

Proceedings of 17th IQAC Meeting

The 17th IQAC Meeting held on 19/03/2019 at 10:30 AM in the conference hall of the Desh Bhagat University, Mandi Gobindgarh.

Following members were present:

Sr. No	Name	Designation	Designation as per IQAC
1	Dr. Virinder Singh	Vice Chancellor	Chairperson
2	Teachers to represent all level (Three to eight)		
2.1	Dr. Hari Singh Benipal	Professor, University School of Ayurveda	Member
2.2	Dr. Dharminder Singh	Professor, University School of Social Sciences and Languages	Member
2.3	Dr. Rajinder Kumar Bathla	Professor, University School of Information Technology and Library Sciences	Member
2.4	Dr. Naresh	Professor Deptt of Oral Surgery University School of Dental Sciences	Member
2.5	Dr. Sudhir Gupta	Professor, University School of Education	Member
2.6	Dr. Rajni Saluja	Professor, University School of Business Management, Commerce and Economics	Member
2.7	Mr. Deepak Shandily	Vice Principal, University School of Nursing	Member
2.8	Dr. Pyarelal	Professor, University School of Library Sciences	Member
2.9	Dr. H. K. Sidhu	Associate Professor, University School of Agriculture and Life Sciences	Member
2.10	Dr. Inderpreet Kaur	Associate Professor, University School of Law	Member
2.11	Ms. Piyusha Sharma	Assistant Professor, University School of Agriculture and Life Sciences	Member
2.12	Er. Arashdeep Singh	Assistant Professor, University School of Engineering and Applied Sciences	Member
2.13	Er. Khushboo Bansal	Assistant Professor, University School of Engineering and Applied Sciences	Member
3	One member from the Management		
3.1	Dr. Sandeep Singh	Vice President	Member
4	Few Senior administrative officers		
4.1	Dr. A. K. Paul	Dean Academics	Member
4.2	Dr. Kulbhushan	Registrar, Desh Bhagat University	Member
4.3	Dr. Anil Gupta	Dean Research and Development	Member

4.4	Dr. Harbhajan Singh Atwal	Dean Sports	Member
4.5	Er. Parmod Mandal	Controller of Examination	Member
4.6	Dr. Jog Singh Bhatia	Director cum Professor, University School of Business Management, Commerce and Economics	Member
4.7	Dr. Surjeet Patheja	Director, University School of Social Sciences and Languages	Member
4.8	Dr. Satya Doo Panday	Principal, Dosh Bhagal Ayurvedic College and Hospital	Member
4.9	Prof. B.D. Dhiman	Principal, University School of Pharmacy.	Member
4.10	Dr. Sanjeev Soni	Vice- Principal, Dosh Bhagal Dental College and Hospital	Member
5	One nominee each from local society, Students and Alumni		
5.1	S. Darshan Singh Babi (General Secretary), Guru Granth Sahib Charitable Society, Mandi Gobindgarh Chairperson, PADB, Amloh Chairperson Corporate Society, Amloh	Nominee from the Local Society	Member
5.2	Ms. Amarjit Kaur	Students(MBA-2 nd year)	Member
5.3	Mr. Ashish Kalia	Students(BA -LLB 7 th Semester)	Member
5.4	Mr. Paras Shahi, Jai Rice Mill, Amargarh	Alumni	Member
6	One nominee each from Employers /Industrialists/Stakeholders		
6.1	Mr. Sunil Chawla, DGM, Start-up, Punjab	Employers (Corporation Bank – Vinect/P.I. Can start up Punjab.	Member
6.2	Dinesh Gupta(MD) Prabhat Heavy Forge Private Limited Plot No.1, G.T. Road, Sector 18A, Mandi Gobindgarh , Fatehgarh Sahib, Punjab 147301	Industrialists	Member
6.3	Mr. Vinod Kumar Dutt MD, Chanskys Dairy Farm, Mandi Gobindgarh, Fatehgarh Sahib, Punjab 147301	Industrialists	Member
6.4	Mr. Veneet , ICAN industry	Industrialists	Member
6.5	Mrs. Divya Kaushik, Scientist (PIC) - Patent Expert	Stakeholders	Member

6.6	Mr. Surender Kapoor	Parents	Member
7	One of the senior teachers as the Coordinator/Director of the IQAC		
7.1	Dr. Puja Gulati	Professor, University School of Pharmacy	Director
7.2	Ms. Dimple Sharma	Assistant Registrar	Member Secretary

In the beginning of the meeting the Chairperson 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 16th IQAC meeting held on 14th December, 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 16th IQAC meeting held on 14th December, 2018 in the Conference Hall Desh Bhagat University, Mandi Gobindgarh.

S.No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes												
1	To decide plan of action of NAAC SSR Preparation	The NAAC team Incharge informs the house that the work is in progress as per guidelines of NAAC. The SSR may be filled in the end of December.												
2	Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.	Dean Research informed the house that the department working on to formulate the policy related to research so that maximum Conferences/Workshop/STTP has to be conducted to provide research culture in the university.												
3	Framing of Mission, Vision and Core Values of Institution and all Departments	Dean academics informed the house that the same has to be circulated among all the departments of the university.												
4	Registration and feedback from Alumni.	Due to non availability of members in Alumni cell the new alumni cell formed in the university for registration and feedback. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>S.N</th> <th>Name</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dr. H.K.Sidhu</td> <td>Coordinator student welfare</td> </tr> <tr> <td>2</td> <td>Dr. Rajni Saluja</td> <td>Member</td> </tr> <tr> <td>3</td> <td>Er. Ashdeep Singh</td> <td>Member</td> </tr> </tbody> </table>	S.N	Name	Designation	1	Dr. H.K.Sidhu	Coordinator student welfare	2	Dr. Rajni Saluja	Member	3	Er. Ashdeep Singh	Member
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1	Dr. H.K.Sidhu	Coordinator student welfare												
2	Dr. Rajni Saluja	Member												
3	Er. Ashdeep Singh	Member												
5	Introduction of new courses	The dean Academic informed the house that the work already started on the same and will be completed before the starting of new session.												
6	E-content for academic courses	Dean research informed the house that the work regarding E-Contents for all academic courses has been started. All faculty members have issued the IDs to individuals so that they upload the same on ERP portal.												

