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

1. Following were present in the meeting:

Prof. Sanjeev Jain

1. Vice Chancellor Central University of Jammu

(In the Chair)

Prof. Devanand

Dean, School of Basic and Applied Sciences

2. Dean, School of Knowledge Management, Information and Media Studies

Prof. B .S. Bhau

Dean, Research Studies
Dean, School of Life Sciences

3. Dean, School of National Security Studies Head, Department of Botany I/c Librarian, Central University of Jammu

Prof. Mushtag Ahmed

4. Director, Centre for Molecular Biology
Dean, Humanities and Social Sciences
I/c Director, Training and Placement Cell

Prof. M. N. Khan

5. Faculty of Management Studies and Research, AMU, Aligarh

Engg. Annil Suri

6. President & CEO at A B Consultants

Dr. Vandana Sharma

7. Head, Department of English

Dr Ajay Sharma

8. Head, Department of Mathematics

Dr. Yashwant Singh

Head, Department of CS & IT

Director, Directorate of Physical Education
 I/C Registrar, Central University of Jammu

Dr. Richa Kothari

10. Associate Professor, Department of EVS

Dr. Suram Singh

Head, Department of Physics and Astronomical Sciences

I/C Controller of Examinations

Dr. Ritu Bakshi

12. Associate Professor
Department of Educational Studies

Dr. Shashank Shukla

Associate Professor
Department of Hindi and Other Indian Languages

Sh. M. labal.

13. I/C Finance Officer, Central University of Jammu

A

Dr. Neelika Arora 14. Deputy Director Training and Placement Cell

Dr. Amit Gangotia

15. I/C Head, Department of TTM

Dr. Bacha Babu

Head, Mass Communication and New Media

16. I/C Proctor, Central University of Jammu I/C Director, Yoga Centre

Dr. Shvetambri Jasrotia

17. I/C Head, Department of Zoology

Dr. Rouchi Choudhary

18. I/C Head, Department of PPA'

Dr. Princy Gupta

Department of Chemistry and Chemical Sciences 19.

Dr. Sanjay Kumar

Department of Mathematics 20.

Sh. Vikas Gupta

21 Assistant Registrar

Dr. Shahid Mushtaq

22 Department of MSCM

Prof. Jaya Bhasin 23

Director, Directorate of Internal Quality Assurance

2. The following could not attend the meeting:

Prof. L. K. Verma 1.

> 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

Prof. Rasal Singh 3.

> Dean, School of Languages Dean Students' Welfare (DSW) Head, Department of Hindi and Other Indian Languages

Dr Vinay Kumar 4.

Head, Department of Nano-Science and Materials

5. Dr Susanta Nag

I/C Head, Department of Economics

Dr. J Jeganaathan

I/C Head, Department of NSS

Dr. Nancy Mengi

I/C Head, Department of Social Work

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 30th 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-30th / Item No. 01

To consider confirmation of minutes of 29th meeting of Directorate of Internal Quality Assurance held on 22nd October, 2021

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

DIQA-30th / Item No. 02

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

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

DIQA-30th / 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.

DIQA-30th / 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"

7.1.1Creation 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: CoF]

[Action: DIQA]

- 7.2.2 Printing of degree certificates of pass outs of session 2021 and holding of 2nd 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).
- 7.2.3 Admission Process 2022-23 (UG/PG/PG Diploma/Certificate courses) University will comply to directions of the Ministry of Education, GOI.
- 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]

Ju-

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.

Prof. Mushtaq Ahmed
Director, Centre for Molecular Biology

Dean, School of Humanities and Social Sciences
I/C Director, Training and Placement Cell

Convener

Prof. Rasal Singh Head, Department of Hindi and Other Indian Languages

Dean, School of Languages

Dean Students Welfare

Member

Dr. Suram Singh

Head, Department of Physics & Astronomical Sciences 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]

7.2.8Resolved 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

X

Prof. Devanand

Dean, School of Basic and Applied Sciences

- Dean, School of Knowledge Management, Information and Media Studies

Convener

Member

Prof. B. S. Bhau

Head, Department of Botany

Dean, School of Life Sciences

Dean School of National Security Studies

Dean Research Studies

I/C Librarian

Prof. Sunil Dhar

Dean, School of Education

Head, Department of EVS

Head, Department of Earth Science

Prof. Mushtaa Ahmed Director, Centre for Molecular Biology

Dean, School of Humanities and Social Sciences Member I/C Director, Training and Placement Cell

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. Mushtag 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:

Prof. Jaya Bhasin

Dean, School of Business Studies

Dr. Vandana Sharma

Head, Department of English

- 3 Dr. Ritu Bakshi Associate Professor, Department of Educational Studies
- 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 14th 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"

7.5.1Prof. Devanand appraised 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)]

1

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.

Prof. Devanand
Dean, School of Basic and Applied Sciences

Dean, School of Knowledge Management, Information and Media Studies

Convener

Prof. Jaya Bhasin

2 Dean, School of Business Studies

Member

Prof. B. S. Bhau
Head, Department of Botany

Dean, School of Life Sciences
Dean School of National Security Studies
Dean Research Studies
I/C Librarian

Member

4 Dr. Shahid Mushtaq
I/C Head, Department of MSCM

Member

[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 25th July 2022, keeping in view Data Validation and Verification Process followed by NAAC for verification of the submitted/uploaded data during the NAAC accreditation Geotagging is an essential requirement for verification the same should 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]

1

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 10th July 2022

Prof. Devanand

Dean, School of Basic and Applied Sciences

Dean, School of Knowledge Management, Information and Media Studies Convener

Prof. B. S. Bhau

Head, Department of Botany

Dean, School of Life Sciences

Dean School of National Security StudiesDean Research StudiesI/C Librarian

Member

Prof. Mushtaq Ahmed

Director, Centre for Molecular Biology

3 Dean, School of Humanities and Social Sciences I/C Director, Training and Placement Cell Member

Sh. Vikas Gupta

4 Assistant Registrar

Member

5 Assistant Registrar, Academic Branch

Member

[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 1st 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 20th July 2022

[Action: All HoDs/Director(s)]*

DIQA-30th / 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 10th 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-30th / 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-30th / 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

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

DIQA-30th / 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-30th / 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-30th / 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-30th / 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]

M

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)]

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 2nd 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