

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

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) of the University was held on 24th September, 2019 at 2:30 PM in the Conference Room of the Vice-Chancellor Secretariat, Hemvati Nandan Bahuguna Garhwal University, Srinagar (Garhwal).

The following members were present:

1. Prof. Annpurna Nautiyal, Vice-Chancellor, Chairperson
2. Prof. Nain Singh, Member, Executive Council
3. Prof. Rekha Pande, External Expert
4. Prof. O.P. Kandari, Member, Alumni
5. Dr. A.K. Jha, Registrar
6. Prof. N.S. Panwar, Finance Officer
7. Prof. R.C. Bhatt, Controller of Examinations
8. Prof. P.S. Rana, Dean Students' Welfare
9. Prof. Arun Bahuguna, Proctor
10. Prof. R.S. Negi, Director (BGR Campus, Pauri)
11. Prof. A.A. Bourai, Director (SRT Campus, Tehri)
12. Dr. M.S. Rana, University Librarian
13. Dr. S.S. Bisht, Director, Physical Education (I/c)
14. Sri V.N. Bahuguna, Executive Engineer (I/c)
15. Prof. S.C. Bagri, Centre for Mountain Tourism & Hospitality Studies
16. Prof. D.S. Negi, Dept. of Mathematics
17. Prof. R.C. Dangwal, Dept. of Commerce
18. Prof. Vineet Ghildial, Dept. of Sanskrit
19. Prof. M.M. Semwal, Dept. of Political Science
20. Prof. Deepak Kumar, Dept. of English, Modern European & Other foreign Languages
21. Dr. Vijay Jyoti Kumar, Dept. of Pharmaceutical Science
22. Mr. Ankit Rawat, Member, Student Representative

Prof. P.K. Joshi, Dr. Arvind Gajakosh, Sri Mahendra Kunwar, Dr. Sayed Farooq Ahmed and Sri Raghbir Lal could not attend the meeting.

Prof. O.P. Gusain, Director IQAC welcomed Hon'ble Vice Chancellor Prof. Annpurna Nautiyal, and all members of IQAC. Prof. Gusain introduced all the members including the newly inducted members. Prof. Gusain then requested Hon'ble Vice Chancellor for her opening remarks.

Prof. Annpurna Nautiyal extended a cordial welcome to all the members of IQAC and emphasized the importance and role of the IQAC in attaining quality standards in the University.

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

SECTION-1

1.01: To confirm the minutes of the meeting of the IQAC held on 5th December 2018.

Resolution: Confirmed

1.02: To consider the Action Taken Report on the recommendations of the meeting of the IQAC held on 15th December 2017 and 5th December 2018.

ACTION TAKEN REPORT ON RECOMMENDATIONS OF THE IQAC MEETING HELD ON 15TH DECEMBER, 2017

- i. To devise mechanism for tracking progression of students.

The Alumni Association in association with the Departments will do the needful.

Noted

- ii. 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.

No progress has been made so far.

Director, IQAC proposed to constitute a new committee on Academic and Administrative Audit and complete the process on priority basis.

Prof. Rekha Pandey suggested that Academic and Administrative Audit (AAA) should be done at departmental level. She also advised to include an external expert to evaluate the same.

Prof. O.P. Kandari advised to fix the schedule of the AAA first, and then proceed.

Honourable Vice-Chancellor directed the Director, IQAC to constitute a committee and complete AAA on these lines on priority basis. She also said that the Dean of the concerned School shall be responsible for conduct of AAA in such departments where there is no permanent faculty member. She further asked Prof. Gusain to convene a meeting of all the heads of the departments at the earliest for the purpose.

Action: Director, IQAC

- iii. A Committee to be constituted for Establishment of Language Labs in all the campuses.

The committee was duly constituted vide Office Order HNBGU/RO/2019/39 Dated: 07.02.2019. The Language Lab is operational now.

Noted

- iv. To strengthen the Special Cells & Centres.

A meeting with the coordinators of Special Cells and Centres was organized on 25 May 2019.

