

**INTRNAL QUALITY ASSURNACE CELL
BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA KHANPUR KALAN**

Ref. No. IQAC/11/34-60

Dated: 22/10/2011

To

All the members of IQAC Advisory Committee/HoD's/Deans/
Chief Warden /Sports Incharge/Director-ASC/Director UPC
Chief Librarian/ AR (Acad.)/ AR (Gen.)/ Web Master/Dr. Bhavna/
Xen Branch/Dr. Neelam Jain/ AR (P&S)/Finance Officer
BPSMV, Khanpur Kalan

Subject : Minutes of 2nd meeting of IQAC.

Sir/Madam,

Please find enclosed herewith the minutes of 2nd meeting of IQAC held on 12/10/2011 at 11:30 a.m. in the office of the Hon'ble Vice Chancellor, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat), Haryana.

This is for your kind information and necessary action

With kind regards,

Yours faithfully,



Director

Ref. No. IQAC/ 11 /34-60

Dated:22/10/2011

Copy of the above is forwarded to the following for information and necessary action:-

1. PA to Vice-Chancellor (for kind information of the Vice-Chancellor), BPS Mahila Vishwavidyalaya, Khanpur Kalan.

INTRNAL QUALITY ASSURNACE CELL
BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA KHANPUR KALAN

MINUTES OF THE 2nd MEETING OF THE ADVISORY COMMITTEE HELD ON 12 OCTOBER 2011 AT 11:30 A.M. IN THE OFFICE OF THE HON'BLE VICE CHANCELLOR, BPS MAHILA VISHWAVIDYALAYA, KHANPUR KALAN (SONEPAT), HARYANA.

1. Confirmation of Minutes of the 1st meeting of IQAC held on 28.12.2011

The Minutes of 1st meeting of the IQAC held on 28-12-2011 were confirmed.

2. Follow up Action Report.

The IQAC noted the action taken on the decisions of the 1st IQAC meeting and resolved the following :

- The Hon'ble Vice Chancellor gladly informed the members of the IQAC Advisory Committee that the NAAC has accepted the proposal of IQAC cell of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan to organize one day state level sensitizing workshop on '**Process of Accreditation**' on 18th November 2011 at Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan in collaboration with State Quality Assurance Cell of Haryana. It is also informed that the Hon'ble Education Minister of Haryana has already consented to inaugurate the same and more then 300 faculty members, administrators and officials of various colleges/Universities will attend the same.

The Director IQAC shall ensure that the information related to workshop date, time and venue is supplied to the Registrars of Universities and Principals of various colleges of Haryana well before time.

- The Director-Incharge, UGC-ASC of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan shall once again arrange one day sensitizing workshop on "**UGC/ DST/ ICSSR/ AICTE Research**

Schemes & Writing Research Proposals” for the faculty members of the Bhagat Phool Singh Mahila Vishwavidyalaya within three weeks after the circulation of the minutes of IQAC.

The information related to workshop date, time and venue shall be supplied to Deans and Head of the Department of all the Faculties/ Departments/Colleges/Institutes well before time. The Head of the Departments shall ensure the circulation of the above information to each faculty member of the department.

- Head of the Departments may submit the proposals for the purchase of Smart Boards/LCD TV/Multi Media projectors within three days. The DGS&D rate contract related to smart boards may be collected by the HoD's from Dr. Sanket Vij, personally.
- The Head – Incharge, Department of Social Work has informed that due to lack of awareness and lack of placement opportunities, there is no admission in M. A. Rural Development (Planning & Management) programme. The programme is sponsored by UGC under “Innovative Programme Scheme”.

Dr. Sanket Vij has informed that the Department of Management has also submitted proposal M.B.A. (RURAL ENTREPRENEURSHIP DEVELOPMENT) under “Innovative Programme Scheme”. The Department has received no information from UGC so far.

The matter was discussed at length and it was resolved to shift M.A. Rural Development (Planning & Management) from Department of Social Work to Department of Management and the programme nomenclature will be M.B.A. (Rural Management). The HoD-incharge shall submit proposal within one week through proper channel to UGC for approval of the above mentioned transformation.

