

# **RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB**

**(Established Under Punjab Act No. 12 of 2006)**

**Accredited with 'A' Grade by NAAC**



## **PROCEEDINGS OF THE MEETING OF THE RGNUL INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**held on**

**12<sup>TH</sup> APRIL 2017**

**CONFERENCE HALL, ADMINISTRATIVE BLOCK, RGNUL CAMPUS, SIDHUWAL, PATIALA**

## LIST OF IQAC MEMBERS

1.	<b>Professor (Dr.) Paramjit S. Jaswal</b> Vice-Chancellor, RGNUL	Chairman	11.	<b>Dr. Anand Pawar</b> Associate Professor of Law, RGNUL 9781029799	Member
2.	<b>Professor (Dr.) G.I.S. Sandhu</b> Director (Registrar, RGNUL)	Director	12.	<b>Dr. Manoj Kumar</b> Assistant Professor of Law, RGNUL	Member
3.	<b>Professor (Dr.) L.S. Sidhu</b> Former Head & Dean Academic Affairs Punjabi University, Patiala # 4287, Urban Estate, Phase-II, Patiala	Member	13.	<b>Dr. Jasleen Kewlani</b> Assistant Professor of Sociology, RGNUL	Member (on Leave)
4.	<b>Professor S.P. Tewari,</b> Professor (Retd.), Panjab University, Chandigarh #1601/44-B, Chandigarh	Member	14.	<b>Dr. Renuka Salathia</b> Assistant Professor of Law, RGNUL	Member
5.	<b>Professor (Dr.) R.K. Singh</b> Former Head and Professor of Law Punjabi University, Patiala #120, Urban Estate, Phase III	Member	15.	<b>Dr. Shilpa Jain</b> Assistant Professor of Law, RGNUL	Member
6.	<b>Mr. Rajinder Aggarwal</b> ADJ, Patiala	Member	16.	<b>Dr. Shruti Goyal</b> Assistant Professor of Law, RGNUL	Member
7.	<b>Professor B.S. Malhi</b> Controller of Examination (Sr. Administrative Officer) Ph. 0175-2286379; Mobile: 9814706999	Member	17.	<b>Ms. Ivneet Walia</b> Assistant Professor of Law, RGNUL	Member
8.	<b>Professor (Dr.) Anirudh Parsad</b> Professor of Law, RGNUL	Member	18.	<b>Ms. Suzanna Augustine George</b> LL.M. Student , RGNUL	Member
9.	<b>Dr. Niraj Pasricha</b> Finance Officer, RGNUL	Member	19.	<b>Ms. Isha Singh</b> Fifth Year Student , RGNUL	Member
10.	<b>Dr. V.K. Anand</b> Librarian, RGNUL		20.	<b>Dr. Tanya Mander</b> Assistant Professor of English Coordinator IQAC, RGNUL Mobile: 9855073266	Coordinator

# RGNUL IQAC MEETING

## 12<sup>TH</sup> APRIL 2017

The Fifth Annual Meeting of the Internal Quality Assurance Cell (IQAC) was held on 12<sup>th</sup> April 2017 at 11:30 a.m. at the Conference Hall, Administrative Block, RGNUL Campus, Sidhuwal Patiala, under the Chairmanship of Professor (Dr.) Paramjit S. Jaswal, Vice-Chancellor, RGNUL. The following members were present:

1.	<b>Professor (Dr.) Paramjit S. Jaswal</b> Vice-Chancellor, RGNUL	Chairman	9.	<b>Dr. Anand Pawar</b> Associate Professor of Law, RGNUL	Member
2.	<b>Professor (Dr.) G.I.S. Sandhu</b> Director (Registrar, RGNUL)	Director	10.	<b>Dr. Manoj Kumar</b> Assistant Professor of Law, RGNUL	Member
3.	<b>Professor (Dr.) L.S. Sidhu</b> Former Head & Dean Academic Affairs Punjabi University, Patiala	Member	11.	<b>Dr. Renuka Salathia</b> Assistant Professor of Law, RGNUL	Member
4.	<b>Professor S.P. Tewari,</b> Professor (Retd.), Panjab University, Chandigarh	Member	12.	<b>Dr. Shilpa Jain</b> Assistant Professor of Law, RGNUL	Member
5.	<b>Professor (Dr.) R.K. Singh</b> Former Head and Professor of Law Punjabi University, Patiala	Member	13.	<b>Dr. Shruti Goyal</b> Assistant Professor of Law, RGNUL	Member
6.	<b>Professor B.S. Malhi</b> Controller of Examination (Sr. Administrative Officer)	Member	14.	<b>Ms. Ivneet Walia</b> Assistant Professor of Law, RGNUL	Member
7.	<b>Professor (Dr.) Anirudh Parsad</b> Professor of Law, RGNUL	Member	15.	<b>Ms. Isha Singh</b> Fifth Year Student , RGNUL	Member
8.	<b>Dr. Niraj Pasricha</b> Finance Officer, RGNUL	Member	16.	<b>Dr. Tanya Mander</b> Assistant Professor of English Coordinator IQAC, RGNUL (Mobile: 9855073266)	Coordinator IQAC (Member)
9.	<b>Dr. V.K. Anand</b> Librarian, RGNUL	Member			

