



Baba Ghulam Shah Badshah University Rajouri (J&K)

**All Deans of the Schools of Studies /
All HoDs of Teaching Departments
BGSB University
Rajouri**

Subject: Academic Audit 2015-16.

Sir,

The University is going to conduct Academic Audit of each Teaching Department for the year 2015-16. The Competent Authority has desired that Teaching Departments to provide detailed Academic profile of the Department as per the enclosed Questionnaire –A (Departmental Performance Report) and Questionnaire – B (Faculty Performance Report) to the Office of undersigned latest by May 20, 2016.



**Deputy Registrar
Academic Affairs**

**No. BGSBU/Acad/16/ 76
Dated: May 2, 2016**

Copy to:

1. SS to Vice Chancellor for the kind information of Hon'ble Vice Chancellor
2. All the concerned
3. Office file



Baba Ghulam Shah Badshah University Rajouri (J&K)

Head
Department of English
BGSB University
Rajouri

No.BGSBU/16/Acad/133
Dated 27/9/2016

Sir,

You will recall the meeting that you and your colleagues had with Hon'ble Vice Chancellor with regard to the Performance Report of your Department.

During intensive stock taking exercise many Action Points were identified. These were communicated to you vide letter No.BGSBU/Acad/16/110 dated 14-6-2016.

You were requested to go through them and draw a Road Map for followup from the very beginning of the new session and submit copy thereof to Vice Chancellor's Office.

The needful has not been done so far. Kindly do it at the earliest so that the next review can be planned.

Thanking You

Yours faithfully

A.K.Koul
Dean Academic Affairs

27-9-2016

28/9/16

O/c



Baba Ghulam Shah Badshah University Rajouri (J&K)

The Head
Department of English
BGSB University
Rajouri

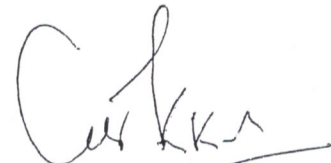
No.BGSBU/Acad/16/ 148
Dated 5-11-2016

Madam,

Attached please find the Action Points that emerged during the Meeting held on 3-11-2016.

You are requested to kindly stick to date lines laid for action with each point.

Yours faithfully,


(A.K. Koul) 5/11/2016

Encl: one.



DEPARTMENT OF ENGLISH
2nd Academic Audit - Meeting
held on November 3, 2016

Action Points identified

1. Admission list 2016.
 - (i) Submit Admission list of 2016 on or before **November 7, 2016**
 - (ii) Prepare the New-comer kit, including lecture schedules, for distribution among students who will be admitted in 2017.
2. Execution of decisions taken in the Meeting of Deans & Heads of Departments.
 - (i) Prepare academic schedule giving dates of all academic events for 2nd & 4th Semesters and submit them to office of Dean Academic Affairs well before commencement of these Semesters.
 - (ii) Submit Attendance Statement of students to CoE on or before **November 9, 2016**
 - (iii) Discuss Answer scripts of Sessional Test with students.
3. Collection of Students Feed back on Curriculum,

Download the Proforma for collecting feedback from students from NAC Website and ensure that the needful is^A done and the record maintained.
4. Compilation of Placement data and imparting soft skills to students on rolls.

Maintain a Register of Alumni which the NAC^A visiting team will ask for.

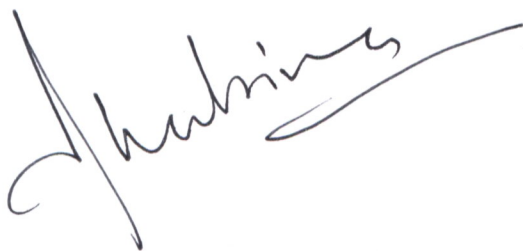
Arrange to train your students in those skills which will improve their employability, and develop in them human and moral values. Two periods a week, over and above your routine, may be devoted for the purpose. Beginning be made immediately with involvement of all Teachers of your Department.

Bold

Two periods per week be devoted to preparing students for NET/SET. Entire faculty be involved in the process. Work to start immediately for coming January Test.

Bold
5. Introduction of M.PHIL and Ph.D programmes in English

Submit proposal for introducing M.Phil and Ph.D programmes latest by **November 10, 2016** to enable us to issue Admission Notification.



Prepare and submit a minimum of three Research Projects for consideration by different Funding agencies. They be submitted to Office of Registrar, latest by **November 20, 2016** and ensure their timely dispatch to the concerned agencies.

6. Publication list .

Bold

(i) Immediately consolidate Dept'l Publication list in the format as discussed and submit a copy to this office.

Bold

(ii) Motivate all teachers to publish, and publish in peer reviewed Journals

7. Inviting Adjunct/Guest Faculty.

Submit Proposal for appointment of Adjunct Faculty and inviting Guest Faculty. The proposal be sent before **November 26, 2016**.

Conference/workshop/Training Course.

Bold

Organize one workshop/ Training course before end of the year, 2016 .The proposal be sent immediately.

Submit Syllabi of 3rd & 4th Semesters (Hard & Soft copies) immediately to enable us to convene Meeting of Board of Studies. **Date line November 10, 2016**

A handwritten signature in black ink, appearing to read 'Habine', with a long horizontal stroke extending to the right.



Baba Ghulam Shah Badshah University Rajouri (J&K)

Dean / Head
Department of Information Technology
BGSB University
Rajouri

No.BGSBU/16/Acad/ 135
Dated 29/9/2016

Subject: Academic Audit

Sir,

During the meeting of your faculty with Hon'ble Vice Chancellor on 9-6-2016 with regard to academic audit of your Department several issues arose . The Action Points were identified and communicated to you vide letter No BGSBU/Acad/16 /111/ dated 14-6-2016.

You were requested to initiate required action and draw a Road Map for follow up and submit copy thereof to Vice Chancellor's Office at the beginning of "New session".

This has not been done so far. Kindly ^dso the needful at the earliest to enable next review.

Thanking

Yours faithfully

A.K.Koul
Dean Academic Affairs

ok
29/09/16



Baba Ghulam Shah Badshah University Rajouri (J&K)

Head
Department of Information Technology
B.G.S.B University
Rajouri

No. BGSBU/Acad/16/111
Dated: 14/6/2016

Subject: Academic Audit Report

Sir,

Please find attached herewith the observations on the detailed Academic profile of the Department submitted by you.

Following discussion of the profile with you and your colleagues the Action Points have been identified.

You are requested to go through these and draw a Road Map for followup from the very beginning of new session and submit copy thereof to VC's office.

You are also requested to keep the New-Comers Kit ready for distribution to the students who will be admitted in 2016.

