

Minutes of the Meeting
Board of Management, ISBM University

The online meeting of Board of Management was held in online mode on 30th March 2022 at 2:00 pm.

Following members attended the meeting:

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| 1) Prof (Dr.) Anand Mahalwar, Vice Chancellor | - | Chairperson |
| 2) Dr. B. P. Bhol, Registrar | - | Member Secretary |
| 3) Dr. C. L. Patel, Govt. Nominee | - | Member |
| 4) Dr. N. Kumar Swamy, Dean (I/c) | - | Member |
| 5) Dr. Sandeep Sahu, DSW | - | Member |
| 6) Dr. Poonam Verma, HOD (I/c) Faculty of Science | - | Member |
| 7) Dr. Garima Diwan, HOD, SOA&H | - | Member |

Dr. B. P. Bhol, Member Secretary welcomed all the members to the meeting of Board of Management. He requested to Prof. (Dr) Anand Mahalwar, Hon'ble Vice Chancellor to chair the meeting. The meeting proceeded according to the agenda after getting the direction from the chairperson.

Member Secretary initiated his meeting as per the agenda:

1. Creation of Teaching & Non-Teaching posts for the year 2022 – 2023.

Discussion: The Registrar and Member Secretary presented the requirement of teaching staff for the Faculty of Arts & Humanities, Faculty of Science, Faculty of Commerce & Management, Faculty of Law, Faculty of Library & Information Science, Faculty of Health & Allied Science. The requirement for posts of Professor, Associate Professor & Asst. Professor the matter was discussed and unanimously approved.

The requirement of non teaching staff namely Registrar, Controller of Examination, 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 were presented discussed and approved as appended in **Appendix I**

2. To prepare programme wise fee structure for approval.

Discussion: The programme wise fee structure for the session 2022 -2023 placed before the Board of Management. The matter was discussed threadbare & approved by the Board. The approved fee structure is appended in **Appendix II**

3. To frame Recruitment Rules for the recruitment & selection of the faculty and staff.

Discussion: Recruitment rules for appointment of faculty and staff was discussed and recommended following sequence need to be followed for recruiting of teaching & non



teaching staff members:

Following steps was suggested evolved for the recruitment process

Step - 1 Recruitment approval

Step - 2 Constitution of provisional Selection Committee and responsibility of committee members

Step - 3 Release of recruitment advertisements

Step - 4 Screening criteria and screening of applications

Step - 5 Conduct of Interview and rating mechanism

Step - 6 Submission of interview report

Step -7 Recommendations for employment

Step -8 Job Offer

Step 1 - Recruitment approval

Recruitment approval is given by Board of Management after scrutinizing the requirement placed before the Board. The requirements of teaching staff is assessed by the HR department taking the UGC guideline, norms of PCI, BCI and other statutory bodies into consideration. The recruitment of non teaching staff is assessed according to the students strength, academic area, academic programs, development and initiatives into consideration.

Step 2 - Constitution of provisional selection committee and responsibility of committee members

Provisional 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

Provisional selection committee for non teaching staff is constituted as under

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

Responsibility of Selection Committee

- i. To prepare the academic career graph
- ii. To prepare the experience graph
- iii. To demonstrate objectivity, fairness and equality of treatment of all applicants
- iv. Certificate/credential verification
- v. To prepare consolidated merit list (in order of merit)



Step – 3 Release of recruitment advertisement

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

Step – 4 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 qualification according to the norms prescribed by the regulatory authorities like UGC, BCI & PCI.
- ii. Demonstrated skill in coursework, teaching, research, publication and other academic related experience.
- iii. Teaching techniques in education, laboratory experiments, workshop
- iv. Participation in co-curricular/professional growth activities to enhance the classroom learning experience (as demonstrated in students activities, professional groups, extra – curricular activities, study tour, visit of professional organizations)

4. Constitution of selection committee for the recruitment of Teaching & Non teaching post.

Discussion: It is resolved to constitute selection committee for teaching staff by seeking a member from CGPURC. Similarly a selection committee should be formed for the recruitment of Non Teaching staff.

5. To conduct of FDP twice a year

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

6. To conduct Academic Audit for the session 2021- 2022

Discussion: It is resolved to conduct academic audit every session. An internal Audit team will be constituted. The variables of audit format were discussed. The approved academic audit format is appended in **Appendix III**

7. Submission of self appraisal report by the members of the faculty and staff.

Discussion: The norms of self appraisal for teaching staff members are



1. Knowledge and background preparation to teach the subject matter
2. Knowledge of 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 an enthusiastic belief and attitude towards the encouragement of learning
5. Willingness to take initiative in co-curricular activities, special events, shared governance and participation in department/activities
6. Effective inter personal skills and mutual respect to students and staff
7. Verbal communication skills
8. Written communication skills

The norms of performance appraisal for non teaching staff members are

1. Verbal and communication skills
2. Written communication skills
3. Timely performance of job
4. Discipline
5. Integrity
6. Work output
7. Inter personal skills
8. Commitment to work environment

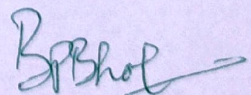
The approved Self Appraisal form & performance Appraisal form is appended in the **Appendix IV**

8. Any other matter with permission of the chair.

- Dr. C. L. Patel suggested opening Diploma Course in Intellectual property Rights & Diploma in Human Rights. He also spoke on the utility of diploma course.

Dr. B. P. Bhol, Member Secretary & Registrar ISBM University accorded a vote of thanks to the members,

Note:- The above mentioned matters are approved by Board of Management by its members on 30.03.2022 in online mode. As the meeting was conducted in online mode for which physical signature are not needed.


Registrar, ISBM University
& Member Secretary

Board of Management
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