

**SHARDA UNIVERITY**  
Plot No.32, 34, Knowledge Park-III, Greater Noida

Internal Quality Assurance Cell (IQAC)

**Minutes of the Meeting**

**August 19, 2017**

A meeting of the IQAC was held on the 19 August 2017 at 2:30 pm in the V.C. board room, under the Chairmanship of the Prof. Vijay Gupta, Vice Chancellor, Sharda University. The meeting was attended by the following:

1. Prof. V.P.S. Arora
2. Mr. R.P. Agarwal
3. Mr Prashant Gupta
4. Mr. Amal Kumar
5. Prof. R.C. Singh
6. Prof. B. Bhattacharya
7. Prof. Rajendra Kumar Jatily
8. Prof Bhaskar Bhattacharya
9. Prof Shovan K Saha
10. Prof Pradeep Kulshrestha
11. Prof P.K. Mitra
12. Prof Pauline Sharmila
13. Prof B.S. Panwar
14. Prof R.M. Mehra
15. Col. Ranjit Rai Handa
16. Mr. Sudeep Vashney
17. Dr. Mohit Sahni
18. Mr. Vimlendu Sinha
19. Prof. S. Packrisamy
20. Ms. Gunjan
21. Chandrakanta Parida
22. Prashant Srivastava
23. Anupam Agarwal
24. Suman Lata
25. Manish Sharma
26. Mridul Dhariwal
27. Pradeep Kumar Mishra
28. Shashank Mehra
29. Dipti Parashar
30. Priya Verma



The agenda of the meeting were as follows;

1. Review of progress of AQAR preparation;
2. Approval of Action Taken Report on Action Plan 2016-17
3. Activity Chart of IQAC for 2017-18

Point wise decisions taken and observations made are as under:

**AQAR -2016**

1. It was decided to submit AQAR-2016-17 by end of August 2017.
2. It was recommended to keep the PARS-F assessment duration from 1 July -30 June from the year 2017-18.

Sr No.	Item		Comments
1	Criterion – I	Curricular Aspects	Correction in number of self-financing programmes Check number of value added / Career Oriented programmes
2	Criterion – II	Teaching, Learning and Evaluation	2.2 Check No. of permanent faculty with Ph.D, it may be 99+medical+dental  2.5 cross checking of papers presented in conferences and symposia 2.7 It was suggested to include summer term with total No. of actual teaching days during this academic year
3	Criterion – III	Research, Consultancy and Extension	Most of it was found incomplete, it was suggested to put immediate effort to check no. of projects, No. of publications, consultancy money (cross checking with faculty) Patents details from Prof Mehra
4	Criterion – IV	Infrastructure and Learning Resources	It was suggested to cross check the data of infrastructure. For e-books no need to write database, only No. is sufficient. No. of computer labs only, no need to write No. of machine. In point 4.4 –computer center: It was decided to discuss it later between Prof Amal, Prof Arora and Mr. Vivek Gupta. Computer, Internet access, training to teachers and students and any other

			<p>programme for technology</p> <p>Up gradation: It was suggested to talk to Mr. Mahesh, addition of V-attendance, LMS, workshops, HR software, mentoring, feedback, Student care management (Divesh) was suggested. It was suggested to download other universities' AQAR reports which have received A grade in NAAC by Mr Prashant.)</p> <p>SADMS and SAP were asked to provide the required detail asap.</p>
5	Criterion – V	Student Support and Progression	<p>IQAC role should be written more precisely.</p> <p>It was suggested to mention that we have regular contact and track the issues of students.</p> <p>IQAC arranged a seminar for the students</p> <p>Incident management system</p> <p>Meeting with coordinators.</p> <p>Grievances data should be checked.</p>
6	Criterion – VI	Governance, Leadership and Management	<p>6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?</p> <p>: it was suggested to mention that we shows the copies and refund the examination fee if any discrepancy ,paper setting software, honours program,</p> <p>6.11 point was suggested to elaborate.</p>
7	Criterion – VII	Innovations and Best Practices	<p>It was suggested to add Industry internship, seed money, achievement of telecom, lecture recording, seed money, tinkering lab.</p>

### Action Taken Report on Action Plan 2016-17

Sr. No.	Item		Comments
1	Criterion – I	Curricular Aspects	Introduce academic audit From point 2. Remove SBS&R




2	Criterion – II	Teaching, Learning and Evaluation	Point 2: in many courses was suggested. Also include remedial classes for students
3	Criterion – III	Research, Consultancy and Extension	Correction in occasion spelling Point 7. Rebuild publication rather than improvise.
4	Criterion – IV	Infrastructure and Learning Resources	It was suggested to mention amount for Wi-Fi
5	Criterion – V	Student Support and Progression	Point 1. Discuss about professional courses It was suggested to add NCC coordinator was appointed (Neeti)
6	Criterion – VI	Governance, Leadership and Management	Internal AAA successfully conducted. ATR Submitted by the concerned Departments and report has been made.
7	Criterion – VII & VIII	Innovations and Best Practices	Elaborate more, research outcome, research funding, consultancies, research projects, effect of increase in the PARS-F, policies for research assistantship, It was suggested to discuss with Prof Panwar.


### Activity Chart of IQAC for 2017-18

#### Suggestions received are as follows:

- Replace the word improvise with improve.
- Uses the word monitor in place of execute.
- It was suggested by VC sir to make realistic goals, all talks are not possible that are mentioned in activity plan of T & LP.
- VC Sir emphasised on the preparation of Teacher's Manual.
- It was suggested to take help of Sharda Tech.
- Prof. Bhattacharya suggested changing the term random checks.

At the end of the meeting, it was decided that the team will incorporate the given suggestions and champions will provide the left data asap.

  
(V.P.S. Arora)  
Members Secretary

  
(Vijay Gupta)  
Vice Chancellor  
Chairperson