



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 FIRST MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) HELD ON 17-02-2022 AT 11.30 AM IN THE COMMITTEE ROOM OF THE UNIVERSITY

In the first meeting of CIQA held on 17-02-2022, the following members were present:

1	Prof. (Dr.) Karamjeet Singh Vice-Chancellor Jagat Guru Nanak Dev Punjab State Open University, Patiala	Chairperson
2	Prof. Manjit Singh Department of Applied Management Punjabi University, Patiala.	External Member (attended online)
3	Prof. Shailender Saini Department of Distance Education Punjabi University, Patiala.	External Member (attended online)
4	Prof. Subheet Kumar Jain Director Directorate of Open and Distance Learning Guru Nanak Dev University Amritsar.	External Member (attended online)
5	Dr. Gurleen Ahluwalia School of Languages	Member
6	Dr. Rohit Kumar School of Business Management and Commerce	Member
7	Dr. Amitoj Singh School of Sciences and Emerging Technologies	Member
8	Prof. Manjulika Srivastva Director CIQA, IGNOU	External Member (attended online)
9	Prof. Harsh Gandhar USOL, Panjab University, Chandigarh	External Member (attended online)
10	Dr. Dharam Singh Sandhu (Registrar) Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member
11	Dr. Lakhvinder Singh Bedi Controller of Examination Jagat Guru Nanak Dev Punjab State Open University, Patiala	Member
12	Prof. Anita Gill Dean Academic Affairs Jagat Guru Nanak Dev Punjab State Open University, Patiala	Director CIQA Member Secretary

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.

Prof. Anita Gill, Dean Academic Affairs, Director and Member Secretary CIQA welcomed the Chairperson and members of the Committee. Thereafter, she 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 setting up of 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 University, in keeping up with its motto of SEWA (Skill Enhancement, Employability, Wisdom and Accessibility), has introduced Programmes which are skill and employability enhancing. Not only this, as a mark of respect to the 550th birth anniversary of the founder of Sikhism, Guru Nanak Dev, after whom the University has received its pious name, free education has been offered to 550 students belonging to EWS category, irrespective of caste, creed, religion etc.
- (iii) The Chairperson also shared with the members that apart from the aforementioned noble gesture, free education will also be 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.
- (iv) Under the 'Sikhya Daat' Programme (as a CSR), education will also be provided to jail inmates of Punjab at minimal cost. Requisite agreements regarding this have been signed with the Prison Department of Punjab Government.
- (v) Another achievement of the University, the Chairperson revealed, is that all the Government Colleges of Punjab, as well as a number of aided colleges of Punjab, will offer skill based Certificate/ Diploma Courses under affiliation of a single University this i.e. 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 , with around a 1000 students taking admission with a fortnight of the launch of this initiative.
- (vi) The Punjab Government has established Bhagwan Parshuram Chair at the University as well as a Centre for Gita and Sanatani Granth Adhyayan.
- (vii) The University has also initiated the process of starting two journals – one in Languages, and one in Management and Social Sciences in which peer reviewed research articles will be published.
- (viii) The Publication Bureau of the University has published its first book 'Teg Bahadur Dharam Dhuj', authored by the Vice Chancellor Prof. Karamjeet Singh. The book dwells on the life, teachings and martyrdom of the Ninth Sikh Guru. Another book on Introduction to Sikhism is under publication.

The multifarious activities of the University in its first year of establishment were much appreciated and lauded by the Committee members.

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

ITEM No. 1	To appraise the Committee of the establishment of Schools of Studies and Programmes offered														
1.1	<p>The University has established six Schools of Studies in various disciplines. Various degree, diploma and certificate programmes are being offered in these Schools.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; width: 60%;">Name of School</th> <th style="text-align: left;">Programmes Offered</th> </tr> </thead> <tbody> <tr> <td>i. School of Social Sciences and Liberal Arts:</td> <td> <ul style="list-style-type: none"> • B.A. (Liberal Arts) • Certificate Course in Science of Happiness at Work </td> </tr> <tr> <td>ii. School of Business Management and Commerce:</td> <td> <ul style="list-style-type: none"> • B.Com (Digital) • Certificate Course in Digital Marketing • Certificate Course in Rural Management </td> </tr> <tr> <td>iii. School of Sciences and Emerging Technologies:</td> <td> <ul style="list-style-type: none"> • B. Sc. (Data Science) • Certificate Course in Cyber Security • Certificate Course in Artificial Intelligence & its Application </td> </tr> <tr> <td>iv. School of Languages:</td> <td> <ul style="list-style-type: none"> • Certificate Course in Effective Business & Social Communication </td> </tr> <tr> <td>v. School of Religious Studies:</td> <td> <ul style="list-style-type: none"> • Diploma in Sikh Theology • Certificate Course in Values and Learning of Sikhism </td> </tr> <tr> <td>vi. School of Education & Vocation:</td> <td> <ul style="list-style-type: none"> • Certificate Course in Creativity & Innovation in School Education. </td> </tr> </tbody> </table> <p>The Schools and the Programme(s) to be offered in each School were duly approved by the Academic Council (Annexure I item 1) and the Board of Governors (Annexures II C-3). 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 (Annexure III)</p>	Name of School	Programmes Offered	i. School of Social Sciences and Liberal Arts:	<ul style="list-style-type: none"> • B.A. (Liberal Arts) • Certificate Course in Science of Happiness at Work 	ii. School of Business Management and Commerce:	<ul style="list-style-type: none"> • B.Com (Digital) • Certificate Course in Digital Marketing • Certificate Course in Rural Management 	iii. School of Sciences and Emerging Technologies:	<ul style="list-style-type: none"> • B. Sc. (Data Science) • Certificate Course in Cyber Security • Certificate Course in Artificial Intelligence & its Application 	iv. School of Languages:	<ul style="list-style-type: none"> • Certificate Course in Effective Business & Social Communication 	v. School of Religious Studies:	<ul style="list-style-type: none"> • Diploma in Sikh Theology • Certificate Course in Values and Learning of Sikhism 	vi. School of Education & Vocation:	<ul style="list-style-type: none"> • Certificate Course in Creativity & Innovation in School Education.
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1.2	Decision: The Committee noted the action regarding the establishment of Schools of Studies.														
ITEM No. 2	To appraise the Committee on quality enhancement measures regarding study material, and updating of University website.														
2.1	<ul style="list-style-type: none"> • In each School of Study, a Committee of Experts (in lieu of Board of Studies) was constituted (Annexure I item 2) 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 Board of Governors, and the same were duly approved by these statutory bodies (Annexures IV items 1 and 2 and Annexure V C-7) 														