Thanking you

Yours Faithfully

(A. K. Koul)

Encl: One

DEPARTMENT OF INFORMATION TECHNOLOGY

2nd Academic Audit - Meeting

1. Date of 1st Audit : 9 - 6 - 2016
2. Date on which action Points were communicated to Department : 14 - 6 - 2016
3. Date on which Action-taken Report and Road Map were expected from Department : 7 - 8 - 2016
4. Date on which the Reminder was issued: 29 - 9 - 2016

Action Taken Report still awaited.

5. No. of Students admitted in 2016 to :
M.Sc IT: 25

- a. Admission list not submitted so far .
- b. All seats not filled.

Need to strategise improvement in intake

Submit Admission list for processing it for approval

6. Status of Execution of decisions taken in the Meeting of Deans & Heads of Departments:

- a. Does your Department function on all Saturdays?
- b. Have you conducted the Sessional Test according to CBCS? Have evaluated Answer Scripts been discussed with students?
- c. The class attendance was required to be notified every month and copy thereof, submitted to CoE.

Should be done forthwith.

7. Collection of Students Feed-back about Curriculum, Teaching, Examination, Dept'l facilities etc.:

The Department was required to evolve a format, collect and analyse the feed back and make necessary amends wherever necessary.

Use NAC Proforma & do the needful expeditiously.

8. Compilation of Alumni Register and Placement Data:

The Department had undertaken to make Alumni Register and compile data on Placement of Dept'l Passouts both of which are required for NAC visit.

It should be accomplished expeditiously.

9. Training students for improving their employability:

- a. The Department was required to impart soft skills to students with involvement of Placement Officer.
- b. Have any attempts been made to organize campus placement? The Department planned to develop linkage with Private Sector by arranging interactive sessions with employees. What is the progress?

c. Is a good Placement Brochure being brought out?

Has any headway been made on a, b & c above? If yes what is it? If not why?

Expeditious actions are called for

10. Coaching students for NET/SET/GATE

- a. Has the Department taken any initiative in this direction.
- b. Performance of students in NET is an important parameter of Dept'l / University profile.
- c. The Department contemplated joint action with Department of Computer Sciences

Has any progress been made?

Effective expeditious action is required.

11. Research Degree no. of students enrolled

M.Phil

Ph.D

01

02

- a. Have the pre-Ph.D and 1st Semester M.Phil Programme been completed.?
- b. Have any formal lectures been delivered to the scholars of these programmes.
- c. What is the status of their synopsis?

These scholars are not availing any Fellowship. They should be made to appear in NET Examination.

12. Extramural funding:

The Department claimed to have submitted two project proposals worth Rs 60.45 lacs to DST in collaboration with Jamia Millia Islamia .

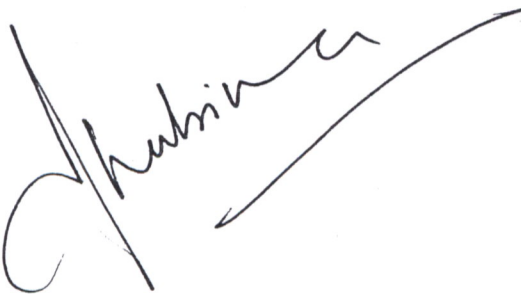
You had committed to submit copies thereof, to office. These have not been received so far.

What is the status of the proposals?

You should prepare & submit some more for submission to other agencies.

13. Publications

- a. The Department claimed to be at the verge of publishing a book.
You were required to communicate the title, authors and publisher's names. It has not been done till this day. May be done expeditiously.
- b. Has the Dept'l Publication list been compiled?
Must be done now as it will also be required for NAC visit.
- c. Have any new papers been submitted for publication after last meeting. If yes, how many?
Communicate names of Journals and their Impact Factor.



14. Conferences:

The Department proposed to organize International Conference and Faculty Development programme in 2016 - 2017

What is the Progress?

15. Visiting / Adjunct Faculty

Dr. Mohd Abdulaish had been appointed Adjunct Professor in the Department.

There is no news whether or not he has joined.

a. What is his status now?

Department must organize some events besides the routine to instill life into otherwise dull day - to - day working.

b. Submit a list of events with dates.

16. Earthing of Dept'l Building

The Department had Undertaken to workout the plan and the details with the involvement of EX. Engineer.

What is the status?

17. Out-reach programme:

The Department consented to arrange some instructional programme for,

- a. One neighboring School.
- b. Campus children.

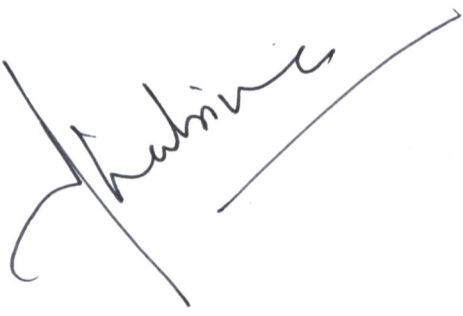
Is there any progress on this front?

18. Repair of Desktop Computers:

Have the repairs of 5 Desktop Computers reportedly out - of - order since 2015 been undertaken?

19. Swatch - Bharat Abhyan

What does the Department contemplate to do for this purpose in the coming month?

A handwritten signature in black ink, appearing to read 'Kulvinder', is written across the bottom left of the page. The signature is stylized with a large initial 'K' and a long horizontal stroke extending to the right.



Baba Ghulam Shah Badshah University Rajouri (J&K)

Head
Department of Mathematics
BGSB University
Rajouri

No.BGSBU/16/Acad/ 138
Dated 30/9/2016

Subject: Academic Audit

Sir,

The Action Points that emerged during the academic auditing undertaken in June this year were communicated to you on June 14, 2016 with a request that these be responded within a week of the opening of University after Summer break. You were also requested to draw a Road Map for followup from the very beginning of 'new session'.

The information was required to be sent to Vice Chancellor's Office.

It has not been sent so far. Kindly expedite, to/arrange the next review. *help us*

Thanking

Yours faithfully

A.K.Koul
Dean Academic Affairs

Encl
30/9/2016



Baba Ghulam Shah Badshah University Rajouri (J&K)

The Head
Department of Mathematical Science
BGSB University
Rajouri

No.BGSBU/Acad/16/150
Dated 5-11-2016

Sir,

Attached please find the Action Points that emerged during the Meeting held on 4-11-2016.

You are requested to kindly stick to date lines laid for action with each point.

