

# SHIV NADAR UNIVERSITY

## Minutes of the Meeting of SNU-IQAC (Internal Quality Assurance Cell) held on Tuesday, August 04, 2020 through MS Teams (Online)

The following members were present:

1. Dr. Rupamanjari Ghosh (Vice-Chancellor) - Chairperson
2. Dr. Suneet Tuli (Dean Research & Graduate Studies; and Faculty affairs) - Director/Coordinator
3. Dr. Amber Habib (SoNS & Dean-UG) - Member
4. Dr. Dinkar Prasad, Associate Director(Academics), SoE - Member
5. Dr. N. Sukumar (SoNS) - Member
6. Dr. Sambudha Sen (SoHSS) - Member
7. Dr. Yamini Sudha Sistala (SoE) - Member
8. Dr. Kaushik Chaudhuri (SoME) - Member
9. Dr. Arvind Shatdal (SoME) - Member
10. Maj. Gen. (Retd.) G. Jaishankar, DSA - Member
11. Dr. Karthik Krishnan (Assoc. Dean-Research) - Member
12. Dr. T.R.B Sarma (Librarian) - Member
13. Mr. Jitesh Agarwal, Alumnus - Member
14. Mr. Sudhir Naudiyal (Registrar) - Member

Dr. G Naveen Babu, Associate Professor, EEE and Mr. Rajesh Dawar, Head IT attended the meeting as special invitee.

The following members could not attend the meeting.

1. Dr. Partha Chatterjee (SoHSS)
2. Dr. Manik Varma, Principal Researcher, Microsoft
3. Mr. Vivek Jain, Director, Cognizant
4. Mr. Ashwin Johnson, President-Student Council

### **Item No.1 Welcome address by the Chairperson IQAC**

At the outset, Dr. Rupamanjari Ghosh, VC, and Chairperson IQAC welcomed all the members.

Dr. Ghosh apprised the committee that Vision 2030 exercise for Shiv Nadar University has started with the School of Humanities and Social Sciences (SHSS) as a pilot project. The vision committee of SHSS will formulate a 10-year sustainable plan of the School. Similar exercises will also be carried for all other schools and non-academic departments and the overall Vision will be presented to the Senior Leadership of SNU.

On a specific suggestion to improve the quality of research output, the VC recommended that all Departments and Schools should come up with a list of Journals & Conferences of repute, in which young faculty be encouraged to publish. She also mentioned that this is necessary as we are growing as an institution, senior people should share their wisdom with young members. The departments need to start with such a list and review it periodically.

She further reiterated that the IQAC has to be the central body as mandated by the UGC for maintaining quality standards in the University.

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The Chairperson then requested Dr. Suneet Tuli, Director IQAC to take charge of the discussion.

**Item No. 2 To Approve the Minutes of IQAC Meeting held on 04.12.2019**

The minutes of the meeting held on 04.12.2019 as circulated to the members earlier were approved.

**Item No. 3 Action taken on the minutes of the last IQAC meeting.**

*Item No. 7: To discuss and ratify the metric wise responsibility to submit data for AQAR (Academic Year 2018-19)*

Registrar appraised the committee that the AQAR prescribed formats and Standard Operating Procedures (SOPs) were circulated to all concerned stakeholders vide email dated 7 November 2019, and all were requested to submit the requisite information for the Academic Year 2018-19 by the 16 December 2019. Subsequent reminders were sent on 18 December 2019, to provide the AQAR data. However, he informed that no inputs have been received so far from the following:

1. Dean UG & PG
2. DSA
3. Research Office
4. Admissions

He also informed that as per NAAC's latest guidelines, the AQAR has to be filed online after one year from the date of accreditation. SNU was accredited on 24 November 2019, and we need to submit the AQAR for the Academic Year 2018-19 by 31 October 2020. Similarly the date of submission for the Academic Year 2019-20 is by 31 December 2020. Before submitting the AQAR to NAAC on time, the same needs to be reviewed by the IQAC and approved by the Academic Council/Executive Council.

Director IQAC, therefore requested the concerned departments, as mentioned above to submit AQAR data (for AY 2018-19) on or before 7 September 2020 for further compilation and review by the IQAC before the submission.

