

**3rd Internal Quality
Assurance Cell (IQAC) Meeting (2020-21)
Minutes of Meeting**

The 3rd Virtual Meeting of the IQAC (2020-2021) was held on Tuesday, 3rd August, 2021 at 3:00 pm 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. Souriranjana Ranganathan	Director Strategy	Present
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	Present
8	Prof. Veereshwar Bhatnagar	Dean Research (Medical Wing)	Present
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
16	Prof. R. M. Mehra	Professor Emeritus (SET) Special Invitee	Present
17	Prof. Parma Nand	Dean (SET)	Present
18	Prof Anubha Vashistht	Dean (SHSS)	Present

19	Prof. Subir Ranjan Das	Dean (SBS)	Present
20	Prof. S.K Banerjee	Dean (SBSR)	Present
21	Prof. Ritu Sanjeev Sood	Dean (SMFE)	Present
22	Dr. Arti Koul Kachroo	Dean (SOE)	Present
23	Prof.Pradeep Kulshrestha	Dean (SOL)	Present
24	Prof. Sally Lukose	Dean (SAHS)	Present
25	Dr. Manisha Jindal	Dean (SMSR)	Could not present
26	Dr. M. Siddharth	Dean (SDS)	Present
27	Dr. Matthew 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	Dr. 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
37	Sh. Shubh Gautam	Entrepreneur, Investment Advisor and Venture Capitalist	Could not attend
38	Sh. Manish Raj	General Manager, Head-Distribution Channel North India, LG Electronics India Pvt Ltd.	Present
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

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 hereunder:

Item 03-01: Confirmation of the Minutes of the 2nd meeting of IQAC (2020-21) held on Friday 24th February, 2020.

The minutes of meeting of IQAC, held on Friday 24th, 2020 were confirmed as circulated.

Item 03-02: Approval of the Action Taken Report on the minutes of the IQAC held on February 25, 2020.

The Action Taken Report on the minutes of the IQAC meeting held on February 25, 2020 were approved and placed in Annexure-II.

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

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

1. OBE online has been completed for all programmes for 2020-21
2. Internship and project certificate uploading undertaken
3. Feedback Analysis and ATR prepared for all programmes and forwarded to AC for approval.

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. Ensure verification of Internship and projects certificate documentation. (**Action Taken: Dean & HoDs**)
3. Undertaking Mapping of courses with Programme outcomes. (**Action Taken: Dean & HoDs**)

Item 03-04: Progress Review and Proposed Activities under Criterion 2

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

1. Mentoring Case Study: All the faculty members have uploaded the one case study of their respective mentee on e-zone.
2. The Teaching & Learning Centre has organized a one-week Faculty Development Programme on "Outcome-based Teaching and Learning Processes" for the teaching faculty of the University from 5th to 9th July 2021
3. Automation of Outcome Based Education for the attainment of Course and Programme Outcomes
4. To incentivize the research activities amongst the UG & PG Students, University has recognized 32 students for paper publication
5. Policy on NPTEL & Swayam Courses has been revised and notified on 25th June, 2021
6. Teachers Reskilling Cell is constituted dated 22nd June, 2021 to upgrade and upscale quality of teaching and learning in the University and turning is as one of the best practices of the university
7. The Grievance committee has been constituted to review the grievances of students related to the examination

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

1. Awareness Programme to be organized for students about the student centric guidelines, policies, cells & activities (**Action Taken: Dean Academics**)
2. Mentor-Mentee: To conduct the webinar on effective mentor-mentee relationships. (**Action Taken: Mentoring Cell**)
3. Handholding of all the departments of University in Preparing of Evaluative reports of the Departments prescribed in NAAC Manual. (**Action Taken: IQAC**)

Item 03-05: 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. Automation of Phd process has been initiated in coordination with Dean Research and Dean Academics.

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 Research**)

Item 03-06: Progress Review and Proposed Activities under Criterion 4

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

1. Book/journal/study material demand by faculty/Dean/HoD through ERP: Under testing will be live within a week.
2. For recorded video lecture access Impartus integration (recorded video lecture) with iCloud LMS completed
3. Library access through iCloud and vice-versa completed
4. E-content Development training for faculty and admin staff conducted in June 2021
5. Frame/format developed under iCloud to fetch the e-content as per the NAAC DVV 4.3.5
6. Indoor sport complex at Block-45, 5th floor, completed (3 badminton courts, 2 squash courts, space for table tennis, carom, chess etc.)
7. Football ground behind the block 7, completed
8. NCC & NSS office, Yoga room, musical, dramatic and dance rooms also created at block-45, 3rd Floor.
9. Infra Audit pertaining classroom and labs completed
10. Stock register on ERP developed and 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. (**Action Taken: Registrar & IQAC**)
2. Taking Geo-tagged images of Infra and facilities (classroom, Laboratories, indoor, outdoor game facilities, landscape). (**Action Taken: IQAC**)
3. Motivate students to access the library resources. (**Action Taken: Dr. Madhvan**)
4. Internal Audit of Assets to be completed. (**Action Taken: IQAC**)

Item 03-07: Progress Review and Proposed Activities under Criterion 5

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

1. Corrections were done in the online student grievance redressal portal.
2. Collection and Verification of data for year 2019-2020 from schools and other relevant department was done
3. Collection of data for the year 2016-18 was done from the department.
4. Collection and updating of placement and higher education data was done.

