

**THE AGENDA FOR 4TH MEETING
OF
INTERNAL QUALITY ASSURANCE
CELL (IQAC)**

(SCHEDULED TO BE HELD ON 03-12-2013)



**Proposed By
Director, Internal Quality
Assurance Cell (IQAC)**

**Guru Jambheshwar University Of
Science and Technology, Hisar
125001 (Haryana)**

[For further detailed please visit at: <http://gjust.ac.in/naac/naac.htm>]

INTERNAL QUALITY ASSURANCE CELL (IQAC)
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR (HARYANA)

MEETING-AGENDA

To

- | | |
|---|-------------------------|
| 1. Dr. M L Ranga,
Vice-chancellor | Chairman |
| 2. Prof. R C Kuhad
University of Delhi, New Delhi | External Member |
| 3. Sh. R P Jindal
Executive Director, JSL, Hisar | External Member |
| 4. Dr. Renu Batra
Joint Secretary, UGC, New Delhi | External Member |
| 5. Prof. R. S. Jaglan
Registrar | Internal Member |
| 6. Prof. M.S. Turan
Dean Academic Affairs | Internal Member |
| 7. Prof. S. C. Kundu
Chief Warden | Internal Member |
| 8. Prof. Kuldip Bansal
Dean Students' Welfare | Internal Member |
| 9. Prof. Dharminder Kumar
Dean of Colleges | Internal Member |
| 10. Prof. B. S. Khatkar
University Librarian | Internal Member |
| 11. Prof. (Mrs) Anubha Kaushik
Dept. of Environment Sc & Engg | Internal Member |
| 12. Prof. H C Garg
Director (Placement) | Internal Member |
| 13. Prof. Ashish Aggarwal
Dept of Physics | Internal Member |
| 14. Er. Ashok Ahlawat
Superintendent Engineer | Internal Member |
| 15. Prof. Karam Pal Narwal
<i>Director, IQAC</i> | <i>Member-Secretary</i> |

Dear Sir/Madam,

It is my pleasure to inform you that the 4th Meeting of the Internal Quality Assurance Cell of Guru Jambheshwar University of Science & Technology, Hisar is scheduled to be held **on 03-12-2013 at 12.00** noon in the Committee Room of the University. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting

Dated: 29-11-2013

(Prof. Karam Pal Narwal)
Director, IQAC

Endst No.....Dated.....

Copy to

1. *SVC (for kind information of Hon'ble Vice-chancellor) GJUS&T, Hisar for information and necessary action please.*
2. *OSD to Registrar (for kind information of Registrar) GJUS&T, Hisar for information and necessary action please.*
3. *All Members (External & Internal) of IQAC, GJUST for information and necessary action please.*
4. *Deputy Registrar (Academic) for information and necessary action please.*

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR (HARYANA)

The Agenda for 4th Meeting of IQAC

The following agenda-items shall be discussed in the 4th Meeting of IQAC that has been scheduled to be held of 03-12-2013 at 12.00 noon in the Committee Room of the University.

Agenda Item: 01: *To confirm the minutes on 3rd Meeting of IQAC held on 03-10-2012.*

- ✓ *For working out the mechanism for ensuring timely, efficient and periodic-progressive performance of academic, administrative, research and extension activities on regular basis, eight different standing committees were constituted and they have submitted their respective reports to Director, IQAC.*
- ✓ *The IQAC has organized a two days National Workshop on August 29-30, 2013 with the assistance of NAAC, Bangalore.*
- ✓ *The University Website has been thoroughly updated by the Head, UCIC and the Website is quite competitive at the moment.*
- ✓ *All necessary steps have been taken on the observations of Hon'ble Members of IQAC during its 3rd Meeting held on 03-10-2012.*

Agenda Item: 02: *To consider and approve the reports of different Standing Committees for the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the university. (All reports are placed at Pp 4-32 for reference)*

Agenda Item: 03: *To note the on-line IQAR for 2012-13 submitted by the IQAC. (It was mandatory to submit IQAR On-line this time)*

Agenda Item: 04: *To re-constitute the Standing Committee for Mock Assessment Process needed for preparation of NAAC Assessment due in June 2014. (It is desirable as per NAAC)*

Agenda Item: 05: *To note the 'Steering Committee' for NAAC Assessment 2014 constituted by Vice-chancellor on the recommendation of Director-IQAC. (It is time-bound as per NAAC's norms)*

Agenda Item: 06: *To consider the "Revised SAR Proforma" for teachers as per requirement of new API system as per UGC/State Govt Guidelines of 6th pay scales. (It is desirable as per 6th Pay Scales Guidelines of UGC/State Government, the proposed SAR-Proforma is placed at Pp 33-38 for reference)*

Agenda Item: 07: *Any other item with the permission of Chair.*

(Prof. Karam Pal Narwal)
Director, IQAC

Dated: 29-11-2013

Report-I: For Suggesting Benchmarking of Administrative Processes/Citizen Charter

Proceedings of the meetings of the Committee constituted to suggest benchmarking of administrative process/Citizen Charter.

The following were present:-

- | | |
|---|-------------|
| 1. Prof. M.S. Turan, Dean Academic Affairs | Chairman |
| 2. Prof.(Mrs.) Usha Arora, Haryana School of Business | Member |
| 3. Prof. J.B. Dahiya, Dept. of Chemistry | Member |
| 4. Dr. Neeraj Dilbagi, Dept. of Bio & Nano Technology | Member |
| 5. Er. Ashok Ahlawat, Superintending Engineer | Member |
| 6. Dr. S.S. Dalal, Assistant Registrar (Estt.) | Coordinator |

After issuing the notification of the aforesaid Committee by the Director, IQAC vide its letter No. IQAC/88-146 dated 19.11.2012, the matter for preparing citizen charter for the university was discussed by the Coordinator with the Chairman of the Committee and it was decided that first of all, information on the points to be included in the citizen charter relating to various Departments/Offices/Branches may be sought from the Chairperson/Incharges/Branch Officers concerned. Accordingly the information was sought despite issuing two reminders to those from where the information was not received in time. The first meeting of the Committee was convened on 06.03.2013 at 12:30 pm in the office of branches/offices was placed before the Committee for discussion, was held on 13.03.2013 and it was decided that copies of format containing may be sent to each member of the Committee for examining the same. Accordingly, dated 14.03.2013. Then, 3rd meeting of the Committee was held on 23.05.2013 wherein each point of services rendered by various departments/offices was discussed and it was decided to consult the Citizen Charter of our sister universities, Universities of other states as well as Govt. Organizations. Accordingly, each member of the committee consulted the Citizen Charter of the following Universities/State Organizations:-

1. M.D. University, Rohtak.
2. Goa University, Goa.
3. Maharashtra University of Health Sciences, Maharashtra.
4. Acharya N.G. Ranga Agriculture University, Andhra Pradesh.
5. Andhra Pradesh State Council of Higher Education, Hyderabad.
6. Institutional Finance and Credit Control Department, Haryana.

In the 4th meeting held on 05.06.2013 after detailed deliberations, the Committee recommended that the citizen charter placed at F/X may be got approved by the Vice-Chancellor and thereafter, it may be uploaded on the university website for information of the students as well as Parenets/Guardians of the students. However, in the end, it was decided that the said citizen charter may be reviewed by the same committee after a year and the amendment/addition, if any may be got included in the Citizen Charter available on the University website after approval of the Vice-Chancellor.

