# SHIV NADAR
INSTITUTION OF EMINENCE DEEMED TO BE
—UNIVERSITY—
DELHI NCR

**Internal Quality Assurance Cell**

*Ref: SNIoE/OARAR/IQAC/2022/03*

## Internal Quality Assurance Cell (IQAC) Meeting

**Date**   27 September 2022 (Tuesday)          **Time**   11:00 am

**Schedule**

| | |
|---|---|
| 11:00 – 11:30 | Introduction and Welcome to the new IQAC members by Prof Suneet Tuli, Acting Chairperson & Director IQAC |
| 11:30 – 12: 30 | IQAC Presentation by Dr. Naveen Babu, Associate Director, OARAR<br><br>1) Welcome and introduction<br><br>2) Confirmation of the minutes of the previous IQAC meeting of the Shiv Nadar University held on 26 April 2022, and action taken<br><br>3)  Preparation of AQAR 2021-22<br><br>4)  New Programs offered in the University for the year 2022<br><br>5)  Submission of NAAC AQAR 2020-21<br><br>6)  New Initiatives from various units of Shiv Nadar Institution of Eminence (Deemed to be University) (Shiv Nadar IOE) |
| 12:30 – 13:00 | Suggestions from IQAC members for quality enhancements |

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## Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

**Date** 27 September 2022 (Tuesday)                    **Time** 11:00 am

**Venue** D326 (Court Room)

The following members were present

| | | |
|---|---|---|
| 1. | Prof. Suneet Tuli | *Dean Research & Partnerships, Director OARAR, Director IQAC* |
| 2. | Dr G Naveen Babu | *Associate Director OARAR, Member Secretary IQAC* |
| 3. | Dr Sandeep Sen | *Dean SoE* |
| 4. | Dr Sanjeev Galande | *Dean SoNS* |
| 5. | Mr. Raja Natarajan | *Executive Director, Finance & Operations* |
| 6. | Dr Priyanka Grover | *Associate Professor, Department of Mathematics, SoNS* |
| 7. | Mr Ashutosh Bhardwaj | *Associate Professor, Department of Arts & Performing Arts, SHSS* |
| 8. | Dr Jitendra Prajapati | *Assistant Professor, Department of Electrical Engineering, SoE* |
| 9. | Dr Sandeep Gupta | *Assistant Dean & Assistant Professor, SME* |
| 10. | Dr Rajeev Singh | *Associate Dean Academics* |
| 11. | Dr Karthik Krishnan | *Associate Dean Research* |
| 12. | Mr. Sudhir Naudiyal | *Registrar* |
| 13. | Dr TRB Sarma | *Head Librarian* |
| 14. | Dr Balamurugan Balusamy | *Associate Dean, Student Engagement* |
| 15. | Mr. Rajesh Dawar | *Head IT* |
| 16. | Mr. Anand Sharma | *Head Administration* |
| 17. | Mr. Robin Sarkar | *Project Director, Shiksha, Dadri Development Project* |
| 18. | Mr. Vidur Kumar | *President, Student Council* |
| 19. | Dr. Rakesh Ganguly | *Associate Director, OARAR* (Special invitee) |
| 20. | Dr. Anshu Paliwal | *Associate Director and Head of Student Life* (Special invitee) |
| 21. | Mr. Kamal Arora | *Career Development Centre* (Special invitee) |
| 22. | Dr. Amrish Tony | *Director, Sports* (Special invitee) |

The following members could not attend the meeting

| | | |
|---|---|---|
| 1. | Prof Ananya Mukherjee | *Vice Chancellor and Chairperson IQAC* |
| 2. | Dr Bibek Banerjee | *Dean SME, ACE & Director Strategic Initiatives* |
| 3. | Dr Rajat Kathuria | *Dean SHSS* |
| 4. | Kaustabh Kambekar | *Treasurer Alumni Association* |
| 5. | Mr. Ajay Bansal | *IBM Technologies* |
| 6. | Mr. Sanjai Ranganathan | *HCL Technologies Ltd* |

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## Item 1. Introduction and Welcome to the new IQAC members

Dr. Ananya Mukherjee, Chairperson of IQAC delegated Prof Suneet Tuli, Director IQAC to chair the meeting, as she was unable to attend.

