

Ref. No.: SVSU/2025/IQAC/87

Date: 23/12/2025

**Minutes of the Meeting held on 22<sup>nd</sup> December 2025**

**Discussion Regarding the Compilation of NAAC: AQAR for the Academic Year 2024-25**

A meeting of all Faculty Coordinators and IQAC members was convened on 22 December 2025 at the IQAC Conference Hall from 2:00 PM onwards, under the chairmanship of the Director, IQAC. The meeting primarily focused on deliberations regarding the preparation of the NAAC Annual Quality Assurance Report (AQAR) for the academic year 2024–25. The following members were present:

S. No.	Name of Members	Designation	Faculty/Department
1.	Dr. Kapil Kumar	Director	IQAC
2.	Dr. Avnesh Kumar Singh	Professor	Faculty of Pharmacy
3.	Dr. Sweta Bhardwaj	Associate Professor	Faculty of Engineering and Technology
4.	Dr. Preety	Assistant Professor	Faculty of Management & Commerce
5.	Mr. Akul Das	Assistant Professor	Subharti College of Hotel Management, Faculty of Management & Commerce
6.	Mr. Peeyush Tomar	Assistant Professor	Faculty of Engineering and Technology
7.	Ms. Bhawana Joshi	Assistant Professor	Dept. of Languages, FASS
8.	Mrs. Seema Saxena	OSD	IQAC
9.	Mr. Bhuvneshwar Sharma	OSD	IQAC
10.	Mr. Sonu Lathwar	AOS	IQAC
11.	Mr. Ankit Verma	Section Officer	IQAC
12.	Mrs. Nidhi Rathore	Clerk	IQAC

The following members couldn't attend the meeting:

1.	Dr. Indraneel Bose	HoD, HM	Subharti College of Hotel Management,
2.	Dr. Rupesh Kumar Pandey	Professor	Faculty of Pharmacy
3.	Dr. Rafat Khanam	Associate Professor	Dept. of Languages, FASS

1. The Director, IQAC apprised all members of the NAAC AQAR and SSR methodology, clearly explaining the documentation requirements under all seven criteria. The roles and responsibilities of the members, along with coordination strategies for the effective compilation of AQAR 2024–25, were also outlined.
2. Detailed guidance was provided regarding the nature and format of AQAR-related data to be uploaded on the NAAC AQAR portal.
3. The Director, IQAC emphasized the importance of adopting a well-planned, structured, and strategic approach in preparing AQAR data templates and supporting documents to ensure accuracy and quality.
4. Members were briefed on the complete AQAR submission process. They were advised to thoroughly review the relevant criteria as per the AQAR & SSR Manual, Standard Operating Procedure (SOP), and the DVV clarification documents issued by NAAC during the previous reassessment process.
5. All members were instructed to initiate the compilation of data templates and supporting documents strictly in accordance with NAAC requirements and timelines.

6. The Director, IQAC, informed the members that data from certain faculties/colleges/departments is still awaited, and that the IQAC is actively following up to obtain the pending information.
7. Members were advised that any shortcomings or discrepancies identified during the compilation process should first be discussed with the Director, IQAC. Upon mutual concurrence, the concerned Faculty Coordinator shall draft an email, following which the IQAC will initiate official communication through formal email correspondence with the concerned faculty/college/department.
8. All members were requested to report to the IQAC office daily, adhere to timelines, and work collaboratively to ensure the timely submission of AQAR with comprehensive, satisfactory, and high-quality data and documentation.
9. The meeting concluded with a vote of thanks to the Chair.

**Photographs:**



(The Director, IQAC explaining the mandatory documentation and methodologies for NAAC: AQAR preparation)

## Attendance Sheet



## Office of the IQAC

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### IQAC Meeting with Faculty NAAC Coordinators for NAAC: AQAR 2024-25 Preparation Attendance Sheet

Date: 22/12/2025

Venue: IQAC Conference Hall

Time: 2:00 PM onwards

S. No.	Name of Members	Designation	Phone No.	Email	Signature
1	Dr. Kapil Kumar	Director, IQAC	7217038202	iqac@subharti.org	
2	Dr. Rupesh Kumar Pandey	Professor, Faculty of Pharmacy	9826678198	ranu.rupeshpandey@gmail.com	—
3	Dr. Avnesh Kumar Singh	Professor, Faculty of Pharmacy	8077409257	avneshpharma@gmail.com	
4	Dr. Rafat Khanam	Associate Professor, Dept. of Languages, FASS	9557963279	rafat.su201400059@subharti.co	—
5	Dr. Sweta Bhardwaj	Associate Professor, Faculty of Engineering and Technology	9410093770	swetagaur2000@yahoo.co.in	
6	Dr. Preety	Assistant Professor, Faculty of Management & Commerce	9758259869	mailpreity81@gmail.com	
7	Dr. Indraneel Bose	Associate Professor & HOI, Subharti College of Hotel Management, Faculty of Management & Commerce	9456295305	ibose12@gmail.com	—
8	Dr. Akul Das	Assistant Professor, Subharti College of Hotel Management, Faculty of Management & Commerce	9068444505	akuld61@gmail.com	
9	Mr. Peeyush Toamr	Assistant Professor, Faculty of Engineering and Technology	8979523033	peeyushtomar22@gmail.com	
10	Mrs. Seema Saxena	OSD, IQAC	7351531144	office_iqac@subharti.org	
11	Mr. Bhuvneshwar Sharma	OSD, IQAC	7520072121	svsuiqac@gmail.com	
12	Mr. Sonu Lathwar	AOS, IQAC	8126791989	iqacaos@gmail.com	
13	Mr. Ankit Verma	Section Officer, IQAC	9528909028	ankitsubharti1828@gmail.com	
14	Mrs. Nidhi Rathore	Clerk, IQAC	7084139588	nidhi.iqac@gmail.com	
	Ms. Bhavna Joshi		7819985401		

Prepared By:

AOS,  
IQAC



**Dr. Kapil Kumar**  
Director, IQAC

Copy to: The Hon'ble Vice Chancellor – For kind information, please.