Office Of Internal Quality Assurance Cell
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)
('B' Grade Accredited by NAAC, Bengaluru)

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) under the Chairmanship of Vice-Chancellor held on 25.04.2018 at 3:00 P.M. in the Committee Room, Vice-Chancellor's Office, Lal Bahadur Shastri Administrative Block, Chaudhary Devi Lal University, Sirsa.

Present:

1.	Prof. (Dr.) Vijay K. Kayat, Vice-Chancellor	Chairperson, IQAC
2.	Prof. Aseem Miglani, Registrar	Member
3.	Prof. Sultan Singh, Dept. of Business Admn.	Member Secretary & Director, IQAC
4.	Prof. Praveen Aghamkar, Department of Physics	Member
5.	Prof. Deepti Dharmani, Department of English	Member
6.	Prof. Vishnu Bhagwan, Department of Public Admn.	Member
7.	Prof. Pankaj Sharma, Department of English	Member
8.	Dr. Nivedita, Department of Education	Member
9.	Dr. Rohtas, Department of Economics	Member
10.	Ms. Nidhi Saini, Research Scholar, Department of Biotechnology	Member
11.	Dr. Surinder Singh, Department of Commerce	Coordinator, IQAC

At the outset, Director, IQAC welcomed all the members of IQAC and put up the agenda items one by one.

1. **To discuss the NAAC Peer Team Report submitted during exit meeting of NAAC Peer Team for the 1ˢᵗ Cycle.**
   All the key areas and criteria were discussed at length and resolved as under:
   2.1 : Curricular Aspects   **Actions taken/To be taken**

2.1.1 Curriculum Design and Development	- The institution has adopted the UGC model curriculum for all its programmes. - Wherever applicable the University follows the curriculum provided by the statutory regulatory bodies like BCI, NCTE etc. - Except for Curriculum of integrated programs most other do not have applied components.	Curriculum of all programmes been revised by including the applied components in the concerned subjects/fields.

2.1.2 Academic Flexibility	• CBCS yet to be initiated.	CBCS has been introduced and more choices may be given at all levels e.g. UG, PG, M.Phil. and Ph.D.
	• Integrated inter-disciplinary programmes introduced. • Extremely limited flexibility observed.	
2.1.3 Curriculum Enrichment	• The University is yet to initiate value added programs.	Add on courses be introduced.
	• As for the mandatory requirement Environmental science introduced in almost all the UG and some PG programmes.	The courses/contents regarding environmental sciences be identified in all programmes separately.
2.1.4 Feedback System	• Informal feedback from stakeholders.	After collecting the feedback, outcome be circulated among all stakeholders and be hosted on the University Website.
	• Structured, formal feedback system yet to be initiated. • Student feedback form needs to be streamlined.	

2.2 Teaching-Learning & Evaluation

2.2.1 Student Enrolment and Profile	• Transparent admission process.	Students admitted in the university should be identified on the state basis and the proper database be maintained by the concerned branch.
	• The university follows the admission and reservation policy of Haryana Government. • Majority of the students are from the same state.	
2.2.2 Catering to Student Diversity	• Girl students constitute 46% (63% in Ph.D. Programme); students from socially and economically weaker sections are represented. • Remedial coaching for slow learners is to be made comprehensive. • Reservation for girls students in certain programmes.	Remedial coaching is required in all departments.

2.2.3 Teaching-Learning Process	• Semester system adopted in majority of programmes. • Traditional teaching learning methods are predominant. • ICT enabled classrooms are yet to be provided across the departments.	Smart class rooms be established faculty-wise and e-database ICT based lectures be prepared by the concerned department. ICT Lab be established in the department of Education, For the purpose, the proposal will be prepared by Dr. Nivedita, Assistant Professor, Department of Education.
	• Academic calendar prepared and followed for academic activities. • Based on the course requirements case studies, field trips, project work etc. are provided. • Limited hands on experience and skills component.	Skills development courses be introduced in each department. On the job training programmes be organized. Three days orientation courses for faculty members be organized to make an exposure towards the ICT. An ICT workshop be organized for this purpose by Department of Education.
2.2.4 Teacher Quality	• 58 out of 64 permanent faculty members are Ph.D. • Many faculty members have participated in FDPs. • Enrichment through attendance at extension lectures and participation in seminars, conference etc. • Large number of teachers appointed on an annual contractual basis.	Teachers should be motivated to give extension lectures in different institutions and participate in the seminar/conference etc. Vacant position of faculty be filled.

