

Ref: SNIoE/OARAR/2023/02

Shiv Nadar Institution of Eminence (Deemed to be University)

Internal Quality Assurance Cell

First IQAC Meeting: AY 2023-24

Date: 10th October 2023 (Tuesday)

Time: 10:00 am

Venue: D326, SNIoE

Agenda # 1	Welcome address and Introductory remarks by Prof Suneet Tuli, Director IQAC
Agenda # 2	Ratification of the Minutes of the 3rd IQAC Meeting held on 24 April 2023
Agenda # 3	Action taken on the pending items of the last meeting
Agenda # 4	NAAC Reaccreditation in November 2024: Requirements & Preparations
Agenda # 5	Any other item with permission of the Chair

Shiv Nadar Institution of Eminence (Deemed to be University)

Internal Quality Assurance Cell

First IQAC Meeting: AY 2023-24

Date: 10th October 2023 (Tuesday)

Time: 10:00 am to 11:00 am

Venue: D326, SNIoE

The following members were present

1. Prof Ananya Mukherjee, Vice Chancellor and Chairperson, IQAC
2. Prof Suneet Tuli, *Dean Research & Partnerships, Director OARAR*
3. Dr Bibek Banerjee, *Dean SME, ACE & Director Strategic Initiatives*
4. Dr Sandeep Sen, *Dean SoE*
5. Dr Sanjeev Galande, *Dean SoNS*
6. Mr. Raja Natarajan, *Executive Director, Finance & Operations*
7. Dr Priyanka Grover, *Associate Professor, Department of Mathematics, SoNS*
8. Mr Ashutosh Bhardwaj, *Associate Professor, Department of Arts & Performing Arts, SHSS*
9. Dr Jitendra Prajapati, *Assistant Professor, Department of Electrical Engineering, SoE*
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. Dr Naveen Babu, *Associate Professor, Department of Electrical Engineering*
18. Mr. Robin Sarkar (Project Director), *Shiksha, Dadri Development Project*
19. Mr. Jagannath Kalinidi Varma *President, Student Council*
20. Mr. Ajay Bansal, *IBM Technologies*
21. Brig. Steve Ismail, *Dean Students*
22. Dr. Anshu Paliwal, *Associate Director and Head of Student Life (Special invitee)*
23. Prof. Sudepto Bhattacharya, *Controller of Examinations (Special invitee)*
24. Ms. Gunjan Dang, *Head HR (Special invitee)*
25. Ms. Mili Agarwal, *Manager, HR (Special invitee)*
26. Dr. Rakesh Ganguly, *Associate Director, OARAR (Special invitee)*
27. Ms Shalvi Dutta, *Group Manager, OARAR (Special invitee)*
28. Ms. Chetna Mehra, *Manager, OARAR (Special invitee)*
29. Mr. P Sengupta, *Senior Manager, DDP (Special invitee)*
30. Mr. Amit Agarwal, *Assistant Registrar (Special invitee)*

The following members and special invitees could not attend the meeting

1. Dr Rajat Kathuria, *Dean SHSS*
2. Mr. Kaustabh Kambekar, *Treasurer Alumni Association*
3. Mr. Sanjai Ranganathan *L&T Edutech*
4. Ms. Anubha Bali, *Head, CDC*

Item 1 Welcome and Introductory remarks

Prof Tuli, Director IQAC welcomed the members and special invitees for the first IQAC meeting of the Academic Year 2023-24.

IQAC membership of the following was confirmed:

- Brig. Steve Ismail, *Dean of Students*
- Mr. Jagannath Kalinidi Varma, *President Student Council*
- Mr Sanjai Ranganathan, *L&T Edutech*

Item 2 Confirmation of the Minutes of the IQAC meeting held on 24 April 2023

The Minutes of the IQAC meeting held on 24 April 2023, were ratified by members present.

Item 3 Action taken on the pending items from the last meeting

Dr Anshu Paliwal, Associate Director and Head Students Life informed IQAC about the progress on the *Disability Support policy*.

Chairperson, Prof Mukherjee, requested the Office of Dean Students to finalize the same and present it in the next Academic Council, for approval. It can subsequently be released to all stakeholders.

Item 4 NAAC Reaccreditation in November 2024: Requirements & Preparations

The Registrar, Mr Sudhir Naudiyal, reminded members about the upcoming NAAC reaccreditation in 2024. He made a detailed presentation on the process for reaccreditation and requirements for the same.

Prof Mukherjee requested the Registrar to compile all actionable, and pending items if any, from the IQAC meetings of the last five years.

She further informed that an internal committee is being constituted to oversee preparations for the NAAC reaccreditation exercise, including submission of SSR and related reports.

