



Dolphin (PG) Institute of Biomedical & Natural Sciences,

V.P.O.-Manduwala, Chakrata Road, Dehradun – 248 007 (Uttarakhand) India

(Affiliated to H.N.B. Garhwal Central University, Srinagar, Approved by Government of Uttarakhand)

NAAC Accredited 'B++' (2nd Cycle)

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IQAC/DIBNS/10.05/2022-23/01

1st June, 2022

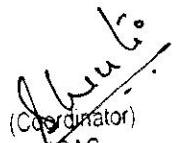
Circular

Meeting of the IQAC members shall be held on 3rd June 2022 at 03.00 P.M. at Principal Office. All members are requested to attend the meeting.

Agenda:

1. Remedial/ Revision classes/ Class tests
2. FDP on OBE
3. Calendar for National/ International Commemorative Days
4. Certificate/ add on/ value added courses

CC: For circulation to all concerned


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Dated: 4th June, 2022

IQAC/DIBNS/10.01 /2022-23/01

Minutes of the IQAC Meeting

Date : 3rd June, 2022
Time : 3.00 P.M.
Location : Principal Office
Members Present :

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Dr. Deepak Kumar
5. Dr. Beena J. Bhatt
6. Mr. Vipul Garg
7. Mr. Sudhir Bharti
8. Dr. Shalini Singh
9. Dr. Shalini Agarwal
10. Dr. K.P. Tripathi
11. Dr. Deepti Warikoo
12. Dr. Neeraj Kumar
13. Mr. Sanjay Sikaria
14. Mr. Anuj Gupta
15. Dr. Sandhya Goswami
16. Dr. Shruti Sharma

A meeting of IQAC, chaired by the Principal was convened to discuss about the status of the syllabus and planning for the new academic session.

Summary

1. Welcome address by Chairperson.
2. The Cell was satisfied with the ongoing teaching learning process. It was unanimously decided that the subject faculty need to take remedial/ revision classes/ class tests to ensure that students are preparing well for their exams.
3. FDP on OBE to be planned.
4. It was decided to prepare a Calendar for National/ International Commemorative Days.
5. The Departments would be asked to start new certificate/ add on/ value added courses.

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IQAC/DIBNS/10.01 /2022-23/01.1


Dated: 20th June 2022

ATR of the decisions taken in IQAC meeting held on 3rd June 2022

S. No.	Point raised	Action Taken
1	Remedial/ Revision classes/ Class tests	The subject faculty were advised to do the needful as per the requirement.
2	FDP on OBE	The resource person for the same need to be identified and contacted. Members IQAC shall do the needful.
3	Calendar for National/ International Commemorative Days	IQAC shall do the needful and circulate to the departments.
4	Certificate/ add on/ value added courses	HODs and faculty were asked to introduce new Certificate/ add on/ value added courses.


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(Coordinator IQAC)
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IQAC/DIBNS/10.05/2022-23/02

15th July, 2022

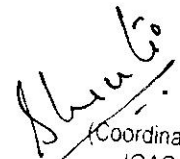
Circular

Meeting of the IQAC members shall be held on 20th July 2022 at 03.30 P.M. at Principal Office. All members are requested to attend the meeting.

Agenda:

1. FDP
2. Audits- Green, Energy, Environment, AAA
3. Teacher's Diary
4. Mentor's Diary
5. Students Satisfactory Survey

CC: For circulation to all concerned


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IQAC/DIBNS/10.01 /2022-23/02

Dated: 21st July, 2022

Minutes of the IQAC Meeting

Date : 20th July, 2022

Time : 3.30 P.M.

Location : Principal Office

Members Present

1. Dr. Shailja Pant *[Signature]*
2. Mr. Sunil Kaul *[Signature]*
3. Dr. Deepak Kumar *[Signature]*
4. Mr. V K Nagpal *[Signature]*
5. Dr. Beena J. Bhatt *[Signature]*
6. Mr. Vipul Garg *[Signature]*
7. Mr. Sudhir Bharti *[Signature]*
8. Dr. Shalini Singh *[Signature]*
9. Dr. Shalini Agarwal *[Signature]*
10. Dr. K.P. Tripathi *[Signature]*
11. Dr. Deepti Warikoo *[Signature]*
12. Mr. Anuj Gupta *[Signature]*
13. Dr. Sandhya Goswami *[Signature]*
14. Ms. Mousami Ghosh
15. Shruti Sharma *[Signature]*

A meeting of IQAC, chaired by the Principal was convened to discuss about the preparations for the forthcoming FDP on Outcome Based Education and other issues. 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 preparations for both the FDP were discussed.
3. Academic Administrative audit to begin in the month of August.
4. The Teacher's Diary to be updated prior to printing
5. The mentor's diary also to be modified as per suggestions received from the faculty.
6. The responses of students in the Students Satisfactory Survey were discussed and it was decided to share the highlights with all the faculty members.

[Signature]
(Principal)

Principal

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[Signature]
(Coordinator, IQAC)

IQAC

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IQAC/DIBNS/10.01 /2022-23/02.1

Dated: 30th July 2022

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

S. No.	Point raised	Action Taken
1	FDP	Responsibilities were assigned to all the members of the Cell for smoothly organizing the FDP. The registration and feedback forms were to be developed on Google form. It was also decided to issue a Certificate of participation to the faculty members. The e-certificate of participation for the online FDP shall be issued.
2	Audits	It was decided that Energy, Green, Environment, Academics and Administrative Audit, Gender Audit would be conducted by external agencies. IQAC shall get the needful done.
3	Teacher's Diary	The Cell members were asked to give suggestions for bringing about changes in the Teacher's Diary within 15 days.
4	Mentor's Diary	The Cell members were asked to give suggestions for bringing about changes in the Mentor's Diary within 15 days.
5	Students Satisfactory Survey	The highlights of the responses from Students Satisfactory Survey along with the suggestions from the Cell for enhancing the quality of teaching learning process would be shared with in a month with all the faculty members.