MA
5-11-2016
mohd. haseeb gott.
haseeb

Yours faithfully,

(A.K. Koul)

Ok



DEPARTMENT OF MATHEMATICAL SCIENCES

2nd Academic Audit - Meeting
held on November 4, 2016

Action Points identified

1. Execution of decisions taken in the Meeting of Deans & Heads of Departments
 - (i) Answer Books of Sessional Test be shown & discussed with students & got signed by them.
 - (ii) Monthly Attendance of students be notified and sent to CoE, not latter than **8-11- 2016**
2. Collection of Students Feed back on Curriculum

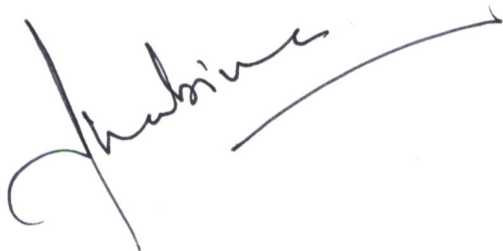
The Form for collection of students upto Oct. end feedback that has been sent to you be **immediately** used for the purpose and the data collected be maintained in record & copy thereof sent to Academic Section.
3. Compilation of data on placement of Dept'l passouts

Since the data with regard to placement of passouts of your Department is compiled already consolidate that in Alumni Register. Ask the alumni to inform you about any change in their address, Phone No. etc. Try to organize Home- coming day for your alumni between February & April, 2017
4. Training students for placement

Arrange training to improve employability of your passouts with the help of Placement Officer at the **earliest**.
5. Coaching students for NET, SET

Make efforts **immediately** to coach your students for NET/SET Examination scheduled for January 2017

 - (i) Send draft syllabi of III & IV semesters on or before **November 10, 2016**
6. Number of students awarded Ph.D
 - (i) Arrange to send Progress Reports of registered Ph.D scholars before **November 30, 2011** in proper format.
 - (ii) Maintain regular attendance of your Ph.D Scholars and send monthly statement thereof to Acad. Section. **Attendance upto Oct. 30 be submitted immediately**
 - (iii) State all facts about. Mr Shokeet Ali to enable us to write to Zonal Education officer. The letter be sent before **November 10, 2016**.



7.Extra-mural funding

(i) Prepare minimum of two Research Project Proposals and send them to Registrar for forwarding them to Funding agencies on or before **Dec. 4, 2016.**

8. Department Publication List

Submit copy of the Publication list to Academic Section and maintain one in your Department. This be done on or before **November 30, 2016.**

9. Submission of information highly delayed

Submit the information with regard to Maths Journals for submission to UGC well before **November 15, 2016.**

10 Adjunct Professor

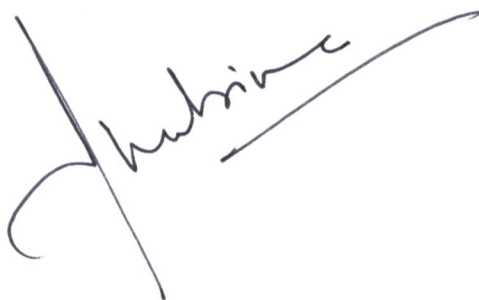
Get in touch with the Adjunct Professors appointed in your Department **immediately** and persuade them to join before year-end.

11. Conference

Put up proposal for holding one conference before end of the year at the earliest.

12. Out-of-order Computers

Submit proposal for repair of your old and out-of-order computers and purchase of New Computers to Registrar with copies to DAA and P.S to Hon'ble Vice Chancellor.

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Baba Ghulam Shah Badshah University Rajouri (J&K)

The Director
Center for Biodiversity Studies
B.G.S.B University
Rajouri

No. BGSBU/Acad/16/115
Dated 22/6/2016

Subject: Academic Audit Report

Sir,

Please find attached herewith the observations on the detailed Academic profile of the Department submitted by you.

Following discussion of the profile with you and your colleagues the Action Points have been identified.

You are requested to go through these and draw a Road Map for followup from the very beginning of new session and submit copy thereof to VC's office.

You are also requested to keep the New-Comers Kit ready for distribution to the students who will be admitted in 2016.

Thanking you.

Yours Faithfully,



(A. K. Koul)

Department of Education

(i) History

Year of Establishment: 2014
Course offered: M.Ed.
Batches produced: Nil

Plan to add B.Ed and M.A Education programmes

(III) Age of the syllabus in use: One year
No plan to revise

Monitoring academic growth of students after they are enrolled:

No formal methodology is in place at present.

Action Point

Need to evolve sound methodology based on performance in Sessional Tests, Seminars (Content, Delivery, and Discussion) followed by quiz, Term papers, Regularity, Punctuality etc. Prepare proforma and start monitoring from the very beginning of coming session.

(IV) Students Feed-back:
Not being collected at present.

Action Point

Prepare a proforma to collect feedback of students about their class teachers with regard to their Regularity, Punctuality, Quality of lectures, Expression and behavior; Quality of course curriculum and the facilities available in the Department and the University.

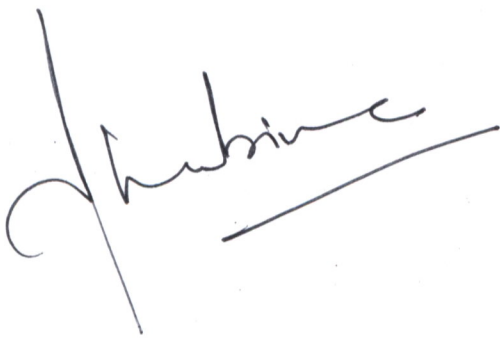
(V) Project Work
The Projects assigned to students of M.Ed are often unamusing.

Action Point

The Department should make efforts to make them innovative so that the student, supervisor and the department can derive some benefit from these apart from providing training to students

(VI) Preparing students for National Test e.g NET, SET etc.
Class room teaching of the subject does not help students to clear National Tests.

Action Point



Extra coaching for Paper I in particular, is necessary .For this purpose you can rope in faculty from sister Departments.


Action Point.

Plan it now so that you can offer coaching right from beginning of next Session

(VII) Coaching for overall development

Action Point

Use teachers, Beurocrats, Police, Army Officers, Legislators etc for delivering lectures to students

A handwritten signature in black ink, appearing to read 'Habib', is written over a horizontal line.

Baba Ghulam Shah Badshah University

Rajouri



Baba Ghulam Shah Badshah University Rajouri (J&K)

The Head
Department of Arabic
BGSB University
Rajouri

No.BGSBU/Acad/16//51
Dated 7-11-2016

Sir,

Attached please find the Action Points that emerged during the Meeting held on 5-11-2016.

You are requested to kindly stick to date lines laid for action with each point.

Yours faithfully,

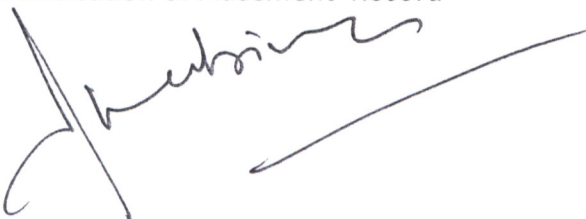
(A.K. Koul)

End : one.