Prof Tuli, acting chair, welcomed and introduced all members of the newly constituted IQAC. He emphasized the importance and rationale behind the composition of the IQAC, especially in light of the recent notification from the Ministry of Education, that has granted the University status of Institution of Eminence. With effect from 3 August 2022, we are 'Shiv Nadar (Institution of Eminence Deemed to be University)' (Shiv Nadar IoE).

| IQAC Chairperson | Dr Ananya Mukherjee, *Vice Chancellor* |
|---|---|
| IQAC Coordinator | Dr Suneet Tuli, *Dean Research & Partnerships, Director OARAR*<br>Dr G Naveen Babu, *Associate Director OARAR, Member Secretary IQAC* |
| Management Representatives | Dr Bibek Banerjee, *Dean SME, ACE & Director Strategic Initiatives*<br>Dr Rajat Kathuria, *Dean SHSS*<br>Dr Sandeep Sen, *Dean SoE*<br>Dr Sanjeev Galande, *Dean SoNS*<br>Mr. Raja Natarajan, *Executive Director, Finance & Operations* |
| Teachers | Dr Priyanka Grover, *Associate Professor, Department of Mathematics, SoNS*<br>Mr Ashutosh Bhardwaj, *Associate Professor, Department of Arts & Performing Arts, SHSS*<br>Dr Jitendra Prajapati, Assistant Dean & *Assistant Professor, Department of Electrical Engineering, SoE*<br>Dr Sandeep Gupta, *Assistant Dean & Assistant Professor, SME* |
| Administrative Representatives | Dr Rajeev Singh, *Associate Dean Academics*<br>Dr Karthik Krishnan, *Associate Dean Research*<br>Mr Sudhir Naudiyal, *Registrar*<br>Dr TRB Sarma, *Head Librarian*<br>Dr Balamurugan Balusamy, *Associate Dean, Student Engagement*<br>Rajesh Dawar, *Head IT*<br>Anand Sharma, *Head Administration* |
| Nominee from Local Society | Robin Sarkar<br>*Project Director, Shiksha, Dadri Development Project* |
| Student Member | Vidur Kumar (1910110444)<br>*President, Student Council* |
| Alumni member | Kaustabh Kambekar (1210110100)<br>*Treasurer Alumni Association* |
| Industry Stakeholder | Mr. Ajay Bansal<br>*IBM Technologies* |
| Parent Stake holder/ Employer Stakeholder | Mr. Sanjai Ranganathan<br>*HCL Technologies Ltd* |

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**Item 2. Confirmation of Minutes of the IQAC meeting held on 26 April 2022 and action taken**

| Quality Initiatives | Action Taken |
|---|---|
| SNU Quo Vadis – Vision 2030 | Exercise completed and changes in structural reforms of the University implemented |
| Internal Governance Structure | Implemented effectively |
| Research Themes | Identified research themes Energy, Environment, Data and Computation, Cognition and Behaviour |
| Formulation of HR Policies | The Faculty Leave Policy and the Promotion Policy are in effect |
| PhD regulations and guidelines | PhD regulations and Guidelines are in effect |
| Research Grant Policy Updates | Research Grant Policy Updates are in effect |
| Research Facilities Committee to create a policy on optimum utilization of facilities | Research Facilities Committee was formed under Dean SoNS. The Committee and would be presenting the policy to the leadership shortly |
| SNU Innovation & Entrepreneurship Policy | Policy is in effect |
| Office of Accreditation & Regulatory Affairs | Office created and has been actively working on automation, NIRF, NAAC rankings |
| Automation of data collection processes | The events repository capturing all events at the Institute is active Research Information module is under development and would be released shortly |

**Item 3. Preparation of AQAR 2021-22**

The preparation of the Annual Quality Assurance Report (AQAR) for NAAC accreditation has been initiated.

