

**MINUTES OF THE 24<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA) HELD ON 13<sup>th</sup> OCTOBER 2020 CONDUCTED THROUGH ONLINE MODE (GOOGLE MEET).**

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

1. Prof. Ashok Aima, Vice Chancellor
2. Prof. Devanand, Dean, School of Basic and Applied Sciences
3. Prof. B. Bhau, Head, Department of Botany
4. Prof. M. N. Khan, AMU Aligarh
5. Engg. Annil Suri, President BBlA, Jammu
6. Sh. M. Iqbal, Dy. Registrar
7. Dr. Shahid Mushtaq, Assistant Professor, MSCM
8. Dr. Jaya Bhasin, Director, DIQA

**Introductory**

2. The meeting started with the welcome address by the Chair to the 24<sup>th</sup> meeting of the Directorate of Internal Quality Assurance. Thereafter, the Agenda Items were taken up for discussion and following decisions were taken in light of discussions held:

**AGENDA ITEMS**

**DIQA-24<sup>th</sup> / Item No. 01**

**To consider confirmation of minutes of 20<sup>th</sup>, 21<sup>st</sup> & 22<sup>nd</sup> meeting of Directorate of Internal Quality Assurance held on 24<sup>th</sup> April 2019, 26<sup>th</sup> July 2019 & 6<sup>th</sup> September 2019 respectively**

3. Resolved that the Minutes of 20<sup>th</sup>, 21<sup>st</sup> & 22<sup>nd</sup> meeting of Directorate of Internal Quality Assurance held on 24<sup>th</sup> April 2019, 26<sup>th</sup> July 2019 & 6<sup>th</sup> September 2019 respectively be confirmed.

**DIQA-24<sup>th</sup> / Item No. 02**

**To consider reservation of one Supernumerary seat for Industry Sponsored candidates in various PG Programmes offered by the University**

4. Resolved to consider reservation of one Supernumerary seat for Industry Sponsored candidates in various PG Programmes offered by the University subject to approval of statutory bodies.

[Action: Registrar/Academic Branch]

**DIQA-24<sup>th</sup> / Item No. 03**

**To consider proposal for introduction of NCC Unit in Central University of Jammu from current academic session 2020-21**

5. Resolved to consider proposal for introduction of NCC Unit in Central University of Jammu from current academic session 2020-21.

[Action: Registrar]

**DIQA-24<sup>th</sup> / Item No. 04**

**To consider assessment of the quality assurance of Academic/ Administrative/ Supporting Activities in view of the Lockdown due to COVID-19**

6. DIQA members expressed happiness over the continuous monitoring of the academic activities conducted in online mode by Departments. Resolved that feedback about online classes be obtained from learners.

[Action: HoDs/Directors /Deans]

**DIQA-24<sup>th</sup> / Item No. 05**

**Discussion on Stakeholders Feedback/Mentoring**

7. The matter was thoroughly discussed and it was suggested by members to prepare a comprehensive report for the University based on the actions of the Departments and upload the same in the website.

[Action: HoDs/Directors/Deans]

**DIQA-24<sup>th</sup> / Item No. 06**

**To consider conduct of National workshop on Research Methodology for Faculty Members and Research Scholars during academic session 2021-22**

8. Resolved to consider conduct of National workshop on Research Methodology for Faculty Members and Research Scholars in online mode during academic session 2021-22

[Action: Deans/FIDC/]

The meeting ended with the formal vote of thanks by 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 25<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)  
HELD ON 10<sup>th</sup> MAY 2021 CONDUCTED THROUGH ONLINE MODE (GOOGLE MEET).**

