Shoolini University of Biotechnology and Management Sciences

Minutes of IQAC MEETING HELD ON 17-08-2023.

Date-17-08-2023.

Agenda-

1. Approval for the Alumni Feedback Form and the SOP regarding the same.
2. Review of the NIRF ranking framework for the year 2022-2023.
3. Follow-up meetings regarding NAAC Cycle II.
4. Workshop on implementing Sustainable Development Goals for Village Communities.
5. Annual Quality Assurance Report (AQAR) for the year 2022-2023.
6. Centre of Excellence for Direct Selling in Academics (CEDSA) Direct Selling Conclave.
7. Inauguration of Student Research Council.
8. Organisation of Workshop for Program Outcome-Course Outcome (PO-CO) Attainment for Faculty.
9. Any other item with the permission of the chair.

I Head of the Institution

Prof. Atul Khosla, Vice Chancellor	Chairperson

II Administrative Officers

Brig. (Retd.) Sunil Mehta	Member
Mr. Mohan Dutt Sharma	Member
Mrs. Poonam Nanda	Member

III Teachers

Prof. Somesh Sharma	Member
Prof. Bhaskar Goel	Member
Prof. Deepak Kapoor	Member
Prof. Kesari Singh	Member

Prof. Narinder Verma	Member
Prof. Manju Jaidka	Member
Prof. Pardeep Singh	Member
Prof. Ram Prakash Dwivedi	Member
Prof. Rohit Goyal	Member
Prof. Saurabh Kulshrestha	Member
Prof. Y.S. Negi	Member
Dr. Kamalkant Vashisth	Member
Dr. Nandan Sharma	Member

IV Members from the Management

Mr. Vishal Anand, Chief Financial Officer	Member
Mr. Ashish Khosla, President of Innovation and Marketing	Member

V Students and Alumni

Ms. Divya	Member
Mr. Vishal Sharma	Member

VI Employers/ Industrialists/ Stakeholders

Mr. Vivek Atray (Ex-IAS)	Member

VII Coordinator IQAC

Prof. Sunil Puri	Member Secretary
Mrs. Varsha Patil	Coordinator
Mr. Shubham Verma	Astt. Coordinator

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

The committee members further discussed the action taken on the earlier decisions of the Internal Quality Assurance Cell and reviewed their implementation. The final draft of the earlier meeting was also presented to the members and was considered approved.

Minutes of meeting-

1. **Approval for the Alumni Feedback Form and Standard Operating Procedure (SOP):**

To boost interaction and collect important thoughts from our alumni network, the Alumni Feedback Form and its accompanying SOP were discussed and approved. Prof. Narinder Verma, Dean Academic Affairs, provided valuable insights on this matter.

2. **Review of NIRF Ranking Framework for the Academic Year 2022-2023:**

Ms. Varsha Patil, Director Rankings and Accreditations, presented the members the final review of the NIRF framework for the Academic Year 2022-2023. Mr. Shubam Verma was further directed to prepare a final draft and present it to the Vice Chancellor basis of last year's methodology.

3. **NAAC Cycle II:**

Prof. Sunil Puri, Registrar, instructed IQAC to start holding regular meetings for discussion and review of NAAC Cycle II. Dr. Ashoo Khosla further proposed that the NAAC Cycle II agenda can be discussed in morning Deans' meeting.

4. **Workshop on Sustainable Development Goals (SDGs):**

Ms. Sunita Sharma, Data Analyst IQAC, was directed to arrange a workshop for Sustainable Development Goals (SDGs) in order to promote such programs with local community, it was decided regular community engagement programs will be conducted by IQAC and DSW office on regular basis , where local panchayats or communities can be involved.

5. Preparation of Annual Quality Assurance Report (AQAR) 2022-2023:

Ms. Varsha Patil, Director Rankings and Accreditations, updated the board that IQAC is set to begin preparation of the Annual Quality Assurance Report (AQAR) for the Academic Year 2022-2023. All Deans/ HoS were requested to direct their IQAC coordinators to compile the data as requested and required by IQAC from time to time.

