THE MINUTES OF 4TH MEETING OF IQAC HELD ON 03-12-2013

To

1. **Dr. M L Ranga,**
   Vice-chancellor   Chairman
2. **Prof. R C Kuhad**
   University of Delhi, New Delhi   External Member
3. **Sh. R P Jindal**
   Executive Director, JSL, Hisar   External Member
4. **Dr. Renu Batra**
   Joint Secretary, UGC, New Delhi   External Member
5. **Prof. R. S. Jaglan**
   Registrar   Internal Member
6. **Prof. M.S. Turan**
   Dean Academic Affairs   Internal Member
7. **Prof. S. C. Kundu**
   Chief Warden   Internal Member
8. **Prof. Kuldip Bansal**
   Dean Students' Welfare   Internal Member
9. **Prof. Dharminder Kumar**
   Dean of Colleges   Internal Member
10. **Prof. B. S. Khatkar**
    University Librarian   Internal Member
11. **Prof. (Mrs) Anubha Kaushik**
    Dept. of Environment Sc & Engg   Internal Member
12. **Prof. H C Garg**
    Director (Placement)   Internal Member
13. **Prof. Ashish Aggarwal**
    Dept of Physics   Internal Member
14. **Er. Ashok Ahlawat**
    Superintendent Engineer   Internal Member
15. **Prof. Karam Pal Narwal**
    Director, IQAC   *Member-Secretary*

Dear Sir/Madam,

It is my pleasure to communicate you that the minutes of the 4th Meeting of the Internal Quality Assurance Cell of Guru Jambheshwar University of Science & Technology, Hisar held **on 03-12-2013 at 12.00 noon** in the Committee Room of the University.

Sd/-

Dated: 09-12-2013   **(Prof. Karam Pal Narwal)**
                                                                                              Director, IQAC

Endst No…………………………………………………….Dated…………………………………..
Copy to

1. *SVC (for kind information of Hon'ble Vice-chancellor) GJUS&T, Hisar for information and necessary action please.*
2. *OSD to Registrar (for kind information of Registrar) GJUS&T, Hisar for information and necessary action please.*
3. *All Members (External & Internal) of IQAC, GJUST for information and necessary action please.*
4. *Deputy Registrar (Academic) for information and necessary action please.*

The following agenda-items were discussed in the 4th Meeting of IQAC that held on 03-12-2013 at 12.00 noon in the Committee Room of the University:

Agenda Item: 01: *To confirm the minutes on 3rd Meeting of IQAC held on 03-10-2012.*

> *Resolution: 01:* **Resoled that the minutes of 3rd Meeting of IQAC held on 03-10-2012 be confirmed.**

Agenda Item: 02: *To consider and approve the reports of different Standing Committees for the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the university.*

> *Resolution: 02:* **Resoled that University-Benchmarking is the process of comparing one's academic and administrative processes and performance metrics to World's best of the best practices from other Universities. Dimensions typically measured are quality, time and cost. In the process of best practice benchmarking, management identifies the best universities in the academic World, or in the same country where similar processes exist, and compares the results and processes of those to one's own results and processes. In this way, universities learn how well the targets perform and, more importantly, the academic and administrative processes that explain why these universities are more successful. Accordingly, the benchmarking is used to measure performance using a specific indicator resulting in a metric of performance that is then compared to others. Also referred to as institutional "best practice benchmarking" or "process benchmarking", this process is used in the university and particularly top management, in which universities evaluate various aspects of their processes in relation to best practice academic processes, usually within a peer group defined for the purposes of comparison. This then allows the universities to develop plans on how to**

make improvements or adapt specific best practices, usually with the aim of increasing some aspect of performance. Benchmarking may be a one-off event, but is often treated as a continuous process in which academic organizations continually seek to improve their practices.

In the light of above, it is further resolved that:

(A) *The Report on Benchmarking of Administrative Processes/Citizen Charter be referred back to the same committee with a request to revise the report in the light of following observations made by IQAC:*

(i) *Two categories 'Tatkaal' and 'Normal' may be introduced in proposed Citizen Charter of the University.*

(ii) *The fee for the 'Tatkaal' category may be suggested for all services mentioned in the Citizen Charter of the University.*

(iii) *Minimum days may not be less than 05 working days for any services mentioned in the Citizen Charter of the University.*

(iv) *Maximum days may not be more than 45 days for any services mentioned in the Citizen Charter of the University.*

(v) *The COE may be added as special invitee in the existing committee constituted for the purpose.*

