

## DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH

### Internal Quality Assurance Cell – IQAC

Ref. No. DBU/IQAC/23/03

Dated: 18/07/2023

#### Proceedings of 35<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting

Proceedings of the 35<sup>th</sup> “Internal Quality Assurance Cell (IQAC)” meeting held on 18<sup>th</sup> July, 2023 at 11.00 AM in the Guru Tek Bahadur Conference Room, Desh Bhagat University, Mandi Gobindgarh in blended mode.

Following Members Were Present:

Sr. No	Name	Designation	Designation as Per IQAC
<b>1</b>	<b>Chairperson: Head of The Institution</b>		
<b>1.1</b>	Prof.(Dr.)Abhijit Joshi	Vice Chancellor	<b>Chairperson</b>
<b>2</b>	<b>Teachers to represent all level (Assistant Professor &amp; Associate Professor) (Three to Eight)</b>		
<b>2.1</b>	Dr. Pramod Mandal	Director Academics	<b>Member</b>
<b>2.2</b>	Prof.(Dr.)Rajni Saluja	Professor, Department of Management & Commerce	<b>Member</b>
<b>2.3</b>	Prof.(Dr.) Lovesampuranjot Kaur	Professor, School of Nursing	<b>Member</b>
<b>2.4</b>	Dr. Khushboo Bansal	Assistant Professor, University School of Engineering and Applied Sciences	<b>Member</b>
<b>2.5</b>	Prof.(Dr.)Deepinderpal Singh	Professor, Faculty of Agriculture and Life Sciences	<b>Member</b>
<b>2.6</b>	Prof.(Dr.)Rajiv Sharma	Professor, S.Lal Singh Memorial Collage of Pharmacy	<b>Member</b>
<b>2.7</b>	Dr. Arashdeep Singh	Assistant Professor, Department of Mechanical Engineering	<b>Member</b>
<b>3</b>	<b>One member from the Management</b>		
<b>3.1</b>	Dr. Sandeep Singh	President	<b>Member</b>
<b>4</b>	<b>Few Senior administrative officers (Office Superintendent / Manger)</b>		
<b>4.1</b>	Mr. Sanjeev Negi	Account Officer, Desh Bhagat University	<b>Member</b>
<b>5</b>	<b>One nominee each from local Society/Trust, Students and Alumni</b>		
<b>5.1</b>	Dr. Tajinder Kaur	Nominee from Trust ( Local Society)	<b>Member</b>
<b>5.2</b>	Dr. Poornima	Local Society	<b>Member</b>
<b>6</b>	<b>One nominee each from Employers /Industrialists/Stakeholders</b>		
<b>6.1</b>	Dr. Amritpal Singh, Associate professor, Department of Zoology & Environmental Sci. Punjabi University, Patiala	Stake Holders(Academics)	<b>Member</b>
<b>7</b>	<b>One of the senior teacher as the Coordinator of the IQAC</b>		
<b>7.1</b>	Prof.(Dr.)H.K Sidhu	Professor , Faculty of Agriculture and Life Sciences & IQAC Director	<b>IQAC Co-ordinator</b>

**CONFIRMATION OF THE MINUTES**

**1. Item No. IQAC/01:** To confirm the Minutes of the 34<sup>th</sup> IQAC meeting held on 20<sup>th</sup> April, 2023 in the IQAC Conference Room, Desh Bhagat University, Mandi Gobindgarh.

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

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

**Resolution:** Action taken on the minutes are confirmed as per Annexure-A

Annexure-A		
Agenda Point	Agenda Item name	Action Taken
1	To confirm the Minutes of meeting of the 34 <sup>th</sup> IQAC meeting which was held on 20 <sup>th</sup> April, 2023 in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh	Minutes of meeting of the 34 <sup>th</sup> IQAC meeting which was held on 20 <sup>th</sup> April, 2023.
2	Action taken report of the 34 <sup>th</sup> IQAC meeting which was held on 20 <sup>th</sup> April, 2023 in the Conference Hall, Desh Bhagat University, Mandi Gobindgarh	Action taken on all agendas of 34 <sup>th</sup> IQAC meeting which was held on 20 <sup>th</sup> April, 2023.
3	Two Days National conference organized by faculty of Engineering and Applied Sciences.	Two days National Conference on Advances Research in Engineering, Science and Technology (NCAREST-2022) organized by Faculty of engineering and Applied Sciences in February 24 <sup>th</sup> – 25 <sup>th</sup> 2023. More than 106 papers are presented by participants from different institutes in the 02 days national conference. The report of the same is attached as per Annexure-01



