

ACTION TAKEN REPORT

Annexure II

Action taken report on the minutes of the proceedings of 3rd meeting of the IQAC held on 15th Feb, 2016 in the Board Room of the University.

Item No.	Agenda	Decision	Follow-up Action
1.	Confirm the minutes of 2 nd meeting of IQAC	Confirmed	No Action Required
2.	To review the Action taken report of decisions taken in the 2 nd meeting	The decisions of the last meeting being implemented	Must be followed in the following semesters also
3.	Reviewing reports of setting quality benchmarks /parameters for various academic activities of the university (Certificate Courses, CBCS, SWOC Analysis)	<ul style="list-style-type: none"> • Certificate courses should be added to improve skills and employability of the students • CBCS should be implemented from the academic session 2016-17 	Implemented
4.	Training of Non-teaching staff regarding office procedures & Maintenance of records	Training should be imparted to office staff so as to cope up with the latest techniques. It was further decided that a programme be designed in the Department of Computer Science for the purpose.	Under process (Action: CSE Department)
5.	Other items with the permission of chair	<ol style="list-style-type: none"> 1. Earnest efforts be made so that students attend maximum classes, orders to be issued in this regard, the Registrar be requested to issues such orders. 2. <u>Student Counseling Centre</u> be setup consisting of units like: Skill Development / Entrepreneurship / TPO/ NSS 3. <u>National Knowledge Network</u>: The University should be registered with UGC Infonet (inflibnet). 	<p>Implemented</p> <p>Established (Career Counseling and Opportunity Cell)</p> <p>Registered (Shodhganga & Shodhgangotri)</p> <p>Under process (NKN)</p>

CAREER POINT UNIVERSITY

HAMIRPUR

Academic audit conducted for the Academic Year (July to June) : _____

Department Name			
Year of establishment			
Programmes			
Head of Department			
Programs			
Seats filled Sanctioned intake			
Faculty Positions	Asstt. Professor	Associate Professor	Professor
Sanctioned positions			
Recruited			
Adjunct Professor			
Supporting staff			
Lab expenses a. up to 25000 b. 25001 to 50000 c. 50001 to 1 Lakh d. 1Lakh to 1.5Lakh e. 1.5Lakh to 2Lakh f. More than 2Lakh g. Other (please specify)			
	Number of projects	Grant received	
Research projects			
Academic output of the department (Mention Number)	Publications		
	Books		
	Conference /Seminar/ Workshop Attended		
M. Phil /Ph.D. awarded			
Number of Publications	National	International	Total
Awards/ Fellowship Membership of academic bodies (in Numbers)			
Consultancy Services (Yes/No; if yes mention number)			
Conference/Seminar/ Workshops/ Organised (Mention Number)			
Students cleared: UGC/CSIR/ NET/ SET/GATE/ Govt. Services Exams (Yes/No; if yes, mention number)			
Mentor Mentee Meetings held __ (in Numbers)			
Choice Based Credit System (Yes/no)			
Syllabus Revised / Updated (Yes/No)			
Pass Percentage of Students Appeared in Examination (for Odd and even semester both)			Odd Sem:- Even Sem:-
Placement (Satisfied/Somewhat satisfied/Not Satisfied)			
Co-curricular/Co-scholastic/Extra- curricular activities/ Fest/ Meets etc.(in Numbers)			
Number of associations with other organizations for research, training & placement and other activities.			

New Jau IQAC

IV. THE ASSESSMENT OUTCOME

The assessment by NAAC takes a holistic view of all the inputs, processes and outcomes of an institution and thus the HEIs are expected to demonstrate how they achieve the objectives of the core values through the data and information detailed in the self study reports (SSR). The Assessment and Accreditation outcome includes a qualitative and quantitative component. The qualitative part of the outcome is the Peer Team Report (PTR) and the quantitative part includes a Cumulative Grade Point Average (CGPA), a letter grade and a performance descriptor.

