

**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY)
SRINAGAR (GARHWAL) UTTARAKHAND 246 174**

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) of the University held on 20th December 2016 at 11:00 AM in the Academic Activity Centre, Chauras Campus.

The following were present:

1. Prof. J.L. Kaul, Vice-Chancellor, Chairman
2. Prof. O.P. Kandari, Member
3. Prof. J.P. Pachauri, Member
4. Prof. S.C. Bagri, Member
5. Prof. D.S. Negi (Mathematics), Member
6. Prof. R.C. Dangwal, Member
7. Prof. Himanshu Baurai, Member
8. Prof. D.S. Negi (OSD to VC Secretariat), Member
9. Dr. A.K. Jha (Registrar), Member
10. Dr. Padmakar Mishra (Finance Officer), Member
11. Dr. K.D. Purohit (Controller of Examinations), Member
12. Prof. A.K. Dobriyal (Director, BGR Campus Pauri), Member
13. Prof. R.C. Ramola (Director, SRT Campus Tehri), Member
14. Prof. M.S. Rana, Member
15. Prof. H.B.S. Chauhan (Proctor), Member
16. Dr. Deepak Kumar, Member
17. Mr. Ankur Rawat (President, Students' Union), Member
18. Prof. M.M.S. Rauthan (Invited Member)
19. Prof. O.P. Gusain, Member-Secretary

Lt. Gen. M.C. Badhani (Retd.), Prof. V.K. Jain, Prof. Ganesh Kawadia, Prof. K.C. Sharma, Sri Mahendra Kunwar, Dr. Rajendra Dobhal, Prof. Vinod Nautiyal, Prof. P.K. Joshi and Sri V.N. Bahuguna could not attend the meeting.

At the outset, Prof. O.P. Gusain, Director, IQAC welcomed Hon'ble Vice Chancellor and all the members to the 3rd meeting of IQAC. He also introduced Mr. Ankur Rawat, President of the Students' Union who was attending his first meeting. In his opening remarks, Prof. J.L. Kaul, Chairman, welcomed the members and emphasized the importance of Post NAAC Accreditation meeting of IQAC from two view points. First, the suggestions of NAAC are to be discussed and secondly, mechanisms for achieving the same have to be devised.

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

AGENDA

SECTION-1

1.01 (a): To confirm the minutes of the meeting of the IQAC held on 17th October 2015.

The minutes were confirmed.

1.01 (b): To consider the Action Taken Report (ATR) on the recommendations of the meeting of the IQAC held on 17th October 2015.

(i) Student's Feedback on Teachers was obtained from the PG and Professional programme students before the end semester (even) examinations in 2014. It was resolved that henceforth the students' feedback is to be obtained online.

e-Governance Cell with the help of IQAC devised system enabling Online feedback collection. Ten attributes of a teacher were assessed by a student and the teachers' performance was graded from unsatisfactory to very good.

This was noted.

(ii) As advised by the IQAC, to familiarize the newly admitted students with the rules, regulations, syllabus etc. some of the departments organized Induction programme for Freshers'. The members stressed upon the need of such program and expected that all the departments would organize it in the forthcoming session.

IQAC at the beginning of Academic Session 2016-17 asked departments to organize Induction/Orientation Programme, however, only few of the departments complied.

It was resolved that Induction/Orientation Programme for Freshers' be made mandatory and included in the Academic Calendar of the University.

Action: Dean Students' Welfare

(iii) The members were informed that the University has adopted CBCS in UG Courses from the session 2015-16. Workshops to facilitate the implementation of CBCS have been conducted for affiliated colleges, teachers and students. It was resolved to conduct more workshops for better understanding of the CBCS for students and teachers of affiliated colleges as well.

The workshops were conducted pursuant to the recommendations of IQAC at SBS Institute, Balawala, Dehradun for Principals/Directors of Affiliated Colleges of Dehradun and Haridwar districts; and at SRT Campus, Tehri for Principals/Directors and faculty members of Affiliated Colleges of Tehri and Uttarkashi districts.

The Chairman said that the CBCS cannot be rolled back, however, to facilitate its implementation in colleges and institutes feedback can be obtained. A Committee with the following members is constituted for the same:

- i. Prof. J. P. Pachauri, Convener*
- ii. Prof. R.S. Ramola, Director SRT Campus*
- iii. Prof. A.K. Dobriyal, Director BGR Campus*
- iv. Prof. O.P.Gusain, Director IQAC*
- v. Dr. K.D. Purohit, Controller of Examinations*

Action: Registrar

(iv) As regards to the forthcoming NAAC Peer Team visit to the University, the members suggested immediate initiation of maintenance work in the campuses; preparation of arranging separate interaction of Peer Team with all the stakeholders; preparation of updated presentation by each department; to consider the Academic Activity Centre (AAC) at Chauras Campus as an option for accommodation of NAAC peer team members.

The University immediately initiated preparations for the NAAC Peer Team visit and it successfully hosted the members in the Academic Activity Centre at Chauras Campus.

