



# JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY PATIALA

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

## MINUTES OF THE MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) HELD ON 01-07-2022 AT 11.30 AM IN THE COMMITTEE ROOM OF THE UNIVERSITY

In the CIQA meeting held on 1-07-2022, the following members were present:

Prof. G.S. Batra, Director Planning and Monitoring, Jagat Guru Nanak Dev Punjab State Open University was present as special invitee to provide academic inputs.

Sr.No	Name and Address	Designation in CIQA
1.	Prof. (Dr.) Karamjeet Singh Vice-Chancellor Jagat Guru Nanak Dev Punjab State Open University, Patiala	Chairperson
2.	Prof. Manjulika Srivastva Director CIQA, IGNOU	Member (External Expert of ODL)
3.	Prof. Harsh Gandhar USOL Panjab University, Chandigarh	Member (External Expert of ODL)
4.	Prof. Vishal Goyal Department of Computer Science & Application Punjabi University, Patiala.	Member (Senior Teacher of HEI)
5.	Prof. Subheet Kumar Jain Director Directorate of Open and Distance Learning Guru Nanak Dev University Amritsar.	Member (Senior Teacher of HEI)
6.	Dr. Namita Gupta Centre for Human Rights & Duties Panjab University Chandigarh	Member (Outside Experts Industry & Academic )
7.	S. Pavitdeep Singh Vice President Natwest Group	Member (Outside Experts Industry & Academic)
8.	Prof. Gurdip Singh Batra Dean Academic Affairs Jagat Guru Nanak Dev Punjab State Open University, Patiala	Director CIQA Member Secretary
9.	Dr. Dharam Singh Sandhu Registrar Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member (Official from Administration and Finance )
10.	Prof. Kanwalvir Singh Dhindsa Controller of Examination Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member (Official from Administration and Finance)
11.	Dr. Amitoj Singh School of Science and Emerging Technology Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member (Faculty of School of Studies)
12.	Dr. Sukhpal Kaur School of Social Sciences and Liberal Arts Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member (Faculty of School of Studies)

13.	Dr. Pinky Sra School of Social Sciences and Liberal Arts Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member (Faculty of School of Studies)
14.	Dr. Amarjit Singh School of Languages Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member (Faculty of School of Studies)

Prof. Gurdip Singh Batra, Dean Academic Affairs, Director and Member Secretary CIQA welcomed the Chairperson and members of the Committee. Thereafter, he invited the Chairperson of the Committee, Prof. Karamjeet Singh, Vice Chancellor, JGND PSOU, to give his opening remarks and share the activities of the University with the Committee members.

**Chairperson’s Opening Remarks about University activities:**

- (i) The Chairperson welcomed the Committee members. He apprised the members regarding the establishment and the vision and mission of the University. He informed the Committee members regarding the new courses in different Schools of Studies and the different Programmes being offered by the Schools. The University has signed MoUs with Dr. Babasaheb Ambedkar Open University, Ahmedabad, Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi and other Universities and Institutions in an attempt to share academic resources.
- (ii) The Chairperson also shared with the members that the free education is being provided to deaf, mute and blind students. The University has entered into an agreement with the Deaf Cricket Foundation for the purpose of preparing compatible user friendly study material for such students.
- (iii) Under the ‘Sikhya Daat’ Programme (as a CSR), education is also being provided to jail inmates of Punjab at minimal cost. Requisite agreements regarding this have been signed with the Prison Department of Punjab Government.
- (iv) Another achievement of the University, the Chairperson revealed, that university has offered number of certificate and diploma courses to all the Government Colleges of Punjab, as well as a number of aided colleges of Punjab. These skill based Certificate/ Diploma Courses under affiliation of a single University this i.e. JGND PSOU University. 16 Certificate Courses have been identified by colleges to be offered under affiliation of this University. The response of students studying in these colleges in seeking admission in these Courses has been overwhelming , More than 7500 students got admission with a fortnight of the launch of this initiative.
- (v) The Publication Bureau of the University has published the book ‘Introduction to Sikhism: Teaching of Sikh Gurus, authored by the Vice Chancellor Prof. Karamjeet Singh. The book dwells on the life, teachings, ideals of Sikh Guru and Sikhism.

