



## DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

### Internal Quality Assurance Cell - IQAC

Ref. DBU/IQAC/18/12

Dated: 22<sup>nd</sup> Feb, 2018

#### Proceedings of 13<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting

Proceedings of the 13<sup>th</sup> "Internal Quality Assurance Cell (IQAC)" meeting held on 22<sup>nd</sup> Feb, 2018 at 3.00pm in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

Following Members Were Present:

Sr. No.	Name of the Member	Designation
1	Dr. Virinder Singh – Chairperson	Vice Chancellor
<b>Eight Senior Faculty Members and One Senior Administrative Officer</b>		
2	Dr. Neelima Jearth	Pro-Vice Chancellor
3	Dr. Kulbhushan	Registrar
4	Dr. Ramandeep Kaur	Director, Faculty of Nursing
5	Dr. Jatinder Tyagi	Principal, Faculty of Ayurveda & Research
6	Dr. Surjeet Kaur Patheja :	Director Education
7	Er. Parmod Mandal	Controller of Examination
8	Dr. Rajni Saluja	Assistant Professor, Faculty of Business Management, Commerce & Economics
9	Mr. Rajan Manro	Assistant Professor, Faculty of Computer Science and Application
10	Dr. Harmanjot Kaur	Assistant Professor, Faculty of Hotel Management
<b>Three External Experts on Quality Management (Industry/Local Community)</b>		
11	Dr. Jatinder Garg External Expert-Education	Registrar, Guru Ravi Das University, Hoshiarpur
12	Mr. Kewal Krishan Garg External Expert-Local	Sr. Advocate, Amloh
13	Mr. Birinderjit Singh External Expert- Industry	Retd. Chief engineer, Punjab Pollution Control board
<b>Coordinator IQAC</b>		
14	Dr. H. K. Sidhu (Coordinator)	Associate Professor, School of Agriculture & Life Sciences
15	Ms. Dimple Sharma (Member Secretary)	Assistant Registrar

At the outset, Chairperson IQAC welcomed the entire members attending the meeting of the IQAC. Thereafter, agenda items were taken up for discussion.

#### CONFIRMATION OF THE MINUTES

##### Agenda Item Point No.1

1. To confirm the Minutes of the 12<sup>th</sup> IQAC meeting held on 18<sup>th</sup> December 2017 in the Chanakya Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

*Minutes were approved and confirmed.*

### Agenda Item Point No.2

### 2. ACTION TAKEN ON THE MINUTES

Action taken report of the 12<sup>th</sup> IQAC meeting held on 18<sup>th</sup> December 2017 at the Chanakya Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

Approved as per Annexure -1

### 3. ITEMS FOR DISCUSSION AND DECISION

Agenda Point	Agenda Item name	Discussion, Decision	Action Taken
3	Publication and Project work of the staff	Chairman suggested that there should be proper mechanism to enhance the publication and research in the university. All members were agreed and suggested that with consultation of all Heads of schools, Dean research should made all the records month wise.	Approved
4	To take review of existing ERP system	After taking rigorous review of existing ERP Module, all HOD's expressed need to go for university level designed ERP Module as all institute requirements are not met with existing ERP. So, it is proposed self-designed ERP Module for integrating all academic and administrative activities. IQAC Committee members supported for the same.	Approved
5	To continue the Industry-Institute Interaction through Membership & MoU's	The Chairman raised the point towards enhancement of the Industry-Institute Interactions by increasing memberships and MoUs. This will be useful for students as well as for university overall growth. It is decided to plan activities to be initiated for Industry Interaction. All members were agreed and approve the same.	Approved
6	Process of patent of publications and research.	Chairman suggested that those faculty members were engaged in research they must go for patent so that their research has to be recognized globally. All members were agreed and decided that all researcher with the help of Dean Research should go for patent of their research.	Noted
7	To focus on Improving Teaching learning skills of the faculties	The chairman of IQAC, Dr. Virinder Singh (Vice Chancellor) raised the point about strengthen the activities related to teaching learning enhancement. All Deans of schools and agreed to conduct various Faculty and Staff Development Programs.	Noted
8	Teaching Learning process	All members had same opinion that the faculty members should follow innovative teaching methodologies to create interest among the students to learn the subjects. Video lectures and project based learning methods to be adopted by faculty members.	Noted

