

4th Internal Quality Assurance Cell (IQAC) Meeting (2020-21)
Minutes of Meeting

The 4th Blended Meeting of the IQAC (2020-2021) was held (Blended Mode) on Wednesday, **13th October 2021 at 2:00 pm** at VC Board Room & for experts on Virtual platform namely **Zoom**. The following members attended the meeting:

Sr. No	Name	Designation	Attendance
1	Prof. Sibaram Khara	Vice Chancellor	Present
2	Sh. Prashant Gupta	Executive Director	Could not attend
3	Sh. Souriranjnan Ranganathan	Director Strategy	Present
4	Prof. V. P. S. Arora	Advisor, Vice Chancellor	Present
5	Sh. A. K. Singh	Registrar	Present
6	Prof. Bhuvnesh Kumar	Dean Research	Present
7	Prof. Veereshwar Bhatnagar	Dean Research (Medical Wing)	Present
8	Prof R C Singh	Controller of Examination	Present
9	Sh. Vivek Kr. Gupta	Joint Registrar (HR)	Present
10	Sh. R.D. Sahay	Advisor Policy	Present
11	Mr. Vikram Singh	Director, Training & Placement	Present
12	Mr. Dheeraj Sharma	Director, Sharda Skills	Present
13	Dr. Monica Agarwal	Head Alumni Affairs	Present
14	Dr. Nirupma Gupta	Dean Students' Welfare	Present
15	Prof. R. M. Mehra	Professor Emeritus (SET) Special Invitee	Present
16	Prof. Parma Nand	Dean (SET), Dean Academic Affairs	Present
17	Prof Anubha Vashisht	Dean (SHSS), Director IQAC	Present
18	Dr. Jayanthi Ranjan	Dean (SBS)	Present
19	Prof. S.K Banerjee	Dean (SBSR)	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. Sally Lukose	Dean (SAHS)	Present
24	Dr. Manisha Jindal	Dean (SMSR)	Could not present
25	Dr. M. Siddharth	Dean (SDS)	Present
26	Dr. Mathew George	Dean (SOP)	Present
27	Prof. Urmila Kumari Bharadwaj	Head in-charge SNSR	Present
28	Dr. Mridul Dharwal	Professor (SBS)	Present
29	Dr. Dipti Parashar	Associate Professor (SAP)	Present
30	Dr. Nihar Ranjan Roy	Professor (SET)	Present
31	Dr. Suman Iata	Assistant Professor (SET)	Present
32	Dr. Divya Girdhar	Assistant Professor (SMFE)	Present
33	Mr. Firoz Khan	Administrative Officer & IQAC member -special Invitee	Present
34	Prof. R P Mahapatra	Dean, S RM University Campus, Ghaziabad	Present
35	Sh. Shubh Gautam	Entrepreneur, Investment Advisor and Venture Capitalist	Could not attend
36	Sh. Manish Raj	General Manager, Head-Distribution Channel North India, LG Electronics India Pvt Ltd.	Present
37	Mr. Pallav Prakash	Student-SDS, Syst. ID-2017014641	Could not attend
38	Sh. Prashant Kumar Varshney	Assistant Manager Denso India Pvt. Limited (Alumni)	Could not attend

At the outset, the Hon'ble Vice Chancellor welcomed all the members present. The discussion on the agenda was initiated with the permission of Chair and presented by Prof. Anubha Vashisth. Agenda wise minutes are noted here under:

Item 04-01: Confirmation of the Minutes of the 3rd meeting of IQAC (2020-21) held on Tuesday 3rd August, 2021.

The minutes of meeting of IQAC, held on Tuesday 3rd August, 2021 were confirmed as circulated.

Item 04-02: Approval of the Action Taken Report on the minutes of the IQAC held on Tuesday 3rd August, 2021.

Vice-Chancellor
Sharda University
Plot No.32-34, Knowledge Park - III
Greater Noida - 201310 (U.P.)

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The Action Taken Report on the minutes of the IQAC meeting held on **Tuesday 3rd August, 2021** were approved and placed in Annexure-II.

