

**MINUTES OF THE 28<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)  
HELD ON 23<sup>rd</sup> SEPTEMBER 2021 CONDUCTED THROUGH ONLINE MODE (GOOGLE MEET).**

**1. Following were present in the meeting:**

- |            |   |                       |
|------------|---|-----------------------|
| <b>1</b>   | <b>Prof. Ashok Aima</b><br>Vice Chancellor<br>Central University of Jammu   | <b>(In the Chair)</b> |
| <b>2</b>   | <b>Prof. Devanand</b><br>Dean, School of Basic and Applied Sciences<br>Dean, School of Knowledge Management, Information<br>and Media Studies   | Member                |
| <b>3</b>   | <b>Prof. B .S. Bhau</b><br>Dean, Research Studies<br>Dean, School of Life Sciences<br>Dean, School of National Security Studies<br>Head, Department of Botany<br>I/c Librarian, Central University of Jammu | Member                |
| <b>4</b>   | <b>Prof. Sunil Dhar</b><br>Dean, School of Education<br>Head, Department of EVS<br>Head, Department of Earth Science<br>Head, Department of MSCM<br>Head, Department of PPA<br>Head, Department of Economi  | Member                |
| <b>5</b>   | <b>Dr. Vandana Sharma</b><br>Head, Department of English  | Member                |
| <b>6</b>   | <b>Dr. Yashwant Singh</b><br>Head, Department of CS & IT<br>Director, Directorate of Physical Education   | Member                |
| <b>7</b>   | <b>Dr. J. N. Baliya</b><br>Head, Department of Educational Studies  | Member                |
| <b>8</b>   | <b>Sh. M. Iqbal,</b><br>Dy. Registrar, Central University of Jammu<br>I/C Registrar, Central University of Jammu<br>I/C Finance Officer, Central University of Jammu  | Member                |
| <b>9.</b>  | <b>Prof. M. N. Khan</b><br>Faculty of Management Studies and Research,<br>AMU, Aligarh  | Member                |
| <b>10.</b> | <b>Engg. Annil Suri</b><br>President & CEO at A B Consultants   | Member                |
| <b>11.</b> | <b>Dr. Sanjay Kumar</b><br>Department of Mathematics  | Member                |
| <b>12</b>  | <b>Dr. Shahid Mushtaq</b><br>Department of HRM & OB   | Member                |
| <b>13</b>  | <b>Prof. Jaya Bhasin</b><br>Director, Directorate of Internal Quality Assurance   | Member Secretary      |

**2. The following could not attend the meeting:**

- |           |  |        |
|-----------|--|--------|
| <b>1.</b> | <b>Prof. L. K. Verma</b><br>Former Dean, Faculty of Education and<br>Former CoE, University of Jammu   | Member |
| <b>2.</b> | <b>Prof. Rasal Singh</b><br>Dean, School of Languages<br>Dean Students' Welfare (DSW)<br>Head, Department of Hindi and Other Indian Languages<br>Head, Department of National Security Studies | Member |

**Introductory**

3. The Vice Chancellor warmly welcomed worthy members to the 27<sup>th</sup> meeting of the Directorate of Internal Quality Assurance conducted through online mode. Thereafter, the Agenda Items were taken up for discussion and following decisions were taken in light of discussions held:

**AGENDA ITEMS**

**DIQA-28<sup>th</sup> / Item No. 01**

**To consider confirmation of minutes of 27<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 29<sup>th</sup> June 2021**

4. Resolved that the Minutes of 27<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 29<sup>th</sup> June 2021 be confirmed.

**DIQA-28<sup>th</sup> / Item No. 02**

**To consider Mentoring Policy and Corporate Immersion and Leadership Programme**

5. Resolved to consider Mentoring Policy after incorporation of changes suggested by members.

**[Action: DIQA/Registrar]**

6. Resolved to strengthen Corporate Immersion and Leadership Programme across all professional courses

**[Action: DIQA/Head of Department(s)/Deans]**

**The meeting ended with thanks to the Chair.**

**-Sd-**

**Director, DIQA & Member-Secretary  
Directorate of Internal Quality Assurance  
Central University of Jammu**

**-Sd-**

**Vice Chancellor & Chairperson  
Directorate of Internal Quality Assurance  
Central University of Jammu**

**MINUTES OF THE 29<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)  
HELD ON 22<sup>nd</sup> OCTOBER, 2021 CONDUCTED THROUGH ONLINE MODE (GOOGLE MEET).**

**1. Following were present in the meeting:**

1	<b>Prof. Ashok Aima</b> Vice Chancellor Central University of Jammu	<b>(In the Chair)</b>
2	<b>Prof. Devanand</b> Dean, School of Basic and Applied Sciences Dean, School of Knowledge Management, Information and Media Studies	Member
3	<b>Prof. B .S. Bhau</b> Dean, Research Studies Dean, School of Life Sciences Dean, School of National Security Studies Head, Department of Botany I/c Librarian, Central University of Jammu	Member
4	<b>Prof. Rasal Singh</b> Dean, School of Languages Dean Students' Welfare (DSW) Head, Department of Hindi and Other Indian Languages Head, Department of National Security Studies	Member
5	<b>Dr. Vandana Sharma</b> Head, Department of English	Member
6	<b>Dr. Yashwant Singh</b> Head, Department of CS & IT Director, Directorate of Physical Education	Member
7	<b>Dr. J. N. Baliya</b> Head, Department of Educational Studies	Member
8	<b>Sh. M. Iqbal,</b> Dy. Registrar, Central University of Jammu I/C Registrar, Central University of Jammu I/C Finance Officer, Central University of Jammu	Member
9.	<b>Prof. M. N. Khan</b> Faculty of Management Studies and Research, AMU, Aligarh	Member
10.	<b>Engg. Annil Suri</b> President & CEO at A B Consultants	Member
11.	<b>Dr. Sanjay Kumar</b> Department of Mathematics	Member
12	<b>Dr. Shahid Mushtaq</b> Department of HRM & OB	Member
13	<b>Prof. Jaya Bhasin</b> Director, Directorate of Internal Quality Assurance	Member Secretary

**2. The following could not attend the meeting:**

1.	<b>Prof. L. K. Verma</b> Former Dean, Faculty of Education and Former CoE, University of Jammu	Member
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- Prof. Sunil Dhar**  
Dean, School of Education  
Head, Department of EVS  
Head, Department of Earth Science  
Head, Department of MSCM  
Head, Department of PPA  
Head, Department of Economics
2. Member

### **Introductory**

3. The Vice Chancellor warmly welcomed worthy members and special invitee to the 29<sup>th</sup> meeting of the Directorate of Internal Quality Assurance conducted through online mode. Thereafter, the Agenda Items were taken up for discussion and following decisions were taken in light of discussions held:

### **AGENDA ITEMS**

#### **DIQA-29<sup>th</sup> / Item No. 01**

**To consider confirmation of minutes of 28<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 23<sup>rd</sup> September 2021**

4. Resolved that the Minutes of 28<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 23<sup>rd</sup> September 2021 be confirmed.

#### **DIQA-29<sup>th</sup> / Item No. 02**

**To discuss the status of AQAR compilation for the session 2019-20 and 2020-21**

5. The matter was discussed in detail and after threadbare discussion it was resolved to recommend to DIQA Task Groups for cross verification of AQAR data compiled by faculty members .

**[Action: DIQA Task Groups/Convener AQAR Compilation]**

6. Further it was resolved that ICT support would be provided by Digital Centre for uploading of data on University website.

