

**1st Internal Quality
Assurance Cell (IQAC) Meeting (2021-22)
Minutes of Meeting**

The 1st Blended Meeting of the IQAC (2021-2022) was held (Blended Mode) on Monday, 27th December 2021 at 3:00 pm at VC Board Room & for experts on Virtual platform namely Zoom. The following members attended the meeting:

Sr. No	Name	Designation	Attendance
1.	Prof. Sibaram Khara	Vice Chancellor	Present
2.	Sh. Prashant Gupta	Executive Director	Could not attend
3.	Prof. V. P. S. Arora	Advisor, Vice Chancellor	Present
4.	Mr. A. K. Singh	Registrar	Present
5.	Prof. Bhuvnesh Kumar	Dean Research	Present
6.	Prof. Veereshwar Bhatnagar	Dean Research (Medical Wing)	Could not attend
7.	Prof R C Singh	Controller of Examination	Present
8.	Sh. Vivek Kr. Gupta	Joint Registrar (HR)	Present
9.	Sh. R.D. Sahay	Advisor Policy	Present
10.	Sh. Vikram Singh	Director, Training & Placement	Present
11.	Sh. Dheeraj Sharma	Director, Sharda Skills	Present
12.	Dr Rajeev Gupta	Director, Admissions	Present
13.	Dr. Monica Agarwal	Head Alumni Affairs	Present
14.	Dr. Nirupma Gupta	Dean Students' Welfare	Present
15.	Prof. R. M. Mehra	Professor (SET) (Special Invitee)	Present
16.	Prof. Parma Nand	Dean Academics & Dean (SET)	Present
17.	Prof Anubha Vashisht	Director IQAC & Dean (SHSS)	Present

Anubha

18.	Prof. Jayanthi Ranjan	Dean (SBS)	Present
19.	Prof. S.K Banerjee	Dean (SBSR)	Present
20.	Prof. Ritu Sanjeev Sood	Dean (SMFE)	Present
21.	Prof. Arti Koul Kachroo	Dean (SOE)	Present
22.	Prof. Pradeep Kulshrestha	Dean (SOL)	Present
23.	Prof. Sally Lukose	Dean (SAHS)	Present
24.	Dr. Manisha Jindal	Dean (SMSR)	Present
25.	Dr. M. Siddharth	Dean (SDS)	Present
26.	Dr. Mathew George	Dean (SOP)	Present
27.	Prof. Urmila Devi Bhardwaj	Head in-charge SNSR	Could not attend
28.	Dr. Hari Shankar Gaur	Dean (SAS)	Present
29.	Dr. Mridul Dharwal	Professor (SBS)	Present
30.	Dr. Hariom Sharma	Associate Professor (SHSS)	Present
31.	Dr. Dipti Parashar	Associate Professor (SAP)	Present
32.	Dr. Nihar Ranjan Roy	Professor (SET)	Present
33.	Dr. Sumanlata	Assistant Professor (SET)	Present
34.	Dr. Divya	Assistant Professor (SMFE)	Present
35.	Mr. Firoz Khan	Administrative Officer (IQAC)	Present
36.	Prof. R P Mahapatra	Dean, S RM University Campus, Ghaziabad (Special Invitee)	Present
37.	Sh. Shubh Gautam	Entrepreneur, Investment Advisor and Venture Capitalist	Could not attend
38.	Sh. Manish Raj	General Manager, Head- Distrubution Channel North India, LG Electronics India Pvt Ltd.	Present
39.	Ms Avantika Alreja	Students-SBS, Syst. ID- 2020800529	Present
40.	Mr. Vipin Partap Singh	Students-SDS, Syst. ID- 2019005732	Present
41.	Sh. Prashant Kumar Varshney	Assistant Manager Denso India Pvt. Limited (Alumni)	Present

Anubh

At the outset, the Hon'ble Vice Chancellor welcomed all the members present. The discussion on the agenda was initiated with the permission of Chair and presented by Director IQAC. Agenda wise minutes are noted here under:

Item 01-01: Confirmation of the Minutes of the 4th meeting of IQAC (2020-21) held on Wednesday 13th October, 2021.

The minutes of meeting of IQAC, held on **Wednesday 13th October, 2021** were confirmed as circulated.

Item 01-02: Approval of the Action Taken Report on the minutes of the IQAC held on Wednesday 13th October 2021.

The Action Taken Report on the minutes of the IQAC meeting held on **Wednesday 13th October 2021** were approved and placed in Annexure-II.

Item 01-03: Progress Review and Proposed Activities under Criterion 1

Recent progress & work pertaining to Criterion 1 was presented as below:

1. Handholding of Schools/Departments and verification of data pertaining to Criterion 01 for NAAC
2. Uploading supporting documents for projects and community Connect with plagiarism reports
3. Preparation of Programme Revision Documents

The following activities were approved for the next few months' period as approved by the IQAC:

1. Documentation of VAC by end of semester
2. Documentation of internship records
3. Documentation of Community connect projects
4. Completion of academic feedback on curriculum and preparation of ATRs

Item 01-04: Progress Review and Proposed Activities under Criterion 2

Recent progress & work pertaining to Criterion 2 was presented as below:

1. Handholding of all the departments of University in Preparing of Evaluative reports of the Departments prescribed in NAAC Manual.
2. Initiated automation identification of Advance and Slow learner student identification.
3. ERP based feedback of all the stakeholders initiated.

