

4th Internal Quality Assurance Cell (IQAC) Meeting (2019-20)

Minutes of Meeting

The 4th Meeting of the IQAC (2019-2020) was held on Saturday, July 11, 2020 at 11:30 am on Zoom Platform. The meeting was attended by the following members:

Sr. No	Name	Designation	Attendance
1.	Prof. Sibaram Khara	Vice Chancellor & Dean Academic Affairs	Present
2.	Sh. Prashant Gupta	Executive Director	Could not attend
3.	Sh. Souriranjana Ranganathan	Director Strategy	Present
4.	Prof. P. L. Kariholu	Pro-Vice Chancellor (Medical Wing)	Could not attend
5.	Prof. V. P. S. Arora	Director IQAC	Present
6.	Mr. A. K. Singh	Registrar	Present
7.	Prof. Anubha Vashisth	Dean (SHSS)	Present
8.	Prof H. S. P. Rao	Dean Research	Could not attend
9.	Prof. Veereshwar Bhatnagar	Dean Research (Medical Wing)	Could not attend
10.	Prof R. C. Singh	Controller of Examination	Present
11.	Sh. Vivek Kr. Gupta	Joint Registrar (HR)	Present
12.	Mr. Vikram Singh	Director Training & Placement	Present
13.	Dr. Monica Agarwal	Head Alumni Affairs	Present
14.	Dr. Nirupma Gupta	Dean of Students' Welfare	Present
15.	Prof. R. M. Mehra	Professor Emeritus (SET) Special Invitee	Present
16.	Prof. Parama Nand	Dean (SET)	Present
17.	Prof. Deepankar Chakrabarti	Dean (SBS)	Present
18.	Prof. H.S Gaur	Dean (SBSR)	Present
19.	Prof. Rupinder Singh	Dean (SAP)	Present




20.	Prof. Ritu Sanjeev Sood	Dean (SMFE)	Present
21.	Dr. Arti Koul Kachroo	Dean (SOE)	Present
22.	Prof. Pradeep Kulshrestha	Dean (SOL)	Present
23.	Prof. Yogesh Tripathi	Dean (SAHS)	Could not attend
24.	Dr. Manisha Jindal	Dean (SMSR)	Present
25.	Dr. M. Siddharth	Dean (SDS)	Present
26.	Dr. Vijender Singh	Dean (SOP)	Present
27.	Prof. Sree Raja Kumar	Head in-charge, SNSR	Present
28.	Mr. Sanjeev Kumar	OSD, SAHS	Present
29.	Dr. Sushanta Kumar Mandal	Associate Dean Research, special invitee	Present
30.	Dr. Mridul Dharwal	Professor (SBS)	Present
31.	Dr. Manish Sharma	Associate Professor (SBSR)	Present
32.	Dr. Dipti Parashar	Associate Professor (SAP)	Present
33.	Dr. Pallavi Sharma	Associate Professor (SDS)	Present
34.	Dr. Mojahidul Islam	Associate Professor (SOP)	Present
35.	Ms. Divya Girdhar	Assistant Professor (SMFE)	Present
36.	Mr. Firoz Khan	Administrative Officer & IQAC member	Present
37.	Prof. R P Mahapatra	Dean, S RM University Campus, Ghaziabad (8859978888)	Could not attend
38.	Sh. Shubh Gautam	Entrepreneur, Investment Advisor and Venture Capitalist	Could not attend
39.	Sh. Manish Raj	General Manager, Head-Distribution Channel North India, LG Electronics India Pvt Ltd.	Could not attend
40.	Mr. Satyam Sharma	Students-SET, Syst. ID- 2017010729	Could not attend
41.	Mr. Pallav Prakash	Students-SDS, Syst. ID-2017014641	Could not attend
42.	Sh. Prashant Kumar Varshney	Assistant Manager Denso India Pvt. Limited (Alumni)	Could not attend

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At the outset, Director, IQAC, welcomed the Hon'ble Vice Chancellor and all other Members present. The discussion on the agenda was initiated with the permission of Chair. Agenda wise minutes are noted hereunder:

Item 04-01: Confirmation of the Minutes of the 3rd meeting of IQAC (2019-20) held on April 29, 2020.
The minutes of meeting of IQAC, held on April 29, 2020 were confirmed as circulated.

Item 04-02: Approval of the Action Taken Report on the minutes of the IQAC held on April 29, 2020.
The Action Taken Report (ATR) on the minutes of the IQAC meeting held on April 29, 2020 was approved as circulated and presented.

