

Chaudhary Ranbir Singh University, Jind

(Haryana Government University under Act 28 of 2014)

Recognized u/s 2(f) and 12-B of UGC Act, 1956



Minutes of the

3rd Meeting

of

Internal Quality Assurance Cell (IQAC)

held on

27th June, 2018

at 10:30 a.m.

Venue:

Conference Hall,

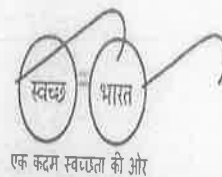
Chaudhary Ranbir Singh University

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चौधरी रणबीर सिंह विश्वविद्यालय, जींद
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
Recognized u/s 2(F) and 12-B of UGC Act, 1956



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE 3rd MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 27TH JUNE, 2018 AT 10:30 A.M. AT CONFERENCE HALL, CHAUDHARY RANBIR SINGH UNIVERSITY, JIND-126102 (HARYANA).

Following were present:

Sr. No.	Name & Address	Designation	Signature
1.	Prof.(Dr.) Rajbir Solanki Vice-Chancellor, CRS University, Jind	Chairperson	
2.	Dr. Rajbir Singh Registrar, CRS University, Jind	Member	
3.	Prof. Sandeep Berwal Director, Youth Welfare, CRS University, Jind	Member	
4.	Dr. Jyoti Sheoran Dean, Faculty of Humanities, CRS University, Jind	Member	
5.	Dr. Rajesh Kumar Bansal Controller of Examinations, CRS University, Jind	Member	
6.	Dr. Naresh Deswal Assistant Director (Sports Council) CRS University, Jind	Member	
7.	Prof. Neeraj Dilbaghi Department of Bio & Nano Techonolgy GJUS&T, Hisar	Member	
8.	Prof. Sanket Vij Department of Mangement, BPSMV, Khanpur Kalan, Sonapat	Member	
9.	Dr. Rajeshwari Malik Department of Management, Maharaja Surajmal Institute, Janakpuri, New Delhi	Member	
10.	Dr. Vikram Goyal Department of Computer Science, IIIT-Delhi, Okhala Phase-III, New Delhi	Member	

11.	Prof. Gurcharan Singh School of Management, Punjab University, Patiala, Punjab	Member	
12.	Dr. Srinivasa K G, Department of Computer Science, Ch. B.P. Govt. Engineering College, Jaffarpur, Delhi	Member	
13.	Sh. Subash Dhigana (National Youth Awardee), H.No. 4305, Defence Colony, Jind.	Member	
14.	Mr. Vijender Singh Ex-Student, MMC, CRS University, Jind	Member	
15.	Ms. Gurpreet M.Com. (2 nd Year)	Member	
16.	Prof. S.K. Sinha Dean of Colleges, CRS University, Jind	Director	
17.	Dr. Pradeep Kumar Department of Psychology CRS University, Jind	Co-ordinator	
18.	Sh. Anoop Singh Superintendent CRS University, Jind	Secretary	

At the outset, the Hon'ble Vice-Chancellor & Chairpersons welcomed all members of Internal Quality Assurance Cell (IQAC) and highlighted the achievement of the University by focusing upon the enhancement of Quality of Education, Moral Values, Ethics, and Social outreach programmes etc. He elaborated various steps taken by the University in this regard. Prof. S.K. Sinha, Director (IQAC) highlighted efforts done by IQAC. Therefore, Agenda items were taken up by the Director, IQAC, CRSU, Jind.

- 1. Confirmation of Minutes of the IInd meeting of IQAC held on 23 May, 2016.**
To confirm the Minutes of the IInd meeting of IQAC held on 23 May, 2016.

RESOLUTION: Confirmed

- 2. Follow up Action Report.**
To note the follow up action on the decisions taken by the IQAC Committee in its meeting held on 23 May, 2016.

RESOLUTION: Noted

- 3. Implementation of CBCS in all teaching Departments**
CBCS based on UGC and AICTE norms/ guidelines would be started and newer pedagogy shall be adopted based on problem solving and demonstration in each and every Departments. As, some of the Department has already implemented. Choice based credit system is a very flexible and innovative system of education. A lot of exercise in restructuring of existing teaching learning process will be required to make choice based credit

system operational as well as successful. Further there is requirement of developing transparent internal evaluation system.

The teachers should work out innovative exercises for assignments, term papers and project work related to their course-curriculum. The teachers may be advised to employ case studies method, Quiz's, Games etc. along with conventional method for knowledge creation and dissemination.

