

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

IQAC/DIBNS/10.01 /2021-22/01

Dated: 10th Sept. 2021

Minutes of the IQAC Meeting

Date : 8th Sept., 2021
Time : 11.30 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. Mr. Vipul Garg-
6. Mr. Sudhir Bharti
7. Dr. Sandhya Goswami
8. Dr. C.S. Pandey
9. Dr. Deepti Warikoo
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Mr. Sanjay Sikharia
13. Ms. Mousami Ghosh
14. Mr. Lakshya Raj Singh
15. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the beginning of the new academic session 2021-22. 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 new academic session was approved.
3. The time tables of all the classes for the new academic session were approved.
4. In view of the current pandemic times, it was decided that the faculty needs to be prepared to take both online and offline classes.
5. The vaccination status of all faculty, staff and students is to be checked.
6. All faculty and staff need to ensure that Covid appropriate behaviour is followed in the campus.
7. The HODs have to submit the budget for the forthcoming academic session.
8. The preparations that need to be done for the NAAC Peer team visit were discussed.
9. Language lab has to be set up.
10. It was unanimously agreed by all members that PDP for the students is to be carried out on a regular basis and hence appointment of an eligible faculty can also be considered.
11. Preparations for the reporting of new students were discussed and duties regarding the same would be issued by Principal Office.
12. Introduction of more Add on/ Certificate courses by the departments.
13. Staff Development Programmes for the staff to be held regulatly.



(Coordinator IQAC)

Cc: For circulation to all concerned.

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

IQAC/DIBNS/10.01 /2021-22/01.1

Dated: 15th Sept. 2021

ATR of the decisions taken in IQAC meeting held on 08/09/2021

S. No.	Point raised	Action Taken
1	Review of Academic Calendar & Timetables	Academic Calendar & Timetables were approved. The same was circulated among the various stakeholders and also uploaded on the website.
2	Online and Offline Classes	IT Cell was informed to ensure that online classes, if need be, shall be held uninterrupted. Any requirements, if needed, should be managed timely.
3	Vaccination Status & Covid appropriate behaviour	Class coordinators were asked to keep a track of students' vaccination status. Administrative Officer and PS to Principal shall maintain record for admin staff and faculty members respectively. Circular was issued from Principal Office to observe Covid appropriate behaviour in the campus and hostels.
4	Department's Budget	HODs in consultation with the faculties of their dept. submitted the budget which was approved by the Management, after corrections, wherever needed.
5	NAAC PT Visit	Meeting held with Management Committee and also with the departments and administration for ensuring smooth PTV. Responsibilities and duties were assigned as per the protocol.
6	Language lab	IT Cell was given the responsibility to procure the software and install in the computers in the computer lab. Dept. of Education was assigned responsibility to run it.
7	Add on/ Certificate Courses	HODs were asked to plan new 30 hours Add on/ Certificate Courses in consultation with their faculty members.
8	Staff Development Programme	IQAC to plan SDP in consultation with Additional Director and Admin. Officer.



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Office of the IQAC
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IQAC/DIBNS/10.01 /2021-22/02

Dated: 2nd Nov., 2021

Minutes of the IQAC Meeting

Date : 1st Nov., 2021
Time : 10.30 A.M.
Location : DIBNS Old Conference Hall
Members Present :