9	Quality initiatives in present academic and administrative processes.	Academic monitoring Provision of sending SMS should be there in ERP. ERP should generate summary of attendance of all the classes. Faculty training Workshop for teaching faculty members to improve their communication skills to be arranged. T & P Industrial training for final year students to be facilitated. Discipline Teachers should make lecture and assignments interesting.	Noted
10	Environment Protection	All members had serious concern about Plastic polythene bags .Awareness campaigns were organized by DBU in an attempt to persuade people to avoid using plastic bags in their day-to-day activities and instead develop the habit of using cloth bio-degradable bags. Cloth bags were also distributed out during these campaigns to promote the idea.	Noted
	To implement CBCS	Chairman informed the house that as per latest guidelines of UGC all universities must adopt the CBCS system. All chairman's of BOS should take care while review or draft new syllabus of course. All members were agreed and approve the same.	Approved

The meeting ended with a vote of Thanks to the Chair.  
The next meeting will be held on 09<sup>th</sup> June, 2018.

  
Member Secretary

Approved By  
  
Desh Bhagat University, Mandi Gobindgarh



## DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

### Internal Quality Assurance Cell - IQAC

Ref. DBU/IQAC/18/19

Dated: 9<sup>th</sup> June, 2018

#### Proceedings of 14<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting

Minutes of the 14<sup>th</sup> "Internal Quality Assurance Cell (IQAC)" meeting held on 9<sup>th</sup> June, 2018 at 3.00 pm in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

Following Members Were Present:

Sr. No.	Name of the Member	Designation
1	Dr. Virinder Singh – Chairperson	Vice Chancellor
<b>Eight Senior Faculty Members and One Senior Administrative Officer</b>		
2	Dr. Neelima Jearth	Pro-Vice Chancellor
3	Dr. Kulbhushan	Registrar
4	Dr. Ramandeep Kaur	Director, Faculty of Nursing
5	Dr. Jatinder Tyagi	Principal, Faculty of Ayurveda & Research
6	Dr. Surjeet Kaur Patheja	Director Education
7	Er. Parmod Mandal	Controller of Examination
8	Dr. Rajni Saluja	Assistant Professor, Faculty of Business Management, Commerce & Economics
9	Mr. Rajan Manro	Assistant Professor, Faculty of Computer Science and Application
10	Dr. Harmanjot Kaur	Assistant Professor, Faculty of Hotel Management
<b>Three External Experts on Quality Management( Industry/Local Community)</b>		
11	Dr. Jatinder Garg External Expert-Education	Registrar, Guru Ravi Das University, Hoshiarpur
12	Mr. Kewal Krishan Garg External Expert-Local	Sr. Advocate, Amlah
13	Mr. Birinderjit Singh External Expert- Industry	Retd. Chief engineer, Punjab Pollution Control board
<b>Coordinator IQAC</b>		
14	Dr. H. K. Sidhu (Coordinator)	Associate Professor, School of Agriculture & Life Sciences
15	Ms. Dimple Sharma (Member Secretary)	Assistant Registrar

At the outset, Chairperson, IQAC welcomed the entire members attending the meeting of the IQAC. Thereafter, agenda items were taken up for discussion.

#### CONFIRMATION OF THE MINUTES

##### Agenda Item Point No.1

1. To confirm the Minutes of the 13<sup>th</sup> IQAC meeting held on 22<sup>nd</sup> February 2018 in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

*Minutes were approved and confirmed.*

## Agenda Item Point No.2

### 2. ACTION TAKEN ON THE MINUTES

Action taken report of the 13<sup>th</sup> IQAC meeting held on 22<sup>nd</sup> February 2018 at the Conference Hall, Desh Bhugat University, Mandi Gobindgarh.