The multifarious activities of the University were much appreciated and lauded by the Committee members.

Thereafter, the following **Agenda items** were discussed and resolved in the meeting:

<b>ITEM No. 1</b>	<b>To appraise the Committee of the establishment of Schools of Studies and Programmes offered</b>																					
1.1	<p>• <b><u>Regarding Schools of Studies and Programmes</u></b></p> <p>The University has established six Schools of Studies in various disciplines. Various degree, diploma and certificate programmes as following are being offered in these Schools. New Certificate/ Diploma Courses at the University level and in Govt. Colleges/ Govt. Aided Colleges have been started by the University. The list of these courses is given below and has also been given in the Annexure VIII.</p> <table border="0"> <thead> <tr> <th data-bbox="320 472 616 501"><b>Sr. No.</b></th> <th data-bbox="320 472 1023 501"><b>Name of School</b></th> <th data-bbox="1091 472 1362 501"><b>Programmes Offered</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="320 510 336 539">i.</td> <td data-bbox="320 510 852 539">School of Social Sciences and Liberal Arts</td> <td data-bbox="1043 546 1321 575">• B.A. (Liberal Arts)</td> </tr> <tr> <td data-bbox="320 577 336 607">ii.</td> <td data-bbox="320 577 927 607">School of Business Management and Commerce</td> <td data-bbox="1043 613 1430 779"> <ul style="list-style-type: none"> <li>• B.Com (Digital)</li> <li>• Certificate Course in Digital Marketing</li> <li>• Certificate Course in Rural Management</li> </ul> </td> </tr> <tr> <td data-bbox="320 786 336 815">iii.</td> <td data-bbox="320 786 922 815">School of Sciences and Emerging Technologies</td> <td data-bbox="1043 822 1493 1263"> <ul style="list-style-type: none"> <li>• B. Sc. (Data Science)</li> <li>• *Diploma/Certificate Course in Multimedia and Animation</li> <li>• *Diploma/ Certificate Course in Mobile Application Development</li> <li>• *Diploma/ Certificate Course in Web Application Development</li> <li>• Certificate Course in Cyber Security</li> <li>• Certificate Course in Artificial Intelligence &amp; its Application</li> <li>• *Certificate Course in Open Office (Apache)</li> </ul> </td> </tr> <tr> <td data-bbox="320 1270 336 1299">iv.</td> <td data-bbox="320 1270 608 1299">School of Languages</td> <td data-bbox="1043 1305 1509 1440"> <ul style="list-style-type: none"> <li>• Certificate Course in Effective Business &amp; Social Communication</li> <li>• Certificate Course in The Science of Happiness at work</li> </ul> </td> </tr> <tr> <td data-bbox="320 1473 336 1503">v.</td> <td data-bbox="320 1473 679 1503">School of Religious Studies</td> <td data-bbox="1043 1509 1477 1682"> <ul style="list-style-type: none"> <li>• Diploma in Sikh Theology</li> <li>• Certificate Course in Values and Learning of Sikhism</li> <li>• *Certificate Course in Sri Guru Granth Sahib</li> </ul> </td> </tr> <tr> <td data-bbox="320 1688 336 1718">vi.</td> <td data-bbox="320 1688 746 1718">School of Education &amp; Vocation</td> <td data-bbox="1091 1688 1493 1749">Certificate Course in Creativity &amp; Innovation in School Education.</td> </tr> </tbody> </table> <p>The Schools and the Programme(s) to be offered in each School have been duly approved by the Academic Council and the Board of Governors.</p> <p>* Newly introduced Courses from January 2022 session.</p> <ul style="list-style-type: none"> <li>• All Degree Programmes have the due approval of UGC Distance Education Bureau vide notification no. F.No. 32-1/2021 (DEB IV) dated 30-11-2021 pp 3-4, till 2025-26.</li> </ul>	<b>Sr. No.</b>	<b>Name of School</b>	<b>Programmes Offered</b>	i.	School of Social Sciences and Liberal Arts	• B.A. (Liberal Arts)	ii.	School of Business Management and Commerce	<ul style="list-style-type: none"> <li>• B.Com (Digital)</li> <li>• Certificate Course in Digital Marketing</li> <li>• Certificate Course in Rural Management</li> </ul>	iii.	School of Sciences and Emerging Technologies	<ul style="list-style-type: none"> <li>• B. Sc. (Data Science)</li> <li>• *Diploma/Certificate Course in Multimedia and Animation</li> <li>• *Diploma/ Certificate Course in Mobile Application Development</li> <li>• *Diploma/ Certificate Course in Web Application Development</li> <li>• Certificate Course in Cyber Security</li> <li>• Certificate Course in Artificial Intelligence &amp; its Application</li> <li>• *Certificate Course in Open Office (Apache)</li> </ul>	iv.	School of Languages	<ul style="list-style-type: none"> <li>• Certificate Course in Effective Business &amp; Social Communication</li> <li>• Certificate Course in The Science of Happiness at work</li> </ul>	v.	School of Religious Studies	<ul style="list-style-type: none"> <li>• Diploma in Sikh Theology</li> <li>• Certificate Course in Values and Learning of Sikhism</li> <li>• *Certificate Course in Sri Guru Granth Sahib</li> </ul>	vi.	School of Education & Vocation	Certificate Course in Creativity & Innovation in School Education.
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1.2	<b>Decision:</b> The Committee noted the action regarding the establishment of Schools of Studies.																					
<b>ITEM No. 2</b>	<b>To appraise New Programmes &amp; Initiative and Professional Certificate Courses</b>																					