Item 04-03: Progress Review and Proposed Activities under Criterion 1

Recent progress & work pertaining to Criterion 1 was presented as below:

1. Mapping of courses done to employability, entrepreneurship & Skills
2. Internship and project certificate uploading undertaken
3. Continuous feedback on curricula being undertaken

The following activities were approved for the next few months' period as approved by the IQAC:

1. Handholding of Schools/Departments and verification of data pertaining to Criterion 01 for NAAC (**Action Taken: IQAC**)
2. Uploading supporting documents for projects and community Connect with plagiarism reports (**Action Taken: Dean & HoDs**)
3. Preparation of Programme Revision Documents (**Action Taken: Dean & HoDs**)

Item 04-04: Progress Review and Proposed Activities under Criterion 2

Recent progress & work pertaining to Criterion 2 was presented as below:

1. Awareness Programmes organized for students about the student centric guidelines, policies, cells & activities
2. Mentor-Mentee: Conducted webinar on effective mentor-mentee relationships.
3. Coordinated of all the departments of University in Preparing of Evaluative reports of the Departments prescribed in NAAC Manual.

The following activities were approved for the next few months as approved by the IQAC:

1. Handholding of all the departments of University in Preparing of Evaluative reports of the Departments prescribed in NAAC Manual. (**Action Taken: Dean & HoDs**)
2. Initiated automation identification of Advance and Slow learner student identification. (**Action Taken: IQAC**)
3. ERP based feedback of all the stakeholders initiated. (**Action Taken: Dean Academics**)

Item 04-05: Progress Review and Proposed Activities under Criterion 3

Recent progress & work pertaining to Criterion 3 was presented as below:

1. To enhance the collaborative activities for research and development, various new MoU has been initiated with different Universities and Industries.
2. To show the credibility of the University research acumen to the outside groups or Industries, a well framed 2nd revised consultancy policy has been notified.
3. To support and enhance the research capabilities of the faculty for the generation of proposals to apply for GOI/Industrial project, the revised process in the form of policy for Seed Money Project has been finalized and notified.
4. To promote research, extension, entrepreneurship, and Innovation, the Policy for Central Instrumentation facilities has been implemented and notified.

5. A process for the recognition of Ph. D Research guide has been initiated in coordination with Dean Research, Sharda University.

The following activities were approved for the next few months' period as approved by the IQAC:

1. Development of the system for the complete mapping of the conducted conference/Seminar/Events starting from the approval till submission of the event report. **(Action Taken: Dean & HoDs)**
2. Inclusion of soft copies of thesis of all awarded Ph.D. Degrees in the central repository i.e. e-Zone of Sharda University linked with respective NAAC criteria. **(Action Taken: IQAC)**
3. E-customization of the Research Promotion Schemes. **(Action Taken: Dean Research)**
4. Formation and implementation of standard process for IPR filing through the single window i.e. Research and Development Cell. **(Action Taken: Dean Research)**

Item 04-06: Progress Review and Proposed Activities under Criterion 4

Recent progress & work pertaining to Criterion 4 was presented as below:

1. Book procurement request portal is completed and will be floated soon.
2. Infra Audit pertaining classroom, laboratories etc. completed.
3. Geo-tagged photos of classroom, laboratory, workshop, museum etc. completed
4. Time table slot for accessing library completed.
5. Hit count added on the University Website
6. Addition of new E-resources/E-book under library completed

The following activities were approved for the next few months' period as approved by the IQAC:

1. Notification of Assets Management and Audit Policy, shall be completed in December 2021 **(Action Taken: Registrar & IQAC)**
2. Revision of Library Policy **(Action Taken: Registrar & IQAC)**
3. Motivation of students to access the library resources, e-content, life skills and employability skill content through library web page etc. **(Action Taken: Dr. Madhvan)**

Item 04-07: Progress Review and Proposed Activities under Criterion 5

Recent progress & work pertaining to Criterion 5 was presented as below:

1. Appointment of new office bearers of alumni chapters have been done.
2. Collection of data related to career counselling and competitive examinations have been done.
3. Improved placement data and still focusing for further improvement.

