

**2nd Internal Quality
Assurance Cell (IQAC) Meeting (2021-22)
Minutes of Meeting**

The 2nd Blended Meeting of the IQAC (2021-2022) was held (Blended Mode) on Thursday, **10th February 2022 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.	Sh. A. K. Singh	Advisor, Vice Chancellor	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,	Registrar	Present
9.	Sh. R.D. Sahay	Advisor, Vice Chancellor	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 Emeritus (SET) (Special Invitee)	Present
16.	Prof. Parma Nand	Dean, Academic Affairs & Dean, SET	Present
17.	Prof. Anubha Vashisht	Director IQAC & Dean (SHSS)	Present
18.	Prof. Jayanthi Ranjan	Dean (SBS)	Present

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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	Professor (SAP)	Present
32.	Dr. Nihar Ranjan Roy	Associate Professor (SET)	Present
33.	Dr. Suman Lata	Associate Professor (SET)	Present
34.	Dr. Divya	Assistant Professor (SMFE)	Present
35.	Mr. Firoz Khan	Administrative Officer (IQAC) (Special Invitee)	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- Distribution 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

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At the outset, 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 02-01: Confirmation of the Minutes of the 1th meeting of IQAC (2021-22) held on Monday, 27th December 2021.

The minutes of meeting of IQAC, held on **Monday, 27th December 2021** were confirmed as circulated.

Item 02-02: Approval of the Action Taken Report on the minutes of the IQAC held on Monday, 27th December 2021.

The Action Taken Report on the minutes of the IQAC meeting held on **Monday, 27th December 2021** were approved.

Item 02-03: Progress Review and Proposed Activities under Criterion 1

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

1. End semester feedback for term 1 collected
2. VAC of semester1 concluded and documentation underway
3. Status of Documentation and uploading of community connect reports was presented.
4. It was informed that a system & process for uploading project reports was developed on the portal.

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

1. Preparation for submission of NAAC SSR for items under criterion 01
2. Initiation of feedback for mid semester teaching as well as curriculum
3. Documentation completion of VAC for 2021-22
4. Initiation of web- based curriculum generating system on the lines of NEP

Item 02-04: Progress Review and Proposed Activities under Criterion 2

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

1. Student Centric Activities:
 - a. School of Business Studies in collaboration with Quisil, has organized a three-day Case Method Workshop for students.
 - b. Teaching Learning Centre, organized a workshop on DEMYSTIFYING DESIGN THINKING
 - c. MSME- Development Institute, Okhla in association with Sharda Launchpad & Institution's Innovation Cell has organized the Entrepreneurship Awareness Programme.
2. Finalization of NAAC SSR Criterion 02 Teaching Learning and Process
3. Audit of QS Advanced E-Lead Certification completed.

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

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1. Review of Student's Projects/Dissertation for both at UG and PG levels
2. Preparation of ISO Certification
3. Preparation for ASIC Membership Certificate

Item 02-05: Progress Review and Proposed Activities under Criterion 3

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

1. Encourage and facilitate faculty members to apply for extramural funding
2. Departments were motivated to organize events/activities under recently signed MoUs
3. Recently filed patent data was collected and uploaded for records.
4. Collection of research articles (students) from research databases
5. Collection of PhD registration details from RDC
6. Compilation of NAAC SSR for items under criterion 03

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

1. Preparation and submission of NAAC SSR for items under criterion 03
2. Post submission creation of PhD programme tracker on ezone
3. Post SSR Submission Modification in ezone (inclusion of PAN No. Drop down menus etc)

Item 02-06: Progress Review and Proposed Activities under Criterion 4

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

1. Content review and updation of University website is under process
2. Infrastructure audit under process
3. 7 Smartboard procured for classrooms and laboratories
4. SSR finalized for submission
5. Library Committee meeting for budget allocation initiated

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

1. Completion of content updation and information under University website
2. Procurement of smartboards to enhance the digital collaboration
3. Submission of SSR for cycle 2
4. Capacity building workshop for developing quality e-content through LCS and media center
5. Capacity building workshop for communication and stress release for non-academic staff

Item 02-07: Progress Review and Proposed Activities under Criterion 5

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

1. Scholarship data uploaded on the E-zone.
2. Preparation for submission of NAAC SSR for items under criterion 05

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

1. Ensure the organization of the student centric development programme by the various process owners.
2. Post SSR Submission Modification in ezone
3. Post submission Initiate the process to collect new information for the year 2021-2022

Item 02-08: Progress Review and Proposed Activities under Criterion 6

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

1. Initiatives taken to increase external funding for government and non-government funding.
2. Few of the activities organized for the faculty and staff development.
3. Preparation for submission of NAAC SSR for items under criterion 06
4. AAA executive summary uploaded on the e-zone.
5. Facilitate faculty members for applying for membership and process for reimbursement.

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

1. Preparation and submission of NAAC SSR for items under criterion 06
2. Post submission process new cases of membership
3. Initiate the process to collect new information for the year 2021-2022
4. Post SSR Submission Modification in ezone
5. Ensure the organization of the professional development programme for teaching and non-teaching staff by the various process owners.
6. Ensure maximum faculty can avail the financial assistance benefit in the 2021-2022.
7. Ensure the participation of faculty members in development programmes, conferences at least one in the current academic year.

Item 02-09: Progress Review and Proposed Activities under Criterion 7

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

1. Events completion reports were verified. Qualitative Write-ups were re-visited.
2. Coordinators in the departments were appraised with the requirements in ECR.
3. Requirement of Geo-tagged photographs was communicated to departments.
4. Green campus initiatives were executed.
5. Community-connect projects were analyzed for the work done in community.

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

1. Maintenance of water conservation facilities to be ensured as per the guidelines of government.

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2. Initiatives towards energy conservation to be explored with electricity dept. Green campus initiatives to be discussed with the maintenance department to have a good level of greenery on the campus.
3. Waste management MoU to be ensured for their updation with concerned parties.

Item 02-10: Proposed Activities by the IQAC

The following activities were approved for the next few months.

Sr. No	Activity	Description
1	Internal AAA	Academic & Administrative Audit
2	Mock Visit preparation	Preparedness & Preparation
3	SSR Submission	Self-Study Report

Item 02-11: 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



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