

Reg. No: RBU/VC/17/1669

Date: 10/11/2017



INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAYAT BAHRA UNIVERSITY

Minutes of 2nd Meeting of Internal Quality Assurance Cell (IQAC)

Minutes of 2nd Meeting of Internal Quality Assurance Cell (IQAC), Rayat-Bahra University, held on November 10, 2017 11:30 am at Vice-Chancellor's Conference Hall.

The meeting second meeting of IQAC in Rayat Bahra University was held on November 10, 2017 11:30 am under the Chairmanship of Hon'ble Vice-Chancellor.

The agenda of the Meeting was:

1. Approval of minutes of previous meeting
2. Preparation of question papers as per Bloom's Taxonomy
3. To attend Conferences
4. To attend workshops 1 day/ 2 days
5. To attend National level conferences
6. To attend International Conferences within India
7. To attend International Conferences outside the Country
8. To attend faculty development programmes/ training- one week or more than one week duration.
9. To attend as Judges/ Examiners/ Session Chairs/ PhD adjudication etc.
10. To attend interview for getting Research Projects/MODROBS from Funding Agencies.

The following members were present:

1. Dr. Raj Singh, Vice-Chancellor	Chairperson
2. Shri Ravi Gupta, CFO	Member
3. Prof. (Dr.) O.P. Midha, Registrar	Member
4. Prof. (Dr.) M.S. Bains, Dean, USL	Member
5. Prof. (Dr.) S.L. Hari Kumar, Dean, USPS	Member
6. Prof. (Dr.) Balram Dogra, Dean, USMS	Member
7. Dr. Navneet Chopra, USED	Coordinator
8. Prof. (Dr.) M.S Mehta, USS	Member
9. Ms. Rupinder Kaur Aulakh, M.Com (Student's Nominee)	Member
10. Er. Sandeep Garg, Eco Paryavaran Engineers Pvt. Ltd (Industrialist)	Member
11. Prof. (Dr.) Simerjit Kaur, USS	Convener
12. Dr. Kavita Aggarwal, USMS	Member Secretary

The Chairperson welcomed all the members present and gave a brief background of the formation of the IQAC Cell as required under the UGC Regulations and the guidelines of the NAAC.

The following were the proceedings of the meeting:

1) Approval of minutes of previous meeting

The Coordinator of IQAC placed before the members the minutes of the previous meeting held on August 18, 2017 which were considered and confirmed by all.

2) Preparation of question papers as per Bloom's Taxonomy

The Chairperson directed all members present that the Mid Term Test (MTT) and End Term Examination (ETE) question papers shall be as per Bloom's Taxonomy levels of understanding. The details of Bloom's Taxonomy along with sample question papers shall be shared with all the faculty members of the University.

The Chairperson conveyed to the members present that for the promotion of the research policy, the chapters in books and articles in journals are to be published at national and international level. Since the UGC has released an approved list of journals, efforts are to be made by all to plan their publications accordingly.

3) To attend Conferences

- i) Shall have at least one year service in the college.
- ii) Shall execute bond/agreement with college for continuation of services.
- iii) Each department can recommend at a time not more than 2 faculties for the same workshop/conference.
- iv) Permitted only to attend maximum of 2 per year (preferably one per semester) once in three years permitted for an international conference (outside the country).
- v) Permitted during "No class work days" only. However can be permitted during class work days on workload adjustment basis, if presenting a paper.
- vi) Shall submit Photo copy of certificate of attendance/ participation/ presentation.
- vii) All the department faculty members are to be given equal opportunity.
- viii) Shall give a presentation in the department on workshop/conference attended within a week time and shall record the proceedings
- ix) Total fund limit for each department Rs.1 lakh per year.

4) To attend workshops 1 day/ 2 days:

- i) If workshop is being organized by private Engineering College/ private Universities, only special leave (maximum 2 days) without monetary benefit will be sanctioned.
- ii) If organized by NIT/IIT/IISC and government universities or by recognized societies like ASME/ IEEE/CSI etc., leave for 2 days with either registration charges or travel allowance whichever is lower to be paid.

5) To attend National level conferences:

- i) Special Leave (maximum 3 days) without any monetary assistance if no paper presentation.
- ii) For paper presentation in private Engineering College /NIT/IIT/ IISC/ Universities or recognized societies like ASME/ IEEE/CSI etc., - leave for a maximum of 3 days with travel allowance and DA & registration charges (actual not exceeding Rs.5000/0 per year) permitted.

6) To attend International Conferences within INDIA:

- i) Special leave (4 days) without any monetary assistance, if no paper presented.
- ii) For presenting a paper in private Engineering Colleges/ Universities – leave for 4 days with travel allowance only. No registration charges and D.A.
- iii) For paper presentation in NIT/ IIT/ IISC or recognized societies like ASME/IEEE/CXSI, leave of maximum 5 days with T.A. and D.A. plus registration charges (actual not exceeding Rs.5,000/- per year) permitted.

7) To attend International Conferences outside the Country:

- i) Once in three years only.
- ii) Shall be having more than 5 years experience at the college.
- iii) Special leave (conference days+ 4 days journey) including days of journey will be granted.

8) To attend faculty development programmes/ training- one week or more than one week duration.

- i) FDPs sponsored by AICTE/UGC/ ISTE or organized by NIT/ IIT/IISC are permitted with special leave TA,DA may be paid by hosting organization.
- ii) Special leave sanctioned beyond 7 days will be adjusted with summer vacation.

iii) For programme attended by faculty during vacation, no compensation will be given.

9) To attend as Judges/ Examiners/ Session Chairs/ PhD adjudication etc.

i) Special leave without any allowances for a maximum of 7 days in an academic year and more than that will be adjusted with the summer vacation.

ii) Special leave without any allowances for a maximum of 4 days in an academic year for guest lectures only at NIT/IIIT/IISC and any other University Engineering Colleges.

10) To attend interview for getting Research Projects/MODROBS from Funding Agencies:

Special leave sanctioned with TA (I AC charges for professors, II AC charges for Associate Professors, III AC charges for Asst. Professors), DA and Accommodation (actuals).

The HODs are requested to circulate the above guidelines among their teaching staff after getting approval of the Management.

It was communicated that minutes of meeting of every meeting should be maintained separately and uploaded on the University website.

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

REGISTRAR
RAYAT-BAHRA UNIVERSITY
VILL. SAHAURAN, TEH. KHARAR
MOHALI-140104 (PB)

VICE CHANCELLOR
RAYAT-BAHRA UNIVERSITY
VILL. SAHAURAN, TEH. KHARAR
MOHALI-140104 (PB.)

Simpreet Kaur
Convener
(IQAC)