

Shoolini University of Biotechnology and Management Sciences

Minutes of IQAC Meeting Held on 20, June 2024

Date: 20-06-2024

Agenda-

1. NAAC SSR Data Presentation and Review
2. Follow-up meeting regarding NAAC Cycle-II
3. Transitioning from myShoolini to Digii Campus
4. Updates on Feedback Forms for Manthan, Students, and Alumni
5. Mentor Mentee Allotment via Digii Campus
6. Structural Feedback Analysis Report
7. Preparation of AQAR for academic year 2023-24
8. Preparation of Convocation 2024
9. Centre for Leadership Coaching (CLC) conference

I. Head of Institution

Prof. Atul Khosla, Vice Chancellor

Chairperson

II. Administrative Officers

Brig. (Retd.) Sunil Mehta

Member

Mr. Bijay Dhiman

Member

Mrs. Poonam Nanda

Member

III. Teachers

Prof. Somesh Sharma

Member

Prof. Bhaskar Goel

Member

Prof. Kesari Singh

Member

Prof. Indu Rihani

Member

Prof. Narinder Verma

Member

Prof. Pradeep Singh

Member

Prof. Ram Prakash Dwivedi

Member

Prof. Rohit Goyal

Member

Prof. Saurabh Kulshrestha	Member
Prof. Y. S. Negi	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
Mr. Prem Singh	Member
Mr. Rajendra Abhange	Member

VII. Coordinator IQAC

Prof. Sunil Puri	Member Secretary
Mrs. Varsha Patil	Coordinator

Link IQAC:- Mr. Vivek Atray (Ex-IAS) joined the meeting via the following link;
<https://shooliniuniversity.zoom.us/j/93062359449?pwd=d0dxU1BPWk5ZM1R1ckVQMTdHU0V6UT09>

The Chairman assumed responsibility and, confirming the presence of the necessary quorum, greeted the attendees at 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 last proceedings was also presented to the members and was considered approved.

Minutes of meetings-

1. NAAC SSR Data Presentation and Review

Ms. Varsha Patil, Director of Ranking and Accreditation for the IQAC, presented the NAAC SSR data to the committee for final review and requested necessary revisions. She discussed the data with the accounts department regarding scholarships and finances, consulted the placement cell about students placed and those pursuing higher education, and reviewed publication and research metrics with Dean of Research, Prof. Sourabh Kulshrestha. Additionally, management assigned Mr. Chandan Kumar and Mr. Vikas Panwar the responsibility of uploading all NAAC-related data to the institution's website.

2. Follow-up meeting regarding NAAC Cycle-II

Prof. Sunil Puri, Registrar, instructed the IQAC to initiate regular meetings twice a week to discuss preparations for the NAAC Cycle-II. Dr. Ashoo Khosla further proposed that the agenda for the NAAC Cycle-II be incorporated into the morning Deans' meetings to encourage additional collaboration and input.

3. Transitioning from myShoolini to Digii Campus

Prof. Narinder Verma, Dean of Academic Affairs, informed the board about the impending transition from myShoolini to Digii Campus to benefit from a more advanced and comprehensive integrated digital platform. Digii Campus offers enhanced features that streamline administrative tasks, improve communication, and support various academic processes, thereby increasing efficiency and user experience. He also instructed the Deans/HOS to provide guidance to teachers regarding the registration procedure and to utilize the Digii Campus app to access scheduled timetables. The members acknowledged and praised the app's significance and its role in enhancing the academic processes.

4. Updates on Feedback Forms for Manthan, Students, and Alumni

Prof. Indu Rihani presented an overview to the board regarding changes to the feedback forms for Manthan and students. She highlighted the introduction of mentor-mentee and IT-related questions in the Manthan form, as well as modifications to some questions in the student feedback form for teaching and learning evaluation. Additionally, the parent feedback form is set to be implemented starting next semester for the academic year 2024-25. The form will be completed by parents during the admission process. Further, a discussion on the alumni feedback form and its associated Standard Operating Procedures (SOP) was held and approved. Prof. Narinder Verma, Dean of Academic Affairs, contributed valuable insights during the deliberations on this initiative.

