SHARDA UNIVERITY

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

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

December 21, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) convened by Prof. Ranjit Goswami, Pro Vice chancellor & Director IQAC on December 21/2017at 1:30 pm in V.C. Board Room Block 2. The meeting was attended by the members of the IQAC as well some special invitees from the departments of DSW, Admission, Human Resources and iGAP.

Members Present:

Sr no	Names	Designation	Present (P)/Could not Attend with prior information (C)/Absent without prior information (A)
1	Prof. Brishbhan Singh Panwar	Vice-Chancellor	P
2	Prof. Ranjit Goswami	Pro-Vice Chancellor	P
3	Sh. R.P Agarwal	Principal Advisor	P
4	Sh. Prashant Gupta	Executive Director	C
5	Sh. Amal Kumar	Registrar	P
6	Prof.R.M. Mehra	Professor Emeritus(SET)	P
7	Sh.R. D Sahay	Director, Administration	P
8	Mr. Rajeev Gupta	Director , Admission Cell	P
9	Mr. Vikram Singh	Director, T&P	P
10	Sh. Vivek Kr. Gupta	Dy. Registrar, Estate	P
11	Prof. Srinivas Shirur	Dean SBS	P
12	Prof. Parma Nand	Dean SET	P
13	Prof. Pradeep Kulshrestha	Dean SOL	P
14	Prof. Rainu Gupta	Dean SOE	P
15	Prof. Manisha Jindal	Dean SMSR	P
16	Prof. R.C Singh	Dean SBSR	P
17	Prof. Jagadesh H. G	Dean SDS	P
18	Prof. P.K Mitra	Dean SOLC	P
19	Prof. Seetha Ramiah Nagesh	Dean SAHS	P
20	Prof. Vijendra Singh	Dean SOP	P
21	Dr. RashmiPriyadarshini	Assoc. Prof. SET	P

22	Dr. Mridul Dharwal	Assoc. Prof. SBS	P
23	Dr. Dipti Parashar	Assoc. Prof. SAP	P
24	Sh. Rupesh Kr Jindal	Assistant Prof. SET	P
25	Ms. Santhi Narayanan	Assistant Prof. SBS	P
26	Ms. KavitaIyer	Lecturer SOLC	P
27	Dr. Pradeep Kumar Mishra	Assistant Prof. SET	P
28	Dr. Manish Sharma	Assistant Prof. SBSR	P
29	Dr. ShashankMehra	Associate Prof.SBS	P
30	Mrs. Rani Asthya	Assistant Prof. SET	P
31	Dr. Krishna Raina	Associate Prof. SBS	P
32	Prof. Rajesh Kumar	Professor	P
33	Mrs.Raina Singh	Assistant Registrar .HR Dept.	P (in Place of Dir HR, Spl Invitee with prior arrangement)
34	Dr. Nirupama Gupta	DSW	P
35	Dr.PoonamKharab	Assoc. Dean SMSR	P
36	Dr. AbhilashaPriya	Assistant Prof. SMSR	P
37	Dr. Shovan Saha	Dean (SAP)	A
38	Dr. Subhash Dhuliya	Dean (SADMS)	A (Informed-mail group of Deans didn't reach him)
39	Dr. Mohit Sahni	Associate Professor, SBSR	C
40	Dr. Suman Lata	Assistant Professor, SET	P

The agenda points of the meeting were as follows:

Agenda items:

1. Discussion and progress review of Plan for the university 2017-18 (Proposed in AQAR 2016-17)
2. Review of action plans undertaken to fulfill NAAC Gap Areas - since last meeting October 10, 2017
3. Identification of process champions for various criteria under NAAC and School resource persons for the same
4. Feedback from the process owner - First Academic Audit.
5. Discussion/finalization on NIRF Processes and Process/data owners
6. Discussion to Identify suitable courses under Swayam for Schools where ever applicable
7. Any other item which any member may like to add, with the permission of Chair.

