

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

THE MINUTES OF 5TH MEETING OF IQAC HELD ON 30-09-2014

To

- | | |
|---|-------------------------|
| 1. Dr. R S Sharma
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. Dr. S S Joshi
University Librarian | Internal Member |
| 11. Prof. (Mrs.) Anubha Kaushik (On EOL)
Dept. of Environment Sc & Engg | Internal Member |
| 12. Dr. Anjan Baral
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 communicate you that the minutes of the 5th Meeting of the Internal Quality Assurance Cell of Guru Jambheshwar University of Science & Technology, Hisar held on 30-09-2014 at 3.00 pm in the Committee Room of the University.

Dated: 14-10-2014

Sd/-
(Prof. Karam Pal Narwal)
Director, IQAC

Endst No: IQAC/2014/643-85

Dated: 14-10-2014

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.

Sd/-
(Prof. Karam Pal Narwal)
Director, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR (HARYANA)
The Minutes of the 5th Meeting of IQAC Held on 30-09-2014

The following agenda-items were discussed in the 5th Meeting of IQAC that held on 30-09-2014 at 3.00 pm in the Committee Room of the University:

Agenda Item: 01: *To confirm the minutes on 4th Meeting of IQAC held on 03-12-2013.*

Resolution: 01: *Resolved that the minutes of 4th Meeting of IQAC held on 03-12-2013 be confirmed.*

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.*

Resolution: 02: *Resolved that University-Benchmarking is the process of comparing one's academic and administrative processes and performance metrics to World's best of the best practices from other Universities. Dimensions typically measured are quality, time and cost. In the process of best practice benchmarking, management identifies the best universities in the academic World, or in the same country where similar processes exist, and compares the results and processes of those to one's own results and processes. In this way, universities learn how well the targets perform and, more importantly, the academic and administrative processes that explain why these universities are more successful. Accordingly, the benchmarking is used to measure performance using a specific indicator resulting in a metric of performance that is then compared to others. Benchmarking may be a one-off event, but is often treated as a continuous process in which academic organizations continually seek to improve their practices.*

In the light of above, it is further resolved that:

- (A) The 'Report on Benchmarking of Administrative Processes/Citizen Charter' be approved with minor modification and the same is appended at pp 4-8*
- (B) The 'Report on Benchmarking of Students Support Institutional Services' be approved with minor modification and the same is appended at pp 9-10*
- (C) The 'Report on Benchmarking of Research Quality Standards' be approved with minor modification and the same is appended at pp 11-16.*
- (D) The 'Report on Benchmarking of Modern Teaching Pedagogies' be approved with minor modification and the same is appended at pp 17-19.*

(E) *The 'Report on Benchmarking of Extension-Cum-Social Interface' be approved with minor modification and the same is appended at pp 20-21.*

(F) *The 'Report on Benchmarking of University Website and Information Standardization Process' be approved with minor modification and the same is appended at pp 22-24.*

(G) *The 'Report on University's Publicity and Marketing Policy' be approved with minor modification and same is appended at pp 25.*

Agenda Item: 03: *To note the on-line IQAR for 2013-14 submitted by the IQAC.*

Resolution: 03: *Resolved that the on-line IQAR for 2013-14 submitted by the IQAC be noted.*

Agenda Item: 04: *To note the Mock Assessment Process Exercise conducted by Steering Committee for preparation of NAAC Assessment due in 2014.*

Resolution: 04: *Resolved that the Mock Assessment Process Exercise conducted by Steering Committee for preparation of NAAC Assessment be noted.*

Agenda Item: 05: *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.*

Resolution: 05: *Resolved that the proposed 'Performa of SAR' be approved in-principle with minor modification as appended at pp 26-35. Further, a Committee under the chairmanship of Dean, Academic Affairs be constituted for fine-tuning the same.*

Agenda Item: 06: *Any other item with the permission of Chair.*

Resolution: 06: *Under any other item, it was resolved that:*

(A) *The IQAC Office be strengthened as per NAAC guidelines especially in-terms of infrastructure and other facilities.*

(B) *The Examination Reforms process be initiated by the COE so as to completely shift towards fully automatic/computerized system of examination starting from question-paper setting to declaration of results.*

The meeting ended with a vote of thanks to the Chair.