- The academic branch shall put up proposal for the constitution of committee for formulation of consultancy norms and the committee shall consult/observe the consultancy norms of the other universities before submitting its recommendations/report.

3. Formation of quality policy and mission statement of the university

The hon'ble Vice Chancellor nominated the following members to constitute committee for formation of quality policy and mission statement of the University :

- | | |
|-------------------------------|----------|
| i. Professor Kapil Kapoor | Chairman |
| ii. Dr. Vijay Nehra | Member |
| iii. Dr. Shweta Hooda Solanki | Member |
| iv. Dr. Sanket Vij | Member |

The committee shall submit its report/recommendations on or before 31st October 2011.

4. Conduct of SWOT analysis at departmental/branch level

The IQAC cell shall supply the SWOT Performa to every department/college/institute/branch of the university within one day and the HoD's/AR's shall submit the filled Performa within one week i.e. on or before 19th October 2011.

5. Strengthening classroom teaching (including tutorials) and improving pedagogy

- The committee approved the lecturer plan Performa and resolved that minor changes may be made in the Performa as per the requirement of the programme/department. Further, it was resolved that the Head of the Department shall ensure that every teacher has displayed the tentative lecture plan on notice board for the

information of the students within one week i.e. on or before 19th October 2011. A copy of the same shall be maintained in the office of department for record.

- ii. For using of modern pedagogy to make teaching learning process more effective it was resolved that the Head of the Departments may submit the proposals for the purchase of Smart Boards/LCD TV/Multi Media projectors within three days.
- iii. All the Head of the Departments were advised to arrange meeting of UGBoS/PGBoS at least once in six months to incorporate latest topics in the curriculum. Further, it was resolved that the developed curriculum shall represent **Relevance of Education to Society** especially unprivileged/underprivileged and will help in furthering the objectives of the nascent University established for women in this rural belt of Haryana. The emphasis of curriculum updation shall be on **Rural Problem Solving** by incorporating live cases/problems of villages.

It was also resolved that the Heads of the Departments shall ensure the participation of Industry Experts and Students in curriculum development/updation.

- iv. It was decided that the Heads of the Departments shall ensure that the time table for tutorials (date-wise & group wise) be displayed on the notice board and while structuring the groups more personal attention shall be given to the students coming from rural areas.
- v. After long discussion, it was decided that the Heads of the Departments shall put-up the proposal of introducing Choice Based Credit System through PGBoS/UGBoS of the department. The PGBoS/UGBoS of the department shall identify 20% of the total

courses in every semester to be offered/replaced under Choice Based Credit System.

Further, it was decided that the internal assessment shall be according to the assessment criteria prescribed in ordinance concern and internal assessment of students shall be displayed regularly on the notice board by the department. The office of the department shall be responsible for maintaining the internal assessment papers/documents.

vi. It was decided that the Heads of the Departments shall motivate teachers for adopting/employing Problem Solving approach by incorporating live cases/problems of industry/institute/villages for promoting research. Looking at the need of automation at various departments of the University, the department of computer sciences shall assign minor projects like library management system, students management system, stock management system etc. to the students which can be implement at various departments of the university.

vii. It was resolved that the record of student progression shall be maintained in the office of the department and format adopted by Department of Management may be considered, if found suitable by the Head of the Departments.

6. Strengthening student attendance

It was decided that the Heads of the departments shall ensure the student attendance system in letter and sprit and format/process adopted by the MSM institute of Ayurveda shall be adopted. Further, the format may be collected by the Head of the Departments from MSM institute of Ayurveda personally.

Further, it was decided that in the first week of every month, attendance of the students of every preceding month shall be displayed on the notice board by the teacher himself/herself and one copy of the same shall be submitted to the head of the department for record.

