Minutes of the Meeting

1st   IQAC Meeting
(Monday, December 18, 2023)

Sharda University

Greater Noida, U.P

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01-01-23/24	Confirmation of Minutes of 4th IQAC Meeting held on July 26, 2023 for the AY 2022-2023.
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01-03-23/24	Approval-IQAC Activity Calendar for the AY 2023-24
01-04-23/24	Institutionalizing the Quality Assurance Strategies
01-05-23/24	Review of the Quality of Teaching-Learning Process
01-06-23/24	Review of the Structure & Methodologies of Operations
01-07-23/24	Strategic Planning -Proposed Activities by the IQAC (Accreditations & Rankings and Compliance)
01-08-23/24	Any other item with the permission of the Chair

Minutes of the 1st IQAC Meeting of Academic Session 2023-24 held on Monday, December 18, 2023 at 11:00 AM in the VC Board Room (Block-2) of the University

The following members were present in this meeting:

- Prof. (Dr.) Sibaram Khara, Chairman
- Prof. (Dr.) Parma Nand, Pro-Vice-Chancellor
- Mr. Vivek Kumar Gupta, Registrar
- Prof. (Dr.) R. C. Singh Controller of Examination
- Prof. (Dr.) Bhuvnesh Kumar Dean Research
- Prof. (Dr.) Jayanthi Ranjan Dean Academics & Dean SSBS
- Prof. (Dr.) A.N. Rai, Former VC, NEHU and Mizoram University, Ex- Director NAAC
- Mr. AniI Gupta, Executive Vice President, Satin Creditcare Network Ltd
- Mr. Amit Malhotra, Trustee, MonAmi Foundation
- Mr. Ajay Agarwal, Finance Officer
- Prof. (Dr.) Madhukar M. Deshmukh, Professor (SSET) & Director Industry Integration and Knowledge Exchange Cell (IIKEC)
- Prof. (Dr.) Bhawna Mallick Professor (SSET) & Director TLC
- Prof. (Dr.) S.K Banerjee
- Prof. (Dr.) Arti Koul Kachroo
- Prof. (Dr.) Komal Vig
- Prof. Karuna Singh
- Prof. (Dr.) Nirupma Gupta
- Prof. (Dr.) Dolly Wattal Dhar
- Prof. (Dr.) Dipti Parashar
- Prof. (Dr.) R Sreeraja Kumar
- Prof. (Dr.) Nayyar Pervez
- Prof. (Dr.) Anviti Gupta
- Prof. (Dr.) Shankar Ramamoorthy
- Dr. Parul Saxena
- Dr. Sudeep Varshney
- Dr. Kennedy S
- Dr. Ruchi Jain Garg
- Dr. Kumud Madan
- Dr. Hari Om Sharma
- Dr. Subrata Sahana
- Dr. Toran Talwar
- Mr. Firoz Khan (Special Invitee)
- Dr. Gurpyari Bhatnagar (Special Invitee)
- Dr. Abhishek S. Verma (Special Invitee)
- Prof. (Dr.) Rashmi Priyadarshini (Special Invitee)

- Dr. Varun Mohan (Special Invitee)
- Col. Vivek Shankar Mathur (Special Invitee)
- Ms. Aina Sultan Student, (SSDS
- Prof. (Dr.) Sally Lukose, Convener

The following members could not attend the meeting due to prior commitments:

- Mr. Prashant Gupta, Chief Executive Officer (CEO), Sharda Group and President, Sharda University Uzbekistan
- Prof. (Dr.) B.K Singh, Dean Students' Welfare
- Prof. (Dr.) Ritu Sanjeev Sood
- Prof. (Dr.) Amrish Chandra
- Prof. (Dr.) M. Siddharth
- Ms. Yamini Budhalakoti Student, (SSBS)
- Mr. Akash Singh (Alumni)

Attendance Sheet of 1st IQAC Meeting
December 18, 2023 (AY-2023-2024)