The Chairman appreciated the work done by Prof. J.P. Pachauri, Coordinator, NAAC Steering Committee and his team in University being accredited with 'A' Grade.

(v) The members also suggested that the positions lying vacant in the Health Centre of the University be filled on priority basis for the welfare of the students.

Three Medical Officers have been appointed, namely, Dr. Praveen Chandra Vaish (SRT Campus), Dr. Vimal Singh Gusain (Birla Campus) and Dr. Chhaya Painuly Bhatt (Birla Campus).

This was noted.

(vi) The members were also of the view that the University Science and Instrumentation Centre (USIC) should extend its facilities to the others colleges as well, so that a larger section of the society is benefitted.

The USIC has extended its facilities to all the Affiliated Colleges/ Institutes in addition to the faculty members, research scholars and students of campuses.

This was noted.

SECTION-2 **(Activities Undertaken)**

2.01: To apprise the members of the events organized/ assignments undertaken by IQAC during the session.

- The IQAC was assigned the task of preparing criteria for short listing of candidates applying for the post of Assistant Professors;
- Director IQAC acted as member in Committee for scrutiny of the API scores of the candidates applied under CAS;
- The IQAC office bearers' participated in National Seminars/ Conferences related to quality enhancement in higher education;
- Co-hosted workshops and seminar with departments of the University and other organizations;
- Assigned the task of updating the information in the AIU Handbook 2016;
- Director IQAC was appointed Nodal Officer for submitting the data to NIRF.

This was noted.

The Director IQAC mentioned that departments organizing seminars, workshops, lecture series etc. should also inform IQAC before the event so that, if likely, a quality enhancement related aspect may be incorporated in the schedule.

The Chairman said that all HoDs should be communicated to inform IQAC well in advance of conduction of any such event and submit a detailed report after its completion.

Action: Registrar

SECTION-3
(Quality Assurance)

3.01: To consider the Annual Quality Assurance Report (AQAR) 2015-16 for approval and submission to NAAC.

The AQAR for the year 2015-16 prepared on the basis of the information and data collected from the teaching departments and different sections of the University was approved for submission to NAAC.

The AQAR for the year 2015-16 was approved. The Director IQAC mentioned that the AQAR and Annual Report of the University has to be submitted to NAAC and MHRD respectively within a stipulated time, however, the delay in submission of the required information by the teaching departments impose undue constraints in its preparation. As submission of AQAR and Annual Report is mandatory for the University, it was resolved that a timeline has to be strictly followed for obtaining the departmental information henceforth by including this in the Academic Calendar of the university.

Action: Dean Students' Welfare

The Chairman emphasized that IQAC should conducting regular meeting with Dean of Schools and Head of Departments for its effective implementation. He also opined that a sense of responsibility and inclusiveness should be foremost in this regard. Prof. O.P. Kandari said that considering the authenticity of facts and figures together with promptness in its submission, the departments may be given recognition.

The Chairman said that for this, 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.

Action: Director, IQAC

The members were also opinion that all the student related data must be collected at the time of admission. The admission committee must ensure that the form is duly filled by the candidate(s), so that it can be compiled later at Dean's Office. A copy of this compiled data is to be forwarded to the IQAC and the respective departments.

The Chairman instructed that the admission form should be streamlined with addition of all requisite mandatory columns including the bank account details, aadhar number etc.

Action: Dean Students' Welfare

3.02: To consider Student's Feedback on Teachers.

The Composite means of all the departments ranged from satisfactory to very good. Moreover, the data obtained via Online mode corroborates that of Offline mode.

This was noted.

The Chairman asked the President of Students' Union to impress upon students to attend the classes regularly so that the feedback given by them is more meaningful.

3.03 To consider strengthening of the University Career Counselling and Placement Service.

Placement of students whether of traditional or professional courses is the need of time. The suggestions of the Members are invited to promote placement.

The members stressed on the need to improve the communication skill of students. Also, the Chairman asked the President of Students' Union to motivate the students and convince them to attend the skill enhancement and personality development programmes organized by different cells and departments of the University. Members also observed that counselling at departmental level could help the cause. Further, the members also suggested setting up of Alumni Association at departmental level.

The Chairman expressed the need of identifying departments with potential for placement and act at departmental level.

It was resolved that for placements, prospective departments are 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.

Action: Director, IQAC

3.04 To consider mechanism for setting up pace in regards to MOOCs, NPTEL.

A committee had been constituted by the University to look into the details regarding MOOCs. Suggestions are invited by members for effective implementation.

Prof. M.M.S. Rauthan, Coordinator, MOOCs briefed the members regarding the progress made in this regards. He apprised the members of SWAYAM- a portal for online courses, and the need of identifying the discipline specific courses for approval by the Academic Council so that the credits earned by the students after successful completion of the course (s) could be considered in calculating the grades.

A Committee consisting of following members is to be constituted to devise a mechanism for incorporating this into the existing teaching, learning and evaluation system to be placed in the Academic Council.

