SHARDA UNIVERSITY
Beyond Boundaries

1st Internal Quality Assurance Cell (IQAC) Meeting (2020-21)

Minutes of Meeting

The 1st Meeting of the IQAC (2020-2021) was held on Saturday, **November 07, 2020 at 2:30 pm** on Zoom Platform. 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. Souriranjan Ranganathan	Director Strategy	Present
4	Prof. P. L. Kariholu	Pro-Vice Chancellor (Medical Wing)	Present
5	Prof. Girish Jammigumpula	Pro-Vice Chancellor & Dean Academics	Present
6	Prof. V. P. S. Arora	Advisor, Vice Chancellor	Present
7	Mr. A. K. Singh	Registrar	Present
8	Prof. Bhuvnesh Kumar	Dean Research	Could not attend
9	Prof. Veereshwar Bhatnagar	Dean Research (Medical Wing)	Present
10	Prof R C Singh	Controller of Examination	Present
11	Sh. Vivek Kr. Gupta,	Joint Registrar (HR)	Present
12	Sh. R.D. Sahay	Director, Administration	Could not attend
13	Mr. Vikram Singh	Director, Training & Placement	Present
14	Mr. Dheeraj Sharma	Director, Sharda Skills	Present
15	Dr. Monica Agarwal	Head Alumni Affairs	Present
16	Dr. Nirupma Gupta	Dean Students' Welfare	Present
17	Prof. R. M. Mehra	Professor Emeritus (SET) Special Invitee	Could not attend
18	Prof. Parma Nand	Dean (SET)	Could not attend
19	Prof Anubha Vashisth	Dean (SHSS)	Present

20	Prof. Subir Ranjan Das	Dean (SBS)	Present
21	Prof. H.S Gaur	Dean (SBSR)	Present
22	Prof. Ritu Sanjeev Sood	Dean (SMFE)	Present
23	Dr. Arti Koul Kachroo	Dean (SOE)	Present
24	Prof.Pradeep Kulshrestha	Dean (SOL)	Present
25	Prof. Yogesh Tripathi	Dean (SAHS)	Could not attend
26	Dr. Manisha Jindal	Dean (SMSR)	Present
27	Dr. M. Siddharth	Dean (SDS)	Present
28	Dr. Vijender Singh	Dean (SOP)	Present
29	Prof. Urmila Kumari Bharadwaj	Head in-charge SNSR	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	Firoz Khan	Administrative Officer & IQAC member -special Invitee	Present
37	Prof. R P Mahapatra	Dean, S RM University Campus, Ghaziabad	Present
38	Sh. Shubh Gautam	Entrepreneur, Investment Advisor and Venture Capitalist	Could not attend
39	Sh. Manish Raj	General Manager, Head-Distrubution 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

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

Item 01-01: Confirmation of the Minutes of the 4th meeting of IQAC (2019-20) held on July 11, 2020.
The minutes of meeting of IQAC, held on July 11, 2020 were confirmed as circulated.

Item 01-02: Approval of the Action Taken Report on the minutes of the IQAC held on July 11, 2020.
The Action Taken Report (ATR) on the minutes of the IQAC meeting held on July 11, 2020 was approved as circulated and presented.

Item 01-03: Progress Review and Proposed Activities under Criterion 1
The activities undertaken in Criterion 1 were presented along with the upcoming activities planned. The proposal was approved with following recommendations:
- The online feedback on curriculum and teaching-learning implemented needs to be monitored to ensure wide coverage (**Action: Dean Academics**)
- Weak areas in audit of Criterion I to be followed up and improvised (**Action: School Deans**)

Item 01-04: Progress Review and Proposed Activities under Criterion 2
The activities undertaken in Criterion 2 were presented along with the upcoming activities planned. The proposal was approved with following suggestions:
- The MoU with Peace University to be made functional and students enrolled for VAC (**Action: School Deans & IQAC**)
- Hall ticket generating system implemented to be modified to reflect withheld courses on account of attendance and dues; Post-Covid implementation to be worked out (**Action: CoE & IQAC**)

Item 01-05: Progress Review and Proposed Activities under Criterion 3
The activities undertaken in Criterion 3 were presented along with the upcoming activities planned. The proposal was approved with following suggestions:
- E-zone to be endorsed to capture all research relevant data with all faculty registered (**Action: School Deans, Dean Research & IQAC**)
- Central Instrumental Centre should be made functional at the earliest (**Action: Dean Research**)
- Re-visiting the Consultancy Policy of the University (**Action: IQAC & Dean Research**)

Item 01-06: Progress Review and Proposed Activities under Criterion 4
The activities undertaken in Criterion 4 were presented along with the upcoming activities planned. The proposal was approved with following recommendations:
- Documents, Policies, SoPs to be Indexed (**Action: IQAC & Registrar Office**)
- Creation of online dashboard/platform to access (internally) the University Ordinance, Act, Statutes, Regulations, Notifications, MoM, Constituted Committees, Academic/Administrative Policies. Guidelines. SOPs etc. (**Action: IQAC**)

Item 01-07: Progress Review and Proposed Activities under Criterion 5
The activities undertaken in Criterion 5 were presented along with the upcoming activities planned. The proposal was approved with following suggestions:
- Encourage use of the Student Welfare fund (**Action: Dean DSW and School Deans**)
- Work towards activation of Counseling cell through awareness campaigns (**Action: Counseling Cell**)
- Suggestion that fine collected from students to be directed to student Welfare fund (**Action: Dean, DSW**)

Item 01-08: Progress Review and Proposed Activities under Criterion 6

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

- ATR of internal AAA to be prepared and External to be conducted. (**Action: IQAC & School Deans**)
- IQAC cell enhanced with 'Nirf Coordinator' for focused approach on the same. (**Action: IQAC**).

Item 01-09: Progress Review and Proposed Activities under Criterion 7

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

- Software for disability to be purchased and used also for community services – as indicated by Dean SoE, they could work together wit the Aurobindo Educational Trust for the same (**Action: IQAC & Dean SoE**)
- Work on institutionalizing the two best practices identified (**Action: IQAC**)

Item 01-10: 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 Covid situation. The activity list was approved by the IQAC.

Item 01-11: Any other Item with the permission of the Chair

- Hon'ble VC indicated that an Action Taken Report be prepared on the quality mandates suggested by UGC. Secondly, an implementation plan may prepared be for the National Education Policy 2020

Suggestions by the External Member:

The external expert suggested that one of the measures to enhance research is by encouraging faculty to write at least 2 papers per year. He also indicated that Research Scholars when provided with stipend help in enhancing the research quality.

At the end of the meeting, Director IQAC 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. The meeting ended with a vote of thanks by the Director, IQAC to the Chair and all members present.

(Girish Jammigumpula)
Director IQAC,
Sharda University

(Sibaram Khara)
Vice Chancellor,
Sharda University

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