutionalize the linkages with the College Development Council or some responsible set up at the University. After looking into the provisions under the Central University Act 2009 a committee may be set up for the purpose.

No decision has been taken yet.

**Noted.**

[Action: Registrar]

(xvii) Medical facilities with qualified medical and para-medical staff in all campuses to be provided immediately.

***At present three Doctors and one Para-medical staff have been engaged on contractual basis.***

**Noted.**

(xviii) IQAC to constantly provide links to the Grievance Cell for the Faculty and Staff as well as with the Directors, Head of Departments and Deans to empowering the University to take informed decisions in a time bound manner.

**Ordinance for Grievance Cell has been notified. The same is in process of execution.**

**Noted.**

[Action: Registrar]

(xix) For appointing Qualified Coaches / Trainers / Gym Instructors / and others in all campuses to support the student activities a committee to be constituted.

No such committee was constituted.

***At present the status of Qualified Coaches/ Trainers/Gym Instructors is as follows:***

**Birla Campus, Srinagar**

- i. Mohit Singh Bisht, NIS Coach (Cricket)***
- ii. Ramesh Rawat (LDC), NIS Coach (Athletics)***
- iii. Dinesh Rawat (LDC), NIS Coach (Badminton)***
- iv. Vandana Dobhal (Sports Assistant), D. P.Ed. (Athletics)***
- v. Manoj Singh Rawat (Daily Wager), Ground Technical Staff, B. P.Ed.***
- vi. Shubham Dhanai (Out Source), Gym Trainer***
- vii. Munni Devi (Out Source), Groundsman***

**BGR Campus, Pauri**

- i. Mahabir Singh (LDC), B. P.Ed.***

**SRT Campus, Tehri**

- i. Bhagat Singh Chauhan (Daily Wager), M.P.Ed., Coach (Cricket)***

***Director, Physical Education was advised to submit a proposal in this regard.***

[Action: Director (Physical Education)]

(xx) A Committee to be constituted for Establishment of language labs in all the campuses.

**A committee already constituted vide office order No. R.O./2016/328 dated 30.09.2016 was convened twice i.e. on 05.10.2016 and 31.12.2016 for analysing the feasibility and other logistics of establishing English Language Lab. The committee had submitted its report to the University.**

**Noted.**

[Action: Registrar]

**SECTION-2  
(ACTIVITIES UNDERTAKEN)**

- 2.01:** To apprise the members of the tasks undertaken by IQAC during last one year.  
**Noted.**

**SECTION-3  
(QUALITY ASSURANCE)**

- 3.01:** To consider the Annual Quality Assurance Report (AQAR) 2016-17 for approval and submission to NAAC.

**The AQAR was approved for submission to NAAC.**

**[Action: Director (IQAC)]**

- 3.02:** To consider Student's Feedback on Teachers.

**As the present ONLINE mode of obtaining feedback has many drawbacks, it was decided to obtain the feedback OFFLINE, at least till the campuses become Wi-Fi enabled.**

**[Action: Director (IQAC)]**

- 3.03** To consider measures to make the Internal Academic Audit Cell (IAAC) effective. The already constituted IAAC could not initiate the process of Academic Audit of selected departments.

**This was noted.**

**[Action: Convener (IAAC)]**

- 3.04** To facilitate execution of Research Projects in the University  
Already a meeting to this effect was convened on December 06, 2017. Hon'ble Vice Chancellor issued directions for putting up in the forthcoming Finance Committee Meeting the proposal of extending administrative and financial autonomy for expenditure up to Rupees Twenty Five Thousand to the Principal Investigators.

**Noted.**

**[Action: FO]**

- 3.05** To strengthen the Special Cells & Centres.

**A meeting with the coordinators of Special Cells and Centres may be organized and steps taken to strengthen them are identified and worked upon.**

**[Action: Director (IQAC)]**

- 3.06** Digital initiatives.  
ICT policy of the University may be defined.

**The Chairman directed the Registrar and Dean, School of Engineering and Computer Science to constitute a committee for defining the ICT policy of the University.**

**[Action: Dean (SOET)]**

- 3.08** To devise mechanism for tracking progression of students.  
Suggestions from the members for developing a mechanism to track the progression of graduates of the University (a mandatory requirement of NAAC & NIRF) are solicited.

**A teacher-in-charge on rotation basis is to be made in the department who shall be responsible for obtaining the details of progression.**

**[Action: All HoDs]**

- 3.09** To conduct faculty development programmes.  
Mobilization of departments to conduct discipline specific faculty development programmes in association with the Faculty Development Centre (FDC) established under PMMMNMTT.

**Noted.**

**[Action: Director (PMMMNMTT)]**

**SECTION-4****ANY OTHER ITEM**

- 4.01** Prof. S.C. Bagri raised the issue of delay in settlement of the advances taken to conduct the Industry-Academia interface events. He also raised the issue of the difficulties in taking prior permission from the administration, in arranging expert lectures. In response to this, Dr. Padmakar Mishra, Finance Officer said that there is no need of prior approval from the administration of amount of Rs.2,000/- for the of payment to the expert.

**The Vice Chancellor directed the Registrar/ Finance Officer to issue an office order regarding the same.**

**[Action: Registrar/ FO]**

- 4.02** Dr. A.K. Mohanty, Registrar (In-charge) raised the issue of many departments conducting Ph.D. Viva-Voce in closed doors and not as per the provisions of Ordinances. Responding to this, Prof. N.C. Gautam suggested that it is better to get the Ph.D. Viva-Voce notice of all the doctoral candidates be uploaded on the university website for a wider circulation.

It was resolved that Ph.D. viva-voce be organized at the level of School, with a Vice Chancellor nominee to be appointed as Observer, who will also submit a report.

**[Action: Registrar]**

- 4.03** Dr. A.K. Mohanty, Registrar (In-charge) also suggested outsourcing of the placement responsibility to Placement Counsellor, however, Prof. N.C. Gautam advised to get the matter approved by the Finance Committee first.

**[Action: Registrar]**

Thereafter, Chairman expressed his gratitude to all the members for their active participation in the meeting. He advised the Director, IQAC to overcome shortcomings of ATR of NAAC and prepare for the next NAAC cycle.

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

sd/-

Prof. (O.P. Gusain)  
Member Secretary

**THIS IS BEING ISSUED WITH THE APPROVAL OF HON'BLE VICE CHANCELLOR.**

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