2.1	<p><b><u>New Programmes and Initiatives</u></b></p> <p>(i) M.Com., M.A. (English), M.A. (Punjabi), Bachelor of Business Administration (BBA) and Certificate Course in Sri Guru Granth Sahib Studies will be offered from the Session 2022-23. Approval of these programmes along with the fee structure of these programmes was duly given by Academic Council and Board of Governors. An application has been submitted along with necessary documents to DEB for approval of these programmes from the session 2022-23. (Annexure II)</p> <p>(ii) Apart from these programmes a number of Certificate Courses have also been initiated which will enhance the employability skills of learners.</p> <p><b>Professional Certificate Courses</b></p> <ul style="list-style-type: none"> <li>• Certificate Course in GST Filing and Practice</li> <li>• Certificate Course in Income Tax Filing and Documentation</li> </ul> <p>(iii) New subjects in the Bachelor of Arts (Liberal Arts) programme will be introduced from the session 2022-23. These are (i) Geography (ii) Public Administration (iii) Punjabi Elective and (iv) Religious Studies. Syllabi of these four Courses was prepared and presented before the Board of Studies and the same was duly approved by the Board of Studies. (Annexure III)</p>
2.2	<p><b>Decision:</b> The Committee noted the action regarding New programmes and initiatives and introduction of new subjects in BA Liberal Arts.</p>
ITEM No. 3	<p><b>To appraise Programme Project Reports (PPRs), Syllabi and Study Material</b></p>
3.1	<p><b><u>Programme Project Reports (PPRs), Syllabi and Study Material</u></b></p> <ul style="list-style-type: none"> <li>• A Committee of Experts (in lieu of Board of Studies) was constituted to formulate the Programme Project Reports (PPRs) cum syllabi for each Programme. The PPRs cum syllabi as well as the fee structure for each programme were presented before the Academic Council and the same were duly approved by the statutory bodies.</li> <li>• The study material was prepared with the help of and in consultation with qualified (as per UGC norms) teachers of various Universities and Colleges. Guidelines of UGC DEB regarding quality norms were strictly adhered to in preparation of study material. The study material is also being translated into Punjabi with the help of experts to meet the requirements of students who have adopted Punjabi as the medium of instructions.</li> <li>• The University has started a basic course on ਸਿੱਖ ਧਰਮ – ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ (Sikh Religion – An introduction). A textbook entitled Sikh Religion: An Introduction authored by Hon'ble Vice Chancellor Prof. Karamjeet Singh was published in Punjabi as well as in Hindi by the University Publication Bureau. Its English version of this book is under process.</li> <li>• The University has prepared Academic Calendar for the Session 2022-23. Annexure</li> </ul>
3.2	<p><b>Decision:</b> The Committee noted the action taken regarding PPR's syllabi and study material and starting a basic course on ਸਿੱਖ ਧਰਮ – ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ. Committee approved the Academic Calendar for the session 2022-23.</p>
ITEM No. 4	<p><b>To appraise Learner Support Centres (LSCs)</b></p>
4.1	<p><b><u>Learner Support Centres (LSCs)</u></b></p> <p>Learner Support Centres (LSCs) have been established all over Punjab (the territorial jurisdiction of the University) in Colleges of repute. The coordinators in each LSC are qualified as per UGC norms. Approval for the same has been given by Board of Governors. (Annexure IV)</p> <p>Apart from co-ordinators from LSCs, the faculty at the University act as mentors for students in their respective Courses and remains in constant touch with them on email/mobile to guide them and provide consultation on all academia related matters.</p>
4.2	<p><b>Decision:</b> The Committee noted the action regarding establishment of various Learner support centres.</p>
ITEM No. 5	<p><b>To appraise regarding Programme of Admissions</b></p>
5.1	<p><b><u>Admissions</u></b></p> <ul style="list-style-type: none"> <li>• In the Academic Session 2021-22 (beginning November 2021 as per UGC notification), a total of 331 candidates were admitted in various programmes as per the details provided in</li> </ul>