S.No.	Name	Designation	Signature
1	Prof. Sibaram Khara	Vice-Chancellor	
2	Mr. Prashant Gupta	Chief Executive Officer (CEO), Sharda Group and President, Sharda University Uzbekistan	APOLOGY
3	Mr. Rishabh Gupta	Vice President, Sharda Hospital	APOLOGY
4	Prof. Parma Nand	Pro-Vice-Chancellor	
5	Mr. Vivek Kumar Gupta	Registrar	
6	Prof. R. D. Sahay	Advisor Policy	
7	Prof. Sally Lukose	Director, IQAC	
8	Prof. Bhuvnesh Kumar	Dean Research	
9	Prof. R. C. Singh	Controller of Examination	
10	Dr. B.K Singh	Dean Students' Welfare	
11	Prof. Jayanthi Ranjan	Dean Academics & Dean SSBS	
12	Prof. A.N. Rai	Former Director, NAAC, Former VC, NEHU and Mizoram University	
13	Mr. Anil Gupta	Executive Vice President Satin Creditcare Network Ltd	
14	Mr. Amit Malhotra	Trustee, MonAmi Foundation	
15	Shri. Ajay Agarwal	Finance Officer	
16	Prof. (Dr.) Madhukar M. Deshmukh	Professor (SSET) & Director Industry Integration and Knowledge Exchange Cell (IIKEC)	
17	Dr. Bhawna Mallick	Professor (SSET) & Director TLC	
18	Dr. Abhishek S. Verma	Assistant Professor (SSET)	
19	Prof. S.K Banerjee	Dean (SSBSR)	
20	Prof. Ritu Sanjeev Sood	Dean (SSMFE)	
21	Prof. Arti Koul Kachroo	Dean (SSOE)	
22	Dr. Komal Vig	Dean (SSOL)	
23	Dr. Karuna Singh	Dean (SSAHS)	
24	Prof. Nirupma Gupta	Dean (SSMSR)	
25	Prof. M. Siddharth	Dean (SSDS)	
26	Prof. Arockia Babu Amrish	Dean (SSOP)	
27	Prof. Dolly Wattal Dhar	Dean (SSAS)	
28	Prof. Dipti Parashar	Dean (SSAP)	
29	Prof. R Sreeraja Kumar	Dean (SSNSR)	
30	Prof. Anviti Gupta	Dean (SSHSS)	
31	Dr. Parul Saxena	Associate Professor (SSBS) & Overall Co-ordinator of IQAC	
32	Dr. Sudeep Varshney	Associate Professor (SSET) (Special Invitee)	
33	Dr. Kennedy S	Associate Professor (SSET)	
34	Dr. Ruchi Jain Garg	Professor (SSBS)	
35	Dr. Kumud Madan	Associate Professor (SSOP)	
36	Dr. Hari Om Sharma	Associate Professor (SSHSS)	

Vice Chancellor
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	Name	Designation	Signature
37	Dr. Subrata Sahana	Associate Professor (SSET)	
38	Dr. Toran Talwar	Assistant Professor (SSHSS)	Toran Talwar
39	Mr. Firoz Khan	Administrative Officer (IQAC) (Special Invitee)	
40	Ms. Yamini Budhalakoti	Student, (SSBS)	
41	Ms. Aina Sultan	Student, (SSDS)	
42	Mr. Akash Singh	HR ExecutiveParamount Health Services and Insurance TPA Pvt. Ltd. (Alumni)	
43	Dr Shankar Ramamoorthy	DEAN - SET.	
44.	Dr Gurpyari	SHSS - (NAAC - coordinator) SSHSI	
	Dr Rashmi	ASSOC DDA	
45.	Dr Varun Mohan	Asso Prof	
46	Col Vivek Mathur	Asso Prof CE.	Vivek

At the outset, the Director IQAC as Convenor of the IQAC Committee extended a warm welcome to the Chairman of the IQAC Committee, External Experts, invited guests and all the esteemed members present. She then introduced the esteemed External Experts- Prof.(Dr) A. N Rai, Former VC Mizoram and NEHU University, Ex – Director NAAC, Mr Amit Malhotra, Trustee MonAmi Foundation, and Mr Anil Gupta, Executive Vice President Satin Creditcare Network Ltd to the Council.

The agenda were thereafter taken up for discussion with the permission of Chair.

Item No. 01-01-23/24: Confirmation of the Minutes of the 4th meeting of IQAC (2022-23) held on Wednesday July 26, 2023 (Refer Annexure- I) The Director, IQAC informed the Committee that the minutes of the 4th meeting of the IQAC were circulated to all the members and the same have been approved as circulated.

The IQAC Committee accordingly confirmed the minutes of the last meeting held on **July 26, 2023**

Item No. 01-02-23/24: Action taken report on the items of 4th meeting of IQAC (2022-23) held on Wednesday July 26 were presented by the Director IQAC, the observations and suggestions since complied with.