The Part A and Extended Profiles of the report have been completed and was presented to members.

The data collection for Part B is currently under process, which is planned to be completed by 15 October 2022.

**Item 4. New Programs offered in the University for the year 2022**

The following new academic programmes were reported.

1. B Tech. in Electrical and Computer Engineering
2. Master of Science (Business Analytics)
3. Certificate Program in Cloud Computing

**Item 5. Submission of AQAR 2020-21 to NAAC**

NAAC AQAR 2020-21 was submitted on April 7, 2022. The same is available on our website https://snu.edu.in/sites/default/files/AQAR_2020-21_SUBMITTED.pdf

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**Item 6. New Initiatives from various units of Shiv Nadar IoE**

a.   Academics

*Realignment of academics department requirement towards ranking and accreditation based on meeting held on 14-09-2022 with Team –OARAR and Team – academics department.*



Adobe Acrobat
Document

| Description of the metric and requirement of supporting document | Target Date for implementation |
|---|---|
| • **Mentor- Mentee scheme to be implemented** | November 2022 |
| • **BoS of various programs are not available and all academics department need to be sensitized** | September 2022 |
| • **Capturing of percentage change in syllabus, curricula from the department and faculty** | September 2022 |
| • **Identifying employability, entrepreneurial, and skill development courses. Academics department to categorise such courses in ERP** | October 2022 |
| • **Introduction of new courses, the date of introduction must be captured** | September 2022 |
| • **Approval of the program by AC with complete curricula as supporting documents are to be submitted** | September 2022 |
| • **List of Value added courses must be furnished** | October 2022 |
| • **Students undertaking internships and field projects must be streamlined and data pertaining to the same be furnished** | November 2022 |
| • **Feedback to be obtained from students, faculty, parents, alumni, and employers on CURRICULA must be submitted** | September 2022 |
| • **Student-teacher ratio department-wise, school wise and University-wide must be collected** | October 2022 |
| • **Conduct an academic audit** | October 2022 |
| • **Teachers using LMS** | On going |

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## Students Clubs and Societies

i) Co-curricular Transcript(CCT)
ii) Increasing the number of awards for innovation won by students (3.3.3)
iii) Increasing the number of awards and recognition received for extension activities from government/recognised bodies (3.6.2)
iv) Increase the number of extension and outreach programmes conducted in collaboration with industry community and NGO (3.6.3)
v) Increase the average number of students participating in extension activities (3.6.4)
vi) Number of collaborating activities(clubs collaborating with foreign university clubs and conducting activity (3.7.1)

**b.    Academic counselling**

This was an important agenda item in the meeting cited in 6a. The target month to implement the same is October 2022.

**c.    UG admissions**

i) Admissions process for next Academic year is under review
ii) Outreach – In campus activity will be focused, less of vendor based events.
iii) IC3 Counsellors residential workshop.

**d.    Academic research**

1. Internal project grant mechanism for faculty members
2. Research facilities management- (Internal and external sharing mechanism)- policy and guidelines

**e.    Sponsored research and industrial consultancy**

1. Online grant and consultancy management system.
2. Update consultancy policy

**f.    Collaborations**

1. Fostering partnerships with selected universities in the top 500 of (QS/THE) ranking
2. Enhancing overseas experiences for students through mobility programmes
3. Ideating a Summer School in 2023

**g.    Infrastructure enhancements and status update**

1. Epigenetic lab – Ready
2. Student activity and recreation center – Handing over started
3. Hostel cluster – 4 – Partially handed over & rest to be handed over soon
4. Hostel cluster – 5 - under construction
5. Dining hall - 4 – under construction
6. 500 + seater Auditorium - Ready
7. Cricket ground with D/N facility - Ready
8. Animal research center – under construction

**h.    Library**

1. Improve the quality of existing CC TV Cameras and equip new Cameras in other places
2. Dedicated library store room to keep old journals and books
3. Conducting a "One-day Seminar on "Resource Sharing Opportunities in Delhi-NCR Academic Libraries" in the month of November 2022

**i. OARAR office**

1. Events Portal phase 1 – Live from 30 September 2022
2. Research Information Module : Under development

**j. Finance and Purchase**

1. ERP module for finance is operational for accounting purposes
2. New module in the ERP for procurement is under development

**k. Students' welfare**

**Gender Champions**: Gender Champions are envisaged as responsible leaders who will facilitate an enabling environment within the Shiv Nadar IOE, where girls are treated with dignity and respect. They will strengthen the potential of the young students to advocate for gender equality and monitor progress towards gender justice. It is a joint initiative of the Ministry of women and Child Development and Ministry of Human Resource Development.