**[Action: Registrar/ICT Section/ Convener AQAR Compilation]**

**The meeting ended with thanks to the Chair.**

**-Sd-  
Director, DIQA & Member-Secretary  
Directorate of Internal Quality Assurance  
Central University of Jammu**

**-Sd-  
Vice Chancellor & Chairperson  
Directorate of Internal Quality Assurance  
Central University of Jammu**

MINUTES OF THE 30<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)  
HELD ON 23<sup>rd</sup> MAY 2022 CONDUCTED IN BLENDED MODE (GOOGLE MEET).

1. Following were present in the meeting:

1. **Prof. Sanjeev Jain**  
Vice Chancellor  
Central University of Jammu (In the Chair)
2. **Prof. Devanand**  
Dean, School of Basic and Applied Sciences  
Dean, School of Knowledge Management, Information  
and Media Studies
3. **Prof. B .S. Bhau**  
Dean, Research Studies  
Dean, School of Life Sciences  
Dean, School of National Security Studies  
Head, Department of Botany  
I/c Librarian, Central University of Jammu
4. **Prof. Mushtaq Ahmed**  
Director, Centre for Molecular Biology  
Dean, Humanities and Social Sciences  
I/c Director, Training and Placement Cell
5. **Prof. M. N. Khan**  
Faculty of Management Studies and Research, AMU, Aligarh
6. **Engg. Annil Suri**  
President & CEO at A B Consultants
7. **Dr. Vandana Sharma**  
Head, Department of English
8. **Dr Ajay Sharma**  
Head, Department of Mathematics
9. **Dr. Yashwant Singh**  
Head, Department of CS & IT  
Director, Directorate of Physical Education  
I/C Registrar, Central University of Jammu
10. **Dr. Richa Kothari**  
Associate Professor, Department of EVS
11. **Dr. Suram Singh**  
Head, Department of Physics and Astronomical Sciences  
I/C Controller of Examinations
12. **Dr. Ritu Bakshi**  
Associate Professor  
Department of Educational Studies
13. **Dr. Shashank Shukla**  
Associate Professor  
Department of Hindi and Other Indian Languages
13. **Sh. M. Iqbal,**  
I/C Finance Officer, Central University of Jammu

14. **Dr. Neelika Arora**  
Deputy Director Training and Placement Cell
15. **Dr. Amit Gangotia**  
I/C Head, Department of TTM
16. **Dr. Bacha Babu**  
Head, Mass Communication and New Media  
I/C Proctor, Central University of Jammu  
I/C Director, Yoga Centre
17. **Dr. Shvetambri Jasrotia**  
I/C Head, Department of Zoology
18. **Dr. Rouchi Choudhary**  
I/C Head, Department of PPA'
19. **Dr. Princy Gupta**  
Department of Chemistry and Chemical Sciences
20. **Dr. Sanjay Kumar**  
Department of Mathematics
21. **Sh. Vikas Gupta**  
Assistant Registrar
22. **Dr. Shahid Mushtaq**  
Department of MSCM
23. **Prof. Jaya Bhasin**  
Director, Directorate of Internal Quality Assurance

**2. The following could not attend the meeting:**

1. **Prof. L. K. Verma**  
Former Dean, Faculty of Education and  
Former CoE, University of Jammu
2. **Prof. Sunil Dhar**  
Dean, School of Education  
Head, Department of EVS  
Head, Department of Earth Science
3. **Prof. Rasal Singh**  
Dean, School of Languages  
Dean Students' Welfare (DSW)  
Head, Department of Hindi and Other Indian Languages
4. **Dr Vinay Kumar**  
Head, Department of Nano-Science and Materials
5. **Dr Susanta Nag**  
I/C Head, Department of Economics
6. **Dr. J Jeganaathan**  
I/C Head, Department of NSS
7. **Dr. Nancy Mengi**  
I/C Head, Department of Social Work
8. **Dr. Ajay K. Singh**  
I/C Director, CCRC

### Introductory

3. The Director, DIQA warmly welcomed Hon'ble Vice Chancellor, worthy members and special invitees to the 30<sup>th</sup> meeting of the Directorate of Internal Quality Assurance conducted in blended mode. Thereafter, the Agenda Items were taken up for discussion and following decisions were taken in light of discussions held:

### AGENDA ITEMS

#### DIQA-30<sup>th</sup> / Item No. 01

**To consider confirmation of minutes of 29<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 22<sup>nd</sup> October, 2021**

4. Resolved that the Minutes of 30<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 22<sup>nd</sup> October 2021 be confirmed.

#### DIQA-30<sup>th</sup> / Item No. 02

**To consider "Action Taken Report" in pursuance to the decisions taken in the 29<sup>th</sup> Meeting of Directorate of Internal Quality Assurance held on 22<sup>nd</sup> October 2021**

5. Resolved that the Action Taken Report, in pursuance of the decisions taken in the 29<sup>th</sup> DIQA meeting held on 22<sup>nd</sup> October 2021 be placed on record.

#### DIQA-30<sup>th</sup> / Item No. 03

**To consider proposal for organizing a Workshop/Seminar in collaboration with NAAC, Bangalore**

6. Resolved to consider proposal for organizing a Workshop/Seminar in collaboration with NAAC, Bangalore in the last week of July 2022.

[Action: DIQA]

#### DIQA-30<sup>th</sup> / Item No. 04

**To consider the recommendations and chalk out the follow up action on DIQA Task Group(s) on Student Support and Progression and Admission and Examination Reforms**

7. Resolved to consider the recommendation of DIQA Task Group(s) and arising out of discussion following points were considered for immediate implementation:

##### **7.1 "Student Support and Progression"**

7.1.1 Creation of a separate "Placement Cell" link on University website. Further resolved that Placement Cell will coordinate with ICT Wing for regular updation of placement related details

[Action: Director, Training and Placement Cell/ICT Wing]

7.1.2 Recommended augmentation of Sports Infrastructure

[Action: Director, Physical Education/Registrar]

7.1.3 Participation of the students in extracurricular activities within and outside the state

[Action: DSW]

##### **7.2. "Admission and Examination Reforms"**

7.2.1 Uploading of Data on National Academic Depository (NAD)-Digilocker Portal

[Action: CoE]

7.2.2 Printing of degree certificates of pass outs of session 2021 and holding of 2<sup>nd</sup> Convocation thereof. It was recommended to print the Degrees from India Security Press, Nasik Road, Maharashtra under the Security Printing and Minting Corporation of India Limited (SPMCIL).

[Action: CoE]

7.2.3 Admission Process 2022-23 (UG/PG/PG Diploma/Certificate courses) University will comply to directions of the Ministry of Education, GOI.

[Action: Nodal Officer, Admissions]

7.2.4 Introduction of Table Marking for evaluation of answer scripts of end semester examination from current academic session to adhere to deadline for declaration of results

[Action: CoE]

7.2.5 Resolved that SOPs for printing and distribution of question papers to be notified by CoE within one week. Resolved that answer scripts shall be handed over to examination branch on the same day. After the completion of examinations, return unused answer scripts to examination branch.

[Action: CoE]

7.2.6 Resolved that as a quality initiative 50% of the paper setting shall be set by external subject experts.

[Action: CoE]

7.2.7 It was suggested that in order to enhance the quality of question papers applicative questions be included to an extent of 75% and 25% be based on theory. A three member committee comprising of following to be notified by DIQA for framing guidelines/SoPs for evaluating the quality of question papers of Semester Examinations (End Sem/ MSE) within 7 Days from notification of the committee.