2.2.5 Evaluation Process and Reforms	• Internal evaluation through assignments, tests, seminars, debates etc. • Industrial visits and research projects are part of curriculum in some programmes. • There has been a delay in the declaration of results.	To declare the results in time, digitization process be introduced.
	• Redressal of exam related grievances in place.	Grievance Redressal system for examination be introduced.
	• Ph.D. thesis evaluation is only by examinars from India.	Ph.D. thesis evaluation be made in electronic form. Experts from outside India be included in the panel of examiners for Ph.D. thesis evaluation and to conduct viva-voce examination.
	• No plagiarism check for M.Phil. and Ph.D. Thesis.	For M.Phil. and Ph.D. work, Plagiarism policy of Maharshi Dayanand University, Rohtak be implemented in Chaudhary Devi Lal University, Sirsa toto. To issue a certificate for plagiarism check, Controller of Examinations be appointed as Nodal Officer.
2.2.6 Student Performance and Learning Outcomes	• Periodic tests and assignments for continuous assessment. • On an average 80% pass percentage in different programmes. • Institution is yet to initiate the outcome based assessment.	Outcome based assessment be introduced.

2.3 Research, Consultancy & Extension

2.3.1 Promotion of Research	• Research committee monitors research activities. • Research Grants in the form of seed money for faculty members	Research grants in form of seed money for faculty members be provided.
	• Around 14 research scholars provided with University research fellowships. • Support for organizing national/international conferences/seminars.	A database for all kinds of these scholarship schemes be prepared by the concerned branch.
	• About 0.5% of the total budget is allocated for research.	The budget allocated for research be increased.

2.3.2 Resource Mobilization for Research	• Limited mobilization of funds from UGC/CSIR/DST for major and minor projects (16 major projects ongoing and 4 completed). • The University is yet to explore and tap the potential resources for research from Industry and other funding agencies.	University has to explore more funding resources for research from industry and other agencies.
2.3.3 Research Facilities	• Well-equipped laboratories in a few departments. • Availability of e-journals and digital resources through Inflibnet and EBSCO. • Initiated establishing the central computing facility. • The University is yet to establish an IPR unit and ethics committee.	University has to develop Central Instrumentation Lab for all science departments. More e-databases be purchased in the Library. Ethics committee be constituted and IPR Cell should be made functional.
2.3.4 Research Publications and Awards	• Three patents have been filed. • Faculty members have published research papers in peer reviewed national/international journals. • Some faculty members have received research awards. • For 2011-15 the University Scopus h-index is 2 and citation index is 10.	More patents to be filed by faculty members. A database for research awards be prepared.
2.3.5 Consultancy	• Consultancy activities are yet to be initiated.	University Industry Cell should develop linkage with District Administration to explore the opportunities of consultancy in different fields.
2.3.6 Extension activities and Institutional Social Responsibility	• Extension activities limited to NSS, YRC, Red Ribbon Club. • Extension and outreach programs as per course requirements in Law and Education. • Students are encouraged to participate in cultural activities and youth festivals. • The institution is yet to develop result oriented social outreach programs.	Persons from industry and business be included in the academic bodies of the University. Prof. Vishnu Bhagwan will look after all kinds of social outreach programmes and extension activities of the University. For the purpose, AISHE, Nodal Officer will cooperate him.

2.3.7 Collaboration	• The university may initiate MOUs for research and academic collaboration.	Prof. Raj Kumar Siwach will be the Nodal Officer to initiate all kinds of MOUs for research and academic collaborations.

