

# SHARDA UNIVERSITY

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

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

IQAC/SU/2016/002

Dated: 02/06/2016

### MINUTES OF MEETING

of the 2<sup>nd</sup> IQAC meeting held on 2<sup>nd</sup> June 2016 at 2:30 PM in VC's Board Room

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 2<sup>nd</sup> June 2016 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.

The following members were present in the meeting:

- |                                     |  |
|-------------------------------------|--|
| 1. Prof. Vijay Gupta                | : Hon'ble Vice-Chancellor, 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. Prof. Gajendra Singh (SET)       | : Faculty Member                       |
| 9. Prof. R.M. Mehra (SET)           | : Faculty Member                       |
| 10. Sh. T.P. Singh (SET)            | : Faculty Member                       |
| 11. Sh. Rupesh Jindal (SET)         | : Faculty Member                       |
| 12. Dr. Manish Chaturvedi (SMS & R) | : Faculty Member                       |
| 13. Ms. Pauline Sharmila (SNS & R)  | : Faculty Member                       |
| 14. Ms. Santhi Narayanan (SOL)      | : Faculty Member                       |
| 15. Sh. Prashant Gupta              | : Member from Management               |
| 16. Sh. R.P. Agrawal                | : Member from Management               |
| 17. Prof. R.C. Singh                | : Director, IQAC                       |

The meeting was started with the permission of Chair. The Director, IQAC welcomed the Chairperson and other members of the IQAC present in the meeting and briefed about the proceedings of the 1<sup>st</sup> IQAC meeting. He informed that following Committees

- Syllabus and Program Committee,
- Teaching and Learning Committee,
- Research and Consultancy Committee,
- Students Services Committee, and
- Students Progression Committee

*Rasmi*



have been formed and the Convener of each Committee has been appointed. He also requested the Conveners to present/brief the Action Plan for monitoring activities of his/her Committee:

**1. Syllabus and Program Committee:** The Convener of the Committee Prof. A.K. Pathak informed the IQAC members about working and monitoring mechanism of the Committee. He emphasized on the following points:

- (a) Formulate a calendar for receiving data from all Schools. This calendar should be in consonance with the activities in the School and hence the periodicity should be semester-wise.
- (b) The activities must start from the feedback obtained on delivery of course content by the concerned faculty after having taught the entire course.
- (c) Feedback on the course content and design should be obtained during the Students' Consultative Committee meetings.
- (d) Similar feedback on course content and design should be obtained from industry partners during interaction with corporate organizations.
- (e) Efficacy of the course content and design need to be obtained from Alumni during the Alumni Meets.

All these feedbacks will be placed before the Dean's Advisory Committee to ascertain the need for reviewing the course content and design. If revision is warranted, the internal processes already invoked will be followed i.e. consideration of Advisory Committee, Board of Studies, Faculty Board and approval of Academic Council.

**2. Teaching and Learning Committee:** The Convener of the Committee Prof. Gajendra Singh informed the IQAC members about working and monitoring mechanism of the Committee. For proper monitoring, the Committee shall focus on the following points:

- (a) Availability of detailed Academic Calendar.
- (b) Improvement in instruction methods using pedagogical initiatives such as real world examples.
- (c) Quality of laboratory activities with regard to conducting experiments, recording observations, analysis of data, etc.
- (d) Assistance to weak students, e.g. remedial classes, regular counseling.
- (e) Encouragement to bright students.
- (f) Quality of End Semester Examination papers, Mid Semester Examination question papers, assignments, etc.
- (g) Quality of examination and evaluation process.
- (h) Students feedback and action plan on their observations
- (i) Students counseling and mentoring
- (j) Result analysis and actions initiated for improvements.
- (k) Quality of student's projects- processes related to project identification, allotment, continuous monitoring, evaluation including demonstration of working prototypes and enhancing the relevance of projects.
- (l) Initiatives related to industry interaction- the industry involvement in the programs such as industry-attached laboratories, partial delivery of appropriate courses by industry experts etc., industrial visits, guest lectures by experts from industries, industry internship, quality of industrial training during summer break, involvement of industry in students projects/dissertation, etc.

