Minutes of the Meeting of SNU- IQAC (Internal Quality Assurance Cell) held on Thursday, 8th May 2018

The following members were present:

1.	Dr. Rupamanjari Ghosh (VC)	- Chairperson
2.	Dr. Girish Agrawal (Co-Director, SoE)	- Director
3.	Dr. Shubhro Sen (SME)	- Member
4.	Dr. Karthik Krishnan (Asstt. Dean-Research)	- 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. Anirudha Singha Roy (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 could not attend the meeting due to their preoccupation.

Dr. Rupamanjari Ghosh, Chairperson welcomed all the members to the meeting. The Chairperson highlighted the role and importance of an effective IQAC in establishing the quality in the dissemination of academic delivery in the university, benchmarked with the standards set by the accreditation agencies; especially by the NAAC. She further added that for the purpose of quality assurance, all the scholarly activities such as articles, publications in refereed journals, books edited/written and patents filed should be brought up at the university website for all other stakeholders to know.

The Chairperson informed that Mr. Rajiv Swarup, President, SNU expressed his inability to continue as a member of IQAC. This was noted.

The meeting was called to order.

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Item No. 1   **To discuss action taken on the points discussed in the last meeting held on 10th November 2017**

(1) Departmental initiatives to monitor teaching quality

It was reported by the esteemed members that the suggestions of the last IQAC meeting are being implemented by the departments to monitor teaching quality.

(2) Modalities in submitting the Research proposals in terms of Feasibility, Logistics, and In-house expertise available.

The Assistant Dean (Research) briefed the committee about the action taken on the decision of the last IQAC meeting. He apprised that some modifications in the feasibility assessment sheet have been done and the same has been annexed at **Annexure-1.** The modification proposed were discussed and further changes were suggested. The Chairperson suggested that the form needs to be circulated to all IQAC members for comments and then posted at SNUlinks by the research office for further use.

(3) Curriculum Management in various streams at departmental and School level, BOS.

As per the directions of the Academic Council in its meeting held on 3rd February 2018, the BoS has been constituted by the Schools. The Chairperson asked to send the composition of BoS to the Registrar for records.

Item No. 2.   **To discuss the future IQAC meetings process aligning the same with the following NAAC criterions:**

The Registrar informed that after the first cycle of accreditation the University needs to file **AQAR (Annual Quality Assurance Reports),** hence, all the qualitative measures taken by the University for quality improvement have to be reported in the IQAC based on the 7 (seven) criteria prescribed by the NAAC. The Chairperson also requested that keeping in view the preparation of SSR (Self Study Report) for the first cycle of accreditation, criterion-wise data when collected, may be sent to the members for review and comments. She further suggested that the

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Director IQAC may entrust the responsibility of review of criterion-wise data to the IQAC members.

The Director then assigned the responsibility of each criterion to the esteemed members as per the following:

Sr. No.	Criterion No.	Name of the Responsible Person
1	1	Dr. N. Sukumar
2	2	Dr. Sambudha Sen
3	3	Dr. Karthik Krishnan
4	4 & 7	Dr. Girish Agrawal
5	5	Dr. Debopam Acharya
6	6	Dr. Shubhro Sen

Item No. 3. **To discuss the stakeholders feedback analysis of employers and students**

The Employers feedback forms collected by the Career Development Centre (CDC) for the academic years 2016,17 and 18 were reviewed and discussed in detail. The IQAC took note of the feedback given by various employers on technical aspects of learning for better employability ; especially of our engineering graduates. The Director IQAC requested all the departments of university to align the course structure and teaching learning and training process keeping in view the valuable feedback given by the prospective employers. The teaching evaluation feedback by the students received for the years 2016,17 and 18 were discussed in detail and the IQAC reviewed the same for implementation in future. Please refer annexure -2 for details.

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