The Committee noted the action taken and accordingly approved the report.

Items for consideration:

Item No. 01-03-23/24 The IQAC Activity Calendar for the AY 2023-24 was proposed to the Committee and approved by the members. The Calendar includes various activities such as workshops on usage of E-resources, Communication skills, FDP and the subsequent IQAC meetings, the academic administrative audits have also been lined up, energy audit and also activities related to ranking and accreditations such as NIRF, QS University World Rankings and NBA to name a few.

The activity calendar was approved by the committee.

Item No. 01-04-23/24: Institutionalizing the Quality Assurance Strategies

a. **Strategy for promotion of International collaboration among faculty members for research and publications.**

Dean Research suggested the strategies to enhance international collaborations by faculty members for research and publications. A minimum requirement of three joint research papers with QS World-ranked International Universities/Institutes (among the top 500) in SCOPUS-indexed journals over a five-year period is proposed. These collaborative efforts should involve the same International University/Institute for each publication. The Dean Research highlighted that the existing Research Promotion Policy of Sharda University already includes provisions to incentivize and support such collaborative initiatives. Faculty authorship with Sharda University affiliation will be incentivized accordingly.

Additionally, Dean research also proposed co-supervision of PhD theses work by international faculty. This implies that faculty members from the institution would actively participate in supervising doctoral candidates, working in collaboration with their counterparts from international institutes/ universities.

[Action: Deans / All Faculty; Time frame: On-going]

a. **Strategy to increase the percentage of PhD faculty members in all departments**
The proposal to enhance the percentage of PhD faculty in all departments was approved during the meeting. It was recommended to implement a strategic shift in the hiring approach, with a focus on recruiting only PhD-qualified faculty in the future. A quantitative analysis of the existing number of non-PhD faculty members at the department/school level is deemed necessary. In addition, there is a call for proactive measures, suggesting that Deans or Heads of Departments (HODs) should take on the role of mentors. Their responsibility would involve guiding and encouraging non-Ph.D. faculty members to enroll and actively pursue a Ph.D.

[Action: Dean of all Schools; Time frame: March 2024]

b. **Strategy to increase the hiring of Professor of Practice (PoP):**
The members appreciated the proposal to increase the hiring of Professors of Practice (PoP) in each department. The suggestion to bring individuals with accreditation and

rankings experience into these roles was also recommended. It was further proposed that each department should aim to have at least one Professor of Practice by the next semester. The HR Department was requested to share the list of suitable candidates identified from the UGC Portal with the Deans for consideration.

[Action: HR Department; Time frame June 2024]

Item No. 01-05-23/24: Review of the Quality of Teaching-Learning Process

a. **Evaluation of the quality of question paper, identifying areas for improvement and propose strategies for enhancing the quality of future question papers.**
   In order to improve the quality of the question papers, the Controller of Examination suggested that only 2 set of question papers should be generated to avoid duplicity of the questions. It was further suggested that the current software to be made robust to facilitate easy uploading of equations, diagrams etc.
   The agenda was approved by the Committee.

[Action: COE and Dean Academics Time frame: March 2024]

b. **Collaboration with Teaching Learning Centre (TLC) for review of reading materials so as to enhance the quality of reading materials and promote effective learning outcomes.**
   It was apprised to the committee by the Director-TLC that the Centre has done a pilot study in this aspect and have been able to identify some areas of concern which requires constant monitoring. It was suggested to do random audits to check the quality of the study material shared with the students. The agenda was approved by the Committee.

[Action: Teaching learning Centre; Time frame: Ongoing]

c. **Enhancing respondents in the Student Satisfaction Survey (SSS):**
   The committee was informed that only approximately 50 percent of students participated in the survey. In order to enhance participation, efforts are underway to establish connections with vital processes like registration and result declarations, with the aim of maximizing responses within this category. A proposal was made to increase the number of respondents in the Student Satisfaction Survey (SSS) by making it mandatory. The external experts suggested converting the survey results into CGPA, as accreditation teams tend to place greater importance on such surveys.

