

**HPNLU-B(15)-113 (IQAC)/2020**  
**Himachal Pradesh National Law University**  
**Ghandal, Shimla**

**Dated, the Shimla-14**

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**01<sup>st</sup> September, 2020**

**Minutes of The IQAC 3<sup>rd</sup> MEETING Held on 01 September, 2020 at 3.00pm in  
the Committee Room, Administrative Block, 16 Mile Ghandal.**

The 3<sup>rd</sup> meeting of Internal Quality Assurance Cell (IQAC), HPNLU Shimla was held on 01<sup>st</sup> September, 2020 at 03:00 p.m. in the Committee Room, Administrative Block, 16 Mile Ghandal. The Hon'ble Vice-Chancellor welcomed and introduced all the members of Cell. The Co-coordinator, Mr. Chanchal Kumar Singh briefed the members about the immediate agenda for the meeting and also sought suggestions, opinions from them. The following members of the IQAC Cell were present and participated in the meeting:

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|------------------------------------|----------------|
| 1. Professor. (Dr.) Nishtha Jaswal | Patron         |
| Vice Chancellor, HPNLU, Shimla     |                |
| 2. Professor S.S. Jaswal           | Member         |
| Registrar, HPNLU, Shimla           |                |
| 3. Dr. Girjesh Shukla              | Coordinator    |
| 4. Mr. Chanchal Kumar              | Co-coordinator |
| 5. Dr. Ruchi Sapahia               | Member         |
| 6. Dr. Alok Kumar                  | Member         |
| 7. Professor Kamal Jeet Singh      | Member         |
| 8. Mr. Ramakant Sharma             | Member         |
| 9. Mr. Santosh Kumar Sharma        | Member         |
| 10. Mr. Digvijay Singh Katoch      | Member         |
| 11. Mr. Vinit Kumar Sharma         | Member         |

The following agenda items were put before the members for discussion and resolution/decision. The deliberations and decisions are recorded, below, accordingly: -

Sr. No.	Agenda Item	Discussion	Decision
1	<b>Confirmation of the Minutes/Action Taken Report (ATR) of the previous meeting.</b>	The members of the meeting discussed the item.	<b>Unanimously approved.</b>
2	<b>Reporting of the activities-Academic and Research Activities.</b>	The co-coordinator informed the members about the academic and research activities at the University, including making functional of all nine Research Centers of the University, different programmes of centers such as colloquium, conference, webinars, research projects. The members were also informed about the online classes and time table of online classes carried on in previous semester and also continued in the current semesters including purchase and use of Cisco Webex for the systematic and smooth conduct of online classes, purchase by the University and making available to the student online text/reference books data bases such as EBC Reader.	<b>The members of the Cell appreciated the effort of the University in continuing the legal education uninterrupted in the wake of spread of COVID pandemic.</b>
3	<b>Reporting of Research Centers being made functional.</b>	The members of the Cell were apprised of the academic and research activities and research projects undertaken by different Research Centres.	<b>The members of the Cell appreciated the effort of the University and efforts being made by faculty members as part of these research centers.</b>
4	<b>Data Collection for Internal Quality Assurance Report (IQAR), 2019-2020</b>	The meeting deliberated upon Items 4&5 of the Agenda. The Co-coordinator informed the meeting	<b>The different kinds of forms/proformas are to be developed. The proforma for collecting Faculty Information was finalized with few modifications. The final proforma is attached here as</b>

