



**SHARDA  
UNIVERSITY**  
*Beyond Boundaries*



**Minutes of the Meeting**  
**2<sup>nd</sup> IQAC Meeting**  
**(Wednesday, April 26, 2023)**

**Sharda University**

**Greater Noida, U.P**

## Content

<b>Item No.</b>	<b>Particulars</b>
<b>02-01</b>	<b>Confirmation of Minutes of 1<sup>st</sup> meeting of IQAC 2021-22</b>
<b>02-02</b>	<b>Review of Action Taken Report of 1<sup>st</sup> meeting of IQAC</b>
<b>02-03</b>	<b>Institutionalizing Quality Assurance &amp; Strategic Process</b>
<b>02-04</b>	<b>Review of Teaching-Learning Process</b>
<b>02-05</b>	<b>Review of the Structure &amp; Methodologies of Operations</b>
<b>02-06</b>	<b>E-zone Modification and Updation</b>
<b>02-07</b>	<b>Review of Outcomes</b>
<b>02-08</b>	<b>Proposed Activities by the IQAC (Rankings, Reports, Audits)</b>

**Attendance Sheet 2nd IQAC Meeting  
(Wednesday, April 26, 2023)**

S.No.	Name	Designation	Signature
1	Prof. Sibaram Khara	Vice- Chancellor	
2	Mr. Prashant Gupta	Executive Director	
3	Mr. Vivek Kumar Gupta	Registrar	
4	Prof. Anubha Vashisht	Director, IQAC	
5	Prof. Bhuvnesh Kumar	Dean Research	
6	Prof R. C. Singh	Controller of Examination	
7	Dr. B.K Singh	Dean Students' Welfare	
8	Prof. Parma Nand	Dean Academics & Dean (SSET)	
9	Prof. Dharminder Kumar	Professor, (CSE) Guru Jambheshwar University, Hisar	
10	Mr. Amit Malhotra	Trustee, MonAmi Foundation	
11	Ms. Chanchal Chauhan	Head, Organisation Effectiveness Sopra Steria India	
12	Shri. Ajay Agarwal	Finance Officer	
13	Dr. Mridul Dharwal	Professor (SSBS) & Director International Accreditation and Ranking	
14	Prof. Jayanthi Ranjan	Dean (SSBS)	
15	Prof. S.K Banerjee	Dean (SSBSR)	
16	Prof. Ritu Sanjeev Sood	Dean (SSMFE)	
17	Prof. Arti Koul Kachroo	Dean (SSOE)	
18	Dr. Komal Vig	Dean (SSOL)	
19	Prof. Sally Lukose	Dean (SSAHS)	
20	Prof. Nirupma Gupta	Dean (SSMSR)	
21	Prof. M. Siddharth	Dean (SSDS)	
22	Prof. Arockia Babu	Dean (SSOP)	
23	Prof. Dolly Wattal Dhar	Dean (SSAS)	
24	Prof. Dipti Parashar	Dean (SSAP)	
25	Prof. R Sreeraja Kumar	Dean (SSNSR)	
26	Prof. Anviti Gupta	Dean (SSHSS)	
27	Dr. Kennedy S	Associate Professor (SSET)	
28	Dr. Anita Singh	Professor (SSOL)	
29	Dr. Hari Om Sharma	Associate Professor (SSHSS)	
30	Dr. Parul Saxena	Associate Professor (SSBS)	
31	Dr. Subrata Sahana	Associate Professor (SSET)	
32	Dr. Toran Talwar	Assistant Professor (SSHSS)	
33	Dr. Sudeep Varshney	Associate Professor (SSET) (Special Invitee)	
34	Mr. Firoz Khan	Administrative Officer (IQAC) (Special Invitee)	
35	Ms. Ishveen Kour	Student, (SSBS)	
36	Ms. Aina Sultan	Student, (SSDS)	
37	Mr. Akash Singh	Paramount Health Services and Insurance TPA Pvt. Ltd. (Alumni)	

## Welcome

1. The Director, IQAC extended a warm welcome to all the members of the Internal Quality Assurance Committee and the Chairperson

## Apologies

2. The Internal Quality Assurance Committee noted all apologies received from a few members who were unable to attend the meeting as noted above.

## Confirmation of Minutes

- Item 02-01:** Confirmation of the Minutes and Action Taken Report of the 1st meeting of IQAC (2022-23) held on Friday, 30th December, 2022 (Refer Annexure- I)

## Review of Action Taken Report of 1<sup>st</sup> meeting of IQAC

- Item 02-02:** The committee received the follow- up action and reviewed matters arising from the Minutes of the last Meeting (Refer Annexure-II)

## ITEMS FOR DISCUSSION AND DECISION

**Item 02-03: Institutionalizing Quality Assurance & Strategic Process**

1. The committee received a proposal to decentralize the IQAC at the School/Department level. Experts suggested that the composition of the DIQAC should include at least three members nominated by the Honourable Vice-Chancellor.

[Action: IQAC; Time frame: May 30, 2023]

2. It was proposed that the IQAC should organize at least two collaborative quality activities for faculty and staff development in the coming months.

[Action: IQAC; Time frame: July, 2023]

3. The committee received a suggestion to initiate the development of e-portfolios for students. Experts suggested first sensitizing the importance of e-portfolios among the students and then exploring further steps for implementation.