To inculcate and promote reading habits among the students, it was resolved that the departmental library incharges shall maintain the attendance register of the students according to time table and the record shall be sent to HoD in the first week of every month. The office of the HoD shall include the library attendance record in the total attendance of the student and the same shall be displayed on the notice board. The Head of the Departments shall ensure management of attendance record in letter and spirit.

The committee has discussed and suggested the Head of the Departments to explore the possibilities to organize Parent Teachers Meeting at departmental level.

7. Promoting quality awareness among faculty and students

It was resolved that the Vision/Mission statement and Quality Policy of the university shall be displayed at each and every department/branch/hostel and other major locations of the university. The A.R. (Gen) shall be responsible for printing and other related activities.

The Heads of the Departments were advised to make renewed efforts to promote quality awareness among faculty/students and to discuss quality improvement issues informal get-together of faculty/students may be organized at department level once in a month.

8. Identifying and encouraging teachers for preparing research proposals to obtain sponsorship from various funding agencies

It was decided that the copy of compendium of all the schemes offered by UGC/DST/AICTE/ICSSR for Universities, Departments and Individuals shall be maintained in the departmental library for the ready reference of the faculty members & researchers.

Further, the establishment branch of the university shall circulate latest API rules for the information of the faculty members and Head of the Departments shall encourage faculty members to submit minor/major research projects which will ultimately help faculty members during career advancement promotions.

9. Developing academic collaborations with various outside institutions in the relevant fields

The matter was discussed at length and it was resolved that the Head of the Departments shall make personalized serious efforts to establish linkages with other universities, academic bodies and industries.

10. Updating the lists of research journals to be subscribed by the university/department libraries

It was resolved that the Chief Librarian shall prepare and submit policy related to subscription of research journals in the libraries (Departmental/University). The Heads of the Departments shall submit the list of journals/books for subscription/purchase two times in the session i.e. first before starting of the semester and second after end of the semester to the Chief Librarian.

Further, The Chief Librarian shall submit the proposal to UGC/INFILIN Center (for UGC-INFONET Digital Library Consortium and UGC-INFONET Connectivity scheme) at the earliest and Incharge-University Computer Centre shall prepare and submit the networking support proposal to

provide link of UGC/INFILIN at all the departmental libraries of the university within three weeks.

11. Self – evaluation of departments for consideration of SAP status

The Department of Laws, English and MSM Institute of Ayurveda shall submit the self evaluation for consideration of SAP status within three weeks of the IQAC meeting.

12. Developing effective system for career counseling and placement of students

The committee has taken serious note on the status of the placements during previous session i.e. 2010-11. The matter was discussed on the length and it was resolved that Director, University Placement Cell shall inform about the activities/progress of placements to the Heads of the Departments regularly. The activities of University Placements Cell will be tri-party i.e. Head, Director-UPC, and TPO's. The Director, UPC shall supply the status of the placements, extension lectures and other related activities in the office of the IQAC within two weeks.

13. To develop uniform student feedback system to be followed by all the departments

It was resolved that all the Heads of the Departments shall thoroughly study the proposed student feedback system and submit the observations/suggestions within ten days of the meeting. In case of no observation/suggestion is supplied by the Head of the Departments, the proposed student feedback system will be forwarded to academic council for approval.

14. To develop uniform academic audit system to be implemented on all the departments

It was resolved that the Dean of the Faculty shall put up the proposal to the Hon'ble Vice Chancellor for nomination of the outside expert for academic audit of the concern departments.

15. To develop uniform administrative audit system to be implemented on all the branches of the university

It was resolved that the Registrar shall put up the proposal to the hon'ble Vice Chancellor for nomination of the outside expert for administrative audit of the concern departments.

16. Establishment of employees/students grievances redressal cell

Considered and deferred as it needs to be deliberated upon.

17. Five days working schedule for teaching staff

It was resolved that the Head of the Departments shall discuss the proposal in the departmental council and collect the undertaking (agree/disagree) from every faculty member and submit the same in the office of the IQAC within two weeks of the meeting.

18. Strengthening Departmental Libraries

Discussed and approved at item number 8.