### 3. ITEMS FOR DISCUSSION AND DECISION

Agenda Point	Agenda Item name	Discussion, Decision	Action Taken
3	Allocation of Department Budget	Chairman suggested that there should be proper allocated Department budget approved by Financial Committee, it will be frozen by Accounts. In case of any expenditure arising beyond the approved budget, the department must take approval from competent authority. All members were agreed and approve the same.	Approved
4	Journals of the library	All members were agreed on the issue that in central library there must be appropriate number of journals (Online and Offline). The librarian should prepare the detail and if there is any shortcoming, the requirement has to be raised and immediately fulfil the shortfall.	Approved
5	National Mathematics Day	Chairman informed the house that the university had received grant from Punjab State Council for Science and Technology and NBI of Rs 25000/- for celebration of National Mathematics Day. The Department of applied sciences of university should make all the arrangements for National Mathematics	Approved
6	Academic audit of various Departments in the university	After detailed discussions all members were agreed that before go ahead for final academic audit of the university, there must be departmental academic audit. All deans of schools make the necessary arrangements for same.	Noted
7	Faculty Development Programme	Chairman informed the house that the university had received grant from Entrepreneurship Development Institute of India (EDI) of Rs 250000/- for Faculty Development Programme. The Director IEDC of university should make all the arrangements of the FDP.	Approved
8	Improvement in internet connectivity to hostels and quarters	All members were agreed that there should be Wi-Fi facility in the whole campus including Hostels and Staff quarters. If there is any shortfall the same has to be improved immediately. IT head should make all necessary arrangements.	Noted
9	Effective collection of kitchen waste from hostels and quarters	All members had same opinion that there should be a proper mechanism for disposal of dry and wet waste. There is need of mechanism for improvement in the existing mechanism. Suggestions should be called from all stakeholders (Academicians, Officers and Students).	Noted

10	E- Contents for academic courses	The Chairman suggests that the committee should be constituted under the supervision of Dean Academic, The committee completes all formalities and procedures for implementation the same. All members were agreed and approve the same.	Approved
11	International Biodiversity Day	Chairman informed the house that the university had received grant from Punjab State council for Science and Technology and NBI of Rs 25000/- for International Biodiversity Day. The Department of Agriculture and Life Sciences of university should make all the arrangements of the International Biodiversity Day. All members were agreed and approve the same	Approved
12	Drop Box for Exam related Grievance.	It is suggested to provide drop box in the departments so can students can lodge examination related complaints. All HoDs should make the necessary arrangements.	Noted

The meeting ended with a vote of Thanks to the Chair.  
The next meeting will be held on 18<sup>th</sup> September, 2018.



Member Secretary

Approved By



Desh Bhagat University, Mandi Gobindgarh



## DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

### Internal Quality Assurance Cell - IQAC

Ref.DBU/IQAC/18/24

Dated: 18<sup>th</sup> September, 2018

#### Proceedings of 15<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting

Proceedings of the 15<sup>th</sup> "Internal Quality Assurance Cell (IQAC)" meeting held on 18<sup>th</sup> September, 2018 at 2.00 pm in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

Following Members Were Present:

Sr. No.	Name of the Member	Designation
1	Dr. Virinder Singh – Chairperson	Vice Chancellor
<b>Eight Senior Faculty Members and One Senior Administrative Officer</b>		
2	Dr. Kulbhushan	Registrar
3	Dr. Ramandeep Kaur	Director, Faculty of Nursing
4	Dr. Jatinder Tyagi	Principal, Faculty of Ayurveda & Research
5	Dr. Surjeet Kaur Patheja	Director Education
6	Er. Parmod Mandal	Controller of Examination
7	Dr. G.S. Ghotra	Professor, Faculty of Business Management, Commerce & Economics
8	Dr. Rajni Saluja	Assistant Professor, Faculty of Business Management, Commerce & Economics
9	Mr. Rajan Manro	Assistant Professor, Faculty of Computer Science and Application
10	Dr. Harmanjot Kaur	Assistant Professor, Faculty of Hotel Management
<b>Three External Experts on Quality Management( Industry/Local Community)</b>		
11	Dr. Jatinder Garg External Expert-Education	Registrar, Guru Ravi Das University, Hoshiarpur
12	Mr. Kewal Krishan Garg External Expert-Local	Sr. Advocate, Amloh
13	Mr. Birinderjit Singh External Expert- Industry	Retd. Chief engineer, Punjab Pollution Control board
<b>Coordinator IQAC</b>		
14	Dr. H. K. Sidhu (Coordinator)	Associate Professor, School of Agriculture & Life Sciences
15	Ms. Dimple Sharma (Member Secretary)	Assistant Registrar

At the outset, Chairperson, IQAC welcomed the entire members attending the meeting of the IQAC. Thereafter, agenda items were taken up for discussion.