3. Item No. IQAC/03: Board of Studies for various departments.

Chairperson of IQAC suggested that all departments should prepare the BOS for their respective departments. All members were agreed and have the same opinion that all Deans should complete the same for this year. Dean academic coordinates the work and tabled the same report in next meeting.

4. Item No. IQAC/04: Annual academic Planning

Chairperson suggested that there should be planning for next academic session. All formalities and requirements should be completed before starting of next session. All members were agreed that all heads of schools shall be ready for next academic session so that the academic environment of the university should not be effected.

5. Item No. IQAC/05: Establishing MOUs with industry and academia so as to establish specialized labs, certification programs which help students to bridge gap between industry and academia.

The chairperson had opinion that there should be proper relation between industry and academia so that all technology gaps removed timely and students got benefited.

After detailed discussion all members were agreed that there should be proper and cordial relations between industry and university. The Registrar and TPO should take initiative to sign MOUs with Govt & private enterprises so that student gets benefited.

6. Item No. IQAC/06: To inculcate social responsibilities in the students through regular conduction of NCC/NSS activities.

Dean Student welfare suggested organizing more extracurricular activities under NSS Club and NCC. All Committee members decided to plan more activities in National Social Scheme Special Camp such as Awareness about Digitization, Water harvesting, SWACH BHARAT ABHIYAN, Tree Plantation, Blood Donation Camp and Road Safety program etc.

7. Item No. IQAC/07: Conduction of remedial/backlog classes for slow learner so as to improve the learning skills of the students.

The chairperson and all members had opinion that there should be remedial classes for weaker students in off hours/non working days. All heads of schools and IODs should make the arrangements so that the knowledge and skill of weaker students has to be improved.

8. Item No. IQAC/08: Conduction of end semester exams.

The chairperson and all members have same opinion that Conduction of exams as per academic calendar. COE should prepare all arrangements for upcoming end semester examinations.

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

The next meeting will be held on 14/06/2019.

Member Secretary

Approved By

Desh Bhagat University, Mandi Gobindgarh

Internal Quality Assurance Cell - IQAC

Ref.No.DBU/IQAC/19/15

Dated: 14/06/2019

Proceedings of 18th IQAC Meeting

The 18th IQAC Meeting held on 14/06/19 at 10:30 a.m. in the conference hall of the university at 10:30 AM at Desh Bhagat University, Mandi Gobindgarh.

Following members were present:

Sr. No	Name	Designation	Designation as per IQAC
1	Dr. Virinder Singh	Vice Chancellor	Chairperson
2	Teachers to represent all level (Three to eight)		
2.1	Dr. Hari Singh Benipal	Professor, University School of Ayurveda	Member
2.2	Dr. Dharminder Singh	Professor, University School of Social Sciences and Languages	Member
2.3	Dr. Rajinder Kumar Bathla	Professor, University School of Information Technology and Library Sciences	Member
2.4	Dr. Naresh	Professor Deptt of Oral Surgery University School of Dental Sciences	Member
2.5	Dr. Sudhir Gupta	Professor, University School of Education	Member
2.6	Dr. Rajni Saluja	Professor, University School of Business Management, Commerce and Economics	Member
2.7	Mr. Deepak Shandily	Vice Principal, University School of Nursing	Member
2.8	Dr. Pyarelal	Professor, University School of Library Sciences	Member
2.9	Dr.H.K.Sidhu	Associate Professor, University School of Agriculture and Life Sciences	Member
2.10	Dr. Inderpreet Kaur	Associate Professor, University School of Law	Member
2.11	Ms. Piyusha Sharma	Assistant Professor, University School of Agriculture and Life Sciences	Member
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2.13	Er. Khushboo Bansal	Assistant Professor, University School of Engineering and Applied Sciences	Member
3	One member from the Management		
3.1	Dr. Sandeep Singh	Vice President	Member
4	Few Senior administrative officers		
4.1	Dr.A.K.Paul	Pro Vice Chancellor	Member
4.2	Dr. Kulbhushan	Registrar, Desh Bhagat University	Member

4.3	Dr. Anil Gupta	Dean Research and Development	Member
4.4	Dr. Harbhajan Singh Atwal	Dean Sports	Member
4.5	Er. Parmod Mandal	Controller of Examination	Member
4.6	Dr. Jog Singh Bhatia	Director cum Professor, University School of Business Management , Commerce and Economics	Member
4.7	Dr. Surjeet Patheja	Director, University School of Social Sciences and Languages	Member
4.8	Dr. Satya Deo Panday	Principal, Desh Bhagat Ayurvedic College and Hospital	Member
4.9	Prof. B.D. Dhiman	Principal, University School of Pharmacy.	Member
4.10	Dr. Sanjeev Soni	Vice- Principal, Desh Bhagat Dental College and Hospital	Member
5	One nominee each from local society, Students and Alumni		
5.1	S. Darshan Singh Babi (General Secretary), Guru Granth Sahib Charitable Society, Mandi Gobindgarh Chairperson, PADB, Amloh Chairperson Corporate Society, Amloh	Nominee from the Local Society	Member
5.2	Ms. Amarjit Kaur	Students(MBA-2 nd year)	Member
5.3	Mr. Ashish Kalia	Students(BA -LLB -7 th Semester)	Member
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6	One nominee each from Employers /Industrialists/Stakeholders		
6.1	Mr. Sunil Chawla, DGM, Start-up, Punjab	Employers (Corporation Bank - Vineet/P.I. Can start-up Punjab.	Member
6.2	Dinesh Gupta(MD Prabhat Heavy Forge Private Limited Plot No.1, G.T. Road, Sector 18A, Mandi Gobindgarh , Fatehgarh Sahib, Punjab 147301	industrialists	Member
6.3	Mr. Vinod Kumar Dutt MD, Chanakya Dairy Farm, Mandi Gobindgarh, Fatehgarh Sahib, Punjab 147301	Industrialists	Member
6.4	Mr. Veneet , ICAN industry	Industrialists	Member
6.5	Mrs. Divya Kaushik,	Stakeholders	Member

	Scientist (PIC) - Patent Expert		
6.6	Mr. Surender Kapoor	Parents	Member
7	One of the senior teachers as the Coordinator/Director of the IQAC		
7.1	Dr. Puja Gulati	Professor, University School of Pharmacy	Director
7.3	Ms. Dimple Sharma	Assistant Registrar	Member Secretary

In the beginning of the meeting the Chairperson 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 17th IQAC meeting held on 19th March, 2019 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 17th IQAC meeting held on 19th March, 2019 in the Conference Hall Desh Bhagat University, Mandi Gobindgarh.

