2nd Internal Quality Assurance Committee (IQAC) Meeting (2019-20)

Minutes of Meeting

The 2nd Meeting of the IQAC (2019-2020) was held on Monday, February 24, 2020 at 02:00 pm in the VC Board Room. The meeting was attended by the following members:

Sr. No	Name	Designation	Attendance
1	Prof. G. R. C. Reddy	Vice Chancellor	Present
2	Sh. R. P. Agrawal	Principal Advisor to Chancellor	Could not attend
3	Prof. P. L. Kariholu	Pro-Vice Chancellor (Medical Wing)	Present
4	Sh. Prashant Gupta	Executive Director	Could not attend
5	Prof. V. P. S. Arora	Director IQAC	Present
6	Mr. A. K. Singh	Registrar	Present
7	Prof Sibaram Khara	Dean Academic Affairs	Present
8	Prof H. S. P. Rao	Dean Research	Present
9	Prof. Veereshwar Bhatnagar	Dean Research (Medical Wing)	Could not attend
10	Prof R C Singh	Controller of Examination	Could not attend
11	Sh. R. D. Sahay	Director Administration	Present
12	Sh. Vivek Kr. Gupta,	Joint Registrar (HR)	Absent
13	Mr. Dheeraj Sharma	Director Sharda Skills	Present
14	Mr. Vikram Singh	Director Training & Placement	Present
15	Dr. Monica Agarwal	Head Alumni Affairs	Present
16	Dr. Nirupma Gupta	Dean of Students' Welfare	Present
17	Prof. R. M. Mehra	Professor Emeritus (SET) and Coordinator, SSR Steering Committee	Present
18	Prof. Parama Nand	Dean (SET)	Present

19	Prof. Mukesh Chaturvedi	Dean (SBS)	Present
20	Prof. H.S Gaur	Dean (SBSR)	Present
21	Prof. Rupinder Singh	Dean (SAP)	Present
22	Prof. Ritu Sanjeev Sood	Dean (SMFE)	Present
23	Dr. Arti Koul Kachroo	Dean (SHSS & SOE)	Present
24	Prof.Pradeep Kulshrestha	Dean (SOL)	Present
25	Prof. Yogesh Tripathi	Dean (SAHS)	Present
26	Dr. Manisha Jindal	Dean (SMSR)	Present
27	Dr. M. Siddharth	Dean (SDS)	Present
28	Dr. Vijender Singh	Dean (SOP)	Present
29	Prof. Paulin Sharmila	Head Principal, 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	Prof. R P Mahapatra	Dean, S RM University Campus, Ghaziabad (8859978888)	Present
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	Present
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

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At the outset, Director, IQAC, welcomed the Hon'ble Vice Chancellor, External Expert Prof R P Mahapatra (SRM), and all other Members present. The discussion on the agenda was initiated with the permission of Chair. Agenda wise minutes are noted hereunder:

Item 02-01: Confirmation of the Minutes of the 1ˢᵗ meeting of IQAC (2019-20) held on November 7, 2019.

The minutes of meeting of IQAC, held on November 7, 2019 were confirmed as circulated.

Item 02-02: Approval of the Action Taken Report on the minutes of the IQAC held on November 7 2019.

The Action Taken Report (ATR) on the minutes of the IQAC meeting held on November 7, 2019 was shared with the members and discussed in detail. It was proposed that the meeting of the Steering Committee be convened in March 2020. The IQAC approved the ATR on the minutes. **(Action: IQAC)**

Item 02-03: Review of Plan of Action as specified in AQAR for 2019-20

The University submitted AQAR for 2019-20 in December 2019. Along with AQAR, Plan of Action for 2019-20 was also sent to the NAAC. The same was discussed, highlighting the criterion wise way forward. The following suggestions were made on the respective criteria in addition to those already specified in the Action Plan:

<u>Criterion 1:</u>
- CBCS needs to be implemented in Medical Schools too. **(Action: Pro Vice Chancellor, Deans (SMSR, SDS,SNSR, SAHS,SOP))**
- Action plan for Value added courses needs to be prepared by respective schools. **(Action: School Deans)**

<u>Criterion 2:</u>
- Mentoring has to be taken up actively with all faculty members engaging in the same at regular intervals and maintaining connect with their mentees. **(Action: School Deans)**

<u>Criterion 3:</u>
- It was highlighted that the university has taken steps to encourage research amongst UG students, seed fund has been allotted and proposals have been received for setting up Centres of Excellence and the approved ones would be notified soon.
- A place for Central Instrumentation Facility has also been identified and requirements and proposals called out from Dean for the same.
- In terms of community outreach, two persons have been appointed to emphasize on movement of the programme. It was discussed that community connect needs to be made more attractive practice with impact analysis. It could be identified in 3 phases: Visit, survey and problem identification, solution provision and lastly, impact analysis. **(Action: School Deans)**
- For budgets related to research for students, faculty may be attached to the same to avail funds under research.
- In terms of PhDs, 377 applications were received, 211 gave the exam, 112 were called for interviews and 77 were enrolled in the last session.
- More focus needs to be laid on e-content development, collaborative activities, and setting up MoUs. **(Action: Dean research, School Deans)**