Sd/-
(Prof. Karam Pal Narwal)
Director, IQAC

Dated: 14-10-2014

**IQAC-RECOMMENDED BENCHMARKING
FOR
ADMINISTRATIVE PROCESSES/ CITIZEN CHARTER**

CITIZEN CHARTER

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 commits itself for different administrative services provided by various offices of the university is as under:

Sr. No.	Name of the Office	Services/Jobs Rendered	Officer Responsible With Telephone Nos.
A.	ACADEMIC AND ADMINISTRATIVE OFFICES		
1.	Establishment	All establishment/ service matters of the non-teaching staff of the University.	Branch Officer 01662-263109
2.	Faculty Branch	All establishment/ service matters of the teaching staff of the University.	Branch Officer 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	Branch Officer 01662-263110
4.	Registration Branch	Registration of students, PhD, Regn. Inter-University and Inter-college Migration Certificates.	Branch Officer 01662-263127
5.	Scholarship & SC/ST Cell	All Scholarships, Stipends to students	Branch Officer 01662-263552
6.	General Branch	All kinds of purchases, Including stationary, Maintenance of stores And issue of stores.	Branch Officer 01662-263126
7.	Reception & Information Cell and Sale Counter	Attending to enquires, Sale of prospectuses, Various Application Forms and other university publications.	Counter-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	Sr. Medical Officer

		employees	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.	Branch Officer 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	Branch Officer 01662-263128 (for Regular Courses) Branch Officer 01662-263530 (for Distance Education Courses)
2.	Conduct Branch	Conduct of Theory and Practical Examinations, Date Sheets, UMC Cases etc.	Branch Officer 01662-263128
3.	Secrecy Branch & Re-Evaluation Branch	Paper Setting, Evaluation of Answer Books, Ph. D. Thesis, Re-Evaluation/re-checking of Answer Books	Branch Officer 01662-263531
D.	HOSTELS (Chief Warden-- 01662-263182)		
1.	Girls Hostels & Working Women Hostel	All matters pertaining to Girls Hostels.	Concerned Warden 01662-263190(GH-1) 01662-263191(GH-2) 01662-263391 (GH-3) 01662263590 (WWH)
2.	Boys Hostels	All matters pertaining to Boys' Hostel.	Concerned Warden 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 ,DA, LTC, Medical Reimbursement, Pension etc.	Branch Officer 01662-263125
G.	STUDENTS WELFARE		
1.	Dean of Students' Welfare	All students' welfare matters including Cultural and Sports	Dean, Students' Welfare 01662-263675
2.	Directorate of Sports	Sports related activities	Director of Sports 01662-263156
3.	Directorate of Youth Welfare	Cultural related activities	Director, Youth Welfare 01662-263678

H.	CAMPUS DISCIPLINE		
1.	Proctor	All matters relating to students' discipline, campus security, vehicles parking/ stickers and ragging, etc	Proctor 01662-263563
2.	Chairperson Women Cell	All matters pertaining to EVE teasing and sexual harassment	Women Cell 01662-263357
I.	DIRECTORATE OF DISTANCE EDUCATION		
	Director, Distance Education	For queries concerning admissions, dispatch of study material, change of Study Centre, schedule of examinations, results declaration and dispatch of DMCs etc	Branch Officer 01662-263135 01662-263157

