

Minutes of the Meeting of SNU-IQAC (Internal Quality Assurance Cell) held on Wednesday, March 27, 2019

The following members were present:

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| 1. | Dr. Rupamanjari Ghosh (VC) | - Chairperson |
| 2. | Dr. C.V Tomy (Director, SoNS) | - Director /Coordinator |
| 3. | Dr. Ram K. Sharma (Director International Affairs) | - Member |
| 4. | Dr. Karthik Krishnan (Asstt. Dean-Research) | - Member |
| 5. | Dr. Debopam Acharya (SoE) | - Member |
| 6. | Dr. Sambudha Sen (SoHSS) | - Member |
| 7. | Dr. Arvind Shatdal (SoME) | - Member |
| 8. | Dr. Amber Habib (SoNS & Dean-UG) | - Member |
| 9. | Dr. N. Sukumar (SoNS) | - Member |
| 10. | Dr. Yamini Sudha Sistala (SoE) | - Member |
| 11. | Dr. Kaushik Chaudhuri (SME) | - Member |
| 12. | Prof. Partha Chatterjee (SoHSS) | - Member |
| 13. | Dr. T.R.B Sarma (Library) | - Member |
| 14. | Mr. Arjun Soni (President-Student Council) | - Member |
| 15. | Mr. Sudhir Naudiyal (Registrar) | - Member- Secretary |

Item No.1 Welcome address by the Chairperson IQAC

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 also apprised the committee members about the NAAC visit, which is scheduled for 29th April- 1st May, 2019. The Chairperson requested the members to focus on the two prime agenda items; to create lists of Department-wise graded Journals and useful conferences the faculty would attend.

Dr. C.V. Tomy took over the meeting after the Chairperson's welcome address and the agendas for further discussion. Below are the discussion points as per the agenda:

Item No. 2 To assign responsibility to each member for various tasks.

It was discussed that post-successful NAAC accreditation the University has to file AQAR every year. The IQAC has a greater role and responsibility to take this task forward with the active participation and cooperation from all the concerned stakeholders. Thus, the Director, IQAC requested the following members to take the responsibility as indicated against their name. it was also decided that the criteria "Governance, Leadership and Management" will now be led by Dr. C. V. Tomy due to the unavailability of the previous member Dr. Shubhro Sen. Below is the updated record:

Criteria	Responsibility
1. Curricular Aspects	Prof. N. Sukumar
2. Teaching- Learning and Evaluation	Dr. Sambudha Sen

3. Research, Innovations and Extension	Dr. Karthik Krishnan
4. Infrastructure and Learning Resources	Dr. C.V. Tomy
5. Student Support and Progression	Dr. Debopam Acharya
6. Governance, Leadership and Management	Dr. C.V. Tomy
7. Institutional Values and Best Practices	Dr. Ram Sharma

Dr. C.V Tomy, Director assigned the responsibility of each criterion to the esteemed member as per the following:

- Criterion wise Key Indicators (KIs) as per NAAC & distribution of the Responsibility**

Criteria	Key Indicators (KIs)	Responsibility
1. Curricular Aspects	1.1 *(U)Curriculum Design and Development	Prof. N. Sukumar
	1.1. *(A) Curricular Planning and Implementation	
	1.2 Academic Flexibility	
	1.3 Curriculum Enrichment	
	1.4 Feedback System	
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	Dr. Sambudha Sen
	2.2 Catering to Student Diversity	
	2.3 Teaching-Learning Process	
	2.4 Teacher Profile and Quality	
	2.5 Evaluation Process and Reforms	
	2.6 Student Performance and Learning Outcomes	
	1.7 Student satisfaction Survey	
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	Dr. Karthik Krishnan
	3.2 Resource Mobilization for Research	
	3.3 Innovation Ecosystem	
	3.4 Research Publications and Awards	
	3.5 Consultancy	
	3.6 Extension Activities	
	3.7 Collaboration	
4. Infrastructure and Learning Resources	4.1 Physical Facilities	Dr. C.V. Tomy
	4.2 Library as a Learning Resource	
	4.3 IT Infrastructure	
	4.4 Maintenance of Campus Infrastructure	
5. Student Support and Progression	5.1 Student Support	Dr. Debopam Acharya
	5.2 Student Progression	
	5.3 Student Participation and Activities	
	5.4 Alumni Engagement	
	6.1 Institutional Vision and Leadership	

6. Governance, Leadership and Management	6.2 Strategy Development and Deployment	Dr. C. V. Tomy
	6.3 Faculty Empowerment Strategies	
	6.4 Financial Management and Resource Mobilization	
	6.5 Internal Quality Assurance System	
7. Institutional Values and Best Practices	7.1 Institutional Values and Social responsibilities	Dr. Ram Sharma
	7.2 Best Practices	
	7.3 Institutional Distinctiveness	

The members also made the following suggestions in this regard:

- It was decided that each committee member would form a sub-committee and disseminate the responsibility to work on the Key Criteria.
- A formal letter will be sent out to all the core members requesting them to form the sub-committee.
- It was also agreed that each sub-committee would comprise of at least one student representative to get their viewpoint in the policymaking.
- President, student council will facilitate the committee members to nominate students into the sub-committees.

Item No. 3. To discuss Discipline-wise graded list of journals

- Chairperson and the Director explained the importance of preparing a list of Journals by each department, which will be published in SNU website. Departments will be requested to take this as top priority since it should be received at the earliest from all the departments before the NAAC visit.

Item No. 4. To discuss Department-wise list of meaningful conferences

- In order for the VC to approve participation of international conferences by faculty members using SNU-FDPA funds, it was decided that the departments should prepare a list of conferences where the faculty members would like to participate.
- The list will be published in the SNU website
- Departments can update the list whenever a new conference/workshop is to be added, with an intimation to IQAC
- IQAC will update the list every six months as a mandate.
- Chairperson will refer the list before approving the request for seminars and conferences by faculty members.

Item No. 5. To report the NAAC Accreditation status:

The Registrar apprised the members regarding the impending NAAC Peer Team visit and Status of our SSR (Self Study Report) submitted to the NAAC. The copy the SSR was already shared with the IQAC members along with the agenda for information.

Item No. 6.

It was decided to have one IQAC meeting after the NAAC visit to review the findings of the NAAC Peer Team, based on the outcome of the assessment and grading by the NAAC, and to discuss the future course of action regarding preparation and filing of the AQAR (Annual Quality Assurance Report) post first cycle of the accreditation.

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