	<p>Annexure V. It is pertinent to mention here that 7547 students have taken admission in these courses in the Govt. /Govt. Aided Colleges. The requisite information regarding admission, study material has been uploaded on the University website.</p> <ul style="list-style-type: none"> <li>• The University has initiated a noble cause of offering programmes for deaf, mute and blind candidates free of cost with the approval of Academic Council and Board of Governors. A total number of 17 candidates were admitted in various programmes as per the details provided in Annexure V. An MoU was signed with DCF to provide study material in sign and Braille language.</li> <li>• A special programme ‘Sikhya Daat’ as a Social Responsibility effort in collaboration with the Prison Department of Punjab Government to impart higher education to jail inmates has been initiated. The programme mentoring/learning, admission process and exams will be conducted through LSCs. A total number of 54 candidates were admitted in various programmes as per the details provided in Annexure V.</li> </ul>
5.2	<b>Decision:</b> The Committee noted the progress regarding increasing admission enrolment in different certificate/Degree courses and in other segments.
ITEM No. 6	<b>To appraise Student Leadership Programme (SLP) in collaboration with Indian Development Foundation (IDF)</b>
6.1	A Student Leadership Programme (SLP) in collaboration with Indian Development Foundation (IDF) to develop leadership among students has been initiated. The Programme mentoring/learning will be conducted by the University faculty personally as mentors for students in various schools and colleges. An MoU was signed by the University with IDF for the Student Leadership Program.
6.2	<b>Decision:</b> The Committee noted the action regarding MoU to IDF for Student Leadership Program
ITEM No. 7	<b>To appraise the committee members regards MOU with TISS</b>
7.1	The University has signed an MoU with Tata Institute of Social Sciences (TISS) to offer under graduate and post graduate programmes to enhance academic and research activities of Jagat Guru Nanak Dev Punjab Open University. TISS will act as mentor of JGND PSOU for the Social Science Programme of the University.
7.2	Decision: The Committee noted the action regarding Academic Association with TISS to enhance various University Programme.
ITEM No. 8	<b>To appraise Faculty Development Programmes (FDP), Workshop/Seminar/Webinar during the Academic Session 2021-22.</b>
8.1	<p>The University has organized the following Faculty Development Programmes (FDP), Workshop/Seminar/Webinar during the Academic Session 2021-22.</p> <p>(i) Online Faculty Development Programme on Enabling the Professional Development of Faculty on IR 4.0 Technology on 28 March to 1 April 2022</p> <p>(ii) The University has organized workshops during the Session 2021-22.</p> <ul style="list-style-type: none"> <li>• Workshop on Basics of Computer Operations and Office Management on 28 April 2022.</li> <li>• Workshop on Student Leadership Programme on 9 May 2022.</li> <li>• Workshop on Effective Teaching Learning on 28 and 29 June 2022.</li> </ul> <p>(iii) The University has organized various webinars during the session 2021-22.</p> <ul style="list-style-type: none"> <li>• Webinar on Sri Guru Teg Bahadur Sahib Ji di Shahadat: Itihasic Parpekh on 8 December 2021</li> <li>• Webinar on “Char Sahibzadian Di Shhadat Nu Samarpit” on 27 December 2021</li> <li>• National webinar on Girl Child in India : Issues and Concerns on 24 January 2022.</li> <li>• Webinar on Azadi Ka Amrit Mahotsav on 26 January 2022.</li> <li>• International on Gender Equality for Sustainable Tomorrow on 8 March 2022</li> <li>• National webinar on Accounting in the Digital Era on 15 March 2022.</li> <li>• National Webinar on Dr. B.R. Ambedkar vision of social inclusion on 14 April 2022</li> <li>• Webinar on relevance of teachings of Lord Parshuram in modern context on 3 May 2022.</li> <li>• National webinar on Secrets of Healthy Life on 28 May 2022.</li> </ul>
8.2	<b>Decision:</b> University noted the action regarding organizing various FDP / organizing workshops/webinar for the faculty of university during the Academic Session 2021-22.
ITEM No. 9	<b>To appraise Certificate/Diploma Courses are being offered by Govt. Colleges of Punjab in affiliation with JGND</b>

