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## SHARDA UNIVERSITY

32, 34, Knowledge Park-3, Greater Noida – 201 306 (UP), India

### Office of the Internal Quality Assurance Cell (IQAC)

IQAC/SU/2017/001

Dated: 24<sup>th</sup> January 2017

#### MINUTES OF MEETING of the 4<sup>th</sup> IQAC meeting held on 24<sup>th</sup> January 2017 at 2:30 PM in VC's Board Room

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 24<sup>th</sup> January 2017 at 2:30 pm. in the Vice-Chancellor's Board Room under the Chairmanship of Prof. Vijay Gupta, Hon'ble Vice-Chancellor, Sharda University, Greater Noida.

- |     |                                 |   |                        |
|-----|---------------------------------|---|------------------------|
| 1.  | Prof. Vijay Gupta               | - | Chairperson            |
| 2.  | Prof. Ashok Pathak (SBS)        | - | Faculty Member         |
| 3.  | Prof. B. Bhattacharya (SBS & R) | - | Faculty Member         |
| 4.  | Dr. Mohit Sahni (SBS & R)       | - | Faculty Member         |
| 5.  | Prof. Gajendra Singh (SET)      | - | Faculty Member         |
| 6.  | Prof. R.M. Mehra (SET)          | - | Faculty Member         |
| 7.  | Sh. T.P. Singh (SET)            | - | Faculty Member         |
| 8.  | Sh. Sudeep Varshney (SET)       | - | Faculty Member         |
| 9.  | Ms. Pauline Sharmila (SNS & R)  | - | Faculty Member         |
| 10. | Dr. M. Siddhartha (SDS)         | - | Faculty Member         |
| 11. | Mridul Dharwal (SBS)            | - | Faculty Member         |
| 12. | Prof. Shri Kant (RTDC)          | - | Faculty Member         |
| 13. | Sh. Rupesh Kumar Jindal         | - | Faculty Member         |
| 14. | Prof. Bhim Singh (SET)          | - | Faculty Member         |
| 15. | Dr. Anoop Pant (SBS)            | - | Faculty Member         |
| 12. | Sh. R.P. Agrawal                | - | Member from Management |
| 13. | Prof. R.C. Singh (SBS & R)      | - | Director, IQAC         |

Opening Remarks of the Vice-Chancellor:

The meeting started with a welcome note by the Vice-Chancellor. The Vice-Chancellor addressed that there is a need to evolve a process to collect data from faculty of different Schools for the periodic and intimate monitoring of the academic activities of the Sharda University. During the meeting the following points were discussed and decisions were taken accordingly:

1. The Vice-Chancellor informed the members that a software is almost ready through which the Conveners of constituted committees and the Director of IQAC can float their own

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designed formats to collect data from faculty for continuous monitoring of academic activities.

2. Mr. Devesh Kamboj demonstrated the working of the software which was appreciated by everyone as it will ease the problems faced by the committees while collecting the data from faculty.
3. The Vice-Chancellor emphasized that the report of result analysis done by different Schools should formally be accepted, a conclusion should be written and an action plan be made based on the result analysis. The action plan suggested must be implemented by the Schools and an action taken report must be submitted by the Deans of Schools to the Office of IQAC.

***Action by all Deans. Completed documents containing finding and action plan should be submitted to Prof. Bhattacharya by Friday, Feb 3.***

4. The Vice-Chancellor desired that the Exam Audit must be completed by 31<sup>st</sup> January 2017 and the conclusions drawn from audit, actionable points and an action plan should be prepared on the basis of audit report. He further stressed that in future the exam audit should be done during the evaluation of Answer Sheets and must be completed before the declaration of the regular semester results.
5. The Vice-Chancellor also emphasized that the student feedback on teaching should be obtained from the Dean Academics and a record of the same should be maintained in the Office of IQAC.

***Action by all Deans and Prof Bhattacharya to be completed by Friday Feb 3.***

6. It is decided that Prof. Ashok K. Pathak, Dean of School of Business Studies and Prof. Gajendra Singh, Associate Dean, School of Engineering & Technology will standardize the process for student feedback.

***Action by Prof. Ashok K. Pathak and Prof. Gajendra Singh by Feb 10.***

7. It is also decided that in such Schools where *online* feedback cannot be taken, the Dean(s) of those Schools are advised to take feedback on OMR Sheet. Dr. Mohit Sahni, Assistant Professor of Physics is assigned this task to coordinate with the Deans and get the feedback done on time from next Semester onwards.

***Dr. Sahni to finalize the forms and the process by Feb 10.***

8. It is also decided that a record of progress report of faculty PARS-F should also be maintained in the Office of IQAC.

***Prof. Bhattacharya to make the results available to IQAC.***

*P. Sahni*

9. It is further decided that Col Ranjit Handa will prepare a detailed monthly report of class tracking, action taken report of the same and will discuss with the Vice-Chancellor and Advisor. A copy of the same shall also be submitted to the Office of the IQAC.

**Action: Col. Handa**

10. The Vice-Chancellor requested Prof. Ashok K. Pathak to start quality circles for administrative units.

**Action: Prof. Pathak**

11. It is also decided that Mr. Vivek Kr. Gupta, Sr. Administrative Officer shall look after the cases of RTI in the capacity of Information Officer of Sharda University. All the cases of RTI shall be handled by Mr. Vivek Kr. Gupta, and the reply of each case shall have the approval of the Vice-Chancellor.

**Action: Mr. Vivek Kr. Gupta**

12. The Advisor asked the Dean, School of Business Studies to submit a proposal of MBA program to NBA. It is decided that the proposal must be ready by 10<sup>th</sup> February 2017 and it must be approved by the Vice-Chancellor before the submission.

**Action: Prof. Pathak**

13. The Advisor also emphasized that the progress of preparation for NAAC compliance report should be regularly monitored and should be reviewed in the next meeting.

14. Dr. Anoop Pant, School of Business Studies was requested to establish an Entrepreneurship Development Program and has been appointed as in-charge of this program. Prof. Ashok K Pathak and Prof. Gajendra Singh have been advised to provide a roadmap to implement and establish this development cell.

**Action: Prof. Pant**


15. The next meeting shall be held after two weeks i.e. on 7<sup>th</sup> February 2017 (Tuesday) to review the points discussed in this meeting.

The meeting ended with a vote of thanks to the Chair.



(Prof. Vijay Gupta)

Vice-Chancellor, Chairperson



(Prof. R.C. Singh)  
Director, IQAC