SHARDA UNIVERSITY Beyond Boundaries	Internal Quality Assurance Cell (IQAC)	Date: 18th March, 2019
	MINUTES OF MEETINGS	

A meeting of the Internal Quality Assurance Cell (IQAC) held on 12th March 2019 in the Vice Chancellor boardroom at 2:30 PM. The meeting was attended by the following members and presided over by Honorable Vice Chancellor:

Designation	Present (P)/Could not Attend with prior information (C)/Absent without prior information (A)
Prof. G.R.C. Reddy Vice Chancellor, Sharda university	Present
Sh. Prashant Gupta Executive Director, Sharda University	Present
Sh. R.P. Agrawal Principal Advisor, Sharda University	Present
Prof. P.L. Kariholu Pro-Vice Chancellor (Medical Wing)	Present
Prof. H.S.P. Rao Dean, Research	Present
Prof. R.C. Singh, Controller of Examinations	Present
Prof. Parma Nand, Dean, SET	Present
Prof. Rupinder Singh, Dean, SAP	Present
Prof. Subhash Dhuliya, Dean, SCADMS	Present
Prof. H.S. Gaur, Dean, SBS&R	Present
Prof. Mukesh Chaturvedi, Dean, SBS	Present
Prof. Pradeep Kulshreshtha, Dean, SOL	Present
Prof. P.K. Mitra, Dean, SOLC	Present
Prof. Rainu Gupta, Dean, SOEd.	Present
Prof. Dalip K. Kakru, Dean, SAHS	Present
Prof. R.M. Mehra, Professor Emeritus & Co-ordinator, NAAC Steering Committee	Present
Sh. D.L.N. Shastri Director, Corporate Affairs	Present

Sh. Vikram Singh Director, Training & Placement	Present
Dr. Mridul Dharwal Associate Professor (SBS)	Present
Dr. Shashank Mehra, Associate Professor (SBS)	Present
Dr. Dipti Parashar, Associate Professor (SAP)	Present
Dr. Manish Sharma, Associate Professor (SBS&R)	Present
Ms. Suman Lata Dhar, Assistant Professor (SET)	Present
Sh. Rupesh Kr. Jindal, Assistant Professor (SET)	Present
Dr. Anupam Agarwal, Assistant Professor (SBSR)	Present
Col. Yash Pal Singh Wadhwa, Dy. Registrar (Estate)	Present

Agenda Items:

1. Submission of NAAC- AQAR 2017-18
2. Submission of AISHE (All India Survey of higher Education)
3. Submission status of Atal Ranking of Institutions on Innovation Achievements (ARIIA)
4. Compliance of queries from NIRF
5. NAAC
   - Policies
   - Capacity Building Activities
   - Quality Initiatives
   - School Evaluative Report
   - Status of Self Study Report (SSR)- Criterion wise (1-7)

Director IQAC, Prof. S.K. Mandal, welcomed all the members in the 3rd IQAC meeting of the session 2018-19. The proceedings of the IQAC meeting held on 01-11-2018 were read and confirmed by all members.

Point wise agenda was discussed in the meeting.

Point 1: Submission of NAAC- AQAR 2017-18:

Dr. Sushanta Kumar Mandal informed the IQAC committee members about the submission of Annual Quality Assurance Report 2017-18 to NAAC. It has been submitted in the month of December, 2018. The same has been uploaded on the website.

Point 2: Submission of AISHE (All India Survey of Higher Education): Dr. Dipti Parashar, Member IQAC presented the status of AISHE (All India Survey of Higher Education). It has been uploaded on 3rd March 2019. During presentation, a deliberation on the various parameters where data needs to be collected was done.

Point 3: Submission status of Atal Innovation Ranking: Dr. Anupam Agarwal and Ms. Suman Lata, Member IQAC shared the information about the participation in Atal Innovation Ranking. As university has participated for the first time, all the members were informed about the process and procedure of this ranking. The quires which were raised by ARIIA were shared with the members.

Point 4: Compliance of queries from NIRF:

Prof. R. M. Mehra presented the status of NIRF-2019 with the members. He also apprised the committed about the quires which were raised by NIRF and the compliance of the same. For Five schools namely; SET, SBS, SAP & SMSR and the whole University NIRF-2019 has been filled.

Point 5: NAAC

 a) **Policies:** It was decided that IQAC should take a review of the pending policies. Process owners should be notified to design the policies in consultation with IQAC.

 b) **Capacity Building Activities:** IQAC should conduct the training programs related to Peoplesoft and LMS for SMSR and SDS especially.

 c) **Quality Initiatives:**

  i) Enhancing teaching-learning process through Outcome assessment and attainment.

  ii) Academic Administrative Audit Report presented

 d) **School Evaluative Report:** It was decided a schedule should be prepared by IQAC for the presentation of SER by the school Deans.

 e) **Status of Self Study Report (SSR) -** Criteria wise (1-7)

Criterion wise status of SSR was presented and the suggestions are enlisted below.

Sl. No.	Discussion & Conclusion	Responsibility
1.	Options for OPE should be more generic and more choices need to be offered and made applicable across all the	Dean Academic Affairs

		schools.	
2.	To enhance the participation of student feedback, admit card generation should be linked with the feedback.		All Deans, COE
3.	In order to focus on the attainment of OBE, Training programmes should be organized in coordination with IQAC.		• IQAC • Dean Academic Affairs
4.	For improving the use of LMS in SMSR, Training programs for faculty should be conducted by IQAC.		• Director IQAC • Dean SMSR
5.	Deans of the schools should motivate and ensure that all the non-Ph.D faculty should register for Ph.D. programs.		Deans of Schools
6.	Extension activities should be incorporated in the Community connect programs.		Dean Academic Affairs and Associate Dean Academic Affairs
7.	Dean Research, SU should take various initiatives to motivate the faculty for submission of proposals in various funding agencies.		Dean Research
8.	Deans of Schools and the HoDs should involve maximum number bright students for the incubation centric activities at campus		Deans of Schools and HoDs
9.	Faculty should be motivated to create E-content for various MOOC.		All Deans
10	Steps need to be taken to speed up completion of central library.		Management
11	Steps should be taken up to motivate students for MOOC/ Swayam courses as Open Elective.		Deans of Schools and HoDs
12.	Career Counseling Centre (CCC) of SU should conduct the career counseling sessions and the programmes for career guidance at the central level for the University. Also this cell needs to be strengthened.		Prof-in-charge CCC
13.	Sensitize Alumni for the mentoring of the students.		Dean Alumni
14.	The data related to government scholarship need to be collated at a central place. SPOCs of the school will support registrar for data collation.		Registrar office & SPOCs of the schools
15.	Notification of financial power delegation document.		Director Administrator & Director IQAC
16.	Ensure the participation of all faculties in professional development programs, workshops and conferences at least once in each academic year.		All Deans/HoDs
17.	Ensure the organization of professional development/ administrative training program for teaching and non-		Director IQAC

	teaching staff of the university by various process owners.	
18.	Steps should be taken for conduction of Energy and Green Audits.	Chairman, Green Committee
19.	Community Connect along with Sharda Examination Audit would be our best practices. The detail documents need to be prepared.	Dean Academic Affairs, COE and in-charge of NAAC Criterion-7
20.	Sensitize the University for organizing following activities: i) Gender Sensitization ii) Organizing death and birth anniversaries of famous personalities iii) Organizing activities related to Universal Values	Deans of Schools and HoDs

Dr. S. K. Mandal
Director, IQAC

Prof. G. R. C. Reddy
Vice Chancellor