5. Mentor Mentee Allotment via Digii Campus

Dr. Ashoo Khosla, Chief Learning officer, briefed the board on the implementation of Mentor-Mentee Allotment via Digii Campus, highlighting its capability to efficiently pair mentors and mentees through streamlined digital processes. This initiative aims to enhance personalized guidance and support within academic environments.

6. Structural Feedback Analysis Report

Prof. Indu Rihani, provided an overview to the board regarding the feedback analysis and action taken report for the academic year 2023-24. Following thorough discussions, it was decided that faculty members receiving a student feedback score below 3.5 would undergo counseling by the Dean facilitated by a senior faculty member. Their performance will be reviewed over the next two semesters as part of this process. If no improvement is observed, the matter will be escalated to the central committee for further action.

7. Preparation of AQAR for academic year 2023-24

Ms. Varsha Patil, Director of Ranking and Accreditation at IQAC, informed the board that IQAC is commencing the preparations of the Annual Quality Assurance Report (AQAR) for the academic year 2023-24. She requested all Deans/HOS to instruct their IQAC coordinators to compile the necessary data as periodically requested by IQAC. Additionally, she instructed the team to circulate the required formats.

8. Preparation of Convocation 2024

Prof. Narinder Verma, Dean of Academic Affairs, updated the board on the ongoing preparations for Convocation 2024, emphasizing the organization of a memorable event to

celebrate the academic achievements of graduating students. Plans involve coordinating venue arrangements, inviting distinguished guests, preparing ceremonial protocols, and ensuring a seamless experience for graduates and attendees.


9. Centre for Leadership Coaching (CLC) conference

Mrs. Payal Khanna, Deputy Director for Leadership Coaching, informed the board about organizing the CLC conference, which aims to advance leadership excellence and transformative coaching practices. She highlighted the event focus on bringing together industry professionals and emerging talents to explore innovative strategies in leadership development. Mrs. Khanna shared that approximately 30-35 speakers will contribute to the conference, providing a diverse range of insights and expertise. Mrs. Khanna requested the board's support in finalizing the details and promoting the event.

Action Taken Report-

1. It has been decided that Mr. Shubham Verma, Manager of Ranking and Accreditation at IQAC, will revise the NAAC SSR data to ensure compliance with NAAC standards. He will review the highlighted key findings and areas for improvement in detail and schedule a follow-up meeting to finalize the adjustments.
2. As per Prof. Sunil Puri's suggestion and Dr. Ashoo Khosla's input, the morning Deans' meetings will be utilized to encourage additional collaboration and gather further insights.
3. It has been decided to implement the Digii Campus app for academic processes, with Prof. Narinder Verma leading this initiative, supported by Mr. Manish Gashiv from the IT Team.
4. The board approved the proposed changes to the feedback forms for Manthan and students, as well as the implementation of a parent feedback form starting next semester during the admission process. Ms. Vartika Sood has been appointed to correct and add changes to this form, which will be given to the admission department for completion during admission process. Additionally, following discussions with Prof. Hemant Sharma and under the guidance of Prof. Narinder Verma, it was decided that the Alumni feedback form will be completed during online student registration for the 8th Convocation, tentatively scheduled for October 2024.
5. For mentor mentee allotment, it was concluded that a structured approach is necessary for mentor-mentee pairing, and all Deans, HOS, Directors, and Mentors were requested to disseminate this information to all students through their respective channels.
6. During the meeting, IQAC department was assigned the responsibility of developing a comprehensive Standard Operating Procedure (SOP) for feedback analysis and action taken report.
7. Ms. Vartika Sood, Data Analyst at IQAC, has been assigned the task of preparing for the AQAR 2023-24 survey, with support from Dr. Rohit Sharma, also from IQAC. Both will finalize the data collection format and distribute it to all schools to ensure streamlined reporting.
8. Professor Narinder Verma has been appointed to lead the preparation efforts for Convocation 2024, with critical support from the Director of Operations, Registrar's Office, Examination Branch, and the Dean of Student Welfare (DSW) Office. Together, they will coordinate logistics, planning, and communication to ensure a well-organized and memorable event for all attendees.

9. The board expressed its support for organizing the CLC conference and approved the allocation of necessary resources to finalize the event details. They encouraged collaboration to ensure effective outreach and participation from both industry professionals and emerging talent.



(Prof. Sunil Puri)

Member Secretary



Confirmed

Vice Chancellor