19. Approval to Organize Seminar/Conference/Extension Lectures

It was resolved that the Heads of the Departments shall put up proposal for arrangement of extension lecture of eminent academicians at department level for approval from Hon'ble Vice Chancellor. Further, the Head of the Departments shall apply under various schemes of UGC/DST/ICSSR/AICTE/HEC to organize national level seminars/conferences and workshops. The HoD shall ensure that at least

one national level workshop is organized by the department during the year.

The Director, UGC – ASC shall organize One day/three days training programme for Non-Teaching Staff of the university and the programme shall be organized during Saturday and Sunday so that it does not disturb the work of the University. Further, the Director shall ensure that the resource person from all the disciplines shall be invited during OP's/RC's/FDP's/SDP's. Emphasis shall not only be on Management/Commerce Discipline.

The HOD, Department of Laws shall arrange one day workshop on RTI Act for the faculty members at the earliest.

The Academic Branch of the University shall organize extension lecture of Dr. Ashok Dhuan, Former Director Audit, Haryana for non teaching staff members of the BPS Mahila Vishwavidyalaya.

20. Introduction of employee's feedback system at the departmental/branch level.

It was resolved that all the Head of the Departments/Registrar/AR's shall thoroughly study the proposed employee's feedback system and submit the observations/suggestions within ten days of the meeting. In case of no observation/suggestion is supplied by the Head of the Departments/Registrars/AR's, the proposed employee's feedback system will be forwarded to academic council for approval.

21. Use of Information Communication Technologies to supply information to the stakeholders of the university on time

It was decided that the Head of the Departments shall submit the compliance of the using Information Communication Technologies (ICT)

for timely dispersal of information to the stakeholders of the university in the office of IQAC within one week of the meeting.

22. Inculcating skills among the students

It was resolved that the Head of the Departments shall take personal interest in strengthening extension activities incorporating entrepreneurship/technopreneuership progarmmes to facilitate and encourage self employment. The School of Engineering and Department of Hospitality shall submit proposal in this regard.

It was decided that the IQAC cell with interact with Maruti Driving Schools (a subsidiary of Maruti Suzuki Ltd.) to provide training to the students at BPS University.

23. Availability of eNotes/PPTs/eContents/Syllabus on University Website

It was resolved that the establishment branch of the university shall supply a copy of new appointment/retirements/Corrigendum's/Advertisements of staff members for updation of website. Further, the information regarding all academic activities shall also be updated on website. The Academic Branch shall be responsible for the same.

It was also resolved that the Heads of the Departments/faculty members can upload eNotes/eContents/Lecture plans/Syllabus on the respective webpage of the department. All such information shall be forwarded through registrar office of the university.

24. Starting of University Research Journal and News Letter

It was resolved that the Dean of the Faculty shall put up the proposal with in three weeks to start faculty wise research journal for the approval of the

Hon'ble Vice chancellor. Further, it was decided that the University may allocate suitable budget for the same.

25. Involvement/participation of students in various administrative/academic bodies of the university.

It was resolved that all the Head of the Departments shall ensure the participation of students in the various committee like placement cell, anti-ragging, library, sports, cultural, seminar/conference, discipline committee, industrial/educational tours, syllabus formation committee etc. and the office orders regarding the same shall be maintained in the office of department.

Further, it was resolved that the establishment branch of the university shall put up the proposal to appoint the students as members of University Court as per BPSMV ACT at the earliest.

26. Involvement of faculty members in academic assignment

Considered and Deferred as there is shortage of staff.

27. Minimizing Wake Up Approach

Considered and it was decided that there is requirement to develop mechanism for the same. All the Head of the Departments may submit suggestion regarding the same.

28. Establishment of IQAC cell at college level

It was decided that the principals of both the colleges BPS Degree College and BPS College of Education shall submit the proposal to the UGC within two weeks.