Item 5 Any other with the permission of the Chair

Director IQAC, Prof. Tuli, requested members to forward any new quality initiatives undertaken by them, for inclusion in the next IQAC meeting. He concluded the meeting by thanking the Chair and the members for their active participation.


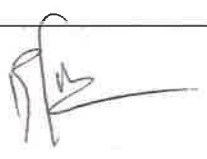

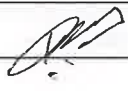
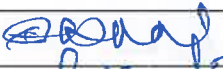
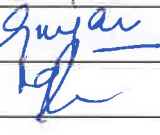
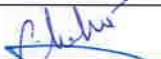
These Minutes issue with the approval of the Chairperson.

Prof. Suneet Tuli
Director IQAC

ANNEXURES

Attendance Sheet IQAC meeting 10 October 2023 (Hybrid)

Name	Designation	Physical/ Online	Signature
Dr Ananya Mukherjee	Vice Chancellor, Chairperson		Ananya Mukherjee
Dr Suneet Tuli	Dean Research & Partnerships, Director IQAC		Suneet Tuli
Dr Bibek Banerjee	Dean SME, ACE & Director Strategic Initiatives, Member	Phy	Bibek Banerjee
Dr Rajat Kathuria	Dean SHSS, Member		
Dr Sandeep Sen	Dean SoE, Member	physical	Sandeep Sen
Dr Sanjeev Galande	Dean SoNS, Member	Physical	Sanjeev Galande
Mr Raja Natarajan	Executive Director Finance & Operations, Member	Physical 10/10/23	Raja Natarajan
Dr Priyanka Grover	Associate Professor, Department of Mathematics, SoNS, Member	Physical	Priyanka Grover
Mr Ashutosh Bhardwaj	Associate Professor, Department of Arts & Performing Arts, SHSS Member	Physical	Ashutosh Bhardwaj
Dr Jitendra Prajapati	Assistant Professor, Department of Electrical Engineering, SoE, Member	physical	Jitendra Prajapati
Dr Rajeev Singh	Associate Dean Academics, Member	Physical	Rajeev Singh
Dr Karthik Krishnan	Associate Dean Research, Member	physical	Karthik Krishnan
Mr Sudhir Naudiyal	Registrar, Member	physical	Sudhir Naudiyal
Dr TRB Sarma	Head Library, Member		T.R.B Sarma
Dr Balamurugan Balusamy	Associate Dean, Student Engagement, Member	Physical	Balamurugan Balusamy
Mr Rajesh Dawar	Head IT, Member	Physical	Rajesh Dawar

Mr Anand Sharma	Head Admin, Member	Physical	
Dr Naveen Babu	Associate Professor, Department of Electrical Engineering, Member	Physical	Naveen Babu
Mr Robin Sarkar	Shiksha, (Project Director, Dadri Development Project), Member	In person	
Mr Jagannath Varma Kalidindi	President Student Council, Member	Physical	
Mr Kaustabh Kambekar	Treasurer Alumni Association, Member		
Mr Ajay Bansal	IBM Technologies, Member	Physical	
Mr Sanjai Rangnathan	L&T Edutech, Member	Online	
Special Invitees			
Mr Steve Ismail	Dean Students	Physical	
Dr Anshu Paliwal	Head Student Life	ODS	Anshu Paliwal
Dr Sudepto Bhattacharya	Controller of Examinations	COE	Sudepto Bhattacharya
Ms Anubha Bali	Head, CDC		
Ms Gunjan Dang	Head HR	HR	Gunjan Dang
Ms Mili Agarwal	Manager HR	HR	
Dr Rakesh Ganguly	Associate Director, OARAR	ONLINE	
Ms Shalvi Dutta	Group Manager, OARAR	PHYSICAL	Shalvi Dutta
Ms Chetna Mehra	Manager, OARAR	Physical	

