

### 3<sup>rd</sup> Internal Quality Assurance Cell (IQAC) Meeting (2019-20)

#### Minutes of Meeting

The 3<sup>rd</sup> Meeting of the IQAC (2019-2020) was held on Wednesday, April 29, 2020 at 03:00 pm on Zoom Platform. The meeting was attended by the following members:

Sr. No	Name	Designation	Attendance
1	Prof. Sibaram Khara	Vice Chancellor & Dean Academic Affairs	Present
2	Sh. R. P. Agrawal	Principal Advisor to Chancellor	Present
3	Prof. P. L. Kariholu	Pro-Vice Chancellor (Medical Wing)	Could not attend
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 Anubha Vashisth	Dean (SHSS)	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	Present
12	Sh. Vivek Kr. Gupta,	Joint Registrar (HR)	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. Subir Ranjan Das	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 (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)	Could not attend
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.	Could not attend
39	Mr. Satyam Sharma	Students-SET, Syst. ID- 2017010729	Absent
40	Mr. Pallav Prakash	Students-SDS, Syst. ID-2017014641	Present
41	Sh. Prashant Kumar Varshney	Assistant Manager Denso India Pvt. Limited (Alumni)	Could not attend

At the outset, Director, IQAC, welcomed the Hon'ble Vice Chancellor and all other Members present. The discussion on the agenda was initiated with the permission of Chair. Agenda wise minutes are noted hereunder:



**Item 03-01: Confirmation of the Minutes of the 2<sup>nd</sup> meeting of IQAC (2019-20) held on February 24, 2020.**

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

**Item 03-02: Approval of the Action Taken Report on the minutes of the IQAC held on February 24, 2020.**

The Action Taken Report (ATR) on the minutes of the IQAC meeting held on February 24, 2020 was approved with following observations:

1. Proposed Centres of excellence, and Central Instrument Laboratory may made functional at the earliest. **Action: Dean Research**
2. Central library should become functional before the next academic year starts. **Action: Prof R M Mehra**
3. Data base for students (Graduate) placed, selected through competitive examinations, opted for Higher Studies, have become entrepreneurs should improve. **Action: Director Placement, School Deans, Head Alumni Cell**
4. School wise best practices should be submitted to the Vice Chancellor (copy to Director IQAC) latest by 7<sup>th</sup> May, 2:00 pm) **Action: School Deans**

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

The activities undertaken in Criterion 1 were presented by the Director IQAC along with the upcoming activities planned. The following points were highlighted:

- CBCS needs to be implemented in Medical Schools too & a meeting to be held with VC regarding the same. **(Action: Pro VC Medical, Deans (SMSR, SDS, SNSR, SAHS, SOP)**
- Schedule of Academic processes shared **(Action: School Deans)**
- Checklist of Criterion I shared and to be followed **(Action: School Deans)**

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

The activities undertaken in Criterion 2 were presented by the Director IQAC along with the upcoming activities planned. The following points were highlighted:

- Deans to iterate the importance of the student satisfaction Survey to Students through the mentors **(Action: School Deans & Mentors)**
- It was suggested by Dean DSW that the Student council may be used as a platform to propagate the importance of the Student Satisfaction Survey **(Action: Dean DSW & Student Council)**
- Faculty requirements to be expedited so that the recruitment is conducted and faculty inducted at the earliest **(Action: School Deans & HR)**

**Item 03-05: Progress Review and Proposed Activities under Criterion 3**

The activities undertaken in Criterion 3 were presented by the Director IQAC along with the upcoming activities planned. The following points were highlighted:

- Identify faculty that are research oriented in every School and promote them for research **(Action: School Deans, Dean Research)**
- It was suggested by the Honorable VC that a SOP be prepared for the submission process of Funded research Projects as also for support, progress review and monitoring. **(Action: Dean Research & IQAC)**
- It was suggested that FDP with maximum coverage of faculty be undertaken by Schools **(Action: School Deans)**
- It was suggested that a SOP for incentives to Faculty towards Awards and Recognition may also be prepared **(Action: IQAC)**