(vi) *The committee may submit its final report within 60 days for consideration of IQAC in its next meeting.*

(B) *The Report on Benchmarking of Students Support Institutional Services be referred back to the same committee with a request to revise the report in the light of following observations made by IQAC:*

(i) *The report may be fine-tuned and such repetitions that are covered in the proposed Citizen Charter of the University may be avoided/corrected.*

(ii) *The Director-IQAC may be added as special invitee in the existing committee constituted for the purpose.*

(iii) *The committee may submit its final report within 60 days for consideration of IQAC in its next meeting.*

(C) *The Report on Benchmarking of Research Quality Standards be referred back to the same committee with a request to revise the report in the light of following observations made by IQAC:*

   (i) *The report may be fine-tuned and such overlappings that are approved by the Executive Council of the University in its 'API-Proforma' may be suitably housed in the report.*

   (ii) *The Director-IQAC may be added as special invitee in the existing committee constituted for the purpose.*

   (iii) *The committee may submit its final report within 60 days for consideration of IQAC in its next meeting.*

(D) *The Report on Benchmarking of Modern Teaching Pedagogies be approved in-principle and the same should be placed on University Website for inviting further suggestions. After incorporating such suggestions especially given by the 'Faculty-Members', the report be placed before the IQAC in its next meeting for consideration.*

(E) *The Report on Benchmarking of Extension-Cum-Social Interface be referred back to the same committee with a request to revise the report in the light of following observations made by IQAC:*

   (i) *The committee may consider the upcoming relationship between the University and the Society in general and Industry in particular.*

   (ii) *The committee may also explore the possibility of MOUs between University and other organizations especially in research and extension activities and may suggest the ways to implement such proposed MOUs.*

   (iii) *The Director-IQAC may be added as special invitee in the existing committee constituted for the purpose.*

   (iv) *The committee may submit its final report within 60 days for consideration of IQAC in its next meeting.*

(F) **The Report on the Mock-Assessment on the pattern of NAAC be prepared by the 'Steering Committee' already constituted for the purpose of next NAAC-Accreditation due in 2014. The report of the mock-assessment be presented in the next meeting of IQAC for consideration and perusal.**

(G) **The Report on Benchmarking of University Website and Information Standardization Process be approved in-principle and the same should be placed on University Website for inviting further suggestions. After incorporating such suggestions especially given by the 'Faculty-Members & Branch Officers', the report be placed before the IQAC in its next meeting for consideration.**

(H) **The Report on University's Publicity and Marketing Policy be approved in-principle and the same should be placed on University Website for inviting further suggestions. After incorporating such suggestions especially given by the 'Faculty-Members & Branch Officers', the report be placed before the IQAC in its next meeting for consideration.**

Agenda Item: 03: *To note the on-line IQAR for 2012-13 submitted by the IQAC.*

> **Resolution: 03:** **Resoled that the on-line IQAR for 2012-13 submitted by the IQAC be noted.**

Agenda Item: 04: *To re-constitute the Standing Committee for Mock Assessment Process needed for preparation of NAAC Assessment due in June 2014.*

> **Resolution: 04:** **Resoled that the 'Steering Committee' constituted for NAAC-Accreditation be assigned this work.**

Agenda Item: 05: *To note the 'Steering Committee' for NAAC Assessment 2014 constituted by Vice-chancellor on the recommendation of Director-IQAC.*

> **Resolution: 05:** **Resoled that the action taken by the Vice-chancellor on the recommendation of Director-IQAC be noted.**

Agenda Item: 06: *To consider the "Revised SAR Proforma" for teachers as per requirement of new API system as per UGC/State Govt Guidelines of 6th pay scales.*

> **Resolution: 06:** *Resoled that the proposed 'Performa of SAR' be placed on University Website for inviting suggestions from the 'Faculty-Members' in general and 'Teacher-Associations' in particular and after incorporating all such suggestions the 'Revised Draft of Performa of SAR' be placed before IQAC in its next meeting for consideration.*

Agenda Item: 07: *Any other item with the permission of Chair.*

> **Resolution: 07:** *Under any other item, it was resoled that:*
>
> **(A)** *The IQAC Office be strengthened as per NAAC guidelines especially in-terms of infrastructure and other facilities.*
>
> **(B)** *The 'Directorate of Research' be established in the University for further consolidating the University-Level research projects and grants available in different ministries of the Government.*

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

Sd/-
(Prof. Karam Pal Narwal)
Director, IQAC

Dated: 09-12-2013