

Ref. No.: SVSU/2026/IQAC/96

Date: 04/07/2026

Minutes of the Meeting with the Research and Development Cell of the University regarding pendency/discrepancies of the AQAR Data & Documents Submission to the IQAC for the Academic Year 2024-25

A meeting of the IQAC with the University's R&D Cell was held on 30th June 2026, from 11:30 AM onwards in the IQAC Conference Hall. The following members were present at the meeting:

S. No.	Names of Attendees	Designation
1.	Prof. (Dr.) Kapil Kumar	Director, IQAC
2.	Dr. Avnesh Kumar Singh	Professor, Faculty of Pharmacy
3.	Dr. Anchit P. Narwadkar	Representative from ROP Enterprises
4.	Prof. (Dr.) Lubhan Singh	Additional Director Research, R&D Cell
5.	Dr. Nisha Rana	Assistant Professor, R&D Cell
6.	Mr. Sonu Lathwar	AOS, IQAC
7.	Mr. Ayush Katiyar	Representative from ROP Enterprises

The following agenda points were discussed in the meeting:

Agenda 1:	To review and discuss the pendency and discrepancies in the NAAC AQAR (Academic Year 2024–25) metrics pertaining to the R&D Cell, and to finalize the necessary actions for timely submission and compliance.
Discussion:	- It was informed to all members present at the meeting that, under the NAAC Revised Accreditation Framework (RAF), which is the currently applicable accreditation methodology, R&D-related parameters carry a total weightage of 173 marks, whereas under the proposed Binary Accreditation Framework (BAF), the corresponding weightage is 140 marks. In view of the significant contribution of these parameters to the overall accreditation outcome, it was emphasized that the R&D Cell should establish a robust mechanism for the systematic collection, verification, monitoring, documentation, and digital storage of research-related data to ensure its accuracy, consistency, completeness, and timely availability for accreditation and ranking purposes. - A sample Faculty Profile Format, proposed for collecting research-related information from faculty members across all faculties, colleges, and departments of the University, was presented and discussed. It was informed that these formats may be adopted by the R&D Cell for uniform data collection. (Attached as Annexure-I).

- To provide greater clarity regarding the expected documentation and data compilation process, a sample of Criterion 3 from another university was also presented for reference. ***(Attached as Annexure-II).***
- The following observations and action points relating to Sub-Criterion 3.1.2 (Seed Money for Research) were discussed:
 - a. During the compilation of data, it was observed that a smaller amount had been reported as seed money provided by the University.
 - b. It was informed that, as per the applicable NAAC benchmark ($\geq$ Rs.50 lakh during the last five years), seed money allocations below Rs.1.00 lakh per project are not considered for assessment. Therefore, the data should be reviewed and verified accordingly.
 - c. It was further informed that, in addition to the financial details, Seed Money Sanction Letters issued by the Registrar's Office, along with the Minutes of the Meetings of the Competent University Authority approving the seed money projects, are mandatory supporting documents and must be submitted.
- The following additional observations were made regarding the remaining R&D-related AQAR sub-criteria:
 - a. Sub-Criterion 3.1.4:** The guideship/recognition letters of all research supervisors are required as supporting documents.
 - b. Sub-Criterion 3.2.1:** It was noted that no supporting documents have been received under this sub-criterion. The required documents should be compiled and submitted at the earliest. Further, the Director, IQAC, informed all members that, as per the UGC Notification No. D.O. No. F.1-1/2018 (Journal/CARE), dated December 2019, a two-credit course titled "Research and Publication Ethics (RPE)" has been made mandatory for all Ph.D. scholars as part of their pre-registration coursework to promote awareness of publication ethics and prevent publication misconduct. It was further informed that during the NAAC Reassessment Process (2025), the IQAC had requested the course content/syllabus of the RPE course as supporting evidence under this sub-criterion. The matter was also placed as an agenda item in previous IQAC meetings, and the concerned departments were requested to provide the requisite documents. Therefore, the R&D Cell was requested to ensure that the prescribed course syllabus, along with all other relevant supporting documents pertaining to the implementation of the mandatory RPE course, is compiled and submitted for NAAC documentation. ***(The UGC Notification No. D.O. No. F.1-1/2018 (Journal/CARE), dated December 2019, is attached as Annexure-III.)***
 - d. Sub-Criterion 3.4.4:** The remaining degree award certificates supporting the data



	reported under this sub-criterion are yet to be received and should be provided at the earliest. e. Sub-Criterion 3.4.5: The first page of each published research paper is required as documentary evidence. f. Sub-Criterion 3.4.6: The ISSN/ISBN numbers should be correctly entered in the prescribed data template. Additionally, the first page of each publication should be submitted as supporting evidence. It was also observed that the data reported under this sub-criterion appears to be identical to that submitted under Sub-Criterion 3.4.5. The R&D Cell was requested to review the entries carefully and rectify any duplication or discrepancies. g. Sub-Criterion 3.4.7: The first page, index page, and last page of each published book are required as documentary evidence and should be submitted for verification.
Resolution	After detailed deliberations, it was resolved that the Research & Development Cell shall review and submit the pending supporting documents under the respective NAAC: AQAR sub-criteria and ensure compliance with NAAC accreditation requirements within the stipulated timeline.
Agenda: 2	Any other agenda items with the permission of the Chair.
Discussion	With no further agenda items submitted, the meeting concluded with a vote of thanks to the Chair.



Prof. (Dr.) Kapil Kumar
Director-IQAC



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Office of the IQAC

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IQAC Meeting regarding pendency/discrepancies in AQAR 2024-25 Data & Documents submission

Attendance Sheet

Date : 30/06/2026

Venue: Conference Hall, IQAC

Time: 11:30 AM onwards

S. No.	Name	Designation in Committee	Official Email ID	Mobile No.	Signature
1.	Prof. (Dr.) Kapil Kumar	Director, IQAC	iqac@subharti.org	7217038202	
2.	Dr. Avnesh Kumar Singh	Professor, Faculty of Pharmacy	avnesh.su202500489@subharti.co	8077409257	
3.	Dr. Anchit Narwadkar	Representative from ROP Enterprises			
4.	Prof. (Dr.) Lubhan Singh	Joint Director Research	jointdirectorresearch@subharti.org	9837268871	
5.	Dr. Nisha Rana	Assistant Professor	ipr@subharti.org	8449488680	
6.	Mr. Sonu Lathwar	AOS, IQAC	aosiqac@subharti.org	8126791989	
7.	Mr. Anurag Katiyan	Repr. ROP Ent.	-	-	
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