**Note:** Mr. Rajinder Aggarwal, ADJ, Moga could not attend this meeting, Dr. Jasleen Kewlani, Assistant Professor of Sociology, RGNUL. (Member) was on leave. Ms. Suzanna Augustine George, LL.M. Student, RGNUL (Member) was on leave.

## PROCEEDINGS OF THE MEETINGS

The meeting started with a welcome note from the Chairman. The items of the agenda were taken up one by one and dully discussed and deliberated and decided as under:

ITEM (1)	<b>APPRAISAL OF THE PROCEEDINGS OF THE PREVIOUS IQAC MEETING HELD ON 24.12.2015 AS APPROVED BY THE EXECUTIVE COUNCIL (ANNEXURE-1).</b>		
AGENDA NOTE	DISCUSSION	DECISION	ACTION (S) REQUIRED
To consider the proceedings of the previous meeting of IQAC as approved by RGNUL the Academic Council and Executive Council in their respective meetings held on 05.11.2016, annexed for the perusal of the members.	Members perused the proceeding of last meeting	Action Approved	Progress found satisfactory and further follow up actions advised

<b>ITEM (2) NEED TO APPOINT COUNSELLOR / PSYCHOLOGIST FOR THE RGNUL STUDENTS.</b>			
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
In its previous meetings IQAC considered the issue of engaging / appointing Psychologist / Counselor for the students at the campus for their overall well being . As suggested at the meeting of IQAC Dr. Vandana Sharma, Department of Psychology Punjabi University, Patiala and Dr. Upneet Lali, Deputy Director, Correctional Institute, Chandigarh ( <u>ANNEXURE-2</u> ) were contacted for providing regular counseling of the students. However, they have expressed inability due busy schedule and occupation for frequent visit but were needy to be associated for providing guidance and support. The RGNUL students need the assistance of qualified psychologist. Therefore, matter is being put for consideration again.	<b>The members of the committee, discussed the need of having a psychologist / therapist psychiatrist on the campus. It was also put forward that psychologist from the academia have, in past, expressed in ability for regular visit because of their busy schedule and occupation. The stresses and strain of the young adolescents require regular and expert attention.</b>	1. It was decided that city hospitals such as Columbia Asia and Amar Hospital may be approached to have counselors on rotation, available on the campus	RGNUL medical officer to contact the experts and arrange periodical visits as per requirement.

<b>ITEM (3) TO INITIATE THE PROCESS OF THE REVIEW OF CURRICULUM / SYLLABI FROM THE OUTSIDE EXPERTS.</b>			
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
In its previous meeting RGNUL had put up the agenda to get curriculum reviewed by the outside experts. In the mean time RGNUL Academic council has further reviewed the Scheme of Study for Graduation Course. Therefore, matter is again being put up for consideration for review of various subject to make there more relevant and updated.  In the next academic session 2017-2018 new scheme of study has been adopted. It makes it imperative to get the curriculum reviewed and revised from the outside expert ( <u>ANNEXURE-3</u> ).	<b>The members of the committee were apprised about the revised scheme of study for B.A.LL.B. (Hons.) Course. The RGNUL has adopted Choice Based Credit System. Further, mentioning that new course contents to be drafted and to be reviewed by the expert members from outside.</b>  <b>The Vice-Chancellor also put on the table, proposal to work on the teaching Schedule, of each subject by the teacher, specifically teaching, carrying details of lectures required per module and topic and also study resources other than recommended readings. In the discussion, the student member of IQAC, suggested and advocated that cases relevant to the subject may be made part of the curriculum.</b>	<ul style="list-style-type: none"> <li>• It was unanimously decided that a detailed teaching schedule clearly specifying hours, further readings and also cases pertaining to the specific modules, to be made part of the teaching schedule.</li> <li>• Library, to send case laws, Supreme Court Newspaper, which it does to the faculty, to the students as well.</li> <li>• Dr. Manoj Kumar Sharma to draft the proforma of the teaching schedule.</li> <li>• Worthy Vice-Chancellor to nominate experts for reviewing the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers to fill in the teaching modules and submit to the academic office before the commencement of the classes.</li> <li>• Academic office to give out proforma of teaching modules to the concerned teacher at the beginning of the semester.</li> <li>• The academic office to ensure that teaching modules are put up on the ERP portal</li> </ul>