(Principal)

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(Coordinator)

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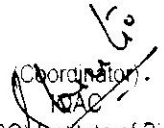
1st August, 2022

Circular

Meeting of the IQAC members shall be held on 08th August, 2022 at 03.00 P.M. at Old Auditorium. All members are requested to attend the meeting.

Agenda:

1. Academic Calendar
2. Road map for 2022-23
3. Timetables
4. Reporting of the new students
5. Swachhta Pakhwada


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IQAC/DIBNS/10.01 /2022-23/03

Dated: 10th August, 2022

Minutes of the IQAC Meeting

Date : 8th August, 2022

Time : 3.00 P.M.

Location : Old Auditorium

Members Present

1. Dr. Shailja Pant *Shailja*
2. Mr. Sunil Kaul *Sunil*
3. Dr. Deepak Kumar *Deepak*
4. Mr. V K Nagpal *V K Nagpal*
5. Dr. Sandhya Goswami *Sandhya Goswami*
6. Dr. Beena J. Bhatt *Beena*
7. Mr. Sudhir Bharti *Sudhir*
8. Dr. Shalini Singh *Shalini*
9. Dr. K.P. Tripathi *K.P. Tripathi*
10. Dr. Deepti Warikoo *Deepti*
11. Mr. Vipul Garg *Vipul*
12. Dr. Shalini Agarwal *Shalini*
13. Mr. Anuj Gupta *Anuj*
14. Dr. Shruti Sharma *Shruti*

A meeting of IQAC, chaired by the Principal was convened to discuss about the preparations for the forthcoming new academic session. 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 the Chairperson.
2. The Academic Calendar for the new session was approved.
3. The roadmap for 2022-23 was discussed.
4. The timetables for the new session were discussed.
5. The preparations for the reporting of new students were discussed.
6. It was decided that departments would encourage the students to participate whole heartedly during the Swachchta Pakhwada.

Shailja Pant
(Principal)
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For circulation to all concerned.

Shruti Sharma
(Coordinator IQAC)
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IQAC/DIBNS/10.01 /2022-23/03.1

Dated: 12th August 2022

ATR of the decisions taken in IQAC meeting held on 8th August 2022

S. No.	Point raised	Action Taken
1	Academic Calendar	The approved Academic Calendar has been uploaded on the website and also circulated among the faculty, staff members and students.
2	Road map for 2022-23	Based on the suggestions from PTV and from the Cell members, road map for 2022-23 was discussed. The final road map would be placed before the Management Committee by 20 th of August 2022.
3	Timetables	The timetables of the classes for the new academic session were discussed and approved.
4	Reporting of the new students	The responsibilities were assigned to all the concerned faculty/ staff member to ensure that the reporting process is managed well.
5.	Swachhta Pakhwada	The Departments were asked to submit the planning of activities to be conducted during Swachhta Pakhwada

(Principal)

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IQAC/DIBNS/10.05/2022-23/04

5th October, 2022


Circular

Meeting of the IQAC members shall be held on 10th October, 2022 at 02.30 P.M. at Old Auditorium. All members are requested to attend the meeting.

Agenda:

1. Feedback from students
2. AQAR 2021-22
3. Guest Lectures

CC: For circulation to all concerned


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IQAC/DIBNS/10.01 /2022-23/04

Dated: 12th October, 2022

Minutes of the IQAC Meeting

Date : 10th October, 2022

Time : 2.30 P.M.

Location : Old Auditorium

Members Present :

1. Dr. Shailja Pant

2. Mr. Sunil Kaul

3. Dr. Deepak Kumar

4. Mr. V K Nagpal

5. Dr. Sandhya Goswami

6. Dr. Beena J. Bhatt

7. Mr. Sudhir Bharti

8. Dr. Shalini Singh

9. Dr. K.P. Tripathi

10. Dr. Deepti Warikoo

11. Mr. Vipul Garg

12. Dr. Shalini Agarwal

13. Mr. Anuj Gupta

14. Dr. Shruti Sharma

A meeting of IQAC, chaired by the Principal was convened to discuss about the ongoing 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 the Chairperson.
2. It was decided to take feedback from the students within next 15 days. As online response from students was too low, it was decided to take it offline.
3. Status of filling up AQAR 2021-22 was discussed and it was decided that the filled up data shall be checked again by the Cell to rule out any mistake/ shortcoming.
4. The number of guest lectures by the departments need to be increased so that students get a chance to listen to eminent personalities related to their field of study.

(Principal)

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IQAC/DIBNS/10.01 /2022-23/04.1

Dated: 15th October 2022

ATR of the decisions taken in IQAC meeting held on 10th October 2022

S. No.	Point raised	Action Taken
1	Feedback from students	The process of taking offline feedback has begun.
2	AQAR 2021-22	A schedule was finalized, where by members would be coming to cross check the data filled up in the AQAR.
3	Guest Lectures	Departments were asked to conduct guest lectures from eminent speakers so as to bridge the knowledge gaps of the students.


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IQAC/DIBNS/10.05/2022-23/05

9th December, 2022

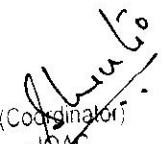
Circular

Meeting of the IQAC members shall be held on 14th Dec., 2022 at 03.00 P.M. at Meeting Hall. All members are requested to attend the meeting.