1	Dr. Shailja Pant	9	Dr. Shalini Agarwal
2	Dr. Arun Kumar	10	Dr. Sandhya Goswami
3	Mr. Sunil Kaul	11	Dr. Deepak Kumar
4	Mr. V K Nagpal	12	Dr. Beena J. Bhatt
5	Dr. K.P. Tripathi	13	Dr. Deepti Warikoo
6	Mr Vipul Garg	14	Mr. Sudhir Bharti
7	Dr. Shalini Singh	15	Ms. Mousami Ghosh
8	Dr. C.S. Pandey	16	Mr. Lakshya Raj Singh
		17	Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the impending visit of the Peer Team and also running of the semester. 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.
1. The members were satisfied by the progress of the academics amidst the pandemic.
2. The presentations to be made by the HODs are to be approved by Principal by 10th of Nov.
3. The HODs and faculty are to ensure that all records, files related to the dept. are up to date.
4. The cultural committee is to ensure best cultural presentation by the students.
5. NCC and Scouts and Guides to do rehearsal daily.
6. The beautification of campus including corridors, classes, labs, hostels need to be completed by 20th of Nov.
7. The students need to be briefed about their conduct during the 2 days of Peer Team visit by the Principal/ Coordinator/ Faculties.
8. The faculty taking leave need to take extra class to compensate the classes missed.
9. The Cell was satisfied by the progress in the academics both in semester and annual programmes.
10. The HODs need to submit the Monthly Report by the 7th of every month. A format would be issued soon which would contain information about the lectures taken and labs conducted by each faculty and the same would be submitted along with the Monthly Report.
11. Guest lectures by distinguished speakers need to be held regularly by the departments. A directory of eminent persons in their respective fields need to be prepared, hence names of such dignitaries is to be submitted to Principal Office so that they may be invited to deliver special lectures.
12. The new students to be added to N-LIST- INFLIBNET and passed out ones to be removed.



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IQAC/DIBNS/10.01 /2021-22/02.1

Dated: 15th Nov. 2021

ATR of the decisions taken in IQAC meeting held on 1st Nov. 2021

S. No.	Point raised	Action Taken
1	PTV	<p>i. HODs were asked to finalize their presentation and get it approved from the Principal.</p> <p>ii. All faculty members were told to collectively ensure that departments are fully prepared for the visit.</p> <p>iii. Cultural Committee was asked to get the rehearsal done regularly by the students.</p> <p>iv. NCC & BSG was told to carry out rehearsal for the PTV.</p> <p>v. Class Coordinators/ HODs were told to be brief the students about PTV.</p>
2	Academics	<p>Circular issued for faculty members to take extra classes to complete the syllabus.</p> <p>HODs were informed to submit Monthly report by 7th of every month.</p> <p>The Directory containing the names of eminent speakers need to be updated on a regular basis by the departments. Notice regarding the same was issued.</p>
3	Library	<p>Students names to be updated for NLIST membership with in a fortnight. Library committee was asked to do the needful.</p>



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IQAC/DIBNS/10.01 /2021-22/03

Dated: 1st Dec. 2021

Minutes of the IQAC Meeting

Date : 1st Dec., 2021
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. Mr. Vipul Garg
6. Dr. Deepti Warikoo
7. Dr. Shalini Agarwal
8. Dr. Shalini Singh
9. Dr. K.P. Tripathi
10. Mr. Sudhir Bharti
11. Dr. Sandhya Goswami
12. Dr. C.S. Pandey
13. Dr. Deepak Kumar
14. Dr. Beena J. Bhatt
15. Ms. Mousami Ghosh
16. Mr. Lakshya Raj Singh
17. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the recently concluded Peer Team Visit.

Summary:

1. Welcome address by Chairperson.
2. The two days visit of the Peer Team was discussed in details by the cell members. The members expressed their satisfaction of the visit.
3. The suggestions given by the Peer Team were also discussed and it was decided to implement from the forthcoming new academic session.
4. It was also unanimously decided to maintain the tempo and stay committed and dedicated to keep improving the teaching learning process.



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IQAC/DIBNS/10.01 /2021-22/03.1 **Dated: 15th Dec. 2021**

ATR of the decisions taken in IQAC meeting held on 1st Dec. 2021

S. No.	Point raised	Action Taken
1	PTV	The IQAC members to do brainstorming session on the views expressed by the PT members and the suggestions that have been given and accordingly prepare a strategy for bringing about further improvements in the working of the Institute.