9.1	Certificate/Diploma Courses are being offered by Govt. Colleges of Punjab in affiliation with JGND Punjab State Open University Patiala. The list of these Courses are as per Annexure VI
9.2	<b>Decision:</b> The Committee noted the action regarding various Certificates/Diploma programme as per Annexure VI
ITEM No. 10	<b>To appraise Research and Development Cell (R&amp;D) and Academic &amp; Administrative structure of the University.</b>
10.1	<ul style="list-style-type: none"> <li>• Research and Development Cell (R&amp;D) has been established by JGND PSOU which aims to nurture research culture; and promote research in newly emerging and challenging areas. The University has appointed Dr. Gurdip Singh Batra, Dean Academic Affairs as incharge of R&amp;D Cell. The faculty has submitted four research proposals under this cell to AICTE under ATAL FDP Scheme for funding.</li> <li>• The University has constituted the following Committees to streamline the Academic and Administrative structure of the University. <ul style="list-style-type: none"> <li>➤ Academic Committee</li> <li>➤ Administrative Committee</li> <li>➤ Technical Committee</li> <li>➤ Examination Committee</li> <li>➤ Inspection Committee (General Purchase)</li> <li>➤ Inspection Committee (I.T. Purchase)</li> </ul> </li> <li>• The University has constituted the different cells for various Centres of the University for the effective functioning and the benefit of students, faculty and staff as per Annexure VII</li> </ul>
10.2	<b>Decision:</b> The Committee noted the decision regarding establishment of R & D cell and constitution of different Committee to streamline the Academic and Administrative structure of the University.
ITEM No. 11	<b>To appraise Strengthening the Academic Infrastructure and Facilities for Teaching Learning Process</b>
11.1	<p><b>Strengthening the Academic Infrastructure:</b></p> <p>(i) Multimedia facility – The University has established a State of art multimedia studio to prepare e-content for the different programmes of the University. This multimedia studio include audio visual recording, reaching out to students through online mode and access to digital content also. This studio also provide live streaming which facilitate the faculty to go live in form of webinars etc. As per specification concerned, this studio is equipped with 4K professional video camera, audio mixer, switcher, wireless lapel, microphones, touchpad screen with writing pad, reference screen and also have studio lights for visuals.</p> <p><b>Facilities for Teaching Learning</b></p> <p>(i) Academic Block of the University has separate sitting facility for the faculty, computer systems, and wifi facility etc.</p>
11.2	<b>Decision:</b> The Committee noted the decision regarding strengthening of the physical infrastructure for the teaching-learning process for the faculty of university

1. Hon'ble members of the Committee suggested to establish a NEP cell in the university
2. The Committee suggested that the nomenclature of B.Com program may be revised.
3. Committee also suggested that NAAC guidelines as to MOOCs for Open University may be given due consideration.

The meeting ended on a positive note with the Committee members congratulating the Chairperson and the entire team for the rapid strides made by the University in a short period of time.

Prof. G. S. Batra  
Director, CIQA

For Confirmation:  
Prof. Karamjeet Singh  
Vice Chancellor  
Chairperson, CIQA