Agenda:

1. Annual Week
2. Time tables and planning by the departments
3. MOU
4. Visits
5. Alumni Meet

CC: For circulation to all concerned


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IQAC/DIBNS/10.01 /2022-23/05

Dated: 18th December 2022

Minutes of the IQAC Meeting

Date : 14th December 2022

Time : 3 PM

Venue : Meeting Hall

Members Present

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Mr. Vipul Garg
5. Mr. Sudhir Bharti
6. Dr. Sandhya Goswami
7. Mr. Anuj Gupta
8. Dr. Deepti Warikoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shailini Singh
13. Dr. Shruti Sharma


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

1. The members were satisfied by the activities carried out for the students for their holistic development.
2. It was further decided to organize the Annual Week for the students, where the students shall get ample opportunity to participate in the various sports and cultural activities.
3. The time tables for the new semester along with the planning need to be submitted by the HODs for approval.
4. The departments need to get MOUs signed with reputed organizations.
5. Students need to be taken for Industrial/ field visits.
6. Placement Cell needs to enhance its activities and guide students for placement.
7. It was proposed to hold Alumni Meet in 2023.


(Principal)
Principal

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IQAC/DIBNS/10.01 /2022-23/05.1

Dated: 15th October 2022

ATR of the decisions taken in IQAC meeting held on 14th December 2022

S. No.	Point raised	Action Taken
1	Annual Week	Dean and DSWC were asked to chalk out the programme and circulate the same timely for maximum participation by the students.
2	Time tables and planning by the departments	The same were approved.
3	MOU	The departments were told to get MOU signed so that activities could be carried out by the students, which would benefit them.
4	Visits	The departments and the T & P Cell were asked to take students on the visits.
5	Alumni Meet	Alumni Association was asked to plan for Alumni Meet.

(Principal)

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IQAC/DIBNS/10.05/2022-23/06

1st Feb., 2023

Circular

Meeting of the IQAC members shall be held on 7th Feb., 2023 at 03.00 P.M. at Meeting Hall. All members are requested to attend the meeting.

Agenda:

1. Annual Week
2. Alumni Meet
3. Extension Activities
4. Placement Cell
5. Admin Staff Training
6. Green, Environment, Energy Audit


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IQAC/DIBNS/10.01 /2022-23/06

Dated: 10th February 2023

Minutes of the IQAC Meeting

Date : 7th February 2023

Time : 3 PM

Venue : Meeting Hall

Members Present :

1. Dr. Shailja Pant
2. Mr. V K Nagpal
3. Mr. Sunil Kaul
4. Mr. Sudhir Bharti
5. Mr. Vipul Garg
6. Dr. Sandhya Goswami
7. Mr. Anuj Gupta
8. Dr. Deepti Wankoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shailini Singh
13. Dr. Shalini Agarwal
14. Dr. Shruti Sharma

The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

1. The preparations for the Annual Week were discussed.
2. The preparations for the Alumni Meet were discussed.
3. The extension activities by depts., NCC, NSS etc need to be increased so as to develop the sense of responsibility towards the society amongst the students.
4. The Placement Cell need to work in close association with the departments to improve its functioning.
5. The training schedule of admin staff need to be carried out on a regular basis.
6. The preparations for Green, Environment, and Energy Audit are going satisfactorily.

(Principal)
Principal

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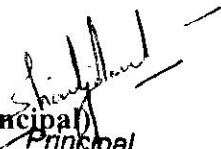
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IQAC/DIBNS/10.01 /2022-23/06.1

Dated: 15th February 2023

ATR of the decisions taken in IQAC meeting held on 7th Feb. 2023

S. No.	Point raised	Action Taken
1	Annual Week	Framework to be drafted by Dean and accordingly responsibilities to be allocated.
2	Alumni Meet	Alumni Association to collectively work in coordination to ensue the success of the event.
3	Extension Activities	Dean, SW and officials of NCC/ NSS to ensure that extension activities are carried out on regular basis.
4	Placement Cell	The activities of Placement Cell to be increased with the coordination of department's representative.
5	Admin Staff Training	Sr. AO to ensure that training schedule is carried out on a regular basis.
6	Green. Environment, Energy Audit	The preparations for the audits have been given to IQAC along with Eco Club and Mr. Gaurav Bhatia .


(Principal)
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Manduwala, Dehra Dun
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(Coordinator IQAC)
(Coordinator)
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IQAC/DIBNS/10.05/2022-23/07

10st Mach., 2023

Circular

Meeting of the IQAC members shall be held on 15th March , 2023 at 02.30 P.M. at old Auditorium. All members are requested to attend the meeting.

Agenda:

1. Recommendations of external experts during the Green , Environment and Energy Audit


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IQAC/DIBNS/10.01 /2022-23/07

Dated: 16th March 2023

Minutes of the IQAC Meeting

Date : 15th March 2023
Time : 2.30 PM
Location : Old Auditorium

Members Present

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Mr. Vipul Garg
5. Mr. Sudhir Bharti
6. Dr. Sandhya Goswami
7. Mr. Anuj Gupta
8. Dr. Deepti Warrkoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shailini Singh
13. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the recommendations given by the external experts during the Green, Environment, Energy Audit.

The suggestions on the Energy Audit were:

1. A display stating 'Danger zone' near the outer units of ACs and watch your steps where there is a difference in level of floor.
2. There could be an awareness poster displaying detail about the renewable energy, mode incorporated, energy produced and utilised for sensitization of the stakeholders.
3. Some areas the wirings were exposed and overloaded, these areas could be fabricated and loads could be distributed evenly through multiple switchboards.
4. Outdoor units of the air conditioners shall be covered with a temporary shade to keep the direct sunlight access under control as this may lead to increase in the cooling-electrical load.
5. The electrical meter in ground floor areas specially close to water coolers should be covered with 'Danger zone' display and sand buckets close by
7. Whenever the Institute undergoes redevelopment there can be provisions for replacement with energy-efficient appliances or new air conditioners that require less power consumption.