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

**Internal Members**

1. **Prof. Ashok Aima** (In the Chair)  
Vice Chancellor  
Central University of Jammu
2. **Prof. Devanand**  
Dean, School of Basic and Applied Sciences  
Dean, School of Knowledge Management, Information  
and Media Studies
3. **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
4. **Prof. Rasal Singh**  
Dean, School of Languages  
Dean Students' Welfare (DSW)  
Head, Department of Hindi and Other Indian Languages  
Head, Department of National Security Studies
5. **Dr. Vandana Sharma**  
Head, Department of English
6. **Dr. Yashwant Singh**  
Head, Department of CS & IT  
Director, Directorate of Physical Education
7. **Dr. J. N. Baliya**  
Head, Department of Educational Studies
8. **Dr. Sanjay Kumar**  
Department of Mathematics
9. **Dr. Shahid Mushtaq**  
Department of HRM & OB

**External Members**

10. **Prof. L. K. Verma**  
Former Dean, Faculty of Education and  
Former CoE, University of Jammu
11. **Prof. M. N. Khan**  
Faculty of Management Studies and Research  
AMU, Aligarh
12. **Engg. Annil Suri**  
President & CEO at A B Consultants

**Special Invitee**

13. **Mr. Udit Mahajan**  
System Analyst
14. **Prof. Jaya Bhasin** Member Secretary  
Director, Directorate of Internal Quality Assurance

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

- Prof. B .S. Bhau  
Dean, Research Studies  
Dean, School of Life Sciences
1. Dean, School of National Security Studies  
Head, Department of Botany  
I/c Librarian, Central University of Jammu Member
  2. Sh. M. Iqbal,  
Dy. Registrar, Central University of Jammu Member

The Vice Chancellor warmly welcomed worthy members and special invitee to the 25<sup>th</sup> meeting of the Directorate of Internal Quality Assurance conducted through online mode due to COVID-19 pandemic. The Vice Chancellor expressed gratitude to all the present members as well as former members for their contribution support and guidance rendered by them. He further look forward towards their cooperation in times to come to make this University an institution of excellence.

Thereafter, the Agenda Items were taken up for discussion and following decisions were taken in light of discussions held:

**AGENDA ITEMS**

**DIQA-25<sup>th</sup> / Item No. 01**

To discuss modalities/road map for implementation of New Education Policy 2020 from academic session 2021-22

**Resolved that DIQA Task Group for Implementation of New Education Policy 2020 will prepare a road map in consultation with Deans for its implementation from academic session 2021-22. Further, a Workshop shall be conducted by Department of Educational Studies under the supervision of Dean, School of Basic and Applied Sciences.**

**ICT Cell shall compile the present basket of courses offered by different Department(s) as interdisciplinary courses (IDC) to other Departments/Centres and submit the details to Directorate of Internal Quality Assurance and Deans for reviewing the same. Further, resolved that Skill/Job Oriented Course(s) to be offered Departments as IDC course(s) should focus on enhancing the employability.**

**[Action: DIQA Task group for NEP 2020/ICT Cell/Deans/Director, DIQA]**

**DIQA-25<sup>th</sup> / Item No. 02**

To discuss adoption of UGC Guidelines for Higher Education institutions' to offer Apprenticeship/Internship embedded Degree programme

**Resolved that adoption of UGC Guidelines for Higher Education institutions' to offer Apprenticeship/Internship embedded Degree programme be referred to Deans of respective Schools offering Under Graduate and Integrated Degree Programs to review the guidelines for its smooth implementation.**

**Further resolved that Training and Placement Cell and DIQA Task group for Skill Development and Career Counselling will organize a consultative workshop of respective Schools before the end of current semester to workout modalities, for adoption of above guidelines.**

**[Action: Dean, SBAS/Life Science, Director, T& PC, DIQA Task group for SDCC]**

**DIQA-25<sup>th</sup> / Item No. 03**

To consider the revision of existing course structure and syllabi of academic programs in line with learning outcomes based curriculum framework of UGC

**Resolved to recommend the revision of existing course structure and syllabi of academic programs in line with learning outcomes based curriculum framework of UGC. Further, it was suggested by members that while reviewing the course structure and syllabi learning outcome based curriculum notified by UGC be referred. Prof Devanand to coordinate with Academic Section for issuance of a circular to all Departments/Centres to carry out the above exercise.**

**[Action: HoDs/Deans/Academic Section/Registrar]**

**DIQA-25<sup>th</sup> / Item No. 04**

To consider the establishment of Statistical Cell for compilation of Data

**Resolved to recommend establishment of Statistical Cell for compilation of Data**

**[Action: Registrar]**

**DIQA-25<sup>th</sup> / Item No. 05**

To consider post creation for Common Subjects to cater to requirement of UG program(s).

