Ref. No.: SVSU/2014/IQAC/ 01

Dated: 14-04-2014

MEETING NOTICE

A meeting of "**Internal Quality Assurance Cell**" is to be held on Saturday, 19-04-2014 at 09:30 AM in Vice Chancellor Conference Hall, Subhartipuram, Meerut to consider the following AGENDA hereunder:

1. NAAC Preparedness
2. Status & Report from Faculties
3. Admission Activities
4. Report from Examination Cell
5. Report from each Faculty (Academic, Research, Placement, Promotional & Extension)

All are requested to be seated by 09:15 AM sharp.

Director, IQAC

Copy to:

- P.S. to Chancellor – for kind information
- Hon'ble Vice Chancellor
- Registrar
- All Members of IQAC
- All Head of Institutions to attend the meeting as special invitee

Swami Vivekanand Subharti University
Internal Quality Assurance Cell (IQAC);
Quarterly Review Meeting, 19th April, 2014

Ref. No.: SVSU/2014/IQAC/02   **Dated: 23/04/2014**

A meeting of "Internal Quality Assurance Cell" is to be held on 19/04/2014 at 09:30 AM in Vice Chancellor Conference Hall, SVSU, Meerut.

Prof. Manzoor Ahmed, Hon'ble Vice Chancellor and Chairperson of the IQAC welcomed all present members of the Committee.

Members Present:

Prof. Manzoor Ahmed	-	Hon'ble Vice Chancellor
Dr. V.K. Bhatnagar	-	Pro Vice Chancellor
Mr. P.K. Garg	-	Registrar
Dr. D.K. Giri	-	Director Accreditation
Dr. Nikhil Srivasthava	-	Principal Faculty of Dental Science
Dr. A.K. Asthana	-	Principal Faculty of Medicine
Mr. Amrendra Chaudhary	-	NAAC Steering Committee Coordinator, Faculty of Pharmacy
Mr. Syed Zafar Hussain	-	OSD to Honorable President
Dr. Mukesh Kumar	-	Vice Principal, Department of Physiotherapy
Dr. R. K. Meena	-	Principal, Department of Physiotherapy
Mr. Rajesh Mishra	-	Finance Advisor
Dr. B.C. Dubey	-	Dean, Faculty of Education
Prof. D.V. Avasthi	-	Dean, Faculty of Engineering and Technology
Dr. O.D. Sharma	-	Dean, Faculty of Science
Dr. Jayant Shekhar	-	Director, Faculty of Engineering and Technology
Dr. D.S. Rao	-	Principal, Department Yoga & Naturopathy
Prof. Dr. Kiran Saksena	-	Dean, Faculty of Law
Dr. Manoj Kumar Tripathi	-	Principal (I/C), Faculty of Law
Prof. Pintu Mishra	-	Dean, Faculty of Arts
Ms.Gunjan Sharma	-	NAAC Steering Committee Coordinator, Faculty of Journalism & Mass Comm.
Dr. Pooja Gupta	-	NAAC steering Committee Coordinator, Department of FA &FD
Ms. Namita Batra	-	NAAC steering Committee Coordinator, Faculty of Nursing
Dr. Capt. G. Parwand	-	Principal, Faculty of Nursing
Mr. P.K. Bhatnagar	-	Director, Faculty of Management and Commerce
Dr. Chetan Vishal Garg	-	Additional Registrar-Academic
Mr. Tarun Kumar	-	Manager, Admission

1.1. Grant of leave of absence, if any

Dr. U.K. Singh, Principal Faculty of Pharmacy and Dr. Neeraj Karan Singh, Dean and Vice-Principal, Faculty of Journalism and Mass

Communication could not attend the meeting and granted leave.

1.2. Message of Honorable Vice-Chancellor

Prof. Manzoor Ahmad, Honorable Vice Chancellor welcomed all present to the first monthly review meeting. He emphasized on the following criterions for creating, retaining and ensuring Quality and Excellence in the comprehensive environment of the University.

1. Academic Delivery.
2. Orientation of teachers about new development in their field of study/specialization.
3. Collaborative Research
4. Continuous and Comprehensive Alumni Relation.
5. Academic and CCA activities
6. Community empowerment program

1.3. Agenda Items of the Meeting

- NAAC Preparedness
- Status & Report from Faculties
- Admission activities
- Report from each Faculty (Academic, Research, Placement, Promotional & Extension)

1.4. NAAC Preparedness

Initiating the discussion on the first agenda, Dr. Vijay Bhatnagar, Pro-Vice-Chancellor, demonstrated a presentation on the various parameters of quality higher education, such as, students Internship, joint research publication, highly cited research publication, field normalized citation impact, Research Publication output, placement, Industry-Academia collaborative research etc. Stating the ranking of top Indian Universities on the basis of Research Publications, he emphasized on the weightage of quality research activities in NAAC Accreditation, which cater 250 points out of 1000 points, spread in 7 criterions.