#### CONFIRMATION OF THE MINUTES

Agenda Item Point No.1

1. To confirm the Minutes of the 14<sup>th</sup> IQAC meeting held on 09<sup>th</sup> June, 2018 in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

*Minutes were approved and confirmed.*

#### Agenda Item Point No.2

#### 2. ACTION TAKEN ON THE MINUTES

Action taken report of the 14<sup>th</sup> IQAC meeting held on 09<sup>th</sup> June, 2018 in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

#### 3. ITEMS FOR DISCUSSION AND DECISION

Agenda Point	Agenda Item name	Discussion, Decision	Action Taken
3	Improving Alumni Interaction	Chairman suggested that Alumni Interaction must be improved. All members agreed and suggest various measures to improve alumni interaction by issuing membership cards to offer discounts in university hospital, dental hospital, facility to provide experimentation etc.	Approved
4	Training and Placement	With the permission from chair training and placement officer present the data of previous year till date and student performance during various placement drives in the university. All faculty members are requested to provide qualitative education not quantitative. All members were agreed and approve the same	Noted
5	The IQAC Office be strengthened as per NAAC guidelines especially in-terms of infrastructure and other facilities.	All members had same opinion that the IQAC office should be equipped with all facilities infrastructure wise. All modern tools should be provided to IQAC team so that they can perform 100%. After detailed discussion it has to be decided that all infrastructure and items has to be provided immediately.	Approved
6	Research Activities	After detailed discussions all members were agreed that all HoDs must be encouraged the faculty members of their departments that they have published more and more papers in reputed or peer review journals.	Noted
7	Improving Existing Teaching Methods by adopting a mix of new techniques	All members were agreed except traditional Lecture Method effectiveness can further be enhanced by Interactive techniques, Instructor Storytelling Instructor illustrates a concept, idea, or principle with a real life application, model, or case-study of "Real-World", Simulation, Group Discussions, Picture Prompt, Individual presentation, Role Plays, Brain storming, role play and case study, Web-based Instruction etc. All faculty members should go through these techniques.	Noted

8	Library & Support Service	All members were agreed that there should be more collection of books in the library & Design small-group learning spaces for project and group work within the Library and to transform the library into a 21st century, information-age centre of excellence.	Noted
9	Academic & Research Staffing	All members had same opinion that there should be additional faculty to maintain and improve the staff-student ratios and to provide academic time to develop internationally-relevant research expertise. Number of full-time PhD students needs to be increased	Noted
10	Magazines	The Chairperson suggests that the quantity of available magazines in library should be increased. All members were agreed and approve the same that the Librarian should complete all the formalities.	Noted
11	Faculty advisory committee	All members were agreed on this issue that there should be faculty advisory committee which involves selected individual who stay in constant touch with all departments and monitoring the faculty related activities. All deans should give the name to Dean academics so that committee has to be formulated.	Approved

The meeting ended with a vote of Thanks to the Chair.  
The next meeting will be held on 17<sup>th</sup> December, 2018.

  
6/19/18  
Member Secretary

Approved By  
  
Desh Bhagat University, Mandi Gobindgarh



## DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

### Internal Quality Assurance Cell - IQAC

Ref.No.DBU/IQAC/18/32

Dated: 17<sup>th</sup> December, 2018

### Proceedings of 16<sup>th</sup> IQAC Meeting

The 16<sup>th</sup> IQAC Meeting held on 17<sup>th</sup> December, 2018 at 10:30 a.m. in the conference hall of the university Desh Bhagat University, Mandi Gobindgarh.

Following members were present:

Sr. No.	Name of the Member	Designation
1	Dr. Virinder Singh – Chairperson	Vice Chancellor
<b>Eight Senior Faculty Members and One Senior Administrative Officer</b>		
2	Dr. Neelima Jearth	Pro-Vice Chancellor
3	Dr. Kulbhushan	Registrar
4	Dr. Ramandeep Kaur	Director, Faculty of Nursing
5	Dr. Jatinder Tyagi	Principal, Faculty of Ayurveda & Research
6	Dr. Surjeet Kaur Patheja	Director Education
7	Er. Parmod Mandal	Controller of Examination
8	Dr. Rajni Saluja	Assistant Professor, Faculty of Business Management, Commerce & Economics
9	Mr. Rajan Manro	Assistant Professor, Faculty of Computer Science and Application
10	Dr. Harmanjot Kaur	Assistant Professor, Faculty of Hotel Management
<b>Three External Experts on Quality Management (Industry/Local Community)</b>		
11	Dr. Jatinder Garg External Expert-Education	Registrar, Guru Ravi Das University, Hoshiarpur
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13	Mr. Birinderjit Singh External Expert- Industry	Retd. Chief engineer, Punjab Pollution Control board
<b>Coordinator IQAC</b>		
14	Dr. H. K. Sidhu (Coordinator)	Associate Professor, School of Agriculture & Life Sciences
15	Ms. Dimple Sharma (Member Secretary)	Assistant Registrar

