

Academic Year 2019-20

Office of the IQAC
DOLPHIN (PG) INSTITUTE OF BIOMEDICAL AND NATURAL SCIENCES,
MANDUWALA, DEHRADUN

IQAC/DIBNS/10.05/2019-20/01

8th July, 2019

Circular

Meeting of the IQAC members shall be held on 12th July, 2019 at 3.30 P.M. at Old Conference Hall. All members are requested to attend the meeting.

Agenda:

1. Review of Academic Calendar & Timetables
2. Allotment of students (mentees) to the mentors
3. International Seminar to be organized by the Dept. of Forestry
4. Skill Enhancement Programme for PG students
5. AQAR submission
6. SSR compilation

CC: For circulation to all concerned


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Dehra Dun-248 007

Office of the IQAC
DOLPHIN(PG)INSTITUTE OF BIOMEDICAL AND NATURAL SCIENCES,
MANDUWALA, DEHRADUN

IQAC/DIBNS/10.01/2019-20/01

Dated: 15th July, 2019

Minutes of the IQAC Meeting

Date : 12th July, 2019
Time : 03.30 P.M.
Location : DIBNS Old Conference Hall

Members Present :

1. Dr. Shailja Pant
2. Dr. Arun Kumar
3. Mr. Sunil Kaul
4. Mr. V K Nagpal
5. Mr. Vipul Garg
6. Dr. Archana Vaishnava
7. Dr. Sandhya Goswami
8. Dr. Deepak Kumar
9. Dr. Beena Joshi Bhatt
10. Dr. Shruti Sharma
11. Mr. Sanjay Sikharia
12. Mr. Pradeep Yadav
13. Ms. Ankita Belwal
14. Mr. Rakesh Chaudhary

A meeting of IQAC was convened to discuss about the beginning of the new academic session 2019-20. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

Summary:


1. Welcome address by Chairperson.
2. Academic calendar for the forth coming session was approved.
3. The timetables of all the classes for the new academic session were approved.
4. The mentor system was discussed and it was collectively agreed to reorganize the whole structure for improving the system. Also it was decided that booklets would be provided to the mentors to keep record of mentees. The mentees were to be allocated to each mentor by the Cell.
5. The members felt that more add on courses should be added and more students should be encouraged to enroll in them.
6. The preparations for the forthcoming International Seminar to be organized by the Dept. of forestry were discussed. Dr. Sandhya Goswami updated the members about the same.
7. Sh. V.K. Nagpal made the members aware of the progress in the installation of the lift in the campus.
8. The members were also informed that the Skill Enhancement Programme for the PG 2nd year would be beginning by the end of September.
9. The progress in the preparation of AQAR for 2018-19 was also discussed. Members were assigned responsibility to coordinate with other departments so that AQAR is submitted timely:

S.No.	Name of the Faculty	Name of Dept. to be coordinated
1	Dr. Deepti Warikoo	Dept. of Physiotherapy & Pathology
2	Dr. Shalini Agarwal	Dept. of Agriculture & Horticulture

3	Dr. Beena Joshi Bhatt	Dept. of Botany & Zoology
4	Dr. Deepak Kumar	Dept. of Chemistry, Pharmaceutical Chemistry, Biochemistry
5	Dr. Archana Vaishnava	Dept. Of Biotechnology & Microbiology
6	Dr. Sandhya Goswami	Dept. of Forestry
7	Dr. Shruti Sharma	Dept. of Physics & Commerce

10. The members had a unanimous opinion that Institutes should also be going for the second round of accreditation. Format of IIQA and SSR were discussed.