**Resolved to refer the matter of Post creation for Common Subjects to cater to requirement of UG program(s) to Deans for consideration.**

**[Action: Dean, School of Business Studies/Basic & Applied Sciences/Life Science]**

**DIQA-25<sup>th</sup> / Item No. 06**

To consider creation of floating positions against vacant posts to meet additional requirements in compliance of Teacher: Student ratio prescribed by UGC

**Resolved to consider creation of floating positions against vacant posts to meet additional requirements in compliance of Teacher: Student ratio prescribed by UGC after receiving the detailed proposals from each Department. The proposal(s) may be placed before Deans for evaluation and consideration.**

**[Action: Dean, School of Business Studies/Basic & Applied Sciences/Life Science]**

**DIQA-25<sup>th</sup> / Item No. 07**

To review the status of submission of proposal(s) to UGC for creation of additional posts in Management/Law Programs in compliance of Executive Council resolution for creation of posts as per statutory council/professional council guidelines and Teacher: Student ratio

**Resolved to recommend submission of proposal(s) to UGC for creation of additional posts in Management/Law in compliance of Executive Council resolution for creation of posts as per statutory council/professional council guidelines and Teacher: Student ratio. Prof. Devanand to coordinate the submission of proposal(s) to UGC.**

**[Action: Dean, School of Business Studies/Prof. Devanand/Registrar]**

**DIQA-25<sup>th</sup> / Item No. 08**

To review the status of submission of proposal(s) to UGC for creation of additional posts in 5 Year Integrated Degree Programs in compliance of Executive Council resolution for creation of posts as per Teacher: Student ratio prescribed by UGC

**Resolved to recommend submission of revised proposal to UGC for creation of additional posts in 5 Year Integrated Degree Programs in compliance of Executive Council resolution for creation of posts as per Teacher: Student ratio prescribed by UGC and after working out the common subjects requirement separately. Prof. Devanand to review the proposal of each Department before submission of the same to UGC.**

**[Action: Dean, School of Basic & Applied Sciences/Life Science/Registrar]**

**DIQA-25<sup>th</sup> / Item No. 09**

To review the status of NCTE approval of running courses in Department of Educational Studies

**Resolved to recommend review of infrastructure, equipment, instructional facilities etc. of the Department under the supervision of Dean of the School/Head of Department in light of NCTE guidelines and application submitted by the Department to rectify deficiencies if any.**

**[Action: Dean, School of Education]**

**DIQA-25<sup>th</sup> / Item No. 10**

To review the status of e-Governance and UIMS implementation

**Mr. Udit Mahajan, System Analyst provided a brief overview of e-Governance and UIMS implementation status and difficulties faced by Digital Centre in its implementation.**

**Resolved to implement student related modules of UIMS on priority basis in ensuing session. Further, resolved to recommend creation of an online portal for all kind of data collection including AISHE/DIQA/NAAC/AQAR/NIRF/AICTE/UGC/Tripartite MoU etc from Departments / Centres /Schools/ Branch Office(s)/ Section(s) in future.**

**[Action: I/c Digital Centre/Registrar]**

**DIQA-25<sup>th</sup> / Item No. 11**

To review the status of Operationalisation of MOUs signed by the University and action taken in respect of academic collaborations and bilateral agreements signed by the University with other organisations/institutions

**Resolved to recommend periodic review of Operationalisation of MOUs signed by the University and progress achieved in respect of academic collaborations and bilateral agreements signed by the University with other organisations/institutions.**

**Further resolved to authorise Director DIQA to assign the task to review the progress of academic collaborations and bilateral agreements by empanelled Auditors and Documents Verifiers alternatively by external members**