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

Sr. No.	Services/ Jobs Rendered	Offices to be contacted	Telephone
1.	Administrative matters	Registrar	01662-263104
2.	Examinations related matters	Controller of Examinations	01662-263130
3.	All matters pertaining to relating to students' discipline, campus security, vehicles parking/ stickers, ragging, and EVE teasing and sexual harassment, etc.	Proctor	01662-263563
4.	Cultural activities, sports and Other students' welfare matters	Dean Students Welfare	01662-263675
5.	All matters pertaining to Girls' Hostels, Working Women Hostel and Boys' Hostels.	Chief Warden	01662-263182
6.	All matters relating to Distance Education	Director, Distance Education	01662-263157

University's Citizen Charter Services are as under:

Normative period of services

Sr. No.	Name of Service	Time Limit	Nodel Officer/ Office
1.	Issue of Duplicate DMCs	05 Days	Branch Officer (Results) 01662-263128 (Regular Courses) 01662-263530 (Distance Courses)
2.	Issue of Provisional Degree/ Diploma Certificate	05 Days	Branch Officer (Results & Secrecy)
3.	Issue of Duplicate Degree & Diploma	07 Days	Branch Officer (Results) 01662-263128 (Regular Courses) 01662-263530 (Distance Courses)
4.	Issue of Transcript	05 Days	Branch Officer (Results) 01662-263128 (Regular Courses) 01662-263530 (Distance Courses)
5.	Correction of DMC, Degree and	05 Days	Branch Officer (Results)

	Diploma Certificate		01662-263128 (Regular Courses) 01662-263530 (Distance Courses)
6.	Verification of Result	10 Days	Branch Officer (Results) 01662-263128 (Regular) 01662-263530 (Distance Courses)
7.	a) Evaluation Results of UG/PG* b) Re-Evaluation Results* c) MTech Dissertation* d) PhD Viva-Voce* * from last examination concern/application date/dissertation submission/thesis submission	a) 60Days b) 45 Days c) 30 Days d) 120 Days	Branch Officer 01662-263531(Secrecy) 01662-263128 (Regular Courses) 01662-263530 (Distance Courses)
8.	Settlement of 'Result Late' cases	15 Days	Branch Officer (Results) 01662-263128 (Regular Courses) 01662-263530 (Distance Courses)
9.	Migration Certificate	05 Days	Branch Officer (Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Courses) 01662-263135 (Distance Courses)
10.	Restoration of Old Regn. No. (i) By Hand (ii) By Post	Same Day 10 Days	Branch Officer (Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Education 01662-263135 (Distance Courses)
11.	Correction in Regn. Particulars (i) By Hand (ii) By Post	Same Day 10 Days	Branch Officer (Registration) 01662-263127 (Regular Courses) Dy. Director (Distance Education 01662-263135 (Distance Education Courses)
12.	Forwarding of Joining Reports of JRF/Scholarships to agency concerned	10 Days	Branch Officer (Accounts) 01662-263108
13.	Extension in submission of Ph. D. Thesis/URS/Leave to URS/Regn. Etc.	10 Days	Branch Officer (Registration) 01662-263127
14.	Provisional Registration to UG/PG Programmes	On the spot at the time of admission	Chairperson concerned
15.	Issue of Identity Card to students	05 Days	Chairperson concerned
16.	Course Catalogues/ Syllabi & regulations governing of all UG/PG Courses	Available on University Website	Available on University Website
17.	Supply of lecture outlines/Plans to the students	Within 07 days of commencement of classes	Teacher concerned
18.	Supply of study material to the students admitted under distance education courses	Within 30 days of the last date of admission	Dy Director (Distance Education) 01662-263157
19.	Supply of university stickers to staff and students for pasting of vehicles	Within 02 days of submission of application	Chief-Security Officer 01662-263503
20.	a) Display of Date Sheet of minor test b) Display of Date Sheet of major Test (Semester End Examinations)	a) 15 Days of commencement of classes b) 07 Days before commencement of Examinations	Chairperson concerned Controller of Examinations 01662-263130