The record of student progression shall also be maintained in the office of the department as per NAAC guidelines.

Same report of the above said activities shall be submitted to IQAC time to time.

RESOLUTION: Considered and Approved

4. Institutional Social Responsibility (ISR)

Extension activities shall be started at large scale, and teachers and students would be sensitized for the same. Extension activities may consider like Pt. Deen Dayal Updhaya Kendra, NSS, Red Cross, Antoudaya School, Vimukat-Ghumantu Jati khel Utsav and Adoption of Villages. Sports department of the University may also run the training Centres for needy persons of the society. Coaching classes shall be organized. Training Centre for may organize. Some sports activities like Handball, Kabaddi, Fencing, Wushu and Wrestling etc. Other programmes related with social responsibility may also be organized.

Reports of these ISR activities shall be submit to IQAC.

RESOLUTION: Considered and Approved

5. Updating the lists of research journals to be subscribed by the university/department libraries

There is scarcity of subscription of research journals in all the departments' libraries including the central library also. Most of the departments have started Ph.D programmes and accordingly there is urgent requirement of subscribing more research journals for quality research work.

The University Grant Commission has already offered UGC-INFONET Digital Library Consortium and UGC-INFONET Connectivity scheme for all the universities of India for providing journals/databases/resources through INFILIB. The Chief Librarian shall submit the proposal to UGC/INFILIN Center at the earliest and the computer centre of the university shall provide the networking support to provide link of the same at all the departmental libraries of the university.

RESOLUTION: Considered and Approved

6. **Workshops, Seminars and Lecture Series shall be organized in each Department.**

Workshops, Seminars and Lecture Series would be organized by each and every Departments, and as well as in the collaboration of other Departments. It is also proposed that societal based issues may be considered in workshops, seminars and Lecture Series.

Report of proceedings/minutes of the workshops and seminar shall be submitted to IQAC.

RESOLUTION: Considered and Approved

7. **To develop uniform academic audit system to be implemented on all the departments**

According to the guidelines of NAAC, the university should introduce academic audit system for the quality assurance of the services provided by the university. Accordingly, there is requirement to constitute Academic Audit Committee (AAC) at departmental level. The proposed structure of the committees is as follows:

- | | |
|----------------------------------|----------|
| a) Dean of the concerned faculty | Convener |
| b) Two outside experts | Member |

The outside experts shall be nominated by the Vice Chancellor. If need be the head of the Department may also be consulted.

The academic audit shall be done at least once in every semester. *The committee shall submit report to the IQAC cell on or before 31st July and 31st December every year.*

RESOLUTION: Considered and Approved

8. **To develop uniform administrative audit system to be implemented on all the branches of the university**

As recommended by NAAC, the university should introduce administrative audit system for the quality assurance of the administrative services provided by the university. Accordingly, there is requirement to constitute Administrative Audit Committee (AAC) at university level to assess the level of quality of administrative services at branch level. The proposed structure of the committees is as follows:

- | | |
|------------------------|----------|
| 1. The Registrar | Convener |
| 2. Two outside experts | Member |

The outside experts shall be nominated by the Vice Chancellor.

The AR of the branches shall submit performance report related to the branch concerned after every six months and submit the copy of the same to the IQAC cell on or before 31st July and 31st December every year.

The administrative audit shall be done at least once in six months and the committee shall submit report to the IQAC cell on or before 31st August and 31st January every year.

RESOLUTION: Considered and Approved

9. Statistical Software's shall be purchased

Statistical Software i.e. SPSS, AMOS, SAS, R, MATLAB, STASTICA, E-View shall be purchased in Central Library for use by all the departments.

RESOLUTION: Considered and Approved

10. Establishment of functional IQAC cell at college level

According to IQAC scheme guidelines, all Universities and Colleges which are under section 2(f) & 12B of the UGC Act will be eligible to receive the financial support for establishing and strengthening of the IQACs in them. The UGC will provide seed money during the XII plan of Rs.5.00 lakhs to each University and Rs.3.00 lakhs to each College as one time grant, to meet the establishment and strengthening expenditure of the IQAC.

Accordingly, it is proposed that separate IQAC cell may be established for all affiliated colleges of concerned university. DAA and the Principals of the colleges may be asked to prepare and submit proposal to the UGC for sanction of above mentioned grant.