The suggestions on the Environment Audit were:


1. The study suggests that there is scope to document the plantations further through coding, numbering and book.
2. Additionally, a display board about 'Green zone' could be undertaken
3. The study suggests that there is scope to document the fauna in a publication format for stakeholder sensitization and awareness.
4. The study suggests that outside the campus a signboard could be displayed that highlights 'Silent zone' and 'No honking zone' being an Educational Institute.
5. The wiring should be concealed
6. There should be documentations of the switchboards and main boards such as SBI, MBI further the

8. PASS Board near fire extinguishers and RACE Board near entrance
9. There should be additional provisions in the laboratories including:
 - a. Eye washers
 - b. Rubber flooring as an electrical safety measure
10. Combustible equipment - Every space which has a gas cylinder or combustible equipment should barricade around gas cylinders, appropriate safety board's mentioning „danger sign” and “Do not touch” with an additional small fire extinguisher close by.
11. Awareness - Fire layouts in immediate spaces outside the lift, on the staircase landing, signages mentioning “Do not use lift in case of fire” additionally fire exit signages, boards should be put up at all possible locations.
12. The fire and life safety signages (Including exit signages) should be increased and displayed.
13. There should be a PASS Board alongside every fire extinguisher and a RACE Board at the location of extreme populace/ footfalls.
14. Specific area designated for E-vehicles – There should be designated area dedicated to E-vehicles parking and charging and this zone should be demarcated as “Eco-Zone”
15. Promote the use of Eco-friendly vehicles - There can be student and staff sensitization program on eco-friendly and battery-operated vehicles/ low emission vehicles for daily use.
16. Battery charging points for Eco-friendly vehicles - There can be provision for battery charge points, this would inspire students to change their mode of transportation and adopt sustainable practices.
17. Avoid burning waste - The waste produced on the premises should not be burned as it is dangerous to the health of students and staff
18. Bicycles as a gift - As an appreciation gesture maybe the student's toppers/ staff best performers can be awarded a bicycle occasionally.

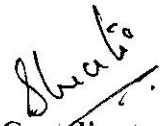
The suggestions on the Green Audit were:

1. The study suggests that the current practices by Eco Club can be increased.
2. A manual on waste management practices can be put on display that highlights details about the process would add on to stakeholder sensitization.
3. An area should be demarcated as ‘E-waste zone’ and documentation about the same should be done in the form of monthly reports uploaded on Institutes website.
4. Tanks can be documented with Mention of size; Capacity usage; Institute name; Colour coding (Paint the tank in light blue colour); Last maintenance date mentioned on each facility. Add signboards about the usage such as “Drinking” or “Secondary”; Add signboard and map about the process/ system in practice
5. Waste water treatment plant can be explored
6. Daily documentation of water supply should be undertaken.
7. Green carpets could be placed outside drinking water and toilet blocks. This will add to hygiene areas and keep the water spillage under control.
8. E-waste management chart can be displayed in spaces that have computers such as offices and laboratories.
9. Going paperless, Print less etc. awareness boards could be displayed.
10. Neutralize the liquid waste before letting into storm water drains or soak pit
11. Environmental awareness - There can be various slogans in local and national language on the compound wall giving the message of saving the environment through the joint efforts of the students and staff thereby making the student socially and environmentally responsible citizens.
12. Multi-colored waste management bins - There should be more number of dual litter dustbins at various locations in areas such as Canteen, and open spaces. This would inculcate the awareness of waste segregation among students. Whereas a single type of dry waste dustbin should be available inside the teaching areas.
13. Plastic management for localities – The can be frequent cloth/ paper bags distribution in local schools, slums, Institutes, medical, police stations.
14. Tie up with Bisleri International regarding their 'Bottles for change program' also with 'Thereco' for their waste management.

15. Invite companies such as 'Thaely' and 'Recharkha' to undertake skill development workshops.
16. Manual about the functioning of the rain water harvesting system – There should be manual such as follows to increase sensitization about the facility and its operations.
17. Compound wall – The compound wall should have awareness messages about “No Smoking” and “No Tobacco”


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IQAC/DIBNS/10.01 /2022-23/07.1

Dated: 20th March 2023

ATR of the decisions taken in IQAC meeting held on 15th March 2023

S.No.	Point raised	Action Taken
1	Display stating 'Danger zone' near the outer units of ACs and watch your steps where there is a difference in level of floor.	Proposal was sent to Director
2	An awareness poster displaying detail about the renewable energy	Proposal was sent to Director
3	Wirings exposed and overloaded	Proposal was sent to Director
4	Outdoor units of the air conditioners to be covered	Proposal was sent to Director
5	Electrical meter in ground floor	Proposal was sent to Director
6	Replacement of appliances (as and when) with energy-efficient appliances	Proposal was sent to Director
7	Document the plantations further through coding, numbering and book.	Dept. of Botany and Eco Club
8	Display board about 'Green zone'	Proposal was sent to Director
9	document the fauna in a publication format	Dept. of Zoology
10	'Silent zone' and 'No honking zone' outside campus	Proposal was sent to Director
11	The wiring should be concealed	Proposal was sent to Director
12	Documentations of the switchboards and main boards	Proposal was sent to Director
13	Fireballs/ sand buckets can be introduced these spaces would be the ones that have an air conditioner or any combustible equipment.	Proposal was sent to Director
14	PASS Board near fire extinguishers and RACE Board near entrance	Proposal was sent to Director
15	There should be additional provisions in the laboratories including:	Proposal was sent to Director

