

INTERNAL QUALITY ASSURANCE CELL
KURUKSHETRA UNIVERSITY KURUKSHETRA
[Established by the State Legislature Act XII of 1956]
(‘A⁺’ Grade, NAAC accredited)

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Proceedings

A meeting of the Internal Quality Assurance Cell (IQAC) was held under the Chairmanship of the Vice-Chancellor in the Committee Room (adjacent to the O/o Registrar) at 3:30 P.M on March 15, 2021.

The following members were present:

1. Vice- Chancellor, Kurukshetra University, Kurukshetra (in the Chair)
2. Dean Academic Affairs, K.U. Kurukshetra
3. Registrar, K.U. Kurukshetra
4. Dean Students’ Welfare, K.U.K
5. Dean Research & Development, K.U.K
6. Director, Kurukshetra University Alumni Association, K.U.K
7. Director, Public Relations, K.U.K
8. Director, Women’s Studies Research Centre, K.U.K
9. Chairperson, Dept. of Computer Science & Application, K.U.K.
10. Prof. Anurekha Sharma, Department of Electronic Science, K.U.K
11. Prof. Pardeep kumar, Department of Instrumentation, K.U.K
12. Prof. Sunil Dhingra, Director, IT Cell , K.U.K (Special Invitee)
13. Dr. Anita Rani Dua, Institute of Integrated & Honors Studies, K.U.K
14. Dr. R.B.S. Yadav, Department of Geophysics, K.U. Kurukshetra
15. Dr. Sandeep Gupta, Institute of Environmental Studies, K.U. Kurukshetra
16. Dr. Surjeet Kumar, Dept. of Tourism & Hotel Management, K.U.K
17. Prof. N.K. Matta, Professor Emeritus, Dept. of Botany, Kurukshetra
18. Mr. Sourabh Chowdhury, Journalist, Kurukshetra
19. Mr. Upender Singhal, Local Businessman, Kurukshetra
20. Director, IQAC

At the outset, the Vice-Chancellor welcomed all the members of IQAC committee. After detailed deliberations on agenda the following decisions were taken in the meeting:

1. The minutes of the meeting of IQAC committee held on Oct. 17, 2019 were approved.

2. The follow-up actions on the minutes of the meeting of IQAC held on Oct. 17, 2019 were presented and discussed. The action plans for various parameters – curricular aspects, research and innovation, teaching- learning, examination system, student progression etc were discussed and following decisions were taken:
3. The Deans will monitor the following aspects for their respective faculties:
 - (i) Structured feedback on the syllabus from Students, Teachers, Employers and Alumni as per proformas already supplied by the office of IQAC.
 - (ii) Department wise action taken report on the feedback.
 - (iii) Attainment process of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) as per guidelines already issued.
 - (iv) Preparing data for the students qualifying in State/National/International level examinations (e.g. NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/ State Govt. etc.) along with the supporting documents (roll numbers and qualifying certificates) w.e.f. the session 2017-18 onwards. This excludes the data for examinations conducted for recruitment to jobs.
 - (v) Preparing the data for placement of outgoing students w.e.f. the session 2017-18 onwards. The data should include the details like name of the student and employer with contact details and pay package of the student at the time of appointment.
 - (vi) Preparing data for the students progressing to higher education (i.e. UG to PG, PG to MPil/Ph.D, MPhil to Ph.D., Ph.D. to Post Doctoral) along with supporting documents (admission letter or Id cards of the institutions where students have admitted).
 - (vii) Conducting workshops/seminars on Research Methodology/Intellectual Property rights/Skill Development/Entrepreneurship.
4. The following issues will be discussed and resolved in the Deans' committee:
 - (i) To modify University's rules for publications of research papers in the journals listed UGC CARE/SCOPUS/WoS.
 - (ii) To modify rules and preparation of policy document for providing financial support to more teachers to attend conferences/workshops and towards membership fee of professional bodies.

