3rd Internal Quality
Assurance Cell (IQAC) Meeting (2021-22)
Minutes of Meeting

The 3rd Blended Meeting of the IQAC (2021-2022) was held (Blended Mode) on Thursday, **7th April 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
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-Distrubution Channel North India, LG Electronics India Pvt Ltd.	Could not attend
39.	Ms Avantika Alreja	Students-SBS, Syst. ID-2020800529	Could not attend
40.	Mr. Vipin Partap Singh	Students-SDS, Syst. ID-2019005732	Could not attend
41.	Sh. Prashant Kumar Varshney	Assistant Manager Denso India Pvt. Limited (Alumni)	Present

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 03-01: Confirmation of Minutes of 2nd meeting of IQAC held on **10th Febuary 2022.**
The minutes of the meeting of IQAC, held on on Thursday, **10th Febuary 2022 at 3:00 pm** at VC Board Room, were circulated to all the members (Annexure I). No comments have been received from any member. Request to confirm the minutes as circulated.

Item 03-02: Progress Review and Proposed Activities under Criterion 1
In recent past IQAC undertook the process of data validation and documenting work pertaining to Criterion I
1. Curriculum feedback from stakeholders was rolled out.
2. VAC courses conducted across University being documented.
3. NEP based curriculum design initiated in 2020-21 being updated.
4. Handholding for presentation of data pertaining to Criterion 01.

Under the said Criterion, the following activities are planned/ proposed in next two-three months period
1. Feedback analysis and Action taken report to be prepared & uploaded on Dean repository VAC for 2022-23 to be initiated.
2. Community Connect reports to be checked for plagiarism and uploaded.
3. Dissertation/ Capstone Project reports to be checked for plagiarism and uploaded.
4. Internship related certificates & documents for 2021-22 to uploaded.
5. Curriculum revision to be completed for the session of 2022-23.

Item 03-03: Progress Review and Proposed Activities under Criterion 2
In recent past IQAC undertook the process of data validation and documenting work pertaining to Criterion II
1. Sharda University has gained membership status with Accreditation Service for International Schools, Colleges &Universities (ASIC).
2. Audit for ISO certification (Quality Management System) completed.
3. The University offer a Faculty-Student Industry Connect (FSIC) course for students under mentoring of faculty for holistic development and empowerment to gain more practical insights and exposure to the industry.
4. Advanced & Slow Learners: Creation of Batch, Timetable preparation, and uploading assignment facility for slow & advanced learners options are available in iCloud EMS.

Under the said Criterion, the following activities are planned/ proposed in next two-three months period
1. Training to newly joined faculty members about accreditations with special reference to NAAC
2. Analysis of Feedback on Teaching & Learning to be performed.
3. Experiential learning activities through industrial visits
4. Result Analysis to be conducted.

Item 03-04: Progress Review and Proposed Activities under Criterion 3

In recent past IQAC undertook the process of data validation and documenting work pertaining to Criterion III

1. Completed preparation and submission of NAAC SSR for items under criterion 03.
2. Inclusion of PhD programme tracker on ezone.
3. Modification in ezone (inclusion of PAN No., Drop down menus etc.)
4. Tracking of IPR on ezone

Under the said Criterion, the following activities are planned/ proposed in next two-three months period

1. Few more modifications in ezone (inclusion of SoP, Comments, S e e d Money title, Drop down in 3.3.2 and 3.4.6, etc.)
2. Organize a talk on "How to write Quality Research Paper?"
3. Preparation for NAAC Peer Team Visit

Item 03-05: Progress Review and Proposed Activities under Criterion 4

In recent past IQAC undertook the process of data validation and documenting work pertaining to Criterion IV

1. Capacity building workshop on time management and stress management conducted on 21 May 2022.
2. Updation of content/information under University website is inprocess
3. Procurement of 9 smartboards is in pipeline.
4. NAAC SSR for cycle 2 Submitted.
5. Impartus renewal completed for E-content development
6. Annual Library committee meeting for budget allocation completed

Under the said Criterion, the following activities are planned/ proposed in next two-three months period

1. Capacity building workshop for developing quality E-content through LCS and media centre
2. Vetting the readiness of academic support facilities and ensuring the compliances (if any) under classrooms, laboratories, workshop, etc.
3. New updation and uploading under E-zone for Criterion 4

Item 03-06: Progress Review and Proposed Activities under Criterion 5

In recent past IQAC undertook the process of data validation and documenting work pertaining to Criterion V

1. Development of web page for Capacity Development & Skill Enhancement under the following sub- headings related to   NAAC criterion 5.1.3

- Language & Communication Skills Initiatives : Sharda Skills
- Soft Skills Initiatives : Career Counselling & Development Centre
- Life Skills Initiatives : Sports
- Awareness of Trends & Technology

2. NAAC SSR for cycle 2 Submitted

Under the said Criterion, the following activities are planned/ proposed in next two-three months period

1. Awareness about Grievance Redressal Portal
2. Process Initiated to collect the information for the year 2021-2022
3. Design & development of Portal for NAAC criterion 5.1.2

Item 03-07: Progress Review and Proposed Activities under Criterion 6

In recent past IQAC undertook the process of data validation and documenting work pertaining to Criterion VI

1. NAAC SSR submitted for items under criterion 06.
2. Received membership requests from SET for further processing.
3. Process Initiated to collect the information for the financial year 2021-2022 under criterion 6.3.2 & 6.3.3.
4. Modifications done in E-zone as per the requirements.
5. Information conveyed to all the SPOCs to conduct the professional development programme for teaching and non-teaching staff.
6. Internal Academic and Administrative Audit was conducted in the middle of Mayand reports sent to the respective Schools and Department.

Under the said Criterion, the following activities are planned/ proposed in next two-three months period

1. Process membership requests for reimbursement for the year 2021-2022.
2. Organize Capacity-building activities in collaboration with other Schools External Agencies.
3. Coordination with all the schools for data uploading on E-zone for the year 2021-2022 under criterion 6.3.2 and 6.3.3.
4. Ensure maximum faculty can avail the financial assistance for membership and conference/workshops attended benefit in the 2021-2022.
5. Disseminate information regarding the ongoing FDP/Workshops to ensure the participation of faculty members in development programmes, conferences (at least one) in the current academic year.
6. Coordinate with Accounts Department to extract data regarding criterion 6.4.2

Item 03-08: Progress Review and Proposed Activities under Criterion 7

In recent past IQAC undertook the process of data validation and documenting work pertaining to Criterion VII

1. Links on E-zone verified.
2. Waterbody cleaning was ensured.
3. Good quality community connect reports were advised to SPOCs.
4. Filing of documents is maintained.

Under the said Criterion, the following activities are planned/ proposed in next two-three months period

1. Event organization and upload of reports to be ensured to all the SPOCs.
2. Registration and update on Ezone for 2022-23 to be completed by every school.
3. Biogas plant Gas activation to be checked.
4. Catch the rain activities to be revisited for a good amount of water conservation on the campus.
5. Solar energy usage to be ensured in required ratio.

Item 03-09:   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 03-10:   Any other item with permission of the Chair

Hon'ble VC indicated that an Internal Academic & Administrative Audit will be conducted to gauge the preparedness for NAAC. Further, He also proposed that and External audit will be planed around June 2022.

Suggestions by the External Member:

The external expert suggested that the focus should be on to encourage the faculty members to publish high impact research he also stated that university wise implementation of NEP 2020 should be considered for school wise flagship programs.

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.

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Director IQAC

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(Sibaram Khara)
Vice Chancellor,
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