

**4th Internal Quality
Assurance Cell (IQAC) Meeting (2021-22)
Minutes of Meeting**

The 4th Blended Meeting of the IQAC (2021-2022) was held (Blended Mode) on Monday, **25 July 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

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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.	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 04-01: Confirmation of Minutes of 3rd meeting of IQAC held on Monday, 7th April 2022.
The minutes of the meeting of IQAC, held on Monday, 7th April 2022 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 04-02: 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. Submitted relevant data for OBE ranking 2022
2. Created **Manage VAC** page on NAAC eZone portal to upload students' certificates.
3. BRD form submitted to create Vocational Course page on NAAC eZone portal
4. Updated Internship/ CC/ Projects page on ezone
5. Conducted Meetings with Criterion 1 SPOCs and VAC SPOCs for data collection and verification.

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

1. Revising Programme Curricular Policy
2. Re-designing of the criterion 1 Dashboard on E- Zone for uploading 2022-23 data
3. Collection and verification of Data related to criterion 1

Item 04-03: 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. Teaching Learning Centre has organised the Faculty Induction Programme from 27th June to 1st July 2022 for newly joined faculty members.
2. The University has offered 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. FSIC will support the curriculum by amplifying, supplementing, and filling in the gaps related to industry exposure, if any. It will be a two-credit course where a student must visit (at least twice) an industry/organization with their faculty and submit a report on the given template at the end of the semester.
3. SU-Innovation and Start-up Policy (SU-ISP 2020) notified vide SU/Reg/Notification/2021/10 dated January 27, 2021. As per section 3 (Nurturing Innovations and Start-ups) clause vi of this policy, Student Entrepreneurs may earn credits for working on innovative prototypes/Business Models/Ventures after proper assessment of the work done. The guidelines to extend this benefit to the students have been prepared by the committee constituted for the purpose.
4. Deans are advised to encourage the students to undertake entrepreneurship and startups. Department should align one elective/open elective course of 2/3 credits and be given to students in equivalence to their startup/entrepreneur work. The team size should not be more than three for this.


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

1. Review of Programme Attainment
2. Awareness to be created among Deans, HoDs and all the faculty members about the Student Centric Cells, Policies and Guidelines
3. Student achievement data to be captured for academic year 2021-22

Item 04-04: 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. All the required changes done in E-Zone as per latest manuals and SOP.
2. Incentive track record updated on E-Zone and will be functional for 2022-23 academic year.
3. External Mock visit Conducted-02 and Internal Mock visit conducted-2 for NAAC.

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

1. Research awareness and various incentive allowances among the newly joined faculty members and students (UG/PG).
2. Research centric MOU's to be explored and will be initiated with RDC, Department and IQAC.
3. Research policy and budget allocation on open access SCI/Scopus indexed journal
4. Research workshop jointly organized by RDC and IQAC
 - a) How to write quality research paper?
 - b) How to write funded project proposal?

Item 04-05: 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. Clarification on NAAC query submitted
2. Preparation of AQAR 2021-22
3. Audit of infrastructure is under process
4. Submission of data for ABACUS-UP registration
5. Preparation of lab equipment (major and minor) of 10 school completed

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

1. Vetting the readiness of academic support facilities and ensuring the compliances (if any) under classrooms, laboratories, workshop, library, etc.
2. Collation and Vetting of E-content developed through LCS and Media Centre
3. Data of 2020-21 updation and uploading under E-zone

Item 04-06: 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. Updation of data on ezone
2. Preparation of AQAR 2021-22
3. Updation of ezone as per the current need
4. Clarification on NAAC query submitted



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

1. Preparation of Revised guidelines for Alumni Association
2. Conduction of Career Counselling Activities in association with CCDC
3. Alumni Fund allocation in association of Alumni Cell
4. Development of dashboard for 5.1.2 and 5.2.2 and 5.2.3

Item 04-07: 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. Ensuring Data updation on E-zone
2. Prepared External AAA Report
3. Prepared Internal AAA Report
4. Prepared Minutes of the Meeting(s) of IQAC
5. Conducted Meetings with Criterion SPOCs for data collection and verification
6. Conducted capacity building program for Non- Teaching Staff- Synergy workshop on Teamwork (June 22)
7. Organised one- week FDP for Faculty on Psychological skills for effective teaching in collaboration with TLC Ramanujan, Delhi University from July 19- 25, 2022.

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

1. Designing of the criterion 6 Dashboard on E- Zone
2. Collection and verification of Data related criterion 6
3. Organizing sensitization workshop at the school level for data verification and upload.

Item 04-08: 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. Initiated the format correction in ezone portal
2. Discussion with SPOCs for the correction in Event Reports
3. Upload of corrected reports on ezone
4. Gender equity action plan-2021-22 collection for upload
5. Rainwater harvesting pits cleaning & fixing the signage
6. Biogas plant cleaning and approachable path development

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

1. Event reports collection and ensuring the upload on ezone
2. Ban on Plastic Signage checking and re-fixing if damaged
3. Reserve parking and other signage status check
4. Ensuring the status update of MoU for Cleaning services, etc.
5. Checking the fitness of Fire service on the campus
6. Checking the working status of Solar energy system
7. Ensuring the activation of annual energy audit by maintenance dept.

Item 04-09: Proposed Activities by the IQAC

The following activities were approved for the next few months.



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Sr. No	Activity	Description
1	Internal AAA	Academic & Administrative Audit
2	Mock Visit preparation	Preparedness & Preparation

Item 04-10: 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 an External audit will be planned around June 2022.

Suggestions by the External Member:

The external expert suggested that capacity-building programme can be undertaken to sensitize the faculty towards the implementation of NEP. Further the focus should be on accumulating high impact and action research through Govt. and Non-Govt. agencies.

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(Sibaram Khara)
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