


NOTIFICATION

On the recommendations of the Standing Committee of Academic Council vide on spot item No. 7 of its meeting held on 21.02.2024, the Executive Council vide on spot item No. 2 of its meeting held on 22.02.2024 has approved the following actionable points and activities for quality improvement at the H.P.University. The ibid points/activities will help to improve our university's accreditation ranking as desired by the MoE, GoI under the MERU component of the PM-USHA Scheme.

1. Any data required by any section/cell should be submitted in the stipulated time.
2. Facts and figures particularly w.r.t. NIRF/AQAR/NAAC for every Academic Session must be analysed and reviewed seriously and must be submitted well in time to IQAC.
3. IQAC (with ERP) will create an online system for the electronic submission of all required information to respective cells and offices including by respective faculty members, departments, institutes, etc.
4. It will be required for all Departments/Institutes/Centres to prepare an Academic calendar minutely (with emphasis on the requirement NIRF/NAAC/AQAR) which should be uploaded on the website beforehand of the academic session/semester including the Induction Programme to be conducted during the opening week of every academic session.
5. Each faculty member will be required to publish a minimum of 2 publications including books/ chapters every academic year with reputed/ accredited journals and publishers.
6. Each faculty member will be required to submit at least one research proposal to external funding agencies.
7. All guidelines prescribed in the UGC/HPU Ordinance for Ph.D. Programme (timely approval of admission/ topic/ synopsis/ progress report/ presentation etc.) should be strictly adhered to.
8. The website must be updated periodically including all the events/ activities conducted by the departments. The website must also contain a detailed research profile of the department including facilities available. The updated Biodata/CV of each faculty member must be uploaded on the website with immediate effect.
9. All the activities at the Departments/ Institutes/ Centres will be organised essentially minimum with the following steps: (i) Decision in Department Council (ii) Notice on the website (iii) Summary with visuals of the events and media coverage preferably through concerned Chairman and PRO.
10. The student progression to higher study and data thereof will be adequately maintained by the Departments/ Institutes/ Centres in collaboration with central Placement and Alumni Team.
11. Each Department/Centre will offer a minimum of 2 and Institute 4 add-on courses from the academic session 2024-25 after approval of the relevant academic bodies.
12. All the Departments/ Institutes/ Centres shall notify the list of mentors and mentees within the first month of the semester. If not yet notified for the previous semester, shall complete the process within a week.
13. All the Departments/Institutes/Centres will complete the curriculum for FYUGP as soon as possible with the integration of practicum and Vocational Courses (skills/value/etc.).
14. All the Departments/Institutes/Centres should propose curriculum revision every three years.
15. Utilisation of Library Resources and Services by faculty besides students should be optimum.
16. All the Departments/Institutes/Centres shall generate IPRs (Patents, Design Registration, prototypes, copyright, etc.) and consultancies.
17. The Human Resource Development Centre/Committee should focus on building stronger relationships with corporate houses and companies. HRDC/Committee must explore the possibility of floating different Executive /Management Development Programmes.

18. All the Departments/Institutes/Centres must develop online courses for different online platforms such as SWAYAM, MOOCs, e-PG Pathshala. In each academic programme (UG & PG) students should have the liberty to earn some credits through online courses approved by UGC.
19. All Cells/ Committees are required to complete the assigned works within the stipulated period.
20. The department will submit a quarterly activity report to the Dean of Studies through the Dean.
21. Each department/faculty should conduct a Research Methodology/Pedagogy Programme every academic session.
22. Each faculty will be required to submit a quarterly self-appraisal report to the Vice Chancellor.
23. Two accredited publications will be mandatory for Ph.D. scholars.
24. IPR cell should be activated and an adequate budget should be allocated to promote IPR activities.
25. Faculty members should be encouraged to become members of various professional bodies.
26. Faculty members should be encouraged to take up consultancies.

All the Directors/Chairpersons are requested to bring the above instructions to the notice of all concerned for information and strict compliance.



Dean of Studies

Dated: 16.03.2024

Endst: No. even

Copy for Information and necessary action to:-

1. The Dean Student's Welfare/Dean Planning & Teacher's Matters/Dean CDC, H.P.University, Shimla-5.
2. All Deans of the teaching Faculties, H.P.University, Shimla-5.
3. All the Chairpersons/Directors of Teaching Departments/Institutes/Centres, H.P.University, Shimla-5.
4. The Director, H.P.University Regional Centre, Khanyara, Dharamshala, Distt. Kangra.
5. The Principal, HPU Department of Evening Studies, The Mall, Shimla-1.
6. The Director (IQAC), H.P.University, Shimla-5.
7. The Assistant Registrar (Academic/GAD), H.P. University, Shimla-5.
8. Incharge, H.P.University website, H.P.University, Shimla-5.
9. The Placement Officer, H.P.University, Shimla-5.
10. The General Secretary, H.P.University, Alumni Association, H.P.University, Shimla-5.
11. SPS to Vice-Chancellor/Pro Vice-Chancellor/Registrar, H.P. University, Shimla for kind information of the latter.


Dean of Studies