5	<p>The task of compilation of data for the following five areas were assigned to the faculty members mentioned, by the meeting of the Cell held on 19-12-019.</p> <p>1. Academic and Research/Dean Academic Affairs- Dr. Girjesh Shukla  2. Examination - COE  3. Curricular Activities -Dr. Deepika Gautam  4. Extra-curricular Activities -Dr. Ruchi Sapahia</p> <p>Development of different kind of forms for compilation of data was assigned to Dr. Alok Kumar and Santosh Kumar Sharma. The Agenda in this respect include deliberation/discussion and development of different kinds of form through which data is to be collected by the faculty members.</p>	<p>that the Cell is in the process of preparing the very first IQAR for the period of 2019-2020. The data collection/compilation and processing are big tasks before the Cell. The meeting discussed the need of different kind of proformas for collecting data/information. The Proforma for faculty members was finalized in the meeting itself.</p>	<p><b>Annexure 1.</b></p> <p>For rest of forms/proformas the meeting decided that Dr. Alok Kumar and Mr. Santosh Kumar Sharma shall develop different kind of forms relating to the five areas identified in the agenda item. Once these proformas are finalized, the same shall be forwarded to the respective teacher(s) for collecting and compiling data in the five identified areas who, respectively, shall send the compiled data to the Cell for processing and preparation of IQAR.</p>
6	<p>In view of the fact that the Cell is preparing the <i>very first</i> IQAR, the format for collecting information, /data of all kind must include requirement of supplying relevant proof/document/certificates as per rules of UGC/financial regulations etc., so that inspection by UGC/preparation of IQAR may be facilitated.</p>	<p>The Hon'ble external member Prof. (Dr.) Kamal Jeet Singh asked whether all faculty members have submitted their educational and academic achievements/ activity records with required supporting documents? The Co-coordinator informed that several teachers have submitted the required information. However, the information supplied is not complete and supported by documents. One of the members of the Cell, Dr. Ruchi Sapahia said that, she does not have her certificate/supporting documents, as required to be submitted along with the Faculty Information Form. The members were of the unanimous opinion that all these documents are to be supplied.</p>	<p>The Committee decided that all teachers are required to furnish requisite information with complete details and copy of certificates/supporting documents, in the prescribed format. The Faculty proforma finalized in this meeting shall be filled and submitted by all teachers along with the copies of certificate and all supporting documents.</p>
7	<p>To deliberate upon to date/info collected by the Cell from Faculty members, which in all cases, are deficient/inaccurate/unsupported by documentary proof. The revised format is attached.</p>	<p>The Hon'ble external member Prof. (Dr.) Kamal Jeet Singh asked whether all faculty members have submitted their educational and academic achievements/ activity records with required supporting documents? The Co-coordinator informed that several teachers have submitted the required information. However, the information supplied is not complete and supported by documents. One of the members of the Cell, Dr. Ruchi Sapahia said that, she does not have her certificate/supporting documents, as required to be submitted along with the Faculty Information Form. The members were of the unanimous opinion that all these documents are to be supplied.</p>	<p>The Committee decided that all teachers are required to furnish requisite information with complete details and copy of certificates/supporting documents, in the prescribed format. The Faculty proforma finalized in this meeting shall be filled and submitted by all teachers along with the copies of certificate and all supporting documents.</p>

8	<b>Uploading of the previous minutes on the Website</b>	The meeting discussed the item of uploading of the previous minutes/ATR on the Website	<b>Approved unanimously.</b>
9	<b>Uploading of all projects Reports (details of projects being done) done by faculty members/Centres/University, funded by the University or any other agency, on the Website of the University, in view of the fact that public money is utilized.</b>	The meeting discussed the item. The committee deliberated the issue of sending reports of completed projects and also of details of ongoing projects on the Website of the University	<b>Unanimously approved.</b>
11	<b>Projects Undertaken by the Centre for Environment and Disaster management, And the Centre for Comparative Public Law</b>	The Co-coordinator informed the members that the Centre for Environment and Disaster management has undertaken a project relating to 'Encroachment of forest land" in the state of Himachal. The Centre for the Comparative Public Law has Established a project on Building and other construction Workers, in the State of Himachal Pradesh.	<b>The meeting appreciated the effort of the Centre and support given by the University.</b>

The Meeting ended on a happy note and thanks by the Hon'ble Vice Chancellor.

  
Dr. Girjesh Shukla

  
Mr. Chanchal Kumar Singh


  
Dr. Ruchi Sapahia

  
Dr. Alok Kumar


  
Professor Kamal Jeet Singh

  
Mr. Ramakant Sharm

  
Mr. Santosh Kumar Sharma

  
Mr. Digvijay Singh Katoch

  
Mr. Vinit Kumar Sharma

  
Professor S.S. Jaswal  
(Registrar)

  
Professor Nishtha Jaswal  
(Hon'ble Vice Chancellor)