- |   |  |                  |
|---|--|------------------|
| 1 | Prof. Mushtaq Ahmed<br>Director, Centre for Molecular Biology<br>Dean, School of Humanities and Social Sciences<br>I/C Director, Training and Placement Cell | Convener         |
| 2 | Prof. Rasal Singh<br>Head, Department of Hindi and Other Indian Languages<br>Dean, School of Languages<br>Dean Students Welfare                              | Member           |
| 3 | Dr. Suram Singh<br>Head, Department of Physics & Astronomical Sciences<br>I/Controller of Examinations   | Member           |
| 4 | Assistant Registrar, Academic Branch   | Member-Secretary |

Further, resolved that administrative staff of respective Branch Office/Section will render secretarial assistance to the committee.

[Action: DIQA]

7.2.8 Resolved to consider evaluation of quality of question papers of end semester examination(s) after conduct of examination by a committee comprising of following members:

- ❖ Head of concerned Department/Centre
- ❖ 01 External Subject Expert

[Action: CoE]

7.2.9 Resolved that Department of Educational Studies shall conduct separate Workshops for Faculty Members of Schools of Life Science/Basic and Applied Sciences and Humanities & Social Sciences/Languages for framing of question papers. Department may invite outside experts from National Institute of Educational Planning and Administration and other leading institutions.

[Action: HoD, Deptt of Education]

7.2.10 Resolved to constitute a committee comprising of following faculty members to review academic calendar for next academic session and submit the Academic Calendar within 07 days to the office of undersigned for further necessary action. The Committee is required to include Start and End Date of each activity to be conducted during the academic session including Date of commencement/closing of semester, Annual Sports and Cultural Meet(s) Meet, Mid Semester/End Semester Examination(s) and Declaration of results etc end of class work , Date of commencement of examinations and Declaration of results etc

- |   |   |                 |
|---|---|-----------------|
| 1 | Prof. Devanand<br>Dean, School of Basic and Applied Sciences<br>Dean, School of Knowledge Management, Information<br>and Media Studies                                | <b>Convener</b> |
| 2 | Prof. B. S. Bhau<br>Head, Department of Botany<br>Dean, School of Life Sciences<br>Dean School of National Security Studies<br>Dean Research Studies<br>I/C Librarian | <b>Member</b>   |
| 3 | Prof. Sunil Dhar<br>Dean, School of Education<br>Head, Department of EVS<br>Head, Department of Earth Science   | <b>Member</b>   |
| 4 | Prof. Mushtaq Ahmed<br>Director, Centre for Molecular Biology<br>Dean, School of Humanities and Social Sciences<br>I/C Director, Training and Placement Cell          | <b>Member</b>   |

Further, resolved that administrative staff of respective Branch Office/Section will render secretarial assistance to the committee.

[Action: DIQA]

### 7.3 "Skill Development and Career Counselling"

7.3.1 Prof. Mushtaq Ahmed informed that Dr. Neelika Arora, Deputy Director, Training and Placement Cell is coordinating with Department(s)/Centre(s)/local industries for Internship(s)/Placement of students. He further informed that Dr. Ritu Bakshi and her team have conducted series of counselling sessions during pandemic on COVID appropriate behaviour, emotional wellbeing during COVID-19, Gender Sensitization besides providing Medical Assistance during COVID-19. Dr Ritu Bakshi appraised the house that event(s) proposed on Menstrual Hygiene for senior secondary school students in Rahya Village scheduled to be conducted in near future and Career Counselling sessions for students shall be conducted. A detailed schedule to be submitted in the office of undersigned.

[Action: DIQA Task Group Skill Development and Career Counselling/Director, Training and Placement]

7.3.2 The HVC apprised that a Post for Training and Placement Officer on contractual basis is already advertised and shall be filled soon.

[Action: Registrar/Director, Training and Placement Cell]

7.3.3 It was unanimously resolved that Training and Placement Cell will finalize a common template for collection of information from Department(s)/Centre(s) for compilation of E-Placement Brochure of the University within two week(s) and upload the same on University website after the approval of HVC.

[Action: Director, Training and Placement Cell]

7.3.4. Further arising out of discussion need for conducting Soft Skills courses for all students was felt. The house unanimously resolved to constitute a committee for conduct of the said course as follows:

- |   |   |
|---|---|
| 1 | Prof. Jaya Bhasin<br>Dean, School of Business Studies |
| 2 | Dr. Vandana Sharma<br>Head, Department of English     |

- 3 Dr. Ritu Bakshi  
Associate Professor, Department of Educational Studies
- 4 Dr. Neelika Arora  
Assistant Professor, Department of HRM & OB  
Deputy Director Training and Placement Cell
- 5 Dr. Amit Gangotia  
I/C Head, Department of TTM

#### 7.4. "Fostering Excellence in Research and Innovation"

7.4.1 Prof. B. S. Bhau apprised the members about the initiatives undertaken by the University to maintain the quality of research in the University besides availability of plagiarism detection tools, software and access of databases for the research scholars and the faculty members. He further informed that the University is working on establishing linkages with other Universities/Institutions/Organizations for using laboratory and library facilities of these institutions on mutually agreed upon terms and conditions. HVC suggested to explore possibility of sharing e-resources viz. web of sciences and other Databases

[Action: Dean Research Studies/Librarian]

7.4.2 Resolved to recommend adoption of UGC Guidelines for Establishment of Research & Development Cell (RDC) in line with National Education Policy (2020) for catalyzing quality research and to strengthen research ecosystems in the University notified by UGC vide F. No.1 -5/2021 (NEP/DESK-PARL) Dated 14<sup>th</sup> March,2022.

[Action: Registrar]

7.4.3 Director, DIQA informed that series of Workshops are planned on Research Methodology and Data Analysis Techniques for the benefit of Faculty members and Research Scholars are proposed to be conducted by Faculty Members from School of Business Studies. The participants will be exposed on different aspects of methodological and data analysis tools such as Literature Review, Research Design, Concept of Paper Clinics, and other details along with basic software like R, SPSS and AMOS etc. The same shall be disseminated through practical demonstrations and hands-on sessions.

[Action: DIQA]

7.4.4 It was apprised to the members that the guidelines for consultancy with 70:30 participation have already been approved by statutory bodies of the University. The competent authority reiterated that all Department(s) especially Sciences, Economics and Management Departments should strive to apply for such projects.

[Action: Dean of Schools/Head of Departments/Director of Centres]

#### 7.5. "Effective Teaching-Learning and Evaluation"

7.5.1 Prof. Devanand apprised the house about the activities of the Task Group for improvement of Teaching-Learning and Evaluation. Dr. Vandana Sharma, Member Secretary of the Task Group, presented a brief about some of the recommendation of the Group.

7.5.2 The house unanimously resolved that task group shall identify common best practice(s) and record the same in the prescribed format of NAAC within three weeks. The details of same to be uploaded on University website.

[Action: Prof. Devanand and Dr. Vandana Sharma/ICT Wing]

7.5.3 Resolved that Department(s)/Centres to identify slow and advance learners based on academic score of a candidate in each semester and accordingly act appropriately for improvement of performance of a learner.

[Action: Head of Department(s)/Director of Centre(s)]

7.5.4 Prof. Devanand informed the house about mentor-mentee practice followed in the University for monitoring academic performance, participation in extra-curricular activities and personality development progression of students from entry to exit. HVC directed for printing of a booklet for maintaining record of each candidate by respective Department(s)/Centre(s). The proposed booklet to be prepared within two weeks by a committee comprising of following members to be notified by DIQA. The booklet shall be circulated to each department and HODs shall ensure the details be filled by Mentors of each student.