29. Requirement of Entertainment and Sports Facilities for the students

It was resolved that the chief warden shall submit proposal within two weeks to install one LCD TV and DVD player in every Hostel of the University for entertainment of the students. Further, one reading room shall be prepared at every hostel and subscription of newspapers and magazines for the students be arranged.

Further, it was resolved that the Incharge – Sports shall submit proposal for preparation of Two cemented lawn tennis grounds and one cemented basket ball ground in the University.

30. Short Term Training workshops for Non-Teaching staff/Administrators.

Discussed and approved at item number 19.

31. Payment to Internal staff members for extra classes.

Dropped

32. Establishment of Student Social Counseling cell

It was resolved that Dr. Shafali, Director – Incharge, UGC-ASC shall prepare and submit proposal within two weeks for the establishment of the student's social counseling cell.

33. Establishment of offices of various faculties of the University

The matter was discussed at a length and it was resolved that the Registrar shall ensure that the separate offices of various faculties are provided and equal infrastructural support/facilities (computer, furniture etc.) shall be provided to Deans' as compared to Head of the Departments. Further, the office staff (Assistant, Clerks, Peon) of the

department shall be available for the work of Dean's office on sharing basis during the day.

34. Mission 2012 NAAC Accreditation

Considered and Approved. The constitution of the committee is as follows:

i. Registrar	Convener
ii. All Deans of Faculties	Member
iii. CoE	Member
iv. Director, IQAC	Member – Secretary

The establishment branch shall provide secretarial support for the same.

35. Assorted issues for the discussion :

i. Establishment of Alumni Association at university level

Considered and resolved that the A. R. (Academic) shall put up proposal within three weeks after consulting the policy of MDU in this regard.

ii. Establishment of Center for Women Studies

Dr. Bhavna, Lecturer, Department of Management is already working on the proposal and she shall put up proposal within three weeks.

iii. Motivating JRF/Net Coaching

Mr. Ajit Singh, Lecturer, Department of English and Mr. Harender Pal, Lecturer, SES shall put up proposal at the earliest.

iv. Maintenance of Infrastructure

Xen and J.E. (Civil), and J.E. (Elect.) shall be responsible for the same.

v. **Transformation of Bhainswal Kalan Campus into Satellite Campus**

Considered and resolved that Dr. Neelam Jain, Reader, Department of Pharmacy shall put up proposal within three weeks in this regard.

vi. **Requirement of Infrastructural support like high speed internet connectivity, video conferencing facilities and printers to the faculty members in every department**

Considered and resolved that Dr. Ajit Singh, Chairperson, SES shall prepare proposal in this regard at the earliest.

vii. **Requirement of Infrastructural support like high speed internet connectivity at hostels**

Considered and resolved that Dr. Ajit Singh, Chairperson, SES shall be responsible in this regard.

viii. **Speed up implementation of ERP project**

Considered and resolved that Dr. Ajit Singh, Chairperson, SES shall be responsible in this regard.

ix. **Organizing Regular Staff Meeting with Vice Chancellor**

Considered and resolved that Heads of the Departments may organize staff meeting with Hon'ble Vice Chancellor as and when required.

x. **Appointment of officers of the university like Dean Academic Affairs, Dean Students Welfare, Proctor etc.**

Considered and resolved that the Registrar shall put up proposal in this regard as per BPSMV Act at the earliest.

xi. **Sharing of infrastructure for Optimum utilization of resources.**

Considered and approved that Dr. Vijay Nehra, Dean, Faculty of Engineering shall submit proposal regarding the same within four weeks.

xii. **Preparation and enforcement of service rules**

Considered and resolved that the Registrar shall put up proposal in this regard as per BPSMV Act at the earliest.

xiii. **Preparation and enforcement of citizen charter**

Considered and resolved that the Registrar shall put up proposal in this regard as per BPSMV Act at the earliest.

xiv. **Permission to use mobile phones and laptops in the hostels**

Considered and approved. Further, it was resolved that the office of the Registrar shall issue office orders to allow students to use mobile phones and laptops in all the hostels of BPSMV at the earliest.

The meeting ended with vote of thanks to the chair.