

Ref. No.: SVSU/2024/IQAC/63

Date: 19/06/2024

Minutes of Meeting

As per the directions of the Hon'ble Vice Chancellor, the **Faculty of AYUSH** 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 AYUSH submitted its report to IQAC and the IT Department of the University on 18 June 2024.

Subsequently, the IQAC scheduled a meeting on June 19, 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. Dhiren N Nair	NAAC Coordinator and Assistant Professor, Faculty of AYUSH
2.	Dr. Nikhil Rathi	NAAC Coordinator and Associate Professor, F.E.T.
3.	Prof. (Dr.) Kapil Kumar	Director - IQAC
4.	Ms. Shruti Singh	Coordinator - IQAC
5.	Ms. Pratibha Teotia	Dy. Coordinator - IQAC
6.	Ms. Seema Saxena	OSD - IQAC
7.	Mr. Ankush Verma	Jr. Software Developer (I.T. Dept.)
8.	Mr. Sonu Lathwar	AOS - IQAC

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

Metric No.	Points mentioned by the NAAC Coordinator, the Faculty of AYUSH in its report	Resolution / Solutions provided
1.1.1	There is no option to add multiple ordinances. In view file, pdf is viewed in the new tab, and word files are downloaded only.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
1.1.2	Downloadable Excel sheet shows insecure download and gets blocked. Asking for institutional profile details while saving the details.	The IT Department will modify the function on the statement 'Revision has been carried out in the system during the year, if it is NO, next entry will be disabled accordingly'
1.1.3	The year of induction is twice in an Excel sheet as well as software. Also, there is no change seen in the Excel sheet, and is not taking corrections and can't edit in the tab of the software. Due to this, it cannot be saved or the error is seen as "AQAR Provide a description of courses with a focus on competency Detail is	It is working as per the requirement. Its practical demonstration was also done during the meeting. 

	required”.	
1.2.1	Spell check needs to be done for “PProvision” to provision	The IT department will do spelling corrections.
1.2.3	All documents save correctly but still, the data is not saved. The error is shown as “Interdisciplinary Courses under the Programmes offered by the University Detail is Required” which is the heading of 1.2.3. But what is the exact error not mentioned? If each column is saved on every single step then only it is saving.	The IT Department will modify as when the error is related to excel format then it is not saving and a related error is shown.
2.1.2	While saving it shows an error as “something went wrong.”	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.2.2	Not able to save due to error but error is not shown.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.3.1	After filling in all data still error is seen.	The IT Department will resolve the issue related to the date column for all Faculties/Colleges.
2.3.2	After filling the system shows an error.	It is working as per the requirement. Its practical demonstration was also done during the meeting.
2.4.1	After entering in Excel sheet and successfully uploading the tabs are seen as undefined.	This needs to be corrected by the IT Department. Furthermore, IQAC will share the updated format of this sub-metric with all Faculties/Colleges.
3.1.2	Data for seed money not found	This particular sub-metric will only be visible to the Finance Department.
3.4.3	Number of Patents/ Copyrights published/awarded/technology transferred during the year:- not found	This particular sub-metric will only be visible to the Research and Development Cell.
3.7.2	Presence of functional MoUs with Institutions/ industries in India and abroad for academics, clinical training/internship, on-the-job training, project work, student/faculty exchange, collaborative research programmes, etc., during the year- not found	This particular sub-metric is only visible to the Registrar's Office.
4.3.5	Error to save	The IT Department will remove the tab option presented and also resolve the issue related to the date.
5.1.2	Both the capacity of upload is only 5 MB. The alignment of the option to select is not correct and	The IT Department will remove the tab option presented and insert the 7

	may be not required. 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.	options for uploading the 7 different reports for 7 schemes mentioned as per the requirement.
5.1.3	Error in saving the data.	The IT Department will replace the message shown reflecting '5 MB' with '10 MB'. It is working as per the requirement. Its practical demonstration was also done during the meeting.
6.3.3	Error to save	The IT Department will resolve the issue related to the date column for all Faculties/Colleges.
6.3.4	Error to save	The IT Department will resolve the issue related to the date column for all Faculties/Colleges.
6.4	Not opening	This particular sub-metric is only visible to the Finance Department.
6.5.2	Error seen	It is working as per the requirement. Its practical demonstration was also done during the meeting.
7.1.7	File size limit 100MB	The IT Department will hide this sub-metric from Faculties/Colleges.
7.1.10	Already some data is saved. Not by us.	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.	This particular sub-metric will only be visible to the event manager.

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

20.06.2024

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 AYUSH
4. CTO – IT Department
5. Dr. Dhiren N Nair, Assistant Professor, Faculty of AYUSH
6. Dr. Nikhil Rathi, Associate Professor, Faculty of Engineering & Technology
7. Mr. Ankush Verma, Jr. Software Developer (I.T. Dept)
8. All IQAC members

IT to comply

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

20.06.2024

20/06/24

Internal Quality Assurance Cell (IQAC) Meeting

on

AQAR Web Portal

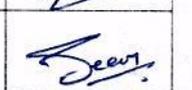
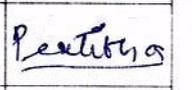
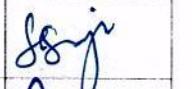
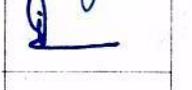
Attendance Sheet

NAAAC Coordinator
with Faculty of
AYUSH.

Date : 19/06/2024 (Wednesday)

Time : 10.30 AM Onwards

Venue : IQAC Conference Hall

S. No.	Name	Designation	Email	Contact No.	Signature
1.	Dr. Nabin Dhanraj Ajit	Asst. Professor	ajit.nabin@gmail.com	7899143619	 19/06/2024
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3.	Ankush Verma	SDE	akv@subharti.org	9450118049	 19/06/24
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