S.No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Board of Studies for various departments.	Dean academic informed the house that most of the departments have prepared their BOS for current running courses and the courses in newly inducted faculty. The BOS forwarded for further approvals from competent authority.
2.	Annual academic Planning	Chairperson informed the house that all heads of schools and HODs were working on their academic planning of their concerned department for upcoming session. Some of departments were near about completion of the work.
3.	Establishing MOUs with industry and academia so as to establish specialized labs, certification programs which help students to bridge gap between industry and academia.	The chairperson informed the house that Registrar and TPO of the university already working on this issue and in few weeks the process related to signing of MOUs and establishment of specialized labs has to be completed.
4.	To inculcate social responsibilities in the students through regular conduction of NCC/NSS activities.	Dean Student welfare informed the house that Activities like Tree plantation, Blood Donation Camp, Road Safety program, Awareness about Digitization, Water harvesting, SWACH BHARAT ABHIYAN, etc. successfully conducted under NSS

5	Conduction of remedial/backlog classes for slow learner so as to improve the learning skills of the students.	Dean Academic informed the house that All HODs were prepared the special time table for remedial and special classes. The classes in some departments already started.
6	Conduction of end semester exams.	COE informed the house that all exams were conducted smoothly and in few days after evaluation result has to be declared.

3. Item No. IQAC/03: Regular internal and external academic audit.

The Chairperson of IQAC reminded here, to take follow up of Internal and External Academic-Administrative Audit regularly and then it has decided to work on feedback of the audit so as to improve overall Academic and Administrative work.

4. Item No. IQAC/04: FDP, Workshops, Orientation Programs, STC and Refresher programs to be organized every year in the month of June-July and Nov-Dec

Chairperson suggested that there should be proper planning for FDP, Workshops, Orientation Programs, STC and Refresher programs every year in the month of June-July and Nov-Dec so that faculty should be updated time to time.

All members were agreed that for improvement in faculty these types of programs are mandatory for up gradation of knowledge of faculty. Dean research and develop should coordinate with all Heads of schools accordingly.

5. Item No. IQAC/05: Use of ICT during lectures, emphasizing on visual impact and learning.

The chairperson had opinion that there should be proper utilization of information technology so that students got benefited.

After detailed discussions all members were agreed that there should be proper utilization of information technology so that student gets benefited. Newly developed techniques like ICT can be used for improving the teaching learning process. Dean academic and Dean Research take initiatives accordingly.

6. Item No. IQAC/06: Regular revision of curriculum as per industry need

Dean Student welfare suggested that before go for BOS for next academic session there should be consideration of feedback from all stakeholders. The regular revision of curriculum is mandatory with the help of feedback received from industry.

7. Item No. IQAC/07: Interaction of Mentor with parents and Guardians.

The chairperson and all members had opinion that there should be regular interaction between parents and mentors so that feedback system has to be improved and simultaneously academic environment of the university should be improved.

8. Item No. IQAC/08: To decide about activities of LDC Cell / Incubation Centre

Chairperson suggested taking lead initiatives to promote innovation in student's projects and their Entrepreneurship. Dean Research offered to provide inputs to the innovation activities. Committee recommended starting activities under Entrepreneurship Development Cell / Incubation Centre to promote students innovative ideas.

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

The next meeting will be held on 16/09/2019


Member Secretary


Approved By
Desh Bhagat University, Mandi Gobindgarh

Internal Quality Assurance Cell - IQAC

Ref.No.DBU/IQAC/19-21

Dated: 16/09/2019

Proceedings of 19th IQAC Meeting

The 19th IQAC Meeting held on 16/09/2019 at 10:30 AM in the conference hall of the Desh Bhagat University, Mandi Gobindgarh.

Following members were present:

Sr. No	Name	Designation	Designation as per IQAC
1	Dr. Shalini Gupta	Vice Chancellor	Chairperson
2	Teachers to represent all level (Three to eight)		
2.1	Dr. Hari Singh Benipal	Professor, University School of Ayurveda	Member
2.2	Dr. Dharminder Singh	Professor, University School of Social Sciences and Languages	Member
2.3	Dr. Rajinder Kumar Bathia	Professor, University School of Information Technology and Library Sciences	Member
2.4	Dr. Naresh	Professor Deptt of Oral Surgery University School of Dental Sciences	Member
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2.9	Dr.H.K.Sidhu	Associate Professor, University School of Agriculture and Life Sciences	Member
2.10	Dr. Inderpreet Kaur	Associate Professor, University School of Law	Member
2.11	Ms. Piyusha Sharma	Assistant Professor, University School of Agriculture and Life Sciences	Member
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3	One member from the Management		
3.1	Dr. Sandeep Singh	Vice President	Member
4	Few Senior administrative officers		
4.1	Dr.A.K.Paul	Pro Vice Chancellor	Member
4.2	Dr. Kulbhushen	Registrar, Desh Bhagat University	Member
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5.4	Mr. Paras Shahi, Jai Rice Mill, Amargarh	Alumni	Member
6	One nominee each from Employers /Industrialists/Stakeholders		
6.1	Mr. Sunil Chawla, DGM, Start up, Punjab	Employers (Corporation Bank - Vineet/P.I. Can start-up Punjab.	Member
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6.3	Mr. Vinod Kumar Dutt MD, Chanakya Dairy Farm, Mandi Gobindgarh, Fatchgarh Sahib, Punjab 147301	Industrialists	Member
6.4	Mr. Vineet, ICAN industry	Industrialists	Member
6.5	Mrs. Divya Kaushik, Scientist (PIC) - Patent	Stakeholders	Member