(i) Weightages

Taking cognizance of the diversity in institutional functioning, HEIs have been grouped under three major categories i.e. Universities, Autonomous colleges and Affiliated colleges and differential weightages are assigned for each of the seven criteria as detailed in the table below:

Criteria	Key Aspects	Universities	Autonomous Colleges	Affiliated Colleges
1. Curricular Aspects	1.1 *(U)Curriculum Design and Development	50	50	NA
	1.1. *(A) Curricular Planning and Implementation	NA	NA	20
	1.2 Academic Flexibility	50	50	30
	1.3 Curriculum Enrichment	30	30	30
	1.4 Feedback System	20	20	20
	Total		150	150
2. Teaching Learning and Evaluation	2.1 Student Enrolment and Profile	10	30	30
	2.2 Catering to Student Diversity	20	40	50

	2.3 Teaching-Learning Process	50	100	100
	2.4 Teacher Quality	50	60	80
	2.5 Evaluation Process and Reforms	40	30	50
	2.6 Student Performance and Learning Outcomes	30	40	40
	Total	200	300	350
3. Research, Consultancy and Extension	3.1 Promotion of Research	20	20	20
	3.2 Resource Mobilization for Research	20	20	10
	3.3 Research Facilities	30	20	10
	3.4 Research Publications and Awards	100	20	20
	3.5 Consultancy	20	10	10
	3.6 Extension Activities and Institutional Social Responsibility	40	50	60
	3.7 Collaborations	20	10	20
	Total	250	150	150
4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	30	30
	4.2 Library as a Learning Resource	20	20	20
	4.3 IT Infrastructure	30	30	30
	4.4 Maintenance of Campus Facilities	20	20	20
	Total	100	100	100

5. Student Support and Progression	5.1 Student Mentoring and Support	40	40	50
	5.2 Student Progression	40	40	30
	5.3 Student Participation and Activities	20	20	20
	Total	100	100	100
6. Governance Leadership and Management	6.1 Institutional Vision and Leadership	10	10	10
	6.2 Strategy Development and Deployment	10	10	10
	6.3 Faculty Empowerment Strategies	30	30	30
	6.4 Financial Management and Resource Mobilization	20	20	20
	6.5 Internal Quality Assurance System	30	30	30
	Total	100	100	100
7. Innovations and Best Practices	7.1 Environment Consciousness	30	30	30
	7.2 Innovations	30	30	30
	7.3 Best Practices	40	40	40
	Total	100	100	100
	TOTAL SCORE	1000	1000	1000

*

(U) - applicable only for Universities and Autonomous Colleges

(A) - applicable only for the Affiliated/Constituent Colleges

3. Calculation of CGPA

The sum of seven CrWGP divided by sum of the pre assigned Weightages of the seven Criteria will result in Cumulative Grade Point Average (CGPA) of the Institution. The institutional CGPA will be the deciding factor for accreditation status of the institution and its grade.

$$\text{Institutional CGPA} = \frac{\sum_{j=1}^7 (\text{CrWGP})_j}{\sum_{j=1}^7 W_j}$$

A sample calculation of CGPA of a University

Criteria and Key Aspects	Predetermined Weightage (W_i)	Peer Team Assigned Key Aspect Grade Points (KAGP) _i 4/ 3/ 2/1/0	Key Aspect-wise Weighted Grade Points $\text{KAWGP}_i = \text{KAGP}_i \times W_i$
--------------------------	-----------------------------------	---	--

Criterion I: Curricular Aspects			
Curriculum Design and Development	50	3	150
Academic Flexibility	50	2	100
Curriculum Enrichment	30	0	00
Feedback System	20	2	40
TOTAL	$W_1 = 150$		$(\text{CrWGP})_1 = 290$
Calculated CrGPA₁ = $(\text{CrWGP})_1 / W_1 = 290 / 150 = 1.93$			
Criterion II: Teaching – Learning and Evaluation			
Student Enrolment and Profile	10	3	30
Catering to Student Diversity	20	0	00
Teaching-Learning Process	50	3	150
Teacher Quality	50	3	150

