Shoolini University

Minutes of 25th Meeting of Internal Quality Assurance Cell (IQAC)

Shoolini University of Biotechnology and Management Sciences

held on April 7th, 2022, 4:15 PM

Venue:

Conference Room Kautilya

The meeting was conducted under the Chairmanship of Vice Chancellor and following members were present:

Prof. Atul Khosla	Chairperson
Prof. Deepak Kapoor	Member
Prof. Bhaskar Goel	Member
Prof. Kesari Singh	Member
Prof. Dinesh Kumar	Member
Prof. Y.S. Negi	Member
Prof. Narinder Verma	Member
Dr. Kamalkant Vashisth	Member
Dr. Nandan Sharma	Member
Prof. Rohit Goyal	Member
Prof. Saurabh Kulshrestha	Member
Mr. Mohan Dutt Sharma	Member
Ms. Ashoo Khosla	Member
Prof. Ram Parkash Dwivedi	Member
Prof. Kuldeep C Rojhe	Member
Prof. Pardeep Singh	Member
Dr. Pankaj Vaidya	Member
Ms. Aaliya Ali	Student
Mr. Shubham Verma	Assistant Coordinator
Prof. Sunil Puri	Member Secretary
Ms. Varsha Patil	Coordinator

Chairman took charge and after ascertaining that the requisite quorum was present, welcomed the members to the meeting.

After discussing on the action taken on the earlier decisions of the Internal Quality Assurance Cell and being satisfied on the same, the meetings began as per the following agenda items.

Agenda item 1: NAAC Cycle II and Installation of NAAC software

Ms. Varsha Patil briefed the members about NAAC Cycle II procedure and timeline for submission of Self Study Report (SSR), the central team members were also discussed upon and Deans were asked to recommend and finalize the name of school wise IQAC Coordinators. It was further decided upon that in order to streamline the process of data collection for NAAC and the AQAR submission software shall be installed. Ms. Varsha Patil was given the responsibility to check and consult vendors for NAAC digitization and finalize the same.

Prof. Saurabh Kulshrestha further proposed to check a software that records all staff activities and generates a monthly report on defined parameters.

Agenda item 2: Provision of financial support to all teachers for attending conferences/workshops and towards membership of professional bodies

In order to encourage the faculty to attend/participate in conferences/workshops outside campus Prof. Atul Khosla suggested to immediately create a budget of Rs. 10 lacs. Mr. M.D. Sharma was directed to take charge of it.

- It was further decided upon that policy and guideline for financial support for attending conferences/workshops shall be framed by Prof. Saurabh Kulshrestha and Mr. Sanjeev Singh due consideration shall be given to both National & International visits in the guidelines.
  (For National - 50% may be funded by the faculty members and remaining 50% can be re-imbursed by the university.
  For International events – a proportion of the expense can be reimbursed by the university on case to case basis).
- Anyone who wants to avail this benefit needs to submit a prior proposal.
- All related accounting shall be under the subhead workshop/conferences/memberships by finance office.

Agenda item 3: Internal Audit Committee for Academic and Administrative Audit

In order to ensure proper documentation are maintained at the School/Faculty level and to comply with the various UGC rules and guidelines it was decided that Prof. Kesari will form an Internal Audit committee for Academic and Administrative Audit; a team of four-five members who will spearhead this effort. A format for Audit is to be created by IQAC team with support from Dr. Indu Rihani. The report of the audit will be presented to the Hon'ble Vice Chancellor.

Agenda item 4: Facility of Streetlights nearby Shoolini campus

Director Operations, Mr. Sunil Mehta, shared about the unavailability of streetlights nearby campus and it was recommended by Hon'ble Vice Chancellor to install it from campus to nearby bridge for student safety. Director Operations agreed to take immediate action on this.

Agenda item 5: Strengthening of Mentor - Mentee programme

For the overall development of the students, it was decided to further strengthen Mentor-Mentee programme. The members after due discussion and deliberations decided that each mentor (faculty) will have 15 mentees across the university; not limited to the same School. Prof. Kuldeep Rojhe will present in the next meeting how this initiative can be streamlined further considering the initiatives undertaken in Faculty of Management Sciences. Ms. Payal Khanna will assist the Registrar to prepare the mandate for mentors and Registrar was directed to notify all faculty members of their 15 mentees. Ms. Ashoo Khosla was asked to prepare and present a detailed plan in next meeting.

Agenda item 6: Emphasis on e-Learning

Ms. Ashoo Khosla informed everyone that SWAYAM requires a university-wide effort. Every student must complete a SWAYAM platform course. And every faculty member is required to create a course on SWAYAM/MOOCs/etc. Ms. Ashoo Khosla will instruct /arrange trainings for all faculty on how to enrol in MOOCs/SWAYAM and other platforms and will present the status of SWAYAM/MOOC's courses in next meeting.

Agenda item 7: Seed Fund Grant to teachers to enhance the research

Prof. Saurabh Kulshrestha shared about the provision of Seed Fund grant to be available to the faculty member, it was decided that a policy shall be finalized, keeping in mind the following:
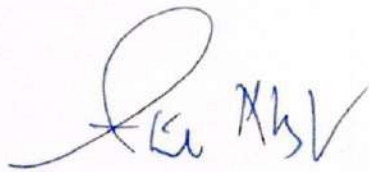
- Seed money must be accounted in tally which shall be overseen by Mr. Mohan Dutt Sharma.
- Investment in individuals shall also be duly accounted. Mr. Sanjeev Singh and Prof. Saurabh Kulshrestha shall devise a procedure for this.
- As and when any new faculty is hired - Seed fund account shall be opened in tally and a letter from the Registrar shall be issued.
- University will also fund money of any research project, in case amount gets stuck from the granting agency like DST/DBT, etc.

Agenda item 8: Academic Progression rules

Prof. Sunil Puri shared that Academic Progression rules/policy to be discussed in next meeting, student must be counselled if he/she is not able to perform in his respective program. Pre-requisites for each program shall be clearly defined and outcomes must also be mapped under the supervision of Ms. Ashoo Khosla.
UGC mandate for 1st year, 2nd year, 3rd year and 4th year curriculum as per NEP must be aligned and this initiative shall run under the chairmanship of Prof. RC Sobti (Ex-VC of Punjab University).

As there was no other matter to transact the meeting ended with a vote of thanks to the Chair.

Confirmed
Vice Chancellor

(Prof. Sunil Puri)
Member Secretary