	Expert		
6.6	Mr. Surender Kapoor	Parents	Member
7	One of the senior teachers as the Coordinator/Director of the IQAC		
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S.No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1	Regular internal and external academic audit	Dean academic informed the house that most of the departments have completed the internal and external academic audit of their concerned departments and reports has to be checked by the concerned deans.
2	FDP, Workshops, Orientation Programs, STC and Refresher programs to be organized every year in the month of June-July and Nov-Dec.	Dean Research and Development informed the house that all HODs were working on the same and in coming weeks FDP, Workshops, Orientation Programs, STC and Refresher programs of their concerned department has to be organized.
3	Use of ICT during lectures, emphasizing on visual impact and learning.	The IT head informed the house that ICT facility has to be installed in the university. All departments can avail it at anytime. All members were satisfied from the progress of work.
4	Regular revision of curriculum as per industry need	Dean Academic informed the house that all Heads of schools were working on the same and take all necessary steps for revision of curriculum. The feedback from industry and alumni has to be considered while revision of curriculum.
5	To decide about activities of EDC Cell / Incubation Centre	Incubation Centre was activated under the functional head committee of Entrepreneurship Development Cell. Innovative projects of students on different disciplinary and inter-disciplinary areas are suggested by the Cell.

3. Item No. IQAC/03: Academic calendar.

The Chairperson and all members were agreed that all Dean of faculties should prepared academic calendar for next session and Dean Academic should finalized it and take necessary approvals from the authorities and publish timely so that concerned will do their work accordingly.

4. Item No. IQAC/04: To enhance the Research culture activities to be carried out.

All Deans of schools decided to plan workshops on Intellectual Property Rights. It was decided to file the Patents in the coming academic session. It is also decided to encourage the faculties to apply for various research agencies for funding and also for publications of research articles in reputed journals.

5. Item No. IQAC/05: To initiate E-Governance in administration for Administrative reforms

Chairperson informed that digitization of administration is important and is needed for smooth functioning of administration activities like service record of the employees, Leave Records. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records.

All members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities.

6. Item No. IQAC/06: Preparation for Competitive Exams

Dean Student welfare suggested that some of the Govt and Private universities & institutes provided guidance and counseling for competitive exams to economical weaker section or other needy students, at that pattern university will make arrangements for all students.

After detailed discussions all members have a same opinion that Dean Academic made suitable arrangements for all needy students irrespective of particular category of students.

7. Item No. IQAC/07: To inculcate interview skills among students through Mock interviews.

The chairperson and all members had opinion that all students should prepare themselves for interviews conducted by national and international organizations. IPO should make all such arrangements that our students should be capable for any interview at national and international level.

Extra training and Personality Development classes should be arranged for the students to improve the skill among the students.

8. Item No. IQAC/08: Student Activity Centre (SAC)

IQAC has conducted few meetings with SAC representatives in the presence of Director and coordinator of SAC and finalized a set of guidelines for any event/program to be conducted under the banner of any organization associated with SAC.

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

The next meeting will be held on 19/12/2019


Member Secretary


Approved By

Desh Bhagat University, Mandi Gobindgarh

Ref.No.DBU/IQAC/19-/35

Dated: 19-12-2019

Proceedings of 20th IQAC Meeting

Meeting of the Internal Quality Assurance Cell (IQAC) was held on 19th December, 2019 at 01 pm in the Rabab Conference Hall of Desh Bhagat University, Mandi Gobindgarh to discuss the following agenda points.

The following members were present:

Sr. No	Name	Designation	Designation as per IQAC
1	Dr. Shalini Gupta	Vice Chancellor	Chairperson
2	Teachers to represent all level (Three to eight)		
2.1	Dr. Hari Singh Benipal	Professor, University School of Ayurveda	Member
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2.6	Dr. Rajni Saluja	Professor, University School of Business Management, Commerce and Economics	Member
2.7	Mr. Deepak Shandily	Vice Principal, University School of Nursing	Member
2.8	Dr. Pyarelal	Professor, University School of Library Sciences	Member
2.9	Dr.H.K.Sidhu	Associate Professor, University School of Agriculture and Life Sciences	Member
2.10	Dr. Inderpreet Kaur	Associate Professor, University School of Law	Member
2.11	Ms. Piyusha Sharma	Assistant Professor, University School of Agriculture and Life Sciences	Member
2.12	Er. Arashdeep Singh	Assistant Professor, University School of Engineering and Applied Sciences	Member
2.13	Er. Khushboo Bansal	Assistant Professor, University School of Engineering and Applied Sciences	Member
3	One member from the Management		
3.1	Dr. Sandeep Singh	Vice President	Member
4	Few Senior administrative officers		
4.1	Dr.Vimal Kant Sikri	Pro Vice Chancellor	Member
4.2	Dr.A.K.Paul	Dean Academics	Member
4.3	Dr. Kulbhushan	Registrar, Desh Bhagat University	Member