**RECOMMENDED CITIZEN CHARTER FOR
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY,
HISAR**

The Guru Jambheshwar University of Science & Technology, Hisar was established on October 20, 1995 by an Act of the Legislature of the State of Haryana with the objectives to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of technology, pharmacy, environmental studies, non-conventional energy sources and management studies and also to achieve excellence in these and connected fields. The University enjoys a rare distinction of getting recognized by the University Grants Commission under Section 2 (f) for recognition of degrees on 11.01.1996 and under Section 12 (B) of the UGC Act to be eligible for central assistance on 07.02.1997 i.e. within 15 months of its coming into being. The University opted for accreditation by National Assessment and Accreditation Council (NAAC), an autonomous organization of the University Grants Commission, in 2001-02. As a result of the exercise, the NAAC accredited this University at “A” level (institutional score 85 %) in 2002 and has been re-accredited as grade A with CGPA 3.26 for further five years commencing from 2009. The jurisdiction of the University extends to the courses being run in the areas of science, technology, engineering, pharmacy, physiotherapy and management on the University Campus and all Technical Institutions (except B. Pharmacy institutions) in the districts Fatehabad, Hisar and Sirsa with effect from the academic session 2011-12. Details of services provided by various offices of the university:

Sr. No.	Name of the Office	Services/Jobs Rendered	Officer concerned/ Telephone Nos.
A.	ACADEMIC AND ADMINISTRATIVE OFFICES		
1.	Establishment	All establishment/ service matters of the non-teaching staff of the University.	Asstt. Registrar 01662-263109
2.	Faculty Branch	All establishment/ service matters of the teaching staff of the University.	Deputy Registrar 01662-263585
3.	Academic Branch	Admissions, Syllabi, Clarification of Rules, Meetings of Court, Executive Council, Academic Council, Faculties, Boards of Studies, all other Academic matters	Deputy Registrar 01662-263110
4.	Registration Branch	Registration of students, Ph.D, Regn. Inter-	Deputy Registrar 01662-263127

		college Migrations, Migration Certificates.	
5.	Scholarship & SC/ST Cell	All Scholarships, Stipends to students	Deputy Registrar 01662-263552
6.	General Branch	All kinds of purchases, Including stationary, Maintenance of stores And issue of stores.	Asstt. Registrar 01662-263126
7.	Reception & Information Cell and Sale Counter	Attending to enquires, Sale of prospectuses, Forms and other university publications.	Incharge 01662-263363 01662-263504
8.	University Works Department	All construction works Maintenance work, Including Civil, Electrical, Public Health	Superintending Engineer 01662-263105
9.	Health Centre	Medical care of students, and employees	Sr. Medical Officer 01662-263121
10.	Sports Office	Sports activities of students	Director, Sports 01662-263156
11.	Security Office	Security arrangements on the campus	Chief Security Officer 01662-263503
B.	COLLEGES		
1.	Colleges Branch	Affiliation of Colleges, Selections in Colleges and other matters related to affiliated colleges.	Assistant Registrar 01662-263576
C.	EXAMINATIONS		
1.	Result Branches	Examination forms and all enquiries relating to results, DMCs Degrees, Provisional Certificates, Result gazettes, Issue of Provisional certificates/ Duplicate DMCs/ Degrees	Assistant Registrar 01662-263128 (for regular courses) Assistant Registrar 01662-263530 (for Distance Education Courses)
2.	Conduct Branch	Conduct of Theory and Practical Examinations Date Sheets, UMC Cases etc.	Assistant Registrar 01662-263128

3.	Secrecy Branch & Re-Evaluation Branch	Paper Setting, Evaluation of Answer Books, Ph. D. Thesis, Re-Evaluation/re-checking of Answer Books	Assistant Registrar 01662-263531
D.	HOSTELS (Chief Warden-- 01662-263182)		
1.	Girls Hostels & Working Women Hostel	All matters pertaining to Girls' Hostels.	Concerned Wardens 01662-263190(GH-1) 01662-263191 (GH-2) 01662-263391 (GH-3) 01662263590 (WWH)
2.	Boys Hostels	All matters pertaining to Boys' Hostel.	Concerned Wardens 01662-263181(BH-1) 01662-263286 (BH-2) 01662-263464 (BH-3)
E.	LIBRARY SERVICES		
1.	University Library	All Library matters	Librarian 01662-263313 01662-263118
F.	ACCOUNTS		
1.	Accounts Branch	All accounts matters including Fee, Salaries, Loans, Remuneration, TA, LTC, Medical Reimbursement, Pension etc.	Financial Advisor 01662-263125 Assistant Registrar 01662-263108
G.	STUDENTS WELFARE		
1.	Directorate of Students and Youth Welfare	Cultural activities and other students' matters	Director, Youth Welfare 01662-263678
2.	Dean of Students' Welfare	All students' matters	Dean, Students' Welfare 01662-263167
H.	STUDENTS DISCIPLINE		
1.	Proctor	All matters relating to students' discipline	Proctor 01662-263329

IMPORTANT INFORMATION

In case of problems not resolved at the Branch level within the stipulated period formal complaints may be lodged with the following Officers:

Sr. No.	Services/ Jobs Rendered	Officer to be contacted	Telephone
1.	Administrative matters	Registrar	01662-263104 01662-276025
2.	Examination related matters	Controller of Examinations	01662-263130
3.	Cultural activities, sports and Other students' problems	Dean Students Welfare	01662-263167
4.	All matters pertaining to Girls' Hostels, Working Women Hostel and Boys' Hostels.	Chief Warden	01662-263182

Normative period of services

No.	Sr.	Name of Service	Time Limit	Nodel Officer/ Office
1.		Issue of Duplicate DMCs	5 Days	Asstt. Registrar (Results) 01662-263128 (Regular) 01662-263530 (Distance)
2.		Issue of Provisional Degree/ Diploma Certificate & Ph.D.	7 Days	Concerned Branch Officers i.e. Asstt. Registrar (Results) and Asstt. Registrar (Secrecy)
3.		Issue of Duplicate Degree & Diploma	7 Days	Asstt. Registrar (Results) 01662-263128 (Regular) 01662-263530 (Distance)
4.		Issue of Transcript	7 Days	Asstt. Registrar (Results) 01662-263128 (Regular) 01662-263530 (Distance)
5.		Correction of DMC, Degree and Diploma Certificate	7 Days	Asstt. Registrar (Results) 01662-263128 (Regular) 01662-263530 (Distance)
6.		Verification of Result	10 Days	Asstt. Registrar (Results) 01662-263128 (Regular) 01662-263530 (Distance)
7.		Re-Evaluation Results	90 Days	Asstt. Registrar 01662-263531 (Secrecy) 01662-263128 (Result Regular) 01662-263530 (Result Distance)
8.		Settlement of Result	15 Days	Asstt. Registrar (Results)

	'Late' cases		01662-263128 (Regular) 01662-263530 (Distance)
9.	Migration Certificate	2 Days	Dy. Registrar (Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Education) 01662-263135 (Distance Education Courses)
10.	Restoration of Old Regn. No. By Hand	Same Day	Deputy Registrar(Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Education) 01662-263135 (Distance Education Courses)
11.	Restoration of Old Regn. No. By Post	10 Days	Deputy Registrar(Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Education) 01662-263135 (Distance Education Courses)
12.	Correction in Regn. Particulars by Hand	Same Day	Deputy Registrar(Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Education) 01662-263135 (Distance Education Courses)
13.	Correction in Regn. Particulars by Post	10 Days	Deputy Registrar(Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Education) 01662-263135 (Distance Education Courses)

			Courses)
14.	Forwarding of Joining Reports of JRF/ Scholarships	10 Days	Asstt. Registrar (Accounts) 01662-263108
15.	Extension in submission of Ph.D.Thesis/URS/Leave to URS/Regn. Etc.	10 Days	Dy. Registrar (Registration) 01662-263127
16.	Provisional Registration	On the spot at the time of admission	Concerned Chairperson
17.	Issue of Identity Card to students	2 Days	Concerned Chairperson
18.	Supply of Course Catalogues and regulations governing undergraduate courses/ post graduate Courses	3 Days after counseling	Concerned Chairperson
19.	Supply of lecture outlines to the students	7 Days after admission	Concerned Chairperson
20.	Display of sessional results	5 Days	Concerned Chairperson
21.	Issue of bonafide certificate/ Conduct certificate	Same Day	Concerned Chairperson
22.	Display of Date Sheet of sessional exams	15 Days	Concerned Chairperson
23.	Issue of library card to students	5 Days	Librarian 01662-263118
24.	Issue of official e-mail IDs/Password to students	7 Days	Incharge Net-Working Cell
25.	Closure of official e-mail IDs	30 June of every year	Incharge Net-Working Cell
26.	Refund of hostel security	1 Month	Concerned Warden
27.	Refund of caution money	1 Month	Assistant Registrar (A/cs) 01662-263108

Note: The days for accomplishing the job, mentioned above, shall be considered working days. Further, the above citizen charter is for outside stakeholders and for internal stakeholders (except students) it may be extended in future.