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

1. Appointment of office bearers of alumni chapters. (**Action Taken: Alumni Cell**)
2. Collection of data related to career counseling and competitive examination. (**Action Taken: IQAC**)
3. Focus on Improvement of placement data. (**Action Taken: T&P**)

Item 03-08: Progress Review and Proposed Activities under Criterion 6

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

1. The External Academic & Administrative Audit conducted successfully in the 1st week of February including academic & administrative units.
2. Faculty members availed the benefits of Professional Societies Bodies and received financial assistance (**Annexure-III**) from the university.
3. The Qualitative responses reframed by the internal experts or review committee.
4. A few Quality Initiative activities for teaching and non-teaching staff have been done in collaboration with SMSR, SNSR, SOP, SAHS.
5. Data Verified on E-zone portal for all the quantitative metrics for the year 2020-2021. Coordinated with the schools to collect all the proofs against financial assistance given to the faculty members.

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

1. Coordinate with all schools and other relevant departments for enhancing the data for the year 2020-21. (**Action Taken: IQAC**)
2. To strengthen the Criterion VI Executive summary shall be made for external Academic & Administrative Audit. (**Action Taken: IQAC**)
3. Coordinate with Schools to organize more quality initiative activities. (**Action Taken: IQAC**)
4. Coordinate with all Deans to motivate faculty members to get Professional membership as per the policy and try to ensure maximum participation of their faculty members. (**Action Taken: Deans & HoDs**)
5. Conduct Internal Academic and Administrative Audit for the year 2021-2022. (**Action Taken: IQAC**)

Item 03-09: Progress Review and Proposed Activities under Criterion 7

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

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. Preparation of Write ups on all key indicators and Policy Documents initiated.
3. Waste Management Policy notified.
4. Environment and Energy usage policy document notified.
5. Brochure on Human Values and Professional Ethics Completed.
6. Green Audit Conducted for 2020.

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. 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 Taken: Deans & HoDs**)
3. Follow up of alternate energy initiatives. (Action Taken: Electricity Department)
4. Disabled-friendly, barrier free environment –Follow up on usage of Software for disabilities (Divyangjan). (**Action Taken: IQAC**)
5. Conduct External Energy Audit & Green audit for year 2021. (**Action Taken: Estate**)

Item 03-10: Proposed Activities by the IQAC

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

S.No.	Name of the event	Date and year of Event
1	School of Dental Sciences got 28 th Ranking in MRDA	April-May 2021
2	Capacity building Programme on Research Writing in Collaboration with SMSR	30 th June 2021
3	Capacity building Programme: To Achieve Better Learning Experience Through Lecture Capture Solution From Upgrade Campus	1 st July 2021
4	Faculty Development Programme on “Outcome-based Teaching and Learning Processes” for teaching faculty	5 th July to 9 th July 2021
5	Aligning Organizational Strategy In Accordance With ISO 9001:2015 Quality Management System	26 th July 2021
6	Training Session on “Safety Guidelines in Laboratory	29 th July 2021

The following activities were approved for the next few months:

Sr. No	Activity	Description
1	Internal AAA	Academic & Administrative Audit
2	Mock Visit preparation	Preparedness & Preparation
3	Capacity building programme	Programme for Teaching & Non-Teaching
4	SSR Submission	Self-Study Report
5	AQAR Submission	AQAR Submission of 2019-2020
6	Capacity building programme On IPR	Programme for Teaching & Non-Teaching

Item 03-11: Any other item with permission of the Chair

Hon'ble VC indicated that Expert committee shall be made so that the quality of research work will be published. He further suggested that system process will be improvised; where research proposal will be captured by PeopleSoft.