4.4	Dr. Anil Gupta	Dean Research and Development	Member
4.5	Dr. Harbhajan Singh Atwal	Dean Sports	Member
4.6	Er., Parmod Mandal	Controller of Examination	Member
4.7	Dr. Jog Singh Bhatia	Director cum Professor, University School of Business Management, Commerce and Economics	Member
4.8	Dr. Surjeet Patheja	Director, University School of Social Sciences and Languages	Member
4.9	Dr. Satya Deo Panday	Principal, Desh Bhagat Ayurvedic College and Hospital	Member
4.10	Prof. B.D. Dhiman	Principal, University School of Pharmacy.	Member
4.11	Dr. Sanjeev Soni	Vice- Principal, Desh Bhagat Dental College and Hospital	Member
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5.2	Ms. Amarjit Kaur	Students(MBA-2 nd year)	Member
5.3	Mr. Ashish Kalia	Students(BA -LLB 7 th Semester)	Member
5.4	Mr. Paras Shahi, Jai Rice Mill, Amargarh	Alumni	Member
6	One nominee each from Employers /Industrialists/Stakeholders		
6.1	Mr. Sunil Chawla, DGM, Start-up, Punjab	Employers (Corporation Bank - Vincet/P.I. Can start-up Punjab.	Member
6.2	Dinesh Gupta(MD Prabhat Heavy Forge Private Limited Plot No.1, G.T. Road, Sector 18A, Mandi Gobindgrah, Fatehgarh Sahib, Punjab 147301	Industrialists	Member
6.3	Mr. Vinod Kumar Dutt MD, Chanakya Dairy Farm, Mandi Gobindgarh, Fatehgarh Sahib, Punjab 147301	Industrialists	Member
6.4	Mr. Vireet, ICAN industry	Industrialists	Member
6.5	Mrs. Divya Kaushik, Scientist (PIC) - Patent Expert.	Stakeholders	Member

6.6	Mr.Surender Kapoor	Parents	Member
7	One of the senior teachers as the Coordinator/Director of the IQAC		
7.1	Dr. Puja Gulati	Professor, University School of Pharmacy	Director
7.2	Ms.Dimple Sharma	Assistant Registrar	Member Secretary

At the outset, the Chairman welcomed all the members of the Internal Quality Assurance Cell. Thereafter the Member Secretary was asked to present the Agenda Items before the members for discussion.

Item No.	Agenda Item points	Discuss and Decisions	Action Taken
	Introduction of New Courses from the academic session 2020-21.	<p>Member Secretary put forward the recommendations of the Director, Faculty of Business Management, Commerce and Economics and Faculty of Social Sciences to start following new courses w.e.f 2020-21 academic session of the University.</p> <p>Directors of both the schools told that the following courses has been duly approved by the Board of studies keeping in view the need of the hours in terms of Employment.</p> <p>University Department of Business Management, Commerce and Economics</p> <ol style="list-style-type: none"> 1. MBA (Health Care Management) 2. Post graduate Diploma in Hospital management. <p>University Department of Social Sciences and Languages</p> <ol style="list-style-type: none"> 3. Ph.D, M.Phil. and M.A. Urdu 	Approved and recommended for the approval of the Academic Council meeting to be held on 3-2-2020.

2.	Implementation of courses under SWAYAM and MOOCs as value added course.	<p>Controller of Examination(CoE) and Nodal officer of Swayam and MOOCs courses of the University told that detail of identification of Swayam and MocoCs courses for the upcoming batch has been received from Director, Faculty of Business Management, Commerce and Economics, Director, Faculty of Education and ECE and EE departments of University School of Engineering till date and added that despite of various reminders, the required information is not received from rest of the University Schools/Departments.</p> <p>Further, he explained the importance of Swayam ((Study Webs of Active Learning for Young Aspiring Minds) is an online portal to provide best teaching-learning experience. There are more than 600+ free online courses starting in January and February 2020.</p> <p>Dr. Shalini Gupta, Chairman told the members that from the January 2020, it will mandatory to include one Lecture per week of Swayam and MocoCs courses as a value added courses in the time table under Choice Based Credit System (CBCS) by the Directors/HoDs/Incharges of various Faculties as it address the needs of learners and students studying in universities and colleges across the country and it also strengthen the Mentor and Mentee concept.</p>	<p>Directors/ in charges /HODs were asked to send list of courses of their respective departments from the online portal of Swayam and MocoCs to Controller of Examination with copy to Coordinator IQAC and Chairman on or before 23/12/2019 as per prescribed format enclosed (Annexure-1)</p> <p>Further, Chairman asked the CoE to send the recommended list of the same for the approval from the Academic Council meeting to be held on 3-2-2020</p>
3	Status of implementation of CBCS syllabus in the University (August, December Report)	<p>Coordinator informed that the Choice based credit system was implemented in the year 2018 & onwards in all the courses of the University except Councils courses as per UGC norms and guidelines. Further, he asked the concerned members to give the status report for successful implementation of the same.</p>	<p>The last date for providing information is 31st Dec. 2019 to the Coordinator IQAC for further n/a in this regards.</p>
4	Schedule of Meetings of Stream Review Committee (SRC), Department Review Committee (DRC) Central Review Committee (CRC), and Board of Studies BOS in respect of revision	<p>Dean (Academics Affairs) asked all the Directors/HoDs/Incharges to submit the Schedule of Meetings of Stream Review Committee (SRC), Department Review Committee (DRC) Central Review Committee (CRC), and Board of Studies BOS in respect of revision of syllabi/ new syllabi from the Academic session 2020-21</p>	<p>The last date is 31st Dec, 2019 for the approval from the respective Board of Studies of the concerned departments to be held in April 2020.</p>
5	Published on 18-12-2019, 17-12-2019 and 01-08-2019 UGC Notice reg.: Learning Outcomes based Curriculum Framework (LOCF) & attainment.	<p>Chairman said that we should compare the existing syllabus with the curriculum provided by the UGC in shape of Learning Outcome based curriculum and attainment and must incorporate in the syllabi for the next batch starting from academic year.</p> <p>Member Secretary Informed that the last date was given to all the Directors/HoDs/Incharges are 31st March</p>	