21.	Declaration of minor test results	Within 05 Days of test	Teacher concerned
22.	Issue of bonafide certificate/Character certificate	Within 05 Days	Chairperson concerned
23.	Issue of library card to students	Within 07 Days	University Librarian 01662-263313 01662-263118
24.	For processing/responding to the cases of promotion/ACP/Increments/etc of Non-Teaching Employees of the University	Within 90 days of receipt of written request, through proper channel, from the employee concerned	Branch Officer (Establishment) 01662-263109
25.	For processing/responding to the cases of promotion/ACP/Increments/etc of Teachers of the University	Within 90 days of receipt of written request, through proper channel, from the teacher concerned	Branch Officer (Faculty) 01662-263585
26.	Issue of official e-mail IDs / Password to students	Within 07 Days	Incharge Net-Working Cell 01662-263350
27.	Closure of outgoing students official e-mail IDs	30 June of every Year	Incharge Net-Working Cell 01662-263350
28.	Refund of hostel security	Within 30 Days	Warden concerned
29.	Refund of caution money	Within 30 Days	Branch Officer (Accounts) 01662-263108

Note: *The days for accomplishing the Job, mentioned above, shall be considered working days. The days mentioned above are maximum Period. Hence, officers/ officials may be requested to complete the Job at the earliest within nominative period.*

IQAC-RECOMMENDED BENCHMARKING FOR STUDENTS SUPPORT INSTITUTIONAL SERVICES

Minimum requirements (standards-benchmarking that university intends to put in place) regarding various excellent support systems for students are recommended below:

(1) Regarding Hostels

- I. Hostel facility be made available for all students (boys and girls).
- II. Late night Canteen facility near hostel complex.
- III. Indoor games (Table Tennis/ Carom/etc.) facility in each hostel.
- IV. At least 2-3 Guest Rooms in each hostel.

(2) Regarding Sports

- I. Yoga and Meditation Centre should be created.
- II. The swimming pool/ cycling-tracks in the Campus
- III. Walking tracks in the Girls Hostels complex

(3) Regarding recreational/entertainment activities

- I. Music/Cultural Club with the availability of instruments such as Tanpura, Sitar, Harmonium, Tabla, Guitar, etc.
- II. Fine Arts and Dramatic Club
- III. Expedition/Adventure/Trekking Club
- IV. Open Air Theatre (OAT) should be made functional for arranging various activities.
- V. Movie/Entertainment Club. Arrangement for weekly screening of movies in auditorium/OAT.

(4) Regarding Students

- I. The induction programme for freshers.
- II. In each Practical Group there should not be more than 15 students in PG and 20 students in UG classes.
- III. Special classes for weak students.
- IV. NCC unit to be established.
- V. Adequate class room/lab furniture for students as per policy of the university.
- VI. Drinking water (Filtered water with cooler) and toilets for public/students at various sites be cleaned regularly.

(5) Examination Related

- I. Result Declaration in time by the Controller of Examinations
- II. DMC : Should reach in each department immediately after declaration of results.
- III. M. Tech. / M. Pharma/ M.Sc. Viva voce to be conducted within time-limits from the month of submission of project report/dissertation report.
- IV. Ph. D viva-voce should be held within time-limits from submission of thesis.
- V. Details of results of students should be made available of university website

(6) Regarding Scholarship/Assistantship/Fee/Account Matter

- I. U.C. for JRF/SRF should be sent to the concerned quarter within time-limits from the date of submission by respective teachers/students.
- II. Provision for Online fee deposition and manual fee deposition time should be extended suitably as and when required
- III. Fee details to be provided to students on line on university website for the purpose of income tax etc.

(7) Admission related activities

- I. On line admission cum entrance test.
- II. On line counseling for students in the courses where admission seekers are large in number.
- III. A Kit containing handbook, I card, library card and copy of syllabi etc. be given to each student.

(8) Training and Placement Activities

- I. Arrangement for conducting Soft skills and personality development programmes for final/pre-final year students.
- II. Provision for monitoring of students under training in outside agencies/firms.
- III. The Teacher-Advisers of different teaching departments should work in coordination with Training and Placement Cell of the University.
- IV. Extension-Lectures should be conducted on regular interval from corporate and industry.