In the beginning of the meeting the Chairman of the IQAC welcomed all the members. The IQAC members expressed their highly appreciation and satisfaction about the courses and activities of the various Departments of the university. After that the IQAC discussed and resolved the following items:

**1. Item No. IQAC/01:** To confirm the Minutes of the 15<sup>th</sup> IQAC meeting held on 18<sup>th</sup> September, 2018 in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

**Resolution:** Minutes were approved and confirmed.

**2. Item No. IQAC/02:** Action taken on the Minutes

Action taken report of the 2<sup>nd</sup> IQAC meeting held on 15<sup>th</sup> IQAC meeting held on 18<sup>th</sup> September, 2018 in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh.

S.No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1	Improving Alumni Interaction	Dean student welfare informed the house that the process of issuing membership cards to offer discounts in university hospital, dental hospital, facility to provide experimentation etc.
2	Training and Placement	Placement officer informed the house that the process of placements is going on in the university.
3	The IQAC Office be strengthened as per NAAC guidelines especially in-terms of infrastructure and other facilities.	IQAC coordinator informed the house that some technical staff attached with IQAC office so that the daily routine work has to be improved.
4	Research Activities	Dean Research informed the house that to encourage the faculty members of their departments that they have published more and more papers in reputed or peer review journals, All directors and HODs are working on the same.
5	Improving Existing Teaching Methods by adopting a mix of new techniques	Dean Academic informed the house that all measures has to be taken to improve the same and new techniques are adopted for the same
6	Library & Support Service	The Librarian of the University informed the house that all necessary arrangements have to be done for the same and the process of procurement started to improve the same.
7	Academic & Research Staffing	Dean academics informed the house that the recruitment process for the same already in process.
8	Faculty advisory committee	Dean Academic informed the house that all directors already in process to form the same

**3. Item No. IQAC/03:** To decide plan of action of NAAC SSR Preparation.

Chairperson of IQAC suggested preparing a plan of action for NAAC SSR on all the Individual criterions. All Criterion heads should interact with their fellow members for final preparation. The committee members recommended to the NAAC Coordinators to take the SSR preparation work.

**4. Item No. IQAC/04:** Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.

Dean Research suggested that research culture should inculcate in academics and Industry-Institute interaction is to be strengthened, also academic policies are need to be revised and related activities definitely promoting research culture.

**5. Item No. IQAC/05:** Framing of Mission, Vision and Core Values of Institution and all Departments

Chairman IQAC, felt that mentoring all faculty members, as well as students, are needed and more experts from outside should be involved in teaching-learning process.

Dean Research shared his experiences about quality circle in the industry and expressed those similar quality circles can be formed in each department and support sections of our Institute.

H.O.D. Management expressed that there is no substitute to hard work and it's required to achieve overall development of Institute. Concrete steps and path needed in all direction for achieving quality excellence.

So, first Mission and Vision of Institute and departments should be framed for setting quality benchmark.

**6. Item No. IQAC/06:** Registration and feedback from Alumni.

The Chairman pointed out that in addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important. The teams suggested with the permission of chair to collect the alumni feedback and organize alumni meet.

**7. Item No. IQAC/07:** E-contents for academic courses


The chairman had opinion that there should be a committee for preparing the guidelines for preparation of E- Learning Contents for various subjects. All members were agreed and Dean Research had coordinated with all heads of schools for further necessary action.

**8. Item No. IQAC/08:** Introduction of new courses.

The chairman and all members has same opinion that from coming session find the areas in which new courses has to be stared. Dean academic pursues the same.

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

The next meeting will be held on 19/03/2019.

  
Member Secretary

Approved By  
  
Desh Bhagat University, Mandi Gobindgarh