

Ref. No.: SVSU/2024/IQAC/62

Date: 18/06/2024

Minutes of Meeting

As per the directions of the Hon'ble Vice Chancellor, the Faculty of Dental Sciences 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 Dental Sciences submitted its report to IQAC and the IT Department of the University on 14 June 2024.

Subsequently, the IQAC scheduled a meeting on June 15, 2024, to discuss the report's findings. Since the discussion could not be completed on June 15, the meeting was continued and concluded on June 18, 2024.

The following members were present in the meeting: -

S. No.	Name of the Faculty/Staff	Designation
1.	Dr. Amit Khera	Professor, Faculty of Dental Sciences
2.	Dr. Pragati Rawat	Assoc. Prof., Faculty of Dental Sciences
3.	Dr. Soundarya Singh	Assoc. Prof., Faculty of Dental Sciences
4.	Dr. Suhasini GP	Assoc. Prof., Faculty of Dental Sciences
5.	Dr. Nikhil Rathi	Assoc. Prof., Faculty of Engg. & Tech.
6.	Dr. Snigdha Singh	Asst. Prof., Faculty of Dental Sciences
7.	Dr. Mohnish	Asst. Prof., Faculty of Dental Sciences
8.	Dr. Aparna Rai	Asst. Prof., Faculty of Dental Sciences
9.	Dr. Khushboo Bhalla	Asst. Prof., Faculty of Dental Sciences
10.	Prof. (Dr.) Kapil Kumar	Director - IQAC
11.	Ms. Shruti Singh	Coordinator - IQAC
12.	Ms. Pratibha Teotia	Dy. Coordinator - IQAC
13.	Ms. Seema Saxena	OSD - IQAC
14.	Mr. Ankush Verma	Jr. Software Developer (I.T. Dept.)
15.	Mr. Ankur Sharma	System Analyst (I.T. Dept.)
16.	Mr. Sonu Lathwar	AOS - IQAC

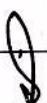
The following agendas of the report submitted by the NAAC Coordinator, Faculty of Dental Sciences were discussed in the meeting:-

Metric No.	Points mentioned by the NAAC Coordinator, the Faculty of Dental Sciences in its report	Resolution / Solutions provided
1.1.1	In CO, PO uploading, if two files have to be attached, it cannot be done. For example, we have two programmes BDS and MDS. Both ordinances cannot be uploaded under a single Tab. While	It is working as per the requirement. Its practical demonstration was also done during the meeting.


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	uploading the second file, the earlier file gets deleted.	
1.1.2	BOS cannot be uploaded. No option for Zip Files or Large Files. No options for Curriculum Revision Files uploading.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
1.3.2	VAC FORMAT is not working properly. The Excel Format is not Correct. No separate Tabs to upload Documents of VAC.	The IT Department has to modify the "any other relevant" tab.
1.4.1, 1.4.2	Feedback forms. No provision for uploading these. There are about 50 forms in PDF. No zip file provision.	URL and MOM tab will be removed by the IT department.
2.2.2	Excel is missing	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.3.1	Not able to save the Excel.	The IT Department will provide a dropdown facility for the selection of types of activities.
2.3.2	Unable to upload. The file has many documents. Geotagged photos have been asked to be uploaded separately, which are already uploaded in the report. Zip files should be allowed for geotagged photos and all other files.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.4.5	Certificates are large in number. More than 100. Unable to upload. Not being saved. The date of receiving the award is not mentioned in the Excel.	The IT Department should remove any additional information (list of teachers who received the award) Tab. The year is required in place of Date.
3.1.3	Unable to save and upload	It is working as per the requirement. Its practical demonstration was also done during the meeting.
3.1.5	Not able to upload geotagged pictures. Zip Files should be allowed.	This needs to be corrected by the IT Department.
3.1.6	Data entered in Tabs/Columns not saved After this, this criterion suddenly closes and shows an error.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
3.3.2	The Excel file was uploaded, but not saved despite several attempts.	It is working as per the requirement. Its practical demonstration was also done