IQAC View: The report is quite comprehensive and may kindly be approved by the meeting and may kindly be placed on the University Website immediately for inviting in-house suggestions before placing it before Executive Council for consideration.

Report-II: For Suggesting Benchmarking of Students Support Institutional Services

A meeting of the committee comprising of the following for suggesting Benchmarking of Students Support Institutional Services was held on 25.07.2013 at 3:00pm in Room No. 104 (Teaching Block-3):-

- | | |
|---|-------------|
| 1. Prof. Nawal Kishore, Deptt. of Applied Physics | Chairman |
| 2. Prof. D.N. Mishra, Deptt. of Pharmacy | Member |
| 3. Prof. S.K. Sharma, Deptt. of Pharmacy | Member |
| 4. Prof. Narsi Ram Bishnoi, Dept. of Env.Sc. &Engg. | Member |
| 5. Prof. Sandeep Arya, Dept. of Electronics & Comm. Engg. | Member |
| 6. Prof. Vinod Kr. Bishnoi, HSB | Coordinator |

(Prof. Sandeep Arya did not attend the meeting being on leave. However, his views were taken telephonically and considered in the meeting.

Minimum requirements (benchmarks) regarding various support systems for students were deliberated upon and the following are suggested:-

1. Students Grievances Cell should be operational in all the departments/branches.
2. Regarding Hostels:-
 - (a) Hostel facility should be made available for all needy students (boys and girls).
 - (b) A room should be available in each hostel having Internet facility with computers.
 - (c) Late night Canteen facility near hostel complex.
 - (d) Indoor games (Table Tennis/Badminton/Carrom/VolleyBall etc) facility in each hostel.
 - (e) Canteen with items of daily use such as Soaps, biscuits and other kiriyana items in Girls Hostel Complex.
 - (f) Visitors room in each hostel.
 - (g) 2-3 Guest Rooms in each hostel.
 - (h) Adequate number of Magazines and News Papers in each hostel.
 - (i) Washing machine facility in each hostel.
 - (j) Arrangement for ironing of clothes in each hostel.
3. Regarding Sports
 - (a) Existing sports activities to be strengthened.
 - (b) Yoga and Meditation Centre should be created
 - (c) Swimming pool in the campus.
 - (d) Walking tracks in the Girls Hostels complex.
4. Regarding recreational/entertainment activities:
 - (a) Music/Cultural club with the availability of instruments such as Tanpura, Sitar, Harmonium, Tabla, Guitar, etc.

- (b) Fine Arts Club
- (c) Dramatic Club
- (d) Expedition/Adventure/Trekking Club
- (e) HAM Radio Club
- (f) Open Air Theatre (OAT) should be made functional for arranging various activities.
- (g) Movie/Entertain Club. Arrangement for weekly screening of movies in auditorium/OAT....

5. Regarding Students:-

- (a) One week induction programme for freshers.
- (b) Adequate regular faculty.
- (c) In each practical Group there should not be more than 15 students in PG and 20 students in UG classes.
- (d) Students Tour. At least one tour in each semester should be arranged.
- (e) Special classes for weak students.
- (f) NCC unit to be established.
- (g) Adequate class room/lab furniture for students following uniform policy in the university.
- (h) Drinking water (filtered water with cooler) and toilets for public/students at various sites.

6. Examination Related:-

- (a) Result Declaration:- within 60 days from the end of examination.
- (b) DMC should reach in each department within 15 days after declaration of results.
- (c) M. Tech./M.Pharma/M.Sc. Viva voce to be conducted within 30 days from the month of submission of project report/dissertation report.
- (d) Ph.D viva-voce should be held within 90 days from the date of submission of thesis.
- (e) PDC to be issued within three days from the conduct of Ph.D viva-voce examination.
- (f) Details of results of students should be online.

7. Regarding Scholarship/Assistantship/Fee/Account Matter:-

- (a) Scholarship distribution should (including JRF) be uniform among all the departments.
- (b) U.C. for JRF/SRF should be sent to the concerned quarter with seven days from the date of submission by respective teachers/students.
- (c) Provision for online fee deposition. Manual fee deposition time should be extended from 9:30 am to 1:30pm.
- (d) Fee details to be provided to students on line for the purpose of income tax etc.

8. Admission related activities:-

- (a) On line entrance test.

- (b) On line counseling for students in the courses where admission seekers are large in number.
 - (c) A kit containing handbook, I card, library card and copy of syllabi etc. be given to each student at the time of admission.
9. Training and Placement Activities:
- (a) Arrangement for conducting soft skills and personality development programmes for final/pre-final year students.
 - (b) Provision for monitoring of students under training in outside agencies/firms.
 - (c) Training and Placement facility be strengthened taking into consideration the Science students also.
- 10 Creation of new facilities:
- (a) Ramp in each block/building so as to be accessible for differently abled students.
 - (b) Technical instrument maintenance cell.
 - (c) Glass blowing Section.
 - (d) Proper Solid Waste Management for sanitation....
 - (e) Girls/Common room in each teaching block.
 - (f) Covered passage connecting one block to the other with the following connections between Block 1-2-3, Block 4-5-6, Block1-4, Block3-6.
 - (g) Covered passage from City Gate to Hostels with connection to Teaching Blocks, Library and Administrative building.
- 11 Regarding Research Scholars
- (a) Hostel facility for all Research Scholars.
 - (b) Availability of Glassware/Chemicals for students.
 - (c) SRF/JRF/Project fellows may be allowed to travel by AC-IIIrd class out of their respective projects etc. on the recommendation of PI/Chairpersons.
- 12 Medical facility:
- (a) 24 hours Medical facility
 - (b) 8-10 beds in University Health Centre for indoor patients.
- 13 Cell for prevention of sexual harassment and eve-teasing. Existing Cell be strengthened.
- 14 Miscellaneous:-
- (a) CCTV arrangements at various sites.
 - (b) Sanitation of campus including toilets.
 - (c) Motor driven vehicles to be disallowed to students only bicycle (leg driven) to be allowed of defined colour.

IQAC View: The report is quite comprehensive and may kindly be approved by the meeting and may kindly be placed on the University Website immediately for inviting in-house suggestions before placing it before Executive Council for consideration.

Report-III: For Suggesting Benchmarking of Research-Quality Standards/Publications

PROCEEDINGS OF MEETING HELD ON 13th MAY, 2013 IN THE OFFICE OF PROF. B.S.KHATKAR REGARDING BENCHMARKING OF RESEARCH QUALITY STANDARDS/PUBLICATIONS

The following were present:

1. Prof. B S Khatkar	Chairman
2. Prof. Ashok Chaudhary	Member
3. Prof. Ved Pal	Member
4. Prof. Ashish Aggarwal	Member
5. Dr Ambrish Pandey	Member
6. Dr. V.K. Garg	Coordinator

The committee members discussed various issues with a view to improve the quality of research output in the university and also suggested criteria of research benchmarking. The deliberations of the committee are outlined below:

- 1. RELEVANCE OF RESEARCH IN THE UNIVERSITY:** Haryana is fast emerging as a hub for higher education in the country primarily due to its close proximity to the national capital and excellent connectivity through nation highways and also due to pro-education policy of the Haryana government. Rajiv Gandhi Education City with 2000 acres of land has been established at Kundli on the border of the national capital where 10-12 universities have been given approval by the state government to establish their campus. At present Haryana has about 30 universities and this numbers shall increase to 50 in a year or two. Thus, severe competition is envisaged in the field of higher education in coming years and the universities capable of offering quality education and research with right transparent policies and encouragement to the active and productive faculty members are expected to survive and lead.