Director IQAC informed that Coordinators and Nodal Officers of 10 special cells attended the meeting. The minutes of the meeting was placed as annexure. He said that the coordinators were asked to submit their annual calendar of activities along with the financial requirement for conduct of the same. He further informed that proper space for the cells have been identified in the Student Activity Building of Birla Campus, Srinagar, which will allotted very soon.

- v. 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.

No committee has been constituted so far.

Director, IQAC brought to the notice of the house that the University is yet to prepare the ICT policy. In response, the Registrar assured that a committee will be constituted within two weeks regarding the same.

Action: Registrar

ACTION TAKEN REPORT ON RECOMMENDATIONS OF THE IQAC MEETING HELD ON 5TH DECEMBER, 2018

- i. Hon'ble Vice Chancellor directed the Executive Engineer (In-Charge) to make necessary provisions of separate toilets for Divyangjan (differently abled) students in all the buildings and construct ramps in all old buildings to facilitate their movement. Also, creating a proper garbage disposal system in the campus was recommended.

A committee has been constituted for the same. Accessibility for Divyangjans to the 3rd Floor of the Old building (Arts Block) by making provision of lift has been initiated.

Noted

- ii. The induction programme related to the sports and library should also be conducted during the general induction programme to save time and effort. DSW should coordinate this important exercise and send their reports to the IQAC.

Majority of the departments have conducted the Student Induction Programme.

Noted

- iii. Need of a Counselling system with a Psychologist in the University was acknowledged, so as to provide regular counselling services to the students especially in the Hostels by taking the services of the faculty members of Psychology department.

No progress has been made so far in this regard.

Hon'ble Vice-Chancellor directed the Registrar to constitute an appropriate committee for the needful in consultation with the Head, Department of Psychology.

Action: Registrar

- iv. A database of the students enrolled during the session should be created from the 'Student Summary Form' for ready retrieval. The Dean offices should be given data entry operators for the same.

Hon'ble Vice Chancellor instructed the Registrar to find appropriate way to do the needful.

The filling up of the 'Student Summary Form' is being ensured by the admission committees. However, it is yet to be digitalized.

Hon'ble Vice-Chancellor directed the Registrar to inform the Deans of Schools and Campus Directors for the needful.

Action: Deans of Schools and Campus Directors

- v. The feedback obtained from students on curriculum should be forwarded to the departments for discussion in respective Board of Studies (BoS).

Conveners of all the BoS were asked to do the needful.

Director IQAC informed that many of the Conveners have already done it.

- vi. The Special Cells needs to be revamped and made functional so that they are able to fulfil their mandate. Also the Cells & Centres should prepare yearly plan of their activities and submit report at the end of the year to IQAC; and for the same necessary financial grant should be extended to them.

A meeting with the coordinators of Special Cells and Centres was organized on 25 May 2019.

Already resolved in ATR on IQAC Meeting held on 15 December, 2017 at Item No. iv.

- vii. With the campuses becoming wi-fi enabled, having a policy in this regard shall be helpful in regulating the usage by various stakeholders. Registrar along with the Dean, School of Engineering & Technology may were asked to come out with a broad outline for constitution of a committee for the same.

No such committee has been constituted so far.

Already resolved in ATR on IQAC Meeting held on 15 December, 2017 at Item No. v.

- viii. The Head of the departments were advised to develop a suitable mechanism to keep track of the progression of their graduates with the help of social media (Facebook, WhatsApp etc.).

Some of the department have created informal Social Media Groups of their alumni.

Hon'ble Vice-Chancellor informed that a Social Media Champion has been nominated by the University and already Facebook and Twitter account of the University has been created. Also, a WhatsApp Group of the University faculty and Staff is effectively sharing the activities of all the three campuses.

- ix. The Registrar was directed to do the needful for implementation of the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

The regulation was adopted in the 8th Meeting of the Executive Council of the University held on 17 August, 2019 (Item No. 8.7).