[Action: LMS/DAA, IQAC; Time frame: March 2024]

Item No. 01-06-23/24: Review of the Structure & Methodologies of Operations

 a. **Revision of Policy Document of the Academic and Administrative Audit (AAA)**
As part of our continuous commitment to improving the Academic and Administrative Audit process, we have made minor adjustments to the policy document, with a specific emphasis on refining the feedback and Action Taken Report formats. Additionally, we have introduced comprehensive guidelines for both auditors and the respective schools participating in the audit process. The members have given their approval to the revised draft and formats for the Academic and Administrative Audit. Furthermore, there is a recommendation to conduct an external AAA once every two years. The revised policy will be formally notified.

          [Action: IQAC; Time frame: January 2024]

 b. **Decision on reimbursement of examination fee submitted by students towards MOOC registration**
Recognizing the significant emphasis placed on this initiative by both the state government and the UGC, a proposal was presented to enhance the registration of students on MOOC/SWAYAM Portals. The committee was informed that a notable deterrent in this pursuit is the examination fee, currently set at INR 1000/-. To address this concern and encourage greater participation, a proposal to reimburse this fees (either full or partial) to students who successfully complete the course and submit their certificates was presented to the committee. This proposal was well-received and accepted by the members.
The Committee expressed appreciation for the step, acknowledging that it will enhance the registration and completion of MOOCs by the students.

          [Action: IQAC; Time frame: January 2024]

 c. **To include a clause related to revenue - sharing for training programmes brought in by faculty members**.
The proposal to include a clause related to revenue - sharing for training programmes brought in by faculty members was well accepted by the members. It was further suggested to revise the existing consultancy policy by incorporating contents related to consultancy rather than coming up with a separate policy for training.

          [Action: IQAC; Time frame: January 2024]

d. Automation of event approval processes to streamline and expedite the process

In an effort to simplify and expedite the entire procedure for seeking approvals at different levels, IQAC has initiated implementation of an automated system. The new process will facilitate approvals from Heads to Deans and the IQAC through a centralized portal. This automation will not only streamline the approval workflow but will also directly display approved events on the University website's event calendar. Furthermore, this system will enable data retrieval directly from the portal, eliminating the need for Schools to manage this data separately.

This automation process was welcomed by all members as it reduced the time of the Coordinator Involved. It was further suggested that Finance officer's pre-approval need to be sought for any expenditure above 10,00,000 (INR10 lakhs).

[Action: IQAC Time frame: January 2024]

Item No. 01-07-23/24: Strategic Planning -Proposed Activities by the IQAC (Accreditations & Rankings and Compliance)

a. Sensitization workshops on NAAC documentation as per revised guidelines for all schools/departments

It was proposed to organize Sensitization workshops on NAAC documentation as per revised guidelines for all schools/departments. This agenda was well accepted and it was further suggested that the same can be done for other accreditations such as NBA and NIRF. The experts suggested that such exercise can be conducted in collaboration with the accreditation agencies, as they have a certain fund earmarked for the same.

[Action: IQAC Time frame: January- May 2024]

b. To decide road map for NIRF, NBA and QS World rankings preparation and final submission

It was proposed to decide road map for NIRF, NBA and QS World rankings preparation and final submission. The experts commended the presentation of the NIRF preparation and suggested that regular Internal IQAC meetings should be called to assess and monitor the same.

[Action: National & International Accreditation Team and IQAC Time frame: January-May 2024]

Item No. 01-08-23/24: Any other item with the permission of the Chair

Following were some of the points put forward by the experts:

a. **Identify Programmes / course tailored to industry needs:**
   Identifying programs or courses tailored to industry needs should involve a strategic analysis to align educational offerings with the changing requirements of the industry. It was suggested to conduct a comprehensive analysis of current industry trends, challenges, and emerging technologies to understand the skill sets and knowledge areas in demand.

   [Action: All HoDs/ Deans Time frame: May 2024]

b. **Prepare Action Plan for NBA accredited Programmes**
   The experts suggested to come up with a monitoring committee to highlight the gaps/ areas of improvement of the already National Board of Accreditation (NBA) accredited programmes as these will be going for the compliance in the coming three years.

   [Action: IQAC Time frame: February 2024]

c. **Event/ activity Calendar**
   It was suggested all Departments should prepare and submit a calendar for all the major events / activities. It was further suggested to strictly adhere to the event / activity calendar

   [Action: Deans/ HoDs Time frame: March 2024]

The meeting ended with a vote of thanks to the Chair.

Prof. (Dr.) Sally Lukose
Director IQAC

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