- (iii) To prepare the modalities for the Academic and Administrative Audit (AAA) of the University.
 - (iv) To develop a mechanism for assessing the learning levels of the students and organizing special programmes for advanced learners and slow learners.
 - (v) To suggest the ways to receive grants for development and maintenance of infrastructure from non-Govt. bodies, individuals, philanthropists.
 - (vi) Data on E-contents developed by the teachers.
 - (vii) To enhance collaborative activities with other institutions/research establishments/industry for research and academic development of faculty and students.
5. A meeting of all Deans/Chairpersons/Directors/Principals will be conducted to discuss various academic issues in view of Revised Assessment and Accreditation Framework.
 6. The academic branch of University will take necessary action for the points (4) and (5) above.
 7. The Director, HRDC will conduct orientation programmes on quality issues for teachers and students of the University.
 8. The Director, WSRC will take measures for the promotion of gender equity including Annual gender sensitization action plan, specific facilities for women in terms of safety and security, counseling, common rooms, day care centre for young children etc.
 9. The Dean, Students' welfare will take necessary actions for the following:
 - (i) To increase the participation of students in extension activities and outreach programmes including those conducted in adopted villages through NSS/NCC/Red cross/YRC etc. including Govt. initiated programmes such as Swachh Bharat, AIDs awareness, Gender issue etc.
 - (ii) To plan students' council and its activities for University development and student welfare.
 - (iii) Mechanism for submission of online/offline students' grievances and timely redressal of the grievances through appropriate committees.
 - (iv) List of mentors and their allotted mentee by Chairpersons/Directors/Principals of all the UTDs/Institutes on the campus.
 - (v) To monitor the mechanism for maintaining mentor wise documents related to issues raised and resolved in the mentor system at department/institute level.

10. A committee of following members will frame a policy/procedure for maintaining proper records of the different activities/events of the University including geo tagged photographs, detail report etc.:
- (i) Prof. Rajender Nath (Convener), Deptt. Of Computer Science and Applications
 - (ii) Prof. Anil K Vashisth, Department of Mathematics
 - (iii) Dr. Sandeep Gupta, Institute of Environmental Studies
11. A committee of following members will frame the modalities for Green audit, Energy audit, and Environment audit of the University and also suggest the ways for environmental promotional activities beyond the campus, sensor based energy conservation:
- (i) Prof. Smita Chaudhary (Convener), Institute of Environmental Studies.
 - (ii) Dr. Ram Avtar, Electrical Department, UIET
 - (iii) Dr. Pooja Arora, Institute of Environmental Studies
 - (iv) Dr. Dipti Grover, Institute of Environmental Studies
 - (v) XEN/SDO (Electrical), Construction Branch
12. The Director, IT Cell will take necessary steps for the following:
- (i) To provide ICT facilities to all class rooms and seminar halls of the University.
 - (ii) To improve Student-Computer ratio on the campus.
 - (iii) To maintain the supporting documents for bandwidth of internet connection in the University like bills indicating internet connection plan, copy of agreement with service provider etc.
 - (iv) To develop mechanism for submission of online students' grievances.
 - (v) To frame/revise the IT policy of the University.
 - (vi) To maintain documents for e-waste management.
13. The Director, Institute of Mass Communication and Media Technology will take necessary steps for the facilities of e-content development including Media Centre, Audio Visual Centre, Lecture Capturing System, Mixing equipments and software for editing. The supporting documents such as Geotagged photographs, bills, stock register, e-content developed in the facilities will be maintained.
14. The Dean, Research and Development will take necessary steps for the following:
- (i) To prepare a policy document for providing seed money from the University to teachers for research.

