2nd Internal Quality Assurance Cell (IQAC) Meeting (2020-21)

Minutes of Meeting

The 2nd Meeting of the IQAC (2020-2021) was held on Friday, **February 26, 2021 at 2:30 pm** in the VC Board Room. 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	Could not attend
4	Prof. P. L. Kariholu	Pro-Vice Chancellor (Medical Wing)	Could not attend
5	Prof. V. P. S. Arora	Advisor, Vice Chancellor	Present
6	Mr. A. K. Singh	Registrar	Present
7	Prof. Bhuvnesh Kumar	Dean Research	Could not attend
8	Prof. Veereshwar Bhatnagar	Dean Research (Medical Wing)	Could not attend
9	Prof R C Singh	Controller of Examination	Present
10	Sh. Vivek Kr. Gupta,	Joint Registrar (HR)	Present
11	Sh. R.D. Sahay	Director, Administration	Present
12	Mr. Vikram Singh	Director, Training & Placement	Present
13	Mr. Dheeraj Sharma	Director, Sharda Skills	Present
14	Dr. Monica Agarwal	Head Alumni Affairs	Present
15	Dr. Nirupma Gupta	Dean Students' Welfare	Present (online)
16	Prof. R. M. Mehra	Professor Emeritus (SET) Special Invitee	Present
17	Prof. Parma Nand	Dean (SET)	Present
18	Prof Anubha Vashisth	Dean (SHSS)	Present
19	Prof. Subir Ranjan Das	Dean (SBS)	Could not attend

20	Prof. H.S Gaur	Dean (SAS)	Present
21	Prof. Ritu Sanjeev Sood	Dean (SMFE)	Present
22	Dr. Arti Koul Kachroo	Dean (SOE)	Present
23	Prof.Pradeep Kulshrestha	Dean (SOL)	Could not attend
24	Prof. Sally Lukose	Dean (SAHS)	Present
25	Dr. Manisha Jindal	Dean (SMSR)	Could not attend
26	Dr. M. Siddharth	Dean (SDS)	Present
27	Dr. Mattew George	Dean (SOP)	Present
28	Prof. Urmila Kumari Bharadwaj	Head in-charge SNSR	Present
29	Dr. Mridul Dharwal	Professor (SBS)	Present
30	Dr. Manish Sharma	Associate Professor (SBSR)	Present
31	Dr. Dipti Parashar	Associate Professor (SAP)	Present
32	Dr. Nihar Ranjan Roy	Professor (SET)	Present
33	Dr. Sumanlata	Assistant Professor (SET)	Present
34	Ms. Divya Girdhar	Assistant Professor (SMFE)	Present
35	Firoz Khan	Administrative Officer & IQAC member -special Invitee	Present
36	Prof. R P Mahapatra	Dean, S RM University Campus, Ghaziabad	Present (online)
37	Sh. Shubh Gautam	Entrepreneur, Investment Advisor and Venture Capitalist	Could not attend
38	Sh. Manish Raj	General Manager, Head-Distrubution Channel North India, LG Electronics India Pvt Ltd.	Could not attend
39	Mr. Satyam Sharma	Students-SET, Syst. ID- 2017010729	Could not attend
40	Mr. Pallav Prakash	Students-SDS, Syst. ID-2017014641	Could not attend
41	Sh.Prashant Kumar Varshney	Assistant Manager Denso India Pvt. Limited (Alumni)	Could not attend

2

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 Dr. Dipti Parashar. Agenda wise minutes are noted hereunder:

Item 02-01: Confirmation of the Minutes of the 1ˢᵗ meeting of IQAC (2020-21) held on November 07, 2020.

The minutes of meeting of IQAC, held on November 07, 2020 were confirmed as circulated.