- |   |   |                 |
|---|---|-----------------|
| 1 | Prof. Devanand<br>Dean, School of Basic and Applied Sciences<br>Dean, School of Knowledge Management,<br>Information and Media Studies                                | <b>Convener</b> |
| 2 | Prof. Jaya Bhasin<br>Dean, School of Business Studies   | <b>Member</b>   |
| 3 | Prof. B. S. Bhau<br>Head, Department of Botany<br>Dean, School of Life Sciences<br>Dean School of National Security Studies<br>Dean Research Studies<br>I/C Librarian | <b>Member</b>   |
| 4 | Dr. Shahid Mushtaq<br>I/C Head, Department of MSCM  | <b>Member</b>   |

[Action: DIQA]

7.5.5 Industrial/Exposure Visits/Study Tours: It was discussed in detail and resolved that all department(s)/Centre(s) to conduct these activities on or before 25<sup>th</sup> July 2022, keeping in view Data Validation and Verification Process followed by NAAC for verification of the submitted/uploaded data during the NAAC accreditation Geo-tagging is an essential requirement for verification the same should be complied with by all the HODs.

[Action: All Head of Department(s)/Director of Centre(s)]

7.5.6 Prof Khan apprised that the ranking agencies require data in different formats therefore an interface be created for online data submission by Departments/Centres. HVC requested Prof Khan to conduct a series of training sessions on sensitization of faculty members at CUJ, Prof M. N. Khan accepted the invitation. Director, DIQA shall coordinate with Prof M N Khan for conducting the sessions during current academic session.

[Action: DIQA]

7.5.7 ICT Based Teaching Learning: In order to promote ICT based teaching-learning Display Panels have been installed across all Department(s)/Centre(s). HVC directed that ICT Wing should coordinate a demonstration session for faculty members

[Action: ICT Wing]

7.5.8 Resolved that cameras be installed in classrooms for recording of lectures. ICT Wing may be requested to coordinate for the same.

[Action: ICT Wing]

7.5.9 E-content Development policy has been framed and notified by the University HoDs to encourage faculty members to offer courses and apply for the same

[Action: All HoDs/Director(s) of Centre(s)]

## 7.6 Implementation of New Education Policy 2020

7.6.1. Resolved to consider the Course Matrix Template finalized in consultation with Dean of Schools/Head of Department(s) circulated by DIQA for implementation of NEP 2020 for Integrated/ UG/PG Degree Programs with multiple entry and exit points for its smooth implementation from next academic session 2022-23.

[Action: Deans/Heads/DIQA]

7.6.2 HVC suggested that a committee be notified by DIQA to look into status of implementation of NEP 2020 in each Department. The proposed committee shall submit a report to Office of HVC by 10<sup>th</sup> July 2022

- |   |   |                 |
|---|---|-----------------|
| 1 | Prof. Devanand<br>Dean, School of Basic and Applied Sciences<br>Dean, School of Knowledge Management,<br>Information and Media Studies                                | <b>Convener</b> |
| 2 | Prof. B. S. Bhau<br>Head, Department of Botany<br>Dean, School of Life Sciences<br>Dean School of National Security Studies<br>Dean Research Studies<br>I/C Librarian | <b>Member</b>   |
| 3 | Prof. Mushtaq Ahmed<br>Director, Centre for Molecular Biology<br>Dean, School of Humanities and Social Sciences<br>I/C Director, Training and Placement Cell          | <b>Member</b>   |
| 4 | Sh. Vikas Gupta<br>Assistant Registrar  | <b>Member</b>   |
| 5 | Assistant Registrar, Academic Branch  | <b>Member</b>   |

[Action: DIQA]

7.6.3. Resolved that all HOD(s)/Director(s) to allocate courses before the start of new academic session and send compliance report to Prof Devanand by 1<sup>st</sup> Week of July 2022.

[Action: DIQA]

7.6.4 Resolved that Teaching/Lecture Plans for next academic session to be uploaded by Faculty Members on the University website before the start of session. HODs/Director(s) to submit compliance report to DIQA by 20<sup>th</sup> July 2022

[Action: All HoDs/Director(s)]

**DIQA-30<sup>th</sup> / Item No. 05**

**To chalk out an action plan for "NAAC Re-Accreditation and Institutional Preparation" for Cycle-II**

8. Resolved to consider completion of data compilation exercise on or before 10<sup>th</sup> July 2022 for "NAAC Re-Accreditation and Institutional Preparation" for Cycle-II. Further resolved creation of an interface for online collection of data.

[Action: Convener, SSR Compilation Committee/Sh. Vikas Gupta/ICT Wing]

**DIQA-30<sup>th</sup> / Item No. 06**

**To review the status of implementation of UGC quality mandate**

9. Resolved that the Action Plan of Phase-I in respect of implementation of Initiatives of UGC Quality Mandate be placed on record and it was suggested by HVC to Prof. Devanand to convene regular meeting of Deans to review implementation status of UGC quality mandate.

**9.1 Induction programme for students:** Student Induction Programmes (SIP) for newly admitted students

[Action: DSW Office at University Level, 2022-23]

**9.2 Learning Outcome-based Curriculum Framework (LOCF)-** Revision of curriculum as per LOCF. [Action: Head of Department(s)/Director of Centre(s)/Dean of Schools, 2022-23]

**9.3 Adoption of Information and Communication Technology (ICT)-based learning tools** for an effective teaching-learning process. Digital learning Cell to coordinate with Departments / Centres for implementation of ICT based tools for teaching learning

[Action: Head of Department(s)/Director of Centre(s)/Dean of Schools/Digital Learning Cell]

#### 9.4 Social and industry connect:

**Social Connect:** [Action: NCC/NSS/Unnat Bharat Abhiyan/IIC, 2021-22]

**Industry Connect** [Action: Industry-Institute Partnership/Central Placement Cell]

**9.5. Tracking of students' progress after completion of the course:** Alumni Cell may initiate steps for tracking students progress

[Action: DSW Office, 2022-23]

#### DIQA-30<sup>th</sup> / Item No. 07

##### **Overview of the measures taken for quality sustenance in the University**

10\_Resolved to consider following measures taken for quality sustenance in the University

- Financial support for faculty members to attend conferences/seminars and undertake research projects. The HVC approved reimbursement for attending National Conferences as per UGC Guidelines.
- Constitution of Quality Circle(s) in each Department/Centre to review different initiatives and take appropriate action for overall improvement of teaching-learning process/research and outreach activities

1.	Head of Department/Director of Centre	Convener
2.	Departmental DIQA representative	(Member-Secretary)
3.	01 student pursuing UG/PG/Integrated Program from the Department /Centre	(Member)
4.	01 Research Scholar pursuing Doctoral Degree from the Department	(Member)
5.	01 Alumni of the Department	(Member)
6.	01 Student Parent	(Member)

#### DIQA-30<sup>th</sup> / Item No. 08

##### **To review the measures initiated by DSW office to conduct the Annual Alumni Meet and status of constitution of Student Council for academic session 2021-22**

11. Resolved to recommend conduct of Annual Alumni Meet, election of Alumni Association (AA), registration of Alumni Association besides re-constitution of Student Council during current academic session and timely notification for next academic session.