The following activities were approved for the next few months' period as approved by the IQAC:

1. Focus on Placement data for further improvement. **(Action Taken: T&P)**
2. Coordinate with all the schools for compilation of all the relevant documents. **(Action Taken: IQAC)**

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

Recent progress & work pertaining to Criterion 5 was presented as below:

1. Coordinated with all schools and other relevant departments for enhancing the data for the year 2020-21.
2. Executive Summary for external Academic & Administrative Audit has been prepared.
3. Few quality initiative activities has been done in collaboration with Schools/Departments.
4. Coordinated with all Deans and 274 faculty members availed Professional membership as per the policy.

The following activities were approved for the next few months period as approved by the IQAC:

1. Data will be verified on E-zone portal for all the quantitative metrics for the year 2020-2021. (Action Taken: IQAC)
2. Handholding of Schools/Departments and verification of data pertaining to Criterion 06 for NAAC. (Action Taken: IQAC)
3. Report for Teaching Learning Center will be prepared for the year 2020-21. (Action Taken: IQAC)
4. E-governance annual report will be prepared. (Action Taken: IQAC)
5. Annual report will be prepared for the year 2020-21. (Action Taken: IQAC)
6. The expert committee will review the Qualitative responses. (Action Taken: IQAC)

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

Recent progress & work pertaining to Criterion 5 was presented as below:

1. Write-ups for gender equity, waste management and alternate energy initiatives are revisited.
2. Events on celebration of national and international days, professional ethics for students and teachers are updated.
3. Sensor based light, time-controlled switches' geo-tagged photos are updated.
4. Bio-gas plant improved for its capacity and geo-tagged photos are collected.
5. CCTV invoice copies are collected.
6. LED invoices are collected.
7. Font size enhancement tool is installed on University website.
8. Community connect for students best practice write up is improved.
9. Distinctiveness to priority and thrust writ-up is revised.

The following activities were approved for the next few months' period as approved by the IQAC:

1. Revisiting and updating Write-up of all needed documents. (Action Taken: IQAC)
2. Collection of Event Completion Reports with sign and stamp. (Action Taken: Deans & HoDs)
3. Improved Video clips of solar system on building roofs. (Action Taken: Electricity Department)
4. Bio-gas plant improved Geo-tagged photo and video. (Action Taken: Bio-gas Department)

A. Singh

5. Screen reading tools installation on University website for disabled (Divyangjan) (Action Taken: IQAC)
6. Green practices write up updation for Best-practices (Action Taken: Estate)

Item 04-10: Proposed Activities by the IQAC

The following activities were approved for the next few months.

Sr. No.	Activity	Description	Coordinators
1	AQAR Submission	AQAR Submission of 2019-2020	IQAC
2	AQAR Submission	AQAR Submission of 2020-2021	IQAC
3	SSR Submission	Self-Study Report	IQAC

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

A list of the undermentioned good practices of the university were presented with the agenda of identifying two best practices for the purpose of NAAC

S. No.	Title
1.	Outcome-based Teaching, Learning and Evaluation
2.	Learning Outcome-based Curriculum Design
3.	Project Based Learning
4.	Sharda University Green Practices: Environmentally responsible and Resource-efficient
5.	Faculty Students Industry Engagement [FSII]
6.	Incentivizing Students and Faculty for Research, Publications, Patent, and Consultancy
7.	'Community Connect for Students' - Community Engagement through 'Community Connect Program'
8.	Sharda Skills- Enhancing Skills. Transforming Careers.
9.	Art and Science of Skill Development for Competence Building in Health Care Professionals
10.	3-D Printed Bio models-based teaching for the Dental Students
11.	Virtual Admission Process
12.	Solid Waste Management: Compost Plant

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

Hon'ble VC indicated that Ph.D. chamber shall be made so that the quality of research work will be published.

Suggestions by the External Member:

The external expert suggested that E-customization of the Research Promotion Schemes will be a good practice.

At the end of the meeting, Hon'ble VC iterated that the Deans were welcome to approach IQAC for

any clarifications and support with regard to NAAC. He also welcomed suggestions from all in the area of quality improvement.

The meeting concluded on the note that the above-mentioned points will be taken up with the concerned for follow up action and improvement.



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Director IQAC,
Sharda University



(Prof. Sibaram Khara)
Vice Chancellor,
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