**Action: Dean UG & PG, DSA, Research Office, Admissions by 7 Sept 2020**

*Item No. 8 To discuss the way forward to collect structured feedback on the 'curriculum development, design and review of the syllabus,' from Students, Teachers, Employers, Alumni and Parents as per the table provided below:*

S.No.	Particulars	Responsibility
1	Student	Dean UG & PG
2	Teachers	Dean Faculty Affairs (DFA)
3	Employers	Director, CDC
4	Alumni	Director, CDC
5	Parents	DSA

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Registrar informed that the data from Employers and Alumni (# 3 & 4) has been received from CDC for the AY 2018-19.

Director, IQAC stated that it is an important exercise to collect feedback from the concerned stakeholders. It should be analyzed, discussed and suitable action taken in a timely manner.

Director IQAC requested the remaining stakeholders to provide the structured feedback format and questionnaire focusing on curriculum design and development and curriculum revision by 7 September 2020. He also requested Mr. Rajesh Dawar to explore the mechanism to get the feedback online from the concerned stakeholders and analyze the same in the consolidated manner.

**Action: Dean UG & PG, DFA, DSA, by 7 Sept 2020**

## ***Item No. 9 Any other item***

Dean Faculty Affairs informed the IQAC that Faculty Mentoring policy and process has been formulated. The program will commence in Monsoon 2020 semester for regular Faculty joining at the level of Assistant Professors in this year.

## **Item No.4: *Representation and Formal Inclusion of University Stakeholders- IT, NAAC Coordinator, Research Scholars***

The Registrar's proposal of formal inclusion of the following University stakeholders in the IQAC, recommended for effective monitoring and conduct of activities, and approved by Chairperson.

1. Dr. G. Naveen Babu, Associate Professor, EEE (NAAC Coordinator)
2. Mr. Rajesh Dawar, Head-IT.
3. Dr. Rakesh Ganguly, Senior Lead- Planning and Strategy

The Chairperson suggested that, since curriculum development and revision at Schools, is approved by their Board of Studies (BoS), their Secretaries be also included in IQAC. Such participation would certainly prove beneficial.

Director, IQAC once again requested the members to suggest the representation of Research Scholars in the IQAC. DSA could issue advisory to all PG advisors/ School Directors for encouraging participation of PG and Research scholars in the forthcoming Student Council Elections.

**Action: DSA, for the upcoming Student Council Elections**

## **Item No. 5 *Filing of AQAR 2019-20***

Director IQAC requested the Registrar to circulate the format for AQAR 2019-20 to all the concerned stakeholders to get the requisite information in the prescribed formats latest by 31 October 2020.

**Action: Registrar**

## **Item No. 6 *Discussion on Constitution of a University wide data group for various ranking and accreditation purposes***

The matter was discussed in detail. The Chairperson suggested that IT team could explore a mechanism where the data can be collected electronically, and stored at one place so that the same is made accessible as and when required according to specific formats for various tasks including accreditation, rankings and decision-making processes.

Director, IQAC requested Dr. G Naveen Babu and Mr. Rajesh Dawar to explore the mechanism for data collection required for various tasks and work out how could we fetch the available data at various places in required formats.

**Action: Dr. Naveen Babu**

**Item No. 7 *Briefing on Experience and Preparedness for Online Teaching - Dean UG, PG and Faculty***

Director IQAC, congratulated the members that SNU took to online teaching in mid-March 2020 itself, realizing and anticipating the threat of the pandemic to traditional teaching. The IT team very quickly enabled the required ICT infrastructure, to facilitate faculty and students taking online classes.

To further prepare for Monsoon 2020 semester in online mode, DFA had organized a week long Faculty Development Program (FDP) on 'Effective Online Teaching & Learning'. The emphasis was on hands-on training of online platforms and tools for teaching, assessment and feedback. Faculty also shared their experiences and learnings from Spring 2020 and discussed ways to improve online teaching-learning experience.

**Item No. 8 *Any other item with the permission of the Chair***

Registrar suggested that keeping in mind the IQAC mandate for maintaining and monitoring quality standards of the academic as well as administrative functions of the University, members should put up constructive suggestions and agenda items before the committee for discussion.

Dr. Suneet Tuli, Director IQAC, concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance, and support.

**Action: Registrar to schedule next IQAC meeting in Oct. around Mid-term break**

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