[Action: Registrar/DSW]

11.1 Further resolved that Annual Alumni Meet will be conducted in blended mode by the DSW. Also, registration of Alumni Association Society will be initiated under the overall supervision of Prof Devanand and by DSW and Registrar.

[Action: Registrar/Prof. Devanand/DSW]

#### DIQA-30<sup>th</sup> / Item No. 09

##### **To review the functioning of DIQA Task Groups**

12. Resolved that DIQA Task Groups will hold regular meeting(s) to review status of implementation of various quality initiatives proposed by Task Group(s) and further suggest measures for overall improvement of quality

[Action: DIQA Task Groups/DIQA]

#### DIQA-30<sup>th</sup> / Item No. 10

##### **To consider institution of University Scholarship/Fellowship at School level**

13. Resolved to consider proposal for institution of University Merit-cum-Mean Scholarship form academic session 2022-23

[Action: Registrar/DSW/Scholarship Cell]

#### DIQA-30<sup>th</sup> / Item No.11

##### **Any other items with the permission of the chair**

14. HVC directed all HoDs to maintain and compile information related to AQAR 2021-22/SSR with documentary and geo-tagged evidence(s) of events/activities organised by the Department(s)

[Action: Deans/HoDs/Director(s)/Branch Offices]

15. Resolved that all Department(s)/Centre(s) to conduct Seminars/Conferences and financial assistance of Rs 50000/- as one time grant shall be given as a financial support to each department to conduct the same with a condition that the department shall raise the same amount on its own.

[Action: HoDs/Director(s)]

- 16 Prof M. N. Khan apprised that SoPs be followed as per the requirement of funding agencies for getting weightage of each activity. It was resolved that information shared by Prof Khan be shared with Department(s)/Centre(s) for maintenance of record of each activity including list of participants, Report of the event with geo-tagged Photographs, Brochure containing details of event, Department/Centre Profile, Organizing Committee, List of experts, registration details and Utilization Certificate in case of external funding.

[Action: Deans/HoDs/Director(s)/DIQA]

17. HVC directed that all proposals for Seminars/Conferences be submitted in time bound manner for financial support so that approvals can be accorded.

[Action: Deans/HoDs/Director(s)]

- 18 Dr Suram Singh, I/C CoE informed that that registration of Central University of Jammu for Academic Bank of Credits has been done. HVC directed that an awareness camp be conducted by the office of Controller of Examination(s) for the registration and usage of the Academic Bank of Credits,

[Action: CoE]

- 19 Dr Vandana Sharma, HoD, Department of English informed that Department organised 3 MT (Three Minute Thesis Competition) in collaboration with the University of Queensland, Australia wherein she apprised that nearly 60 participants from across the globe participated in blended mode in the event and research proposal with 3 minute presentations were discussed with the subject experts for social science. The Competent authority applauded the efforts and requested Dr. Vandana Sharma to evolve it as one of the Best Practices of Central University of Jammu. It was recommended to conduct the same event for Science Departments/Centres.

[Action: Dr. Vandana Sharma, HoD English]

- 20 Resolved registration of students on SAMARTH portal. HVC directed AR (Academics) to share the details of registration of each Department with HoDs/Director(s) so that Department(s)/Centre(s) can coordinate registration of pending students.

[Action: Academic Branch/ HoDs/Director(s)]

- 21 Resolved that the minimum number of students for offering Open Elective Course(s) be 10 and maximum number shall be as per the intake of each Department/Centre. Further it was resolved that schedule of core and open elective courses be finalized before the commencement of the academic session and same be notified in advance for smooth conduct of classes. Deans meeting be convened for framing SOPs with respect to NEP implementation and after approved of HVC be circulated.

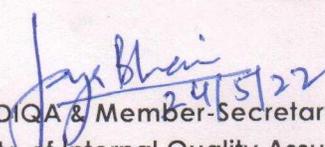
[Action: Deans/HoDs/Director(s)]

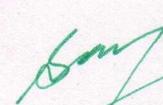
- 22 Director DIQA apprised the house that AQAR for all the years have been uploaded on portal and a copy of same was shared with HoDs/Director(s)/Branch Offices due to tireless efforts of Dr, Shahid Mushtaq, Sh Vikas Gupta and Sh Rohit Jasrotia. It was resolved that AQAR format for 2021-22 and NAAC SSR formats be circulated to all HODs for compilation of information. SSR for 2<sup>nd</sup> Cycle has to be submitted therefore DIQA shall convene a meeting on 24-05-2022 to discuss the formats with SSR Compilation Committee Members/Deans/HoDs/Director(s).

[Action: DIQA]

23. The house thanked HVC and placed on record the efforts for improvement of teaching-learning process in the University. The mentorship and guidance has been a scaffold, due to which the initiatives with respect to student, research scholars and faculty development are being implemented.

The meeting ended with thanks to the Chair.

  
Director, DIQA & Member-Secretary  
Directorate of Internal Quality Assurance  
Central University of Jammu

  
Vice Chancellor & Chairperson  
Directorate of Internal Quality Assurance  
Central University of Jammu

**MINUTES OF THE MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)/NAAC-SSR  
COMPILATION COMMITTEE HELD IN COMMITTEE ROOM ON 31<sup>st</sup> MAY 2022**

**1. Present:**

1. **Prof. Sanjeev Jain**  
Vice Chancellor  
Central University of Jammu **(In the Chair)**
2. **Prof. Devanand**  
Dean, School of Basic and Applied Sciences  
Dean, School of Knowledge Management, Information  
and Media Studies
3. **Prof. Sunil Dhar**  
Dean, Education  
Head, Department of EVS  
Head, Department of Earth Sciences
4. **Prof. Mushtaq Ahmed**  
Director, Centre for Molecular Biology  
Dean, Humanities and Social Sciences  
I/c Director, Training and Placement Cell
5. **Prof. Rasal Singh**  
Dean, School of Languages  
Dean Students' Welfare (DSW)  
Head, Department of Hindi and Other Indian Languages
6. **Dr. Vandana Sharma**  
Head, Department of English
7. **Dr Ajay Sharma**  
Head, Department of Mathematics
8. **Dr. Yashwant Singh**  
Head, Department of CS & IT  
Director, Directorate of Physical Education  
I/C Registrar, Central University of Jammu
9. **Dr. Shashank Shukla**  
Associate Professor  
Department of Hindi and Other Indian Languages
10. **Dr. Rouchi Choudhary**  
I/C Head, Department of PPA'
11. **Dr. Bharti Gupta**  
Coordinator, Department of TTM
12. **Dr. Kiran**  
Department of Educational Studies
13. **Dr. Bacha Babu**  
Head, Mass Communication and New Media  
I/C Proctor, Central University of Jammu  
I/C Director, Yoga Centre
14. **Dr. Shvetambri Jasrotia**  
I/C Head, Department of Zoology

15. **Dr. Nancy Mengi**  
I/C Head, Department of Social Work
16. **Dr. Ajay Kumar Singh**  
I/C Director, CCRC
17. **Dr. Tapta Kanchan Roy**  
Department of Chemistry and Chemical Sciences
19. **Dr. Raj Thakur**  
Department of English
20. **Mr. Anil Bharti**  
Department of Economics
21. **Sh. Vikas Gupta**  
Assistant Registrar
22. **Sh Shailendra Slathia**  
Assistant Registrar
23. **Dr. Shahid Mushtaq**  
I/C Head, Department of MSCM
24. **Prof. Jaya Bhasin**  
Head, Department of HRM & OB  
Director, Directorate of Internal Quality Assurance