16	Combustible equipment	Proposal was sent to Director
17	Fire layouts in immediate spaces outside the lift	Proposal was sent to Director
18	The fire and life safety signages (Including exit signages)	Proposal was sent to Director
19	PASS Board alongside every fire extinguisher and a RACE Board at the location of extreme populace/ footfalls.	Proposal was sent to Director
20	Promote the use of Eco-friendly vehicles	Proposal was sent to Director (Banners to be put up in the parking area)
21	Avoid burning waste - The waste produced on the premises should not be burned as it is dangerous to the health of students and staff	Already in practice. Proposal was sent to Director to educate the admin staff by holding talks. Students also to be encouraged not to burn waste.
22	Bicycles as a gift	Proposal to be given to Management Committee
23	Activities of Eco Club can be increased.	Eco Club has been asked to spread out their activities throughout the year
24	Manual on waste management practices	Proposal was sent to Director
25	'E-waste zone'	Proposal was sent to Director to allocate space
26	Water Tanks	Proposal was sent to Director
27	Waste water treatment plant	Proposal to be given to Management Committee
28	Daily documentation of water supply	Proposal was sent to Director
29	Green carpets could be placed outside drinking water and toilet blocks.	Proposal was sent to Director
30	E-waste management chart	Proposal was sent to Director
31	Going paperless, Print less etc. awareness boards	Proposal was sent to Director
32	Neutralize the liquid waste	Proposal was sent to Additional Director. Lab attendants to be educated about the same.
33	Environmental awareness	Eco club to carry out activities
34	Multi-colored waste management bins	Proposal was sent to Director
35	Plastic management for localities	DSWC to carry out extension activity with NCC/ NSS
36	Tie up with Bisleri International regarding their 'Bottles for change program' also with 'Thereco'	Proposal was sent to Director
37	Invite companies such as 'Thaely' and	Proposal was sent to Director

38	Manual about the functioning of the rain water harvesting system	Proposal was sent to Director
39	Compound wall – The compound wall should have awareness messages about “No Smoking” and “No Tobacco”	Proposal was sent to Director

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IQAC/DIBNS/10.05/2022-23/08

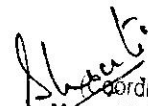
28th March, 2023

Circular

Meeting of the IQAC members shall be held on 3rd April, 2023 at 03.00 P.M. at Principal Office. All members are requested to attend the meeting.

Agenda:

1. Corrections in AQAR 2020-21 and 2021-22
2. Yoga Shivar
3. Alumni Interaction
4. Staff Training Programme
5. Directory of Resource Persons and placement activities to be increased
6. FDP
7. Activity Calendar
8. Computer system at IQAC
9. Frequent meetings of IQAC members
10. Seminar in collaboration with NAAC
11. Website update
12. AAA & Gender Audit


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IQAC/DIBNS/10.01 /2022-23/08

Dated: 5th April 2023

Minutes of the IQAC Meeting

Date : 3rd April 2023
Time : 3 PM
Location : Principal Office

Members Present:

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Mr. Vipul Garg
5. Mr. Sudhir Bharti
6. Dr. Sandhya Goswami
7. Mr. Anuj Gupta
8. Dr. Deepti Warikoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shailini Singh
13. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the changes to be made in AQAR 2020-21 with regard to queries raised by NAAC. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

1. The HODs would be asked to make changes accordingly in the AQAR as the academic session shall be considered from 1st June to 31st May by the NAAC. AQARs for 2020-21 and 2021-22 were to be modified accordingly.
2. Yoga Shivar to be organized for the students. Dr. Deepti Warikoo and Mr. Sudhir Bharti have been given the responsibility for the same.
3. Interaction with Alumni to be conducted by the departments for the final semester students for career counseling.
4. Dates for holding training sessions for the admin staff shall be provided by Mr. Sudhir Bharti.
5. A directory of speakers is to be developed by Placement Cell.
9. FDP is to be planned by RAC.
10. Calendar of activities to be prepared by IQAC for the next academic session.
11. Placement activities to be enhanced.
12. Frequent meetings of IQAC members for better execution of work. Additional computer to be installed in the office of IQAC for the members.
13. Seminar in collaboration with NAAC to be planned.
14. Work on website is long overdue and so corrective action has to be initiated at the earliest.
15. Preparations for AAA and Gender Audit were going satisfactorily.

(Principal)

Principal
Dolphin (PG) Institute of

(Coordinator IQAC)

Coordinator
IQAC



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IQAC/DIBNS/10.01 /2022-23/08.1

Dated: 5th April 2023

ATR of the decisions taken in IQAC meeting held on 3rd April 2023

S. No.	Point raised	Action Taken
1	Corrections in AQAR 2020-21 and 2021-22	The time period as indicated by NAAC was conveyed to the HODS and they were asked to make corrections accordingly.
2	Yoga Shivar	5 days Yog Shivar shall be held for the students from 17 th to 21 st April in the campus. Students to be encouraged to participate whole heartedly in the Yoga Shivar.
3	Alumni Interaction	The departments were asked to get in touch with Alumni and invite them to college to interact with the students.
4	Staff Training Programme	The Admin Dept. to get the training conducted for the admin staff.
5	Directory of Resource Persons and placement activities to be increased	Placement Cell to do the needful.
6	FDP	RAC was informed to plan for a FDP for the faculty members.
7	Activity Calendar	IQAC to do the needful and circulate the same.
8	Computer system at IQAC	Coordinator to ensure and do the needful. IT Cell to install another computer n IQAC for better working.
9	Frequent meetings of IQAC members	Members to meet tentatively on 1 st and 15 th of every month post lunch.
10	Seminar in collaboration with NAAC	IQAC to discuss and plan for the same.
11	Website update	IQAC to do the needful.
12	AAA & Gender Audit	IQAC and Women Empowerment Cell are doing the needful.