Evaluation Process and Reforms	40	2	80
Student Performance and Learning Outcomes	30	3	90
TOTAL	$W_{II} = 200$		$(CrWGP)_{II} = 500$
Calculated CrGPA_{II} = $(CrWGP)_{II} / W_{II} = 500/200 = 2.50$			
Criterion III: Research, Consultancy and Extension			
Promotion of Research	20	2	40
Resource Mobilization for Research	20	1	20
Research Facilities	30	2	60
Research Publications and Awards	100	2	200
Consultancy	20	0	00
Extension Activities and Institutional Social Responsibility	40	4	160
Collaboration	20	2	40
TOTAL	$W_{III} = 250$		$(CrWGP)_{III} = 520$
Calculated CrGPA_{III} = $(CrWGP)_{III} / W_{III} = 520/250 = 2.08$			
Criterion IV: Infrastructure and Learning Resources			
Physical Facilities	30	3	90
Library as a Learning Resource	20	3	60
IT Infrastructure	30	2	60
Maintenance of Campus Facilities	20	0	00
TOTAL	$W_{IV} = 100$		$(CrWGP)_{IV} = 210$
Calculated CrGPA_{IV} = $(CrWGP)_{IV} / W_{IV} = 210/100 = 2.10$			
Criterion V: Student Support and Progression			
Student Mentoring and Support	40	4	160
Student Progression	40	3	120
Student Participation and Activities	20	0	00
TOTAL	$W_{V} = 100$		$(CrWGP)_{V} = 280$



Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

-5-

Manoj Kumar K.
Scientist D (CS)
INFL/Shodhganga/MoU /AC/2016/65

15th March, 2016

To

Dr. Sanjeev Sharma
Registrar
Career Point University
Bhoranj,
Hamirpur (H.P.) - 176041
Ph: +91-1972-269701

Sub: MoU for Shodhganga-regd.

Dear Sir,

We would like to thank you for the initiative and signing the MoU to join the Shodhganga/Shodhgangotri project. Please refer to your letter No. CPUH/ACAD/R&D/9161 dated 3rd March, 2016 enclosing there with two copies of the MoU duly signed for the Shodhganga/Shodhgangotri. We appreciate your effort for promoting 'Shodhganga: Repository of Indian Electronic Theses and Dissertations'.

Enclosed please find one copy of the MoU duly signed by us for your record and retention. You are requested to kindly instruct your Ph.D scholars to start submitting their theses online to the Shodhganga repository and student research scholars to submit synopses to Shodhgangotri. If soft copies are available, you may kindly pass on to us in CD/DVD. For more details and help, you may please visit <http://shodhganga.inflibnet.ac.in/manual/>.

Kindly nominate a name for "University Coordinator" with designation, address, Email id and Mobile No. as he/she would be responsible for liasoning with INFLIBNET Centre on behalf of the University

With regards,

urgent
Dr. Jayesh Malviya,
Coord R & D.

Yours sincerely,

Reg. [Signature]
Honorable Vg [Signature]
23/3/16

[Signature]
(Manoj Kumar K.)

793
29/03/2016

-4-

INFLIBNET Centre
Memorandum of Understanding (MoU) for Shodhganga/Shodhgangotri
 (A Repository of Theses and Dissertations submitted to the Universities in India)

This Memorandum of Understanding (MoU) is made and entered into on 3 (Day) March (Month) 2016 (Year) between the INFLIBNET Centre, an IUC of University Grants Commission located at Gandhinagar, hereinafter referred to as "INFLIBNET" and CAREER POINT UNIVERSITY (University / Deemed University / Inter-University Centre), here in after referred to as the 'University'.

WHEREAS, INFLIBNET Centre, an Inter-university Centre of the University Grants Commission, as its mandate, promotes open access to scholarly content generated in universities. The Centre has computers, network, software infrastructure and technical know-how required for hosting electronic versions of theses and dissertations in open access with interface to search, retrieve and access these content.