MR. P. SENUPTA Sr. Manager, DDP
Amit Kumar Agarwal Asst. Registrar

DDP
Physical


Amit Kumar

SHIV NADAR

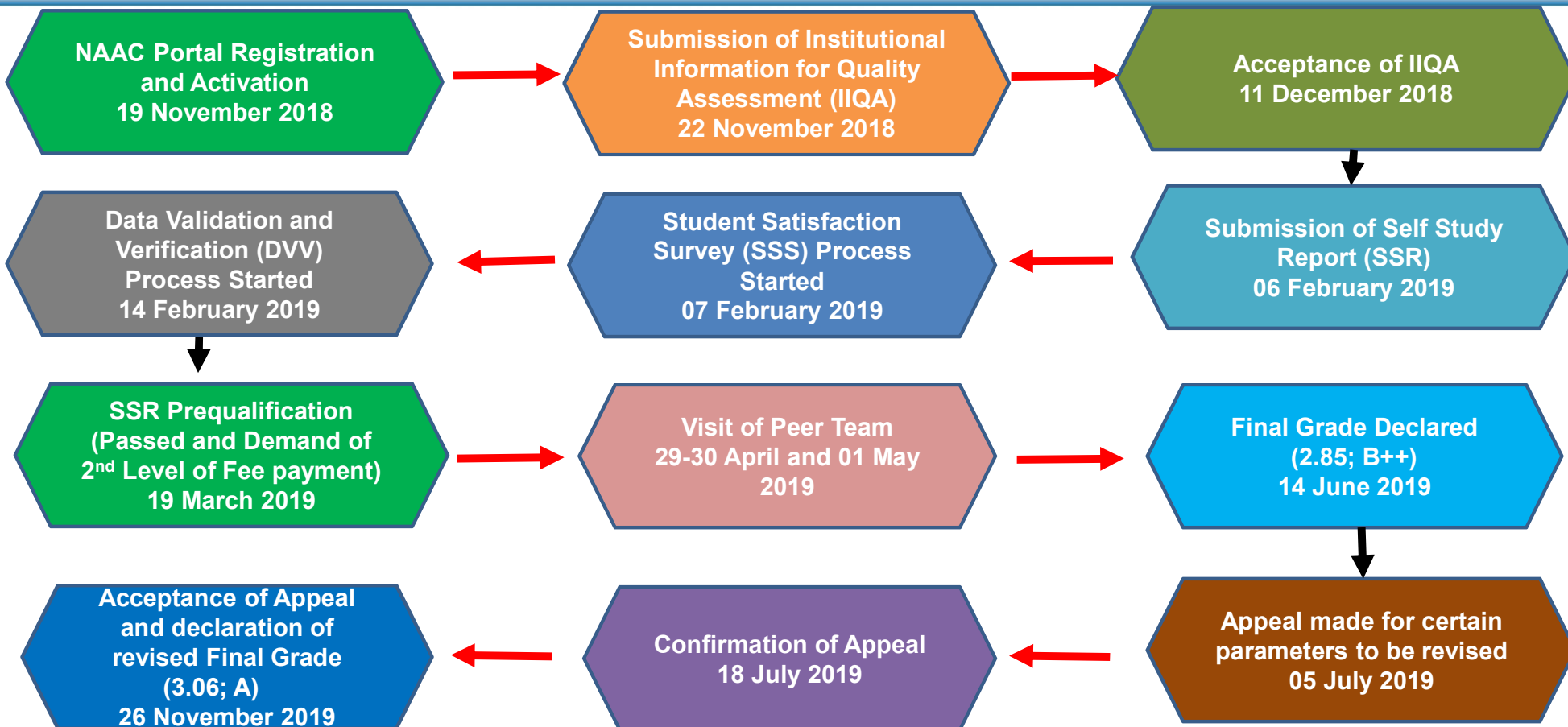
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NAAC Re-Accreditation

BACKGROUND (1st Cycle of Accreditation)



Dr. Ram Sharma was a NAAC Coordinator till filling the SSR and
Dr. Naveen Babu was taken over the charge of Coordinator, thereafter, during DVV response and appeal till today

NAAC Certificate (1st Cycle of Accreditation)



PROCESS

- Subsequent Cycle (Cycle 2) of Accreditation - Submission of the (IIQA), during the **last six months of the validity period i.e. 25 November 2024.**
- Assessment process in three stages: Self Study Report (SSR), Student Satisfaction Survey (SSS), Peer Team Report (PTR).
- After the acceptance of IIQA, SSR should be filled with the required documents to be uploaded in the portal of NAAC website within **45 days**. The SSR comprises of both, **Quantitative** and **Qualitative** metrics. The Quantitative Metrics add up to about 65% and the remaining about 35% are Qualitative Metrics.
- In case of non submission of SSR within the timeline, the Assessment & Accreditation process gets terminated and IIQA fees paid shall be forfeited and the institution has to apply afresh by submitting IIQA with the requisite fees.

