



Ref. No.: SVSU/2024/IQAC/64

Date: 21/06/2024

## Minutes of Meeting

As per the directions of the Hon'ble Vice Chancellor, the **Faculty of Pharmacy** tested the AQAR portal as a pilot project developed by the IT Department of the University.

After completing the testing, in compliance with agenda - 7 of the Minutes of Meeting, Ref. No. SVSU/2024/IQAC/61, dated 6 June 2024, the Faculty of Pharmacy submitted its report to IQAC and the IT Department of the University on 20 June 2024.

Subsequently, the IQAC scheduled a meeting on the same day, June 20, 2024, to discuss the report's findings.

The following members were present in the meeting: -

S. No.	Name of the Faculty/Staff	Designation
1.	Dr. Rupesh Kr Pandey	Associate Professor, Faculty of Pharmacy
2.	Dr. Manish Pathak	Associate Professor, Faculty of Pharmacy
3.	Dr. Nikhil Rathi	Associate Professor, FET
4.	Prof. (Dr.) Kapil Kumar	Director - IQAC
5.	Ms. Shruti Singh	Coordinator - IQAC
6.	Ms. Pratibha Teotia	Dy. Coordinator - IQAC
7.	Ms. Seema Saxena	OSD - IQAC
8.	Mr. Ankush Verma	Jr. Software Developer (I.T. Dept.)
9.	Mr. Sonu Lathwar	AOS - IQAC

The following agendas of the report submitted by the NAAC Coordinator, Faculty of Pharmacy was discussed in the meeting:-

Metric No.	Points mentioned by the NAAC Coordinator, the Faculty of Pharmacy in its report	Resolution / Solutions Provided
1.3.2	Format is attached	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.3.1	Student Centric-Methods are used for Enhancing Learning Experiences.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.3.2	Data not saved	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.3.3	Data not saved	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.3.4	Data not saved	It is working as per the requirement. Its practical demonstration was also done during the meeting.
Criteria 3	No error found ( approve option for Dean was not available)	<b>IT Department has resolved this issue.</b>
4.3.5	Error to save	It is working as per the requirement. Its practical demonstration was also done during the meeting.
5.1.2	Both the capacity of upload is only 5 MB. The alignment of the option to select is incorrect and	<b>The IT Department will remove the tab option presented and insert the 7 options</b>

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Director  
IQAC

	may be unnecessary. Specific errors need to be seen, the sub-criteria question is shown "Institution Implements a Variety of Capability Enhancement and Other Skills Development Schemes Detail is Required." Due to this not able to save the content.	<b>for uploading the 7 different reports for 7 schemes mentioned as per the requirement.</b>
5.1.3	Error in saving the data.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
6.3.3	Error to save	It is working as per the requirement. Its practical demonstration was also done during the meeting.
6.3.4	Error to save	<b>The IT Department will remove Excel's "Total Number of Teachers" column.</b>
6.4	Not opening	This particular sub-metric is only visible to the Finance Department.
6.5.2	Error seen	<b>The IT Department will remove the options tab.</b> It is working as per the requirement. Its practical demonstration was also done during the meeting.
7.1.7	File size limit 100MB	<b>The IT Department will hide this sub-metric from Faculties/Colleges.</b>
7.1.10	Already some data is save	It is working as per the requirement. Its practical demonstration was also done during the meeting.
7.1.11	"Institution celebrates/organizes national and international commemorative days, events and festivals"- not available.	<b>This particular sub-metric must only be visible to the event coordinator of the university.</b>

No other agenda items were discussed and it concluded with a vote of thanks to the chair.



**Copy to:**

1. The Hon'ble Vice Chancellor – For kind information, please.
2. CEO – For kind information, please.
3. Dean, Faculty of Pharmacy
4. CTO – IT Department
5. Dr. Rupesh Kumar Pandey, NAAC Coordinator and Associate Professor, Faculty of Pharmacy
6. Dr. Manish Pathak, Associate Professor, Faculty of Pharmacy
7. Mr. Ankush Verma, Jr. Software Developer (I.T. Dept.)
8. All IQAC members

21.06.2024  
 Prof. (Dr.) Kapil Kumar  
 Director - IQAC

Hon'ble Sir, The MOM is being presented for your kind perusal, please. With regards. 21/06/24

Please demonstrate once before me  
 21/06/24



# Office of the IQAC

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## Internal Quality Assurance Cell (IQAC) Meeting *with* on *NAAAC Coordinators* AQAR Web Portal *"FACULTY OF PHARMACY"* Attendance Sheet

Date : 20/06/2024 (Thursday)

Time : 02.00 PM Onwards

Venue : IQAC Conference Hall

S. No.	Name	Designation	Email	Contact No.	Signature
1.	Dr. Rupam Kumar Pandey <i>(NAAAC Coordinator - Pharmacy)</i>	Associate prof.	ramurupampandey@gmail.com	9826678198	<i>[Signature]</i>
2.	Dr. Mausik K. Bhatnagar <i>(Pharmacy)</i>	Asso Prof.	mausikpharm@sonal.com	912532749	<i>[Signature]</i>
3.	Dr. Nikhil Pathi <i>(NAAAC Coordinator - PET)</i>	Asso Prof.	rathi.nikhil85@gmail.com	9569706225	<i>[Signature]</i>
4.	Seema Saxena	O.S.D.	Seemasaxena10@gmail.com	7351531144	<i>[Signature]</i>
5.	MS. PRATIBHA	DY. COORDINATOR	pratibha.chaudhary2408@gmail.com	9958521529	<i>[Signature]</i>
6.	Ankush Verma	Jr. Software developer	lt@subharti.org	9450118849	<i>[Signature]</i>
7.	Shruti Singh	IQAC coordinator	Shruti.iqac@gmail.com	8630461561	<i>[Signature]</i>
8.	SONU LATHWAR	A.O.S.	sonu.iqac@gmail.com	2029	<i>[Signature]</i>
9.	PROF. (DR.) RAJESH KUMAR	DIRECTOR IQAC	iqac@subharti.org	9719549900	<i>[Signature]</i>
10.					
11.					
12.					

