

SHARDA UNIVERSITY

Plot No.32, 34, Knowledge Park-III, Greater Noida

Internal Quality Assurance Cell (IQAC)/IQAC Secondment

Minutes of the Meeting

October 10, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) and IQAC-Secondment team convened by Prof. Ranjit Goswami, Pro Vice Chancellor & Director IQAC, on **October 10, 2017** at 2:00 pm in the old V.C. board room, The meeting was attended by the following members:

1. Sh.Prashant Gupta	Executive Director (SGI)
2. Prof. B. Bhattacharya	Dean, Academics
3. Prof. Jagadeesh H.G.	Dean (School of Dental Sciences)
4. Prof. P L Kariholu	Dean (School of Medical Sciences & Research)
5. Dr.Rainu Gupta	Dean, School of Education
6. Prof. PradeepKulshrestha	Dean, School of Law
7. Prof. P.K. Mitra	Dean, School of language and culture
8. Prof. R.M. Mehra	Professor Emeritus
9. Prof. Vijender Singh	Dean, School of Architecture and Planning
10. Prof SrinivasShirur	Dean, School of Business Studies
11. Dr.Manisha Jindal	Associate Dean (SMS&R-School of Medical Sciences & Research)
12. Mr. R. D. Sahay	Director, Administration
13. Mr. Ajay Agarwal	Joint Registrar, Accounts and Finance Dept.
14. Mr.Vivek Kumar Gupta	Dy. Registrar ,Estate
15. Prof. Rajesh Kumar	Professor, SBSR
16. Prof. R.H. Linda Devi	Associate Professor, SNSR
17. Prof. S.P. Kumar	Representative from SAHS
18. Dr.RashmiPriyadarshini	Associate Professor, SET
19. Ms.Sanathi Narayanan	Assistant Professor, SBS
20. Mr.Rupesh Jindal	Assistant Professor, SET
21. Dr.ShashankMehra	Associate Professor

22. Dr.MridulDharwal	Associate Professor
23. Dr.DiptiParashar	Associate Professor
24. Dr.AnupamAgarwal	Assistant Professor
25. Ms.SumanLata	Assistant Professor
26. Dr.Manish Sharma	Assistant Professor
27. Mr.Pradeep Kumar Mishra	Assistant Professor

The agenda points of the meeting were as follows:

1. Review of academic audit report -1
2. Review of Progress on NAAC gap areas (2016)
3. Brief about the structure and role of i-GAP

1. Review of academic audit report -1

- i. The last IQAC Minutes was accepted for records. Where ATR falls short, further review will be done.
- ii. **Discussion on uniformity of syllabus and Instruction plan:** Dean Academics has suggested that uniformity in syllabus and instruction plan should be there, however, The process should be carried out in two phases first at school level and then at University level to keep the individuality and flexibility at the school level.
- iii. **Issues of LMS and V-attendance:**The usage of LMS and V-attendance has been implemented, however, some issues related to implementation has been identified and need a proper road map to resolve these issues. To ensure its proper functionality Dr.RashmiPriyadarshniwas assigned to overview and resolves the issues.
Note: SMSR is the only school where LMS and vattendance has not operational. Dean SMSR will nominate a person to resolve issues related to LMS and vAttendance.
- iv. **Inventory Management of the physical resources:** It was deliberated that a proper inventory management and distribution of assets/physical resources of the university to be maintained at school level (viz. Computers, printers, all physical asssets) and proper records need to be maintained.
- v. **Organisational Chart:** There is a need arrived to revisit the organisational chart of the university for proper authority-responsibility relationship.
- vi. **Infrastructure Issues:** Proper and timely auditing and monitoring is required regarding Infrastructure/Estate problems and periodic review is proposed to facilitate smooth functioning of the university.
- vii. **1st Academic Audit Report:** The first academic audit report to be shared with all process owners to initiate actions

2. Review of Progress on NAAC gap areas (2016)

- i. The online student feedback has been implemented in majority of the schools; however, left out schools need to be covered. Feedback needs to be analysed and deviation areas need to be addressed.

Dean Academics would initiate necessary steps.

- ii. The issue of shortage of middle level faculties was raised.

Issue need be analysed and reviewed by HR

- iii. Computerization and digitalization of student attendance had been started last year but still there are gaps.

The responsibility was assigned to Dr. Rashmi Priyadarshni.

- iv. The issue of approvals for seed money and incentive for research publications was highlighted.

Prof. R.M. Mehra and Mr. Ajay Agarwal would initiate necessary steps.

- v. With a view to focus on enhancing CSR activities, it was discussed to find a way to merge "Kartavya" with University activities,

Nodal responsibility was given to Ms. Shanti Narayanan.

- vi. The issue of central library was discussed.

Task was assigned to Mr. Vivek Gupta and Prof. R.M. Mehra.

- vii. The issue of low student attendance was raised by Dean Academics and he shared that the average attendance in odd semesters is recorded higher than in even semesters.

- viii. NCC coordinator has been nominated, however, NSS coordinator at University level need to be appointed.


- ix. Strategic planning to be reviewed to address issues related to Governance, Leadership and Management

- x. It was suggested that the gaps identified by NAAC may be resolved latest by 20th December. The responsibility to check the NAAC -2017 application criteria was given to Prof. R.M. Mehra.

3. Brief about the structure and role of i-GAP

Executive Director shared the concept and idea of i-Gap. The team i-Gap will look after innovation, governance, assurance and performance of the various activities at the university and school level. The objective is preparing the university to take the next level with various global accreditations.

Chairman thanked all the members of the meeting.


Prof. Ranjit Goswami
Director IQAC