

Minutes of 2nd meeting of Internal Quality Assurance Council held on 14.6.2017 at 11.00 AM under the Chairmanship of Hon'ble Vice-Chancellor at Swaran Jayanti Sabhagar, Vice-chancellor Secretariat, UHS, Rohtak

Following were present :-

1. Prof. Bipin Batra, Executive Director, National Board of Examinations, New Delhi
2. Prof. V.K. Arora, Vice-Chancellor, Santosh University, Ghaziabad
3. Prof. K.K. Kalra, Chief Executive Officer, NABH, New Delhi
4. Dr. V.K. Jain, Pro Vice-Chancellor
5. Dr. H.K. Aggarwal, Registrar
6. Dr. Rakesh Gupta, Director
7. Dr. Dhruva Chaudhary, Dean Students Welfare
8. Dr. Rajiv Gupta, Director-cum-CEO SIMH
9. Dr. Suresh Kanta Rathee, Dy. Dean, PGIMS
10. Dr. Roop Singh, Principal, College of Physiotherapy
11. Dr. Sanjay, Controller of Examination
12. Smt. Santosh Hooda, Principal, College of Nursing
13. Dr. Sukhdev Chandla, Prof. I/c IT & Telemedicine

Prof. V.P. Gupta, Principal, University College of Medical Sciences, New Delhi expressed his inability to attend the meeting

At the outset Prof. O.P. Kalra, Vice-Chancellor welcomed all the members especially the outside members for sparing their valuable time to attend the meeting. Hon'ble Vice-Chancellor conveyed thanks to the members for providing valuable inputs for preparing the Self Study Report and submitting it to NAAC. The Vice-Chancellor apprised the members of IQAC that the NAAC Peer Team had conducted the formal assessment of the University on 30th, 31st January and 1st February, 2017 and thereafter the University received a communication from the office of NAAC that our University has been accredited with NAAC Grade A with CGPA score of 3.08. Prof. Kalra also conveyed thanks to faculty, non-teaching and para-medical staff members for putting in their best possible efforts in getting NAAC accreditation. It was conveyed that University will conduct regular meetings of IQAC on quarterly basis and prepare the Annual Quality Assurance Report every year and send it to the NAAC as per their requirement.

Minutes of 1st meeting of IQAC held on 21.3.2016 were circulated to all the members. Since no observations were received, the minutes were confirmed. The Vice-Chancellor apprised the House that the NAAC Peer Team had given its recommendations for quality enhancement of the University. These recommendations were discussed during a meeting convened at Vice-Chancellor's Secretariat on 15.5.2017 with authorities of University, Deans of Faculties and Heads of Departments to decide on the action to be taken on the recommendations by the NAAC Peer Team. The minutes of this meeting are appended for perusal.

Following decisions were taken in the 2nd meeting of IQAC :-

1. **Ph.D Programmes to be encouraged in every department** – It was conveyed that the University has recently framed the Ph.D guidelines which have already been approved by Academic & Executive Council of the University. The appointment of Dean (Research) is under active progress as per the decision taken by the Executive Council.