6.	To plan Classes / Bridge Courses for the Weaker/ Slow Learner /Advanced learner students	<p>Pro Vice Chancellor/Dean Academic Affairs suggested that keeping in view the specific needs of slow learners, they requires extra attention; an extra period is to be planned in the time table of the University from the January 2020 & onwards. He asked the members, to review and identify the needs of slow learners.</p> <p>Dr. Kulohushan and Dr. Randhawa was of opined that test should be conducted on monthly basis for Medical Science students.</p> <p>Dr. Bhatia and Dr. Sandeep Sharma suggested that MSTs are sufficient for rest of the students in the University.</p> <p>Chairman of the committee suggested that we should identify the slow learners and advanced learners by conducting Proficiency Test, which includes General English, GK, General Awareness, Aptitude and Technical related to core streams and further evaluate the students as per following criteria given below:</p> <p>Slow Learners < 50% Marks Advanced Learners >70% Marks Average Learners 50% to 70% marks</p> <p>Further, she suggested that we should mention 2 hrs on weekly basis as per Time Table for improvement in all round development.</p>	<p>All the Directors/HoDS/Incharges are requested to to comply with the same from the current academic semester and to conduct tests with the consultation with UOAs, preferably in the Month of February and April 2020.</p> <p>and send report to the Coordinator IQAC for the same.</p>
7	Policy regarding relaxation in attendance for NSS/NCC students, Students, who participate in cultural activities, Students who participate in Sports activities, Students who participate in	<p>Member Secretary informed that the Policy has been framed for giving relaxation in attendance for NSS/NCC students, and students who participate in cultural activities, Sports activities, Club activities, and Entrepreneurial activities.</p> <p>In view of the above all members were agreed on the issue and unanimously decided that the policy for the same should be framed. Dean Academic to frame the policy as circulate among all stakeholders.</p>	Noted

To plan Academic Calendar for the session 2020-21.

Member Secretary put up the tentative Academic Calendar, for the session 2019-20 before the house. It was observed that the Academic calendar of Nursing, Dental and Ayurveda need improvement.

Further, Dr. Kulbhushan recommended that we should also add in the foot note of the Academic Calendar of the University that Examination form duly signed by the concerned Directors (for their eligibility concerned) will be submitted one month before starting the end term examinations.

Dean Academic asked Dr. Kulbhushan, Dr. Puja Gulati, Dr. Randeewa to revise the calendar as per norms of the respective Councils and submit the same within three days for further n/a.

Further, he asked the member secretary to prepare Academic Calendar for the session 2020-21 (From 1st August 2020 to 31st May 2021) for all the courses run under the University as per UGC norms and concerned Directors/Incharges (Nursing, Dental and Ayurveda) as per their respective Councils and Submit the same one month before the next Academic Meeting schedule to be held in the month of June 2020.

Recommendation are accepted for further approval and asked the Member Secretary to implement the same in the Academic calendar of session 2020-21.

9	Preparation of Time Table, course files, digital reservoirs etc for upcoming New Semester	<p>Chairman asked Dean (Academic affairs) to complete following points in coordination with all Directors/ in charges /HODs on or before starting of upcoming academic semester.</p> <p>Time Table : on or before 15-1-2020 Course files and Digital reservoirs: on or before 8-2-2020</p> <p>The following committee is constituted to review the same:</p> <ol style="list-style-type: none"> 1. Dr. J.S. Bhatia, Director, University School of Mgt. Commerce and Economics For all departments under Management 2. Dr. Puja Gulati, Professor, University School of Pharmacy and Mr. Pankaj (Assistant Prof.) Paramedical Department – For Pharmacy, Dental, Para Medical & Nursing. 3. Dr. Rajwant Kaur Randhawa, (Officiating Principal) for Hotel Management/ Education 4. Dr. Sandeep Sharma (Deputy Director) University School of Engineering and applied Sciences and Mr. Onkar Singh Bhatia (Assistant Professor) Department of Mechanical Engg. for Engineering and Applied Sciences. 	<p>Noted</p> <p>Report of the same should be reached in the office of the Chairman on every 30th day of the Month for the same.</p>
10	Previous Status of Academic audit of all Faculties and planning of academic audit for current semester.	<p>Coordinator of IQAC said the Academic audit of all school has already been completed under the supervision of Dean (Academic affairs) in the month of November, 2019.</p> <p>Chairman asked the Dean (Academic affairs) to send the report of the same to his office for further n/a and request to submit schedule of Academic audit of next Academic semester on (Monthly basis) in coordination with all Directors/ in charges /HODs of the University.</p>	<p>Noted</p> <p>Report of the same should be reached in the office of the Chairman on every 30th day of the Month.</p>
11	Status of Convocation to be held on 14-2-2020 in the University.	<p>Dr. Puja Gulati informed that University is going to celebrate 7th Convocation on 14th February, 2020.</p>	<p>Chairman asked her to prepare Schedule of all conveners for the same</p> <p>Noted</p>
Agenda Items related to Training and Placement			
12.1	Student career Progression data for current year	<p>Training and Placement officer asked to prepare Student career Progression data for current year(2019-20) , Calendar and Brochure of Training and Placement activities semester wise (from January 2020 and onwards) and asked to send point -wise reply of the same as per UGC. Published on 08-11-2019 UGC Public Notice reg. Enabling and Enhancing University and Industry Linkages- Views and suggestions. by 22nd Nov</p>	<p>Report of the same to be submitted in the office of the VC on 01-2-2020</p>
12.2	Calendar and Brochure of Training and Placement activities semester wise.		<p>Noted</p>
	Published on 08-11-2019 UGC Public Notice reg. Enabling and Enhancing University and Industry Linkages- Views and suggestions. by 22nd Nov		