Item 02-02: Progress Review and Proposed Activities under Criterion 1

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

1. VAC have been introduced across all programmes in the university and Schools have been encouraged to undertake VAC for all students
2. All the programmes are ensured to have undertaken revision in the last 5 years
3. External Audits of Criterion 01 undertaken across all departments
4. Curriculum Repository being prepared
5. Feedback on Curriculum undertaken on icloud from stakeholders like students, parents, alumni, faculty & employers
6. Preparation of Institutional Development Plan to enhance quality teaching-learning

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 & preparation of NAAC Mock visit (Action: IQAC)
2. Online implementation of OBE module on icloud & curriculum Repository (Action:Status update by Dean Academics)
3. Ensure preparation of ATR on feedback of curriculum (Action: School Deans, HoDs & IQAC)
4. To ensure necessary improvements in departments that are weak as per Audit under Criterion I (Action: School Deans, HoDs & IQAC)

Item 02-03: Progress Review and Proposed Activities under Criterion 2

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

1. Awareness about Student Satisfaction survey has been conducted and more than 3800 students have participated.
2. The Internal Quality Assurance Cell, Sharda University organized a one-week Faculty Development Programme on "Outcome-based Teaching and Learning Processes" for the teaching faculty of the University from 11th January to 16th January 2021
3. Automation of examination division pertaining to hall ticket issue is completed.
4. Repository for Registrar office

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

1. Student Centric Methods: To enhance the learning experiences and provide the practical knowledge and skills to students collaborative efforts to be made with industries (Action: School Deans, HoDs & IQAC)
2. Mentor-Mentee: To conduct the webinar on effective mentor-mentee relationships (Action: School Deans & HoDs).
3. Handholding of all the departments of University on attainment of course outcomes (Action: IQAC).

Item 02-04: Progress Review and Proposed Activities under Criterion 3

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

1. The Standard Operating Procedure for Memorandum of Understanding (MoUs) has been successfully implemented.
2. A system of Central repository i.e. eZone has been created and implemented.
3. All of the Schools of the University have been covered for the training related to the data uploading in ezone.
4. The centralized space for all of the notified policies of the University has been created in one section of eZone.
5. To show the credibility of the University research acumen to the outside groups or Industries, a well framed revised consultancy policy has been finalized and notified.
6. The University Code of Ethics for Educational research has been finalized and notified.
7. To establish the research based ecosystem, two Centre of Excellence equipped with high-end software have been made functional. One more research laboratory is under progress and will be finalized soon.
8. To maintain a closer contact with other research group, an Initiative has been taken to set-up a joint collaboration research work with one of the Central University i.e. HNB Garhwal, Srinagar.
9. The Central Instrumentation facility is being constructed & will be operational soon

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

1. Coordination with all departments in following and enabling the smooth documentation related to Criterion 3 (Action: School Deans & HoDs).
2. An ecosystem of research and Innovation will be developed by involving the maximum number of faculty members and students (Action: School Deans & HoDs).
4. To enhance the collaborative activities for research and development, the new MoU will be initiated with some more institutions/industries (Action: School Deans, HoDs & IQAC).

Item 02-05: Progress Review and Proposed Activities under Criterion 4
Recent progress & work pertaining to Criterion 4 was presented as below:
1. Expansion of library repository system through inclusion of Journals, chapter, article published in last 5 year by faculty members along with digitization of research & teaching-learning content
2. SoP for annual budget proposal for all Academic and Administrative Unit notified on 4th Jan 2021
3. Internal and external audit (AAA) of administrative Units completed.
4. Capacity Building Programme for IHA conducted 4th Jan 2021 (Communication Skills and Stress Management)
5. Capacity Building Programme on Advance Excel conducted 11th Jan 2021 (online) for University admin staff
6. HIP (High Impact Practices) to enhance library access initiated

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

1. Framing and finalizing of Assets Management Policy and Audit Process (Action: IQAC)
2. Infrastructure audit of all classroom/Laboratories school wise and block wise (Action: IQAC)
3. Encouraging schools to develop e-content through University facilities (LCS, media center, virtual platform) and uploading the same on LMS (iCloud) (Action: School Deans)

Item 02-06: Progress Review and Proposed Activities under Criterion 5
In recent past IQAC undertook following important initiatives/ activities under Criterion 5:
1. The revised Sports' Scholarship policy 2020-21 was framed, approved by Academic council and notified by the registrar office
2. The revised Scholarship Policy 2020-21 was framed, approved by Academic council and

notified by the registrar office

3. The revised policy guidelines of the Career counseling and development centre were framed and notified by the registrar office
4. The School level, Institutional, and University grievance redressal committees were formed and notified by the registrar office.
5. The online student grievance redressal portal was made live
6. Collection and Verification of data for year 2019-2020 from schools and other relevant department was done
7. Integration of Placement, higher education, competitive exam record in the no-dues form of outgoing students.
8. Consolidation of committees being undertaken

