

Ref. No.: SVSU/2026/IQAC/95

Date: 30/06/2026

## Minutes of the Meeting with the Representatives/Facility in-charges of the Concerned Departments/Facilities Regarding Sustainability Practices and Quality Framework Compliance held on 25<sup>th</sup> June, 2026

A meeting of the IQAC with the representatives/facility in-charges of the concerned departments/facilities regarding **Sustainability Practices and Quality Framework Compliance** under the Chairmanship of the Director, IQAC, was held on 25<sup>th</sup> June, 2026, from 09:30 AM onwards in the IQAC Conference Hall.

The following members were present at the meeting:

S. No.	Names of Attendees	Designation
1.	Dr. Kapil Kumar	Director, IQAC
2.	Dr. Anchit P. Narwadkar	Representative, ROP Enterprises
3.	Dr. Mukesh Ruhela	Professor, Faculty of Engineering and Technology, Chairman, University Environmental Committee
4.	Dr. Sweta Bhardwaj	Associate Professor, Faculty of Engineering and Technology, and Criteria Coordinator of NAAC Criteria 7
5.	Mr. Harshwardhan Kaushik	Administrative Officer – 1
6.	Mr. Vinod Kumar Rajput	Manager, Electrical Department
7.	Mr. Hariom	Asst. Manager, Maintenance Department
8.	Mr. Anurag Verma	Junior Clerk, IQAC
9.	Mr. Harbir Singh	Manager, Electrical Department
10.	Mr. Manoj Kumar	Supervisor, Maintenance Department
11.	Mr. Gyanendra	Assistant Clerk, Maintenance Department

- In the beginning, the Director-IQAC informed all the attendees that visits to various facilities, such as the Solar Plant, Biogas Plant, and other facilities related to alternative sources of energy and energy conservation measures, waste management facilities, water conservation facilities, and disabled-friendly/barrier-free environment facilities, were conducted by the IQAC from 10<sup>th</sup> to 14<sup>th</sup> June 2026. Subsequently, the visit report was forwarded to all concerned with a request to thoroughly review the report and take necessary action at their respective levels.
- Further, the Director-IQAC informed the members that, to discuss the provided report in detail and to ensure that appropriate necessary actions are taken by the concerned departments/facility in-charges, a meeting of all concerned stakeholders had been scheduled for the day.
- He further informed that during the visits, it was observed that some senior members of the concerned departments could not attend the discussions, due to which the supporting documents could not be presented by the respective departments. Therefore, all concerned senior officers were requested to attend the meeting along with the files containing the supporting/required documents mentioned in the last column of the report, ensuring that the files of supporting documents are properly maintained and made available for verification.

The following other agenda items were discussed in the meeting:

<b>Agenda</b>	<b>Review of visit reports and discussion on supporting documents and documentation formats for various facilities and initiatives.</b>
<b>Business</b>	A meeting of all concerned coordinators, in-charges, and senior officers was

<b>Transacted</b>	held on 25 June 2026 in the IQAC Conference Hall to review the visit reports prepared following the visits conducted from 10th to 14th June 2026.
<b>Key Observations and Suggestions</b>	<ul style="list-style-type: none"> <li>▪ The following points were discussed and decided during the meeting:</li> <li>▪ The reports of all visits were discussed in detail with all concerned members.</li> <li>▪ The supporting documents available with the concerned departments/coordinators were checked and reviewed.</li> <li>▪ The formats prepared by the IQAC for maintaining documentation and records for various facilities and initiatives were discussed in detail with all concerned members.</li> <li>▪ It was decided that the formats prepared by IQAC shall be shared through email with all concerned to seek suggestions and incorporate necessary modifications, if any.</li> <li>▪ After incorporating the suggestions and finalizing the formats, it was decided to prepare spiral-bound booklets/registers for maintaining records and documentation as per the prescribed frequency and Standard Operating Procedures (SOPs) followed by the University.</li> <li>▪ It was emphasized that the main objective of conducting the meeting was to make all concerned aware of the existing lacunae in documentation and to strengthen the documentation practices across the sustainability measures implemented by the university.</li> <li>▪ It was further decided that, after finalization of the formats, files pertaining to all 24 measures/facilities shall be prepared and maintained in two copies: <ul style="list-style-type: none"> <li>I. One copy shall be maintained at the IQAC Office.</li> <li>II. One copy shall be maintained by the concerned coordinator/in-charge of the respective facility.</li> </ul> </li> </ul>
<b>Conclusion</b>	All concerned were requested to ensure regular updating and proper maintenance of records and supporting documents for future accreditation, ranking, audit, and compliance requirements.
<b>To send on email</b>	Blank format prepared by IQAC for all sustainability measures documentation.

The photographs taken during the meeting are displayed below:



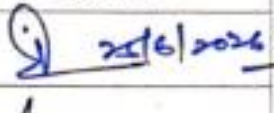

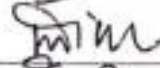



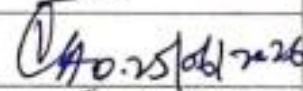

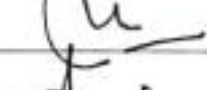

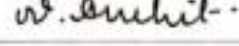
**Prof. (Dr.) Kapil Kumar**  
**Director-IQAC**

## Meeting Regarding Review of Visit Report and Supporting Documents

### Attendance Sheet

Date: 25/06/2026

Time: 9:30 AM Onwards

S. No.	Name	Designation	Contact Number	Email	Signature
1.	Dr. Kabil Kumar	(JCH) Director	9719549900	iqact@subharti.org	
2.	V. K. Ramesh	Manu	9639010307		
3.	Harbir Singh	supervisor	9634085036		
4.	Mansi Kumar	Subervisor	7080795575		
5.	Hari OM	Asst. Manager	9639973699		
6.	Nyanandya	Asst. Clerk	9759564440		
7.	Hanswardhan Kanchuk	AOI	8057385347		
8.	Dr. Suresh Anand	-Asso Prof.	9410093770		
9.	Dr. Mukesh Lalit	Profemer	7906013506		
10.	Man-Anwar	FOAC Clerk	9461747912		
11.	Anchit N.	Rep Ent. Repe.	8149621092		
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