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IQAC/DIBNS/10.01 /2021-22/04

Dated: 17th Dec. 2021

Minutes of the IQAC Meeting

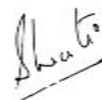
Date : 16th Dec., 2021
Time : 11.30 A.M.
Location : DIBNS Old Conference Hall
Members Present :

- | | |
|------------------------|---------------------------|
| 1. Dr. Shailja Pant | 10. Dr. Sandhya Goswami |
| 2. Dr. Arun Kumar | 11. Dr. C.S. Pandey |
| 3. Mr. V K Nagpal | 12. Dr. Deepak Kumar |
| 4. Mr. Sunil Kaul | 13. Dr. Beena J. Bhatt |
| 5. Mr. Vipul Garg | 14. Mr. Sudhir Bharti |
| 6. Dr. Deepti Warikoo | 15. Dr. K.P. Tripathi |
| 7. Dr. Shalini Agarwal | 16. Ms. Mousami Ghosh |
| 8. Dr. Shalini Singh | 17. Mr. Lakshya Raj Singh |
| 9. Dr. Shruti Sharma | |

A meeting of IQAC was convened to discuss about the revisit of the Peer Team. 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. It was decided to enquire about the reason for revisit from NAAC and also enquire about the course of action that we can take in view of the same.
3. Chairman Sir to address the faculties and staff to let them know about NAAC's decision of revisit. Class coordinators in turn to inform students about the same.
4. Meanwhile, besides regular classes the HODs, faculties, Admin staff, students need to focus on the working so as to ensure smooth conduct of the revisit.
5. Suggestions received from the first visit of the Peer Team Members need to be implemented.
6. The presentations of the HODs to be updated with more information about the distinguished alumni and also about the placement/ progression of the students.
7. Fresher's Party for the newly admitted students to be planned by DSWC in consultation with the HODs.



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IQAC/DIBNS/10.01 /2021-22/04.1 **Dated: 19th Dec. 2021**

ATR of the decisions taken in IQAC meeting held on 16th Dec. 2021

S. No.	Point raised	Action Taken
1	PT revisit	<ol style="list-style-type: none">1. Mail sent by IQAC Coordinator to NAAC to enquire about the reason for the revisit of PT members.2. Chairman Sir addressed the faculty and staff members, informing them about revisit. Class coordinators also informed the students.3. The staff and faculty members were motivated to give their best in the forthcoming visit.4. Suggestions during the visit to departments and also during the presentations were to be incorporated, in the best possible manner.
2.	Fresher's Party	It was unanimously decided to hold the Fresher's Party on 23 rd and 24 th of December.



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IQAC/DIBNS/10.01 /2021-22/05

Dated: 22nd Jan. 2022

Minutes of the IQAC Meeting

Date : 20th Jan. 2022
Time : 3.30 P.M.
Location : DIBNS Old Conference Hall

Members Present :

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|------------------------|---------------------------|
| 1. Dr. Shailja Pant | 10. Dr. Sandhya Goswami |
| 2. Dr. Arun Kumar | 11. Dr. C.S. Pandey |
| 3. Mr. Sunil Kaul | 12. Dr. Deepti Warikoo |
| 4. Mr. V K Nagpal | 13. Dr. Beena J. Bhatt |
| 5. Mr. Vipul Garg | 14. Dr. Deepak Kumar |
| 6. Dr. Shalini Agarwal | 15. Dr. Shalini Singh |
| 7. Dr. K.P. Tripathi | 16. Mr. Sudhir Bharti |
| 8. Ms. Mousami Ghosh | 17. Mr. Lakshya Raj Singh |
| 9. Dr. Shruti Sharma | |