2.4 Infrastructure and Learning Resources

2.4.1 Physical Facilities	• Institution located in 213 acres of eco-friendly campus. • While most of the departments have adequate infrastructure the classroom spaces need improvement. • Common facilities like multipurpose auditorium, health centre, sports fields are available. • Well maintained Boy's and Girl's Hostels with necessary infrastructure are available. • Facilities for physically challenged are limited to ramps on the ground floor and one lift in one academic block.	Infrastructure for teaching be strengthened. The concerned branch will develop parking facilities for students and faculty members separately. More ramps and lifts in different buildings of the University be developed.
2.4.2 Library as a Learning Resources	• Library with around 55,000 volumes • Books and journals worth about Rs. 54 lacs/year has been procured during the last four years. • The institution subscribes to Inflibnet and EBSCO for the e-resources. • OPAC is operational.	More budget be provided to the Library.
2.4.3 IT Infrastructure	• The University is yet to have ICT enabled classrooms. • The University has adequate computers and campus-wide LAN/Wi-Fi connectivity under NME-ICT. • Limited budgetary provision for upgrading and maintenance of machinery and equipment.	The University has to develop ICT based class rooms. More budgetary provisions for upgrading and maintenance be made.
2.4.4 Maintenance of Campus Facilities	• Well maintained campus • The maintenance works of the university including civil works is done by the construction branch. • AMC for all equipment and instruments is in place. • The university has a sewerage treatment plant, water harvesting and recycling systems in place.	More facilities be developed for the betterment of all stakeholders.

2.5 Student Support and Progression

2.5.1 Student Mentoring and Support	• University's website and handbook provides all information relating to the student's activities.	University website should be updated regularly. All kinds of the programmes be uploaded on the University website on day to day basis. IT Cell will look after this criterion.
	• Various types of scholarship, fee concessions, and research fellowship for students and scholars.	All scholarships, fee concessions, research fellowships for students and scholars be hosted on the University website.
	• Support provided for organizing curricular and extra curricular events.	E-database for all kinds of curricular and extra curricular events be developed by the IT Cell.
2.5.2 Student Progression	• Coaching programmes for NET/SLET, GATE and other competitive examinations exist. • A good number of students have succeeded in NET/SLET and GATE examinations. • Summer training and campus placements need to be improved.	Summer training and job fair be organized in the University.
2.5.3 Students Participation and Activities	• Students are encouraged to participate in conferences and seminars. • Students participated in inter-university sports events and youth festivals and won laurels. • Students participate in University Community Radio (F.M.)	University Community Radio station be made functional and all stake holders be invited for talks.

2.6 Governance and Leadership

2.6.1 Institutional Vision and Leadership	• There is clearly stated vision and mission statement. • With senior positions vacant in number of departments, academic leadership is not visible. • Expansion of programs in line with vision and mission needs to be proactively taken up.	All the vacant positions in Teaching and Non Teaching be filled up. The paper having environment content be introduced as a common paper for all streams.

2.6.2 Strategy Development and Deployment	• University need to develop a long term perspective plan.	Dean, Academic Affairs is authorized to propose a Core Committee for admissions for the coming session and to resolve all type of issues related to the admissions in all programmes. Further, Dean, Academic Affair is also authorized to hold a meeting of all conveners of admission committee to resolve such issues. Office of the Dean, Faculties be established.
	• Centralized decision making.	Decentralized decision making the promoted.
	• Need to provide academic flexibility and autonomy to departments and faculties.	Flexibility in the rules be made to maintain the academic flexibility and autonomy to the departments and faculties.
	• Where ever necessary consider bringing changes in the statutes and ordinances as per the news developments and reforms.	Statues and Ordinances of the University be revised as per new development and reforms to cater the need of University.
2.6.3 Faculty Empowerment Strategies	• Faculties participate in various FDP, national and international conferences.	All the departments will organize FDP, National or International Conference/Seminars/Workshops/ Short Term Courses regularly.
	• Seed money for research to encourage research activities.	Research grants in form of seed money for faculty members be provided.
	• Awards and recognition for research for Faculty Members.	
2.6.4 Financial Management and Resource Mobilization	• Annual budget prepared and approved by statutory bodies of the University.	
	• Internal and external audit mechanism exist.	
	• Resource mobilization mainly through the Government of Haryana and other funding agencies like UGC CSIR etc.	University should explore all the avenues to procure the funds.
2.6.5 Internal Quality Assurance System	• IQAC, established in 2010, is yet to be streamlined.	IQAC should be streamlined by proper infrastructure in the office of Cell.
	• Academic audit is in process.	Academic and Administrative Audit be completed well in time.