Research is the key factor in the institutional identity and overall grading and rating of the universities. Innovative research gives recognition to a university. On the contrary, universities that are weak in research become dependent on the outside supply of knowledge and their ranking and recognition goes down substantially. The faculty members and PhD scholars in GJUS&T, Hisar have been involved in conduct and publication of quality research and, therefore, our university has potential to become a leader in the area of technical education provided proactive steps are constantly taken to promote research by way of encouraging researchers.

2. BENEFITS OF RESEARCH BENCHMARKING

- To facilitate improvement in research quality
- To support government aspirations to become knowledge-based economy
- To underpin national allocations of performance-based funding
- To publicize program strengths to attract top students, faculty, and funding.
- To identify potential research collaborators to compliment research strengths.
- To make more rational, strategic and resource allocation decisions.

3. RESEARCH BENCHMARKING CRITERIA

- Number of highly cited researchers in the university
- Academic performance per faculty
- Journal articles published in Nature or Science
- Total articles in SCI journals
- Number of books published
- Number of citations
- H-index of university and individual faculty member
- International collaborations
- Number of research projects ongoing and completed in the university
- Number of patents granted and filed
- Number of national and international conferences conducted in the university and faculty wise/ department wise.
- Number and nature of awards received by the faculty members
- Fellows of academies/societies /associations
- Fellowships/Professorship by Humboldt/ DADD/Boys-Cast/UNU/ DBT Overseas/INSA/any other equivalent and National Associateship/ Professorship
- Industrial Consultancy projects

4. PROFORMA TO ASSESS RESEARCH QUALITY OUTPUT OF FACULTY MEMBERS

Sr. No.	ACTIVITY/OUTPUT/OUTCOME	POINTS PER ACTIVITY
1	Patents	A-30 per patent granted B- 10 per patent filed

2	Papers published in SCI journals	A-5x IF for first/ corresponding author B-2.5xIF for other author
3	Papers published in other journals/ online journal / conference proceedings	A-2 for first/corresponding author B-1 for other author
4	Article in Magazine/ News letter	1
5	Book chapters	A-10 international publishers B-5 national publishers
6	Author of book	A-70 international publishers B-35 national publishers
7	Editor of book	A-40 international publishers B-20 national publishers
8	Editorial Board of SCI journal	A- 40 Chief Editor B- 20 Editorial board member
9	Editorial Board of other journal	A- 20 Chief Editor B- 10 Editorial board member
10	Conference abstract	A-1 international B- 0.5 national
11	Awards	A- 30 International B- 15 National C- 10 Regional/ State D- 7 Institute
12	Best paper/poster award in conference	A-3 International B-2 National
13	Fellow of academies/societies /associations	A-40 International B-20 National C- 5 Others
14	Fellowships/Professorship by Humboldt/ JSPS/ DADD/ Raman/Boys-Cast/ ASM/ UNU/ DBT Overseas/ INSA/any other equivalent and National Associateship/ Professorship	A-50 International B-20 National
15	Fellowship/scholarship/grants/awards/ to attend international conference/workshop/symposium	10
16	NET/GATE/ UGC/ DBT/ICMR/ICAR / CSIR Fellowship	20 to do Ph.D. 10 for Lecturer ship
17	Externally funded project	A- PI = 20 B- Co PI= 10 C- Member=5
18	Sponsored projects of industries & others	A- PI= 15 B- Co PI = 7 C- Member = 4
19	Industrial Consultancy projects	A- PI = 10 per project B- Co PI = 5 per project C- Member = 3

20	Technology/process /design drawing transferred to Industry (First time transfer only)	A-50 Team leader B- 10 Member
21	Existing technology/process/drawing transferred to industry	A- 3 Team leader B- 1.5 Member
22	Process developed/ design drawing cleared by institute	A- 15 Team leader B- 5 member
23	Thesis / dissertation supervised (degree awarded only)	A- 10 PhD B- 4 M Tech / M. Phil C- 2 M Sc / B.E.
24	Organizing committee of conference (Maximum 20 points)	A- 10 International, Chairperson/ Secretary B- 5 Member C- 5 National ,Chair/ Secretary D- 2.5 Member
25	Number of citations	1 point/ 10 citations
26	H-index	10 points/ 01 H-index point

5. SUGGESTIONS TO IMPROVE THE QUALITY OF RESEARCH :It is unfortunate that India's share has declined in the world in terms of scientific paper publications. Until 12-15 years ago, India had a 10% share of the world scientific research in terms of publications in standard journals. It is now down to 2.5%, whereas China's share has gone up to 10-15% from a mere 5-6%. Moreover, India's share is less than 0.4% in the most prestigious publications. The Indian Institute of Science, Bangalore used to publish around 1200 papers in reputed journals which has come down to 750. In the field of Nano Science, China is number 1 in terms of publications, Japan is No. 2 and USA is No. 3 and India is nowhere. Out of the world's 500 top ranking universities only two Indian institutes i.e. IIT, Kanpur and IIS, Bangalore have found place below the 400 ranks. It is unfortunate that India has more than 500 universities but only two institutes could find place in the top 500 universities of the world. We are planning to increase number of universities to 1500. However, there is no plan to improve the quality of the exiting universities or to provide means and resources to the existing universities to improve their academic rating.

Scientific research is the soul of higher education and progress in modern society. It is the magic wand of new knowledge that would provide us means and methods of resolving problems and dilemmas. Currently the world is facing crisis on climate change, food and water shortage, and violence of all kinds. Poverty, unemployment and inequality are increasing concomitantly with rising material standards. Individuals, nations and communities have their own problems and priorities. It is the task of scientists/academicians to find solution to these problems and hence following suggestions are

made to improve the research quality in the university to meet the growing human aspirations.

1. Faculty wise research policy needs to be formulated by the university focusing the thrust areas of research in a time frame of three year plans. This task should be assigned to Dean's of each faculty. Chairperson should be asked to present a vision document for the department of his/her tenure of three years. Industry representatives may be consulted while formulating the research policy.
2. Establishment of research incubation and industry service centre for consultative research and to solve the specific problems of the industry through dedicated research teams.
3. Collaborative industry oriented research projects within university and outside university should be encouraged.
4. Establishment of centre of excellence in thrust areas of the university shall be an excellent idea to promote research and outstanding researchers.
5. Identification and encouragement to proactive researchers through awards, appreciation certificates, cash and increment based incentives needs to be introduced in the university.
6. There is an urgent need to revise the university calendar by introducing earned leave system in place of the existing system of summer and winter break. The present academic calendar spares no time for conducting research and does not offer any reward to researchers in terms of accumulating leaves for conducting research in summer and winter breaks.
7. Meritorious doctoral students should be helped through teaching assistantships with stipends over and above the research fellowships. These students should assist faculty members in laboratory work, and/or in tutorials.
8. Regular doctoral scholars should be essentially provided single room in hostels and they should also be allotted proper space in their departments and library for effective and timely implementation of their projects.
9. There should be a mechanism for exchange programme for the researchers among premier research institutes of the country for learning new techniques for the advancement of research.
10. University should create a reliable data bank of the most promising, dedicated and talented teachers based on their academic and research output and administrative duties of primarily academic and research nature should be assigned only to these teachers on merit.

IQAC View: The report is quite comprehensive and may kindly be approved by the meeting and may kindly be placed on the University Website immediately for inviting in-house suggestions before referring it to Deans Committee for further fine-tuning and recommending it to Executive Council for consideration.

Report-IV: For Suggesting Benchmarking of Modern Teaching-Pedagogies/Practices

Committee for Benchmarking of Modern Teaching-Pedagogies/Practices

1. Prof. S C Kundu, HSB	Chairman
2. Prof. Devinder Kumar, Chemistry	Member
3. Prof. R Bhaskar, EVS	Member
4. Prof. Sunita Rani, Maths	Member
5. Prof. Sanjeev Kumar, HSB	Member
6. Prof. H C Garg, Mechanical	Coordinator

Modern teaching practices and pedagogy

The eagerness to continually improve the educational experience of students has been growing steadily around the world. Classroom teaching practices are at the core of a teacher's work. We are now more aware of how teaching practices help shape the student learning experience and advance motivation and achievement. Research on institution effectiveness suggests that practices based on theoretical ideas are insufficient to foster student learning. Rather, a combination of clear, well-structured classroom management, supportive, student-oriented classroom climate, and cognitive activation (*e.g.* challenging content that promotes deep reflection in the student) has been shown to be effective. Three dimensions of classroom teaching practices are identified in TALIS 2008: structuring, student orientation and enhanced activities

“Education is the manifestation of perfection already in man” –

(Swami Vivekananda)

Classroom teaching practices: High-quality instruction is often defined as the use of a variety of classroom teaching practices, allowing for both teacher-directed and self-regulated learning. For educational policy and teacher education, the results support calls for a good balance among the three dimensions of classroom teaching practices: (a) enhanced activities including challenging tasks and content, (b) student oriented, supportive practices and (c) teacher-directed practices that provide structure and clarity.