Item 04-03: Progress Review and Proposed Activities under Criterion 1
The activities undertaken in Criterion 1 were presented by the Director IQAC along with the upcoming activities planned. The proposal was approved with following recommendations:

- CBCS initiated in Medical Schools, need to be followed (**Action: Pro VC Medical, Deans -SMSR, SDS, SNSR, SAHS, SOP**)
- Checklist of Criterion I shared for audit and to be followed (**Action: School Deans**)

Item 04-04: Progress Review and Proposed Activities under Criterion 2
The activities undertaken in Criterion 2 were presented by the Director IQAC along with the upcoming activities planned. The proposal was approved with following suggestions:

- Conduct webinar on "ICT enabled tools including online resources for effective teaching and learning processes" (**Action: School Deans & IQAC**)
- Formalize documents pertaining to assesses the learning levels of the students (**Action: School Deans & IQAC**)
- Conduct the student feedback on teaching- learning process (**Action: School Deans**)

Item 04-05: Progress Review and Proposed Activities under Criterion 3
The activities undertaken in Criterion 3 were presented by the Director IQAC along with the upcoming activities planned. The proposal was approved with following suggestions:

- School level monitoring every two months on research targets should continue (**Action: School Deans, Dean Research & IQAC**)
- Centres of Excellence to be initiated (**Action: Dean Research & Management**)
- Central Instrumental Centre should be made functional at the earliest (**Action: Dean Research**)
- Identification of Research Faculty in schools to be expedited (**Action: School Deans & Dean Research**)
- Conducting orientation programs for Faculty and Students of the schools (**Action: School Deans, IQAC**)

Item 04-06: Progress Review and Proposed Activities under Criterion 4
The activities undertaken in Criterion 4 were presented by the Director IQAC along with the upcoming activities planned. The proposal was approved with following recommendations:

- Procurement of new computers to be expedited (**Action: School Deans**)
- Library usage during Covid to be enhanced through e-resources (**Action: School Deans**)

Item 04-07: Progress Review and Proposed Activities under Criterion 5
The activities undertaken in Criterion 5 were presented by the Director IQAC along with the upcoming activities planned. The proposal was approved with following suggestions:

- Ensure maximum registration of alumni on the Alumni portal and create connect with the alumni. (**Action: Head Alumni and School Deans**)
- Collect information regarding higher education, qualifying competitive examinations and placements of students with relevant proofs. (**Action: Placement Head & School Deans**)



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- Planning capacity building programs using online modes for the students (**Action: Career Counseling Head**)

Item 04-08: Progress Review and Proposed Activities under Criterion 6

The activities undertaken in Criterion 6 were presented by the Director IQAC along with the upcoming activities planned. The proposal was approved with following suggestions:

- Internal AAA scheduled from 13th July 2020 to 22nd July 2020 to be online. (**Action: IQAC**)
- In the present circumstances conduct capacity building programs using online modes for the faculty and staff. (**Action: IQAC**).
- Coordinate with all departments to ensure the set targets are achieved for Training programs organized by the institution for teaching and non-teaching staff (**Action: IQAC**)

Item 04-09: Progress Review and Proposed Activities under Criterion 7

The activities undertaken in Criterion 7 were presented by the Director IQAC along with the upcoming activities planned. The proposal was approved with following observations:

- Conduct Webinars on Institutional Values and Social Responsibilities. (**Action: IQAC**)
- Facilitate the conduct of Internal Energy & Green Audit in the University for year 2020. (**Action: Dean SBSR & IQAC**)

Item 04-10: Proposed Capacity Building Activities by the IQAC

Director IQAC presented a list of Capacity Building Activities in the upcoming months primarily on an online mode considering the current lockdown.

- It was highlighted that a series of webinars on the various criteria of NAAC would follow to appraise maximum faculty of the same followed by a doubt clearing session (**Action: IQAC**)
- The list was approved as per Annexure I

Item 04-11: Discussion on the Good Practices of the University

Director IQAC presented a list of the undermentioned good practices of the university with the agenda of identifying two best practices for the purpose of NAAC

S. No	Title
1.	Good Practices of Teaching and Learning Process
2.	Students Care and Mentoring
3.	External Audit of Examinations
4.	Sharda University Green Practices: Environmentally responsible and Resource-efficient
5.	Problem Solving for Better Health (PSBH): Initiative of Medical Students at Community Level
6.	Development of Professional Ethics among Medical students with Emphasis on Micro ethics
7.	Industry Partnership and CSR Initiatives in Dental Education
8.	Community Awareness through Sharda 90.8 FM (Suno Sharda)
9.	ERP based Financial Management
10.	ERP based Materials Management and Inventory Control

Item 04-12: Any other Item with permission of the Chair

- No other item was introduced

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At the end of the meeting, Director IQAC iterated that the Deans were welcome to approach IQAC for any clarifications and support about NAAC. He also welcomed suggestions from all in the area of quality improvement and encouraged all to work together to enhance the quality of the institution.

The meeting concluded on the note that the above-mentioned points will be taken up with the concerned for follow up action and improvement. The meeting ended with a vote of thanks by the Director, IQAC to the Chair and all Members present.



(Prof. V. P. S. Arora)
Director IQAC,
Sharda University

12.07.2020


12/07/2020

(Prof. Sibaram Khara)
Vice Chancellor,
Sharda University

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