*R. Singh*



**3. Research and Consultancy Committee:** The Convener of the Committee Prof. R.M. Mehra informed the IQAC members about working and monitoring mechanism of the Committee. For proper and effective monitoring of the research and consultancy related activities, the Committee shall look after the following activities and keep an updated record of:

- (a) Conferences/ Workshops/ Seminars organized, to be organized and attended by the Schools/ faculty
- (b) Completed/ Ongoing Research Projects
- (c) Research Publications
- (d) Manuscripts under preparation
- (e) Patents filed/ to be filed
- (f) Record of research scholars in the University
- (g) Record of Ph.D. degree awarded by the University
- (h) Awards and achievements of the faculty
- (i) Funding provided by the University
- (j) Utilization of equipments purchased by the University for research purpose
- (k) Proper functioning of Urban and Rural Health Centers

**4. Students Services Committee:** The Convener of the Committee Shri Mridul Dharwal informed the IQAC members about working and monitoring mechanism of the Committee. The Convener informed that the Committee shall focus on the following points for monitoring of:

- (a) Usage of library, e-library and e-journals by the students and faculty
- (b) Students achievements
- (c) Transport facility
- (d) Vendor management
- (e) Grievance handling of students
- (f) Hostel related issues
- (g) Counseling and mentoring of students
- (h) Review of students who have been promoted to next year

**5. Students Progression Committee:** The Convener of the Committee Shri Sudeep Varshney was absent and on his behalf Shri Vivek Gupta informed the IQAC members about the working and monitoring mechanism of the Committee. He emphasized that the Committee shall focus on the monitoring of following:

- (a) Each school has to provide the list of the students appeared and cleared in the placement assessment test (conducted at school or department level to ascertain the level of technical and soft skills competency of the students).
- (b) Based on that assessment test, students will be categorized into three groups and the training will be conducted for those groups accordingly.
- (c) Committee will ask for the placement data and industry feedback on the placed students from the training and placement department.
- (d) Details of the students appeared and cleared in the national and international level competitive exams (GATE, CAT, IES, PSUs, NET, JRE, TOFEL etc.).
- (e) Details of the students participated in various co-curricular activities (sports, cultural etc.).
- (f) Committee will also monitor the issues related to the welfare and health of the students.

*R. S. Singh*



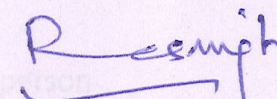
The Chairperson of IQAC asked the Convêners of the above Committees to:

- (a) Prepare Academic Process Calendar
- (b) Prepare Reporting Calendar
- (c) Prepare monthly/annual Reporting Formats for monitoring each activity
- (d) Prepare a list of data required for IQAC Annual Report related to their Committee

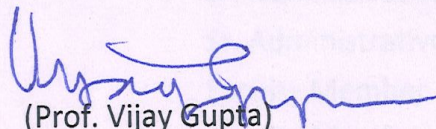
The Chairperson also informed the Conveners that the Committees shall also monitor and keep an updated record of those activities which are not listed above but are relevant to them.

The Chair of the meeting expressed his gratitude to all the members for their active participation and suggestions, and instructed the Director of the IQAC and Conveners of Committees to initiate steps to implement the Action Plan/decisions of the meeting.

The meeting ended with a vote of thanks to Chair.



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



(Prof. Vijay Gupta)  
Vice-Chancellor, Chairperson

1. Prof. Harish Chandra
2. Col. Ranjit Singh
3. Sh. R.D. Sahai
4. Sh. Vivek K. Gupta
5. Prof. Ashok Pathak (SAS)
6. Sh. Mridul Chatterjee (SAS)
7. Prof. B. Bhattacharya (SAS & R)
8. Prof. Gayendra Singh (SCT)
9. Prof. H.M. Mehta (SCT)
10. Sh. T.K. Singh (SCT)
11. Sh. Rupesh Jindal (SCT)
12. Dr. Manish Chatterjee (SAS & R)
13. Ms. Pooja Sharma (SAS & R)
14. Ms. Sanjay Narayan (SCT)
15. Sh. Prashant Gupta
16. Sh. R.P. Agrawal
17. Prof. R.C. Singh

1. Hon'ble Vice-Chancellor, Chairperson
2. Mr. Anand Kumar, Officer
3. Mr. Anand Kumar, Officer
4. Mr. Anand Kumar, Officer
5. Mr. Anand Kumar, Officer
6. Mr. Anand Kumar, Officer
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