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IQAC/DIBNS/10.01/2019-20/01

Dated: 20th July, 2019

ATR of the decisions taken in the IQAC meeting held on 12th July 2019

S. No.	Point Raised	Action Taken
1.	Review of Academic Calendar and Timetables	Academic Calendar and Timetables were approved
2.	Allotment of students (mentees) to the mentors as per the new format and Printing of mentor's diary.	Members of IQAC to do the needful and circulate the same to the departments and also to get the mentor's diary printed.
3.	Introduction of new add on courses.	The faculty were informed to plan out curriculum for new add on courses. Also they should encourage students to enroll in them.
4.	International Seminar to be Organized by the Dept. of Forestry	The admin staff were asked to Provide all help for successful holding of the seminar.
5.	Skill Enhancement Programme for PG students.	Additional Director was given the responsibility to ensure that Skill Enhancement Programme are held regularly and students are motivated to participate in them.
6.	AQAR submission	The members would be compiling data for the timely submission of AQAR.
7.	SSR compilation	The members would be going through the format thoroughly and start preparing for the compilation of data.

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12-7-2019

Date
Page

Attendance Sheet of the IOAC
members present in the meeting on 12/7/19

- 01- Dr. Shailja Pant
- 02- Dr. Arun Kumar
- 03- Mr. Sunil Kaul
- 04- Mr. V.K. Nagpal
- 05- Mr. Vipul Garg
- 06- Mr. Sudhir Bhatti
- 07- Dr. Archana Vaishnava
- 08- Dr. Sandhya Gaswami
- 09- Dr. K.P. Tripathi
- 10- Dr. Deepak Kumar
- 11- Dr. Beema Joshi Bhatt
- 12- Dr. Shalini Agarwal
- 13- Dr. Deptee Wankoo
- 14- Dr. Shruti Sharma
- 15- Mr. Sanjay Sikaria
- 16- Mr. Pradeep Yadav
- 17- Ms. Ankita Belwal
- 18- Mr. Rakesh Chaudhary

Shailja Pant
Arun Kumar

V.K. Nagpal
Vipul Garg
Sudhir Bhatti

Archana Vaishnava
Sandhya Gaswami
K.P. Tripathi
Deepak Kumar
Beema Joshi Bhatt

Shalini Agarwal
Deptee Wankoo
Shruti Sharma

Sanjay Sikaria
Pradeep Yadav

Ankita Belwal
Rakesh Chaudhary

**Office of the IQAC
DOLPHIN (PG) INSTITUTE OF BIOMEDICAL AND NATURAL SCIENCES,
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IQAC/DIBNS/10.05/2019-20/02

8th Dec., 2019

Circular

Meeting of the IQAC members shall be held on 13th Dec., 2019 at 11 A.M. at Old Conference Hall. All members are requested to attend the meeting.

Agenda:

1. Review of the feedback from the students.
2. Review of Timetables
3. Add on course
4. Sanitary napkin vending machine
5. SSR Compilation

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IQAC/DIBNS/10.01/2019-20/02

Dated: 15th Dec., 2019

Minutes of the IQAC Meeting

Date : 13th Dec., 2019

Time : 11.00 A.M.

Location : DIBNS Old Conference Hall

Members Present :

1. Dr. Shailja Pant
2. Dr. Arun Kumar
3. Mr. Sunil Kaul
4. Mr. VK Nagpal
5. Mr. Vipul Garg
6. Dr. Archana Vaishnava
7. Dr. Sandhya Goswami
8. Dr. Deepak Kumar
9. Dr. Beena Joshi Bhatt
10. Dr. Shruti Sharma
11. Dr. Sandeep Ahuja
12. Mr. Sanjay Sikharia
13. Mr. Pradeep Yadav
14. Ms. Ankita Belwal
15. Mr. Rakesh Chaudhary


A meeting of IQAC was convened to discuss about the beginning of the new odd semester of the session 2019-20. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

Summary:

1. Welcome address by Chairperson.
2. The feedback taken from students were discussed and corrective actions were also discussed. The time tables of all the classes for the even semesters were approved. It was further decided that each period in the coming even semester would be of One hour each in accordance with the credit system.
3. The members were fully satisfied by the successful completion of the International Seminar conducted by the Department of Forestry.
4. The Add on courses to be conducted by the departments.
5. The newly introduced mentor format was discussed and it was decided to take suggestions from the mentors to further strengthen it.
6. It was suggested to install sanitary napkin vending machine in the campus.
7. Members were assigned responsibility to coordinate and compile the data for SSR:

S.No.	Name of the Faculty	Criterion
1	Dr. Deepti Warikoo & Dr. Beena J. Bhatt	I & IV
	Dr. Archana Vaishnava & Dr. Sandhya Goswami	II & V
	Dr. Deepak Kumar & Dr. K.P. Tripathi	III & VI
2	Dr. Shalini Agarwal	VII

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IQAC/DIBNS/10.01/2019-20/02 **Dated: 21st Dec., 2019**

ATR of the decisions taken in the IQAC meeting held on 13th Dec. 2019

S. No.	Point Raised	Action Taken
1.	Review of the feedback from the students.	The corrective action was conveyed to the concerned Faculty by the Principal.
2.	Review of Timetables	HODs were informed to reschedule the timetables and also IT Cell was informed to change the format of timetable in the ERP.
3.	Add on course	Departments were told to conduct Add on Courses for the students.
4.	To install sanitary napkin vending machine	Joint Director was asked to ensure that the machines are Installed in the campus.
5.	SSR Compilation	The members were asked to compile the data as per the format and keep up dating the Principal.

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13/12/19

Attendance Sheet of the members present
in the meeting of ICAE on 13/12/19

- 1 Mr. Shailja Pant *Shailja*
- 2 Mr. Arun Kumar *Ar*
- 3 Mr. Sunil Kaul *Sunil*
- 4 Mr. V.K. Nappal *V.K. Nappal*
- 5 Mr. Neeraj Kumar *NK*
- 6 Mr. Vipul Garg *VG*
- 7 Mr. Archana Varshana *AV*
- 8 Mr. Sonalys Gousami *Sonalys*
- 9 Mr. Deptee Wankar *Deptee*
- 10 Mr. Deepak Kumar *DK*
- 11 Mr. Sudhis Bharti *Sudhis*
- 12 Mr. Beena J. Bhatt *Beena*
- 13 Mr. Shanti Sharma *Shanti*
- 14 Mr. K.P. Tripathi *K.P.*
- 15 Mr. Shalini Agarwal *Shalini*
- 16 Mr. Sonjay Siskaria *Sonjay*
- 17 Mr. Pradeep Yadav *Pradeep*
- 18 Mr. Ankita Belwal *Ankita*
- 19 Mr. Rakesh Choudhary *Rakesh*

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IQAC/DIBNS/10.01/2019-20/04

Dated: 20th May, 2020

Minutes of the IQAC Meeting

Date : 18th May 2020
Time : 11.00 A.M.
Location : Virtual Session through ERP

Members attended online :

1. Dr. Shailja Pant
2. Dr. Arun Kumar
3. Mr. VK Nagpal
4. Mr. Vipul Garg
5. Dr. Archana Vaishnav
6. Dr. Sandhya Goswami
7. Dr. Deepak Kumar
11. Dr. Beena Joshi Bhatt
12. Dr. Shruti Sharma
13. Mr. Sujith T.K.

A meeting of IQAC was convened to discuss about the effectiveness of the online teaching learning process. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

Summary:


IT Cell was advised to keep assisting the students and faculty to make online teaching more effective and interesting and also to educate both about the new features in Moodle.

It was decided to interact with the students class wise to understand their expectations and also to understand the difficulties being faced by them. Also feedback from the students on their experience of online teaching would be taken.

It was also decided that IT Cell should work on ERP to make it more compatible for online teaching.

It was also decided to encourage the departments to hold webinars and co-curricular activities for the students.