A meeting of IQAC was convened to share the views of the members on the completion of the revisit of the Peer team Members. 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 Cell members were satisfied by the successful completion of the revisit of the Peer Team members.
3. Based on the experience of the visit by Peer Team members, the departments would soon be informed about the corrective actions that they need to take for betterment.
4. Biometric machines to be installed in all Physiotherapy Centres in the city.
5. Cooking utensils in the girls' hostel need to be replaced by steel utensils.
6. The quality of flour is not good in the girls' hostel, as conveyed by the Warden. Hence the Hostel in Charge is to ensure that good quality of flour is purchased.
7. Training programme for the admin staff need to be organized.
8. It was decided that students are to be included in editorial board of the Institute.
9. Geo-tagged photographs of all classrooms and labs to be taken, to be used for future references.
10. The progress in filling up the AQAR 2020-21 was discussed and as the date has been extended by NAAC it was decided to review the data minutely to avoid errors.
11. Collaborations/ MOUs to be signed with reputed organizations/ institutes for research or other activities.
12. Students from neighbouring schools to get an opportunity to conduct practicals in the labs of the Institute in Physics, Chemistry, Botany, Zoology. Proposal to be framed.
13. Letters to be sent to parents whose ward has not cleared the University exam, informing them about the result.



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IQAC/DIBNS/10.01 /2021-22/05.1

Dated: 28th Jan. 2022

ATR of the decisions taken in IQAC meeting held on 20th Jan. 2022

S. No.	Point raised	Action Taken
1	PTV	The IQAC members to do brainstorming session on the views expressed by the PT members and the suggestions that have been given and accordingly prepare a strategy for bringing about further improvements in the working of the Institute.
2	Physiotherapy Centres	IT Dept. was asked to get the needful done at the earliest.
3	Mess Girls' Hostel	Hostel in charge to ensure that good quality raw material is procured and also steel utensils are purchased for the mess.
4	Editorial Board	Editorial Board was reconstituted.
5	Geo Tagged Photos of classrooms and labs	HODs were informed to do the needful.
6	AQAR 2020-21	IQAC members to review the AQAR.
7	MOUs	RAC and HODs were informed to ensure that MOUs that are signed should be with reputed organizations and also should be functional
8	Practical exposure to school children from neighbouring schools	Nodal Officer and a team were constituted to ensure that this project is successful and students are benefited.
9	Result of the students	HODs were asked to send the letter to the parents of students who could not clear University exam from Principal Office.



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IQAC/DIBNS/10.01 /2021-22/06

Dated: 21st Feb. 2022

Minutes of the IQAC Meeting

Date : 19th Feb. 2022

Time : 2.45 P.M.

Location : Meeting Hall

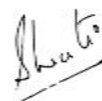
Members Present :

- | | |
|-----------------------|---------------------------|
| 1. Dr. Shailja Pant | |
| 2. Mr. Sunil Kaul | 9. Dr. Deepak Kumar |
| 3. Mr. V K Nagpal | 10. Dr. Beena J. Bhatt |
| 4. Mr. Sudhir Bharti | 11. Ms. Mousami Ghosh |
| 5. Dr. Shalini Singh | 12. Mr. Lakshya Raj Singh |
| 6. Dr. K.P. Tripathi | |
| 7. Dr. Deepti Warikoo | |
| 8. Dr. Shruti Sharma | |

A meeting of IQAC, chaired by the Principal was convened to discuss the agenda. 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 members of the Cell discussed about the changes to be made in the website to make it student friendly.
3. It was unanimously decided to restructure the various committees from the new academic session. Also it was decided to encourage faculty members to be a member of atleast one committee. Also it was recommended that no same faculty is to be a part of more than two committees.
4. Cell members to assist in compiling and checking the data promptly and efficiently for so that AQAR 2020-21 is submitted timely. The time schedule given by Coordinator IQAC must be adhered to.
5. Sessions for PDP were to be included in the timetables of the classes for the students and also personality development programmes for the faculty and staff is to be planned on a regular basis.
6. Henceforth all certificates that shall be issued shall be uniform. Dr. Shalini Singh shall get the needful done by 25th Feb., so that the same is approved by 28th Feb. to be implemented from 1st of March 2022.



