Minutes of the Meeting
1st IQAC Meeting
(Thursday, December 19, 2024)

Sharda University
Greater Noida, U.P

Content

Item No.	Particulars
01-01-24/25	Confirmation of Minutes of 4th IQAC Meeting AY 2023-2024
01-02-24/25	Action taken on the Minutes of 4th IQAC Meeting AY 2023-2024
01-03-24/25	Approval-IQAC Activity Calendar 2024-25
01-04-24/25	Institutionalizing the Quality Assurance Strategies
01-05-24/25	Review of the Quality of Teaching-Learning Process
01-06-24/25	Review of the Structure & Methodologies of Operations
01-07-24/25	Strategic Planning -Proposed Activities by the IQAC (Accreditations & Rankings and Compliance)
01-08-24/25	Any other item with the permission of the Chair

Attendance Sheet of 1st IQAC Meeting December 19, 2024 (AY-2024-2025)

Sr. No.	Name	Designation	Signature
1	Prof. Sibaram Khara	Vice- Chancellor	
2	Prof. Parma Nand	Pro-Vice-Chancellor & Officiating Dean, (SSET)	
3	Mr. Vivek Kumar Gupta	Registrar	
4	Mr. Prashant Gupta	Chief Executive Officer (CEO), Sharda Group and President, Sharda University Uzbekistan	
5	Prof. R.D. Sahay	Advisor Policy	
6	Prof. Sally Lukose	Director National and International Rankings & Dean SBS	
7	Prof. Bhuvnesh Kumar	Dean Research	
8	Prof. R.C. Singh	Dean Academic Affairs	
9	Prof. VinayKumar Verma	Controller of Examination	
10	Prof. Rajat Gupta	Vice- Chancellor Vel Tech University Chennai	Online
11	Mr. Mukesh Jain	CTO. Executive Vice President, Capgemini	Online
12	Prof. Pramod Kumar	Dean Students's Welfare	
13	Shri Ajay Agarwal	Finance Officer	
14	(Dr.) Madhukar M. Deshmukh	Professor (SSET) & Director Industry Integration and Knowledge Exchange Cell (IIKEC)	
15	Dr. Bhawna Mallick	Professor (SSET) & Director TLC	
16	Prof. SK Banerjee	Dean (SSBSR)	
17	Prof. Ritu Sanjeev Sood	Dean (SSMFE)	
18	Prof. Sarita Verma	Prof. In-charge (SSOE)	
19	Prof. Rhishikesh Dave	Dean (SSOL)	
20	Dr. Karuna Singh	Dean (SSAHS)	
21	Prof. Nirupma Gupta	Dean (SSMSR)	
22	Prof. M Siddharth	Dean (SSDS)	
23	Prof. Amrish Chandra	Dean (SOP)	
24	Prof. Dolly Wattal Dhar	Dean (SSAS)	
25	Prof. Dipti Parashar	Dean (SSAP)	
26	Prof. R Sreeraja Kumar	Dean (SSNSR)	

Attendance Sheet of 1st IQAC Meeting December 19, 2024 (AY-2024-2025)

Sr. No.	Name	Designation	Signature
27	Prof. Anviti Gupta	Dean (SSHSS)	
28	Dr. Sudeep Varshney	Associate Professor (SSET) (Special Invitee)	
29	Dr. Varun Mohan	Associate Professor (SBSR) & Dy. Director National and International Rankings	
30	Dr. Toran Talwar	Assistant Professor (SSHSS) & Member. IQAC	
31	Dr. Parul Saxena	Associate Professor (SSBS) & Member. IQAC	
32	Dr. Meenakshi Verma	Assistant Professor (SSAHS) & Member. IQAC	
33	Dr. Kennedy S.	Associate Professor (SSET) & Member. IQAC	
34	Dr. Kumud Madan	Associate Professor (SOP) & Member. IQAC	
35	Dr. Ashutosh Kumar	Associate Professor (SSAS) & Member. IQAC	
36	Dr. Dr. Meenakshi Verma	Assistant Professor (SSAHS) & Member. IQAC	
37	Mr. Firoz Khan	Administrative Officer (IQAC) (S Special Invitee)	
38	Yamini Budhalakoti	Student (SSBS)	
39	Aina Sultan	Student (SDP)	
40	Mr. Akash Singh	HR (Alumni)	
	1 Prof Geele Durga	Dean, UGC-IYr (SSET)	Durge
	2 Ritanshu 2021449173	BPT 7th sem (7988362951)	Darshan

Welcome

At the outset, the meeting Coordinator from IQAC Committee extended a warm welcome to the Chairman, External Experts, invited guests and all the esteemed members present. She also extended a warm welcome to Prof. (Dr.) Rajat Gupta – Vice Chancellor, Vel Tech university, Chennai and Mr. Mukesh Jain, CTO, Executive Vice President, Capegemini who had joined the meeting online.

Apologies

The IQAC noted apologies received from few members who could not attend the meeting.

Confirmation of Minutes

Item No. 01-01-24/25: Confirmation of Minutes of 4th IQAC Meeting held on August 03, 2024, for the AY 2023-2024. –
The Meeting Coordinator, IQAC informed the Committee that the minutes of the 4th IQAC meeting of the IQAC were circulated to all the members and the same have been approved as circulated.

The Committee accordingly confirmed the minutes of the last meeting held on **August 03, 2024.**

Review of Action Taken Report of 4th meeting of IQAC

Item No. 01-02-24/25: Action taken on the Minutes of 4th IQAC Meeting held on August 03, 2024, for the AY 2023-2024 were presented by the Director IQAC, the observations and suggestions since complied with.

The Committee noted the action taken and accordingly approved the report.

Items for Discussion

The agenda was thereafter taken up for discussion with the permission of Chair.