Improving Existing Teaching Methods by adopting a mix of new techniques

1. **Lecture Method** –The most widely accepted and traditional method of teaching as it creates new ideas, good for large class, teacher can explain all points and subject and can answer all questions raised by students, Students can ask if they need any clarification. Yet by employing following techniques it's effectiveness can further be enhanced:-

- a) **Interactive techniques-** By employing interactive techniques teaching can be turned into “fun”, and are frequently more effective than lectures at enabling student learning.

- b) **Instructor Storytelling** – Instructor illustrates a concept, idea, or principle with a real life application, model, or case-study **“Real-World”** – Have students discuss in class how a topic or concept relates to a real world application or product
 - c) **Everyday Ethical Dilemmas** – Present an abbreviated case study with an ethical dilemma related to the discipline being studied **Movie Application** – In groups, students discuss examples of movies that made use of a concept or event discussed in class, trying to identify at least one way the movie-makers got it right, and one way they got it wrong.
 - d) **TV Commercial** – In groups, students create a 30-second TV commercial for the subject currently being discussed in class. Variation: ask them to act out their commercials.
2. **Simulation** – Place the class into a long-term simulation (like as a business) to enable Problem-Based Learning (PBL).
3. **Group Discussion:** More participation of students, students listens to other’s opinion & expresses their opinion, Discuss with teachers the points that were missed during discussion. It can further be improved and added to by:-
- a) **Picture Prompt** – Show students an image with no explanation, and ask them to identify/explain it, and justify their answers. Or ask students to write about it using terms from lecture, or to name the processes and concepts shown. Also works well as group activity.
 - b) **Individual presentation:** A presentation involves motivating listeners to accept a new idea, alter an existing opinion, or act on a given premise. Students first thoroughly understand the topic before giving presentation i.e. mastery on topic.
 - c) **Tournament** – Divide the class into at least two groups and announces a competition for most points on a practice test. Let them study a topic together and then give that quiz, tallying points.
 - d) **Role Plays** - Students assume one of the characters in a simulated situation in order to experience different points of view or positions
4. **Assignment:** It enhances the ability of research on any topic as the students search topic from different books, websites etc.

5. **Workshops/ Conferences / Competitions** Give Chance to meet other people of same stream or even across the stream networking with other institutions and professionals

6. **Brain storming, role play and case study**

7. **Learning by doing (Experimental learning)**

Learning-by-doing is generally considered the most effective way to learn. The internet and a variety of emerging communication, visualization, and simulation technologies now make it possible to offer students authentic learning experiences ranging from experimentation to real-world problem solving.

Modern Pedagogy techniques: Teaching Pedagogies need continues improvement/upgradation by way enriching it with empirical research (by adding relevant research papers in references), case studies and current trends. Use of new technology and other media can add to effective dissemination of knowledge. The following techniques can be used:-

1. **Movies** -Using movies or television clips or whole shows to engage students during lectures or to fuel discussions of course content by pointing out either fallacies or realities depicted there. Examples include using science fiction movies to discuss physics concepts or CSI shows to discuss biology or forensics.

2. **Podcasting-Enhanced:** Combining images, such as PowerPoint, and audio, such as instructor voice over, which are compressed and viewable on a computer or photo/video iPod. Video: Digital video, such as classroom lectures or interviews with experts, which are compressed and viewable on a computer or video iPod.

3. **Simulation** Computer-based - Interactive: Computerized model or scenario.

4. **Web-based Instruction** - Using Web resources to support learning. blogs, building a Website, discussion boards, online testing and quizzes, research, virtual tours, web-streaming, web conferencing, online discussion board, online interaction (Online Chat, Online Evaluation, E-Mail Feedback). You tube-Video Demonstrations, Movie Clips, Student Videos, Wikies, blogs, games.

5. **Interactive whiteboards** - An interactive whiteboard is a touch-sensitive screen that works in conjunction with a computer and a projector. Interactive whiteboards are an effective way to interact with digital content and multimedia in a multi-person learning environment. Interactive white boards allow teachers and students to interact with content projected from a computer screen onto a white board surface. Virtually anything that can be done on a computer can be done on an interactive white board, with the advantage that interaction involves fingers and pens and so is more kinesthetic, drawing, marking and highlighting of any

computer-based output is supported, a whole class can follow interactions, and lessons can be saved and replayed

Suggestion for improvement in University based on above points

1. Class rooms must be equipped with minimum facilities like LCD/DLP (roof mounted), Computers with fast Internet. Some rooms to begin with, in each department must have Interactive Boards which can do away with need of LCD etc.
2. Every Lab must be provided with equipments those are necessary for safe environment like fume hoods, eye-washers, safety showers etc.
3. Safety, security, health and environment (SSHE, University –Industry collaborated) as executed in Department of Chemistry, need to be executed in all Labs of University.
4. Web-Casting of important Lectures of University teachers on our website for future reference and onwards dissemination of knowledge to other stakeholders.
5. Induction/orientation programs for new students in beginning of new session must be conducted to apprise students about the Departments, teachers, University, common facilities and overall future and values of the university. These programs may be conducted department wise or at university level.
6. Documentaries on presentation and communication skills etc must be shown to students department wise and also at level of University.
7. Each department/School must revise syllabi, at least, in every block of three years.

IQAC View: The report is quite comprehensive and may kindly be approved by the meeting and may kindly be placed on the University Website immediately for inviting in-house suggestions before referring it to Deans Committee for further fine-tuning and recommending it to Executive Council for consideration.

Report-V: For Suggesting Benchmarking of Extension-Cum-Social Interface Activities:

A standing Committee on the subject cited above has been constituted. The Committee in its meeting held on 15.07.2013 and on 25.07.2013 discussed the issue at length. Following were present:-

The Committee proposes as under:-

1. Prof. R.K. Gupta
2. Prof. Sujata, Dept. of Applied Physics
3. Prof. N.K. Bishnoi, HSB
4. Prof.P.K. Jena, Dept. of CMT
5. Dr. Sandeep Rana, Dept. Applied Psychology
6. Dr. S.S. Joshi, Dy. Librarian

The extension cum social activities can be categorized into two categories: A.) Academic, B.) Community & Commercial

A.) Academic: This includes:

- a) Policy research having social implications.
- b) Extension activities; lecturer/workshop/seminar/conference/related to social issues.
- c) Interaction with industries/govt. organizations/NGO
- d) Counseling (career/psychological)
- e) Literacy (computer/health/academic/etc.

B.) Community & Commercial: This include:

University being an education centre is expected to impart education to the needy for the upliftment of society. This can be done in several ways.

1. Continuing adult education programmes for targeted groups like farmers, working women, youth etc.
2. Extension services to the society for specific needs like community hygiene, electoral awareness microfinance etc.
3. Professional/occupational skills framing for better employability like computer literacy small savings, retailing, marketing, communication skills etc.
4. Capacity building programmes, e.g. mobilizing for specific mission like polio campaign, fighting against corruption etc.
5. Climate building like developing cooperation among social groups and organizations, forming peace committees etc.
6. Providing training, experience and apprenticeship for various skills of modern life like operating Bank account, carrying out disaster management activities etc.
7. Establishing liaison between society & educational institutions and their resources & assets, both material and expertise so as to increase frequent exchange of knowledge and capacities for mutual supplementation and enrichment.