- (ii) To encourage faculty members for increased research funding from external agencies.
 - (iii) To frame policy for providing incentives to researchers as well as to teachers who receive state, national and international recognitions/awards.
15. The Coordinators, Incubation Centres (RUSA, UIET) will speed up the process of creating incubation centre and escalate its activities.
16. The Faculty Development Centre of University will give focus on conducting workshops/seminars on Research Methodology/Intellectual Property rights/Skill Development/Entrepreneurship/quality issues. The supporting documents for these events including detail report, Brochure/photographs, details of resource persons etc. will be maintained.
17. The Project Coordinator, Faculty Development Centre will conduct professional development/administrative training programmes for teaching and non-teaching staff. The supporting documents including Brochure and reports, geo tagged photographs, certificates/attendance etc. will be maintained.
18. The Director, Kurukshetra University Alumni Association will speed up the process for the following:
- (i) To register the alumni association of the University.
 - (ii) To frame the modalities for generating the funds from Alumni.
 - (iii) To explore possibility of securing CSR funds.
19. The Coordinators of the training Centres developed under RUSA 2.0 will conduct workshops/trainings on Research Methodology/Intellectual Property rights/Skill Development/Entrepreneurship and capacity development & skill enhancement in soft skills, Language and communication skills, Life skills including Yoga, Physical fitness, health and hygiene, Awareness of trends in technology keeping in consideration the scope of activities as per respective DPR approved by MHRD. The supporting documents for these events including detail report, Brochure/Photographs, details of resource persons etc. will be maintained.
20. The Librarian, JLN library will maintain the record for usage of library by teachers and students (footfalls and login data for online access). Library log-book entries and data for online access w.e.f. the session 2020-21 onwards will be properly maintained. Similar

actions will be taken by the Chairpersons/Directors/Principals of UTDs/Institutes on campus for their respective libraries.

21. The Coordinator, Centre for IT and automation, e-Governance (RUSA 2.0) will speed up the process for the implementation of ERP for all functional areas of the University to enable effective e-governance.
22. The following committees already constituted by the Vice-Chancellor will submit their suggestions/recommendations on the assigned issues:

S.No.	Committee	Issue(s)
1.	<ul style="list-style-type: none"> • Dean of Colleges (Convener) • Dean, Students Welfare • Director, KUAA • Finance Officer 	To explore the possibility of providing financial support to the students for participating in conferences, seminars etc.
2.	<ul style="list-style-type: none"> • Dean, R & D (Convener) • Prof. Anil Vohra • Prof. Sanjeev Aggarwal • Prof. Dinesh Kumar • Prof. C.C. Tripathy • Dr. R.B.S. Yadav 	To do Modifications in Rules and Regulations/Guidelines for carrying out sponsored Research and Consultancy Projects in the University.
3.	<ul style="list-style-type: none"> • Dean, Academic Affairs (convener) • Prof. Neera Verma • Prof. R.K. Deswal • Dean, Students' welfare • Prof. R.K. Moudgil • Prof. Manoj Joshi 	<ul style="list-style-type: none"> (i) To prepare documents for University code of conduct for governing body, administration including Vice-Chancellor/Directors/Chairpersons etc. (ii) To prepare documents for University code of conduct for teachers, support staff and Students. (iii) To prepare handbooks, manuals and brochures on human values and professional ethics. (iv) To prepare core values of the University. (v) To monitor adherence to the code of conduct. (vi) To organize professional ethics programmes. (vii) To organize annual awareness programmes on code of conduct.
4.	<ul style="list-style-type: none"> • Dean, Academic Affairs • All Deans of Faculties • Co-ordinator, NAAC • Finance Officer 	To frame policy for Value added courses.

23. The placement officer of the University will prepare the data for placement of outgoing students w.e.f. the session 2017-18 onwards. The data should include the details such as name of the student and employer with contact details and pay package of the student at the time of appointment.

24. A University Ethics committee for research was constituted with following as its members:

- (i) Dean, Academic Affairs (Convener)
- (ii) Dean, Research and Development
- (iii) Prof. R.K. Moudgil, Department of Physics.