WHEREAS CAREER POINT UNIVERSITY (University / Deemed University / Inter University Centre) has agreed to take part in the process of digitisation of old theses and dissertations (not available in computerized machine-readable format) and building-up of digital repository and to promote, share and host its ETD in "Shodhganga: A reservoir of Indian theses submitted to the Universities in India" and other universities in open access. "Shodhganga" is a name coined by INFLIBNET Centre for referring to the repository of Indian Electronic Theses and Dissertations. The word "Shodh" originates from Sanskrit and stands for research and discovery. The 'Ganga' is the holiest, longest and largest river in Indian subcontinent which has held heart of its people captive and drawn millions of people to its banks since the dawn of history. The Ganga is the symbol of India's age-long culture and civilization, ever changing, ever flowing, ever loved and revered by its people. "Shodhganga", a repository of theses and dissertations submitted to Indian universities, is expected to keep growing to a formidable size as more and more researchers from India submit their research works to this ever growing reservoir. Under the initiative called "ShodhGangotri", research scholars / research supervisors in universities are requested to deposit electronic version of approved synopsis submitted by research scholars to the universities for registering themselves for the Ph.D programme.

This Memorandum of Understanding (MoU) defines responsibilities, liabilities and commitments of the institutions involved to ensure proper system implementation, to meet the objectives pertaining to submission and access to Electronic Theses and Dissertations as envisaged by the UGC vide its Notification (Minimum Standards & Procedure for Award of M.Phil/Ph.D Degree), Regulation, 2009 dated 1st June, 2009.

NOW, THEREFORE, in consideration of the mutual agreements herein contained, INFLIBNET and the University agree to the following terms and conditions:

I. INFLIBNET Centre

1. Provide access to ETD hosting server(s) at the INFLIBNET Centre 'Shodhganga'/Shodhgangotri' to the University with accompanied software interface enabling University / its student to create metadata and upload their theses and dissertations in ETD repositories designed for this purpose. The INFLIBNET will take the responsibility of keeping the data intact and usable, keep back-up of the data so as to avoid its loss. The INFLIBNET will deploy tools and techniques of digital preservation to ensure continuing access to scholarly

content in digital formats and to protect them from media failure, physical loss and obsolescence.

2. Recommend to the UGC to extend financial assistance to the Universities under Sections 12(B) and 2(f) of UGC Act for digitization of theses and dissertations not available in computerized machine-readable format and / or for procurement and installation of a suitable computer system / infrastructure for creation of ETDs.
3. Provide configuration of system, specifications and technical guidance to the University for procurement of computer hardware and related systems for setting-up of ETDs.
4. Provide guidelines, technical standards and specifications for digitization of Ph.D. theses submitted to the university in past and for theses not available in computerized machine-readable format.
5. Impart training to at least one person from the university (from library field and / or from computer field) in creation, updation and computerized operation of digital repositories of ETDs especially on 'Shodhganga'.
6. Extend access to an anti-plagiarism software or provide services to evaluate theses for possible plagiarism and submit a report to the concerned university.
7. The INFLIBNET may refuse to host any material deemed by the INFLIBNET to be controversial in nature or is in violation of copyright act.
8. This right of refusal will not relieve the University / Ph.D. scholar of liability, both to INFLIBNET and to the public, for matter contained in the theses that may be libelous or actionable and to both INFLIBNET and copyright owners for copyright infringement by the Ph.D. Scholar.
9. The INFLIBNET Centre will not be responsible for i) errors, omissions, inaccuracies and quality of content or misinformation or for any damages caused to the user or any third party from the use of content provided in the theses; ii) safety and archiving of loaded content in cases of "force majeure" including natural calamities; and iii) printed version of theses.
10. INFLIBNET Centre will recommend or provide access to plagiarism software which university may use to detect plagiarism before awarding the degree.
11. The INFLIBNET Centre replicates the content of theses and dissertations on different server and other auxiliary storage media. However, the INFLIBNET Centre does not take the responsibility for the archiving or backing-up of loaded content. The universities, therefore, should also keep a back-up of their theses and dissertations.
12. INFLIBNET Centre also maintains a repository called "Shodhgangotri" for hosting the approved synopses of research topic submitted to the universities by the students for registering themselves under the doctoral programme. Research students/their supervisors are encouraged to submit approved synopses/research proposals and register their priority on a research proposal through the repository.