(9) Creation of new facilities

- I. Proper Solid Waste Management for sanitation.
- II. Girls/Common room in each teaching block.
- III. Covered passage connecting one block to the other with the following connections between Block 1-2-3, Block 4-5-6, Block 1-4, Block 3- 6.

(10) Miscellaneous

- I. CC TV arrangements at various sites.
- II. Sanitation of campus including toilets.

Note: All efforts may be made to provide maximum facilities to students and scholars of this university in a planned manner by respective officers/departments.

IQAC-RECOMMENDED BENCHMARKING FOR RESEARCH-QUALITY POLICY AND STANDARDS

The IQAC 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. BENEFITS OF RESEARCH BENCHMARKING

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

2. RESEARCH BENCHMARKING CRITERIA

- a) Number of highly cited researchers in the university
- b) Academic performance per faculty
- c) Journal articles published in Nature or Science
- d) Total articles in SCI journals
- e) Number of books published
- f) Number of citations
- g) H-index of university and individual faculty member
- h) International collaborations
- i) Number of research projects ongoing and completed in the university
- j) Number of patents granted and filed
- k) Number and nature of awards received by the faculty members
- l) Fellows of academies/societies /associations
- m) Industrial Consultancy projects

3. PROFORMA TO ASSESS RESEARCH QUALITY OUTPUT OF FACULTY MEMBERS

Further, a review meeting of the committee comprising Director IQAC and Dr. V K Garg revised the API so as to make it in-compliance with the already approved API-System:

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		
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 (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants Rs. 50.0 lakhs and above /Major Projects amount mobilized with grants above Rs. 30.0 lakhs	(a) Major Projects amount mobilized with grants Rs. 10.0 lakhs and above /Major Projects amount mobilized with grants above Rs. 5.0 lakhs	30/20 per 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	Amount mobilized above Rs. 10.00 lakh	Amount mobilized above Rs. 2.00 lakh	10 per project per year		

	out/ongoing					
		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./ MPharma/MPT/ MBA/M Com/Master Degree (with dissertation or PrWork)	Degree awarded Dissertation submitted	Degree awarded Dissertation submitted	3/each candidate. 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		
IIIE TRAINING COURSES AND CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP PAPERS						
IIIE (i)	Refresher** courses, Orientation Programmes, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programme,	(a) Not less than two weeks duration.	(a) Not less than two weeks duration.	20/each		
		(b) One week duration.	(b) One week duration	10/each		

	Soft Skills development Programme, Faculty Development Programmes (Max:30 points)					
IIIE (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		
IIIE (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		
IIIE (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		
IIIE (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,	D) Incharges, Warden,	20 points for		

		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	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.	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	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		
IIIH	Chief-Editor and Member of International Refereed Journals	Editorial Board of Refereed Journals	Editorial Board of Refereed Journals	25 Chief Editor 10 Editorial Board Member		
	Chief-Editor and Member of National Refereed Journals	Editorial Board of Refereed Journals	Editorial Board of Refereed Journals	15 Chief Editor 05 Editorial Board Member		
	Best paper/poster award in International Conference/Seminar	Research paper presentation in International Conference/Seminar	Research paper presentation in International Conference/Seminar	15 each		
	Best paper/poster award in National Conference/Seminar	Research paper presentation in National Conference/Seminar	Research paper presentation in National Conference/Seminar	07 each		
	H-Index reported by some verifiable data-bases	Research H-Index of individual teacher by authentic research data bases	Research H-Index of individual teacher by authentic research data bases	10 points per H-Index		

4. **SUGGESTIONS TO IMPROVE THE QUALITY OF RESEARCH:** 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.

- a) 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.
- b) Establishment of research incubation and industry service centre for consultative research and to solve the specific problems of the industry through dedicated research teams.
- c) Collaborative industry oriented research projects within university and outside university should be encouraged.
- d) Establishment of centre of excellence in thrust areas of the university shall be an excellent idea to promote research and outstanding researchers.
- e) Identification and encouragement to proactive researchers through awards, appreciation certificates, cash and increment based incentives needs to be introduced in the university.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.