PROCESS

- The data submitted on Quantitative Metrics will be subjected to a **validation exercise with the help of a DVV process (within 30 days)** undertaken by NAAC. Certain queries may be raised by the DVV process team on different criterion and we will have to reply against these queries with adequate response within **15 days**. **No second time opportunity will be given to answer these queries.**
- After clearing the DVV process, it will proceed for Peer Team Visit with a **condition of a Pre-qualifier**, that we should score **at least 25% in Quantitative Metrics** as per the final score after the DVV Process. The focus of Peer Team visit will be on the **Qualitative Metrics** and the Peer Team Visit will be concluded within **three months** of declaration of Pre-qualifier stage.
- Three important factors for SUBSEQUENT CYCLE OF ACCREDITATION.
 - ✓ **Highlighting the significant quality sustenance and enhancement measures undertaken during the last five years.**
 - ✓ **A functional Internal Quality Assurance Cell (IQAC)**
 - ✓ **Timely submission of Annual Quality Assurance Reports (AQARs)**

Fee Structure for Assessment and Accreditation

❑ **IIQA Fee – Rs. 25000 + 18% (GST)**

❑ **Assessment and Accreditation Fees – Rs. 300000 + 18% (GST)**

50% of total fee along with the SSR and balance 50% of total fees within 15 days from the date of Pre-qualification

❑ **Logistic Deposit – Rs. 500000 + 18% (GST) for Three (3) days of visit**



STUDENT SATISFACTION SURVEY (SSS)

- SSS will be conducted simultaneously with the DVV process and completed **within one month** after its initiation. **Last cycle, it was immediately started after the submission of SSR.**
- We have to strictly upload data of **at least 50% of currently enrolled students** as per data template format in excel sheet as given in the portal.
- The **SSS questionnaire** (20 objective & 01 subjective) will be e-mailed to all students and **10% of the student population or 500, whichever is less**, is considered for processing the responses.
- **If the response rate is lower than the limits mentioned by NAAC, the metric will not be taken up for evaluation**
- An **OTP verification method** has been introduced for the students who are taking up SSS from 14 April 2023. All the institutions have to submit the **mobile numbers** of the students mandatorily while uploading the SSS template during SSR submission.



IMPOTANT DATA REFERENCE POINT

- **Financial related Metrics -** preceding financial year (1st April to 31st March)
- **Publication-related data -** preceding calendar year (1st January to 31st December)
- **Other metrics -** preceding academic year (1st July to 30th June)

Data period for the Re-Accreditation cycle will be

2018-19, 2019-20, 2020-21, 2021-22 and 2022-23



ASSESSMENT

Assessment will be done on a five-point scale, viz., (0, 1, 2, 3 & 4)

Range of Institutional Cumulative Grade Point Average (CGPA)	Letter Grade	Status
3.51-4.00	A++	Accredited
3.26-3.50	A+	Accredited
3.01-3.25	A	Accredited
2.76-3.00	B++	Accredited
2.51-2.75	B+	Accredited
2.01-2.50	B	Accredited
1.51-2.00	C	Accredited
≤ 1.50	D	Not Accredited



EXTENDED PROFILE

- used as Denominators for calculation of metrics

Ext. Pf. No.	Data Required
1.1	Number of students on rolls year-wise during the last five years <ul style="list-style-type: none">• All students in campus needs to be considered here
1.2	Number of final year outgoing students year wise during last five years (Students graduated in Convocation during last five years)
2.1	Number of Full-time teachers in the institution year-wise during last five years <ul style="list-style-type: none">• Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.• A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a fulltime teacher (including contractual) over a complete academic year is classified as a full-time teacher.
2.2	Total Number of full time teachers worked/working in the institution (without repeat count) during the last five years
3.1	Total Expenditure excluding salary year wise during the last five years

[Link](#)

STEPS to be taken



- We are required to submit the AQAR of Academic Year 2022-23 on or before 31st December 2023.
- At the time of filing IIQA, we need to submit the **change of name request** from Shiv Nadar University to Shiv Nadar (Institution of Eminence Deemed to be University) and contact details of Vice Chancellor, Registrar and NAAC Coordinator in NAAC Portal.
- We should start preparing SSR offline from **April 2024 onwards** and submit IIQA online by **1 September 2024**. The SSR should be prepared and uploaded with **45 days of filling IIQA** after a detailed discussion and review by in-house members/consultants.

STEPS to be taken



- To establish a functional IQAC with working space and office setup for Director, IQAC and other office staff (if any) including storage for keeping documents.
- **Constitution of Committee** with clear entrustment of tasks assigned to concerned stakeholders related to different criterion.
- The **NAAC coordinator** which normally happens to be **Internal Quality Assurance Cell (IQAC) coordinator/director**.
- As per NAAC Guidelines, the coordinator of the Internal Quality Assurance Cell (IQAC) should be a senior/competent person with experience and exposure in quality aspects and a full-time functionary (a senior academic administrator) entrusted with the IQAC as an additional responsibility.



Thank You

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