4	11th Annual Convocation of the University	As per ordinance and statue of the university the annual convocation of the university successfully completed on 14/02/2024 for M.Phil/Ph.D, UG & Diploma in blended mode and for PG Students completed on 23/02/2024. Approximate 983 students get final Degrees in various programmes of M.Phil/Ph.D, PG, UG & Diploma. The minutes to minutes programme of convocation is attached as per Annexure - 02
5	Alumni meet	On the occasion of the 10th annual convocation of the university the Alumni meet for all Alumni is successfully organized on 14th Feb, 2023 and 23rd Feb, 2022 at university level after the convocation. Apart from this 01 Alumni talk is organized for ATHM & HM on 28th March 2023 The schedule of the same is as per Annexure-03
6	Development of E-content for all academic Programmes	Till date more than 432 E-content is developed by the faculty of all departments for university LMS. The detail is as per Annexure-04
7	API/CAS for all employees	The human resource department of the university completed all the process of increments and Promotions. All API/CAS forms of all individual employees filled. The preformas of API/CAS is attached as per Annexure no-05
8	Expert Lectures in the departments	In the departments of Agriculture Sciences the expert talk for students arranged as poer schedule on 02-02-2022, Department of Pharmacy, Engineering , Nursing, Ayurveda also organized expert talk for students In the months from Feb,2022 to May,2022
9	Signing of MOUs	The signing of MOUs is continuous process to improve the quality in academics. In the recent years more than 107 MOUs are signed and Recently Signed MOUs are RKDF University, Hotel Park Plaza Ludhiana, Some of the international MOUs are under process. Detail is as per Annexure-06
10	BOS of Coming session 2023-24	The meetings of all Board of Studies completed by all departments with required changes and modifications. The detail of the same is as per Annexure-07

11	Updates on Examination System	Desh Bhagat University is already registered on Digi Locker, NAD and ABC. The uploading of degrees is under process and approx. 4000 degrees already uploaded on NAD and rest are under process.
12	Preparation of AQAR	The revised last date of submission of AQAR is 31-05-2022, and it will be submitted very soon as it is ready from all aspects.
13	Data Uploading on NAD	The uploading of Examination data on NAD portal is under process and more than 4000 degrees already uploaded.
14	Compliances of UGC Portal	All compliances of UGC related Unnat Bharat Abhiyan, NCC/NSS activities, Community activities, Ek Bharat Shreshtha Bharat to be sent to the UGC for intimation and further processing.
15	Addition of New Programmes	The BOS of all programmes almost completed and after taking approval from academic council and competent authority notifications issued by the concerned office.
16	Community engagement activities	Faculty of Nursing, Dental Sciences and Ayurveda engaged in weekly community engagement programmes. Its continue process and the detail is with concerned department.
17	Implementation of NEP-2020	Desh Bhagat University already framed concrete policy of implementation of NEP-2020. The implementation points are already circulated to all departments for incorporation in BOS. The detail is as Annexure No -08

**3. Item No. IQAC/03:** To prepare BOS (2023-24) of all Departments.

**Resolution:** The IQAC Co-ordinator informed the house that the process of BOS-(2023-24) is almost completed by all the departments and it is read for submitted to Academic Council for necessary approvals.

**4. Item No. IQAC/04:** SWAYAM courses for Session 2023-24.

**Resolution:** Chairperson IQAC has an opinion that as per UGC guidelines the SWAYAM subjects to be allotted to the students from upcoming session up to 40% of the total no of courses in that semester/year.

All members agreed and suggest that SWAYAM coordinator to ensure the same and the policy which is already framed to be circulated again to all Heads of Schools/Departments and implement the same

**5. Item No. IQAC/05:** Value added course for the Session 2023-24.

**Resolution:** IQAC coordinator suggested that to bridge the gap between existing curriculum and latest technologies available in the market or for NAAC requirement the value added subjects of minimum 30 hours to be allotted to the students so that they get maximum knowledge of other areas which are not part of the regular curriculum.



All members agreed and appreciate the efforts made by university in this area and list of same is as per Annexure I

**6. Item No. IQAC/06:** Seed money allocation or faculty members for research purpose.

**Resolution:** IQAC coordinator suggested that as per data received the seed money for the session 2023-2024 has been finalized, Dr Rajni Saluja, Professor of management to get the list from various schools/departments and submit to IQAC by 12.8.2023.

**7. Item No. IQAC/07:** Emphasis on experiential, participative and problem solving activities

**Resolution:** It is decided unanimously that as per requirement of NAAC and to enhance the quality in academics the Emphasis on experiential, participative and problem solving activities to be increased. The SOPs and policy already framed. Director Academics in consultation with concerned Director/Principal/HOD prepare the list of activities and sent to IQAC by 20/08/2023.

**8. Item No. IQAC/8:** Research publications in reputed Journals

**Resolution:** Chairperson IQAC suggested that after consultation with all Directors/Principals/HODs the work on Research publications in reputed Journals to be enhanced. The policy regarding this already framed and circulated among all Director/Principal/HOD so that they encourage their faculty and the numbers to be increases. All papers to be published in Scopus or UGC care listed Journals.

All members are satisfied the work done in research publications and suggested that Dean Research in in consultation with Director/Principal/HOD prepare the list of quality Research Papers by faculty members share with Internal Quality Cell (IQAC) by 20/08/2023.

**9. Item No. IQAC/9:** Consultancy grants from Govt and Non Govt agencies

**Resolution:** Chairperson IQAC suggested after consultation with all Directors/Principals/HODs the work on Consultancy grants from Govt and Non Govt agencies to be enhanced. The policy regarding this already framed and circulated among all Director/Principal/HOD so that they encourage their faculty and the numbers to be increases.