12.3	Published on 07-11-2019 UGC Letter reg.: Student Career Progression and Alumni Network – Views and suggestions. By 22 nd Nov 2019	Chairperson asked the Assistant Registrar to send point-wise reply of the same as per UGC Published on 07-11-2019 UGC Letter reg.: Student Career Progression and Alumni Network – Views and suggestions. by 22 nd Nov 2019	Assistant Registrar informed the house that report of the same will be submitted in the VC office on or before 01-2-2020
12.4	Alumni meet to be held on 14-2-2020.	Coordinator informed that University is also going to celebrate Alumni meet to be held on 14-2-2020.	Chairman asked coordinator to prepare schedule of all conveners for the same Noted
13	Agenda items related to Achievement of Staff in the University		
13.1	Achievement of faculty members in various schools in terms of their Awards, Publications and Research works.	All the Directors/HoDs/Incharges are requested to send the Achievement of faculty members in various schools in terms of their Awards, Publications and Research works for the academic session 2019-20.	Report of the same to submit in the office of the VC on 31-01-2020 Noted
	Agenda items related to Quality Improvement		
14.1	Student feedback, Alumni feedback, Parents feedback and faculty feedback for enhancement in teaching learning methodologies.	Coordinator informed that the feedback from all stakeholders has been done in all departments except Dental and Ayurveda in the year 2019-20. Chairman asked to prepare schedule to get feedback from all the stakeholders for the next academic semester.	Noted
14.2	Steps to improve Academic Environment and to frame Benchmark Policy for the same.	Chairman asked Dr. Gokar Singh Bhatia to prepare Benchmark Policy for the improvement of Academic Environment in the University.	Policy and SOP to be submitted for the same on or before 15-2-2020
14.3	Agenda items related to Examination Department		
14.4	Improvements in Automation of Examination System.	Director, Faculty of Business Management, Commerce & Economics said that it was observed that there is typographical error during the upload of the result on the ERP. It creates lot of chaos among the students.	Chairman asked the CoE to look into the matter personally and ensure that no question in this regards raised in future. Noted
14.5	UGC Letter reg.: National Academic Depository (NAD). Published on 28-11-2019	CoE told that almost 50% data has been uploaded on the National Academic Depository (NAD) and rest is in process to upload.	Chairman asked to complete 100% work of the same and send report on or before 29 th Feb, 2020.
15	Agenda items related to Research and Development activities		

15.1	Approval regarding amendments in Research Policy issued on 18 th June 2019	Dr. Anil Gupta (Dean Research) put forward the revised Policy of Research for approval.	Approved and recommended for the approval of the Academic Council to be held on 3-2-2020.
15.2	Published on 26-12-2019 UGC Letter reg. Two Credit Courses for awareness about Publication Ethics and Publication Misconduct	Dean Research informed that Research department has complied with the UGC Letter reg. Two Credit Courses for awareness about Publication Ethics and Publication Misconduct, published on 26-12-2019 and framed scheme and syllabi for the same for the Research Scholar.	Noted and approved
15.3	Budget of Sponsored and Consultancy projects 2020-21 (Govt and Non Govt. agencies) FDP/ Workshop/Seminar/ Conferences for faculty & Staff and their Budget for the Semester.	Chairperson directed the Dean Research to prepare all the formalities regarding financial implications relate to the issue and submit the report before the start of next session. All members were agreed on the same.	Noted and approved
15.4	Review of Publication of departmental Journals.	Dr. Rajni Saluja (professor), Faculty of Business Management, Commerce and Economics informed that University has published 4 Research Journals in the area of Management (1), Education (2) and Engineering(1) (on half yearly basis) Further, it is planned to start International Journal of Dental Sciences (First Issue) July-Dec, 2019 Issues of Management, Education & Engineering Journals will be published by the end of January, 2020 It is planned to get the running journals recommended in UGC (CARE)	Noted
15.5	For FDP/ Workshop/Seminar/ Conferences, appointment of HOD/In charge/ Coordinator for individual School.	Chairman asked all the Directors/HODs/Incharges to appoint one Coordinator under his/her supervision to conduct FDP/ Workshop/Seminar/ Conferences and prepare a Calendar from January to December 2020 to the office of the VC	The last date to submit the name of the Coordinator along with Calendar of activities on or before 31-1-2020.
15.6	Grant of Rs. 12 Lakh received from the Indian Council of Social Sciences Research, New Delhi on the project "Comparative Analysis of the Impact of Studies Burning on Health In Urban and Rural Area in Selected Area of Punjab vide letter No. IMPRESS/P555/419/2018-19/ICSSR, dated 5-9-2019.	Chairman informed the members that it is immense pleasure to inform you that Department of Indian Council of Social Science Research, New Delhi has released an amount of Rs. 12 Lakh for the project " Impact of Studies Burning on Health in Urban and Rural Area in Selected Area of Punjab vide letter No. IMPRESS/P555/419/2018-19/ICSSR, dated 5-9-2019.	Appreciate the efforts of the Faculty of Agriculture Science and Life Sciences and approved
15	Agenda items related to Regularity and Compliances		
16.1	Proposal of Chairs submitted to UGC		
16.2	Items related to committees constituted as per UGC guidelines issued from time to time.		