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

1. Coordination with all schools and other relevant departments for data uploading on e-zone (Action: School Deans & HoDs).
2. Ensuring maximum registration of alumni on the Alumni portal and creating a connection with the alumni (Action: School Deans & HoDs).
3. Further attempts to acquire data on student's progression i.e. regarding higher education, qualifying competitive examinations and placements of students with relevant proofs (Action: School Deans & HoDs).
4. Finalization and notification of Placement Policy (Action: IQAC).

Item 02-07: Progress Review and Proposed Activities under Criterion 6

In recent past IQAC undertook following important initiatives/ activities under Criterion 6:
1. The Executive summary of Internal AAA including academic & administrative units prepared
2. The revised Guidelines for submission, approval and reimbursement of Professional Societies membership fee notified on December 28, 2020.
3. IQAC Conducted External AAA
4. Qualitative responses reviewed
5. Sharda University Organizational chart revised & notified on February 12th, 2021.
6. Data Verified on E-zone portal for all the quantitative metrics for the year 2019-2020.

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

1. Coordination with all schools and other relevant departments for data uploading on e-zone for the 2020-21(Action: School Deans & HoDs).
2. Executive summary to be made for external Academic & Administrative Audit (Action: IQAC).
3. Coordinate with all departments to ensure that the same targets need to be followed for the Conferences, Workshops, FDP /MOOC and Training programmes organised by the institution for teaching and non-teaching staff (Action: School Deans & HoDs).
4. Coordinate with all Deans to motivate faculty members to get Professional membership fee as per the policy and try to ensure maximum participation of their faculty members (Action: School Deans & HoDs).

Item 02-08: Progress Review and Proposed Activities under Criterion 7

In recent past IQAC undertook following important initiatives/ activities under Criterion 7:
1. Institutional Values and Social Responsibilities- No. of Webinars on cultural, regional, linguistic, and communal socio-economic, gender equality, human values and Professional Ethics at school level have been organized
2. Brochure on Human Values & Professional ethics published on website

5

3. Waste Management Policy revised & notified.
4. Environment and Energy usage policy document revised & notified.
5. Plan prepared for Green Audit
6. Ensure disabled-friendly & barrier free environment
7. Conducted External Energy Audit for year 2021.

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

1. Webinars on gender equality, Institutional Values and Social Responsibilities, cultural, regional, linguistic, and communal socio-economic, human values and Professional Ethics, code of conduct for students, teachers and administrators (Action: School Deans & HoDs).
2. Follow up of alternate energy initiatives (Action: IQAC).

Item 02-09: Proposed Capacity Building Activities by the IQAC

The IQAC resented the following activities conducted in the last quarter:

S.no.	Name of the event	Date and year of Event
1	External Audit	28th Dec 2020 - 19th Feb 2021
2	Capacity building programme for non teaching staff	11th January 2021
3	Faculty Development Programme on "Outcome-based Teaching and Learning Processes" for teaching faculty	11th January to 16th January 2021
4	Student satisfaction survey	January 2021
5	NiRF participation	February 2021
6	Curriculum feedback from stakeholders	Ongoing

The IQAC approved the following activities for the upcoming months:

Sr. No	Activity	Description
1	Faculty Development Programme	Curriculum Development
2	Mock Visit preparation	Preparedness & Preparation
3	Capacity building programme	Programme for non-teaching
4	Curriculum Feedback ATR	Closure of Feedback on Curriculum
5	Sessions on NEP	Awareness & Alignment

Item 02-10: Any other item with permission of the Chair
Hon'ble VC indicated that a status be presented on the status update of the various committees established. He further suggested that the revision of Curriculum as per NEP as being undertaken be taken further to enhance quality of teaching-learning.

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, 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.

(Sibaram Khara)
Vice Chancellor,
Sharda University