



# Keral Verma Subharti College of Science

Website: [www.subharti.org](http://www.subharti.org), email: [Science@subharti.org](mailto:Science@subharti.org), Ph: 0121-24390578,  
2439052/3055000 (Extn.2728), Telefax: 0121-3058030, 2439056  
A constituent College of



## SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under UP Govt. Act no. 29 of 2008 and approved under section 2(I) of UGC Act 1956)

Ref. No. KVSCOS/2024/QEWC/M-34

Dated: 07. 08. 2024

### Notice

All HoDs/Incharges are hereby informed that the Quality Enhancement Working Committee (QEWC) meeting is schedule as per the details:

**Date:** 10 August, 2024

**Time:** 11:00a.m.

**Venue:** Conference Hall, KVSCOS

All members of QEWC are requested to attend the same on time. Your contribution and inputs are valuable for the continued growth and success of our science college.

[Prof. (Dr.) Renu Mavi]

Offg. Dean



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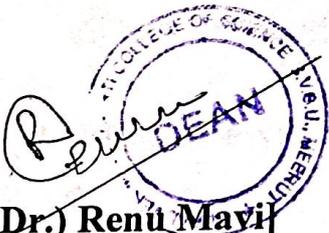
Ref. No. KVSCOS/2024/QEWC/M-35



Dated: 10.08.2024

### Quality Enhancement Working Committee Members (QEWC) Attendance Sheet

S. No.	Department	Names	Responsibilities	Signature
1	Chemistry	Prof. (Dr.) Renu Mavi	Chairman	
2	Computer Application	Dr. Shashiraj Teotia	Vice-Chairman	
3	Agriculture	Dr. Amit Kumar	Member Secretary	
4	Zoology	Dr. Vinay Panwar	Member	
5	Physics	Dr. Arvind Kumar Sharma	Member	
6	Botany	Dr. Anju Rani	Member	
7	Mathematics	Dr. Aftab Alam	Member	
8	Biotechnology	Dr. Ashwani Kumar	Member	



[Prof. (Dr.) Renu Mavi]  
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Ref. No. KVSCOS/2024/QEWC/M-36

Dated- 12.08.2024

## MINUTES OF MEETING OF THE QEWC

The meeting of the QEWC of KVSCOS was held on 10/08/2024 at 11:00 a.m. in Conference Hall of KVSCOS.

Following were the agenda with resolution to discuss: -

**Agenda Item No. 1:** - To confirm the minutes of previous meeting of the QEWC.

**Discussion:** - The members considered the minutes of previous meeting of the QEWC held and approved the same.

**Resolution:** - All the members approved and confirmed the previous meeting

**Agenda Item No. 2:** To discuss about Infrastructure and Facilities

**Discussion:** - All the members discuss and plan improvements to infrastructure and facilities, such as:

- Upgrading of laboratories and equipment
- Improvement of library resources (e.g., e-books, online databases)
- Implementation of Subhartian App
- Improvement of student support services (e.g., counseling, career guidance)

**Resolution:** - All the members agreed for the same.

**Agenda Item No. 3:** To discuss about Student Development strategies.

**Discussion:** - All the members discuss and plan initiatives to enhance student development, such as:

- Co-curricular and extra-curricular activities (e.g., clubs, Councils, sports)
- Guest lectures and seminars by industry experts
- Internship and placement opportunities
- Skill development programs (e.g., soft skills, communication skills)

**Resolution:** - All the members agreed for the same.

**Agenda Item No. 4:** - To discuss about audit of the internal question papers

**Discussion:** - All the members discuss that all the internal examination must be audited and submission of audit report to the examination cell of the college must be available. This file must contain the audit report with every question paper of the course of internal examination.

The member also discussed that the evaluated answer sheet of all the internal examinations must be signed by the students as seen.

**Resolution:** - All the members agreed for the same.

Subhartipuram, Delhi-Haridwar Meerut Bypass Road, NH-58, Meerut-250005.

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Ref. No. KVSCOS/2024/QEWC/M-36

**Agenda Item No. 5: -** To discuss about the Course files of all the courses

**Discussion: -**All the members discuss that the Course files of all the courses must be well updated with the following documents i.e. Lecture plan, syllabus copy, unitwise notes, unitwise test paper, unitwise assignment, solution of internal exam question paper, Solution of last three years university exam question paper and model question paper with solution.

