

**Minutes of 26th Meeting of Internal Quality Assurance Cell (IQAC)
Shoolini University of Biotechnology and Management Sciences
held on June 1st, 2022, 4:30 PM**

Venue:

Board Room - Chandragupta

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

I Head of the Institution

Prof. Atul Khosla Chairperson

II Administrative Office

Prof. Sunil Mehta Member

Mr. Mohan Dutt Sharma Member

III Teachers

Prof. Bhaskar Goel Member

Prof. Deepak Kapoor Member

Prof. Kesari Singh Member

Prof. Dinesh Kumar Member

Prof. Y.S. Negi Member

Prof. Narinder Verma Member

Dr. Nandan Sharma Member

Prof. Saurabh Kulshrestha Member

Mrs. Ashoo Khosla Member

Prof. Ram Parkash Dwivedi Member

Prof. Kuldeep Rojhe Member

Prof. Anuradha Sourirajan Member

Prof. Indu Rihani Member

Prof. Virender Rihani Member

Prof. Pardeep Singh Member

Dr. Pankaj Vaidya Member

IV Students and Alumni

Ms. Aaliya Ali Member

V Employers/ Industrialists/ Stakeholders

Mr. Vivek Atray (Ex-IAS) Member

VI Coordinator IQAC

Mr. Shubham Verma Astt. Coordinator

Ms. Varsha Patil Coordinator

Prof. Sunil Puri Member Secretary

The Chairman informed the members that Mr. Munish Sharda, Future Generali CEO, external member has requested for the leave of absence. After ascertaining that the requisite quorum is present, Chairman Prof Atul Khosla welcomed all the members of the meeting.

Action taken on the earlier meeting of Internal Quality Assurance Cell were discussed and confirmed by the members, after being satisfied on the actions taken following agenda items were discussed.

Agenda item 1: Update on NAAC Software

Ms. Varsha Patil informed the members present about finalizing the NAAC Software from Kramah Software India Private Limited. Being a cloud-based Accreditation Analytics Software, it is customized as per the recent NAAC manual. The software will auto-generate SSR and AQAR report and streamline the data and documentation for NAAC Cycle II. After receiving the quotation, it will be taken further for necessary approvals.

Agenda item 2: Consultancy Policy

Prof. Saurabh Kulshreshtha briefed the members present on the existing consultancy policy, it was felt by the members that the policy needs to be updated. Prof. Virender Rihani & Dr. Saurabh Kulshreshtha were given the responsibility to update the consultancy policy and present in the next meeting.

Agenda item 3: Provision of reward/recognition of faculty for outstanding research

The members after due discussions and deliberations decided that a reward/incentive/recognition must be given to faculty members who gets any research project.

It was resolved that Mr. Sanjeev Singh and Prof. Saurabh Kulshreshtha shall present a draft to Vice Chancellor for the approval.

The Chairman further clarified that this provision will be part of the Research Policy. It was further decided that intramural funding of Rs. 2-5 lacs shall also be included in research policy.

Prof. Saurabh Kulshreshtha was directed to update the research policy accordingly and circulate the same to all faculty members after getting necessary approvals from Vice Chancellor office.

Agenda item 4: Streamlining of Mentor - Mentee Program

As discussed, and decided in the last meeting, in order to streamline the mentor-mentee relationships. Ms. Ashoo Khosla from learning team proposed and informed the members mentorship to be done at the 3 levels

- Level 1 – Senior student mentor “BUDDY”
- Level 2- Specialist Mentor (in house faculty members)
 - Research Mentor(s)
 - Industry Mentor(s)
 - Social Mentor(s)

Level 3- Industry Mentors

- Research Networks (for research collaborations)
- Industry Networks (for internships)
- Social Networks (for Community service, social projects)

It was further decided to allocate a small budget for streamlining mentorship if required. Chairperson further informed the members that this initiative will be led by Ms. Ashoo Khosla supported by Prof. Virender Rihani, Ms. Payal Khanna and Prof. Kuldeep Rojhe. It was further directed that SOP on structure and allocation of mentors shall be prepared and presented to all faculty through meeting or forthcoming FDP.

Agenda item 5: Update on development of online courses on MOOCS/ SWAYAM

As discussed in the former meetings, members present shared their concerns on the SWAYAM courses implementation and it was decided that Ms. Ashoo Khosla shall share the requirements for developing online courses for MOOCS/SWAYAM.

Dr. Kamal Kant Vashisth shall shortlist the programs that can be offered to the students in the forthcoming academic session from SWAYAM portal.

Agenda item 6: Discussion on Alumni Contribution.

Alumni play an important role in the development and growth of educational institutions. They not only serve as brand ambassadors but also contribute financially to support their alma mater. However, in order to encourage alumni contributions, it is important to create awareness about the alumni fund and its impact on the institution's programs and initiatives. In this context, the role of deans in creating awareness about the alumni fund becomes crucial. The Chairperson requested the Deans to do the needful for creating awareness for alumni fund. It was further decided that the alumni contributions can be used to support the institution's programs and initiatives.

Agenda item 7: Update on Student Progression

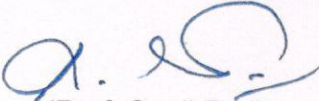
Prof. Sunil Puri shared that every graduating student shall be tracked by Deans by first week of September – progression of students to higher studies/Coaching/Entrepreneurship/jobs must be captured early as these are required by regulators and accreditation agencies. All members present took note of the same

Agenda item 8: Patent Commercialization

It was decided that Policy on Patent Commercialization needs to be framed and Prof Kamal Dev will do the needful after discussing the matter with Vice Chancellor.

In order to maintain proper record of all events being conducted in the campus it was further decided, that every event conducted (big/small) must be documented properly. Without proper documentation acceptance/inclusion of the event by regulatory and accreditation agencies becomes very difficult. The basic framework to capture all the events (workshop/conference, meeting, other activities) will be provided by IQAC.

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



(Prof. Sunil Puri)
Member Secretary

Confirmed



(Prof Atul Khosla)
Chairperson