ITEM (4) TO APPRISE THE MEMBERS OF THE SHIFTING OF RESEARCH CENTRES AT RGNUL LIBRARY AND TO FURTHER DISCUSS MODALITIES AND NORMS FOR THE EFFICIENT WORKING OF RESEARCH CENTRES.			
AGENDA NOTE	DISCUSSION	DECISION	ACTION (S) REQUIRED
<p>Post NAAC Accreditation 2015, it was decided in the IQAC meeting 24.12.2015 that all Research Centres have to be setup within the main building of RGNUL, Library.</p> <p>To augment research activities with an objective achieve excellence the Research Centres were made functional with basic infrastructure. The Centres have been given adequate space and all the required furniture. IQAC coordinated the meeting between the Vice-Chancellor, the Registrar and all the Deputy Coordinators of the Research Centres on 23.11.2016. To review the issues raised during the visit of NAAC Peer Review Team.</p> <p>Views of Co-ordinator are required to be shared at the meeting to further argument furnishing of the Research Centres <u>(ANNEXURE-4)</u>.</p>	<ul style="list-style-type: none"> <li>• Discussed that each coordinator must ensure that centre is functional and able to achieve optimum in research.</li> <li>• It was also discussed that IQAC to Coordinate meeting between Research Centre, Coordinators and Library to form norms on the functioning of RGNUL Research Centres within the libraries.</li> <li>• Discussed a mechanism to keep record of students who visit the Centres in relation to any work of the Centre</li> </ul>	<p>Decided that:</p> <ul style="list-style-type: none"> <li>○ each coordinator must ensure that centre is functional and able to achieve optimum in research.</li> <li>○ IQAC to coordinate meeting between Research Centre, Coordinators and Library to form norms on the functioning of RGNUL Research Centres within the libraries.</li> <li>○ enhance a mechanism to keep record of students who visit the Centres in relation to any work of the Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Steps as mentioned in the decision to be taken up.</li> </ul>

ITEM (5) TO REVIEW THE WORK UNDERTAKEN BY THE SUB COMMITTEE FORMED TO STRENGTHEN THE ALUMNI NETWORK.			
AGENDA NOTE	DISCUSSION	DECISION	ACTION (S) REQUIRED
<p>In its meetings dated 23.11.2016 the Vice-Chancellor constituted the committee of the following faculty members for compiling the status of the alumni.</p> <ol style="list-style-type: none"> <li>1. Dr. Anand Pawar, Professor of Law</li> <li>2. Dr. Abhinandan Bassi, Assistant Professor of Law</li> <li>3. Dr. Shilpa Jain, Assistant Professor of Law</li> </ol> <p>The committee was to collect compile information in detail about the RGNUL alumni. Progress to be reviewed at the meeting. <u>(ANNEXURE-5)</u>.</p>	<p>RGNUL alumni is doing very well, however in the discussion, it came to the fore that alumni network and its association with the University needs to be strengthened. In a meeting dated <u>04 November 2016 (Internal Meeting)</u> the worthy Vice-Chancellor had constituted the committee of the following members:</p> <ol style="list-style-type: none"> <li>1. Dr. Anand Power, Professor of Law</li> <li>2. Dr. Abhinandan Bassi, Assistant Professor of Law</li> <li>3. Dr. Shilpa Jain, Assistant Professor of Law</li> </ol>	<ol style="list-style-type: none"> <li>1. The committee was asked to convene a meeting with Librarian, so as to strengthen the alumni network by sending them greetings on special occasion.</li> <li>2. The committee was asked to fix date for the Alumni Meet, 2017</li> </ol>	<ol style="list-style-type: none"> <li>1. The committee to submit the date for the alumni meet 2017</li> <li>2. The committee and the library to work on the modalities required to strengthen the alumni network</li> </ol>

