CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Establishment by the State Legislature Act 9 of 2003)

Minutes of the first meeting of the Internal Quality Assurance Cell (IQAC) held on 22.02.2011 at 11.30 a.m. in the office of Vice-Chancellor, Chaudhary Devi Lal University, Sirsa.

The following were present:

1.	Dr. K.C. Bhardwaj Vice-Chancellor, Chaudhary Devi Lal University, Sirsa.	Chairperson
2.	Prof. Vikram Singh, Department of Computer Science & Applications	Member
3.	Prof. Aseem Miglani, Department of Mathematics	Member
4.	Prof. Suresh Gahlawat, Department of Biotechnology	Member
5.	Dr. Deepti Dharmani, Reader Department of English	Member
6.	Dr. Raj Kumar Salar, Reader Department of Biotechnology	Member
7.	Dr. Sushil Kumar, Lecturer Department of Physics	Member
8.	Dr. Kapil Chaudhary, Lecturer Department of Commerce	Member
9.	Dr. Manoj Siwach Registrar	Member
10.	Dr. R.S. Sangwan Sangwan Chowk, Sirsa	Member
11.	Prof. Praveen Aghamkar Department of Physics Director (IQAC)	Member Secretary

I.   To welcome all the members of IQAC body.

At the outset, the Director, IQAC Cell expressed his gratitude to the Vice-Chancellor for assigning him the task. The Chairperson welcomed the members. Thereafter, the agenda was taken up.

II. To initiate the following quality benchmarks/parameters:

1. **New Academic Inter-disciplinary Programmes**

   Resolved that the new Academic Inter-disciplinary Programmes to be commenced initially self-financing scheme (SFS).

   To begin with, inter-disciplinary programmes like Nano-Technology, Information-Technology, and Bio-Physics can be started under SFS.

   Further resolved that UG & PG level courses in the area of Engineering & Technology and the basic courses like Botany, Zoology and Genetics etc. may also be introduced in the concerned faculty under SFS. The concerned quarters shall submit a detailed proposal for commencing the courses in respective faculties.

2. **Innovation** in curriculum design and transaction.

   Resolved that in order to design curriculum, the academicians form the concerned subject/area may be included in the respective Board of Studies as special invitees. While designing and making amendment in curriculum of the courses, inter-disciplinary subjects may also be included in each stream.

3. To constitute a Research Committee to facilitate:

   (i)   Collaborative research programmes with National/International Academic Research Bodies.

   Resolved that for Research and Development Programme in the University including Collaborative Research Programme with National and International Academic Research Bodies, a committee for Research & Development Cell (R&DC) headed by Director IQAC may be constituted by the Vice-Chancellor. The said Committee will also provide/supply information related to the research activities to the concerned University Teaching Departments (UTD's). The UTD's and other Cells will organize seminars, workshops, symposia and conferences in the University.

   (ii)   Faculty development programmes.

   Resolved that the Research & Development Cell and the Placement Cell shall also organize programmes for Faculty Development and also for the students of the University according to the current challenges and need of society.

   (iii) Honors/Awards to the Faculty and Students.

Resolved that in order to encourage research activities in the University, letters of appreciation may also be issued to students and the faculty. In this regard, a criterion shall be devised by the Research & Development Cell.

(iv) **Research projects for grants.**

Resolved that the office of Director, IQAC Cell will provide a list of the funding agencies to the Chairpersons of the UTD's for submitting Research proposals to fetch grants.

(v) **Incentives to the Principal-Investigator and Co-Investigator, if any, for borrowing research grants.**

Resolved that Fifty percent of the over-head-expenses sanctioned in the sponsored research project/proposal shall be accorded to the Principal-Investigator and Co-Investigator and the rest fifty percent will be allotted to the University for secretarial work.

(vi) **Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.**

Resolved that R&D Cell shall organize programmes on quality related themes and promotion of quality circles.

(vii) **Subscription of new books/journals (online).**

Resolved that after installation of Wi-Fi system, efforts shall be made to subscribe Journals/Books online through UGC's Information and Library Network (INFLIBNET).

4. **To constitute Steering Committee to begin the process for assessment and Accreditation by NAAC.**

Resolved to constitute a steering Committee under the Chairmanship of Director, IQAC. The Committee shall supply papers/formats etc, pertaining to requirement of UGC-NAAC to UTD's/Offices, so that the process for assessment and accreditation by NAAC may be started. The Committee also suggested that Extra Co-cultural programmes, sports activities may be further strengthened and appointment of ADYW on regular basis may be made.

5. **Smart Class Room and Information Communication Technology (ICT) Facilities.**

Resolved to provide Smart Class Room and Information Communication Technology (ICTs) facilities to the UTD's in a phased manner. Primarily Seminar Halls and Committee Rooms shall be made well-equipped.

6. **Development of quality culture in University Campus:**

Resolved that the Teachers/Club Officials shall be set-up for quality culture in the University Campus.

7. **Development and maintenance of Institutional database through Managerial Information System (MIS):**

Resolved that Managerial Information System (MIS), shall be adopted in the University for the development and maintenance of institutional database. The members authorized the Vice-Chancellor to constitute a committee that shall submit a detailed proposal for the procurement of required items/equipments for establishment of MIS.

8. **Computerization of admission and examination results.**

Resolved that facilities for computerization of admission and examination results shall be developed in the University and the constituted committee (according to Resolution No. 7 of this minutes) shall submit a detailed proposal for the procurement of required items/equipments for its establishment.

9. Arrangement for feedback responses from students and stakeholders on quality-related institutional processes Frequently Asked Question (FAQ).

10. Resolved that all the Chairpersons/Officers may be requested to prepare FAQ and answer (s) thereof. The FAQ with answers may be affixed on the notice board of the concerned Offices/Branches/UTD's. A soft and hard copy of the FAQ alongwith answers may also be sent to the office of the Director, IQAC Cell, to forward the same to upload in the University website.

III. **To consider and approve the budget for activities of IQAC. The budget is as under:**

Sr. No.	Purpose of grant	University (in Rs.)
1	Honorarium to the Director, IQAC @ Rs. 1000 X 12 X 5	60,000/-
2	Office Equipments	1,00,000/-
3	Hiring Services for Secretarial & Technical Services	1,80,000/-
4	ICTs Communication expenses	80,000/-
5	Contingencies	5,00,000/-

The committee considered the Budget for activities of IQAC Cell and resolved as under:

a. The Director of IQAC Cell may be paid Rs. 1000/- per month as honorarium.

Further resolved that till the sanctioned amount is not received from the UGC, honorarium may be paid from the University fund after necessary appropriation and approval of the Vice-Chancellor.

b. Currently the office of the Chairperson, Department of Physics, shall also be utilized as the office of Director, IQAC Cell.

c. The essential staff be provided to the Director through outsourcing agency.

d. Necessary funds of ICTs communication, expenses and contingencies etc. be provided to the Director out of University funds and necessary re-appropriation in the budget may be made accordingly.

IV. **Any other item**

The members of the Committee also resolved that the next meeting of the IQAC Cell may be convened in the last week of April-2011 for review of the decision in the meeting.

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

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(Vikram Singh)   (Aseem Miglani)   (Suresh Gahlawat)   (Deepti Dharmani)   (Raj Kumar Salar)
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(Sushil Kumar)   (Kapil Chaudhary)   (R S Sagwan)   (Manoj Siwach)   (Praveen Aghamkar)