50/11/2016

DEPARTMENT OF ARABIC
2nd Academic Audit
Conducted November 5-11- 2016

1. Improve intake of students in Academic year 2017
In view of steady reduction in student intake the Dept'l Faculty, local members in particular, will put in best efforts to attract students. The Head of Department will plan, over view and facilitate.
2. Equivalence to Alimiyat and Faziliat
The Head of the Department will move into the matter **immediately** before 13th Admission Prospectus goes to press.
3. Preparation of New Comers - Kit
Start preparing the Kit now, for distribution among new-comers in 2017.
4. Issues with regard to Research Scholars
 - i. Monthly attendance of all Scholars—M.Phil & Ph.D be sent to Office of Dean Academic Affairs.
 - ii. Attendance of 2016, upto Oct. end be submitted **immediately**.
 - iii. All cases of conversion of Full to Part-time Registration be processed **immediately**.
 - iv. All Scholars, whose Registration/ Supervisory Fee is outstanding be given a Notice and a warning to deposit the outstanding amount immediately with intimation to Office of Dean Academic Affairs. The Head of Department will ensure that this is done ^{at} the **earliest** and ^{outstand} ~~fee~~ ^{fee} **collected**.
 - v. **Progress Reports of all Scholars be sent immediately to fulfill the Statutory requirement.**
5. Students Feedback
 - i. The Head of the Department will collect the Feedback personally on NAAC Approved Proforma. Analyse the data and use the feedback to make amends wherever required.
 - ii. Confidentiality may be ensured by taking thumb impression instead of signature of students.
 - iii. Record of the Feedback be maintained by Head, for NAAC Team.
6. Modification of Placement Record
The record already collected be modified as per discussion held in the meeting and maintained in the Dept'l Office.



A copy be sent to Office of Dean Academic Affairs.

7. Consolidation of the list of NET/SET passouts

This should be undertaken **immediately** and copy of list submitted to office of Dean Academic Affairs before **November 15, 2016**.

8. Coaching for NET/SET Test

Coaching be started at the **earliest** for Jan. 2017 Test .

9. Compilation of Publication list

Modify the list you have submitted in light of discussion; year-wise Item-wise-Research, Review, Popular articles, Book Reviews etc. Submit a copy before **November 25, 2016**.

10. Conferences

Hold the Conference you are planning in the month of **November, 2016**.

11. Guest/Visiting/Adjunct Faculty

The Head of Department will act fast in the matter and have some eminent person in the Department in early 2017.

12. Extramural Funding

All members of permanent Faculty will write and submit Research Proposals for submission to UGC through Registrar positively before **November 30, 2016**.

13. Students Attendance Record

Monthly attendance record upto Oct. end be submitted **on or before 12th November 2016** to CoE. ^{9/11/2016}

14. Substitution of worn-out Black Board and provision of Stationery

Department will submit a proposal for the purpose with copy to P.S to Vice Chancellor and to Dean Academic Office.





Baba Ghulam Shah Badshah University Rajouri (J&K)

**All Deans / HoDs
All School of the Studies / Teaching Departments
BGSB University
Rajouri**

**No. BGSBU/Acad/18/ 102
Dated: 16-03-2018**

Sir,

Please find attached herewith the minutes of the meeting regarding Academic Audit 2017-18 held on March 15, 2018.



**Deputy Registrar
Academic Affairs**

Copy to:

1. All the Deans of the Schools
2. HoDs of the Departments
3. All the concerned
4. Office file



Baba Ghulam Shah Badshah University Rajouri (J&K)

All Deans / HoDs
All School of the Studies / Teaching Departments
BGSB University
Rajouri

No. BGSBU/Acad/18/ 89
Dated: 12-03-2018

Sir,

A meeting has been fixed in the Conference Hall of Vice Chancellor's Secretariat on March 15, 2018 at 11:30 a.m. regarding the Academic Audit Report 2017-18. You are requested to make it convenient to attend the meeting.


12/3/18
Deputy Registrar
Academic Affairs

Copy to:

1. All the Deans of the Schools
2. HoDs of the Departments
3. All the concerned
4. Office file



Baba Ghulam Shah Badshah University Rajouri (J&K)

All Deans / HoDs
All School of the Studies / Teaching Departments
BGSB University
Rajouri

No. BGSBU/Acad/18/ 36
Dated: 15-01-2018

Subject: Academic Audit 2017-18 - regd.

Sir,

I am enclosing herewith three Performa (Annexure I, II & III) which are required to be filled by all the teaching faculty of your Department for conducting Academic Audit 2017-18 of your Department and copies of the same ~~to~~ be sent to the Office of the undersigned positively by Feb. 2, 2018.

You are requested to kindly ensure that each faculty member complies with the above deadline positively.



Deputy Registrar
Academic Affairs

Copy to:

1. PS to Vice Chancellor for the kind information of Hon'ble Vice Chancellor
2. All the concerned
3. Office file



Baba Ghulam Shah Badshah University Rajouri (J&K)

Minutes of Meeting of Deans of Schools / Heads of Departments

Meeting of all Deans of the Schools / Heads of Departments regarding Academic Audit was convened on 15-03- 2018 in the Conference Hall of Vice Chancellor's Secretariat at 12:30 noon.

The following attended;

1. Hon'ble Vice Chancellor
2. Dean Academic Affairs
3. Dean, School of Mathematical & Computer Sciences
4. Dean, School of Biosciences & Biotechnology
5. Dean, School of Engineering & Technology
6. Dean, School of Management Studies
7. Principal, University Polytechnic
8. Head, Department of Arabic
9. Head, Department of Mathematical Sciences
10. Head, Department of English
11. Head, Department of Information Technology
12. Head, Department of Electronics & Communications Engineering
13. Head, Department of Computer Science Engineering
14. Head, Department of Information Technology Engineering
15. Head, Department of Electrical & Renewable Energy Engineering
16. Head, Department of Computer Sciences

The meeting started with brief welcome note of Hon'ble Vice Chancellor. The Vice Chancellor explained all the members about the necessity of Academic Audit and also resolved that it should be regularly held in Academic Years. The Academic Audit for year 2017-18 was conducting collectively for all the Teaching Departments. The following were decided:

1. Collection of Students Feed-back about Curriculum, Teaching, Examination, Departmental Facilities

Resolved that the Departments shall evolve a format, collect and analyze the feed back of the students and make necessary amendments wherever necessary.

2. Roadmap for follow-up

Resolved that the Department will draw a Road Map for follow up from the very beginning of new session and submit copy thereof to the Office of Dean Academic Affairs for the perusal of Competent Authority.

3. Identified Action points

Resolved that all the Heads of the Departments will work and focus on the identified Action points arose during the meeting of Academic Audit.