	<ul style="list-style-type: none"> To prepare the study material of Courses of all Programmes, an online training workshop for preparation of study material in Self Instructional Mode (SIM) as per the guidelines of UGC Distance Education Bureau (DEB) was held on 30-04-2021 for the benefit of unit writers. The workshop was conducted by Prof. Madhu Parhar, Director Commonwealth Educational Media Centre for Asia (CEMCA), and Dr. Manas R. Panigrahi, Senior Programme Officer CEMCA. (Annexure VI). 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 has been uploaded on the University website www.psou.ac.in. The link for the same on the website is https://psou.ac.in/beta/study_material. The study material is being translated into Punjabi with the help of experts. Translation work for first semester is complete.
2.2	Decision: The Committee noted and appreciated the quality enhancement measures regarding study material
ITEM No. 3	To appraise the Committee on setting up of Learner Support Centres (LSCs)
3.1	<p>The Director, CIQA appraised the Committee regarding setting up of Learner Support Centres for the smooth functioning of the study programmes.</p> <ul style="list-style-type: none"> 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 VII) and (Annexure V: C-11) Apart from coordinators from LSCs, the faculty at the University personally act as mentors for students in their respective Courses and remain in constant touch with them on email/mobile to guide them and provide consultation on all academia related matters.
3.2	Decision: The steps taken by the University were noted by the Committee and found satisfactory.
ITEM No. 4	To appraise the Committee regarding admissions in the first academic session (2021-22, beginning November 2021)
4.1	<ul style="list-style-type: none"> In the Session 2021-22 (beginning November 2021 as per UGC notification), a total of 168 candidates were admitted in various programmes as per the details provided in (Annexure VIII). The requisite information regarding admission, study material has been uploaded on the University website. Admission for January cycle of the session 2021- 22 began in late December and will continue till March-end 2022, as per latest notification received by UGC DEB.
4.2	Decision: The Committee noted the information regarding admissions.
ITEM No. 5	To appraise the Committee regarding new Programmes an initiatives undertaken by the University.
5.1	(a) The Director CIQA shared with the Committee that new Programmes - M.Com., M.A. (English), M.A. Punjabi, Bachelor in Business Administration (BBA) and Certificate Course

	<p>in Sri Guru Granth Sahib Studies - will be offered from the Session 2022-23 (July). Approval of these programmes along with the fee structure of these programmes was duly given by Academic Council (Annexure IX C-4 (i & ii)) and Board of Governors (Annexure X C-4 (b) &(c).</p> <p>(b) Apart from these programmes a number of Certificate Courses in the School of Sciences and Emerging Technologies have been initiated which will enhance the employability skills of learners. (Annexure XI C-4 (ii). These are:</p> <ul style="list-style-type: none"> • Certificate Course in Open Office. • Certificate Course in Multimedia and Animation • Certificate Course in Computer Navigation • Certificate Course in Mobile Application Development. <p>(c) Ph.D in English, Punjabi, Computer Science, Social Science, and Commerce and Management will also be offered in regular mode from the Academic Session 2022-23. Due approval of Academic Council has been taken in this regard. (Annexure XI C-4 (iii))</p> <p>New Initiatives:</p> <ul style="list-style-type: none"> • The University has initiated a noble cause of offering admission to deaf, mute and blind candidates in its various programmes free of cost with the approval of Academic Council (Annexure IX C-7) and Board of Governors (Annexure X C-8). • A special programme ‘Sikhya Daat’ as a CSR 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 (Annexure X I-3). • Certificate/Diploma Courses will be offered by Govt. Colleges of Punjab under affiliation of JGND Punjab State Open University Patiala (Annexure XI C-3) as per Memo No. 8/1/2022-3edu 1/66 dated 07/01/2022 of Govt. of Punjab, Department of Higher Education and Languages. (Annexure XII)
5.2	<p>Decision: The Committee noted and lauded the efforts regarding new programmes and initiatives undertaken by the University towards noble causes.</p>

After the presentation of the Agenda, Committee members sought clarifications regarding Ph.D Programme to be offered by the University and about the top up Courses being planned by the University. Suggestions were also given regarding implementation of National Education Policy 2020.

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 one year.

Prof. Anita Gill
Director, CIQA

Confirmed:
Prof. Karamjeet Singh
Vice Chancellor
Chairperson, CIQA