Principal
Principal

11/04/23
11/04/23



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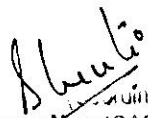
Website: www.dolphininstitute.in

IQAC/DIBNS/10.05/2022-23/09

16th March, 2023

Circular

Meeting of the IQAC members shall be held on 17th April, 2023 at 03.00 P.M. at Old Auditorium to discuss about the recommendations/ suggestions given by the experts during AAA and Gender Audit. All members are requested to attend the meeting.


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IQAC/DIBNS/10.01 /2022-23/09

Dated: 18th April 2023

Minutes of the IQAC Meeting

Date : 17th April 2023
Time : 03.00 PM
Location : Old Auditorium

Members Present

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Mr. Vipul Garg
5. Mr. Sudhir Bharti
6. Dr. Sandhya Goswami
7. Mr. Upendra Dwivedi
8. Dr. Deepti Warikoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shailini Singh
13. Dr. Shalini Agarwal
14. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the suggestions given by the experts during the Academic & Administrative Audit and Gender Audit.

The suggestions of the Academic & Administrative Audit were:

1. Functioning of the institute is required to justify vision, mission & objectives of the institute.
2. To focus more on need based education rather than available, for this it is suggested to conduct survey for inclusion of new programmes/courses.
3. Perspective & strategic planning is required to prepare; effectively implementation through CDC & IQAC.
4. Research policy to be developed focusing more teachers contribution & students involvement in Research activities; plagiarism software should be owned institute.
5. Student centric teaching learning specific to participative & problem solving methodology should be implemented effectively.
6. It is recommended to have financial Audit Reports with the name of the institute.
7. Anti Ragging Cell, student redressal cell should be constituted as per UGC guidelines & accordingly functioning.
8. Institute have scope to undertake mega mission of road safety awareness programme in collaboration with road transport office (RTO).
9. It is suggested to have Inhouse publication with ISSN/ISBN to promote base level research work amongst teacher & student.
10. To develop 'Incubation Center' to incubate students for their future filled of profession.

The suggestions of the Gender Audit were:

1. Institute should have provision as special girl scholarship for girl students by applying specific parameters.
2. It is suggested to organize more self defence training programmes for girl students.
3. Sanitary napkin disposal machine to be installed in 'Girls common room'.
4. Constitution of Internal Complaint Cell per UGC Guidelines & accordingly functioning is expected.
5. As per as common room facilities are concerned, more urinals are expected with good hygienic condition maintenance regularly.
6. It is suggested, WDC should conduct survey of nearby societies related to male & female ratio, compare with percentage of enrolment in college; followed to preparation of Action plan to improve girls enrolment ratio.
7. Gender sensitization action plan to be prepare well in advance, implemented effectively & documented in organized way
8. Sexual harassment related initiatives & provision of the institute to be made aware amongst all students & teachers.
9. Being more female employees & PG courses, it is recommended to provide 'Day Care Centre' facilities.

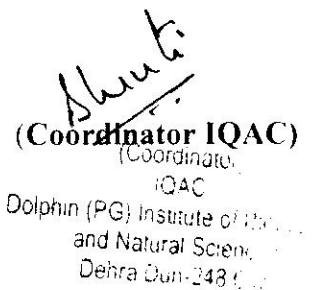
Discussions were held on the suggestions and the members gave their opinion. The members unanimously agreed that the Cell should take steps accordingly to ensure that the suggestions given by the external audit committee are implemented.



(Principal)

Principal

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(Coordinator)

IQAC

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IQAC/DIBNS/10.01 /2022-23/09.01

Dated: 23rd April 2023

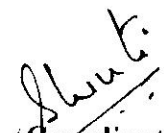
ATR of the decisions taken in IQAC meeting held on 19th April 2023

S. No.	Point raised	Action Taken
1	Functioning of the institute	The teaching learning process should be so designed so as to ensure that vision, mission & objectives of the institute are achieved. Focus should be on making the students employable while being ethical so that they can give their contribution in the development of the nation.
2	Introduction of new programmes/courses	Matter shall be raised in the meeting of the Management Committee.
3	Perspective & strategic planning	5 to 10 years Perspective & strategic planning is to be done by Management Committee and the same is to be implemented through IQAC.
4	RDC	RDC need to be strengthened and its working need to be expanded so as to include the students also in research work.
5	Students Centric Teaching	Faculty should focus on students centric teaching methodology like experiential teaching, problem solving and participative teaching
6	Audit Reports	The name of the institute needs to be reflected in the Audit Reports. Additional Director to work on it.
7	Anti Ragging Cell	Anti Ragging Cell already exists but if need be shall be constituted as per UGC guidelines.
8	Road safety awareness programme	Proposal shall be given to the Director.
9	In house publication	Proposal shall be given to the RDC
10	Incubation Center	Proposal shall be given to the Management Committee.
11	Gender sensitization action plan	Gender sensitization action plan already exists. Women Empowerment Cell shall further strengthen its working.
12	Sexual harassment related initiatives	Students shall be made aware of ICC and its working
13	Day Care Centre	Proposal shall be given to the Management Committee.
14	Special Girl	Proposal shall be given to the M

15	Self defence training programmes for girl students	Women Empowerment Cell shall get Self defence training programmes for girl students organized.
16	Sanitary napkin disposal machine	Proposal shall be given to Additional Director to get the needful done.
17	Internal Complaint Cell	ICC already exists.
18	More urinals in girls common room	Proposal shall be given to Director to see the feasibility.
19	Survey of nearby areas to find out enrolment status of girls	Women Empowerment Cell to plan out the survey.


