

**RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB**  
(Established Under Punjab Act No. 12 of 2006)



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

held on

25<sup>TH</sup> NOVEMBER 2014

CONFERENCE HALL, ADMINISTRATIVE BLOCK, RGNUL, SIDHUWAL

## LIST OF IQAC MEMBERS

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

# RGNUL IQAC MEETING

## 25 NOVEMBER 2014

The Third Annual Meeting of the Internal Quality Assurance Cell (IQAC) was held on 25 November 2013 at 12:00 Noon at the Conference Hall, Administrative Block, Sidhuwal Campus, Patiala, under the Chairmanship of Professor (Dr.) Paramjit S. Jaswal, Vice-Chancellor RGNUL. The following members were present:

1.	Professor (Dr.) Paramjit S. Jaswal Vice-Chancellor, RGNUL	Chairman	12.	Dr. Manoj Kumar Assistant Professor of Law, RGNUL	Member
2.	Professor (Dr.) G.I.S. Sandhu Director (Registrar, RGNUL)	Director	13.	Ms. Renuka Salathia Assistant Professor of Law, RGNUL	Member
3.	Professor (Dr.) L.S. Sidhu Former Head & Dean Academic Affairs Punjabi University, Patiala # 4287, Urban Estate, Phase-II, Patiala	Member	14.	Dr. Shilpa Jain Assistant Professor of Law, RGNUL	Member
4.	Professor (Dr.) R.K. Singh Former Head and Professor of Law Punjabi University, Patiala #120, Urban Estate, Phase III	Member	15.	Ms. Shruti Goyal Assistant Professor of Law, RGNUL	Member
5.	Mr. Rajinder Aggarwal ADJ, Patiala	Member	16.	Ms. Ivneet Walia Assistant Professor of Law, RGNUL	Member
6.	Professor B.S. Malhi Controller of Examination (Sr. Administrative Officer) Ph. 0175-2286379; Mobile: 9814706999	Member	17.	Ms. Garima LL.M. Student , RGNUL	Member
7.	Professor (Dr.) Anirudh Parsad Professor of Law, RGNUL	Member	18.	Ms. Shubangi Fifth Year Student , RGNUL	Member
8.	Dr. Niraj Pasricha Finance Officer, RGNUL	Member	19.	Deepesh TSE Libsys Ltd. Gurgaon	Special Invitee
9.	Dr. V.K. Anand Librarian, RGNUL	Member	20.	Dr. Tanya Mander Assistant Professor of English Coordinator IQAC, RGNUL (Mobile: 9855073266)	Coordinator
10.	Dr. Anand Pawar Associate Professor of Law, RGNUL 9781029799	Member			

**Note:** Professor (Dr.) S.P. Tiwari, Professor Panjab University Chandigarh (Retd.) (Outside Expert); could not attend meeting because of pre-occupation; Ms. Jasleen Kewlani, Assistant Professor of Sociology, RGNUL. (Member) was on leave.

## PROCEEDINGS OF THE MEETINGS

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

ITEM (1)	<b>APPRAISAL OF THE PROCEEDING OF THE PREVIOUS IQAC MEETING HELD ON 30.07.2013 AS APPROVED BY THE EXECUTIVE COUNCIL (ANNEXURE-1).</b>		
AGENDA NOTE	DISCUSSION	DECISION	ACTION (S) REQUIRED
Proceedings of the previous meeting as approved by RGNUL Academic Council and RGNUL Executive Council in their respective meetings held on 16.07.2013 and 30.07.2013 were annexed for the perusal of the members.	The Chairman IQAC apprised the members about The proceeding of the last meeting of IQAC held on 13.08.2013 as approved by the Executive Council in its meeting held on 30.07.2013 and also informed about the follow up actions taken on the different item.	The members expressed satisfaction about the follow up action and the progress on different item decided at the previous meeting.	The pending work is to be carried out and is to be dealt with earnestness.