Decisions Made:

1. Acceptance of last Minutes with review of progress made from Internal Audit.
2. Focus group of Deans to be made with iGAP/IQAC, to look at issues where ATR seems not progressing at the desired pace.
3. Scholarship & students' data (existing) to be centralized with Registrar.
4. Exit procedure of student to capture more information, Alumni Cell to be Strengthen. (for students to capture higher studies, family business/entrepreneurship).
5. HR to finalize organization structure and standard School structure. Also improve its processes/manual.
   a. To examine low-end admin load with faculty members; and rationalize if observation made is true.
6. Faculty representative at each School to represent DSW
7. Faculty position at School for Research (PhD) students to be standardized/strengthened; Schools need to own/co-own PhD students' progress with RTDC.
8. To go for NAAC Re-assessment.
9. To invite International Division in next IQAC meet is as special invitee as its scope of work goes beyond that of Director (Admission). Same for Head of Alumni Cell.
10. Capacity building/Outcome Based Education/Participatory learning workshops – ownership with IQAC & Dean (Schools) with Dean (Academic).

In all of above, Team IQAC/iGAP to assist process owner (or own when itself is the process owner), except in 6 & 7, as of now.

Discussions leading to decisions:

i. The last IQAC Minutes were accepted for records. Where ATR has not yet been fully implemented (due to long-term institutional issues), acceleration is now feasible with strategic iGAP Team deeply entrenched in the system and under the disposal of IQAC, to facilitate and strengthen mission of IQAC.

   a) On IT-related issues and disparate platforms, in spite of having some of the best practices like mobile-app based attendance system; IT Team is further exploring seamless transition and single platform access; by combining multi-platform service providers software.

   b) As most of the IQAC members are senior academic administrative bearers; iGAP with best faculty pool was created, nurtured and adjustment of routine load made for special emphasis for IQAC. Wherever ATR was structural in nature in augmenting institutional processes and practices to the next best level, iGAP has made a beginning by working with concerned institutional process owners – academic as well as support side.

ii. Members of IQAC strongly felt NAAC Grade obtained during its first assessment cycle somehow back in 2016 didn't reflect the true nature/strengths of the university; so a decision to go for Re-Assessment was made, by the next available cycle.

iii. The first draft of the Self Study Report (SSR) is to be ready by April 2018. The formation of a Steering Committee for NAAC reassessment was proposed. The steering committee would be further assisted by deans/senior faculty members from various Schools/Heads of admin-departments or their senior executives.

iv. Process/Data owners for various criteria (NIRF) were identified (as the university was under-reporting its strengths in areas like scholarships, alumni higher studies, placement, etc. due to prevailing disparate data owners and processes/centralized-decentralized structure, etc.).

NIRF Criterion and Process Owner

S.No	Criterion- Data	Process Owner
1	Student Intake (Programe Wise)	Admission Director
2	Actual Student Strength	Registrar[#]
3	Student Progression minus Ph.D program	Controllor of Examination
4	Ph.D Student Enrolled(Schoolwise)	Admission Director
5	Ph.D Student Progression(Schoolwise)	Dean Research
6	Higher Studies (Programewise)/Others	Exit management*/Alumni Cell
7	Placement (Programewise)	Placement Director
8	Financial Details - Schoolwise and University	GM Finance
9	EDP Data (One Year)	Deans of School - GM Finance
10	IPR	Dean Research
11	Sponsored Research Details	Dean Research
12	Consultancy Project Details	Dean Research
13	Faculty Data (schoolwise and University)	HR Director

As per different NIRF categories
*To be under iGAP (IQAC) during review; final ownership with last authority signing form.

a) Student exit management would henceforth capture students going for higher studies, joining family business, or becoming entrepreneur, etc. Team iGAP will finalize this under IQAC by April 2018 so that process is in place for next exiting batch, with process owner identified. With deepening alumni engagement, such data need to be updated at regular intervals.