2.7 Innovation and Best Practices

2.7.1 Environmental Consciousness	- Curriculum of many courses incorporate environmental studies. - Sewerage treatment, water recycling and water conservation practices in place. - Tree plantation and greening of the campus.	University should take initiatives to invite the innovative projects from the faculty members regularly.
2.7.2 Innovations	There are no visible innovations observed in the University.	Innovative research proposal be invited from faculty members.
2.7.3 Best Practices	- Integrated programmes have provided for increasing access to higher education to the rural youth of the area. - The library computer center facilitates needy students with technology assistance in submitting online job applications, e-resource access etc.	More integrated programmes be offered by different departments.

2. **To initiate the process of preparation of inspection of University by NAAC.**
   All the members of the IQAC are requested to read the manual of the Universities, Colleges and Autonomous Colleges as hosted on the University Website cdlu.ac.in/internal-quality-assurance-cell-2/ and give suggestions in writing to improve the NAAC rating of the University. For the preparation of Self Study Report (SSR) for the next cycle, Criterion-wise Committees will be as under:

1.	Curricular Aspects	(i) Prof. Anu Shukla, Dept. of English (Convener)
		(ii) Prof. Umed Singh, Dept. of English (Member)
2.	Teaching, Learning and Evaluation	(i) Prof. Vikram Singh, Dept. of CSA (Convener)
		(ii) Prof. Deepti Dharmani, Dept. of English (Member)
3.	Research, Consultancy and Extension	(i) Prof. S.K. Gahlawat, Dept. of Biotechnology (Convener)
		(ii) Prof. J.S. Jakhar, Dept. of Law (Member)
4.	Infrastructure and Learning Resources	(i) Prof. Pankaj Sharma, Dept. of English (Convener)
		(ii) Prof. Vishnu Bhagwan, Dept. of Pub. Admn. (Member)
5.	Student Support and Progression	(i) Prof. Dilbag Singh, Dept. of Computer Science & Applications (Convener)
		(ii) Prof. Monika Verma, Dept. of Physical Education (Member)
6.	Governance Leadership and Management	(i) Prof. Raj Kumar Siwach, Dept. of Public Administration (Convener)
		(ii) Prof. Sushil Kumar, Dept. of Physics (Member)
7.	Innovations and Best Practices	(i) Prof. Aseem Miglani, Dept. of Mathematics (Convener)
		(ii) Prof. Raj Kumar Salar, Dept. of Biotechnology (Member)

Further, all the Conveners of the Committees are requested to prepare and present their progress report quarterly. For this purpose, they can seek the assistant of supporting staff in their respective departments.

3. **Organization of Workshop sponsored by NAAC.**
   IQAC should take initiative to organize the workshop sponsored by NAAC.
4. **To discuss initiatives taken by the University for promotion of Research.**
   University should take initiatives for the promotion of research in terms of submitting proposals to different institutions/ministries of Government of India.
5. **To discuss and finalize Plagiarism Policy.**
   Plagiarism Policy implemented in the Maharshi Dayanand University, Rohtak be accepted by Chaudhary Devi Lal University, Sirsa and implement the same.

Meeting ended with a vote of thanks to the chair.

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Coordinator (IQAC)

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Director (IQAC)