ITEM (2)	<b>TO APPRISE THE MEMBERS ABOUT THE COMPILATION OF SELF STUDY REPORT (SSR) AS PER REQUIREMENT FOR NAAC ACCREDITATION OF THE RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB.</b>		
AGENDA NOTE	DISCUSSION	DECISION	ACTION (S) REQUIRED
<p>RGNUL received DO Letter No. 14/3/2012 (CPP-II) dated 25.04.2013 from University Grants Commission, to apply for the process of Assessment and Accreditation (A&amp;A) of NAAC. RGNUL was established in 2006 and three batches of LL.B. and four batches of LL.M. have graduated from the University. Therefore RGNUL is eligible to apply for NAAC Accreditation. In the last meeting of the IQAC the work of preparation of SSR was assigned to the following members:</p> <ol style="list-style-type: none"> <li>1. Dr. Anand Pawar</li> <li>2. Dr. Tanya Mander</li> <li>3. Ms. Renuka Salathia</li> </ol> <p>Accordingly the RGNUL Self Study Report has been compiled with the contribution of all concerned. The completed SSR has been uploaded on the University Website on 12.11.2014. It was urged that the members may make it convenient to peruse the same. The RGNUL need to dispatch 12 hard copies of the same to NAAC office by 12.12.2014.</p>	The coordinator of IQAC apprised the members about the letter received from UGC about the process of Assessment and Accreditation, to be undertaken by NAAC. The soft copy of Self Study Report was uploaded on the RGNUL website on 12.11.2014. Professor R.K. Singh, Professor & Head Department of Laws, Punjabi University Patiala put on record appreciation for the hard work put in the preparation of Report and also about the progress of work reflected therein.	It was decided that all the stakeholders – faculty, staff and students may peruse the uploaded SSR and point out to the steering committee discrepancy's if any, is found	The steering committee need to submit hard copies of SSR by 3 December 2014 to the Vice-Chancellor so that the same may be forwarded to the NAAC office within the stipulated time.

<b>ITEM (3)</b>	<b>TO DISCUSS AND ADOPT (APIs) MODALITIES FOR ANNUAL ACADEMIC PERFORMANCE INDICATORS AS PER UGC GUIDELINES.</b>		
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
In the Executive Council Meeting (11.03.2014), the RGNUL adopted the UGC Academic Performance Indicator (API) to assess its faculty for CAS. Apart from that there is also a need to work out detailed modalities regarding Annual API Score Card as given in UGC guidelines.	<b>The coordinator IQAC apprised the members about the need to adopt API Score Card for the RGNUL faculty on the annual basis.</b>	<b>The members unanimously decided to follow UGC guidelines of API Score Card for the faculty.</b>	<b>Draft of API Score Card is to be prepared to send to Professor L.S. Sidhu and also to be submitted to the Vice-Chancellor for review.</b>

<b>ITEM (4)</b>	<b>TO APPRISE THE MEMBERS ABOUT THE STUDENT FEED BACK AND WORKOUT THE MODALITIES FOR ANALYSIS OF THE SAME (ANNEXURE -2).</b>		
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
In compliance with the decision of the IQAC at the Meeting held on 13.08.2012 wherein, it was decided that structured format needs to be prepared for seeking feedback from student and alumni.  Accordingly, structured format was prepared (Annexure-2) and administered to the students in May 2014 during End Term exams. There is a need to evolve a system for the analysis of the feedback forms.	<b>The members were apprised about the feedback mechanism, which was first taken up in IQAC's first meeting. The feedback form for the alumni was developed and uploaded on the website. The feedback form from the present students was taken during the end-term examination in May 2014 (and again in end-term exam in December 2014). It was appreciated by the members of IQAC. During the discussion members stressed that a mechanism may be formulated to maintain objectivity.</b>	<b>It was initially decided that a committee may be formed of 3-5 teachers, with Registrar as the Chairman. The concerned subject teacher shall not be part of this committee</b>	<b>The faculty members to be nominated by the Vice-Chancellor for the coordination committee.</b>

<b>ITEM (5) TO REVIEW THE PROGRESS REGARDING IMPLEMENTATION OF ERP SOLUTIONS AT RGNUL.</b>			
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
<p>The RGNUL has taken the services of LS Academia consultants to offer ERP Solution to the University. It will ensure automation of different process tasks on maintenance of the records and efficiency and transparency. There is a need to review the work done so far with every branch:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Accounts</li> <li>3. Establishment</li> <li>4. Academics</li> <li>5. Examination</li> <li>6. Student Record</li> <li>7. Transport</li> <li>8. Store / Property</li> </ol>	<p><b>Members were apprised about the latest endeavor being undertaken by the University. The representative of the company submitted the report to the members on the quantum / stage of work undertaken with regard to each branch. (REPORT ANNEXED).</b></p>	<p><b>After due deliberation the <u>faculty / centre coordinators</u> were given the responsibility to get the work completed</b></p>	<p><b>The faculty coordinators to check regularly and periodically the progress being made.</b></p>

