



**Minutes of 24th Meeting of Internal Quality Assurance Cell (IQAC)
Shoolini University of Biotechnology and Management Sciences
held on March 15th, 2022, 11:00am**

**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
Mrs. Poonam Nanda	Member
Prof. Y.S. Negi	Member
Prof. Narinder Verma	Member
Dr. Kamalkant Vashisth	Member
Dr. Nandan Sharma	Member
Mr. Shivam Kohli	Member
Prof. Rohit Goyal	Member
Brig. Sunil Mehta	Member
Prof. Saurabh Kulshrestha	Member
Mr. Mohan Dutt Sharma	Member
Ms. Aaliya Ali	Member
Prof. Virender Rihani	Member
Mr. Shubham Verma	Member
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 committee.

The committee members further discussed the action taken on the earlier decisions of internal quality assurance cell and were satisfied with the actions taken and their implementation.

Agenda item 1: Frequency of IQAC meetings

Ms. Varsha Patil proposed that in order to further streamline the role of IQAC, meetings shall be held on monthly basis. It was agreed by all member that meeting shall be held once in a month and all members must prioritize to attend the same. To further streamline the school wise documentation required for various rankings and accreditations, it was also decided to have school wise IQAC Coordinators that shall work with respective Dean and liaison with IQAC office. Chairman requested Registrar to issue official notification once the names are received from all Schools.

Agenda item 2: Geo -tagging of photographs

Mr. Shubham proposed that since AQAR format has changed from academic year 2020-21 and all supporting documents needs to be uploaded along with data, all photographs of events/activities must be geo-tagged with date, time, latitude and longitude details clearly visible. The members appreciated the decision and recommended that fir its implementation immediately. It was also decided.

Ms. Kiran from IQAC shall coordinate with Mr. Bhatti (official photographer) – Registrar shall also issue notification for information of all students, staff and faculty.

Agenda item 3: Digitization of NAAC Documentation

Prof. Atul Khosla suggested to check software for digitizing NAAC related documentation - Prof. Virender Rihani & Prof. Saurabh Kulshrestha were requested to check and shortlist vendors and inform in the next meeting.

Agenda item 4: Student Progression

Ms. Varsha Patil shared the concern over data capturing specially student progressing to higher studies. She further informed to the committee that the information is required for both NAAC & NIRF.

After due deliberations and discussion, it was decided that for tracking students' progress to higher studies/Placements/Entrepreneurship immediately after passing, IQAC will circulate format & Proforma to all Deans. Deans will be responsible for capturing this information on time.

Concern was also raised by Prof. Kesari over rules for academic progression in case a student is having backlogs or low grade in any particular subject. COE will look into the matter and it as decided that the students be informed after the semester about their progression.

As an initiative to timely capture slow learners, it was decided that this data shall be captured well on time so that students shall be counselled or offered remedial classes etc. It was further suggested to categorize students in green/red and amber colour.

Prof. Sunil Puri and Prof. Kesari were requested to prepare and present academic rules for categorization and tracking of such students in the next meeting. COE Dr. Rohit Goyal shall also review and present in the next meeting program wise pass percentage of students within the stipulated period.

Agenda item 5: Seed Fund for research

Prof. Saurabh Kulshrestha proposed to streamline and define the usage of seed fund grant. Prof. Atul Khosla further shared that being a research centric university, it is imperative to support and promote quality research among students and faculty. Seed fund grants will help new researchers and develop the required momentum for their research work.

It was decided by the Chairman after due discussions and deliberations that Prof. Saurabh Kulshrestha along with Mr. Sanjeev will ensure that seed fund grants are released on time and

Dean Research will frame a new updated policy for seed fund categorizing the grants given to Post doc fellows/Ph. D's and all faculty with the following slabs:

Post docs faculty - up to 10 lacs

PhD faculty - up to 5 lacs

all faculty other than above - up to 2 lacs

It was also agreed that award/recognition should be given by the Hon'ble VC for any achievement/outstanding work done by any faculty in terms of research/ academia/ sports. Prof. Y.S. Negi and Prof. Nandan were given the responsibility to frame guidelines which will be discussed and presented in next IQAC meeting

Agenda item 6: Calendar of events

Mr. Sunil Mehta shared his concern over events happening in the campus, many times two events are being organized on the same day. In order to streamline proper functioning and capturing of such events it was decided that all Deans & Directors shall prepare a report of their department for showcasing every activity conducted/organized during that month.

This report shall be presented to IQAC at 25th of every month, framework will be prepared by IQAC & HR collectively and presented in the next meeting.

Agenda item 7: Academic and Administrative Audit

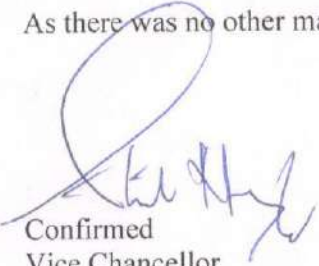
Chairman further proposed that academic and administrative audit shall further be streamlined and must be conducted with certified professionals. Prof. Virender Rihani was assigned the responsibility to give insights in the next meeting.


Agenda item 8: MIS

To deploy and use the digital platforms available with university it was decided that Mr. Ashish Khosla in the next meeting shall present all MIS that can be deployed for various campus activities.

It was further suggested by Prof Atul Khosla that for improvisation of policies and practices and to learn from our peers regular weekly meeting on "Learnings" shall be organized and conducted by Chief Learning Officer (Ms. Ashoo Khosla). Major agenda for such meetings shall be to share weekly learning and problems with each other around functioning of day-to-day activities/academic operations.

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