2. **Bio-medical waste management to be revamped** – Director, PGIMS informed that a Contractor has been assigned the charge to operate Incinerator Plant and to dispose Bio-medical waste effectively.
3. **Formal feedback mechanism** – It was conveyed that a Committee has been constituted under the Chairmanship of Dean Students Welfare regarding developing formal feedback mechanism. The meeting of the Committee has been scheduled on 21st June, 2017 and Committee will give its clear cut recommendation by creating feedback mechanism for all stakeholders at different levels.
4. **Ergonomics and Occupational Hazard Awareness** – A Committee was constituted under the Chairmanship of Medical Superintendent to look into various aspects of controlling occupational hazards, radiation exposure and chemical utilization. It was decided that one member each from Department of Microbiology, College of Nursing, Para-medics and DMS I/c ETP shall be included in the Committee already constituted for wider participation of stakeholders.
5. **Creation of posts of Professor Emeritus, Visiting Professor and Adjunct Professor** – The Vice-Chancellor conveyed that there is already provision for Professor Emeritus, and Visiting Professor in the University Ordinances. A Committee was constituted under the Chairmanship of Dean Academic Affairs. The committee recommended that provision for the post of Adjunct Professor may be made by the University. This will add value to the development of the University, further. The agenda will be placed before the next Academic & Executive Council meetings.
6. **Introduction to e-Governance** – The Vice-Chancellor informed that University has already taken several initiatives for implementation of e-governance such as E-file tracking system, Hospital management and information system, E-tendering, Updation of institutional websites, Broadcasting and telecasting of information, E-Library facility usage, Accounts & Pharmacy Software, Double entry accounts book keeping, Implementation of Digital University software, Live telecasting of OT procedures in conferences, Purchase of hardware and software, Demand for additional computers and laptops, Creation of IT Cell, Outsourcing of repair work of non-functional IT equipments, Wi-Fi facility in institute hostels with content regulation. The process of Live telecasting of OT procedures during the conference is underway as construction of 16 new Modular OTs is under way and out of these 3 Operation Theatres are being designed for Live telecasting of OT procedures. The Wi-Fi facility is being provided in various areas and very soon it will be provided in the whole campus.
7. **Establishment of Welfare Committee for Non-teaching staff** – As per the recommendation of NAAC Peer Team, the Welfare Committee for Non-teaching staff has been constituted and the members of Non-teaching Union will take care of it by contributing small amount of funds on monthly basis and shall submit proposal for its utilization for the welfare of non-teaching staff.
8. **Improvement of ICT in teaching/learning** – Professor I/c IT informed that multimedia projectors have been purchased for various Lecture Theatres and Interactive Boards are also available in various LTs. The Video-Conferencing facility has also been provided for Department of Forensic Medicine which will be commissioned very shortly. The

process for purchase of Video Conferencing Kit for administrative section is underway. It was also decided that Medical Education Unit and Department of IT & Telemedicine will organize a Workshop to acquaint the teachers and students to use ICT aids such as interactive white board etc.

9. Creation of Standard Operating Procedures – The Vice-Chancellor informed that various SOPs for functioning of various departments of the Hospital have been prepared under the guidance of Medical Superintendent. It was decided that soft copy of the same will be forwarded to all the faculty members and suggestions/comments will be invited. After incorporation of suitable suggestions, the SOPs will be published in the form of a booklet and also uploaded on the website.


10. Constant upgradation of IT infrastructure and Research Labs – Professor I/c IT informed that framing of IT Policy is under progress and purchases for upgrading research labs will be made after compiling the demand from various quarters.

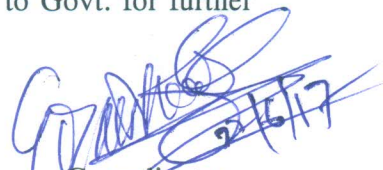
11. Capital Investment for Establishment of Skills Labs and Simulators – It was informed that Dr. R.K. Karwasra, Sr. Prof. & Head, Department of Surgery is in the process of developing Skill Laboratory. The Vice-Chancellor also informed that MoHFW is providing funds for establishing a Skill Laboratory for emergency medical staff under the aegis of NELS scheme of Govt. of India, MoHFW which has already been sanctioned for PGIMS. Under this scheme training for emergency skills shall be provided to Doctors & Para-medical staff working in Medical/Dental Colleges in the State of Haryana.

12. Financial Incentives for Super-specialist Faculty – A Committee was constituted under the Chairmanship of Pro Vice-Chancellor to look into the aspect of providing financial incentives for super-specialist faculty. The Committee recommended that two increments be given to the Super-specialist faculty at the entry level as Asstt. Prof. The members of IQAC also recommended the same. It was decided that the proposal shall be placed before the Executive Council before sending to the Govt.

13. Improvement of infrastructure in College of Physiotherapy – It was informed that Principal, College of Physiotherapy has submitted the DPR for construction of new building of College of Physiotherapy. The DPR will be forwarded to Govt. for further necessary action.

Meeting ended with a vote of thanks to the Chair


Hon'ble Vice-Chancellor
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Co-ordinator
NAAC