Item No. 01-03-24/25: Approval of IQAC Calendar for 2024-25

The IQAC Activity Calendar for the AY 2024-25 was proposed to the Committee and approved by the members. The Calendar includes various activities such as workshops, FDP on AI & Research Methodology and the subsequent IQAC meetings. Activities related to ranking and accreditations such as NIRF, QS University World Rankings and NBA. The Academic & Administrative Audit by the end of the even session.
The activity calendar was approved by the committee

Item No. 01-04-24/25: Institutionalizing the Quality Assurance Strategies

a. **Dashboard for a quick glance of University Data.**
   The Vice Chancellor Sir proposed that the dashboard may be modified to have a quick glance of various parameters related to University Data uploaded on E zone. This is helpful

in observations and to check a progression of the University. The committee agreed to this, and it was decided to communicate the same to Shard Tech for implementation.

[Action: IQAC, Time frame: March' 2025]

b. **FDP on "AI for All" to enhance Teaching Learning Qualities.**
Artificial Intelligence (AI) is the current day tool required in all the fields including academics. It was proposed that an AI based Faculty development program may be organized to apprise the faculty about latest developments which may be useful for Personalized learning and, Real-time feedback and research. This may be organized in collaboration with Centre for AI, or Centre for Artificial Intelligence in Medicine, Imaging & Forensics (CAIMIF).

[Action: IQAC, March 2025]

c. **Quality Improvement in Documentation at E-Zone.**
The IQAC apprised the committee that quality of the documents received at IQAC level is not up to the mark. This led to erratic data at times All the Deans were directed to verify each document submitted by the faculty or the criterion coordinator at school level before submission at IQAC level.
Additionally, the Deans noted the point to ensure improvement in documentation.

[Action: All Schools, Ongoing]

Item No. 01-05-24/25: Review of the Quality of Teaching-Learning Process

a. **Updating of LMS Portal for better monitoring of physical classes.**
The TLC Director apprised the committee that School affiliation of the faculty as a visiting in another school for specific subject is not clear in the academic portal and hence some improvisation is necessary in Academic portal.

[Action: Dean Academics, Feb'2025]

b. **Design of calendar and quality assessment of project reports of UG/PG students in coordination with TLC.**
The Hon'ble Vice Chancellor sir commented that the planning of projects must be done well in advance to keep a proper check on its quality and its potential as a publishable content. This practice should be done prior to the start of the semester under supervision of respective Deans in collaboration with TLC. The committee members agreed to this and committed for its implementation in their capacity.

[Action: TLC & All Schools, Ongoing]

c. **Uploading of lecture material for individual classes.**
The TLC Director apprised that uploading of the lecture material is not proper and do not comply as per the session plan which leads to confusion to the students. It was suggested that lecture material should be specific for lecture and not for the unit. This will help in proper organization and accessibility of the study material.

Item No. 01-06-24/25: Review of the Structure & Methodologies of Operations

a. **Revision of Guidelines and Feedback Policy for Curriculum Design with Dean Academic Affairs.**
The IQAC proposed the Introduction of two new stakeholders - Entrepreneur & Academic Peer in Feedback policy and also define roles, responsibilities, and timelines for stakeholder contributions. The members suggested that a committee must be framed for revision of feedback policy under the headship of Dean Academics.

[Action: Dean Academics, Ongoing]

b. **Revision of PARS-F in collaboration with HR**
The IQAC apprised the committee that few points in PARS-F are overlapping and need revision. The point No 24, i.e. outcome of Community connect project in the form of a publication is already considered and counted twice in PARS-F.
However, the Hon'ble VC sir advised that Community connect projects must be encouraged and hence this point may be added as a separate head in Individual Faculty E-Zone account to avoid duplication.

[Action: IQAC & HR ,Time Frame: March 2025]

c. **Incentive for MOOC development.**
The IQAC proposed that PARS-F Scores for MOOC development must be considered for University LMS and graded according to the number of hours of the full course developed.

[Action: HR Department, Time Frame: June 2024]

d. **Implementation of Apprenticeship Embedded Degree Programme (AEDP).**

The Dean Academics proposed that University must Implement Apprenticeship Embedded Degree Programme (AEDP) as per NEP and shall enable employability of the students of the undergraduate level degree programmes. It shall also strengthen Academic-Industry connects. Hon'ble Vice Chancellor commented that University should speed up this in collaboration with Regional Boards of Apprenticeship/ Practical Training.

[Action: Dean Academics, Ongoing]

Item No. 01-07-24/25: Strategic Planning -Proposed Activities by the IQAC (Accreditations & Rankings and Compliance)

a. **Submission of AQAR (2023-24).**
The IQAC apprised that filing of AQAR for the year 2023-2024 is in process and shall be submitted as per the notification received from NAAC.

b. **Submission of NIRF Data for the year AY 2023-24.**
The Director, National & International Ranking updated the committee members that data for NIRF submission for the year 2023-24 is under processing and shall be filed soon.

[Action: IQAC, Time frame: Jan' 2025]

c. **Filing Nomination for QS World Ranking.**
The Director, National & International Ranking updated the committee members that data for QS ranking for the year 2023-24 is under processing and shall be filed soon.

[Action: IQAC, Time frame: Feb'2025]

Item No. 01-08-24/25: Any other item with the permission of the Chair

Prof. (Dr.) Rajat Gupta – Vice Chancellor, Vel Tech university, Chennai appreciated the policies of the University and their planning for newer Initiatives.

The meeting ended with a vote of thanks to the chair.

Prof. (Dr.) Sibaram Khara
Vice Chancellor

Vice Chancellor
Sharda University
o.-32-34, Knowledge Park-III
Greater Noida - 201310 (U.P.)