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 SCI publication is a good initiative that will be 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)
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SHARDA UNIVERSITY
32, 34, Knowledge Park-III, Greater Noida-201310 (U.P.)
Action Taken Report
of
2nd IQAC Minutes of the Meeting, 26th February, 2021

Date: 03-08-2021

Sr.No.	Description/ Activities	ATR
Criterion 1		
1	Handholding of Schools/Departments and verification of data pertaining to Criterion 01 & preparation of NAAC Mock visit	Handholding of schools and departments is ongoing to further enhance data
2	Online implementation of OBE module on Icloud & Curriculum Repository	Mapping and attainment done on OBE for term 2002 on Icloud; Curriculum repository being updated
3	Ensure preparation of ATR on feedback of curriculum	Curriculum feedback Analysis & ATR prepared and approved from Academic Council
4	To ensure necessary improvements in departments that are weak as per Audit under Criterion I	Strengthening of weaker departments being done.
Criterion 2		
5	Student Centric Methods: To enhance the learning experiences and provide the practical knowledge and skills to student's collaborative efforts to be made with industries.	To foster competencies amongst students in innovation, creativity and entrepreneurship, the university has collaborated with NSDC, National Productivity Council, Indian Industry Association (IIA) and various Sectoral Skill Councils such as Telecom Skill Council.
6	Mentor-Mentee: To conduct the webinar on effective mentor-mentee relationships.	<p>Mentoring Cell, Sharda University has organized a Webinar on "Understanding a Mentee In a better way" on 10th March 2021.</p> <p>The objectives of the event were to help mentors:</p> <ul style="list-style-type: none"> • To articulate the benefits of mentoring to the mentees. • To provide awareness to the mentors regarding mental health issues that a mentee could face. • To provide guidance and support that ensures mentors and mentees benefit from the process. • To evaluate the effectiveness and identify refinement for future delivery of the mentoring process.

7	Handholding of all the departments of University on attainment of course outcomes.	<ol style="list-style-type: none"> 05 - Day FDP on Outcome-Based Education (5th - 9th July 2021) Dean Academics office has organized 05 training session on attainment of Course outcome and Programme outcome through icloud
Criterion 3		
8	Coordination with all departments in following and enabling the smooth documentation.	With the support and cooperation of Single Point of Contact of each department the related information has been incorporated in the E-Portal.
9	An ecosystem of Research and Innovation will be developed by involving the maximum number of faculty and students.	Various research and Innovation based activities have been organized in Schools to include most of the faculty and Students. Now different research groups are actively working on different research problems. Various research promotional schemes (IPR publication/Grant award, Publication etc.) have also been implemented.
10	To enhance the collaborative activities for research and development, the new MoU will be initiated with some more Institutions/Industries.	Recently, a Research MoU has been finalized with one of Central University i.e. HNB Garhwal University, Srinagar, Uttarakhand. In a short span of time of six months two joint Research papers in SCI journals have also been published and more are in process.
Criterion 4		
11	Framing and finalizing of assets management and audit process	Under Process
12	Infrastructure audit of all classroom/laboratories school wise and block-wise	Completed
13	Encouraging schools to develop e-content through university facilities (LCS, media centre, virtual platform) and uploading the same on LMS (iCloud	<ol style="list-style-type: none"> SOL, SBS, SNSR, SDS, SHSS, SET-Mechanical, civil, EE&CE have started developing the lecture through impartus Developing lecture through Media Centre is under process
Criterion 5		
14	Coordination with all the schools and other relevant departments for data uploading on e-zone (School Deans and HoDs)	Data uploading is complete and cleaning is in process.

15	Ensure maximum registration of alumni on the Alumni portal and creating a connection with the alumni (School Deans and HoDs)	Number of alumni increased to 16200+ till date.
16	Finalization and notification of placement policy (IQAC)	Placement policy completed. To be notified
Criterion 6		
17	Coordination with all schools and other relevant departments of data uploading on E-zone for the year 20-21.	Coordinated with all schools and data uploaded for the year 2020-2021.
18	Executive summary to be made for the external Academic Administrative Audit.	In Process
19	Coordinate with all departments to ensure that the same targets need to be followed for the Conferences, Workshops, FDP /MOOC and Training programmers organized by the institution for teaching and non-teaching staff	Coordinated with all schools and Total 211 Programme organized by the school for the year 20-21.
20	Coordinate with all Deans to motivate faculty members to get Professional membership as per the policy and try to ensure maximum participation of their faculty members.	Coordinated with school and 293 Faculty members benefited for the year 2020-2021.
Criterion 7		
21	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)	Dean and HoD were shared with targets of required events and a good number of events are added in all the sub-criteria, e.g. 30 new activities are undated in gender equality sensitization, 31 activities are added to tolerance and harmony towards diversities, 12 events are updated for values, rights and duties of citizen, and 16 events added for code of conduct and professional ethics till date.
22	Follow up of alternate energy initiatives (Action: IQAC)	Energy audit for the 2020-21 year is reminded to get complete. In addition to the Solar energy system Energy saving device, bulb and instruments are being maintained to meet the electricity requirements.