- i. Prof. M.M.S. Rauthan, Convener*
- ii. Dean of Concerned Schools*
- iii. Campus Directors*
- iv. Controller of Examinations*

Action: Registrar

3.05 To consider measures to promote ICT enabled teaching.

ICT policy of the University may be defined.

It was resolved that until the Campuses are fully Wi-Fi enabled, the same may be put on hold.

3.06 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.

It was resolved that 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.

Action: Coordinator e-Governance; Convener, HNB Garhwal University Alumni Association

3.07 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 PMMMMNMTT.

It was resolved that letter to Head of Departments be circulated seeking proposals for conduction of Faculty Development Programmes by their respective departments. The departments may consult Prof. P.K. Joshi, Director FDC in this regard.

Action: Director IQAC

3.08 To consider activities undertaken by IQAC for improving the teaching environment of the University.

- (i) Monitoring the regulatory and continuity in classes.

In pursuance of the recommendation of the IQAC Meeting held on 21st May 2015 (Office Order No. RO/2015/218 Dated 09-10-2015, Departments were asked to apprise the percentage of allotted course completed.

The regularity and continuity in classes was found to be more than 80%. It was appreciated and noted.

- (ii) Induction/Orientation Programs for Fresher's were organized by the Departments on the direction of IQAC.

To inform the members regarding the Induction/Orientation Programmes for 1st Semester students conducted by the departments.

It was resolved that Induction/Orientation Program for Freshers' be made mandatory and included in the Academic Calendar of the University.

Action: Dean Students' Welfare

SECTION-4**(Suggestions of NAAC Peer Team)****4.01: To consider the suggestions by NAAC Peer Team for action.**

The NAAC Peer Team Report to be placed for suggesting action by the members.

- Immediate steps to be taken to fill up all the existing vacancies of teaching, administrative and technical positions in all campuses.

The members were informed by the Registrar that for the Appointment of Professors, Associate Professors and Assistant Professors on Direct Recruitment basis an advertisement has been done by the University [Advt. No. HNBGU/Recruitment-02(A& B)/2016 (ROLLING) dated 18th November, 2016].

- 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.

Action: Registrar

- Feedback system to be modified and strengthened to obtain information on curriculum, teaching, reading materials etc., & necessary follow up action to be taken with the help of IQAC.

It was resolved that mechanisms for obtaining requisite information be devised by IQAC.

Action: Director IQAC

Also, 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.

Action: Registrar

- To evolve administrative and financial powers and procedures to Campus Directors in consultation with the authorities at the earliest.

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.

Action: Finance Officer

- As the 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.

The members were of the view that after looking into the provisions under the Central University Act 2009 a committee may be set up for the purpose.

Action: Registrar

- Steps to be taken for full automation of libraries and modernization of laboratories in a few departments / campuses.

Dr. M.S. Rana, University Librarian informed the members that automation of library has already been initiated.

As regards to modernization of laboratories, the Director IQAC informed the members that already some of the departments have planned the same for next year.

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

The members were informed by Professor J.P. Pachauri, Dean Students' Welfare that already three medical officers have been appointed by the University on part-time basis, however, a full time para-medical/ pharmacist is required urgently.

The Chairman directed the Registrar to look into the matter.

Action: Registrar

- 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.

A notification regarding the same to be issued.

Action: Registrar

- ERP to be in place at the earliest for effective and meaningful administration.

The process for establishment of same is underway.

- Qualified Coaches / Trainers / Gym Instructors / and others be appointed in all campuses to support the student activities.

It was resolved that a Committee consisting of Director Sports, Registrar, Finance Officer and Dean Student' Welfare be constituted to look into the same.

Action: Registrar

- Establishment of language labs in all the campuses.

It was resolved that a Committee to be constituted for the same.

Action: Registrar

SECTION-5

Any other item with the permission of the Chair.

The role of IQAC in conduction of Academic Audit, starting with Internal Audit and thereafter progressing to External Audit was emphasized by the members. The Director IQAC informed the members that already an Internal Academic Audit Committee has been constituted by the University, however, the Academic Audit of PG departments, as proposed earlier, is yet to be done. It was resolved to conduct Academic Audit in the forthcoming session. Further, the members were of the opinion that Administrative Audit should also be initiated, as IQAC has to ensure that Academic and Administrative Audit (AAA) of the University is done.

Action: Director IQAC

The members were also of the opinion that all Head of Departments and Dean of Schools should have official email IDs.

The Chairman directed the Director IQAC to convey all the HODs and Deans to make email IDs either at hnbgu.ac.in or gmail or both, for official correspondences.

Action: Director IQAC

Thereafter, the Chairman expressed his gratitude to all the members for discussing the issues at length and suggesting measures to enhance the quality environment of the University. He especially thanked Prof. O.P. Kandari for attending the meeting in spite of the prevailing inclement weather.

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

sd/-

Prof. (O.P. Gusain)
Member-Secretary

sd/-

Prof. (J.L. Kaul)
Chairman