

# SHARDA UNIVERSITY

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

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

IQAC/SU/2016/001

Dated: 19<sup>th</sup> May 2016

### MINUTES OF THE MEETING

The 1<sup>st</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held on 19<sup>th</sup> May 2016 at 2:30 pm in the Vice Chancellor's Board Room. The following members attended the meeting:

- |                                    |   |                            |
|------------------------------------|---|----------------------------|
| 1. Prof. Vijay Gupta               | - | Chairperson                |
| 2. Col. Ranjit Rai Handa           | - | Sr. Administrative Officer |
| 3. Sh. R.D. Sahay                  | - | Sr. Administrative Officer |
| 4. Sh. Vivek Kr. Gupta             | - | Sr. Administrative Officer |
| 5. Prof. Ashok Pathak (SBS)        | - | Faculty Member             |
| 6. Sh. Mridul Dharwal (SBS)        | - | Faculty Member             |
| 7. Prof. B. Bhattacharya (SBS & R) | - | Faculty Member             |
| 8. Dr. Mohit Sahni (SBS & R)       | - | Faculty Member             |
| 9. Prof. Gajendra Singh (SET)      | - | Faculty Member             |
| 10. Prof. R.M. Mehra (SET)         | - | Faculty Member             |
| 11. Sh. T.P. Singh (SET)           | - | Faculty Member             |
| 12. Sh. Sudeep Varshney (SET)      | - | Faculty Member             |
| 13. Sh. Rupesh Jindal (SET)        | - | Faculty Member             |
| 14. Dr. Manisha Jindal (SMS & R)   | - | Faculty Member             |
| 15. Ms. Pauline Sharmila (SNS & R) | - | Faculty Member             |
| 16. Ms. Santhi Narayanan (SOL)     | - | Faculty Member             |
| 17. Prof. R.C. Singh (SBS & R)     | - | Director, IQAC             |

### Opening Remarks of the Vice-Chancellor:

Reflecting on the format of IQAC processes formulated by NAAC (UGC), the Vice-Chancellor observed that the primary focus of the format is on reporting and not on monitoring improvement. There is a definite need to evolve a process with emphasis on periodic, intimate monitoring. This process of monitoring with a view to improve the overall quality should comprise of 4-5 teams which monitor activities in specific functional criteria and reports to the Director-IQAC. Such a mechanism will ensure

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proper implementation of the processes and bring in desired improvement in quality. Following functional Areas for quality improvement were identified:

For efficient monitoring and smooth functioning of the IQAC, the following functional areas for quality improvement have been identified and the committees have been constituted accordingly:

### 1. Syllabus and Program Committee

Prof. Ashok Pathak	-	Convener
Prof. B. Bhattacharya	-	Member
Dr. Manish Chaturvedi	-	Member

The primary role of this Committee would be to ensure that the processes pertaining to designing of syllabus, course structure, and pedagogy is followed. They will ensure that structured feedback will be obtained from alumni, industry, academicians, Students' Consultative Committee and the Faculty Board. These feedbacks are analyzed in appropriate forums and then the syllabus is appropriately modified and uploaded in the relevant website.

### 2. Teaching and Learning Committee

Prof. Gajendra Singh	-	Convener
Mr. T.P. Singh	-	Member
Dr. Manisha Jindal	-	Member
Ms. Pauline Sharmila	-	Member

The Committee here would go into faculty feedback, faculty audit rubrics, conduct of seminars, FDPs, students' activities in the form of field trips, result analysis, conclusions from such analysis, implementation of decisions after approval in the Academic Council. They will also supervise conduct of external audit, compilation of lessons drawn, action taken reports, analysis of unfair means trends, analysis of types of question papers, questions asked out of syllabus, delays in evaluative process (MTE, CA and ETE).

### 3. Research and Consultancy Committee

Prof. R.M. Mehra	-	Convener
Dr. Mohit Sahni	-	Member
Dr. Shruti Jain	-	Member

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The Committee here would monitor the processes for enhancing meaningful research, publications by faculty in indexed journals. The Committee would also keep an updated record of the Seminars/Workshops/Conferences conducted in the University; Number of research projects *ongoing* and *completed*; Grants received by funding agencies; Number of *patents filed* and the *patents generated*; Research Collaborations, MoUs signed by Institutions/ Universities/ Organisations; Number of research scholars enrolled for Doctoral degree; Awards and achievements of faculty at national and international level; Proper functioning of rural and urban health centers.

#### 4. Students Services Committee

Mr. Mridul Dharwal	-	Convener
Ms. Santhi Narayanan	-	Member
Dr. Siddhartha	-	Member

The Committee shall monitor and maintain a proper updated record of the following as listed below:

- (i) **Hostel:** Issues related to Boys and Girls hostels.
- (ii) **Student Activities:** Activities related to Cultural, sports and co-curricular.
- (iii) **Vendors:** Issues related to canteens, shops, fast food corners, etc.
- (iv) **Transport:** All transport related issues of the students
- (v) **Learning Resources:** Improvement in the library services, new books/ journals purchased/ subscribes and their value, availability and access of e-books.
- (vi) **Internet/Wi Fi:** Computer access of internet/ wi fi for students
- (vii) **Infrastructure:** Increase in the infrastructural facilities
- (viii) **Scholarships:** Whether scholarship schemes, if any, are being implemented and number of students getting scholarship?
- (ix) **Students Grievances:** Whether the Grievance Cell is actively resolving the student's issues timely and a record of the same is being maintained?
- (x) **Students Counselling:** Whether proper counselling of the students are being done?
- (xi) **Mentoring:** Whether mentoring of the students are being done timely by the counsellors allotted to the students?

*The Committee shall also monitor and keep a record of the other related activities which are not listed above.*

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## 5. Students Progression Committee

Mr. Sudeep Varshney	-	Convener
Mr. Vivek Kr. Gupta	-	Member
Mr. Rupesh Jindal	-	Member

The Committee shall monitor and maintain a proper updated record of the following as listed below:

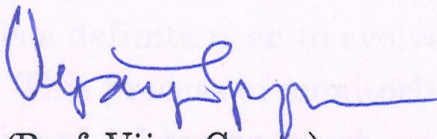
1. **Competitive Exams:** Students qualified NET/ GATE/ SLET/ Civil Services Exams, etc.
2. **Alumni Activities:** Activities and support from the Alumni and Parent-Faculty association.
3. **Sports:** Students achievements in sports and games activities, incentives to outstanding sports persons.
4. **Awards:** Student achievements and awards in academics, sports, cultural and co-curricular activities.
5. **Placement:** Placement services and opportunities provided to students.
6. **Health Services:** Health services that are being to students.
7. **Students Welfare:** Activities that are going on for the welfare of students.

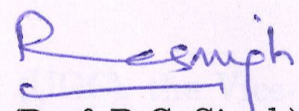
*The Committee shall also monitor and keep a record of the other related activities which are not listed above.*

The Committee shall meet once in a month and the sub-committee in a week as and when notified the Director, IQAC.

The Conveners of the above mentioned committees have to make a presentation of the Action Plan of their Committee.

The meeting ended with a vote of thanks to Chair.

  
(Prof. Vijay Gupta)  
Vice-Chancellor, Chairperson

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