**[Action: Director, DIQA]**

**DIQA-25<sup>th</sup> / Item No. 12**

To review the functioning of coaching classes for competitive examinations initiated by the University since 2016-17

**Resolved to recommend submission of detailed proposal to UGC and other agencies for mobilization of financial assistance for strengthening coaching classes and achieving the desired results. Besides it was recommended to finalize a DPR for establishment of Residential Coaching Academy having separate building with a state- of- the- art facilities and exclusive library and computer laboratory.**

**Further resolved to recommend to the concerned to immediately explore the possibility of restarting coaching classes in online mode for the benefit of students' community and submit a detailed report to competent authority for approval.**

**[Action: I/c Director Yoga Centre and Coaching Classes]**

**DIQA-25<sup>th</sup> / Item No. 13**

To review the status of available Games and Sports Infrastructure and accordingly suggest measures to strengthen the same

**Resolved to recommend mobilization of funds from UGC and other funding agencies for development of Sports Infrastructure under centrally sponsored schemes.**

**Also, recommended submission of a detailed proposal to UGC for creation of regular posts for strengthening games and sports ecosystem on-campus**

**[Action: I/c Director, Directorate of Physical Education]**

**DIQA-25<sup>th</sup> / Item No. 14**

To review the status of Training and Placements across Departments/Centres during previous and current academic session

**Resolved to recommend filling of Assistant Training and Placement Officer Post on temporary basis and submission of a detailed proposal for submission to UGC for creation of regular post of Training and Placement Officer in accordance with the 17<sup>th</sup> EC resolution No 47.**

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

**DIQA-25<sup>th</sup> / Item No. 15**

To review the measures initiated by DSW office to conduct the Annual Alumni Meet and status of constitution of Student Council for academic session 2020-21

**Resolved to recommend to Dean Student Welfare to explore the possibility of conducting Annual Alumni Meet in online mode and initiate the election process of Alumni Association. Also recommended constitution of Student Council at start of academic session and reconstitution of Student Council for 2021-22.**

**[Action: Dean Students' Welfare]**

**DIQA-25<sup>th</sup> / Item No. 16**

To consider inclusion of DIQA charges in annual fee component and modalities for utilization thereof.

**Resolved to recommend to fee structure committee inclusion of DIQA charges @ Rs 500 in annual fee component of all courses offered by the University from academic session 2021-22 onwards. Further, resolved to authorize Director, DIQA for utilization of DIQA charges to be collected annually.**

**[Action: Academic Section / Fee Structure Committee]**

**DIQA-25<sup>th</sup> / Item No. 17**

To review the functioning of DIQA Task Groups

**Resolved that DIQA Task Groups to convene periodic meetings for review of activities assigned to each task group and suggest measures for overall improvement of quality of education. A copy of minutes of meeting and action taken report if any be sent to the office of DIQA for further necessary action wherever required.**

**Further, resolved that administrative staff of respective Department/Centre/School/Branch Office/Section will render secretarial assistance to each Task Group and an administrative order in this regard to be issued by Administration Branch. Prof Devanand to coordinate the functioning of Task Groups & monitor the progress of recommendations if any, of Task Groups.**

**[Action: DIQA Task Groups / Administration Branch/Prof Devanand]**

**DIQA-25<sup>th</sup> / Item No. 18**

To discuss the modalities for compilation of NAAC SSR afresh

**Resolved that Digital Cell will facilitate AQAR and NAAC-SSR Compilation by creating an interface for online collection of data in prescribed format and providing necessary support to the said committee. The secretarial assistance to the committee will be rendered by administrative staff of respective Department/Centre/School/Branch. Convener of NAAC SSR. Data Collection Templates for AQAR and NAAC-SSR Compilation to be provided by respective Convener/Criterion In-charge for compilation.**