II. The University

1. The University would grant non-exclusive worldwide license to the INFLIBNET Centre for hosting and distributing their theses in digital format in 'Shodhganga'/'Shodhgangotri' or any other server designated for this purpose.
2. The University / its researcher scholars agree to host / upload a computerized machine-readable file in mutually agreed format of all theses on to the 'Shodhganga'/'Shodhgangotri' server at the INFLIBNET.
3. The University will not hold INFLIBNET Centre responsible for any errors and omissions contained in the original theses.
4. The University commits to digitize theses and dissertations and their bibliographic records submitted to the university and provide necessary infrastructure including manpower support for operation of ETDs.
5. Commits to utilize the assistance provided by the UGC on recommendation of the INFLIBNET for implementation of ETDs including their digitization.
6. Deputes at least one person from the university (from library field or from computer field) for undergoing training on implementation of ETD organized by the INFLIBNET and ensure that the person trained by INFLIBNET on ETD is / are deployed for the same job.
7. Arranges to provide training to research scholars or users of its library and staff of colleges affiliated to University in creation of electronic version of theses and their deposition in the ETDs.
8. Ensures use of standard software and metadata schema suggested / provided by the INFLIBNET for setting-up / development / operation of its ETDs.
9. Creates bibliographic records of all theses and dissertations submitted to the university in standard bibliographic formats prescribed by the INFLIBNET Centre from time-to-time and contributes these records for inclusion in the INFLIBNET's Union Catalogue (IndCat).
10. Commits to sharing of library ETD resources / databases with the INFLIBNET Centre as well as with other universities.
11. The University would agree to host their ETDs in the digital repositories 'Shodhganga or other servers' set-up at the INFLIBNET Centre, and grant nonexclusive licence to the Centre to make electronic version of theses in full - text (theses that are born digital as well as those that are digitized using scanners / digital cameras) accessible through open access ETD.
12. The University shall not use electronic version of theses digitized using funds given by the UGC for any commercial purposes. The University shall not rent, sell or license the use of or deliver or release or otherwise part with the possession of the systems / software or the INFLIBNET ETDs databases, Shodhganga or any part thereof to any other party (individual, institution, organization, etc.)

Nº 2949632

2
0
1
4

- 1
Himachal Government Judicial Paper

13. The University will also commit their own funds or grants for fulfillment of the project, if the project on implementation of ETDs demands more resources and funds to complete it.

14. The University will use the plagiarism software recommended by the INFLIBNET and made accessible to test the thesis submitted by the student for plagiarism before awarding the Degree. If the university is not subscribing to such software, it will use the software from the nearest Regional Centre, if any.

15. University would encourage and ensure that Research Scholars/ Research Supervisors deposit host their approved Research Proposals/ approved synopses on the "Shodhgangotri" once Ph.D. is registered.

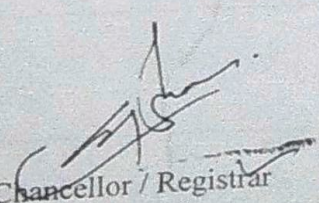
III. Termination

Both, the Parties, will have rights to terminate the MoU at any time in case of breach of obligations and terms and conditions of the MoU. This MoU signed hereunder may be terminated by either party at anytime upon ninety (90) days prior written notice. Upon termination of this Agreement, the INFLIBNET / University will stop hosting their theses immediately while keeping the theses already deposited by the University in its archives for its users. The University shall stop using the INFLIBNET's ETD facilities and databases and return any software / hardware or digitized content provided by or through the INFLIBNET, back to INFLIBNET within the 3 months notice period.

IN WITNESS WHEREOFF, the parties hereto executed this MoU on this date above mentioned.


UNIVERSITY:

INFLIBNET:


Vice Chancellor / Registrar
or designated authority.

Registrar
Career Point University
(Name, Signature and Seal)
Himachal Pradesh

Dr. Sanjeev Sharma


Dr. Jagdish Arora,

Director
INFLIBNET Centre,
An IUC of University Grants Commission,
Infocity, Gandhinagar - 382 007.