Note: The IQAC resolved that the research proposals and research outcomes should be deliberated at the level of departmental research committees and faculty board so that such ideas may be further fine-tuned with the suggestions of colleagues and scholars engaged in the field. Moreover, the efforts should be made to establish the directorate of research in the university so that research is further consolidated in the times to come.

IQAC-RECOMMENDED BENCHMARKING FOR MODERN TEACHING-PEDAGOGIES AND QUALITY STANDARDS

Considering the report of the Committee for Benchmarking of Modern Teaching-Pedagogies/Practices, the IQAC recommends the following:

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-presentation:** It enhances the ability of research on any topic as the students search topic from different books, websites etc. it should be the regular practice in both UG and PG courses in the university.
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. The departmental level should be conducted by the Chairperson concerned and the University Level should be conducted by the Dean, Academic Affairs.
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.

Note: *The IQAC resolved that the modern teaching pedagogies should be deliberated at the level of departmental level and more and more assignment-presentation should be given to the students to keep them busy in innovative and constructive learning.*

IQAC-RECOMMENDED BENCHMARKING FOR EXTENSION-CUM-SOCIAL INTERFACE QUALITY STANDARDS

On the recommendation of the Committee the IQAC feels that 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.

11. Further review meeting of the committee on the subject cited above held on 19.09.14. In addition to the suggestions already made, the following may also be added:
 - a) Adoption of village(s) for social awareness as well as for academic awareness.
 - b) Scientific awareness programmes for rural/semi-urban students be organised.
 - c) Career counselling for rural youth in collaboration with DEO may be held.
 - d) Health awareness camps be organised.

Note: *The IQAC resolved that the extension cum social activities should be coordinated at the level of Dean of the Faculty concerned and in collaboration with District/State authorities wherever necessary. The necessary help and support from our NSS unit may be planned in advance in this respect.*

IQAC-RECOMMENDED BENCHMARKING FOR WEBSITE POLICY AND UPDATE-INFORMATION STANDARDIZATION

RECOMMENDED 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: -

- a) The front end published site, which is available to anyone in the world.
- b) 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.

- a) Initially, all content to be uploaded on the website must be reviewed by the Department/Branch Head and a senior person.
- b) It will be approved by the Competent Authority before going live.
- c) 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

- a) 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.
- b) Photographs on the main site are changed on a regular basis by the Website Administrator as provided by the Departments and Branches.
- c) 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:

- a) It designed for best case viewing on multiple platforms, newer versions of Internet Explorer, Google Chrome, Firefox Mozilla, Opera and Netscape, etc.
- b) The look of the Web pages may vary slightly according to monitor's setting for color and fonts.
- c) Files for download must be under 20 MB in size.
- d) 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.
- e) To enable a faster downloading, scanned photographs should be limited to 144 dpi.

- f) Links to pages that are defunct or "under construction" should not be created or should be removed.

7. Privacy Regulations: The following privacy policy is implemented:

- a) 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.
- b) 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.
- c) 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.
- d) All written work will be reviewed by the concerned department/branch to ensure that it is in no way defamatory.
- e) Written work will be checked by the concerned department/branch to ensure that no copyright or intellectual property rights are infringed.
- f) All written material will be checked for its suitability for its intended audience.
- g) 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 : 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.

Note: *The IQAC resolved that the above web-policy be implemented by the UCIC. Further, all departments/branches/offices should upload latest information on the university website so that the load of RTI may be significantly reduced and office-transparency may be increased.*

IQAC-RECOMMENDED BENCHMARKING FOR PUBLICITY AND COMPETITIVE MARKETING POLICY

On the recommendation of the Committee, the IQAC recommends the following policy 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.