4. To fill all the Seats upto intake of each course

Resolved that all the Heads of Departments will make efforts and ensure that all ~~the~~ seats are filled upto the sanctioned intake of each ~~course~~ programme.



Baba Ghulam Shah Badshah University Rajouri (J&K)

5. Admission kits to New Comers

Resolved that admission kits shall be provided to all the new comers including syllabus, lecture schedule and induction programme.

6. Participation in Conferences / Seminars & Workshops

Resolved that the Departments will propose to organize National & International conferences and faculty development programme along with financial implications and send the same in the office of Dean Academic Affairs at the earliest.

7. Visiting / Adjunct faculty

Resolved that the Departments will prepare and send the proposal to invite Visiting /Adjunct faculty in the office of Dean Academic Affairs latest by April 5, 2018.

8. Publication of research papers in e-journals

Resolved that all the faculty members need to improve the quality of research and increase the number research publications in the reputed national & international journals.

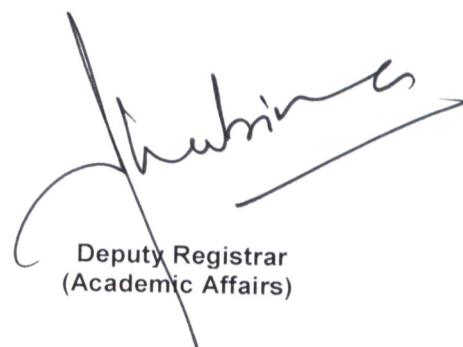
The meeting ended with vote of thanks to the Chair.

No. BGSBU/Acad/18/117
Dated: 28-03-2018

Sd/-
Dean Academic Affairs

Copy to:

- 1) Dean, School of Mathematical & Computer Sciences
- 2) Dean, School of Biosciences & Biotechnology
- 3) Dean, School of Engineering & Technology
- 4) Dean, School of Management Studies
- 5) Dean, School of Education and School of Islamic Studies & Languages
- 6) Director, Centre for Hospitality & Tourism
- 7) Principal, University Polytechnic
- 8) Head, Department of Arabic
- 9) Head, Department of Mathematical Sciences
- 10) Head, Department of Computer Sciences
- 11) Head, Department of Information Technology
- 12) Head, Department of English
- 13) Head, Department of Civil Engineering
- 14) Head, Department of Electronics & Communications Engineering
- 15) Head, Department of Computer Science Engineering
- 16) Head, Department of Information Technology Engineering
- 17) Head, Department of Electrical & Renewable Energy Engineering
- 18) SS to VC for kind information of Honb'le Vice Chancellor
- 19) Office copy


Deputy Registrar
(Academic Affairs)



Baba Ghulam Shah Badshah University Rajouri (J&K)

The Head
Department of English
BGSB University
Rajouri

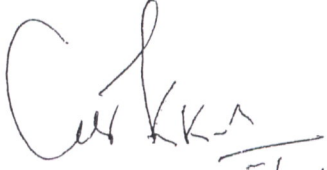
No.BGSBU/Acad/16/ 148
Dated 5-11-2016

Madam,


Attached please find the Action Points that emerged during the Meeting held on 3-11-2016.

You are requested to kindly stick to date lines laid for action with each point.

Yours faithfully,


(A.K. Koul) 5/11/2016

Encl: one.



DEPARTMENT OF ENGLISH
2nd Academic Audit - Meeting
held on November 3, 2016

Action Points identified

1. Admission list 2016.
 - (i) Submit Admission list of 2016 on or before **November 7, 2016**
 - (ii) Prepare the New-comer kit, including lecture schedules, for distribution among students who will be admitted in 2017.
2. Execution of decisions taken in the Meeting of Deans & Heads of Departments.
 - (i) Prepare academic schedule giving dates of all academic events for 2nd & 4th Semesters and submit them to office of Dean Academic Affairs well before commencement of these Semesters.
 - (ii) Submit Attendance Statement of students to CoE on or before **November 9, 2016**
 - (iii) Discuss Answer scripts of Sessional Test with students.
3. Collection of Students Feed back on Curriculum,

Download the Proforma for collecting feedback from students from ^ANAC Website and ensure that the needful is done and the record maintained.
4. Compilation of Placement data and imparting soft skills to students on rolls.

Maintain a Register of Alumni which the ^ANAC visiting team will ask for.

Arrange to train your students in those skills which will improve their employability, and develop in them human and moral values. Two periods a week, over and above your routine, may be devoted for the purpose. Beginning be made immediately with involvement of all Teachers of your Department.

Two periods per week be devoted to preparing students for NET/SET. Entire faculty be involved in the process. Work to start immediately for coming January Test.
5. Introduction of M.PHIL and Ph.D programmes in English

Submit proposal for introducing M.Phil and Ph.D programmes latest by **November 10, 2016** to enable us to issue Admission Notification.


5/11/16

Prepare and submit a minimum of three Research Projects for consideration by different Funding agencies. They be submitted to Office of Registrar, latest by **November 20, 2016** and ensure their timely dispatch to the concerned agencies.

6. Publication list .

Bold

- (i) Immediately consolidate Dept'l Publication list in the format as discussed and submit a copy to this office.
- (ii) Motivate all teachers to publish, and publish in peer reviewed Journals

Bold

7. Inviting Adjunct/Guest Faculty.

Submit Proposal for appointment of Adjunct Faculty and inviting Guest Faculty. The proposal be sent before **November 26, 2016**.

Conference/workshop/Training Course.

Bold

Organize one workshop/ Training course before end of the year, 2016. The proposal be sent immediately.

Submit Syllabi of 3rd & 4th Semesters (Hard & Soft copies) immediately to enable us to convene Meeting of Board of Studies. **Date line November 10, 2016**

A handwritten signature in blue ink, followed by the date 5/11/16 written vertically.



Baba Ghulam Shah Badshah University Rajouri (J&K)

Head
Department of English
B.G.S.B University
Rajouri

No. BGSBU/Acad/16/ 110
Dated: 14/6/2016

Subject: Academic Audit Report

Madam ,

Please find attached herewith the observations on the detailed Academic profile of the Department submitted by you.

Following discussion of the profile with you and your colleagues the Action Points have been identified.

You are requested to go through these and draw a Road Map for followup from the very beginning of new session and submit copy thereof to VC's office.

You are also requested to keep the New-Comers Kit ready for distribution to the students who will be admitted in 2016.

Thanking you

Yours Faithfully

(A. K. Koul)

Encl: One

DEPARTMENT OF ENGLISH

- (1) Year of Establishment : 2014
- (2) Course offered : M.A English
- (3) Plans to add new courses :

Subject to addition in permanent faculty and their qualification, the Department may introduce M. Phil programme in coming academic session.