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IQAC/DIBNS/10.05/2022-23/10


20th April, 2023

Circular

Meeting of the IQAC members shall be held on 24th April, 2023 at 02.30 P.M. at Principal Office. All members are requested to attend the meeting.

Agenda:

1. Yoga Shivar
2. Admin Training Programme
3. Career Counselling Programme
4. Eco Club Activities
5. FDP
6. Soft Skills
7. Feedback from stake holders


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IQAC/DIBNS/10.01 /2022-23/10

Dated: 26th April 2023

Minutes of the IQAC Meeting


Date : 24th April 2023
Time : 2.30 PM
Location : Principal Office


Members Present :

1. Mr. Sunil Kaul
2. Mr. V K Nagpal
3. Mr. Vipul Garg
4. Mr. Sudhir Bharti
5. Dr. Sandhya Goswami
6. Mr. Upendra Dwivedi
7. Dr. Deepti Warikoo
8. Dr. K.P. Tripathi
9. Dr. Deepak Kumar
10. Dr. Beena J. Bhatt
11. Dr. Shailini Singh
12. Dr. Shruti Sharma

The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

1. The members were satisfied with the activities held on the first day of Yog Shivar. It was further decided to hold Yoga Shivar regularly each academic session.
2. Regular holding of Admin Training Programme.
3. Career Counseling Session to be organized for PG students. More such session by renowned professionals are to be planned and held by T & P Cell and DSWC.
4. Sensitizing students on environmental issues are to be planned for the students.
5. ICT related sessions are to be planned for the students.
6. FDP
7. Soft skills classes are to be organized for the students.
8. For increasing the participation of the stake holders, it was decided to take the feedback in a Google form, which shall be prepared by the IT Cell in consultation with IQAC.


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IQAC/DIBNS/10.01 /2022-23/10.1

Dated: 26th April 2023

ATR of the decisions taken in IQAC meeting held on 24th April 2023

S. No.	Point raised	Action Taken
1	Yoga Shivar	It was decided that Yoga Shivar would be held twice a year in the months of October and March tentatively.
2	Admin Training Programme	Title and duration of the Admin Training Programme to be finalized by Additional Director and Sr. AO.
3	Career Counseling Session	DSWC and T&P Cell to get the sessions done from reputed professionals. A directory of the same need to be created.
4	Sensitizing students on environmental issues	Eco club to plan out activities and get them conducted.
5	FDP	RAC and Departments were asked to submit a proposal for organizing FDP
6	Soft Skills	Dean. SW and T&P Cell to get the sessions done on soft skills. All UG and PG students are to have these sessions.
7	Feedback from stakeholders	IQAC to decide as per need and requirement.

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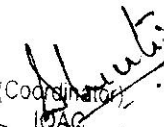
27th April, 2023

Circular

Meeting of the IQAC members shall be held on 1st May, 2023 at 12.30 P.M. at Principal Office. All members are requested to attend the meeting.

Agenda:

1. Green audit, rain water harvesting and other related issues.
2. Admin Training Programme
3. Career Counselling Session
4. Sensitizing students on environmental issues
5. Website Updation
6. FDP


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IQAC/DIBNS/10.01 /2022-23/11

Dated: 2nd May 2023

Minutes of the IQAC Meeting

Date : 1st May 2023
Time : 12.30 PM
Location : Principal Office

Members Present

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Mr. Vipul Garg
5. Mr. Sudhir Bharti
6. Dr. Sandhya Goswami
7. Mr. Upendra Dwivedi
8. Dr. Deepti Warikoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shailini Singh
13. Dr. Shalini Agarwal
14. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the minutes of the last IQAC meeting held on 17th April 2023. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

1. Sensitization workshop on Solid Waste Management was held successfully. Discussions with the Resource Person, Mr. Vinay Kumar Rawal, EOHS Auditor Coca Cola were held on Green audit, rain water harvesting and other related issues where the Institute needs to improve working.
2. Admin Training Programme was held successfully. It was decided to hold such sessions along with sessions on soft skills regularly in future.
3. A Career Counseling Session organized on 24th of April for PG students was successfully held. More such session by renowned professionals are to be planned.
4. Sensitizing students on environmental issues are to be planned.
5. After detailed discussion with the IT Cell, it was decided to take the feedback partly in hard copy and partly in Google Form from the stake holders.
6. Website updation
7. FDP

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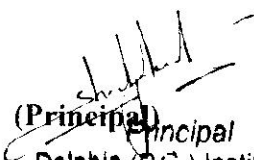
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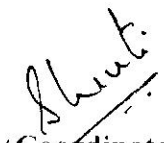
IQAC/DIBNS/10.01 /2022-23/11.01

Dated: 5th May 2023

ATR of the decisions taken in IQAC meeting held on 1st May 2023

S. No.	Point raised	Action Taken
1	Discussions on Green audit, rain water harvesting and other related issues.	IQAC to get the audits done. Rain water harvesting is to be discussed with Director for further action.
2	Admin Training Programme	IQAC to get training programmes conducted for Admin Staff.
3	Career Counselling Session	T&P Cell and departments to conduct Career Counselling Sessions for the students.
4	Sensitizing students on environmental issues	Eco Club to plan such activities.
5	Website Updation	IQAC to continue with the updation work. Members were satisfied by the changes being brought about in the website.
6	FDP	Dept. of Commerce and RAC are planning for FDPs


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IQAC/DIBNS/10.05/2022-23/12


12th May, 2023

Circular

Meeting of the IQAC members shall be held on 15th May, 2023 at 03.00 P.M. at Principal Office. All members are requested to attend the meeting.

