

Minutes of the Meeting
Governing Body, ISBM University

The meeting of the Governing Body was held in virtual mode at 2:00 pm on 12th April 2022.

Following members attended the meeting:

1. Dr. Vinay M. Agrawal
(Hon'ble Chancellor, ISBM University) - Chairman
2. Prof. (Dr) Anand Mahalwar
(Hon'ble Vice Chancellor, ISBM University) - Member
3. Mrs. Parmila Mahesh Agrawal
(Nominee, Sponsoring Body of ISBM University) - Member
4. Shri Mahesh Ratanlal Agrawal
(Nominee, Sponsoring Body of ISBM University) - Member
5. Dr. Madan Lal Lakhanpal
(Principal (Retd.), Govt. Danteshwari Girls Post Graduate
College, Jagdalpur (CG)) - Member
6. Dr. B. P. Bhol
(Registrar, ISBM University) - Member Secretary

At the outset, Registrar and Member Secretary welcomed the members. He sought the cooperation of all to achieve the objectives of the University. Registrar and Member Secretary requested Hon'ble Chancellor Sir to chair the meeting.

The below mentioned points were discussed as per the agenda:

1. Approval of Expenditure for the year April 2021 to March 2022

Discussion: The expenditure for the year 2021-2022 from April 2021 to March 2022 was presented by the Registrar and Member Secretary. An inspection into the expenditure statement revealed that the expenses of the University are more than its income. Despite deficit, the sponsoring body is managing the University. **Appendix A**

2. Creation and sanction of teaching posts made by the Board of Management.

Discussion: The Registrar and Member Secretary presented the requirement of teaching staff for the School of Arts & Humanities, School of Science, School of Commerce & Management, School of Law, School of Engineering & Technology, School of Library &

Information Science, School of Pharmacy, School of Journalism and Mass Communication and School of Information & Technology as recommended by the Board of Management. The requirements for posts of Professor, Associate Professor & Asst. Professor were discussed and approved as appended in **Appendix B**.

3. Creation & sanction of Non teaching posts made by the Board of Management.

Discussion: The requirement of non teaching staff namely Deputy Registrar, Asst. Registrar, HR Manager, Accountant, Librarian, Asst. Librarian, Training and Placement Officer, Workshop Superintendent, Campus Administrator, Cashier, Laboratory Technician, Computer Operator, Students Coordinator, Book Lifter, Driver, House Keeping staff, Security, Multitasking staff was presented by the Member Secretary as recommended by the Board of Management. It was discussed and approved as appended in **Appendix C**.

4. Approval of fees structure for the session 2022 – 2023 recommended by the BOM.

Discussion: The programme wise fee structure for the session 2022 -2023 recommended by the Board of Management was placed before the body. It was discussed and approved as appended in **Appendix D**.

5. To approval the proposals for conducting FDP program

Discussion: Each members of the Faculty has to undergo two FDP during each academic session, The University plans to organize FDP on following captioned subject in the ensuing academic session.

1. "Mentoring Pedagogy and Teaching for Higher Education"
2. "Imparting online teaching – learning Methodology"
3. "Research Methodology"
4. Online teaching Methodology

It is also proposed to organize FDP for all college & University teachers in the University.

6. To approve the initiative for promotion

Discussion: Promotion policy for teaching & non teaching staff members will be on the basis of merit and experience and the norms prescribed by the UGC and other regulatory bodies. Self Appraisal forms are circulated & collected from the member of the faculty. Similarly performance appraisal forms are also circulated among the Non –Teaching staff members. Promotion committee will be constituted to consider the cases of promotion as per the norms and submit their recommendation to the competent authority approval.

7. Recruitment approval for teaching & non teaching posts

Discussion: The following recruitment strategy for the recruitment of teaching & non teaching staff recommended by the Board of Management was placed before the Body by the Registrar & Member Secretary. It was discussed and approved.

Step – I - To determine the Number of teaching and non teaching post required for the University

Step – II – Constitution of selection committee for the recruitment of teaching and non teaching staff

Selection committee for teaching staff is constituted as under

- i. Chairman – Vice Chancellor
- ii. Two outside experts (not below the rank of Professor)
- iii. Dean
- iv. HOD
- v. Nominee from CGPURC

Selection committee for non teaching staff will be constituted as under

- i. Chairman – Vice Chancellor
- ii. Registrar
- iii. Finance Officer
- iv. Controller of the Examinations
- v. One outside expert

Responsibility of Selection Committee

- i. To prepare the academic career graph of the candidates applied for the post
- ii. To prepare the experience graph of the candidates applied for the post
- iii. To demonstrate objectivity, fairness and equality of treatment to all applicants
- iv. To verify the certificates/credentials
- v. To prepare consolidated applicant (in order of merit)

Step – III - Release of advertisement for recruitment

Advertisements for the recruitment will be released in leading news papers of the country by giving at least 30 days time to apply to the prospective candidates.

Step – IV - Screening criteria and screening of application

Screening committee will be constituted to verify the application according to the eligibility criteria.