<b>ITEM (6) TO APPRISE THE MEMBERS ABOUT RESEARCH PUBLICATIONS UNDERTAKEN BY THE RGNUL.</b>			
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
<p>1. <i>RGNUL Law Review</i> the bi-annual Research Journal of the University, is being printed, published and promoted by <i>Lexis Nexis India</i>. The offer stands as testimony to the merit and excellence in the quality of research being published in RLR. The latest issue January-June 2014 has been got printed. The approval of titles of RGNUL Social Science Journal and RGNUL Students' Law Review in Still awaited.</p> <p>2. The RGNUL has also brought out following publication:</p> <ol style="list-style-type: none"> <li>(i) A Book on '<i>Multi-Disciplinary Research Methodology</i>'</li> <li>(ii) <i>Death Penalty: Contemporary Issues</i></li> <li>(iii) <i>Selected Essays on Emerging Trends in Cyber Laws</i></li> <li>(iv) <i>A World in Transition: New Challenges for Women Empowerment</i></li> <li>(v) Book Working Paper Series: <i>FDI in Multibrand Retail in India</i></li> <li>(vi) On Line Journal:             <ol style="list-style-type: none"> <li>a. <i>Financial and Mercantile Law Review</i></li> <li>b. <i>RGNUL Student Law Review.</i></li> </ol> </li> </ol>	<p><b>Members were apprised about the various Research Publication of the University. During the discussion Dr. Anand Pawar, told that Thomson and Reuters has contacted the University for undertaking the publication of RGNUL Financial and Mercantile Law Review.</b></p> <p><b>Professor L.S. Sidhu suggested that research work undertaken by various research Centres should also be made available to the IQAC members at the time of their meetings.</b></p>	<p><b>The research work and other related activities undertaken by various Centres need to be made part of IQAC agenda / report.</b></p>	<p><b>The Centre coordinators to be asked to submit their plans and reports about research qualities to IQAC on the specified dates.</b></p>

<b>ITEM (7)</b>	<b>TO APPRISE THE MEMBERS ABOUT THE MEETING OF CENTRE COORDINATORS WITH THE VICE-CHANCELLOR AND THE REGISTRAR</b>		
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
In its last meeting held on 28 <sup>th</sup> October 2013, the IQAC was to facilitate meeting of the coordinators of all Research Centres with the Vice-Chancellor and the Registrar. The objective was to enhance the activities undertaken by the Centres and also bring in better coordination and planning. The meeting was held on 20.01.2014. The proceedings are annexed as ANNEXURE-3 for the perusal of the members.	<b>Members were apprised about the meeting of the Centre Coordinators with the Vice-Chancellor and the Registrar- Detailed Proceedings of the meetings were part of the agenda.</b>	<b>In view of the NAAC visit, it was decided to convene another meeting of the Centre Coordinators with the Vice-Chancellor and the Registrar.</b>	<b>IQAC needs to facilitate another meeting of the Centre Coordinators in the month of February 2015.</b>

<b>ITEM (8)</b>	<b>TO APPRISE THE MEMBERS ABOUT THE MEETING OF THE RGNUL INTERNSHIP AND PLACEMENT CELL TO REVIEW THE GUIDELINES SUGGESTED BY IQAC.</b>		
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
In its last meeting held on 28 <sup>th</sup> October 2013, the IQAC was asked to convene meeting with the Coordinators of Internship and Placement Cell. The objective was to review the guidelines suggested by IQAC in its last meeting. Strong placement and internship cell are significant for RGNUL. After due discussion of various practical difficulties, the guidelines of IQAC were adopted with minor changes. The Proceedings of the meeting are annexed as ANNEXURE-4 for the perusal of the members.	<ul style="list-style-type: none"> <li>• <b>During the discussion members were apprised about the guidelines suggested by IQAC and adopted by the Internship and placement cell. Ms. Ivneet Walia the coordinator of RGNUL — Internship Cell pointed out the need for space for the internship cell. She also asked for one more faculty member to be made part of internship cell.</b></li> <li>• <b>She also brought to the notice of the Vice-Chancellor that any RGNUL Research Centre seeking RGNUL students on interns, may please approach the RGNUL Internship Cell.</b></li> </ul>	<b>It was decided that Internship of RGNUL students will only be through / via RGNUL Internship Cell. Another faculty member is to be nominated for Internship Cell. Once the rooms in the Administration block are furnished the proper allocation shall be made for the office of internship cell.</b>	<p><b>Centre Coordinators to be informed about the need to approach RGNUL Internship Cell for any RGNUL student interning with the Centre.</b></p> <p><b>Before the Commencement of next semester IQAC to nominate a teacher.</b></p> <p><b>Rooms(s) to be allotted to internship cell in the Administration Block.</b></p>

<b>ITEM (9)</b>	<b>ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR.</b>		
<b>AGENDA NOTE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION (S) REQUIRED</b>
In the current agenda the Vice-Chancellor suggested that an IQAC Sub-Committee may be constituted to ensure continuous work throughout the year.	<b>It was discussed that IQAC has 20 members and to deal with urgent matters it is different to call the whole body. So there is need to constitute a said Committee of IQAC</b>	<b>It was unanimously decided that the Vice-Chancellor may nominate members from IQAC Cell to Constitute the working Sub-Committee of IQAC.</b>	<b>The Vice-Chancellor to nominate the Working Sub-Committee of IQAC.</b>

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

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

**Proceeding Verified**

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

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

**Professor (Dr.) Paramjit S. Jaswal**  
Chairman IQAC