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INTERNAL QUALITY ASSURANCE CELL (IQAC)

SHIV NADAR UNIVERSITY
Minutes of Meeting held on 31 March 2016

The first meeting of Shiv Nadar University - Internal Quality Assurance Cell was held on 31 March 2016 from 3:30 PM at Shiv Nadar University campus, room D203.

The following SNU-IQAC members attended the meeting

1. Dr. Rupamanjari Ghosh (Vice- Chancellor)- Chairperson
2. Dr. Karthik Krishnan (Asstt. Dean-Research) - Member
3. Dr. T.R.B. Sarma (Librarian) - Member
4. Dr. Debopam Acharya (SoE) - Member
5. Dr. Girish Agrawal (SoE) - Member
6. Dr. Partha Chatterjee (SoHSS) - Member
7. Dr. Sambudha Sen (SoHSS) - Member
8. Dr. Amber Habib (SoNS & Dean-UG) - Member
9. Dr. N. Sukumar (SoNS) - Member
10. Mr. Sai Gireesh Pokala, President-Student Council - Member
11. Dr. Manik Varma, Microsoft Research India - External Member

Absentees

Dr. Arvind Shatdal (SoME) and Prof. Maya Rao (SoHSS) were unable to attend the meeting.

Invitees

1. Dr. Ram Sharma (Asso. Dean- UG studies and Student Welfare, Head- International office)
2. Mr. Sudhir Naudiyal (Registrar) attended the meeting.

Minutes of 1st meeting of SNU-IQAC, 31 March 2016

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Item No. 1	<p>Welcome address and Introductions</p> <p>Dr. Rupamanjari Ghosh, Vice Chancellor and the Chairperson of IQAC welcomed all the members, The members briefly introduced themselves with the Chairperson's permission.</p>
Item No. 2	<p>Ratification of IQAC membership</p> <p>Dr Karthik Krishnan tabled the current composition of SNU-IQAC.</p> <p>In view of recent changes, the Director of IQAC is to be nominated by the Vice-Chancellor.</p>
Item No. 3	<p>Discussion on Expectations, Goals and Functioning of Shiv Nadar University Internal Quality Assurance Cell</p> <p>The NAAC guidelines for an Internal Quality Assurance Cell were introduced as basic guidelines for SNU-IQAC.</p> <p>Dr. Rupamanjari Ghosh set out a brief mandate for SNU-IQAC and the expectations.</p> <p>It was mentioned that the primary objective of IQAC is to promote, inculcate and facilitate a culture of excellence and quality in the University.</p> <p>The function of IQAC is to suggest and implement quality benchmark for academic, research and administrative activities of the University. IQAC shall also conduct frequent workshops and seminars to provide guidance and disseminate various quality parameters to University community.</p> <p>It was mentioned that the University should not be limited to being just compliant with various standard practices/statutory requirements but strive to exceed them by inculcating a culture of excellence.</p> <p>Annual quality assurance report for the University will be issued by the Cell.</p>
Item No 4	<p>Current Quality Evaluation Approaches</p> <ul style="list-style-type: none"> ○ Student Course evaluation ○ Faculty evaluation <p>The current online course evaluation and faculty evaluation process in the university in the University was discussed. The online course evaluation survey by students is currently open to Undergraduate students. The postgraduate courses were not opened due to lower student counts.</p>

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<p>Item No 5</p>	<p>It was decided by the committee that the online course evaluation survey will be opened for all post-graduate courses as well in spite of lower student counts.</p> <p>Discussion on quality benchmarking.</p> <ul style="list-style-type: none"> ○ Research publication <p>Dr Rupamanjari Ghosh mentioned that according UGC 2010 policy, to assess the quality of research publications, a University shall benchmark research journals and categorize them into A, B, C and D category which is to be used in faculty selection/promotion process. The mechanism for quality benchmarking of research publication used by Jawaharlal Nehru University (JNU) was suggested as an example.</p> <p>Decision was made by quorum to categorize research journals into A, B, C and D categories in Shiv Nadar University as well. The departments being the individual academic units of the University shall undertake this benchmarking exercise.</p>
<p>Item No 6</p>	<p>Tabling of Shiv Nadar University's Scholarly Activities Report 2014- 2015 and 2015-2016 (Quarters 1 and 2)</p> <p>There was a discussion and analysis of the annual publication volume of the University.</p>
<p>Item No 7</p>	<p>To discuss the learning outcomes and course proposals of various higher learning institutions and resolve a mechanism for SNU</p> <p>The Dean UG presented the sample of course proposals and learning outcomes of the Iowa State University, Stanford University, MIT and Boston University. The same was reviewed and discussed in detail. He further discussed the SNU Course Proposal Form Sample, drawn on the lines of sample documents of the above stated Universities. Please refer the Annexures 1 to 1 (vii) for the details.</p>
<p>Item No 8</p>	<p>To discuss the Course Evaluation feedback of the students</p> <p>At SNU, formal and informal feedback is taken from students at the end of each semester. The online course evaluation feedback received from the students was discussed in detail. It was observed that the university has successfully implemented the course-wise feedback system of teachers by the students. The course-wise feedback is shared with the teaching faculty for suitable improvements, enhancements and enrichment of the students learning experience. The Directors of various Schools at the University discuss the feedback with each faculty and suggest changes according to best practices.</p> <p>The meeting was adjourned with a vote of thanks to the Chair.</p>

R. Shukla