**Disability Support Policy**: Disability Support Policy has the sole aim of harnessing an inclusive learning environment for all its students. Students with a known disability, requiring different academic and other accommodations will be covered under this policy. Disability Support Policy's objective is to extend support to students with different/ special needs so that they benefit fully from their education and lead fulfilling lives. Disability Support Policy endeavours to encourage students to constructively and productively face challenges that may come their way during their educational pursuit at the university. We are devoted to making the university an inclusive space for students by promoting awareness about disabilities and working on improving physical accessibility on the campus. This becomes vital since SNIOE is a fully residential campus where students spend a large amount of their time.

**Action:** *Dr. Anshu Paliwal to circulate the draft of the Disability Support Policy to IQAC members*

**l. Physical education**

1. **Yoga Foundational Program,** community wide: Focus on beginners: 3 weeks course, First course is from 5 September to 28 September 2022
2. Mental health management through Yoga; community wide program
3. **Yoga for health and fitness classes:** Staff/faculty and family residents on campus (under planning phase at the moment)
4. **Inter Hostel sporting tournaments:** Focus on increasing student participation which will further emphasize and continue building the positive culture of sports and health on campus
5. **Gym extension:** to accommodate the increasing number of students in fitness programs.
6. **Focus on increased female participation in sports:** Women teams in various sports have been inducted to increase footfall further
7. **Specialised sports camp**: Athletes of National repute would be invited to train along with Shiv Nadar IoE students (most will be female athletes)
8. **Equestrian training program:** for beginners, focus is community wide

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9. Renting of sporting facilities to external parties
10. Planning a half marathon on campus
11. **New collaborations planned:**
12. Football Delhi: providing better opportunities for our students to play the next level in competitive football
13. Racketlon Federation of India: a new sport on campus to further increase footfall of student participation in sports
14. **Recruitment of New Staff and faculty**
    a. Gym Instructor
    b. Sports coordinator
    c. Squash coach

## m.     Examinations

1. Development of a separate Grade Submission System for online and certificate programs
2. Uploading academic awards of students on the NAD – Digilocker platform
3. Development of Transcript formats for integrated programs such as Integrated BSc-MSc Chemistry

## n.     Career Development Center (CDC)

1. Industry Collaborative M.Tech Program with ST Microelectronics is in final stages of discussion
2. CDC Collaborating with Atal Incubation Center (AIC) for Annual Industry IdeaXchange Event
3. CXO Talk Series
4. Annual HR Conclave

## Item 8.  Suggestions from IQAC members for quality enhancement

The Chairperson in-charge invited suggestions from the members present in the meeting for quality measures. The following suggestions were noted for further action

- Release of Staff promotion policy
- Mr. Robin Sarkar, Project Director, Shiksha & Dadri Development Project suggested that Shiv Nadar IoE clubs organising social initiatives to work in tandem with Shiksha.
- The initiatives on various qualitative measures undertaken by Administration in the Year 2021-22 were highlighted by Mr. Anand Sharma, Head Administration. He agreed to provide the information to the IQAC team for incorporation in the AQAR 2021-22
- To address the issue of reporting student numbers to the various agencies, it was suggested that Associate Dean Academics would review the student numbers in ERP and bring to the VC council for final decision on students who have graduated and are still reflecting in records.