**2. The following could not attend the meeting:**

1. **Prof. B .S. Bhau**  
Dean, Research Studies  
Dean, School of Life Sciences  
Dean, School of National Security Studies  
Head, Department of Botany  
I/c Librarian, Central University of Jammu
2. **Dr Vinay Kumar**  
Head, Department of Nano-Science and Materials
3. **Dr. Suram Singh**  
Head, Department of Physics and Astronomical Sciences  
I/C Controller of Examinations
4. **Dr. J Jeganaathan**  
I/C Head, Department of NSS

**Introductory**

3. The Director, DIQA warmly welcomed Hon'ble Vice Chancellor, Deans, Heads, Directors, DIQA Task Group Conveners and Administrative Officers to the review meeting) of the Directorate of Internal Quality Assurance, AQAR/ NAAC SSR compilation and committee(s) constituted pursuant to the decisions of the meeting(s) held on 23 & 24 May 2022. Thereafter, a brief overview of the action taken report was presented by Director, DIQ and following decisions were taken in light of discussions held:

4. A meeting of All Deans be scheduled on 01/06/2022 for compliance of decisions taken in the DIQA meeting held on 23 May 2022.

5. It was apprised by Director, DIQA that certain queries are raised after submission of AQARs, therefore, all HODs to ensure DIQA representative or any other faculty member to provide the Department specific information duly endorsed by concerned wherever required. Also a schedule will be shared by DIQA with all Departments for sending any one representative/ HOD to visit the committee room during the summer break as per the schedule that will be circulated by the office of DIQA, to revise the data, provide documentary evidence or with signature provide the same as submitted in AQAR for verification. The said representative will coordinate for compilation of AQAR 2021-22 and five-year data for compilation of NAAC SSR. All HoDs agreed and emphasized that for getting a good Grade in NAAC, this is essential and assured cooperation from the departments.
6. HVC examined the mentor-mentee form and booklet. Resolved that the mentor-mentee policy document finalized by the Committee under the supervision of Prof Devanand stands approved. Resolved that a booklet of mentor-mentee policy be printed and be circulated among all Department(s)/centre(s) for compliance. HVC directed all HODs to maintain the record of each student and submit a detailed report to the HVC office. Also HVC directed that the reports till date for 5 years be maintained by all HoDs for SSR compilation. HVC directed all HoDs to compile the feedback report and submit in a time bound manner. .
7. It was informed by the Director, DIQA that all the revised formats and NAAC SSR compilation manual circulated among Head/Deans. Further discussion on Best Practices was carried out wherein HVC discussed various Gol initiatives, programmes and policies. He emphasized that various policies have been adopted, therefore the implementation and impact assessment be carried out for real time assessment of the impact of these schemes. He emphasized that NEP has been adopted at CUJ, therefore the Best practice of "**Earn While You Learn**" be adopted at CUJ.
8. A detailed discussion of best practices of Central University of Jammu was held and all the members present put forward the best practices. The details are as follows:
  - I. Evaluation and Declaration of Result: Table marking, showing answer scripts to the students, timely declaration of result, CBCS and inclusion of various components for evaluation is a best practice, Eminent Lecture Series, Cashless transactions and Paperless office  
(Dr. Shahid Mushtaq)
  - II. Digitization of entire examination wing at CUJ, Adoption of SAMARTH portal  
(Sh. Vikas Gupta)
  - III. Start up Grant, UBIC and 50% Patent filing  
(Dr. Ajay Sharma)
  - IV. Adoption of syllabi focusing on employability. Syllabi with the focus of orientation of student towards NET/ JRF/ UPSC/ other skill based objectives, NEP implementation with the intervention of HVC is a Best Practice  
(Prof. Mushtaq Ahmed)
  - V. Internship embedded Degree Programmes, Project based learning, skill oriented courses, Corporate academia-interface with a focus on employability.  
(Prof. Jaya Bhasin)
  - VI. 3 MT programme for research intervention with international experts as a 3 minute research presentation at global forum in collaboration with Queensland University Australia.  
(Dr. Vandana Sharma)
  - VII. NET / JRF Coaching, preparation of students to prepare for the competitive world. The Equal opportunity Cell should submit proposals to various agencies for organising programmes for the underserved communities.  
(Prof. Rasal Singh)

- VIII. Environmental protection is being carried out at the local as well as national level. Various projects of local and national importance is being carried out such as a) Spring Shed Management b) Geo physical activity c) Aerosol levels  
HVC directed to submit a detailed report in the NAAC format already circulated in next 3 days  
**(Prof. Sunil Dhar)**
- IX. Focus on promoting the practice of cultural ethos a course on Ethics and culture is being offered as an IDC course and research on cross cultural and social issues is being carried out in CCRC. Student participation in cultural and cross-cultural intervention at Central University of Jammu is a best practice. He further emphasized that the centre is organizing a lecture series titled, " Know your Country and Culture". Interactive session with research scholars and students is also a regular practice  
**(Dr. Ajay Kumar Singh)**
- X. OJT is a best practice wherein students for the entire semester are essentially working in the corporate sector, which facilitates entry of pass outs besides helping them in adopting the corporate culture. She further emphasized that the scheme of Ek Bharat Shreshtha Bharat be adopted in letter and spirit.  
**(Dr Bharti Gupta)**
- XI. Research is being given emphasis at M.Tech level each student has to publish one paper in Scopus indexed Journal. Department organizes one international conference on an annual basis.  
**(Dr Yashwant Singh)**
- XII. Job oriented courses, Maximum number of students from the department have cleared NET/ JRF. 100 % placement. Nationalism as a spirit and perspective is a department best practice. BA-Bed is a flagship programme before the implementation of NEP, a 4 year Integrated degree programme is in place. Community- student association is a best practice , hands-on-training and student participation is also followed.  
HVC directed her to submit details of best practices as per NAAC format  
**(Dr Kiran)**
- XIII. 5 year perspective plan, Amendment in Ordinance governing Ph.D by adopting of stringent measures for research publications to improve the quality of research is best practice, establishment of YOGA Department, Creation of water bodies in the campus for rain water harvesting and environmental protection are some of the best practices  
**(Prof. Devanand)**
- XIV. Cultural and co-cultural events for all round development of students, Strong Alumni Association, Documentation of Annual Report of each Department  
**(Dr. Shashank Shukla)**
- XV. Student centric administration, Timely resolution of grievances, Zero tolerance attitude to discrimination, Science and Social Science amalgamation are some of the best practices at University level while at Departmental level "**Earn While You Learn**" practice is in place.  
**(Dr. Bacha Babu)**
- XVI. HVC permitted HoD, MCNM to start Community Radio from the Department. He further emphasized the Internship be made compulsory across all programmes. He reiterated all Hods to apply under INSPIRE and ASPIRE schemes for the benefit of learners. Also it was resolved that faculty members undertaking research projects should involve students. Dr Jaya Bhasin informed that across Management Programmes students are encouraged to undertake projects.
- XVII. Commemorating the writer series along with 3 MT programme initiated by the Department of English are best practices. HVC directed him to submit a detailed report on amalgamation of Sciences and Social Sciences by offering courses on India Ethos at institutional level.  
**(Dr. Raj Thakur)**

**XVIII.** Establishment of the Public Policy and Public Administration programme is a best practice as this is the only University in the region that offers this programme and it is in demand. She explained in detail the efforts taken by the department of PPA towards creating a social impact in the society. It was apprised to the house that 3<sup>rd</sup> semester onwards students are oriented towards societal training and in 4<sup>th</sup> Semester, learners are sent in the field for data collection. Emphasis is on taking up local issues and application of theory and practice is the beauty of the programme. Further it was emphasized that at PG level primary data collection and analysis of issues and real time problems with mentorship provides a connect between theory and practice. Further, at PhD level impact assessment of various government schemes is a regular practice. Under Unnat Bharat Abhiyan several activities have been carried out successfully. NET/ UPSC aspirants are tutored well with the content based and enriched syllabi at par with any other Central University. Every year few students are able to clear the examinations and most of the alumni are working in social organizations, Government institutions or NGO. Grievance redressal mechanism strengthened for timely redressal. She appreciated the administrative support for timely redressal of grievance.