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IQAC/DIBNS/10.01/2019-20/04 **Dated: 28th May, 2020**

ATR of the decisions taken in the IQAC meeting held on 18th May, 2020

S. No.	Point Raised	Action Taken
1.	Online teaching	IT Cell was asked to update ERP so that in future online classes are held through ERP itself. Meanwhile, IT Cell to provide all assistance to the faculty and students to carry out online teaching learning process smoothly.
2.	Feedback from students	It was decided that one common feedback would be taken from all students regarding effectiveness of online teaching. Virtual sessions would be held class wise to know their day to day problems regarding online teaching.
3.	Webinars and co-curricular activities	The HODs and faculty were asked to organize webinars and online co-curricular activities to encourage the students to be actively involved in the current Pandemic situation.


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IQAC/DIBNS/10.01/2019-20/03

Dated: 26th April, 2020

Minutes of the IQAC Meeting

Date : 24th April 2020
Time : 11.00 A.M.
Location : Virtual Session through ERP

Members attended online :

1. Dr. Shailja Pant
2. Dr. Arun Kumar
3. Mr. VK Nagpal
4. Mr. Vipul Garg
5. Dr. Archana Vaishnav
6. Dr. Sandhya Goswami
7. Dr. Deepak Kumar
8. Dr. Beena Joshi Bhatt
9. Dr. Shruti Sharma
10. Mr. Sujith T.K.

A meeting of IQAC was convened to discuss about the way teaching learning process would be carried out in view of the lockdown due to pandemic. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

Summary:

IT Cell was given the responsibility to guide the faculty and the students regarding the way online teaching learning process would be carried out.


It was recommended by the IT Cell that initially Moodle LMS would be used for teaching as they needed time to work on ERP for getting it ready for online classes. IT Cell was told to circulate tutorials for easy adaptability.

It was also decided to display the phone nos. of IT Cell on our website for any assistance.

Also it was decided that faculty should attend FDP on online teaching so that they could get familiarize and comfortable in teaching online more effectively. It was also decided to restrict the lectures to 3-4 per day with a 10 minutes break in between.

The progress in compiling data for IQA and SSR were discussed.

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IQAC/DIBNS/10.01/2019-20/03

Dated: 29th April, 2020

ATR of the decisions taken in the IQAC meeting held on 24th April, 2020

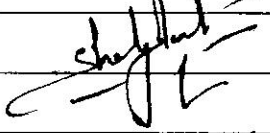
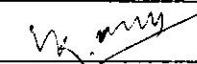
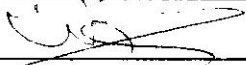

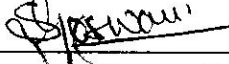



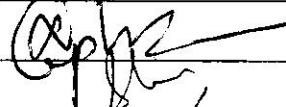
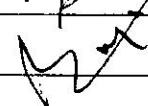
S. No.	Point Raised	Action Taken
1.	Online teaching	IT Cell was informed to provide all help to the teachers and students to make them adapt Online teaching easily.
2.	Phone Nos. of IT Cell on website	Phone nos. of IT Cell is being displayed on website.
3.	Timetable	HODs were informed to reschedule timetable so that only 3-4 Periods are held each day.
4.	FDP on online teaching	Faculty were advised to attend FDP on online teaching
5.	IIQA and SSR compilation	Problems were being faced by the Cell in compilation of the Data due to pandemic lockdown.


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Attendance sheet for the meeting
held virtually on 18th May 2020

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|----|---------------------|--|
| 1 | Mr. Shailja Pant |  |
| 2 | Mr. Arun Kumar | |
| 3 | Mr. U.K. Nappal |  |
| 4 | Mr. Vipul Garg |  |
| 5 | Mr. Archana Varshma |  |
| 6 | Dr. Sandhya Gaware |  |
| 7 | Mr. Deepak Kumar |  |
| 8 | Dr. Geeta J. Bhatt |  |
| 9 | Dr. K.I. Tripathi |  |
| 10 | Dr. Deepa Warikar |  |
| 11 | Dr. Shweta Sharma | |
| 12 | Mr. Sujith T.K |  |