8. Making all educational programmes & activities progressively relevant and meaningful to society through collaboration with intellectual and social resources.
9. One of the greatest challenges for India is that a no. of evil practices the society has accepted as normal though they eat into the vitals of the system. Corruption, gender discrimination, child abuse, crime, violence in the day to day life and in different attitude to life & work are the pervasive evils. They have to be thought and liquidated. Only a socially sensitive and committed youth, so trained in values of sensitive citizenship, by a synergized education can do it.
10. Ours being a Science & Technology University, one can think of other issues, such as imparting knowledge with regard to
 - a) Preserving the seasonal vegetables & fruits etc.
 - b) Water purification and plantation.
 - c) Medicinal plants along with how to save oneself from certain diseases-improves health.

To successfully run the programmes, University may involve educated youths available in the rural area vis- a- vis Teacher-student volunteers from the University. Best one would be to select a village or an area to begin with for the above purpose and eventually spread in other locations. Thus, university can help the society in various ways by title effort from our side.

Committee proposes that each department of the University shall indicate to carry out at least one extension cum social activity based on available facilities and expertise in their respective department at the beginning of the academic session.

IQAC View: **The report is quite comprehensive and may kindly be approved by the meeting and may kindly be placed on the University Website immediately for inviting in-house suggestions before referring it to Dean, Academic Affairs for further fine-tuning and recommending it to Executive Council for consideration.**

Report-VI: For Conducting the Mock-Assessment on the Pattern of NAAC

The Committee is yet to submit its Report.....Due to EOL taken by Prof. Anubha Kaushik Ji.

IQAC View: The is quite essential and useful to carry out a mock assessment, therefore the ‘Steering Committee” be authorized to take this exercise as well in later half of January 2014.

Report-VII: For Suggesting University's website updating and information standardization process

Committee for Benchmarking of University Website Up-dation

1.Prof. Dharminder Kumar, CSE	Chairman
2.Prof. Devender Mohan, Physics	Member
3.Prof. Mahesh Chand Garg, HSB	Member
4.Prof. S K Singh, Pharma	Member
5.Dr. Umesh Arya, ADPR	Member
6.Dr. Vikram Kaushik, CMT	Member
7.Sh. Mukesh Kumar, Head, UCIC	Coordinator

SUGGESTED WEBSITE POLICY

OF

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

- 1. General:** The Guru Jambheshwar University, Hisar, was established on October 20, 1995 by an Act of the Legislature of the State of Haryana. It was formally inaugurated on November 1, 1995. It is named after Guru Jambheshwar Ji Maharaj, a saint environmentalist of 15th century. Keeping in view the nature of courses offered at the University and the mandate for which it had been established the name of the University has been changed as Guru Jambheshwar University of Science & Technology. The University is situated at Hisar, a rapidly growing town situated at about 170 Km. from Delhi on Delhi-Rohtak- Hisar- Sirsa-Fazilka National Highway (NH-10) and at a distance of about 230 Km. from Chandigarh on NH-65. The University is situated over a sprawling area of about 372 acres. The campus is laid out with picturesque landscape, numerous buildings of various designs and wide road network. It presents a spectacle of harmony in architecture and natural beauty. Approximately, 225 acres of land have been developed providing with all modern facilities such as road networks, water supply, street lighting, electricity supply and parks/ lawns. The University has a cafeteria with the facility of a big dining hall, kitchen, store and office on the ground floor. One big hall is also on the first floor. The cafeteria provides refreshment breakfast and lunch facilities. Facilities for special program like tea party etc. are also available here. Besides, there is a Shopping Centre which offers several facilities to the residents, such as

saloon, laundry, post office, bookshop, bank with ATM facility, grocery shop, sweets shop, computer and photocopying facilities, etc. The University is recognized by the University Grants Commission under Section 2(f) for recognition of degrees on 11.1.1996 and under section 12(B) of the UGC Act to be eligible for central assistance on 7.2.1997. The University has been accredited by National Assessment and Accreditation Council (NAAC), in 2002 as grade 'A' and has been re-accredited as grade 'A' with (CGPA 3.26), in 2009. The jurisdiction of the University extends to the courses being run in the areas of science, technology, engineering, pharmacy, physiotherapy and management on the University Campus and all Technical Institutions (except B.Pharmacy institutions) in the districts Fatehabad, Hisar and Sirsa with effect from the academic session 2011-12.

2. **Definition of Website:** The Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) INDIA home page (<http://www.gjust.ac.in>) is the official domain name for the Guru Jambheshwar University of Science & Technology, Hisar. The "official" home page structure includes the home page, the linked driven pages, and other sites integrated into the home page structure. The site is hosted on a server in the University Computer & Informatics Center (UCIC).
3. **Purpose of Website:** The objective of the home page is to provide a point of entry for the academic and public community to the University's officially recognized information resources through links and navigational mechanisms and to provide timely content and links to news and events of general interest about the Guru Jambheshwar University of Science & Technology, Hisar. The following links are especially targeted: Students, Faculty and Staff.

There are two main sections to the site: -

- i. The front end published site, which is available to anyone in the world.
- ii. The private back-end site, which is available only to authorized members of the university and controlled by username and password.

User accounts are only created with the approval of the concerned Department/Branch Head.

4. Access, Approval and Publishing : Content on the university website is controlled by role access. There are 3 roles: Indenting Department, Approving Authority and Publishing on the website.

- Initially, all content to be uploaded on the website must be reviewed by the Department/Branch Head and a senior person.
- It will be approved by the Competent Authority before going live.
- UCIC will not publish materials to the site unless expressly authorized by the Department/Branch Head.

Although University Act and Ordinances are addressed in a separate links. In these rule books, changes and updates will be provided by Academic and Establishment Branch from time-to-time.

5. Maintenance and Editing : The Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) Website is the public entry point for many to the University. The University Webmaster continually upgrades, reviews and develops the University Web site, realizing the possibilities of new technologies and evaluating methods of access in provide up-to-date, accurate information methodically and attractively. The web pages are regularly reviewed for accuracy and updated as required. It must be current, accurate and consistent. This review is occurring at least half-yearly. It is the responsibility of Head of the concerned department/branch to ensure this happens

- Department/Branch wishing to post announcements on the home page or other portions of the website should submit their request through official email or letter to the UCIC.
- Photographs on the main site are changed on a regular basis by the Website Administrator as provided by the Departments and Branches.
- Teacher Pages are created in concerned department web link. They may provide their latest Bio-Data and photo for a web link. If faculty members have existing web pages hosted on any non-commercial website, these link may also be added in teacher page.

6. Required Style Specifications :

All pages on the main GJUS&T website must comply with the following requirements:

- It designed for best case viewing on multiple platforms, newer versions of Internet Explorer. Google Chrome, Firefox Mozilla, Opera and Netscape, etc.
- The look of the Web pages may vary slightly according to monitor's setting for color and fonts.
- Files for download must be under 20 MB in size.
- In case of audio and video, the quality must be highest. Video which is inappropriate in content, blurry, unsteady, or difficult to view will not be posted. Audio that is difficult to hear or inappropriate in content will not be posted. In order to be useful and convenient to the user, all files posted must be under 20 megabytes in size and 10 minutes in length.
- To enable a faster downloading time, scanned photographs should be limited to 144 dpi.
- Links to pages that are defunct or "under construction" should not be created or should be removed.

7. Privacy Regulations :

- Personal contact information of students including home and e-mail addresses, telephone numbers, and other information that could be used by unauthorized individuals, will not be published on any GJUS&T website.
- Video or audio files posted on any GJUS&T website must adhere to Website Policy. Proper written permission from those who have been audio- and / or video-recorded must be obtained by the person or persons doing the recording.
- Links to external websites will be checked thoroughly before inclusion on the university website. The sites will be checked for the suitability of their content for their intended audience.
- All written work will be reviewed by the concerned department/branch to ensure that it is in no way defamatory.
- Written work will be checked by the concerned department/branch to ensure that no copyright or intellectual property rights are infringed.
- All written material will be checked for its suitability for its intended audience.

- GJUS&T does not sell or distribute any information obtained from our visitors to a third party, under any circumstance.