(Coordinator IQAC)

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DOLPHIN (PG) INSTITUTE OF BIOMEDICAL AND NATURAL SCIENCES,
MANDUWALA, DEHRADUN
IQAC/DIBNS/10.01 /2021-22/06.1

Dated: 1st March 2022

ATR of the decisions taken in IQAC meeting held on 19th Feb. 2022

S. No.	Point raised	Action Taken
1	Website	As per the advice of the PT members, changes being made in the website to make it more student friendly by uploading results and other relevant information.
2	Information Committee reconstituted	Circulars regarding the same shall be issued from the Principal Office prior to beginning of the new academic session.
3	AQAR 2020-21	The HODs and faculty members were asked to work collectively for compilation of data for AQAR 2020-21.
4	PDP	HODs were asked to provide slot for PDP in the timetables of UG classes.
5	Common Certificates	Dr. Shalini Singh is already working with the Graphic Designer to get the Certificates made, which shall then be approved by IQAC.



(Coordinator IQAC)

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

IQAC/DIBNS/10.01 /2021-22/07

Dated: 23rd April. 2022

Minutes of the IQAC Meeting

Date : 22nd April 2022

Time : 3.00 P.M.

Location : Meeting Hall

Members Present :

- | | |
|-----------------------|---------------------------|
| 1. Dr. Shailja Pant | |
| 2. Mr. Sunil Kaul | 9. Dr. Deepak Kumar |
| 3. Mr. V K Nagpal | 10. Dr. Beena J. Bhatt |
| 4. Mr. Sudhir Bharti | 11. Ms. Mousami Ghosh |
| 5. Dr. Shalini Singh | 12. Mr. Lakshya Raj Singh |
| 6. Dr. K.P. Tripathi | |
| 7. Dr. Deepti Warikoo | |
| 8. Dr. Shruti Sharma | |

A meeting of IQAC, chaired by the Principal was convened to discuss the agenda. 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 timetables for the new semester were approved.
3. Notices, circulars, date sheet of university examinations, university results to be uploaded on the Institute's website.
4. Green waste from canteen and garden to be collected and sent to NADEP Pit.
5. Requirement received from the Examination Cell to get answer copies printed for internal examination.
6. Indoor games to be added in Boys and Girls Hostel and also in Girls Common Room.
7. Requirement received to increase the space for Mushroom cultivation and vermi compost in order to increase production.
8. Suggestions were received to get FDP planned for attainment of POs, COs and also on Professional Ethics.
9. It was proposed to carry out Student Satisfactory Survey on the lines of NAAC. IT Cell to prepare the same on Google form, which shall be shared with the students.
10. The Cell was satisfied by the ongoing teaching learning process.



(Coordinator IQAC)

Cc: For circulation to all concerned.

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IQAC/DIBNS/10.01 /2021-22/07.1

Dated: 30th April 2022

ATR of the decisions taken in IQAC meeting held on 22nd April 2022

S. No.	Point raised	Action Taken
1	Timetables for the even semester	The timetables for the even semester were approved by the Cell.
2	Website	All student relevant notices/ circulars to be uploaded on website regularly.
3	Green Waste	Admin. Officer was asked to ensure that green waste is properly utilised by dumping at the NADEP pit.
4	Internal examination Answer Copies	The Cell approved of the requirement of the examination cell to get the copies printed.
5	Indoor Games in the Hostels	Hostel in Charge was given the responsibility to procure some indoor games for the Boys and girls Hostel.
6	Space for Mushroom cultivation and vermi compost	After detailed discussion with the faculty in charge of Mushroom cultivation and vermi compost with the Additional Director, it was agreed upon to get the needful done.
7	FDP	Resource persons to be finalized and get the FDP done before the academic session ends.
8	Student Satisfactory Survey	IT Cell is designing the SSS, which shall then be circulated among the students. The focus would be on ensuring maximum participation.
9	Teaching learning Process	The members were of the unanimous opinion that co and extracurricular activities should also be held regularly for all round development of the students.



(Coordinator IQAC)

Cc: For circulation to all concerned.