Screening criteria for teaching posts

- i. Essential qualifications according to the norms prescribed by the regulatory authorities namely UGC, BCI & PCI.
- ii. Demonstrated skill in coursework, teaching, research, publications and other academic related experience.
- iii. Teaching method for class room, laboratory experiments, workshops etc.
- iv. Participation in co-curricular/professional growth activities to enhance the classroom learning experience (by organizing students activities, professional groups, extra - curricular activities, study tour, visit of professional organizations, organizing placement drive)

Step - V- Conduct of Interview and rating mechanism

The following rating mechanism will be fixed for rating the candidates

1. Knowledge and background preparation to teach the subject matter
2. Knowledge on multiple teaching methods to include critical teaching skills
3. Problem-solving skills in a teaching / learning environment
4. Commitment to a positive learning environment and positive attitude towards students for encouraging learning.
5. Sensitivity to diversity (academic, cultural, ethnic, socioeconomic and the disabled)
6. Willingness to take initiative in co-curricular activities, special events, shared governance, and participation in School / University activities
7. Effective interpersonal skills and mutual respect to become effective with students, faculty, parents and staff
8. Verbal communication skills
9. Written communication skills.

The date of interview shall be fixed with the consent of the committee members and approval of the Vice Chancellor.

Step - VI - Submission of interview report

The Selection Committee shall submit interview report to the Vice Chancellor within 24 hour of conducting interview.

Step -VII - Recommendation of employment

The report of the Selection committee will be placed before the Chancellor for approval. The Chancellor reserves the right to accept the recommendation or reject it partly or whitely.

Step -VIII - Job Offer

Job offer will be prepared by the HR. It will be issued after getting the approval of the Chancellor by the Registrar.

8. Regarding opening of new courses

Discussion: Registrar and members secretary presented the proposal for opening following new courses

Sr. No	Name of the Courses
1	BACHELOR OF ARTS IN YOGA (BA YOGA)
2	BACHELOR OF COMMERCE (HONS.) (B.Com. Hons)
3	BACHELOR OF COMMARCE (COMP. APPLICATION) (B.Com. C.A.)
4	MASTER OF SCIENCE IN STEM CELLS AND TISSUE CULTURE ENGINEERING
5	DIPLOMA IN FORENSIC SCIENCE & CRIMINOLOGY (DFSC)
6	BACHELOR OF SCIENCE IN FORENSIC SCIENCE & CRIMINOLOGY (B.Sc.FSC)
7	MASTER OF SCIENCE IN FORENSIC SCIENCE & CRIMINOLOGY (M.Sc.FSC)
8	MASTER OF SCIENCE IN MEDICAL BIOTEHNOLOGY (M.Sc.MBT)
9	BACHELOR OF SCIENCE IN FIRE & SAFETY (B.Sc. F& S)
10	MASTER OF SCIENCE IN FIRE & SAFETY (M.Sc. F&S)
11	VOCATIONAL TRAINING PROGRAME- CERTIFICATE COURSES (VTP)
12	BACHELOR OF SCIENCE IN ANIMATION AND GRAPHICS DESIGNING - (B.Sc. A&GD)
13	DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY
14	MASTER OF SCIENCE IN INDUSTRIAL CHEMISTRY (M.Sc.IC) MASTER OF SCIENCE IN PHARMACEUTICAL CHEMISTRY (M.Sc.PC)
15	MASTER OF SCIENCE IN MEDICAL MICROBIOLOGY (M.Sc.MM)
16	MASTER OF SCIENCE IN MEDICAL BIOCHEMISTRY (M.Sc.MB)
17	BACHELOR OF SCIENCE IN HUMAN NUTRITION (CLINICAL DIETITIAN)
18	MASTER OF OPTOMETRY (M.Optom.)
19	BACHELOR OF OPTOMETRY (B.Optom.)
20	BACHELOR OF ARCHITECTURE (B.ARCH.)
21	MASTER OF ARCHITECTURE (M.ARCH.)
22	BACHELOR OF DESIGN (B.Design)
23	MASTER OF DESIGN (M.DESIGN)
24	MASTER OF ARTS IN YOGA (MA YOGA)
25	Bachelor of Business Administration -Hons BBA (Hons.)
26	Master of Science in Nursing (M.Sc. Nursing)
27	Doctor of Pharmacy (Pharm. D)

28	Bachelor of Education–Special Education in Speech & Hearing Impairment (S&H), Intellectual Disability(ID) ((Mental Retardation) (MR)) and Learning Disability (LD)
29	MASTER OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (MHMCT)
30	DOCTOR OF SCIENCE (D. Sc.), DOCTOR OF LITERATURE (D. Litt.), DOCTOR OF LAWS (LL. D.) (Honoris Causa)

The matter was discussed and it was unanimously approved to open the above courses. Registrar is authorized to move Chhattisgarh Private University Regulatory Commission for approval of ordinance. The body is accorded financial approval for the infrastructure, books for the library, equipments for laboratory and recruitment of teaching and not teaching staff for the above programs.

9. Any other matter with permission of the chair.

Discussion: Prof (Dr) Madan Lal Lakhanpal, Govt. Nominee to Governing Body appreciated the proposals. He suggested for organizing placement drives for the students. Registrar and member secretary informed that initiatives are taken dto enhance the employability skill and soft skill of the students. Training and Placement Cell has been constituted to organize campus drive for the training & placement of the students.

The meeting concluded with a vote of thanks to the chair and members of the Governing Body.

Note:- The above mentioned matters are approved by The Governing Body by its members on 12.04.2022. As the meeting was conducted in virtual mode there is no need of signature.

B. B. Bhal
12/04/2022
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ISBM UNIVERSITY
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