<u>Criterion 4:</u>
- The status of Central Library was updated and it is estimated that the same shall be completed by March 2020. **(Action: Prof R M Mehra)**

<u>Criterion 5:</u>
- It was stressed that the events that are organized with alumni need to be documented properly. **(Action: Head, Alumni & School Deans)**
- Further, Schools need to work together with the head alumni to organize and document events. Champions need to be identified for each batch to ensure further reach. **(Action: Head, Alumni & School Deans)**

Criterion 6:
It was highlighted that the internal AAA would be undertaken by the IQAC in March 2020 and External AAA would be conducted in April/ May 2020. **(Action: IQAC)**

Criterion 7:
Best practices need to be identified in the schools and developed further. **(Action: School Deans)**

Item 02-04: Status of Accreditations/ Rankings/Applied in the Academic Year 2019-2020

The Status of applications submitted by IQAC since August 01, 2019, on behalf of the University to different organizations/ institutions for accreditations/ ranking / recognition/ awards was noted.

Item 02-05: Consideration of Policy and Format for Academic and Administrative Audit (AAA)

The policy and guidelines of AAA was presented before the IQAC and was approved as proposed (Annexure I). It was intimated that henceforth yearly internal audits and one external audit would be undertaken once in three years, as provided in the Policy document. **(Action: IQAC)**

Item 02-06: Report on FDPs/ Trainings/ Events conducted/ proposed to be conducted during the academic year 2019-20

The IQAC noted the list of proposed FDPs/Workshops planned till June 2020. The Deans were requested to approach IQAC for any other workshops they may seek to be organized along with the IQAC. **(Action: IQAC)**

Item 02-07: Report on the findings of Students' Satisfaction Survey conducted during the current academic year.

The IQAC conducted students' satisfaction survey in the March 2019. The major findings were presented in the meeting. The progress of the second online students' satisfaction survey in progress was also presented before the IQAC with emphasis that Deans ensure that the same is filled by the students. IQAC was asked to share the status of the ongoing survey with the Deans. Preliminary results of on-going online survey were shared.**(Action: IQAC & School Deans)**

Item 02-08: Review of Status of Rating of Different Schools and Administrative Offices on preparation for 2nd cycle of NAAC

The Review of progress of preparation by different Schools/Offices for 2nd cycle presented before Deans was summarized through a way forward and further points were identified to be addressed for each criterion as below:

Criterion 1:
- Further additions in terms of preparation of need assessment is required
- Collection of feedback and documentation

(Action: School Deans and HoDs)

Criterion 2:
- Identification of methodology for slow learners and fast learners and ATR on the same.
- OBE attainment and CO/PO mapping was stressed.

(Action: School Deans and HoDs)

Criterion 3:
- As mentioned in item 03 above, it was stressed that Research needs to be focused on and strengthened. **(Action: School Deans and HoDs)**

Criterion 4:
- Recording of lectures to be encouraged **(Action: School Deans and HoDs)**

Criterion 5:
- The Student Council constituted to be provided with nominations by the Deans and the first meeting to be held in the first week of March 2020.**(Action: Deans DSW and School Deans)**

Criterion 6:
- AAA to be conducted with participation and facilitation by Deans

- (Action: IQAC & School Deans)
Criterion 7:
- Focus on developing best practices of Schools **(Action: School Deans and HoDs)**

Item 02-09: Consideration of proposal of Data Management System Schools
The IQAC proposes to strengthen the existing data management system. In this regard, it was explained that a data management system would be developed to enable schools to record data efficiently pertaining to various rankings, surveys and accreditations. **(Action: IQAC)**

Item 02-10: Any other item with permission of the chair
- It was highlighted by Prof. R.M. Mehra that a workshop on IPR would be held on the 17th of March 2020 explaining aspects of patents, design and copyright filing.
- He also encouraged faculty develop e-content based on their courses.
  (Action: IQAC & Prof. Mehra)

The following observations were made by the Student's Representative:
- There is a need to emphasize to students the need for surveys and the benefits of same. Hence awareness about the same must be built within students.**(Action: School Deans and HoDs)**
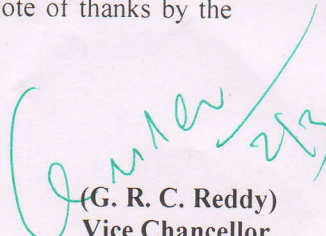
The following observations were made by the External Expert:
- The expert stressed departments need to improve publications, especially focusing on areas where good publications are possible like in Chemistry.
- Students and faculty need to be encouraged to undertake MOOC courses
- Identification of slow learners and fast learners needs to be undertaken with action and documentation of same
- Ensure that all labs in the university are audited

At the end of the meeting, Director IQAC iterated that the Deans were welcome to approach IQAC for any clarifications and support they need to identify weaknesses and opportunities with regard to NAAC. He also welcomed suggestions from all in the area of quality improvement and encouraged all to work together to enhance the quality of the institution.

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, the External Expert, and all Members present.

(V. P. S. Arora)
Director IQAC,
Sharda University

(G. R. C. Reddy)
Vice Chancellor,
Sharda University