RESOLUTION: Considered and Approved

11. Strengthening classroom teaching (including tutorials) and improving pedagogy

There is requirement to direct every teacher to display tentative lecture plan on notice board for the information of the students on the commencement of each semester. A copy of the same shall be submitted to the Chairperson of department for record.

There is requirement to advise teachers to acquire new technical skills for using modern pedagogy to make teaching learning process more effective. Accordingly, there is requirement to create at least one smart class room in every department/institute of the university. The short term training session shall be arranged by the department of computer sciences on regular interval to train the teachers for the same.

All the governing bodies like UGC/AICTE/NCT/Education boards/CCIM have developed model curriculum for different programmes. There is a requirement that the departments shall take the respective model curriculum as basis for the development of curriculum for respective programmes. The curriculum offered to the students shall be regularly updated. Accordingly, the meeting of the UGBOS/PGBOS/Faculty may be conducted at least once in six months to incorporate latest topics in the curriculum. As per NAAC guidelines, the

students' and industry participation in the curriculum development/updation must be ensured by the university.

RESOLUTION: Considered and Approved

12. Strengthening student attendance

Head of the departments and teachers must ensure the students' attendance system in letter and spirit. In the first week of every month, attendance of the students of every preceding month may be displayed on the notice board by the teacher himself/herself and one copy of the same shall be submitted to the chairperson of the department for record.

Further, it has been observed that during library periods students do not visit library and accordingly, there is a requirement to increase the footfall in the library. Therefore, the departmental library Incharges shall maintain the attendance register of the students according to time table and the record shall be sent to the Chairperson in the first week of every month. The T/I shall include the library attendance record in the total attendance of the student and the same shall be displayed on the notice board.

RESOLUTION: Considered and Approved

13. Identifying and encouraging teachers for preparing research proposals to obtain sponsorship from various funding agencies

As per funding agencies like UGC/DST/AICTE/HEC/NCT it is proposed that every faculty member (regular) shall submit proposal for minor/major project. This shall be made mandatory. Accordingly, still there is a requirement to take initiatives in this regard at departmental level. Under 12th plan, The UGC has offered 63 schemes (approx) for Universities, Departments and Individuals. The UGC has uploaded the compendium of all the schemes on the official website i.e. www.ugc.ac.in. Each department shall maintain a copy of the same in the departmental library for the ready reference of the faculty members & researchers. The website of other sponsoring agencies like AICTE/DST/HEC may be explored for the same.

Further, a University Research Cell may be established to assist the faculty members in preparation of quality research proposal and a senior professor (regular/visiting) may be appointed as incharge of the same and the academic branch of the university shall provide the administrative support.

RESOLUTION: Considered and Approved

14. Developing academic collaborations with various outside institutions in the relevant fields

There is a requirement at university level to strengthen activities incorporating formal linkages with other universities, academic bodies and networking with industries and institutes through MOUs and agreements.

RESOLUTION: Considered and Approved

15. Developing effective system for placement of students by Centralized Placement Cell

In present education system, final placement of the students is the utmost important objective of each and every institution. The quality and quantity of student's final placements plays a main role in brand building of the institution. The university shall established centralized placement cell to look after the final placements at university level. Accordingly, there is requirement of developing effective system for the same and interventions of all the departments are required in this regard.

RESOLUTION: Considered and Approved

16. To develop uniform student feedback system to be followed by all the departments

According to the guidelines of NAAC, the university should introduce student's feedback system for the quality assurance of the services provided by the university. As recommended by NAAC, the feedback process shall cover individual teacher, department, faculty, and university.

Further, it is submitted that sample feedback from developed by NAAC is very lengthy and time consuming. Accordingly, there is requirement of developing a precise feedback form as per the requirement of the university and there is requirement to develop proactive and reactive feedback system. Evaluation of the feedback forms shall be done by external experts.

RESOLUTION: Considered and Approved

17. Implementation of NAAC's Criterion

Each and every Department and Branch of University would be work in the line of criterion of NAAC i.e. Curricular Aspects, Teaching, Learning and Evaluation, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, and Innovations and Best Practices.

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RESOLUTION: Considered and Approved

18. Assorted issues for the discussion :

- i. Establishment of Center for Women Studies
- ii. Motivating JRF/Net Coaching
- iii. Maintenance of Infrastructure
- iv. Sharing of infrastructure for Optimum utilization of resources.
- v. Preparation and enforcement of citizen charter

RESOLUTION: Considered and Approved


Director, IQAC 20/8/18
CRS University, Jind