Hon'ble Vice-Chancellor directed the Registrar to constitute the Departmental and Institutional level Committees as per UGC (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018.

She also directed the University Librarian to ensure uploading of the Ph.D. Thesis of the University on Shodh Ganga.

The Director, IQAC suggested to buy the plagiarism check software 'Turnitin' and make the same available to research scholars and faculty members through Central Library. Hon'ble Vice-Chancellor directed the Librarian to do the needful in consultation with the Finance Officer.

Action: Registrar; University Librarian

- x. In reference to the letter of Secretary, UGC [D.O. No. 9-27/2018(CPP-II) dated 19th July, 2018] regarding the Central Information Commission notice Order No. CIC/BANHU/A/2017/110128-BJ dated 28.03.2018 advising MHRD to instruct all the Universities to suo-moto bring out the guidelines for revaluation of answer sheets for the benefit of the larger student community, the Registrar and Controller of Examinations were directed to do the needful.

No progress has been made so far in this regard.

The matter was deferred.

**SECTION-2
(Activities Undertaken)**

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

Noted

Hon'ble Vice-Chancellor applauded the work being done by IQAC and made a special mention of the IQAC's Newsletter 'ASPIRE'. Prof. Rekha Pandey suggested publishing the Newsletter online, and uploading it on the University website. Prof. O.P. Kandari suggested that in addition to the online versions, it would better to bring the one or two forthcoming issues in prints also.

While, discussing about the student facilities, Mr. Ankit Rawat, President of the Students Union said that the hostels in the University are functioning well.

**SECTION-3
(Quality Assurance)**

3.01: To consider Student's Feedback on Teachers; Student's Feedback on Curriculum; and Feedback by Hosteller's.

Noted

3.02: Establishment of Journal Clubs for Research Scholars in the departments.

Noted

3.03: The Annual Quality Assurance Report (AQAR) 2018-19 is under preparation for submission to NAAC.

The AQAR for the year 2018-19 is being prepared on the basis of the information and data collected from the teaching departments and different sections of the University.

The AQAR for the year 2018-19 was approved for online submission to NAAC.

3.04: To obtain suggestions for 3rd Cycle NAAC accreditation preparation.

Director IQAC apprised the members that the University shall have to submit the Self Study Report (SSR) for its 3rd Cycle accreditation by November 2020. However, according to the Revised Accreditation Framework (RAF) of NAAC the SSR is to be submitted online. Already, the IQAC has constituted seven task groups, one for each criterion, to study the RAF and guide the University with the details on data required. Thereafter, Prof. Gusain requested the external members to suggest how to improve the score of the University.

Prof. Rekha Pandey suggested that to improve the functioning of the University and thereby bringing in a overall qualitative change in the system individual departments needs to be strengthened by giving them more support from the administration in the day to day functioning; individual faculty members should be encouraged to apply for research projects; a separate fund should be created to encourage for the research scholars to visit foreign universities to participate in conferences and seminars; the doctoral committees (BoS) be made stronger; steps should be taken by the individual departments to highlight the achievements of their students. She also laid

emphasis on offering bridge courses/ value added courses to the undergraduates.

Also, Prof. Nain Singh said that faculty should be encouraged to do good research. Prof. O.P. Kandari believed that the University will be geared up for NAAC accreditation once the Academic and Administrative Audit is conducted.

Hon'ble Vice-Chancellor brought to the notice of the house that University is providing grants to the individual departments to conduct seminars and workshops from the over head grant of the projects in addition to the stipulated grant. She also said that the University is contemplating upon the plans to provide incentives to the students publishing their research work in high impact factor journals.

SECTION-4

Any other item with the permission of the Chair.

No any

Thereafter, the Chairperson in her concluding remarks reiterated that IQAC is a facilitator to enhance quality standards of the University and applauded its endeavours. She thanked all the members especially the external members for their valuable suggestions for the betterment of the University.

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

sd/-

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

sd/-

**Prof. (Annpurna Nautiyal)
Chairperson**

Dated: 28.12.2019