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- Mr. Vidur Kumar proposed that the educational needs of students be considered while undertaking any changes/ additions in the infra.
- Mr. Sudhir Naudiyal suggested the need for sensitization of Alumni to use Digilocker facility to safely store and download their degree certificates.
- Prof. Sandeep Sen proposed that an ethics and conflict of interest policy be formulated.
- Policy of academic audits to be formulated by the academics department.

> **Action:** *HR, Dr Balamurugan Balusamy, Mr Anand Sharma, Dr Rajeev Kumar, Alumni Relations Office, Office of Dean Academics*

**Prof.Suneet Tuli, concluded the meeting by thanking the members for their active participation and valuable suggestions. He wished for their continued support in making Shiv Nadar IoE as a University of repute.**
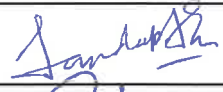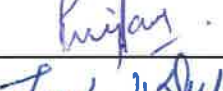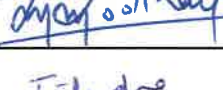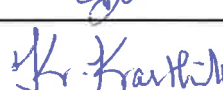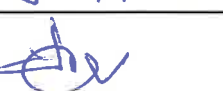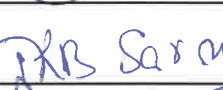
**Prof Suneet Tuli** 3/10/2022
*Director IQAC*

**Dr Naveen Babu**
*Associate Director, OARAR and Member Secretary IQAC*

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Signature Sheet

| IQAC Meeting - 26-09-2022 | | |
|---|---|---|
| | | **Signature** |
| **Chairperson** | Dr Ananya Mukherjee, *Vice Chancellor, Chairperson* | |
| **IQAC Coordinator** | Dr Suneet Tuli, *Dean Research & Partnerships, Director OARAR* | |
| | Dr G Naveen Babu, *Associate Director OARAR, NAAC Coordinator, Member Secretary* | |
| **Management Representatives** | Dr Bibek Banerjee, *Dean SME, ACE & Director Strategic Initiatives* | |
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| | Dr Sanjeev Galande, *Dean SoNS* | |
| | Mr. Raja Natarajan, *Executive Director, Finance & Operations* | |
| **Faculty** | Dr Priyanka Grover, *Associate Professor, Department of Mathematics, SoNS* | |
| | Mr Ashutosh Bhardwaj, Associate Professor, Department of Arts & Performing Arts, SHSS | |
| | Dr Jitendra Prajapati, *Assistant Professor, Department of Electrical Engineering, SoE* | |
| | Dr Sandeep Gupta, *Assistant Dean & Assistant Professor, SME* | |
| **Administrative Representatives** | Dr Rajeev Singh, *Associate Dean Academics* | |
| | Dr Karthik Krishnan, *Associate Dean Research* | |
| | Mr Sudhir Naudiyal, *Registrar* | |
| | Dr TRB Sarma, *Head Librarian* | |
| | Dr Balamurugan Balusamy, *Associate Dean, Student Engagement* | |
| | Rajesh Dawar, *Director, IT* | |
| | Anand Sharma, *Director, Administration* | |
| **Nominee from Local Society** | Robin Sarkar *(Project Director), Shiksha, Dadri Development Project* | |
| **Student Member** | Vidur Kumar (1910110444), President, Student Council | |

| Alumni member | Kaustabh Kambekar (1210110100), *Treasurer Alumni Association* | — |
|---|---|---|
| **Industry Stakeholder** | Mr. Ajay bansal, *IBM Technologies* | — |
| **Parent Stake holder/** | Mr. Sanjai Ranganathan; | — |
| **Employer Stakeholder** | *HCL Technologies Ltd* | |
| **Special Invitee** | Dr. Anshu Paliwal, *Associate Director and Head of Student Life* | *(signature)* |
| | Dr. Rakesh Ganguly, *Associate Director, OARAR* | *(signature)* |
| | Dr. Anshu Paliwal, *Associate Director and Head of Student Life* | |
| | Mr. Kamal Arora, *Career Development Centre* | *(signature)* |
| | Dr. Amrish Tony, *Director, Sports* | *(signature)* |

Mr. Bhuwan chandra                    *(signature)*