- (4) Research output: Both permanent as well as adhoc teachers have published papers, most of them in e journals. Efforts should be made to publish in quality journals with Impact factor.

Action Point

Submit list of all publications

- (5) Student Evaluation: No system is in place to periodically monitor the progress of students following their enrollment to the course. The Methodology should be worked out.
- (6) Feedback of students: The Department does not collect feedback of students with regard to performance of teachers, suitability of course curriculum' facilities offered by the University and the Department etc.

Action Point

Prepare a proforma for use in coming session

- (7) Student performance in National Tests and Placement.
- (a) The Department will send out the first batch in July/August this year, whereafter their quality will become known.
- (b) Students of the Department did not exhibit required seriousness to the coaching offered for NET this year.
- (c) The Existing faculty of the Department being cent percent NET/SET qualified must ensure that the Department takes lead in producing NET qualified product.

Action Point

Prepare Road Map for NET Coaching

- (8) Has the Department evolved any innovation in methodology of teaching English in view of the quality of students you admit. If not, can some improvisation be adopted in 2016-2017 to help students.

Action Point

- (9) Academic Road Map for 2016-2017. Draw date-wise Road Map for academic activities, other than class room teaching, you have proposed to undertake to broaden the horizon of your



students: Special Lectures, Guest Lectures, Quiz, Elocution, Paragraph writing, Book Reviews, Playing recorded lectures etc.

Action Point

(10) Adjunct Faculty & Guest Lectures:

Being a young Department, short of Staff, you will be greatly benefitted by inviting floating faculty from within or outside the State. Get in touch with some reputed Scholars of your subject and motivate them to help us.

Action Point

(12) Contribution to Community Social life. The existing staff of the Department is local Identify in what way can it discharge its social responsibility

Action Point

14 (13) Constraints:

- (a) Teaching Staff
- (b) Support-Staff
- (c) Departmental Library
- 2 (d) Furniture
- Priority I (e) Projector
- 3 (f) Photostat machine
- (g) UPS / Generator

Action Plan

The office Univ. office
to consider procurement
in order of priority accordi
to which the items have
been listed.

13 14. Research Projects

Action Plan

Prepare a few projects &
submit them for funding
to appropriate Funding agency

 17/11/16



Baba Ghulam Shah Badshah University Rajouri (J&K)

Dean
School of Management Studies
BGSB University
Rajouri

No.BGSBU/Acad/16/ 14/
Dated:19/10/2016

Subject : Academic Audit-I

Sir,

On termination of the meeting concerning Academic Audit yesterday (18-10-2016) the document containing the Action Points that emerged during deliberations was handed over to you.

I hope you have found time to go through them.

We expect you to initiate action on these points, that will be taken stock of in the next meeting .

You may, when you are through with the job, send us point-wise details of the action you take.

Thanking You,

Yours faithfully

(A.K. Koul)

ho
20/10/16
OK

School of Management Studies

1. History (Teaching)

Started in 2005 with one subject MBA

In 2006, another Masters Course, MBA – Financial Management, was added that was discontinued in 2013

In 2009 BBA was introduced that was rolled back in 2014

In 2014 introduced M.A. Economics

In 2016 introduced: MBA – H & T

Diploma in House Keeping

Diploma in Front Office

2. No. of Batches produced so far

(i)	MBA	:	10
(ii)	M.A. Economics	:	01
(iii)	MBA – FM	:	07
(iv)	BBA	:	04

Action Points

- None of the courses offered by the School is attracting desired response
- The two Diploma courses have drawn blank this year
- Efforts are required to improve the situation
- You were supposed to distribute Admission Kit **Not done** (Letter written on 18-5-2016)

3. At present the School is running three post-graduate programmes, namely

(i)	MBA	:	14 29
(ii)	MBA H&T	:	04 / 05
(iii)	M. A. Economics	:	14

4. Innovations in teaching – learning

Only generalized statements were made. Many events have been planned .How many have been executed?

Action Points

- As per performance Report the Department had planned to conduct Seminars, tutorials, spontaneous quizzes etc. Have they been started? If not, these be started now.
- You had proposed to conduct industrial tours etc. Have they been planned for this Semester?
- Are you planning any events to improve general awareness of your students. What are they?

5. Measurement of students achievements

No data of past achievement have been provided .

Action Points

- Draw out list of students who cleared NET / SLET / GATE. What are you doing this Semester on this front.

First Audit held on October / 18-10-2016, at 12 noon.



- b. Have you undertaken any steps with regard to improving the placement of your students?.
- c. If yes, What are they?
- d. Does your Placement Brochure appear regularly? work for it now
- e. *Compile an impressive placement Brochure*

6. Mechanisms in place to collect student's feed back

The Department does not seem to collect feed back from students with regard to suitability of course curriculum, its dispensation, quality of teaching, library and laboratory facilities etc. for use in planning for future.

Action Point

Appropriate proformas be prepared to do the needful this year. Feed back be collected from students on roll.

7. Students attendance, regularity & punctuality

The general observation is that improvement is required on this front. The degree of absenteeism this year is particularly high.

Action Points

- ✓a. The School was asked twice to display monthly attendance of students on Notice Boards. It has not been done so far.
- ✓b. The Attendance was also required to be sent to Controller of Examinations. It has also not been done. Needful be done at the earliest.
- c. Has 1st Internal Assessment Test been held? ✓
- ✓d. Does the Department work on Saturdays?

8. Research :

The Department offers two research programmes, M. Phil & Ph. D, since 2009 / 2010.

No. of M. Phil awarded	:	1
No. of Ph. Ds awarded	:	5

Action Points

- a. None of the scholars enrolled to these programmes is availing any Fellowship. For this reason most of the Scholars either abandon or move out as part-time scholars after putting in 2 years residency period. The quality of research suffers.
- b. M. Phil & Ph.D scholars on rolls do not take coaching arranged by the University seriously
- c. Attempt be made to rope in NET (JRF) qualified students for M.Phil and Ph,D Programmes

9. Publications:

- a. Consolidated list of publications has not been made and is not available.
- b. Publication lists submitted by faculty are incomplete, deceptive and casual (Specimen).
- c. Journals in which most of the papers of the faculty have been published are not quality journals.

Action Points

- a. Consolidate list of all publications from the Department, including those of teachers and Scholars who have left.
- b. Publish in quality, peer reviewed journals.

10. Research Project : Nil

Action Points

- a. The School Dean must motivate and help teachers to write Research Projects and approach different agencies, for funding.
- b. This should be done on priority by all members of permanent faculty.

11. Consultancy : Nil

The regulations for undertaking consultancy are in place now. Any one wanting to undertake Consultancy can be allowed to do so by the University.