[Action: Dean Academics and Training & placement Cell (Dr. Vibha Thakur; Time frame: August 1, 2023)]

4. It was proposed to initiate developing placement analysis software using data science for the respective Department / School so that the factors influencing the number of placements can be determined, and appropriate actions can be taken based on the analysis.

[Action: Training & placement Cell; Time frame: August 1, 2023]

**Item 02-04: Review of Teaching-Learning Process**

1. It was proposed to conduct 5 Day FDP on OBE/Innovative Teaching Learning Practices/IDP.

[Action: IQAC & Teaching Learning Centre; Time frame: July, 2023]

2. It was proposed to conduct a Student Satisfaction Survey to gather feedback and assess the satisfaction levels of students and analysis to be done by May.

[Action: IQAC; Time frame: May, 2023]

**Item 02-05: Review of the Structure & Methodologies of Operations**

1. It was proposed to increase the installation of Smart Boards by 10% of the total existing installations by March 2024. Experts suggested developing a roadmap in consultation with the IT Department to cover the installation in all the classroom classrooms.

[Action: IT Head, Mr. Omprakash; Time frame: May 30, 2023]

2. The proposal to develop a MOOC site was made, and it was suggested to form a committee in consultation with the Dean of Academic Affairs to oversee the development process.

[Action: Dean Academics Affairs; Time frame: July, 2023]

3. It was proposed to conduct a one-day workshop focused on the documentation related to the Board of Studies (BoS).

[Action: Dean Academics Affairs; Time frame: June, 2023]

4. The committee received a suggestion to review the policy on financial assistance to faculty for attending conferences/workshops. It was proposed that a committee be formed to review and update the policy.

[Action: Dean Academics Affairs; Time frame: May, 2023]

5. It was proposed to formulate an Industry Advisory Board for better Industry- Academia Integration at the University Level. The Industry Advisory Board would serve as a valuable resource to foster meaningful partnerships and enhance the relevance of academic programs as per the industry needs.

[Action: IIEEC; Time frame: June, 2023]

6. It was suggested by the Honourable Chairman that all committees and cells of the university are required to diligently prepare and submit their annual reports, highlighting their achievements, impact, and outcomes. These reports should provide a comprehensive overview of the activities and contributions of each committee and cell within the university.

[Action: All Committee & Cell of the university; Time Frame: August 2023]

**Item 02-06: E-zone Modification and Updation**

1. Necessary changes to be done as per the requirements. It was further suggested by Associate Dean, SSAP to provide dashboard access to the respective Deans/HoDs for better monitoring. Honourable Chairman suggested that Deans/ HoDs should submit their specific E- zone requirements

[Action: IQAC; Time frame: Ongoing]

2. It was proposed to create an E-Zone portal for Industry Based Projects. The portal would serve as a platform to facilitate the management and coordination of industry-based projects for students.

[Action: IIEEC; Time frame: July, 2023]

**Item 02-07: Review of Outcomes**

It was suggested to enhance ERP for Student Specific Outcomes. It was further suggested by the respected registrar Sir to Implement robust analytics and reporting capabilities in the ERP system. And create a student progression platform to generate meaningful insights related to student outcomes. This would enable to identify areas for improvement, track performance trends, and make data-driven decisions to enhance student success.

[Action: Dean Academics; Time frame: Plan submission for development with timelines]

**Item 02-08: Proposed Activities by the IQAC (Rankings, Reports, Audits)**

1. Conduct Academic and Administrative Audit as per the proposed Schedule Internal Audit (May 24-26) and External Audit (June 24-26)

[Action: IQAC; Time frame: May/June, 2023]

2. Apply for India Today Rankings- University level

[Action: Prof. Mridul Dharwal; Time frame: May 2023]

3. Annual Energy Audit to be Conducted by June 2023

[Action: IQAC; Time frame: June, 2023]

4. Finalization and Submission of AQAR

[Action: IQAC; Time frame: June, 2023]

**Suggestions:**

The suggested agenda points by the experts for the up-coming Internal Quality Assurance Cell (IQAC) meeting are as follows:

- 1. Major points of Academic Administrative Audit (AAA):** Present an overview of the key findings and recommendations from the AAA. Discuss the actions taken or planned in response to the audit, including any improvements or initiatives implemented.
- 2. IQAC Achievements:** Highlight the accomplishments and progress made by the IQAC since the last meeting. Present any successful initiatives, improvements in quality indicators, or notable outcomes resulting from IQAC interventions.
- 3. Student Satisfaction Survey Results:** Share and discuss the results of the recent student satisfaction survey. Analyze the feedback received from students, identify areas of concern or areas for improvement, and discuss strategies to address them.
- 4. Pre-IQAC Meeting:** Schedule a pre-IQAC meeting to gather inputs and suggestions from relevant stakeholders before the main IQAC meeting. The pre-meeting will help ensure that diverse perspectives and concerns are considered in the discussions.

*Anubha*  
Prof. (Dr.) Anubha Vashisht  
Director IQAC  
DIRECTOR  
Internal Quality Assurance Cell (IQAC)  
SHARDA UNIVERSITY  
Plot No.-32, 34, Knowledge Park-III  
Greater Noida - 201306 (U.P.)

*Sibaram Khara*  
22/05/2023  
Prof. (Dr.) Sibaram Khara  
Vice Chancellor

Vice-Chancellor  
Sharda University  
Plot No 32-34, Knowledge Park-III  
Greater Noida - 201310 (U.P.)