16.3	Change in composition of committees of the University, and Activities Calendar of all committees constituted as per UGC guidelines from January 2020 to December 2020	Member Secretary put before the Minutes of Meeting of Nodal Officers of the respective Committees of the University(Constituted as per UGC guidelines issued from time to time) for consideration and approval. <ul style="list-style-type: none"> ▪ Grievance Redressal Committee ▪ Anti-Ragging Committee (Departmental) And University Level) and University Level Anti-Ragging Squad Members ▪ SC/ST Committee ▪ Internal Complaints Committee / Women's Grievances Cell ▪ Institutional Innovation Council (IIC) ▪ Gender Champion Club ▪ Departmental Academic Integrity Panel (DAIP) And Institutional Academic Integrity Panel (IAP) ▪ Library Advisory Committee ▪ Organ Donation Cell ▪ Swayam /MOOCs courses ▪ Unnat Bharat / Swachh Bharat/NSS ▪ Cultural Activities Incharge ▪ Sports /NCC ▪ Minority Cell ▪ OBC Cell 	After thoroughly discussion, it was unanimously recommended for the approval of the Academic Council meeting to be held on 2-2-2020.
16.4	To approve in charges of various Club activities in the University and their Calendar thereon	Er. Khushboo Bansal(Assistant Prof.) CSE deptt. put before the in charges of various Club activities in the University and their Calendar thereon for consideration and approval	Noted and recommended for approval from the Academic Council
16.5	Activities under Unnat Bharat Abhiyan and Swachh Bharat Abhiyan		
16.6	Published on 14-1-2020 and 6-11-2019 UGC Letter reg. Ek Bharat Shreshtha Bharat Activity and Vigilance Awareness week celebrated from 28-10-2019 to 2-11-2019	Nodal officer of Unnat Bharat and Swachh Bharat informed the member that information regarding formation of Ek Bharat Shreshtha Bharat club and celebration of the day for the same on 18-2-2020 has been sent to the Secretary, UGC, New Delhi, E-Mail: ebstb@india13@gmail.com on 27-1-2020. It is informed that the University has celebrated Vigilance Awareness week from 28-10-2019 to 2-11-2019 in the University. It has uploaded on the UGC portal along with Photographs of the same on the UGC activity portal of the University on 15-11-2019	Noted Chairman asked the Nodal officer to comply the letter with Guidelines as send report on month basis to AR for further r/o.
16.7	Published on 2-10-2019 UGC Letter reg. Safe and healthy environment for women students and employees	Dr. Puja Gulati, Nodal officer of the Women Redressal Cell informed that Committees of the same has already been constituted and work is in process to submit the Annual Report for the session 2019-20 for the same to the UGC.	Noted
16.8	National Seminar on Unnat Bharat Abhiyan : Prospects and Challenges - 28 th -29 th Nov.2019. at NITTEE Chandigarh	It was informed that Nodal officer of Unnat Bharat and Swachh Bharat of the University has attended the National Seminar on Unnat Bharat Abhiyan : Prospects and Challenges -28 th -29 th Nov.2019. at NITTEE Chandigarh .	Noted asked him to send the Report for the same.
16.9	Published on 01-12-2019 UGC Letter reg. Observance of Armed Forces Flag day	An Armed Force Day has been celebrated by the NCC of the University. Report has been enclosed	Noted


15.10	Published on 22-11-2019 UGC letter reg.: Celebration of 70th Anniversary of Constitution Day	Nodal officer informed that the University has celebrated Constitution Day on 26-11-2019 in the University has uploaded the report along with Photographs of the same on the UGC activity portal of the University.	Noted
15.11	Published on 23-10-2019 UGC letter reg.: Observance of "Rashtriya Ekta Diwas" (National Unity Day) on 31st October, 2019	It was also informed that Rashtriya Ekta Diwas was celebrated by the NSS/NCC department under Ummat Bharat in the University on 31-10-2019. The report has been uploaded along with Photographs of the same on the UGC activity portal of the University on 6-11-2019	Noted
15.12	Published on 23-10-2019 UGC Letter reg.: Use of Khadi.	It was recommended by the Coordinator that Khadi Robs should be used at the 7 th Convocation of the University to be held on 14-2-2020	Noted
16.13	UGC letter to Vice Chancellors of all the Universities reg.: Two Curricular credits to the Interns under "Swachh Bharat Summer Internship Programme".	It was informed that the University has conducted Swachh Bharat Summer Internship of 100 Hrs/ 5 Hrs Daily for 20 days as per guidelines of internship. The report has been uploaded along with Photographs of the same on the UGC activity portal of the University.	Noted
16.14	Swachh Campus Ranking of Higher Educational Institutions.	The Coordinator informed that the Inspection of the Swachh Campus Ranking of Higher Educational Institutions on 8-9-2019 in the University by the Expert from the UGC.	Noted Nodal Officer informed to go through the Website of the Swachh Bharat of UGC for further status in this regards
16.15	Activity of Equal Opportunity Cell committee.		
16.16	Published on 04-12-2019 UGC Letter reg.: Action taken report on the Hon'ble Supreme Court Order Dated 15th December, 2017 passed in the W.P. (C) No 292/05 titled "Disabled Rights Group and Anr Vs UOI and Ors" – I.D card of Handicapped Persons. Under Equal Opportunity Cell committee.	It was informed that the University has formed a Committee of Equal Opportunity Cell. Member Secretary put forward the same for suggestions and approval.	Noted and Approved
16.17	Activity of Anti Ragging Committee	Nodal officer of the Anti Ragging Cell of the University informed that all on line Anti ragging forms duly signed by the Parents and students of the respective courses in the University has been filled and enclosed with their respective file for record.	Noted
16.18	Published on 30-11-2019 UGC letter reg.: "Curbing the menace of ragging in Higher Educational Institutions"	Information through Gamers, Login-ID of the concerned students and through Awareness programmes has been done through Anti Ragging Cell of the University	Noted
17	Activities of Sports Department		

17.1	UGC Fit India Campaign- Published on 13-12-2019	Mr. Nandan Singh Said that activities under Fit India Movements has been prepared for submission.	Modal officer asked to send the same for further execution Noted
17.2	Submission of report of Sports events to the Head, AIU Information Resource Centre in Higher Education for the publication in the AIU Higher Education Monthly News Compendium	In this regards, it is submitted that the report of Sports activities organized in collaboration with AIU has been prepared for the submission to the Head, AIU Information Resource Centre in Higher Education for the publication in the AIU Higher Education Monthly News Compendium	Asked to get the same approved from the Chairman before sending Noted
17.3	Association of Indian Universities organized NORTH ZONE VICE CHANCELLORS' MEET-2019-20 At Shri Mata Vaishno Devi University, Katra, J & K November 15-17, 2019	Chairman Informed that she had attended the NORTH ZONE VICE CHANCELLORS' MEET-2019-20 At Shri Mata Vaishno Devi University, Katra, J & K November 15-17, 2019 on the topic: "Developing Employability and Entrepreneurship as Cornerstones in Higher Education" and it was benefits and valuable.	Noted
18	Agenda items related to the Administration		
18.1	Standard Operating Procedure In respect of appointment of Officials, Teaching and Non-teaching staff in the respective departments of the University	Member Secretary put forward the Standard Operating Procedure in respect of appointment of Officials, Teaching and Non-teaching staff in the respective departments of the University for information and approval	Noted and Approved

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

The next meeting is scheduled to be held on 10-3-2020


Member Secretary


Approved By

Desh Bhagat University, Mandi Gobindgarh