Agenda:

1. Compilation of data for AQAR/ SSR
2. T & P Cell
3. Road map for 23-24
4. Budget for 2023-24


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IQAC/DIBNS/10.01 /2022-23/12

Dated: 16th May 2023

Minutes of the IQAC Meeting

Date : 15th May 2023
Time : 3.00 PM
Location : Principal Office

Members Present

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Mr. Vipul Garg
5. Mr. Sudhir Bharti
6. Dr. Sandhya Goswami
7. Mr. Upendra Dwivedi
8. Dr. Deepti Warikoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shalini Singh
13. Dr. Shalini Agarwal
14. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the minutes of the last IQAC meeting held on 1st May 2023. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

1. The members were satisfied by the successful completion of the 5 days FDP.
2. For efficient working of the Cell, it was decided that from the Academic session 2022-23 onwards the Cell members would be responsible to maintain data of the whole Institute related to AQAR/ SSR.
3. Steps to be taken to improve the working of Training & Placement Cell. Involvement of concerned faculty of the Department along with HOD to be increased for preparing the students for campus placement.
4. Road map for 2023-24 to be prepared by IQAC.
5. For better organizing the events, the departments would be submitting the budget for the same from the next session.

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IQAC/DIBNS/10.01 /2022-23/12.01

Dated: 19th May 2023

ATR of the decisions taken in IQAC meeting held on 15th May 2023

S. No.	Point raised	Action Taken
1	Compilation of data for AQAR/ SSR	The distribution of work load was as following: Criteria 1 & 4: Dr.Deptee Warikoo & Dr. Beena Joshi Bhatt Criteria 2 & 5: Dr. Sandhya Goswami, Dr. Shalini Singh & Dr. Shalini Agarwal Criteria 3 & 6: Dr. Deepak Kumar & Dr. K.P. Tripathi Criteria 7: Dr.Shalini Agarwal, Mr. Upendra Dwivedi, Mr. Sudhir Bharti
2	T & P Cell	Mock interviews and written tests to be carried out for the students to assist them in their placements.
3	Road map for 23-24	The same to be discussed and prepared. Once finalized, the same would be circulated among all concerned so that they can plan accordingly.
4	Budget 23-24	The budget is to include the rough estimate of the expenditure that shall be incurred in carrying out the various activities by the departments.

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IQAC/DIBNS/10.05/2022-23/13


22th May, 2023

Circular

Meeting of the IQAC members shall be held on 28th May, 2023 at 03.00 P.M. at Principal Office. All members are requested to attend the meeting.

Agenda:

1. T&P Cell
2. World Environment Day
3. Roadmap for the next academic session
4. AQAR 2020-21 and 2021-22


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IQAC/DIBNS/10.01 /2022-23/13

Dated: 30th May 2023

Minutes of the IQAC Meeting

Date : 28th May 2023
Time : 3.00 PM
Location : Principal Office

Members Present

1. Dr. Shailja Pant
2. Mr. Sunil Kaul
3. Mr. V K Nagpal
4. Mr. Vipul Garg
5. Mr. Sudhir Bharti
6. Dr. Sandhya Goswami
7. Mr. Anuj Gupta
8. Dr. Deepti Wankoo
9. Dr. K.P. Tripathi
10. Dr. Deepak Kumar
11. Dr. Beena J. Bhatt
12. Dr. Shalini Singh
13. Dr. Shalini Agarwal
14. Dr. Shruti Sharma

A meeting of IQAC was convened to discuss about the minutes of the last IQAC meeting held on 16th May 2023. The following is the brief summary that highlights the major issues discussed and agreed upon for action during the meeting.

1. Meeting with the T & P Cell to be held for improving the working of the Cell.
2. Eco Cell, under the aegis of DSWC is being given the responsibility to organize events on World Environment Day on 5th of June 2023. Meeting with the Eco Club shall be held to discuss the events.
3. AQAR format for 2023-24 to be circulated to the members so that road map can be prepared Criteria wise and discussed in the next meeting. This shall ensure that activities are evenly planned out for the whole academic year.
4. As the date for submission of AQAR 2020-21 and 2021-22 has been postponed by the NAAC, it has been decided that the concerned faculty will thoroughly go through the data Criteria wise for both the academic years.

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(Coordinator for IQAC)

Coordinator
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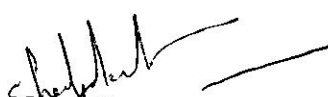
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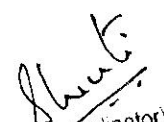
IQAC/DIBNS/10.01 /2022-23/13.01

Dated: 30th May 2023

ATR of the decisions taken in IQAC meeting held on 28th May 2023

S. No.	Point raised	Action Taken
1	T&P Cell	The Cell was asked to prepare a calendar so the activities could be carried out more systematically.
2	World Environment Day	Eco Club was asked to submit the list of activities being planned for WED.
3	Roadmap for the next academic session	The members of the IQAC were asked to prepare a detailed criteria wise breakup of the activities to be carried out, which would then be circulated among all departments to be carried out during the session.
4	AQAR 2020-21 and 2021-22	The IQAC Cell members to suggest any changes in the AQAR 2020-21 and 2021-22, if necessary.


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