

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 IOAC 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. Mr. Sudhir Bharti
7. Dr. ArchanaVaishnava
8. Dr. Sandhya Goswami
9. Dr. K. P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena Joshi Bhatt
12. Dr. Shalini Agarwal
13. Dr. Deptee Warikoo
14. Dr. Shruti Sharma
15. Mr. Sanjay Sikharia
16. Mr. PradeepYadav
17. Ms. Ankita Belwal
18. 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 forthcoming session was approved.
3. The time tables 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. The members were also informed that the Skill Enhancement Programme for the PG 2nd year would be beginning by the end of September.
8. 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

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



(Coordinator IQAC)

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IQAC/DIBNS/10.01 /2019-20/02

Dated: 16th Dec., 2019

Minutes of the IOAC 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. V K Nagpal
5. Dr. Neeraj Kumar
6. Mr. Vipul Garg
7. Dr. ArchanaVaishnava
8. Dr. Sandhya Goswami
9. Dr. Deptee Warikoo
10. Dr. Deepak Kumar
11. Mr. Sudhir Bharti
12. Dr. Beena Joshi Bhatt
13. Dr. Shruti Sharma
14. Dr. K.P. Tripathi
15. Dr. Shalini Agarwal
16. Mr. Sanjay Sikharia
17. Mr. Pradeep Yadav
18. Ms. Ankita Belwal
19. 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 from students were 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 proposal submitted for add on courses was discussed.
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 /2019-20/03

Dated: 25th April, 2020

Minutes of the IOAC 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. V K Nagpal
4. Dr. Depte Warikoo
5. Dr. K.P. Tripathi
6. Mr. Vipul Garg
7. Dr. ArchanaVaishnav
8. Dr. Sandhya Goswami
9. Dr. Deepak Kumar
10. Dr. Beena Joshi Bhatt
11. Dr. Shruti Sharma
12. 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 a FDP on online teaching should be planned for the further educating the faculty on how to teach more effectively online. 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 IIQA and SSR were discussed.



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IQAC/DIBNS/10.01 /2019-20/04

Dated: 20th May, 2020

Minutes of the IOAC 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. V K Nagpal
4. Mr. Vipul Garg
5. Dr. Archana Vaishnav
6. Dr. Sandhya Goswami
7. Dr Deepak Kumar
8. Dr Beena Joshi Bhatt
9. Dr. K.P. Tripathi
10. Dr. Deptee Warikoo
11. Dr Shruti Sharma
12. 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 /2019-20/01 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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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	The proposal submitted by Dept. of Biochemistry to start Add on course was approved.
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 updating the Principal.



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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 are being displayed on website.
3.	Timetable	HODs were informed to reschedule timetable so that 3-4 periods are held each day.
4.	FDP on online teaching	HODs were also asked to submit proposal for FDP on online teaching.
5.	SSR compilation	Problems were being faced by the Cell in compilation of the data.



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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	<p>IT Cell was asked to update ERP so that in future online classes are held through ERP itself.</p> <p>Meanwhile, IT Cell I to provide all assistance to the faculty and students to carry out online teaching learning process smoothly.</p>
2.	Feedback from students	<p>It was decided that one common feedback would be taken from all students regarding effectiveness of online teaching.</p> <p>Virtual sessions would be held class wise to know their day to day problems regarding online teaching.</p>
3.	Webinars and co-curricular activities	<p>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.</p>



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