Note: *The IQAC resolved that the above publicity-policy be implemented by the PRO-Office.*

**IQAC-RECOMMENDED SAR-PERFORMA
FOR
TEACHERS AND EQUIVALENT STAFF (LIBRARY & PHYSICAL)**

PART-I: GENERAL INFORMATION AND ACADEMIC PERFORMANCE

A) General Information

Name:

Date of Birth:

Address (residential):

Designation:

Department:

Area of specialization:

Date of appointment

a) In the Institution:

b) In the present post:

Honours Conferred:

B) Teaching

a) Classes Taught

Class	Assigned		Periods taught		Step taken for the teaching of periods missed during absence or leave
	**L	T/P	L	T/P	

To be filled at the end of every academic year

** L= Lecture T=Tutorial P= Practical

b) Regularity and punctuality:

c) Detail of course teaching plan synopses of lecturers and reading lists supplied to students:

d) Details of participation in the following: -

- (i) University Evaluation:
- (ii) Internal Evaluation:
- (iii) Paper Setting.
- (iv) Assessment of Home Assignments:
- (v) Conduct of Examination:
- (vi) Evaluation of Dissertations etc.

C. Details of Innovation /Contribution in Teaching during the year

- a. Design of curriculum:
- b. Teaching methods:
- c. Laboratory Experiments:
- d. Evaluation methods:
- e. Preparation of resource material:
(Including books, reading materials
and laboratory manuals etc.)
- f. Remedial Teaching/Student:
Counseling (academic)
- g. Any other:

D. Improvement of Professional Competence

- a) Detail regarding refresher/ orientation courses attended /participation in summer schools.
Workshops, seminars, symposium etc.

E. Research Contribution

- a) Number of students (M.Phil. / Ph.D.):
Ph. D. Level:
Master Level:
- b) No. of research paper published
- c) Research projects:
- d) Detail of Seminars, conferences, and symposium organized:
- e) Patents taken, if any, give a brief description:
- f) Membership of Professional Bodies, Editorship of Journals

F. Extension Work/ Community Service

- a) Please give a short account of your contribution to (if applicable)
 - (i) Community work such as values of national Integration, secularism, socialism, democracy
Humanism, peace draught relief etc.
 - (ii) National Literacy Mission
- b) Position held/ leadership role- played in organizations linked with Extension Work and NSS or NCC or any
other similar activity

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) University/ institution:
- b) Co-curricular activities:
- c) Enrichment of Campus life (Hostels, sports, games, cultural activities):
- d) Students Welfare & discipline:
- e) Membership/ participation in bodies/ committees on Education & national Development
- f) Professional Organization of Teachers:

H. Assessment:

- a) Steps taken by you for the evaluation of the course programme taught:

I. General Data

State brief assessment of your performance indicating

- a) Achievements:
- b) Difficulties faced:
- c) Suggestion of self- improvement:

J. API-Score (as per detail given in Anexure-I) during the Academic Year:

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

I certify that the information provided above is correct to the best of my knowledge

(Signature of the Teacher/Staff)

K. Verification of factual data

- General Information
- Teaching
- Details of innovation/ contribution in teaching during the year
- Improvement of professional competence
- Research contribution
- Extension work/ community service
- Participation in corporate life

(Signature of the person authorized)

PART-II: Details of API Score on Performance Based Appraisal System**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)
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	

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)
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	

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIS) FOR PROMOTIONS OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) OF GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Category-1: Procurement, organization, and delivery of knowledge and information through Library services

S.No.	Nature of Activity	Maximum Score
1.	Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software) Intranet management	30
3.	Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, etc.	25
4.	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5.	Additional services such as extending library facilities on holidays shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
Total Score		125
Minimum API score required		75

NOTE: CATEGORY-II & III SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIS) FOR PROMOTIONS OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) OF GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR SHALL BE SAME AS IN CASE OF TEACHERS.

