

Ref. No.: SVSU/2026/IQAC/93

Date: 06/05/2026

Minutes of the Meeting – Discussion on “NAAC Criteria V” held on 29th April, 2026

A meeting to discuss the requirements and the proper submission of data for the NAAC Criteria V was held on 29th April 2026, from 2:30 PM onwards in the IQAC Conference Hall. The following members attended the meeting:

S. No.	Name of Attendee	Designation
1.	Dr. Kapil Kumar	Director, IQAC
2.	Dr. Rupesh Kumar Pandey	Faculty Coordinator Criteria V, Professor, Faculty of Pharmacy
3.	Mrs. Manprit Kaur	OS, IQAC
4.	Mrs. Shalu Sharma	Clerk, IQAC
5.	Mr. Vijay Pratap Singh	ROP Enterprises
6.	Dr. Archana Agarwal	Coordinator Criteria V, Associate Professor, Faculty of Medicine
7.	Mr. Pushpendra Kumar Rajput	Coordinator Criteria V, Assistant Professor, Subharti College of Allied & Healthcare
8.	Dr. Swati Gupta	Coordinator Criteria V, Professor, Faculty of Dental Sciences
9.	Dr. Khushboo Bhalla	Coordinator Criteria V, Assistant Professor, Faculty of Dental Sciences
10.	Mrs. Khushboo Rani	Coordinator Criteria V, Associate Professor, Faculty of Nursing
11.	Dr. Gaurav Pathak	Coordinator Criteria V, Assistant Professor, Faculty of AYUSH
12.	Dr. Charu Saxena	Coordinator Criteria V, Associate Professor, Faculty of Pharmacy
13.	Er. Ritu Sharma	Coordinator Criteria V, Assistant Professor, Faculty of Engineering & Technology
14.	Dr. Sarika	Coordinator Criteria V, Assistant Professor, Faculty of Management & Commerce
15.	Mr. Akul Das	Coordinator Criteria V, Assistant Professor, Subharti College of Hotel Management
16.	Ms. Shalini Goel	Coordinator Criteria V, Lecturer, Faculty of Law
17.	Dr. Atul Tiwari	Coordinator Criteria V, Assistant Professor, Dept. of Physical Education
18.	Dr. Ashish Kumar Mishra	Coordinator Criteria V, Assistant Professor, Faculty of Fine Arts
19.	Ms. Priyanka Singh	Coordinator Criteria V, Assistant Professor, Faculty of Fine Arts
20.	Dr. Lovely	Coordinator Criteria V, Assistant Professor, Faculty of Arts & Social Science
21.	Dr. Praveen Kumar	Coordinator Criteria V, Assistant Professor, School of Buddhist Studies
22.	Mr. Neeraj Saxena	Sr. Consultant, IS&GR Cell
23.	Mr. Ankit	Placement Officer, T&P Cell
24.	Dr. Abhishek	NAAC Coordinator, Professor, Faculty of Medicine
25.	Dr. Ankit Kumar	Assistant Professor
26.	Mr. Ayush Chauhan	Assistant Professor
27.	Ms. Soni Chauhan	Assistant Professor
28.	Mr. Zuber	Assistant Professor
29.	Mr. Sonu Lathwar	AOS, IQAC

The following members couldn't attend the meeting:

S. No.	Name of Representative	Designation
1.	Mr. Rahul	Coordinator Criteria V, Assistant Professor, Allied & Healthcare
2.	Dr. Neha Rani	Coordinator Criteria V, Senior Resident, Faculty of Medicine
3.	Dr. Jyoti Madhur	Coordinator Criteria V, Lecturer, Faculty of AYUSH
4.	Dr. Smriti Goswami	Coordinator Criteria V, Assistant Professor, Faculty of AYUSH
5.	Dr. Vipin Pant	Coordinator Criteria V, Assistant Professor, Faculty of AYUSH
6.	Dr. Ankita Agarwal	Coordinator Criteria V, Assistant Professor, Faculty of Science
7.	Dr. Sangeeta Rani	Coordinator Criteria V, Assistant Professor, Dept. of Education
8.	Mr. Saurabh Tripathi	Coordinator Criteria V, Assistant Professor, Hotel Management
9.	Mr. Ram Prakash Tiwari	Assistant Professor, Journalism & Mass Communication
10.	Dr. Uzma Khan	Coordinator Criteria V, Assistant Professor, Faculty of Allied Health Sciences

The following points were discussed during the meeting:

1. The Director, IQAC, addressed the meeting and provided detailed insights regarding Criterion V. He explained the process of data submission and the prescribed format through a comprehensive presentation.
2. During the discussion, the Director, IQAC, advised that the placement details of all programmes should be included in the annual report of the Placement Department.