8. Advertising

Unless approved by the Competent Authority, the advertising or direct sale of non-University related goods and services is prohibited on all sections of the GJUS&T Web site.

9. Logos, Trademarks, and Graphics of Website

Official website of the Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) INDIA has its own logo, seal, and graphics relating to the University that may be subject to agreements and any use of these would require prior approval of competent authority.

10. Responsibility of Website

Responsible Office : University Computer & Informatics Center. The University's Web site is maintained by Head, UCIC and Staff of UCIC, Guru Jambheshwar University of Science & Technology, Hisar. At least two Senior Programmers/Junior Programmers who have the sufficient knowledge, maintain and edit the site, and they pass on their knowledge to a successor at the end of a term of office

11. Miscellaneous Provisions of Website: The Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana) Website is in the public domain and information uploaded on the website is subject to official certification as per Information Technology Act. All information that is mandatory by different monitoring agencies is changed with the changed requirements of the agency concerned. For any interpretation regarding information hosted on our website, the decision of Vice-chancellor is final and the legal jurisdiction is limited to Hisar only.

IQAC View: The report is quite comprehensive and may kindly be approved by the meeting and may kindly be placed on the University Website immediately as the committee has already fine-tuned it

Report-VIII: For Suggesting University's Publicity And Competitive-Marketing Policy

Proceedings of the meeting held on 15.05.2013 at 11:00 am in the Committee room-II to discuss the benchmarks for University's publicity and competitive marketing policy in connection with Internal Quality Assurance Cell (IQAC).

The following were present: _

1.	Prof. Kuldeep Bansal	Chairman
2.	Prof. Manoj Dayal	Member
3.	Prof. Parveen Sharma	Member
4.	Prof. N.S. Malik	Member
5.	Dr. Bandna Pandey	Member
6.	Dr. Rajesh Lochab	Member
7.	Dr. Rajesh Punia	Member
8.	Sh. Bijender Dahiya	Coordinator

The Committee members discussed the matter at length and after detailed deliberations, it was resolved to recommend the following points for the wider publicity and competitive marketing of University's academic and research strengths to all stakeholders.

1. Publicity of academic programmes offered may be in the form of articles in special issues of newspapers or magazines. These articles should contain the details about eligibility and scope of these programmes along with strengths.
2. A poster/pamphlet containing the details of courses, eligibility and their scope should be sent to Colleges/Institutions, etc. for wider publicity.
3. Publicity of Courses offered by University, research publications, research projects sanctioned by UGC/CSIR/DST/DBT etc. should be highlighted regularly through print and electronic media.
4. The University should lay emphasis on publicity and marketing in rural areas because of many reputed educational institutions have been established in the rural areas in these days.
5. The Chairpersons/Head of the Departments may visit some nearby colleges/educational institutions for publicity of the courses and highlighting the strengths of the department or the students/stakeholders from the college/institutes may be invited to see the infrastructural and other facilities on the campus.

6. University through Public Relations Office should encounter the wrong news immediately.
7. A media centre should be established in the University.
8. The senior media persons and editors, etc. should be invited in the University for delivering talks and interaction.
9. Hoarding having the names of the University should be displayed at prominent places on important roads leading to the University Campus, which will serve the purpose of publicity as well as it, will help the stakeholders.
10. Conferences and Alumni meet are the better source of publicity of an institution. Therefore, National Conferences/Seminars and Alumni meets should be organized regularly by the departments and the teachers of University should also be encouraged to participate in National/International Seminar/Conferences/Workshops etc.
11. The departmental profile containing the strengths of the department should be updated on the University website regularly.
12. As a part of publicity, the University should adopt some adjoining village for creating awareness among the people towards social, health, environmental, economical and other issues.
13. A public limited agency/company should be engaged for developing comprehensive advertisement um publicity campaign.

IQAC View: The report is quite comprehensive and may kindly be approved by the meeting and may kindly be placed on the University Website immediately for inviting in-house suggestions to further fine-tune the policy for the university publicity.



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
 (Established by the State Legislature Act XVII of 1995)
 'A' Grade NAAC Accredited

PROPOSED SAR-PROFORMA FOR TEACHERS

PART-I: GENERAL INFORMATION AND ACADEMIC PERFORMANCE

1. Full Name (In block letters): _____
2. Department: _____
3. Academic Year of SAR _____
4. (a) Father's/Husband's Name: _____
 (b) Mother's Name: _____
5. Address for Correspondence (Give phone/email if available) _____
 Permanent Address (Give phone/email if available) _____

 Phone _____ Phone _____
 Email : _____ Email : _____
6. Date of Birth : _____ Date-----Month-----Year-----
7. Nationality: _____
8. Guidance/Supervision of Ph.D. Thesis:
 (a) Number of Candidates registered for Research Supervision at present.....
 (b) Number of Candidates who have successfully Completed/Submitted Ph.D. During Present Assessment Period under CAS.....
9. API-Score based on PABS (as per detail given in part –II) during the current Academic Year:

Category	API-Score of Category-I	API-Score of Category-II	API-Score of Category-III
Total			

10. Any Other Information:.....

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....

I certify that the foregoing information given by me is correct, complete to the best of my knowledge and belief and no material information has been concealed.

Date.....

Signature of the Teacher

Countersigned by Chairperson/Dean

PART-II : API Score on Performance Based Appraisal System (PBAS)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

S.No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score #
1.	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated.	50		
2.	Lectures or other teaching duties in excess of the UGC norms.	10		
3.	Preparation and Imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students.	20		
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20		
5.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25		
	Total Score	125		
	Minimum API Score Required	75		

To be Verified by Chairperson/Dean/Member-Secretary (IQAC)

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S.No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score#
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).	20		
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Total Score	50		
	Minimum API Score Required	15		

To be Verified by Chairperson/Dean/Member-Secretary (IQAC)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.No.	APIs	Schools/Faculties of Engineering & Technology/ Environmental and Bio-Sciences & Technology/ Physical Sciences / Medical Sciences	Schools/Faculties of Humanities and Social Sciences/ Media Studies/ Haryana School of Business /Religious Studies	Max. Points for university and College teacher position.		
				API Score allotted	Self Appraisal Score+	Verified API Score#
III A	Research /Review Papers*	Refereed journals with impact factor above 5	Refereed journals with impact factor above 5	40/publication		
	published in:	Refereed journals with impact factor above 2 and below 5	Refereed Journals with impact factor above and 2 below 5	35/publication		
		Refereed Journals with impact factor above 1 and below 2	Referred Journals with impact factor above 1 and below 2	30/publication		
		Refereed journals with impact factor less than 1	Refereed journals with impact factor less than 1	25/publication		
		Refereed and indexed journals/ Refereed Journals	Refereed and indexed journals/ Refereed Journals	20/publication/ 15/publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication		
IIIB		Research Publications* (Books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers	Text or Reference Books Published by International Publishers	50/sole author (Book) and 10 each chapter in an edited book	
		Subjects Books by National Level Publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National Level Publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25/sole author (book) and 5 each chapter in an edited book.		
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole author (book) and 3 each chapter in an edited book.		
		Chapters contributed to edited Knowledge based volumes published by International Publishers	Chapters contributed to edited Knowledge based volumes published by International Publishers	10/chapter		
		Monographs/books published without ISBN/ISSN numbers/ edited conference proceedings/ refresher course proceedings / case studies, etc.	Monographs/books published without ISBN/ISSN numbers/edited conference proceedings/ refresher course proceedings/business games/case studies, etc.	10 points each		
		Chapters in Knowledge based volumes by Indian/ National Level publishers with ISBN/ ISSN numbers and with numbers of national and international directories.	Chapters in Knowledge based volumes by Indian/National Level publishers with ISBN/ ISSN numbers and with numbers of national and international directories.	5/chapter		
IIIC	RESEARCH PROJECTS					
IIIC	Sponsor	(a) Major Projects amount	(a) Major Projects amount	30/20 per		