ACADEMIC PERFORMANCE INDICATORS (APIs) OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR PROMOTIONS UNDER CAREER ADVANCEMENT SCHEME (CAS) DIRECTOR/ DEPUTY DIRECTOR/ASSISTANT DIRECTOR OF PHYSICAL EDUCATION OF GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score
1	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours (20 Points)	40
2	Extending services, sports facilities and training on holidays to the institutions and organisations	10
3	Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels (25 Points) Organizing and conducting coaching camps / sports person development / training programmes (15 Points)	40
4	Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points) Identifying sports talents and Mentoring sports excellence among students (10Points)	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15
Total Score		125
Minimum API Score Required		75

NOTE: CATEGORY-II & III SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR PROMOTIONS UNDER CAREER ADVANCEMENT SCHEME (CAS) DIRECTOR/ DEPUTY DIRECTOR/ASSISTANT DIRECTOR OF PHYSICAL EDUCATION OF GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR SHALL BE SAME AS IN CASE OF TEACHERS.

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	
III A	Research /Review Papers* published in:	Refereed journals with impact factor above 5	Refereed journals with impact factor above 5	40/publication		
		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	Sponsore	(a) Major Projects amount	(a) Major Projects amount	30/20 per		

(i)	d 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)	Consulta ncy Projects carried out/ongo ing	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)	Comple ted 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./M Pharma/ MPT/M BA/MCo m/Maste r Degree (with dissertati on or PrWork)	Degree awarded Dissertation submitted	Degree awarded Dissertation submitted	3/each candidate. 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, Orientation Programmes, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programme, Soft Skills development Programme, Faculty Development Programmes (Max:30 points)	(a) Not less than two weeks duration.	(a) Not less than two weeks duration.	20/each		
		(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.		
III F	Academic Contribution through	Teachers/Other Academic Staff Discharging duties as:	Teachers/Other Academic Staff Discharging duties as:			

	leadership At different level					
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/ LabIncharge,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 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.	IIIF (ii) For stage 6 only A) VC, PVC, and Registrar 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	40 points for each, subject to maximum of 40 points per year 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/ Academic 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		
IIIH	Chief-Editor and Member of International Refereed Journals	Editorial Board of Refereed Journals	Editorial Board of Refereed Journals	25 Chief Editor 10 Editorial Board Member		
	Chief-Editor and Member of National Refereed Journals	Editorial Board of Refereed Journals	Editorial Board of Refereed Journals	15 Chief Editor 05 Editorial Board Member		
	Best paper/poster award in International Conference/Seminar	Research paper presentation in International Conference/Seminar	Research paper presentation in International Conference/Seminar	15 each		
	Best	Research paper presentation in	Research paper presentation in	07 each		

	paper/poster award in National Conference/Seminar	National Conference/Seminar	INational Conference/Seminar		
	H-Index reported by some verifiable data-bases	Research H-Index of individual teacher by authentic research data bases	Research H-Index of individual teacher by authentic research data bases	10 points per H-Index	
			Total Annual API Score as per Category III		

* 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)).

Note: *The IQAC resolved that the above modified SAR-Performa be approved in-principle. However, for further fine-tuning the same, the following committee may re-visit the Performa before taking it to the Executive Council by the Faculty Branch:*

- | | |
|----------------------------------|-----------------|
| <i>a) Dean, Academic Affairs</i> | <i>Convener</i> |
| <i>b) Director, IQAC</i> | <i>Member</i> |
| <i>c) Prof. Yohesh Chaba</i> | <i>Member</i> |
| <i>d) Prof. Sunita Pannu</i> | <i>Member</i> |
| <i>e) Prof. S K Singh</i> | <i>Member</i> |
| <i>f) Dr. V K Garg</i> | <i>Member</i> |

The committee will submit its report within three months and the Dy Registrar (Faculty) will coordinate the meetings.

The minutes have been approved by Hon'ble Vice-Chancellor on 14-10-2014 please. Hence, the same are being circulated amongst all stakeholders for information and necessary action please.

Dated: 14-10-2014

Sd/
(Prof. Karam Pal Narwal)
Director, IQAC