**[Action: DIQA Task Groups / Administration Branch/Prof Devanand]**

**DIQA-25<sup>th</sup> / Item No. 19**

To review the status of implementation of Medical Attendance Scheme

**Resolved to recommend issuance of medical prescription booklet(s) and constitution of a committee consisting of senior faculty members, administrative officer(s)/medical officers for working out modalities for smooth implementation of MAS and also reviewing hassle free settlement of claims periodically.**

**[Action: Incharge Health Centre/Administration Branch/Registrar]**

### **DIQA-25<sup>th</sup> / Item No. 20**

To consider computation of Credits for Publication Works of Research Scholars / PG students

**Resolved to recommend to Dean Research Studies for considering Credits weightage for Works of Research Scholars / PG students to promote critical thinking, inculcate scientific temper and encourage Project based learning among young learners of various academic programs for practical exposure. Proposed Computation of Credits for Published Work is as under :**

- I. 2 credits for each popular article published / paper presented in national seminars/ conferences/ workshops
- II. 4 credits for each paper presented in international seminars/ conferences/ workshops
- III. 5 credits for each Paper in UGC-CARE list of approved refereed National Journal
- IV. 10 credits for each Paper in UGC-CARE list of approved refereed International Journal

**[Action: Administration Branch/Registrar]**

### **DIQA-25<sup>th</sup> / Item No. 21**

Any other items with the permission of the chair

1. Prof. Devanand suggested periodic conduct of internal and external academic and administrative audit for improving the overall quality of teaching-learning practices. Director, DIQA apprised him about empanelment of Auditors and Documents Verifiers for initiating internal administrative and academic audit exercise of Administration / Branch Office(s)/Section(s)/Department(s)/Centre(s)/School(s). He further said alumni participation of alumni be encouraged in BoS Meetings for review of curricula and feedback on different teaching-learning processes.

Vice Chancellor pointed out that external member(S) of DIQA be invited for periodic external academic and administrative audit. He exhorted that frequency of DIQA meeting(s) be increased for reviewing the progress and expressed that at least one meeting should be convened before the start of academic session and after the academic session is concluded.

**[Action: Director, DIQA]**

2. Prof. M. N. Khan proposed to fix timelines for implementation of each activity in a time bound for achieving desired results. He recommended coordinated efforts of all stakeholders for working out a robust mechanism for maintaining alumni database to monitor student career progression at every stage as it is one of the critical requirement of ranking agencies. In order to maintain life long relationship with Alumni University should explore creation of domain e-mail ids for passing out students. Vice Chancellor directed Mr. Udit Mahajan to immediately create a weblink for alumni registration and send an e-mail to all for registration.

**[Action: ICT Cell/DSW]**

3. Resolved to refer formulation of a detailed Policy Document for Procurement of Goods and Services and decentralization of Financial Powers to HoDs/ Deans/ Administrative Officer(s) as done in other Central Universities for smooth functioning to Deans for discussing and finalizing the modalities. Vice Chancellor asked Prof. Devanand to convene Deans and administrative officers meeting.

**[Action: Deans]**

4. Resolved to authorise Director, DIQA for constitution of a committee in case required for formulation of Prospective Plan and Vision Document of University.

**[Action: Director, DIQA]**

5. Resolved to recommend implementation of revised APAR Format for Teaching Faculty as per UGC regulations, 2018

**[Action: Establishment-Teaching Branch]**

6. Engg. Annil Suri pointed out conduct of Training of Trainers (ToT) programs for faculty members for facilitating use of online tools to hold virtual classes. Vice Chancellor apprised him that Department of Educational Studies under PMMMNTT conducted series of workshop(s)/training programs for imparting training. He impressed upon

Head, Department of Educational Studies to conduct more programs for the benefit of faculty members.