6. Proposal to host CEDSA Direct Selling Conclave at Shoolini University

Prof. Kamal Kant Vashisth, Director of CEDSA at Shoolini University, informed the board of hosting the Direct Selling Conclave at Shoolini University in last week of August. The event will be organized by CEDSA, providing a platform for luminaries, established professionals, and aspiring talents to engage in comprehensive dialogues about Direct Selling. It is expected that 50/ 60 individuals will be joining the event.

7. Inauguration of Student Research Council

Prof. Saurabh Kulshrestha, Dean for Research & Development, put forth the proposal for the establishment of Student Research Council to ignite student-led innovation through a vibrant platform. The board approved the proposal, tasking Prof. Saurabh Kulshrestha to come up with the plan.

8. Organising of Workshop for Program Outcome-Course Outcome (PO-CO) Attainment for Faculty

Prof. Narinder Verma, Dean Academic Affairs, proposed a workshop on PO-CO attainment to help teachers focus on Program Outcome (PO) and Course Outcome (CO) attainment. Teachers will learn how to make their programs and courses better and relevant to outcome-based education. It was suggested that this workshop shall be attended by all faculty.

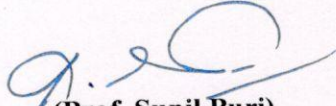### 9. Proposal for scheduling of term exams 2023

Prof. Rohit Goyal, the Controller of Examination, proposed the board scheduling of the Term I exams for the even semester, by the end of October. Prof. Rohit Goyal was further directed to prepare a detailed schedule for the same.

Action Taken Report

1. After a thorough discussion with Prof. Hemant Sharma, Assistant Professor Cum System Analyst, and with the guidance of Prof. Narinder Verma, Dean of Academic Affairs, it has been decided that the Alumni feedback form will be filled out during the online student registration for the 7th Convocation tentatively to be held in October 2023.

2. Mr. Shubam Verma prepared a final data of the NIRF to be submitted for the year 2022-2023 which was shown to the Vice-Chancellor.

3. As directed by Prof. Sunil Puri and suggested by Dr. Ashoo Khosla, morning Deans' meeting will be utilized for any NAAC agenda.

4. Ms. Sunita Sharma, the Data Analyst IQAC, will be coordinating with relevant departments to plan and organize a workshop on Sustainable Development Goals (SDGs) for SDG goals 7 and 13 related to Affordable and Clean Energy Climate Action respectively to promote engagement with Village Communities in Panchayat-Sanhol, Sultanpur, and Shamti. The workshop will feature Ms. Rajni Gautam, Project Officer DRDA & BDO, Solan, as the chief guest.

5. Ms. Vartika Sood, Data Analyst, IQAC is directed to begin the preparation of the AQAR for the academic year 2022-2023, share the formats with all Schools for data collection. The first draft is to be prepared by December.

6. CEDSA will organize the Direct Selling Conclave on August 30, 2023, featuring speakers like TC Chhabra, Founder and Managing Director of Fashion Suitings Pvt. Ltd. (RCM); Rajeev Gupta, Vice President of FDSA and Director of ARL Retails Pvt. Ltd., and Vivek Katoch, Corporate Affairs and Public Policy Director (Asia) at Oriflame Cosmetics and Vice Chairman of IDSA.

7. The inauguration of the Student Research Council on September 1, 2023 will happen at Peter Ducker Hall, with Anitya Kumar Gupta as its leader.

8. Prof. Narinder Verma will organize the workshop sessions, providing comprehensive guidance to teachers on enhancing Program Outcome (PO) and Course Outcome (CO)
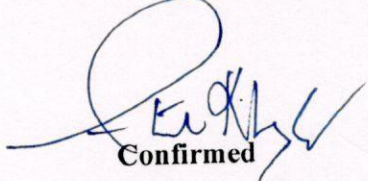
attainment through Outcome-Based Education (OBE) strategies, along with a step-by-step video tutorial.

9. Prof. Rohit Goyal (Controller of Examination) prepared a detailed schedule of the Term-I exam approved by Registrar Prof. Sunil Puri.

(Prof. Sunil Puri)

Member Secretary

Confirmed

Vice Chancellor