b) Scholarship data (domestic and international) will be centralized under Registrar's office (as well as existing student strength data across programs/Schools). Presently due to the diverse nature of scholarships – university's own, socioeconomic ones, Northeast, Defense Personnel or International – data is disparate and scattered, from Schools to Accounts to International Division. Required Resources – from IT to manpower if any, would be provided as needed. Team iGAP will facilitate this transition by working with involved current stakeholders; responsibility of transition completion remains with Registrar's Office.

v.   Focus groups to be created, as needed by IQAC for various other gaps involving Deans of various Schools, PVC, iGAP & IQAC. Each focus group would not have more than five members (2 Deans, 1 PVC , rest iGAP/IQAC). VC & PA would be part of all focus groups, excluding these five members.

vi. HR would resolve minor gaps found in versions of organization structures available with various offices within the university, be it at University level or at School Levels (each School may have some uniqueness, but a standard structure can be attempted). Team IGAP to provide the academic side of the requirements to HR here; and once finalized jointly – same can be approved institutionally, and standardized/implemented.

    a) HR Manual on various university level positions (and roles/responsibilities) also needs strengthening. Same applies for HR-related key processes. Team iGAP to provide best practices, as and when HR is ready.

vii. Capacity building on Outcome Based Education (OBE) needs to be further strengthened; and Deans need to own and drive it for their Schools.

    a) Objective is to reach as many faculty members as possible, starting with Deans/HODs for clarity on Course outcomes, program objectives & program education objectives (COs, POs and PEOs), participatory learning, active pedagogy, etc.

        a. Trainings and FDPs for the above to be conducted by the IQAC at school level and university level.

        b. Faculty training and development, as a key responsibility, be it with Dean (Academic), Dean (Research) & Dean (Schools) need close monitoring. Common areas can be facilitated by IQAC.

        c. It is strongly felt that some of these practices, along with class participation based evaluation as CIE, would help in improving attendance of the students.

viii. It was advised that students at the UG and PG level be offered a wider range of open electives to strengthen interdisciplinary studies (Can be taken up by focus group)

ix. The Deans of schools were advised to strengthen the processes related to research (PhD Students Seminars) so as to address the present challenges as RTDC has limited control over it. Domain expertise mostly lies with Schools. Focus group would look at it to ensure better guidance and inputs during seminars/monitoring. SPOC/Faculty coordinator role (SPOC) needs strengthening here (and this is to be shared with RTDC).

    a) It was advised that HR examines low-end academic and mostly admin-related work load of faculty members; more so as members felt that productivity of the university suffers when a low-end admin nature of work (or very low academic component and can therefore be easily trained, mostly admin job) keeps faculty members busy for significant time of day.

x.   The Deans of schools were advised to nominate a faculty SPOC for coordination with the Students' welfare department at the university level, and communicate same to DSW by 15th January'2018

xi. Online Student Feedback has been implemented since 2016-17 AY with some analysis & is now being carried out in all schools, reportedly. However, timely dissemination and analysis, with faculty training and development needs as well as structurally integrating with course review need strengthening. Awareness among HODs on need to be created, by Deans and IQAC (iGAP).

xii. The IQAC proposed to conduct a number of capacity building workshops on teaching Learning methods. It has already conducted a few, and also arranged training for lab-technicians.

    a) Such critical capacity building exercise should never be rescheduled/cancelled due to other work load of faculty members.

xiii. Meaning of iGAP was re-emphasized as strategic resource center (Innovation, Governance, Assurance and Performance), to steer the university to the Vision of the Chancellor as shared in his Foundation Day Message. iGAP is the strategic arm under disposal of IQAC to achieve its goals; having common Director and many common members.

xiv. Based on inputs received from Director (Admission), it was felt that in next IQAC meeting, International Division should be a Special Invitee.

Prof. Ranjit Goswami

Director IQAC