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

The activities undertaken in Criterion 4 were presented by the Director IQAC along with the upcoming activities planned. The following points were highlighted:

- Development of a football ground may be looked into by evaluating the ground in front of Block 7 **(Action: Dean DSW)**





- Proposal made for Tennis and Badminton court provision needed to be followed up **(Action: Dean DSW)**
- It was suggested by Shri. R. P. Agarwal that the basketball & volley ball AIU tournaments for girls may be held in the university, looking into their campus stay arrangements **(Action: Dean DSW)**
- Regarding procurement of new computers, it was mentioned by Shri. R.P. Agarwal that a proper utilization chart for the same may be prepared, to ensure optimum usage **(Action: School Deans)**

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

The activities undertaken in Criterion 5 were presented by the Director IQAC along with the upcoming activities planned. The following points were highlighted:

- Efforts should step up to seek active contribution of University Alumni towards the University. Alumni base may also be used to improve the quality of data on placement, and career chart of our graduates. **Action: Head Alumni and School Deans**
- School Deans, Placement Head, and Alumni Head should jointly work to develop correct placement status of our graduates, particularly in SMSR, SDS, SNSR, SAHS, and SAP. **(Action: Placement Head, Alumni Head, School Deans)**
- The Head of the Career Counseling Centre was advised to ensure that career counselling covers all students particularly the final year students. **(Action: Career Counseling Head)**

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

The activities undertaken in Criterion 6 were presented by the Director IQAC along with the upcoming activities planned. The following points were highlighted:

- It was suggested that the Internal AAA that was scheduled be conducted online during the lockdown. **(Action: IQAC)**
- It was also suggested that a physical verification of the internal AAA and External AAA may be done once the lockdown ceases A list of experts to be identified and discussed with the VC **(Action: IQAC).**

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

The activities undertaken in Criterion 7 were presented by the Director IQAC along with the upcoming activities planned. The following points were highlighted:

- It was suggested that the green audit scheduled to be conducted be looked into **(Action: IQAC & Dean SBSR)**
- The aspects of STP performance, energy saving device coverage and waste management need to be ensured with a scheduled follow up on the same with an implementation plan, person in charge and progress monitoring **(Action: Infrastructure Head & IQAC)**
- Best practices of schools to be documented and forwarded to the IQAC **(Action: School Deans)**

**Item 03-10: Proposed Capacity Building Activities by the IQAC on Online Mode**

Director IQAC presented a list of Capacity Building Activities in the upcoming months primarily on an online mode considering the current lockdown.

- It was highlighted that a series of webinars on the various criteria of NAAC would follow to appraise maximum faculty of the same followed by a doubt clearing session **(Action: IQAC)**
- It was suggested by the Honorable VC that School Deans may be invited to present on the same to facilitate cross-learning and qualitative inputs **(Action: IQAC & School Deans)**

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

- It was suggested that by Shri R.P. Agarwal that a meeting be convened of the Sr. Officials to ensure conduct of all the statutory meetings scheduled during this duration **(Action: IQAC & VC office)**
- Considering the Covid-19 scenario, a brainstorming on the same may be done with directions for clinical labs **(Action: Pro-VC Medical & School Deans- Medical)**



- Student counseling may be regularly followed up during the lockdown as being done (**Action: IQAC**)

**The following observations were made by the Student's Representative:**

- There is a need to emphasize to students the need for surveys through the student mentors by building awareness about the same. (**Action: School Deans and HoDs, & Mentors**)

**The following observations were made by the Representative of the Management:**

- Shri R.P. Agarwal mentioned that the deficiencies pointed out with respect to functioning of the Village Health Centres are looked into. It was proposed that a committee of senior professors from the medical wing may be constituted to examine these deficiencies (**Action: IQAC in forming the committee**)

At the end of the meeting, Director IQAC 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 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 and all Members present.



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



(Sibaram Khara)  
Vice Chancellor,  
Sharda University