**[Action: coordinator, PMMMNMTT]**

7. Mass Communication Lab be established by utilizing the allocated Budget

**[Action: Dean, SoKMIMS/HoD, MCNM]**

**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 26<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA) HELD ON 24<sup>th</sup> JUNE 2021 CONDUCTED THROUGH ONLINE MODE (GOOGLE MEET).**

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

**Internal Members**

1. **Prof. Ashok Aima**  
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. 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
5. **Dr. Vandana Sharma**  
Head, Department of English
6. **Dr. Yashwant Singh**  
Head, Department of CS & IT  
Director, Directorate of Physical Education
7. **Dr. J. N. Baliya**  
Head, Department of Educational Studies
8. **Sh. M. Iqbal,**  
Dy. Registrar, Central University of Jammu
9. **Dr. Sanjay Kumar**  
Department of Mathematics
10. **Dr. Shahid Mushtaq**  
Department of MSCM

**External Members**

11. **Prof. M. N. Khan**  
Faculty of Management Studies and Research  
AMU, Aligarh
12. **Engg. Annil Suri**  
President & CEO at A B Consultants

**Special Invitee**

13. **Mr. Udit Mahajan**  
System Analyst
14. **Prof. Jaya Bhasin**  
Director, Directorate of Internal Quality Assurance **Member Secretary**

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

- Prof. L. K. Verma**  
 1. Former Dean, Faculty of Education and Member  
 Former CoE, University of Jammu

- Prof. Rasal Singh**  
 Dean, School of Languages  
 2. Dean Students' Welfare (DSW)  
 Head, Department of Hindi and Other Indian Languages  
 Head, Department of National Security Studies

3. The Vice Chancellor warmly welcomed worthy members and special invitee to the 26<sup>th</sup> meeting of the Directorate of Internal Quality Assurance conducted through online mode due to COVID-19 pandemic. The Vice Chancellor expressed gratitude to all the present members as well as former members for their contribution support and guidance rendered by them. He further looks forward towards their cooperation in times to come to make this University an institution of excellence. Thereafter, the Agenda Items were taken up for discussion and following decisions were taken in light of discussions held:

**AGENDA ITEMS**

S.No	Item	Resolution
01	To consider confirmation of minutes of 23 <sup>rd</sup> , 24 <sup>th</sup> & 25 <sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 16 <sup>th</sup> October, 2019, 13 <sup>th</sup> October,2020 and 10 <sup>th</sup> May 2021 respectively	<b>4.</b> Resolved that the Minutes of 23 <sup>rd</sup> , 24 <sup>th</sup> & 25 <sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 16 <sup>th</sup> October 2019, 13 <sup>th</sup> October 2020 and 10 <sup>th</sup> May 2021 respectively be confirmed.
02	To review the status of implementation of UGC quality mandate	<b>5.</b> 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 bi-monthly meeting to review implementation status of UGC quality mandate. <b>I. Induction programme for students:</b> Student Induction Programmes (SIP) for newly admitted student. <b>[Action:</b> DSW Office at University Level, 2021-22] <b>II. Learning Outcome-based Curriculum Framework (LOCF)-</b> Revision of curriculum as per LOCF. <b>[Action:</b> Head of Department(s)/ Director of Centre(s)/Dean of Schools, 2021-22] <b>III. Adoption of Information and Communication Technology (ICT)-</b> 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 <b>[Action:</b> Head of Department(s)/ Director of Centre(s)/Dean of Schools/Digital Learning Cell] <b>IV. Social and industry connect :</b> <b>Social Connect:</b> <b>[Action:</b> NCC/NSS/Unnat Bharat