All members are satisfied the work done in Consultancy grants from Govt and Non Govt agencies and suggested that Dean Research in consultation with Director/Principal/HOD prepare the list of Consultancies and Projects from Govt and Non Govt Agencies (Applied & Ongoing) by faculty members share with Internal Quality Cell (IQAC) by 20/08/2023.

**10. Item No. IQAC/10:** Workshops, Conferences, Seminars, FDPs and Short term courses for faculty.

**Resolution:** IQAC coordinator suggested after consultation with all Directors/Principals/HODs the work on Workshops, Conferences, Seminars, FDPs and Short term courses for faculty to be enhanced. The IQAC calendar regarding this is already framed as per Annexure No II.

**11. Item No. IQAC/11:** Detail of work on filing of Patents

**Resolution:** Coordinator IEDC informed the house that already more than 25 Patents and Copyrights Filed/Published/Awarded.



**12. Item No. IQAC/12: MOU with Academia and Industries**

**Resolution:** IQAC Coordinator suggested that after consultation with all Directors/Principals/HODs the work on MOU with Academia and Industries to be enhanced.

All members are satisfied the work done on MOU with Academia and Industries and suggested that Dr Sudhakar Panday in consultation with Director/Principal/HOD prepare the list of MOUs with Academia and Industries (Done & in process) by various departments and share with Internal Quality Assurance Cell (IQAC) by 20/08/2023.

**13. Item No. IQAC/13: Review of ongoing completed and submitted Research project.**

**Resolution:** Chairperson IQAC suggested that after consultation with all Directors/Principals/HODs the work on Enhancement in Research facilities through project writing to be increased.

All members agreed on the issue and suggested that Dr Rajni Saluja in consultation with Director/Principal/HOD to prepare the list of projects (Complete and ongoing) by various departments and share with Internal Quality Assurance Cell (IQAC) by 25/08/2023

**14. Item No. IQAC/14: Addition of new programmes from 2023-24 Sessions onwards.**

**Resolution:** The Dean Academics informed the house that the process of BOS-(2023-24) is completed by all the departments and it is ready for submitted to Academic Council for necessary approvals. All necessary formalities and documentation completed regarding introduction of new programmes in BOS of concerned department. After took approval from Academic Council the same been to be circulated among all Departments.

All members agreed on the issue and have an opinion that Dean Academics will check the same and after getting the approval from Academic Council circulated to all concerned with intimation to IQAC on or before 25/08/2023

**15. Item No. IQAC/15: Preparation of teaching load and time table for upcoming session.**

**Resolution:** The Dean Academics informed the house that the process of preparation of time table for upcoming session is completed.

**16. Item No. IQAC/16: Preparation of audio video and E- content for online classes**

**Resolution:** Chairperson IQAC has an opinion that faculty members from all departments develop their own E-Content so that the recorded lectures provided to all students.

All members have an opinion that Dean Academics in consultation with Director/Principal/HOD of all Schools and Departments complete the task of recording of lectures of all subjects so that student gets maximum benefits from this. Further minimum 40% of lectures to be recorded of each subject for all

**18. Item No. IQAC/18: Academic and Administrative audit of the University.**

**Resolution:** Chairperson IQAC informed the house that Academic audit to be done by dean academics and Administrative audit by registrar of the University at end of every semester

All members are satisfied on the progress of work and suggested that after completing the same sent to IQAC

**19. Item No. IQAC/19: Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies**

**Resolution:** Chairperson IQAC suggested that all Director/Principal/HOD of concerned Schools and Departments encourage their faculty to participate actively in activities and get Awards, recognitions, fellowships from other organizations.

All members agreed on the issue and suggested that Dean Research in consultation with Director/Principal/HOD of all Schools and Departments took initiatives on the issue and send the detailed report to IQAC before next meeting.

**20. Item No. IQAC/19:** Academic Calendar, Activity Calendar, IQAC Calendar for the Session 2023-24 onwards.

**Resolution:** IQAC Coordinator informed the house that Academic Calendar, Activity Calendar, IQAC Calendar for the Session 2023-24 is completed and circulated

All members agreed and suggested that Dean Academics, Activity In charge ensure that all calendars to prepared and circulated timely to all departments.

**21. Item No. IQAC/20:** NEP-2020

**Resolution:** All members agreed on the issue that in consultation with all Director/Principal/HOD of all Schools and Departments prepare policy end execute the same from upcoming session

**22. Item No. IQAC/22:** Miscellaneous points

**Resolution:** With the approval of the chair following points are discussed:

1. CAS promotion policy : Chairperson informed that the faculty whosoever are eligible for Promotion in the year 2022-23 to submit the applications with all required documents to IQAC office by 28.7.2023 and every year the applications to be submitted to IQAC office by First week of April .
2. Constitution of Dean of Faculty of various Schools to be completed

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

The next meeting will be held on October 2023.

  
Member Secretary

Approved by

  
Desh Bhagat University, Mandi Gobindgarh