	No separate tabs for Activity upload (Notice, brochure, report with photographs). All activities have already been uploaded on the IQAC portal for 2023-24, which was a much better portal for Activity upload.	during the meeting.
3.3.3	Documentation of Certificates not saved. Unable to upload. Shows as "String or binary data would be truncated" on the AQAR portal. No tab for student award data.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
3.4.4	Proof not saved	It is working as per the requirement. Its practical demonstration was also done during the meeting.
3.4.5	Excel uploaded, but not saved.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
3.4.6	Not saved.	
3.5.1	No Tab in Consultancy	Needs to be modified By the IT Department. The IQAC will provide its format.
3.7.1	Not being saved	It is working as per the requirement. Its practical demonstration was also done during the meeting.
4.1.1	Unable to upload photos	It is working as per the requirement. Its practical demonstration was also done during the meeting.
4.2.2	Unable to upload the complete document of geo-tagged photos of infrastructure.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
4.4.1	Unable to upload geotagged photos	It is working as per the requirement. Its practical demonstration was also done during the meeting.
5.1.1	Unable to upload Allotment letters.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
5.1.3	Unable to upload proofs of Certificates and other documents.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
5.2.1	Unable to upload all documents	It is working as per the requirement. Its


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		practical demonstration was also done during the meeting.
5.3.3	Unable to upload documents.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
5.4.2	No provision for uploading Proofs. No separate Tabs. Headings of the Tabs also do not match the subdivisions required.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
6.3.2	Tabs for uploading are incomplete.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
6.3.3	For activities upload, separate tabs are not there for notices, brochures, reports, certificates, etc. Only PDF format is getting uploaded. When we try to upload one notice, another gets deleted. Overwriting is observed. No jpg format is supported. Not able to see the proofs.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
6.3.4	Large files are not uploaded.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
7.1.8, 7.1.9	Zip files should be allowed. Large files are not supported.	It is working as per the requirement. Its practical demonstration was also done during the meeting.

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

 18.06.2024

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

Copy to:

1. The Hon'ble Vice Chancellor – For kind information, please.
2. CEO – For kind information, please.
3. Dean, Faculty of Dental Sciences
4. CTO – IT Department
5. Dr. Preeti Sharma, Professor, NAAC Coordinator – Faculty of Dental Sciences
6. Dr. Amit Khera, Professor, Faculty of Dental Sciences
7. Dr. Pragati Rawat, Associate Professor, Faculty of Dental Sciences
8. Dr. Soundarya Singh, Associate Professor, Faculty of Dental Sciences
9. Dr. Suhasini GP, Associate Professor, Faculty of Dental Sciences
10. Dr. Nikhil Rathi, Associate Professor, Faculty of Engineering & Technology
11. Dr. Snigdha Singh, Asst. Prof., Faculty of Dental Sciences
12. Dr. Mohnish, Asst. Prof., Faculty of Dental Sciences
13. Dr. Aparna Rai, Asst. Prof., Faculty of Dental Sciences
14. Dr. Khushboo Bhalla, Asst. Prof., Faculty of Dental Sciences
15. Mr. Ankush Verma, Jr. Software Developer (IT Dept.)
16. Mr. Ankur Sharma, System Analyst (IT Dept.)
17. All IQAC members

Hon'ble Sir,
The mom is being
submitted for your kind
perusal, please.
with regards.

AP

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Office of the IQAC

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Internal Quality Assurance Cell (IQAC) Meeting on AQAR Web Portal Attendance Sheet

Date : 18/06/2024 (Tuesday)

Time : 10.00 AM Onwards

Venue : IQAC Conference Hall

S. No.	Name	Designation	Email	Contact No.	Signature
1.	Dr. Pragati Rawat	Associate Professor	rawatpragati@gmail.com	9634058006	
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