		<p>Abhiyan/IIC,2021-22]</p> <p><b>Industry connect</b> [Action: Industry-Institute Partnership/Central Placement Cell(s), 2021-22]</p> <p><b>V. Tracking of students' progress after completion of the course:</b> Alumni Cell may initiate steps for tracking students progress</p> <p>[Action: DSW Office,2020-21]</p>
03	To pursue the draft note on implementation of NEP 2020 and workout modalities/road map for implementation from academic session 2021-22	<p><b>6</b> Resolved that the draft Course Structure Template for Integrated/ Under Graduate Degree Programs for implementation of NEP 2020 be circulated among Deans of respective Schools for comments and observations if any. Prof Devanand to convene a meeting of Deans of Schools next week to workout modalities for implementation of the same from academic session 2021-22.</p> <p><b>7.</b> Further it was resolved that Dr. J. N. Baliya will organise a Workshop for implementation of NEP 2020. Prof Devanand to convene a meeting of Deans of Schools next week to workout modalities/road map for implementation of the same from academic session 2021-22.</p> <p>[Action: Deans/Heads/Prof. Devanand /Dr. J. N. Baliya]</p>
04	To discuss the ATR in respect of EC/AC Meetings	<p><b>8.</b> The matter was discussed in detail and after threadbare discussion it was resolved to constitute a 04 Member Committee to review the representations received from stakeholders regarding pending notifications and ATRs in respect of decisions of statutory bodies besides certain ATRs are either inconsistent with EC decisions or partially implemented. It was observed that number of issues were flagged in these representations which include notification of Earned Leave/ PDF/ APAR as per UGC Guidelines/ Delegation of Financial Powers/ Notification of MoMs Chaired by HVC/Registrar/Counting of Past Service/Inter-Se Seniority/ Delay in processing of files etc besides certain suggestion (s) were given by stakeholders to improve the functioning like delegation of powers to HoDs/Deans to avoid repetitive financial approval for reimbursement for conduct of Viva Voce and evaluation of PG dissertations/Project Reports etc. The members of the committee are as follows:</p> <p><b>I.</b> Prof. Devanand, Convener</p> <p><b>II.</b> Prof. M. Naveed Khan, Member</p> <p><b>III.</b> Prof. Jaya Bhasin, Member</p> <p><b>IV.</b> Sh. M. Iqbal, Member</p> <p><b>9.</b> Further, it was resolved that meeting of 04 member committee be convened immediately on 25 June 2021 to address issues flagged in these representations.</p> <p>[Action: 04 Member Committee]</p>
05	To confirm the action taken by Director, DIQA regarding notification Departmental DIQA representatives	<p><b>10.</b> Resolved to confirm the action taken by Director, DIQA regarding notification of Departmental DIQA representatives. Engg. Annil Suri suggested that DIQA representatives be given a common format to maintain the record. Director, DIQA provided clarification that common format is already circulated among Departments for maintain the record.</p>
06	To consider registration and posting of vacancies notified by	<p><b>11. 1</b> Resolved to recommend registration and posting of vacancies notified by the University on University Grants Commission 'Academic Job Portal'</p>