**Resolution: -**All the members agreed for the same.

**Agenda Item No. 6: -** To discuss about the completion of the attendance registers

**Discussion: -**All the members discussed that the attendance registers should be well maintained of all the courses.

**Resolution: -**All the members agreed for the same.

**Agenda Item No. 7: -**Any other matter with the permission of the Chair.

**Resolution: -**Since no other matter was there so the meeting ends with thanks to all.





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Ref. No. KVSCOS/2024/QEWC/M-37

Dated- 28.10.2024

### Action Taken Report

The meeting of the QEWC of KVSCOS was held on dated- 10.08.2024. Following agendas were discussed in the meeting. The action taken of the Agenda are given below:

S. No.	Agenda	Discussion and Resolution	Responsible Authority for Action Taken	Action Taken (please write ATR for the applicable points)
1.	To confirm the minutes of previous meeting of the QEWC.	<p><b>Discussion:</b> The members considered the minutes of previous meeting of the QEWC held and approved the same</p> <p><b>Resolution:</b> All the members approved and confirmed the previous meeting</p>	All the departmental HODs	Approved and confirmed
2.	To discuss about Infrastructure and Facilities:	<p><b>Discussion:</b> All the members discuss and plan improvements to infrastructure and facilities, such as:</p> <ul style="list-style-type: none"><li>• Upgrading of laboratories and equipment</li><li>• Improvement of library resources (e.g., e-books, online databases)</li><li>• Implementation of Subhartian App</li><li>• Improvement of student support services (e.g., counseling, career guidance)</li></ul> <p><b>Resolution:</b> All the members agreed for the same.</p>	HOI and all HoD's	<ul style="list-style-type: none"><li>• Computer lab for faculties, research scholars and PG students was proposed.</li><li>• New Forensic Science laboratory was proposed for B.Sc. Forensic Science students.</li><li>• Implementation of Subhartian App done.</li></ul>

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3.	To discuss about Student Development strategies.	<p><b>Discussion:</b>All the members discuss and plan initiatives to enhance student development, such as:</p> <ul style="list-style-type: none"> <li>• Co-curricular and extra-curricular activities (e.g., clubs, Councils, sports)</li> <li>• Guest lectures and seminars by industry experts</li> <li>• Internship and placement opportunities</li> <li>• Skill development programs (e.g., soft skills, communication skills)</li> </ul> <p><b>Resolution:</b>All members present at the meeting duly acknowledged this.</p>	HOI and all HoD's	<ul style="list-style-type: none"> <li>• Students' participation in co-curricular and extracurricular activities were increased</li> <li>• Reframing of Student clubs was discussed.</li> <li>• Guest lecture (in the department of Chemistry and Forensic Science) to be conducted by the industry expert, Dr. Ranjeet Singh, Sherlock Institute of Forensic Science, Delhi was discussed.</li> </ul>
4.	To discuss about audit of the internal question papers	<p><b>Discussion:</b>All the members discuss that all the internal examination must be audited and submission of audit report to the examination cell of the college must be available. This file must contain the audit report with every question paper of the course of internal examination.</p> <p>The member also discussed that the evaluated answer sheet of all the internal examinations must be signed by the students as seen.</p> <p><b>Resolution:</b>All the members</p>	All departmental HoDs.	Implemented.



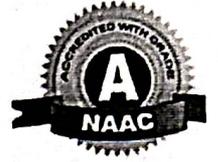
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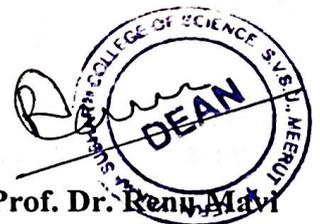
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		agreed for the same		
5.	To discuss about the Course files of all the courses	<p><b>Discussion:</b> All the members discuss that the Course files of all the courses must be well updated with the following documents i.e. Lecture plan, syllabus copy, unit wise notes, unit wise test paper, unit wise assignment, solution of internal exam question paper, Solution of last three years university exam question paper and model question paper with solution.</p> <p><b>Resolution:</b> All the members agreed for the same</p>	All departmental HoDs	Implemented
6.	To discuss about the completion of the attendance registers	<p><b>Discussion:</b> All the members discussed that the attendance registers should be well maintained of all the courses.</p> <p><b>Resolution:</b> All the members agreed for the same.</p>	All departmental HoDs	Conveyed strictly for implementation.
7.	Any Other matter with the permission of the Chair.	<p><b>Resolution:</b> Since no other matter was there so the meeting ends with thanks to all.</p>	--	--



Prof. Dr. Renu Maurya  
Chairperson

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