**(Dr Rouchi Choudhar)**

**XIX.** It was reported that since dissections are banned after 2014, the department helps the students to undertake field projects and field based practical(s) in collaborations with other Universities specially the agriculture University and other institutions of repute have been implemented. Apiculture, Vermi-composting, Mulberry farming are proposed to be started in next few months. Syllabi integrated with NET/ JRF syllabi to encourage students to clear these competitive examinations. She emphasized the need to conduct Soft Skills and Personality Development Programmes at University level. It was resolved that the course be introduced as an audit course for all semesters and be placed in BoS of respective Departments for approval. It was resolved that the Professional Agency be engaged for the conduct of the same.

**(Dr Shvetambri Jasrotia)**

**XX.** Job oriented Curriculum, Course matrix revised as per NEP, Discipline specific Job oriented syllabi, IDC courses / open electives are the best practices, Application Oriented subjects are being Offered by the Departments to prepare the students to suit the industry needs.

**(Dr. Tapta Kanchan Roy)**

**XXI.** Field work as one of the best practice followed in the Department, Sensitivity for understanding the local issues and integration of theory and practice, OJT is a regular practice with 100% placement, Student centric approach, remedial classes, skill lab course, software training, administrative support, Democratic participation of students in administrative bodies, Remote access of e- library for all students.

**(Dr Nancy Mengi)**

**XXII.** Prof Devanand summed up the best practices that a few practices are as follows:

- a. CT enabled class rooms with installation of Display Panels after the intervention of HVC
- b. SAMRTH has been fully implemented with most of the modules made functional after active participation of all faculty members as per the directions received from HVC
- c. Wi fi enabled campus, paperless office,
- d. Language lab has been established

**XXIII.** HVC informed that soon e-office shall be operationalised.

**XXIV.** Resolved to approve Mentor-Mentee format finalized by the committee constituted pursuant to DIQA meeting held on 23-05-2022. Further All Head were informed to strictly adhere to the format and identify slow and advanced learners based on Mid Semester result of 1<sup>st</sup> Semester and remedial classes for slow learners be arranged accordingly. Special emphasis be given on all round development by conduct of remedial classes to

be initiated by all the departments. HVC directed all the HODs to include Ethics and Values course as per NEP 2020

- XXV. HVC directed All Deans/HoDs/Department representatives present in the meeting to submit a write-up of best practices in the prescribed format of NAAC

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



**MINUTES OF THE JOINT MEETING OF COMMITTEES, CONSTITUTED PURSUANT TO 30<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA) HELD IN THE COMMITTEE ROOM ON 1<sup>st</sup> June 2022**

**1. Present:**

- Prof. Devanand**  
Dean, School of Basic and Applied Sciences  
1. Dean, School of Knowledge Management, Information and Media Studies **(In the Chair)**
- Prof. Sunil Dhar**  
Dean, Education  
2. Head, Department of EVS  
Head, Department of Earth Sciences
- Prof. Mushtaq Ahmed**  
3. Director, Centre for Molecular Biology  
Dean, Humanities and Social Sciences  
I/c Director, Training and Placement Cell
- Prof. Rasal Singh**  
4. Dean, School of Languages  
Dean Students' Welfare (DSW)  
Head, Department of Hindi and Other Indian Languages
- Dr. Suram Singh**  
5. Head, Department of Physics and Astronomical Sciences  
I/C Controller of Examinations
- Dr. Raj Thakur** (*attended on behalf of Dr. Vandana Sharma, Head, Department of English*)  
6. Assistant Professor, Department of English
- Sh. Vikas Gupta**  
7. Assistant Registrar
- Sh Shailendra Slathia**  
8. Assistant Registrar, Academic Branch
- Dr. Shahid Mushtaq**  
9. Department of MSCM
- Prof. Jaya Bhasin**  
Head, Department of HRM & OB  
Director, Directorate of Internal Quality Assurance

**2. The following could not attend the meeting:**

1. **Prof. B .S. Bhau**  
Dean, Research Studies  
Dean, School of Life Sciences  
Dean, School of National Security Studies  
Head, Department of Botany  
I/c Librarian, Central University of Jammu

**Introductory**

3. Director, DIQA warmly welcomed, Deans/Member of the Committee(s) constituted by Directorate of Internal Quality Assurance pursuant to the decisions of the meeting(s) held on 23 May 2022. Thereafter, a brief overview of the activities to be discussed was presented by the Director, DIQA and following decisions were taken in light of discussions held:

**4. Guidelines for evaluating the quality of Question Papers Pattern of Question Papers:**

**Pattern of Question Papers:**

Pursuant to Resolution No 7.2.7 of the 30<sup>th</sup> Meeting of Directorate of Internal Quality Assurance held on 23-05-2022 it was unanimously resolved to suggest following amendments in Clause 10 (A), (B), 11, 12 & 13 of Ordinance No. 4 governing Medium of Instruction, Examination, Evaluation, Grading System and Declaration of Result for Master's Degree Programmes Other than the Research Degree Programme.

Existing	Proposed (As will be read after amendment)
10. The question papers for the Mid Semester examinations shall be as follows:	The question papers for the Mid Semester examinations shall be as follows:
In four credit course, the paper shall be of 2 (two) hours duration and shall comprise the following sections:	In four credit course, the paper shall be of 2 (two) hours duration and shall comprise the following sections:
<b>Section A</b> shall have 10 (Ten) objective Type questions (Multiple Choice) of one mark each. All questions in this Section shall be compulsory (Total 10 marks).	<b>Deleted</b>
<b>Section B</b> shall have 5 (five) short answer questions (SAQ) of 6 marks each, out of which the examinees shall be required to attempt any three (Total 18 marks).	<b>Section A</b> shall have 5 (five) short answer questions (SAQ) of 8 marks each, out of which the examinees shall be required to attempt any three (Total 24 marks). The questions shall be based on reasoning and qualitative analytical abilities
<b>Section C</b> shall have 2 (two) Essay/Long Answer Questions (one from each unit with internal choice), of 11 (eleven) marks each (Total 22 marks); alternatively; if the course so requires, this section may comprise a case study of 11 marks and one question with internal choice of 11 marks;	<b>Section B</b> shall have 2 (two) Essay/Long Answer Questions (one from each unit with internal choice), of 13 (Thirteen) marks each (Total 26 marks); alternatively; if the course so requires, this section may comprise a case study of 13 marks and one question with internal choice of 13 marks; The questions shall be based on applied, analytical aspects of the course.