(The Director, IQAC, is addressing Criterion V with the NAAC Criteria Coordinators from all faculties/colleges)

3. Further, Dr. Rupesh Kumar Pandey, Faculty Coordinator of Criterion V and Professor, Faculty of Pharmacy, discussed the discrepancies observed in the data and documents submitted by the Faculties/Colleges/Departments. He further explained that Matrix 5.1.2 (QnM) includes details related to the following student activities:

- Soft Skill Development
- Language and Communication Skill Development
- Yoga and Wellness
- Analytical Skill Development
- Human Value Development
- Personality and Professional Development
- Employability Skill Development



Regarding these activities, he advised that seven (7) separate folders should be maintained, each appropriately named, and the data should be submitted through these individual folders to facilitate easier compilation at the IQAC level.

5. Dr. Rupesh Kumar Pandey also pointed out that although data is being received from the Departments in Excel sheets, the corresponding Word files are often not arranged in the same sequence. He requested that the Word documents should be prepared in the same order as the Excel sheets, with proper captions for each supporting document.

He further mentioned that some Faculties/Colleges are submitting supporting documents from previous years, which should be avoided. The data and supporting documents must strictly pertain to the concerned academic year for which the AQAR is being submitted. It was also emphasized that all data and supporting documents, including reports and other records, should be clearly scanned and submitted in a properly readable format.

Action to be taken:

1. All Faculties/Colleges/Departments should collect and submit the data for Criterion V in the prescribed format.
2. The Placement Department should include the placement details of all programmes offered under various Faculties/Colleges/Departments in its annual placement report.
3. All Criterion V Coordinators of the respective Faculties/Colleges/Departments should review the discrepancies/pendency related to Criterion V and take necessary action for improvement and submission of the pending data on an urgent basis.
4. For Metric 5.1.2, seven separate folders for each activity should be maintained and submitted to the IQAC.
5. The details in the Word files should be arranged in the same order as mentioned in the Excel sheets.
6. Proper captions should be provided for each supporting document in the Word files.
7. The data should be submitted only for the concerned academic year.
8. The data and supporting documents, such as reports and other records, should be clearly scanned and submitted in a properly readable format.



Dr. Kapil Kumar
Director, IQAC

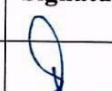


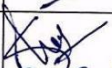

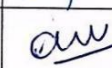
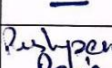

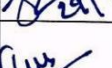
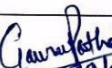
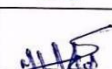
**Meeting with the NAAC Criteria – 5 Coordinators of all Faculty/Colleges
by the Internal Quality Assurance Cell (IQAC)**