12. Organization of workshops/ Conferences /Seminars etc.

The Department had planned one for this year. What is the status?

Action Point

Effort be put in this direction.

13. Scholars-in-residence

The School did not make any attempt to rope in any Guest-faculty from academia or co-ordinate world to advance its academic pursuits. Involvement of businessmen, entrepreneurs, reputed teachers, well-placed alumni can help to put life in routine class room teaching. Beginning can be made from beurocrats, members of Chamber of Commerce, bankers etc from Jammu.

Action Point

Immediate action be initiated to have a few events in the remaining months of this Semester

14. Societal obligations

The Department has not proposed in what ways can it contribute to societal welfare. Can it do so now?



DEPARTMENT OF MATHEMATICAL SCIENCES

(I) (a) Established :2005

(b) Course offered then: M.Sc Applied Mathematics

(c) Courses offered currently : M.Sc Applied Mathematics

(d) Additional Courses : M.Sc Maths

M.Phil

Ph.D

(e) Additions Proposed for 2016-2017

M.Sc Maths (Evening Course)

(II) Number of Batches produced so far:

(a) M.Sc Applied Maths: Nine

(b) M.sc Maths : One

(c) M. Phil : Five

(d) Number of students awarded M.Phil : 11

(e) Number of Scholars awarded Ph.D: One

(f). Number of Scholars registered for Ph.D: 5

(III) Total Number of Publications of the Department:

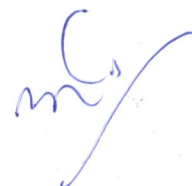
(a) Books: Nil

(b) Reviews: Nil

(c) Research Papers: -----

(IV) (a) All the three permanent Faculty have published research papers .All publication are joint either with in – or out- house co-authors .

Actin Point
Title, Authors, proposed Publisher
of the Book and exhaustive list
of all publications of the Dept k
prepared and submitted;
including those of past teachers
and scholars



(b) Most of the Journals where the papers have been published have either No or Very low Impact Factor since they are running in 1st or 2nd volume

(c) The quality of research calls for improvement so that the results find place in good Journals.

(VI) Road Map Proposed for publication of Books, Reviews . Research papers during Academic year 2016-2017 is vague.

Action Point

Submit List of papers communicated for publication with all details - authors, title, name of the Journal and year of submission

Action Point

List of papers under preparation be given separately.

(VI) (a) No student has cleared NET,SET ,GATE or any other National Test which reflects poorly on teaching standards of the Department .

(b) The Department has neither taken nor proposes to take any steps to guide/ coach their students for National Tests enlisting help from within and outside the University .

(c) The attitude of students of the Department to NET - Coaching arranged by the University, this year was indifferent.

Action Point

Propose concrete steps to create right ambience for coaching. Draw a Road Map for follow up from the very beginning of coming session.

(VII) The Department does not have any standard system in place to monitor progress of students after their enrollment. The Methodology should be decided before commencement of next session.

Action Point

The Dept will devise the procedure and may involve DAA, if necessary

(VIII) The Department does not collect feed-back from students about performance of teachers and the facilities available in the University/Department and for asking suggestions for improvement. Necessary Questionnaires for the purpose must be prepared & Kept in readiness for use in next Session.

Action Point

(ix) Information about student placement is diffused. The Department must make serious effort to consolidate it by involving old boys and others.

The Department must involve the Placement officer and give required training to students alongside routine class work.

Action Point

(X) At present the Department is totally without extra-mural funding. Therefore, it is totally dependent on University Grants including Research Fellowships to M.Phil /Ph.D Scholars. The Faculty will need to seek help to prepare project proposals for mobilizing grants. The coming summer break must be utilized for the purpose.

Action Point

Prepare and submit project proposal. All teachers be made to do it.

(XI) The Department must draw out a list of such Experts as can be invited for lectures, for collaborating in research and contributing to preparation of projects etc.

(b) It should also ensure that the adjunct Professor from AMU takes up the assignment in the beginning of coming session.

(XII) The Department organized a Training programme, Students Conference and Seminar which is commendable.

It should draw out a Road Map for coming session : with Topic, Theme, Speakers, dates etc and submit the proposal for funding to UGC and other agencies: TIFR, DST, Board for Higher Mathematics etc.

Action Point

(XIII) Well planned Out- reach programmes on the pattern sent to Head of the Department must be organized enlisting support from good scholars from other institutes also, to serve the community.

Action Point

Police, Army, Civil Administration

(xiv) Invite teachers, scholars from sister Departments/ and your own department, other institutions for delivering lectures and interacting with students.

Submit comprehensive Academic plan for coming session with "Topics, speakers, activity-films, discussion, quiz, debate etc. Create proper ambience for **Action Point** playing recorded lectures on daily basis under the supervision of Students-body.

(XVII) Draw out the plan for utilization of your research findings on Pollution and Climate Change with involvement of Experts from other field.

(XV) Constraints-

(a) Staff

(b) Out of order equipment

(c) Deficiency of computers. Generator

(d) Power Backup / ~~Power Backup~~

The Department should respond to Action Points within a week of the opening of University after Summer Break.

h
✓

Department of Education

(i) History

Year of Establishment: 2014
Course offered: M.Ed.
Batches produced: Nil

Plan to add B.Ed and M.A Education programmes

(III) Age of the syllabus in use: One year
No plan to revise

Monitoring academic growth of students after they are enrolled:

No formal methodology is in place at present.

Action Point

Need to evolve sound methodology based on performance in Sessional Tests, Seminars (Content, Delivery, and Discussion) followed by quiz, Term papers, Regularity, Punctuality etc. Prepare proforma and start monitoring from the very beginning of coming session.

(IV) Students Feed-back:
Not being collected at present.

Action Point

Prepare a proforma to collect feedback of students about their class teachers with regard to their Regularity, Punctuality, Quality of lectures, Expression and behavior; Quality of course curriculum and the facilities available in the Department and the University.

(V) Project Work
The Projects assigned to students of M.Ed are often unamusing.

Action Point

The Department should make efforts to make them innovative so that the student, supervisor and the department can derive some benefit from these apart from providing training to students

(VI) Preparing students for National Test e.g NET, SET etc.
Class room teaching of the subject does not help students to clear National Tests.

Action Point

W. S. Shinde

Extra coaching for Paper I in particular, is necessary .For this purpose you can rope in faculty from sister Departments.

Action Point.