The committee will prepare/modify the code of ethics for research and also look after the activities of other ethics committees (Animal, Chemical, Bioethics etc.).

25. The XEN, construction branch of University will maintain and develop water conservation facilities like (a) Rain water harvesting (b) Borewell/open well recharge (c) construction of tanks and bunds (d) waste water recycling (e) water bodies and distribution system in campus. The necessary documents including geo tagged photographs, bills of purchase of equipments etc. will also be maintained.

26. A committee of the following members will maintain the documents including geo tagged photographs, bills of purchase of equipments, MoUs/agreement (if any) for the facilities (a) solid waste management (b) liquid waste management (c) Biomedical waste management (d) waste recycling system (e) Hazardous chemicals and radioactive management (f) solar energy (g) biogas plant (h) wheeling to the grid (i) use of LED Bulbs:

- (i) Administrator, University Health Centre (Convener)
- (ii) In-charge, Deptt. Of Horticulture
- (iii) XEN/SDO, construction branch
- (iv) In-charge, Sanitation


27. A committee of following members was constituted for the issues (a) Built environment with ramps/lifts (b) Disabled friendly washrooms (c) Sinage including tactile path, lights, display boards and signposts (d) Assistive technology and facilities for persons with disabilities – accessible website, screen reading software, mechanized equipment (e) provision for enquiry and information – human assistance, reader, scribe, soft copies of reading material:

- (i) Prof. Sangeeta, Coordinator, Equal Opportunity Cell, Deptt. f Education (Convener)
- (ii) Prof. Sudhil Kumar, Adjunct faculty, Deptt. of Education
- (iii) Prof. Dinesh Kumar, Director, IQAC

(iv) XEN, Construction Branch

28. The Director, Directorate of Distance Education will take necessary actions on the points/issues related to Distance Education in the revised format for Dual Mode Universities (DMU). The Director, IQAC will provide format for these points to the Director, DDE for this purpose.
29. The Director, IQAC will provide formats to different branches of the University for maintaining the records/documents.

The meeting ended with a vote of thanks.


Director, IQAC

Endst. No. IQAC/2021/929(1-47) Dated: 22/04/2021

Copy to:

1. All the members.
2. Dean, Academic Affairs [for necessary action against points no. 22(3), 22(4) & 24]
3. Deans of Faculties [for necessary action against point no. 3]
4. Director, HRDC [for necessary action against point no.7]
5. Director, WSRC [for necessary action against point no.8]
6. Dean Students' Welfare [for necessary action against point no. 9]
7. Director IT Cell [for necessary action against point no.12]
8. Dean, R & D [for necessary action against points no. 14 & 22(2)].
9. Dean of Colleges [for necessary action against point no. 22(1)].
10. Director, Distance Education [for necessary action against point no.28]
11. Director, UIET [for necessary action against point no.15 & 20]
12. Director, IMC&MT [for necessary action against point no.13]
13. Co-ordinator, Incubation Centre (RUSA) [for necessary action against point no.15]
14. Project Co-ordinator, FDC [for necessary action against point no.16 & 17]
15. Director, KUAA [for necessary action against point no.18]
16. Nodal Officer, RUSA [for necessary action against points no.19 & 21]
17. Co-ordinator, Centre for IT & automation, e-governance (RUSA-2) [for necessary action against points no. 21]
18. Librarian, JLN Library [for necessary action against point no.20]
19. Principal, IIHS [for necessary action against point no.20]
20. Principal, ITTR [for necessary action against point no.20]
21. Placement Officer [for necessary action against point no.23]
22. XEN, Construction [for necessary action against point no.25]
23. A.R (Academic) [for necessary action against points no. 4,5 & 6].
24. P.A. to the Vice-Chancellor, K.U.K. (for kind information of the Vice-Chancellor)
25. PS to the Registrar, K.U.K.(for kind information of the Registrar)


Director, IQAC
Internal Quality Assurance Cell
Kurukshetra University, Kurukshetra