Existing	Proposed (As will be read after amendment)
<b>B.</b> In two credit course, the paper shall be 1.5 hours duration and shall comprise of	In two credit course, the paper shall be 1.5 hours duration and shall comprise of
<b>Section A</b> shall have 5 (five) objective Type questions of one mark each. All questions in this section shall be compulsory (Total 5 marks).	<b>Deleted</b>
<b>Section B</b> shall have 4 (four) short answer questions of 3 marks each out of which examinees shall be required to attempt 2 (two) (Total 6 marks)	<b>Section A</b> shall have 4 (four) short answer questions of 3 marks each out of which examinees shall be required to attempt 3 (three) (Total 9 marks). The questions shall be based on reasoning and qualitative analytical abilities
<b>Section C</b> shall have 2 (two) Essay/Long Answer Questions (LAQ) one from each unit with internal choice of 7(seven) marks each (Total 14 marks)	<b>Section B</b> shall have 2 (two) Essay/Long Answer Questions (LAQ) one from each unit with internal choice of 8(Eight) marks each (Total 16 marks). The questions shall be based on applied, analytical aspects of the course.

Existing	Proposed (As will be read after amendment)
11. Pattern for paper setting of PG courses including M.Tech. courses other than MBA-HRM and MBA-TTM for End Semester Examination	Pattern for paper setting of PG courses including M.Tech. courses other than MBA-HRM/MBA (MM)/MBA and MBA-TTM for End Semester Examination
There shall be three sections A, B and C.	There shall be two sections A and B
In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following three sections:	In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following three sections:
<b>Section A</b> shall have Ten multiple choice questions, two from each unit. Each question shall be of 1.5 marks (Total 15 marks). All the questions in this section shall be compulsory	<b>Deleted</b>
<b>Section B</b> shall consist of ten short answer questions, two from each unit. Each question shall be of eight marks. The candidate is required to attempt five questions selecting one from each unit (Total 40 marks).	<b>Section A</b> shall consist of ten short answer questions, two from each unit. Each question shall be of eight marks. The candidate is required to attempt five questions selecting one from each unit (Total 40 marks).
<b>Section C</b> shall consist of five Long Answer Questions, one from each unit. Each question shall be of fifteen marks. The candidate is required to attempt any three questions (Total 45 marks).	<b>Section B</b> shall consist of five Long Answer Questions, one from each unit. Each question shall be of twenty marks. The candidate is required to attempt any three questions (Total 45 marks).

Existing	Proposed (As will be read after amendment)
12. Pattern for paper setting of MBA-HRM/MBA-TTM/MBA Supply Chain Management.	Pattern for paper setting of MBA-HRM/MBA-TTM/MBA/MBA-Marketing Management
There shall be three sections A, B and C.	There shall be two sections A and B
In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following sections	In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following sections
<b>Section A</b> shall have Ten multiple choice questions, two from each unit. Each question shall be of 1.5 marks (Total 15 marks). All the questions in this section shall be compulsory	<b>Deleted</b>
<b>Section B</b> shall consist of ten short answer questions, two from each unit. Each question shall be of eight marks. The candidate is required to attempt five questions selecting one from each unit (Total 40 marks).	<b>Section A</b> shall consist of ten short answer questions, two from each unit with internal choice. Each question shall be of eight marks. The candidate is required to attempt five questions selecting one from each unit (Total 40 marks). The questions shall be based on reasoning and qualitative analytical abilities.
<b>Section C</b> shall consist of five Long Answer Questions, one from each unit. Each question shall be of fifteen marks. The candidate is required to attempt any three questions (Total 45 marks).	<b>Section B</b> shall consist of five Long Answer Questions, one from each unit. Each question shall be of twenty marks. The candidate is required to attempt any three questions (Total 60 marks). The questions shall be based on applied, analytical aspects of the course.

Existing	Proposed (As will be read after amendment)
13. In two credit course, the paper shall be of 2 hours duration and shall comprise the following three sections:-	In two credit course, the paper shall be of 2 hours duration and shall comprise the following two sections:-
<b>Section A</b> shall have Eight objective type questions of 1.5 mark each (Total 12 Marks)	<b>Deleted</b>
<b>Section B</b> shall have Six short answer questions out of which the student shall have to attempt three questions of six marks each (Total 18 marks).	<b>Section A</b> shall have Six short answer questions out of which the student shall have to attempt three questions of ten marks each (Total 30 marks). The questions shall be based on reasoning and qualitative analytical abilities.
<b>Section C</b> shall have Three long answer Questions and a student shall have to attempt two questions of 10 marks each (Total 20 marks).	<b>Section C</b> shall have Three long answer Questions and a student shall have to attempt two questions of 10 marks each (Total 20 marks).The questions shall be based on applied, analytical aspects of the course.

#### Quality of Question Papers:

Resolved that quality of question papers of end semester examination(s) after conduct of examination be evaluated by the proposed committee comprising of following members pursuant to Resolution No 7.2.8:

- i. Head of concerned Department/Centre
- ii. 01 External Subject Expert

#### 5. Mentor-Mentee Policy:

Pursuant to Resolution No 7.5.4 of the 30<sup>th</sup> Meeting of Directorate of Internal Quality Assurance held on 23-05-2022, committee met on 30-05-2022 and finalized the draft mentor-mentee policy which was subsequently placed during the review meeting of All Deans/Heads/Directors//DIQA/NAAC-SSR Compilation Committee Members/ DIQA Task Group Conveners/ Departmental Representatives chaired by HVC on 31-05-2022 wherein vide Resolution No 8 (XXIV) Mentor-Mentee policy and application formats were approved with the directions to All Head(s) to strictly adhere to the format and identify slow and advanced learners based on Mid Semester result of 1<sup>st</sup> Semester and to arrange remedial classes for slow learners accordingly. Special emphasis shall be given on all round development by conduct of remedial classes to be initiated by all the departments. It was unanimously resolved to initiate the process for printing of the Mentor-Mentee Policy booklet before the commencement of next session for its timely circulation to all Department(s)/Centre(s).

#### 6. Implementation of NEP and curriculum restructuring:

Pursuant to Resolution No 7.6.2 of the 30<sup>th</sup> Meeting of Directorate of Internal Quality Assurance it was resolved that each Department/Centre shall finalize a booklet with Title Page, Course Matrix /Course Structure, Programme Outcomes (PO)/Programme Specific Outcomes (PSOs), Revised Syllabi of all courses, Course Objectives, Course Learning Outcomes as per NEP guidelines for next academic session as already circulated before 10<sup>th</sup> July 2022.

#### 7. Academic Calendar

Pursuant to Resolution No 7.2.10 of the 30<sup>th</sup> Meeting of Directorate of Internal Quality Assurance it was unanimously resolved that another meeting shall be convened since there was another meeting of AR (Academics) and inputs from Academic Section required to finalize the same. Rough draft of academic calendar has been sent to Academic Branch however final draft be circulated by AR (Academics)

#### **8. Soft Skills and Personality Development**

Pursuant to Resolution No 7.3.4 of the 30th Meeting of Directorate of Internal Quality Assurance, it was apprised that a schedule has been finalized prepared by the faculty members entrusted with the responsibility for conducting Soft Skills courses for students across all Department(s)/Centre(s). Dr. Raj Thakur was informed to communicate Dr Vandana Sharma that to finalize the schedule for using language laboratory for all students of University. Resolved that detailed course content and schedule be presented in the next meeting.

#### **9 Feedback Evaluation:**

It was apprised that by Director, DIQA that feedback evaluation table received from Dr. Suram Singh, HoD, Physics and Astronomical Sciences and I/C Controller of Examinations has been emailed to all HoDs for finalizing the feedback report of each course/semester within next ten days. .

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

Jyoti  
9/6/22