Plan it now so that you can offer coaching right from beginning of next Session

(VII) Coaching for overall development

Action Point

Use teachers, Beurocrats, Police, Army Officers, Legislators etc for delivering lectures to students

A. A. Shah

Baba Ghulam Shah Badshah University
Rajouri

School of Biosciences & Biotechnology

(I) History:

2005 Started as Center for Biodiversity Studies

2009 Introduced M. Sc Biotechnology programme

2014 Introduced M. Sc Botany and Zoology programmes

Courses offered currently

M. Sc Biotechnology

M. Sc Botany

M. Sc Zoology

M. Phil

Ph. D

Number of Batches produced

Biotechnology 4

Botany Nil

Zoology Nil

(II) Research Degrees awarded

M. Phil 4

Ph. D 2 (One more in pipeline)

(III) Research Publications

Books One (under preparation)

One (under print)

Reviews Nil

Research papers:

Quality of Publications:

Room for improvement

Action Point

- Consolidate list of all publication^s of all past and serving teachers & scholars
- Submit papers to Journals with good Impact Factor

(IV) Extramural Funding

Research Projects

Completed:

On-going:

Research grants earned till date:

Action Point

Consolidate the data with regard to Research projects and the grants received

(V) Funding agencies tapped:

MOEFcc

DBT
DST
NMHS (National Mission on Himalayan Studies)
Central Spice Board
AYUSH
Ministry of Textiles

(VI) Conferences Held:

Apart from several Conferences and Training programmes organized in the past, in March 2016 One day programme on "Rural Technology in context of J&K Himalaya" was held under the aegis of RUTAG.

Training programme on 'Synthetic Genomics' finalized in early 2015 got held up. It should be organized in coming Academic Session.

- on Synth. Genomics
- Action point
- Submit proposal for Funding of the Training programme to DBT, CSIR, and UGC
 - Pursue the project submitted to MOEF for organizing Training programme in Taxonomy

(VII) Students Performance in National Tests:

Not good;

Two students have qualified NET/ ARS NET, and one GATE.

This reflects poorly on the curriculum and quality of teaching

Poor turn out of students for coaching offered by the School and the University is a reflection of their non-seriousness.

- Action Point
- In the coming session the School must arrange coaching from the very beginning with involvement of Director, Maintain attendance & record of lectures delivered

(VIII) Placement Record:

Consolidated record not available.

Although actual figures are not available, the situation is dismal.

Brochure

- Action Point
- The school needs to take immediate steps & involve Placement Officer to improve the situation. Data with regard to those who have already passed out need to be compiled
 - Prepare Placement Brochure

(IX) Monitoring academic growth of students following their enrollment.

No formal mechanism is in place at present.

Performance of students in sessional Tests, Class room seminars (Content, delivery, Discussion) Term paper-writing, bench work. Field work etc should be used to monitor and compile the performance chart of students.



2

Action Point
Prepare the proforma and maintain performance charts in light of discussions held

(X) Students Feedback.

The proforma used by the Department is restricted to performance of teachers. It should include feed back on suitability of the curriculum library and laboratory facilities, working of support staff etc. For feed back on teachers the parameters must be specified regularity, punctuality, expression, content, behavior etc.

- Action point
- a. Appropriate proformas be prepared and discussed with students at the very beginning of new session
 - b. No teacher should be around when feedback is being collected.

(XI) Adjunct / Guest Faculty

The School is short of specialists in all three Academic programmes that it is running. The deficiency is more acute in some than in other programmes. The deficiency could be made good, to some extent, by involving part-time faculty.

The School did not take advantage of the Adjunct-Faculty Scheme introduced by the University last year.

It should do so during the coming session, for which it is necessary to initiate the process now.

- Action Point
- Submit list of names of probables who will be willing to join & will take care of your requirement *deficiencies or help in strengthening research*

(XII) Collaborations

The School had signed MOU's only with IIM, I H B T, and GOPIHED. These have remained restricted to M.Sc Project work only. There is need to make use of these MOUs to forge collaboration in research.

There is need and scope to sign MOUs with more Research Institutes and Universities.

- Action Point
- a. Identify such Institutes and initiate the process
 - b. Renew existing MOUS and use them for collaboration in research *also*

(XIII) Equipment out of order:

Gel documentation system
Incubator shaker

These equipments are lying out of order since 2014. What has the School done after collecting quotation for their repair.

(XIV) New Equipment purchased/proposed to be purchased

✓ Stereozoom Microscope with attached Photographic Unit

Laminar Air flow

Co2 Incubator

Western Blotting Unit

Digital Homogenizer

Rotavapor

Table top centrifuge

Deep Freezer

UV Trans illuminator ✓

Weighing Balance

Electrophoretic Unit

Action Point

- a. When the DBT grants are already available with the university why don't you expedite the purchase.
- b. School should take the initiative for purchase and make provision to house the equipment appropriately

(XII) Service to Society /Community

The efforts put in by the School for creating public awareness about safe environment, biodiversity conservation; Climate change and Sustainable use of resources are laudable. Most of these efforts are limited to lectures which should, , continue.

There are many result oriented activities that CBS used to perform but have been discontinued. These need to be revived .A few of them are:

- (I) Vermicomposting (Hostel) Kitchen-waste.
- (II) Eradication of allergy- causing noxious Congress grass, and campus beautification.
- (III) Clearing fire-lines to offset the danger of forest fire
- (IV) Organizing bio-resource based training programmes for rural women of Dhanore.

Action Point

- a. The School should take initiative with regard to (i), (ii), (iii) & (iv) above
- b. The arboriculture should be involved

Section

(XIII) Constraints:

Smart class rooms
Advanced Quality projector
Lack of adequate Laboratory infrastructure
Trained laboratory attendants
Shortage of Research Students
Lack of Transport

Action Point

- a. The School be provided a trained Lab Assistant
- b. Immediately he may be paid out of project overheads


(XV) Suggestions :

No suggestion has been made by the School Dean. Those received from individual teachers are listed below.

- (1) University should provide hassle-free environment for running funded research projects.
- (2) Promotion of collaborative research.
- (3) Budget allocation & its timely release.
- (4) Policy to encourage meritorious & performing faculty.
- (5) Making P.G Departments independent of University Administration?
- (6) Financial support for organizing conferences
- (7) More spacious labs and more equipment
- (8) Smart class rooms
- (9) Animal House and Zoological Museum
- (10) Qualified faculty
- (11) Deletion of presentations (?) as a component of Sessional Assignment.
- (12) U.G.C norms be followed in toto.
- (13) Sections pertaining to essential services be made more effective.

Dr. S. Verma

Dr. A. A Shah



- (14) University should prefer paperless working.
- (15) Single window system be followed for every kind of work. Dr S.Pant
- (16) Strengthen University Grievance and women's cells.
- (17) Initiate Solid waste disposal.
- (18) Go in for rain water harvesting. Ms. Mamta Bhat
- (19) University environment should be politics free;
- (20) Talented faculty be recruited. Dr. T.H Dar

The Department should respond to Action Points within a week of the opening of University after Summer Break.