	<p>the University on University Grants Commission 'Academic Job Portal'</p>	<p><b>[Action: Registrar/Teaching Section/Administration Branch]</b></p> <p><b>11. 2</b> Prof. M. N. Khan suggested steps be taken for establishing a robust Alumni Association. In this regard it is suggested that services like lifelong institutional domain email account with a minimum of 10GB capacity be provided on university servers. To meet the recurring expenses, a nominal Alumni Association fee may be levied and consent may also be taken at the time of admission, to transfer any caution money/security deposits etc. due to the student, into this fund, on his behalf, as contribution. Prof Khan was of the opinion that the permanent email account may greatly help in keeping alumni posted about developments at CUJ. In the long run, this would also help in maintaining a digital directory of Alumni.</p> <p><b>[Action: DSW Office/ICT Section]</b></p>
07	<p>To consider compilation and uploading of best practises of the University on the 'University Activity Monitoring Portal (UAMP)' of UGC as well as on website of the University</p>	<p><b>12.</b> Resolved to recommend compilation and uploading of best practises of the University on the 'University Activity Monitoring Portal (UAMP)' of UGC as well as on website of the University. Mr. Udit Mahajan to compile the data of best practices from ach Department and upload on University website.</p> <p><b>[Action: ICT Section/Registrar]</b></p> <p><b>13.</b> Prof. M. Naveed Khan suggested that certain parameters be devised to rank the best performing Departments. Director, DIQA apprised that Departmental performance appraisal formats finalized for auditing and based on the audit reports the same shall be implemented. Engg. Annil Suri suggested that faculty members from different Departments be engaged for audit exercise, Director, DIQA informed that faculty members from alternate Departments are empanelled as auditors and internal audit exercise schedule will be notified soon.</p> <p><b>[Action: Director, DIQA]</b></p>
08	<p>To consider reconstitution/extension of tenure of the following Committees Ecological Club/ Clubs (Literary/ Film/Drama and Theatre/Music/Debating and Public Speaking)/Cultural Committee &amp; Cultural Officers/Games and Sports Committee/Digital Learning Cell/ Eminent Lecture Series /Industry-Institute Partnership Cell /Central Placement Cell/Scholarship Cell</p>	<p><b>14.</b> Resolved to recommend extension of the tenure of the following Committees viz. Ecological Club/Literary/ Film/Drama and Theatre/Music/Debating and Public Speaking Clubs /Cultural Committee &amp; Cultural Officers/Games and Sports Committee/Digital Learning Cell/ Eminent Lecture Series /Industry-Institute Partnership Cell /Central Placement Cell/Scholarship Cell till the end of next academic session with inclusion of names of faculty members/staff in place of faculty members who left the University</p> <p><b>15.</b> Further resolved that Registrar/ Administration Branch to issue a notification in respect of extension of tenure of above mentioned committees.</p> <p><b>[Action: Registrar/Administration Branch]</b></p>
09	<p>Any other items with the permission of the chair</p>	<p><b>16.</b> It was apprised to the house that PhD notification issued by University does not specify the Date of Award and is not in line with notification other Universities/ required to be issued. Accordingly, it was unanimously resolved to recommend to COE to incorporate the changes in the notification issued by COE.</p>

		<b>17</b> The house unanimously resolved to empanel Prof. M. Khan and Engg. Annil Suri as external auditors to carry out periodic audit exercise,
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**-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 27<sup>th</sup> MEETING OF DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)  
HELD ON 29<sup>th</sup> JUNE 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. Sunil Dhar</b> 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	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 II/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. B .S. Bhau**  
Dean, Research Studies  
Dean, School of Life Sciences
2. Dean, School of National Security Studies  
Head, Department of Botany  
I/c Librarian, Central University of Jammu
- Member

### **Introductory**

3. The Vice Chancellor warmly welcomed worthy members and special invitee to the 27<sup>th</sup> meeting of the Directorate of Internal Quality Assurance conducted through online mode due to COVID-19 pandemic. Thereafter, the Agenda Items were taken up for discussion and following decisions were taken in light of discussions held:

### **AGENDA ITEMS**

#### **DIQA-27<sup>th</sup> / Item No. 01**

**To consider confirmation of minutes of 26<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 24<sup>th</sup> June 2021**

4. Resolved that the Minutes of 26<sup>th</sup> meeting of Directorate of Internal Quality Assurance held on 29<sup>th</sup> June 2021 be confirmed.

#### **DIQA-27<sup>th</sup> / Item No. 02**

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

5. Resolved that the Action Taken Report 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 Deans' meeting periodically to review implementation status of UGC quality mandate.

[Action: Prof. Devanand /Deans Committee]

#### **DIQA-27<sup>th</sup> / Item No. 03**

**To consider the draft template for revision of course matrix and syllabi of all Programmes for implementation of NEP 2020 from next academic session 2021-22**

6. Resolved that the draft template for revision of course matrix and syllabi of all Programmes for implementation of NEP 2020 from next academic session 2021-22 be circulated among Deans of respective Schools for obtaining comments and observations if any of Head of Departments. Prof Devanand to coordinate with Deans and finalize the modalities for implementation of the same from next academic session 2021-22.

[Action: Prof. Devanand /Deans Committee]

#### **DIQA-27<sup>th</sup> / Item No. 03**

**To discuss the representation received from teaching and non-teaching staff regarding delay in promotions and career progression thereof,**

7. Resolved to forward the representations to Registrar for appropriate action as per extant UGC regulations

[Action: Registrar]

**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**