The following activities were approved for the next few months as approved by the IQAC:

1. Student feedback on Teaching-Learning
2. Identification and submission of List of Slow/Advanced Learners & Action Plan for Term 2102
3. Preparation of Mentoring Activity Calendar
4. Preparation of QS advanced E-Lead Certification in process.
5. Compilation of NAAC SSR for item under criteria 02 in process.

Item 01-05: Progress Review and Proposed Activities under Criterion 3

Recent progress & work pertaining to Criterion 3 was presented as below:

1. Development of the system for the complete mapping of the conducted conference/Seminar/Events starting from the approval till submission of the event report.
2. Inclusion of soft copies of thesis of all awarded Ph.D. Degrees in the central repository i.e. e-Zone of Sharda University linked with respective NAAC criteria.
3. E-customization of the Research Promotion Schemes.
4. Formation and implementation of standard process for IPR filing through the single window i.e. Research and Development Cell.

The following activities were approved for the next few months' period as approved by the IQAC:

1. Increase extramural funding
2. Organize events/activities under recently signed MoUs
3. Promote more patent filing
4. Collection of research articles (students) from research databases
5. Collection of PhD registration details from RDC
6. Compilation of NAAC SSR for item under criteria 03 in process.

Item 01-06: Progress Review and Proposed Activities under Criterion 4

Recent progress & work pertaining to Criterion 4 was presented as below:

1. Notification of Assets Management and Audit Policy, shall be completed in December 2021
2. Revision of Library Policy
3. Motivation of students to access the library resources, e-content, life skills and employability skill content through library web page etc.

The following activities were approved for the next few months' period as approved by the IQAC:

1. University website review for content updation and addition
2. Audit of Infrastructure and alignment of classroom and laboratory resources
3. Procurement of smartboards to enhance the digital collaboration
4. Preparation of SSR for cycle 2 accreditation of NAAC for items under criteria 04 in process.
5. Library committee meeting for budget allocation to be called.

Item 01-07: Progress Review and Proposed Activities under Criterion 5

Recent progress & work pertaining to Criterion 5 was presented as below:

1. Focus on Placement data for further improvement.
2. Coordinate with all the schools for compilation of all the relevant documents.

Anusha

The following activities were approved for the next few months' period as approved by the IQAC:

1. Data pertaining to scholarship to be uploaded on E-zone.
2. Preparation of SSR for cycle 2 accreditation of NAAC.

Item 01-08: Progress Review and Proposed Activities under Criterion 6

Recent progress & work pertaining to Criterion 6 was presented as below:

1. Data will be verified on E-zone portal for all the quantitative metrics for the year 2020-2021.
2. Handholding of Schools/Departments and verification of data pertaining to Criterion 06 for NAAC.
3. Report for Teaching Learning Center will be prepared for the year 2020-21.
4. E-governance annual report will be prepared.
5. Annual report will be prepared for the year 2020-21.
6. The expert committee will review the Qualitative responses.

The following activities were approved for the next few months' period as approved by the IQAC:

1. Increase external funding from government and non-government agencies.
2. Organize events/activities under recently signed MoUs
3. Preparation of SSR for cycle 2 accreditation of NAAC
4. Preparation of AAA executive summary in process.
5. Promote more financial support for faculty members.

Item 01-09: Progress Review and Proposed Activities under Criterion 7

Recent progress & work pertaining to Criterion 7 was presented as below:

1. Revisiting and updating Write-up of all needed documents.
2. Collection of Event Completion Reports with sign and stamp.
3. Improved Video clips of solar system on building roofs.
4. Bio-gas plant improved Geo-tagged photo and video.
5. Screen reading tools installation on University website for disabled (Divyangjan)
6. Green practices write up updation for Best-practices

The following activities were approved for the next few months' period as approved by the IQAC:

1. Schools will be reminded for different activities and their reports.
2. Energy audit report for current year to be processed by the Electricity department.
3. Infrastructure related to Biogas plant will be checked for its smooth functioning.
4. Maintenance of water in waterbody will be ensured.
5. Verification of ECRs and qualitative write-up to be undertaken.

Item 01-10: Any other item with permission of the Chair

Hon'ble VC indicated that Expert committee shall be made so that the quality parameter will be checked. He further suggested that system processes have been made for the following year and the same will be improvised and maintained.

Suggestions by the External Member:

The external expert suggested that one of the measures to enhance research is by encouraging faculty to write book chapters at least. He also indicated that seed money projects are good initiative to enhance the research quality but it is imperative that the project outcome should be showcased in the report.

At the end of the meeting, Hon'ble VC iterated that the Deans are welcome to approach IQAC for any clarifications and support with regards to NAAC. He also invited suggestions from all for further quality improvement.

The meeting concluded on the note that the above-mentioned points will be taken up with the concerned for follow up action and improvement.

Anubha

Prof. Anubha Vashisht
Director IQAC



(Sibaram Khara)
Vice Chancellor,
Sharda University

Vice-Chancellor
Sharda University
Plot No.32-34, Knowledge Park - III
Greater Noida - 201310 (U.P.)