Attendance Sheet

Date : 29/04/2026

Venue: IQAC Conference Hall

Time: 02:30 PM onwards

S. No.	Name of the Faculty/ College/ Department	Name of the Criteria – V Coordinator/ Departmental Representative	Designation	Email ID	Signature
1.	Dr. Kapil Kumar		Director, IQAC	iqac@subharti.org	
2.	Dr. Rupesh Kumar Pandey	Faculty NAAC Coordinator	Professor, Faculty of Pharmacy	rupesh.su202000102@subharti.co	
3.	Mrs. Manprit Kaur	Criteria – V	OS, IQAC	osiqac@gmail.com	
4.	Mrs. Shalu Sharma		Clerk, IQAC	iqacshalu@gmail.com	
5.	Mr. Vijay Pratap Singh	Representative from ROP Enterprises			
6.	Faculty of Medicine	Dr. Archana Agarwal	Associate Professor	ph.dcoordinator214@gmail.com	
7.		Dr. Neha Rani	Senior Resident	pt-13neha1992@gmail.com	—
8.	Subharti College of Allied and Healthcare, FAHS	Mr. Rahul	Assistant Professor	rahulnu331@gmail.com	—
9.		Mr. Pushpendra Kumar Rajput	Assistant Professor	insapushpendra@gmail.com	
10.	Faculty of Dental Sciences	Dr. Swati Gupta	Professor	drswatig@rediffmail.com	
		Dr. Khushboo Bhalla	Assistant Professor	khushboo.bhalla@gmail.com	
11.	Faculty of Nursing	Mrs. Khushboo Rani	Associate Professor	khushboorn341@gmail.com	Present
12.	Faculty of AYUSH	Dr. Jyoti Madhur	Lecturer	jyotimadhur05@gmail.com	—
13.		Dr. Gaurav Pathak	Assistant professor	gaurav.su202501275@subharti.co	
14.		Dr. Smriti Goswami	Assistant professor	smriti.su202501274@subharti.co	—
15.		Dr. Vipin Pant	Assistant professor	vipin.SU202501278@subharti.co	—
16.	Subharti College of Physiotherapy, FAHS	Dr. Uzma Khan	Assistant Professor	uzmakhan010@gmail.com	

*Uzma Khan
Subharti
Vidyalaya*

*Siddhu. Sathoke 95
@gmail.com*

17.	Faculty of Pharmacy	Dr. Charu Saxena	Associate Professor	charusaxena18@gmail.com	For Sign
18.	Faculty of Engineering & Technology	Er. Ritu Sharma	Assistant Professor	ritusharma2103@gmail.com	Signature
19.	Faculty of Management & Commerce	Dr. Sarika	Assistant Professor	sarikabhay@gmail.com	Signature
20.	Subharti College of Hotel Management	Mr. Akul Das	Assistant Professor	akul.su202400836@subharti.co	Signature
		Mr. Saurabh Tripathi	Assistant Professor	sautripathi731@gmail.com	-
21.	Faculty of LAW	Ms. Shalini Goel	Lecturer	shalinimrt@gmail.com	Signature
22.	Faculty of Science	Dr. Ankita Agarwal	Assistant Professor	cool.ankita_agarwal@rediffmail.com	-
23.	Dept. of Education, Faculty of Education	Dr. Sangeeta Rani	Assistant Professor	sangeetmrt123@gmail.com	-
24.	Dept. of Physical Education, Faculty of Education	Dr. Atul Tiwari	Assistant Professor	atultiwarikls@gmail.com	Signature
25.	Faculty of Fine Arts	Dr. Ashish Kumar Mishra	Assistant Professor	mishra.ashish614@gmail.com	Signature
26.		Ms. Priyanka Singh	Assistant Professor	priyanka25u98@gmail.com	Signature
27.	Faculty of Arts & Social Science	Dr. Lovely	Assistant Professor	suryavanshilovely31@gmail.com	Signature
28.	School of Buddhist Studies	Dr. Praveen Kumar	Assistant Professor	praveenkumar.kumar1976@gmail.com	Signature
29.	Representative from the IS&GR Cell	Mr. Anush Sachan	Sr. Consultant	intraceladmission@susm	Signature
30.	Representative from the T&P Cell	Ankit Bhadwaj	Section Officer	ankitbhadwaj-23@rediffmail.com	Signature
31.	Faculty of Medicine	Dr. Abhishek	Professor	dr.abhisheksangal@gmail.com	Signature
32.	Dept. of Jom. & Mass. Com.	Dr. Praveen Kumar	Assistant Professor	praveen.su20220007@subharti.co	Signature
33.	Dept. of U.S. & S. U.	Dr. Jambh	Asst. Prof.	TonedSoni@Sai-1.Com	Signature
34.	Faculty of Science	Dr. Ankit Kumar	Asst. Prof.	ankit.su202200919@Subharti.co	Signature
35.	Faculty of Management & Commerce	Mr. Ayush Chauhan	Assit. Prof	ayushchauhan441@gmail.com	Signature
36.	Faculty of Language	Ms. Soni Chauhan	"	Soni.su202500925@subharti.co	Signature
37.	Allied & Health Care	Mr. Jubair	Asst. Prof.	Jtyagi23@gmail.com	Signature
38.	IQAC	Mr. SONU LATHWAR	AOS, IQAC	soo.iqac@subharti.org	Signature
39.					