ITEM (6)	<b>TO REVIEW AND BETTER THE EVENT COORDINATION AT RGNUL.</b>		
AGENDA NOTE	DISCUSSION	DECISION	ACTION (S) REQUIRED
<p>The University has been organizing and coordinating various research activities and student competitions. However, the coordinators of various events have felt and experienced hardships with respect the accountancy part of the event. To facilitate a hassle free coordination, a clerk from the accounts branch can be associated with every event. For consideration at the meeting.</p>	<p><b>The members of IQAC were apprised that the University has been Organising and Coordinating various research activities and also national level student competitions. Event coordinators have experienced hardships with respect to the accountancy part of the event. Various aspects of the event coordinating were duly discussed. It was suggested that a centralized mechanism may be evolved.</b></p>	<p>The Committee unanimously decided that the following would be responsible, during event coordination:</p> <ol style="list-style-type: none"> <li>1. <b>Mr. Satish Kumar:</b> For procuring all that is required for the event (Stationary, folders, file etc. etc.). The coordinator has to submit the list of things well in advance.</li> <li>2. <b>Mr. Bharat Bhusan:</b> To deal with matter of account, related to the event. Mr. Bhusan to assist the Coordinator with preparing account documents, filing the bills, preparing P.O., if any required etc. etc.</li> <li>3. <b>Mr. Kuldeep Kumar and Inderpreet Singh:</b> To Print, required number of Certificates and to maintain register about number of Certificates printed for Particular events.</li> <li>4. <b>Event Coordinator:</b> to maintain register and details of names designation / address to whom the certificates were issued.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>The Finance Officer to appraise the members of the accounts branch.</b></li> <li>2. <b>Event coordinators to submit their requirements 15 days before the event to the concerned person.</b></li> <li>3. <b>Other actions as per decision</b></li> </ol>

<b>ITEM (7)</b>	<b>TO REVIEW THE LIBRARY TIMINGS AT RGNUL.</b>						
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>				
<p>The University has established the <i>state-of-the-art</i> library with more than 31,000 books on the shelves. The present timings of the University as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Library Timings -</td> <td>9:00 a.m. to 8:00 p.m. (books can be issued upto 5:30 p.m.)</td> </tr> <tr> <td>Outer Reading Hall-</td> <td>11:00 p.m. (boys)  9:00 p.m. (girls)</td> </tr> </table> <p>1. The first floor which houses, Moot Court preparation room, 4 Research Centres, a Conference Room is inaccessible after 5:00 p.m.. There is no separate space for faculty members (who are not associated with any centre) to undertake research and read in the library. The University has received letters of request to review the timings by the students. For consideration at the meeting.</p>	Library Timings -	9:00 a.m. to 8:00 p.m. (books can be issued upto 5:30 p.m.)	Outer Reading Hall-	11:00 p.m. (boys)  9:00 p.m. (girls)	<p><b>The worthy Vice-Chancellor initiated the discussion with acknowledging the Library as heart of an academic institution. The entire committee was unanimous in its view that the <i>state-of-the-art</i> RGNUL Library must be accessible to the students &amp; faculty.</b></p>	<p>After much discussion, it was decided that:</p> <ol style="list-style-type: none"> <li>1. Library timings shall be till 10:00 p.m. for all.</li> <li>2. Library will be all accessible till 10:00 p.m.</li> <li>3. Library shall remain open on holidays except National Holidays.</li> </ol>	<p><b>The Librarian to take necessary steps to ensure easy and complete accessibility to the library.</b></p>
Library Timings -	9:00 a.m. to 8:00 p.m. (books can be issued upto 5:30 p.m.)						
Outer Reading Hall-	11:00 p.m. (boys)  9:00 p.m. (girls)						



**ITEM (8) ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR.**

<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
Student member Isha initiated the discussion on University Health Centre and drew the attention of the worthy Vice-Chancellor to some of the problems faced by students while dealing with the University Health Centre Staff	<b>In the discussion the worthy Vice-Chancellor appreciated and lauded Ms. Isha for her initiative. He also pointed out that University Health Centre is one of the best and that he was willing to look into the matter.</b>	<p><b>A Committee of the following should be constituted:</b></p> <ol style="list-style-type: none"> <li><b>1. Wardens</b></li> <li><b>2. Medical Officer</b></li> <li><b>3. Administrative Officer</b></li> <li><b>4. Student Representative</b></li> <li><b>5. IQAC Coordinator</b></li> </ol> <p><b>The committee should do the needful and submit the report to the Vice-Chancellor</b></p>	<p><b>Action required as per decision a committee may be constituted:</b></p> <ol style="list-style-type: none"> <li><b>1. Wardens</b></li> <li><b>2. Medical Officer</b></li> <li><b>3. Administrative Officer</b></li> <li><b>4. Student Representative</b></li> <li><b>5. IQAC Coordinator</b></li> </ol> <p><b>The committee should do the needful and submit the report to the Vice-Chancellor</b></p>

**The meeting concluded with vote of thanks to the members of their valuable suggestions.**

**(Dr. Tanya Mander)**  
Co-ordinator IQAC and  
Assistant Professor of English

**Proceeding Verified**

**Professor (Dr.) G.I.S. Sandhu**  
Director IQAC and  
Registrar RGNUL

**Proceedings Confirmed to be put up before Executive Council for information and Approval**

**Professor (Dr.) Paramjit S. Jaswal**  
Chairman IQAC and  
Vice-Chancellor RGNUL