

# SHIV NADAR UNIVERSITY

## Minutes of the Meeting of SNU- IQAC (Internal Quality Assurance Cell) held on Friday, 10th November 2017

The following members were present:

- |     |   |                     |
|-----|---|---------------------|
| 1.  | Dr. Rupamanjari Ghosh (VC)                    | - Chairperson       |
| 2.  | Dr. Girish Agrawal (Co-Director, SoE)         | - Director          |
| 3.  | Dr. Karthik Krishnan (Asstt. Dean-Research)   | - Member            |
| 4.  | Dr. T.R.B. Sarma (Librarian)                  | - Member            |
| 5.  | Dr. Debopam Acharya (SoE)                     | - Member            |
| 6.  | Dr. Partha Chatterjee (SoHSS)                 | - Member            |
| 7.  | Dr. Sambudha Sen (SoHSS)                      | - Member            |
| 8.  | Dr. Arvind Shatdal (SoME)                     | - Member            |
| 9.  | Dr. Amber Habib (SoNS & Dean-UG)              | - Member            |
| 10. | Dr. N. Sukumar (SoNS)                         | - Member            |
| 11. | Mr. Mohit Kolluri (President-Student Council) | - Member            |
| 12. | Mr. Sudhir Naudiyal (Registrar)               | - Member- Secretary |

Dr. Manik Varma, Microsoft Research India, External Member; Dr. Ram Sharma (Head, International Office), Member and Mr. Rajiv Swarup (President), Member did not attend the meeting.

Dr. Rupamanjari Ghosh, Chairperson welcomed all the members to the meeting. She emphasized in her welcome address that IQAC meetings are major steps in pushing long-term quality standards. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in the SNU. She informed that Mr. Sudhir Naudiyal will be attending the meetings as Members Secretary so that IQAC meeting schedule is complied with the provision of the IQAC guidelines. However, she said that Dr. Karthik Krishnan, Asst. Dean (Research) would facilitate in determining the agenda of the meetings by consulting with various stakeholders. The annual quality assurance reports (AQAR's) shall be prepared by the IQAC, under coordination of Dr. Karthik Krishnan, which shall be uploaded on the University website.

The meeting was called to order.

RG

**Item No. 1 To discuss the Departmental initiatives to monitor teaching quality**

Faculty to sit through each other's classes and schedules should be decided at the department level in a faculty meeting. Every time, faculty should sit through at least 4 classes during the semester. Once in a month department meeting should be held where all faculty should address their impression about the classes they sat through. Classes should be targeted at improving learning outcome for students.

**Item No. 2 To discuss the modalities in submitting the Research proposals in terms of: Feasibility, Logistics, and In house expertise available**

The current process of submission of consulting and research grant proposals by faculty members to various granting agency was discussed. The committee felt the need to request additional details for submission of external proposals. Feasibility assessment with respect to in-house skills available for completion of the proposed project and details of external co-investigators involved are to be requested. Discretion/confidentiality is to be maintained for all original research ideas. It was suggested that the Feasibility Assessment should be routed through the HoD. The Director of the concerned School at his discretion may further discuss the proposal with the Vice-Chancellor. However, proposal submission deadlines have to be respected. If there are any doubt and query, the faculty members should make all efforts to resolve them, and once the Director approves, the concerned faculty can go ahead with the proposal. The Investigator shall then file the External Grant Pre-submission form with the Dean-Research office. Once the filing is completed, it should be sent to the Registrar for his signatures, wherever required as a head of institution with the approval of the competent authority. This is required because any proposal means the University committing the resources, facilities and logistic available.

RG

# SHIV NADAR UNIVERSITY

- Item No. 3 To discuss Curriculum Management in various streams at departmental and School level, BOS

It was discussed that every School should constitute a Board of Studies (BOS). All the proposals such as revision/ modification of syllabus or detailed curriculum for introduction of new courses etc. should be recommended by the BOS for further consideration of the Academic Council. The Registrar suggested a template for the constitution, powers and functions of the BOS which is attached as Annexure -A. The Schools are requested to constitute the BOS, if not done yet.

It was agreed in the meeting that any revision/modification in the individual courses requires only department level approval but not the Academic Council's approval. Academic Council's approval is required if there are changes in the curriculum.

- Item No. 4 To discuss the Internal Audit Report on admission process and Key Performance Indicators( KPI's) for the year 2016-17

The report of the audit committee for the year 2016-17 with the action taken/to be taken by the stakeholders was discussed in detail. Also the KPI's on various academic and administrative indicators were reviewed by the IQAC. Please refer Annexure -1, 2, 2 (i) and 2 (ii) for the details.

As there was no other item to be discussed, the meeting ended with a vote of thanks to the Chair.

\*\*\*\*\*

R. Shukla