(i)	ed Projects carried out/ongoing	mobilized with grants Rs. 50.0 lakhs and above /Major Projects amount mobilized with grants above Rs. 30.0 lakhs	mobilized with grants Rs. 10.0 lakhs and above /Major Projects amount mobilized with grants above Rs. 5.0 lakhs	project per year of operation.		
		(b) Major Projects amount mobilized with grants above Rs. 5.0 lakhs up to Rs. 30.00 lakhs	(b) Major Projects amount mobilized with grants above Rs. 3.0 lakhs up to Rs. 5.00 lakhs	15/Project per year of operation.		
		(c) Major/Minor Projects (Amount mobilized with grants Rs. 50,000 up to Rs.5 lakh)	(c) Major/Minor Projects (Amount mobilized with grants Rs. 25,000 up to Rs. 3 lakh)	10/ Project per year of operation.		
IIIC (ii)	Consultancy Projects carried out/ongoing	Amount mobilized above Rs. 10.00 lakh	Amount mobilized above Rs. 2.00 lakh	10 per project per year		
		Amount mobilized between Rs. 10,000/- and Rs. 10.00 lakh	Amount mobilized between Rs. 10000/- and Rs. 2.00lakh	5 per project per year		
IIIC (iii)	Completed projects	Completed project Report	Completed project Report	20/each major project and 10/each minor project.		
IIIC (iv)	Projects Outcome/Outputs	Patent/Technology transfer/Product/ Process	Major Policy document of Govt. Bodies at Central and State Government/Semi Govt Level.	30/each national level output including patent granted; 50/each for international level including patent granted; and 15/each for patent applied		
IIID	Research Guidance					
IIID (i)	M.Phil./ M.Tech. /M.Sc./ MPharm a/MPT/ MBA/M Com/Master Degree (with dissertation or PrWork)	Degree awarded	Degree awarded	3/each candidate.		
		Dissertation submitted	Dissertation submitted	2/each candidate.		
	B.Tech./ BBA Project work	Degree awarded	Degree awarded	1/each candidate.		
IIID (ii)	Ph.D	Degree awarded	Degree awarded	10/each candidate		
		i) Thesis submitted ii) Thesis evaluated of other Universities. iii) Viva-voce conducted of other Universities.	i) Thesis submitted ii) Thesis evaluated of other Universities. iii) Viva-voce conducted of other Universities.	7/each 5/each candidate 3/each candidate		

III E TRAINING COURSES AND CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP PAPERS						
III E (i)	Refresher** courses,	(a) Not less than two weeks duration.	(a) Not less than two weeks duration.	20/each		
	Orientation Programmes, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programme, Soft Skills development Programme, Faculty Development Programmes (Max:30 points)	(b) One week duration.	(b) One week duration	10/each		
III E (ii)	Papers in Conferences /Seminars/ Symposia/ workshops etc.***	Participation and Presentation of research papers (oral/ poster) in	Participation and Presentation of research papers (oral/poster) in			
		a)International	a) International	10/each		
		b) National	b) National	7.5/each		
		c) Regional/ State level	c) Regional/State level	5/each		
		d) Local-University/ College level.	d) Local-University/College level.	3/each		
III E (iii)	Invited lectures/ presentations or sessions chaired at conferences/ seminar/ workshops/ symposia.	a)International/ Foreign	a) International/Foreign	10/each		
		b) National	b) National	7.5/each		
		c) Regional/ State Level	c) Regional/State level	5/each		
		d) Local-University/ College level	d) Local-University/College level	3/each		
III E (iv)	Academic Contribution through organization of Refresher Courses/ Orientation Programmes/ Conferences/ Seminars/ Workshops, etc	As a member of the organizing committee or the Advisory Committee	As a member of the organizing committee or the Advisory Committee			
		a)International	a) International	10/each		
		b) National	b) National	7.5/each		
		C) Regional/ State level	C) Regional/State level	5/each		
III E (v)	Academic Contribution through participation in quality enhancement/ sustenance efforts.	Member of University Court/ Executive Council/ Academic Council/FC/Sports Council/ IQAC/ IAEC/Human Ethics Committee/ Purchase Committee, House allotment committee, NAAC committee, health advisory committee, UG/PG Boards of Studies, Governing Bodies of Colleges/ Institutions, Inspection Committee, etc.	Member of University Court/ Executive Council/Academic Council/FC/Sports Council/IQAC/IAEC/Human Ethics Committee/ Purchase Committee, House allotment committee, NAAC committee, health advisory committee, UG/PG Boards of Studies, Governing Bodies of Colleges/ Institutions, Inspection Committee, etc.	minimum 7 points each or 7 points each/year.		

IIIF	Academic Contribution through leadership At different level	Teachers/Other Academic Staff Discharging duties as:	Teachers/Other Academic Staff Discharging duties as:			
IIIF (i)		A) Chairperson, Director of Sports, Director Distance Education, Head (T&P), Joint Chief Warden, Co-coordinator, TEQIP etc.	C) Chairperson, Director of Sports, Director Distance Education, Head, T&P, Joint Chief Warden, Co-coordinator, TEQIP etc.	25 points for each, subject to maximum of 25 points per year		
		B) Incharges, Warden, Programme Chairperson, Head, IPR Cell, NSS Coordinator, Nodal Officer, Coordinator, CIL, Head, BDG, Incharge International Education Cell, Coordinator, REC, Incharge, CWN, Dy-Coordinator (TEQIP, SAP/FIST), Training & Placement Advisor, Course Coordinator/ Lab Incharge, etc	D) Incharges, Warden, Programme Chairperson, Head, IPR Cell, NSS Coordinator, Nodal Officer, Coordinator, CIL, Head, BDG, Incharge International Education Cell, Coordinator, REC, Incharge, CWN, Dy-Coordinator (TEQIP, SAP/FIST), Training & Placement Advisor, Course Coordinator/ Lab Incharge, etc.	20 points for each, subject to maximum of 20 points per year		
IIIF (ii)	Academic Contribution through leadership At senior level	IIIF (ii) For stage 6 only A) VC, PVC, and Registrar	IIIF (ii) For stage 6 only A) VC, PVC, and Registrar	40 points for each, subject to maximum of 40 points per year		
		B) Dean Academic Affairs, Dean of Colleges, Dean Students Welfare, Deans of Faculties, Proctor, Director of School, COE, Director ASC, Chief Warden, Director-Research, Librarian, Coordinator (TEQIP, SAP/FIST) etc.	B) Dean Academic Affairs, Dean of Colleges, Dean Students Welfare, Deans of Faculties, Proctor, Director of School, COE, Director ASC, Chief Warden, Director-Research, Librarian, Coordinator (TEQIP, SAP/FIST) etc	30 points for each, subject to maximum of 30 points per year		
IIIG	(i) Fellow of Academies	a) International b) National	a) International b) National	20 each 10 each		
	(ii) Research/Acad Fellowship	a) International b) National	a) International b) National	10 each 5 each		
	(iii) Citation of Research Work	Above 50 citation per paper	Above 25 citation per paper	1 each/citation		
			Total Score	
			Minimum API Score Required			

+ To be filled by the candidate.

To be Verified by Chairperson/Dean/Member IQAC

* In case of joint publications:

- If research supervisor/mentor/principal investigator/co-principal investigator and project fellow/research scholar(s) make publication, each will get full points;
- In case of joint publication other than (a) above the mentor/supervisor/first author and corresponding author, each will get 60% of the total API score for the publication; and
- In case of more than two authors (except 'a' & 'b' above) the remaining authors will get 40 % each of the Total API score for the publication.
- Self certificate by the candidate to this effect shall be admissible evidence in absence of documentary proofs.

** In case of the Teacher who has attended total 56 days (8 weeks) courses, she/he would get full 30 points in this case. However, if a teacher goes to foreign university/institute for teaching, training and academic developments for more than one week, the API-points shall be calculated accordingly.

***API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference /Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a) and not under presentation III (e) (ii)).

IQAC View: The above Proforma, if approved by IQAC, would replace the existing SAR-Proforma but with the approval of Executive Council of the University. However, the same may be referred to Academic Council for consideration before referring it to the Executive Council for final approval.

FOR ROUGH WORK ONLY

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