1.5. Status & Report from Faculties

Continuing the discussion further, Director Accreditation informed that:-

- 95% departments have submitted their modified evaluative report, however, out of this 70% some departments need to revise their data and present in a structural form.
- 30% Faculty / Departments have presented the data brilliantly
- Analysis of Research paper publication of the individual faculty (both Faculty as well as departments) is completed for first draft.

Annexure organization for Department of Education is under progress. (70%)

He added, as per guidelines of NAAC, compilation of Research publication was done from 2009 to date. The summary was presented during the meeting.

Total	2009	2010	2011	2012	2013	2014
1395	132	185	293	367	375	43

Profile of Research Publication (2009 to date) - University data
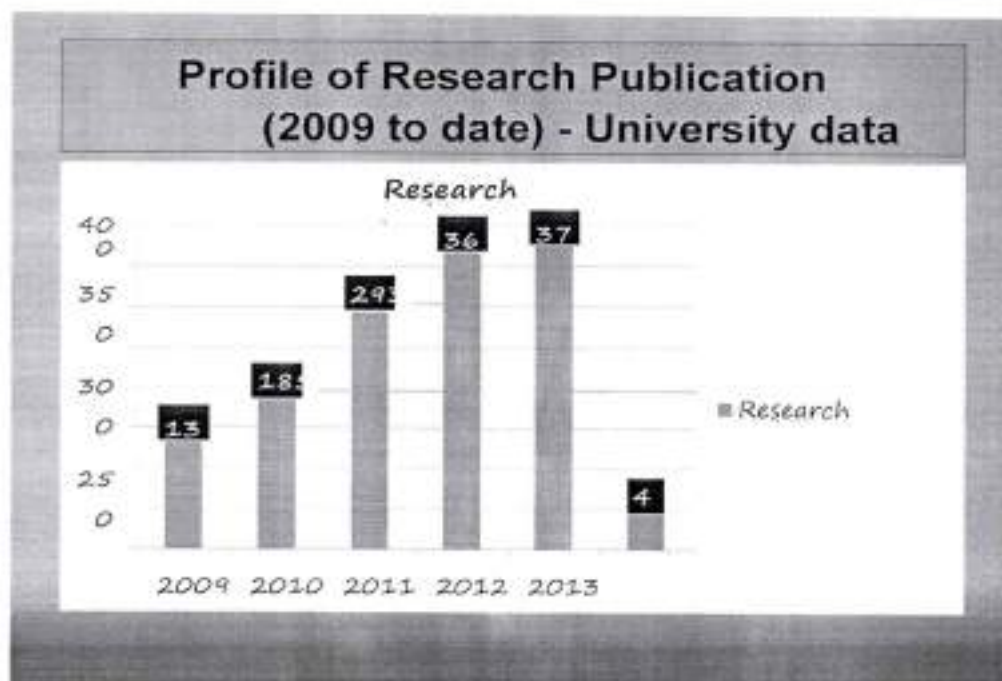
Sl. No.	Faculty	Total Research Publication	2009	2010	2011	2012	2013	2014
1	Medicine	616	58	80	104	131	169	25
2	Dental Sc	464	50	54	110	113	128	12
3	Engg. &Technology	48	Nil	1	6	25	15	1
4	Law	54	3	1	8	21	20	1
5	Pharmacy	121	10	25	33	40	13	
6	Education	64	6	7	20	15	13	3
7	Journalism and Mass Communication.	1	Nil	Nil	Nil	1	Nil	Nil
8	Management and Commerce	27	Nil	5	4	11	7	Nil
9	Science	31	5	11	2	5	7	1
10	Arts	11	Nil	1	3	5	2	Nil
11	Nursing	04	Nil	Nil	3	Nil	01	Nil

Director- Accreditation attracted the attention of all members towards the following points for the revision of modified Evaluative Report submitted by individual faculties for their department.

- **Research Publications:** Proper compilation of the Research Publication with the help of Google Scholar, calculation of H- Index, P-Index and International ranking, such as SCIMAGO, SJR etc. It was decided that each Faculty will depute one faculty member, who will be given training in this regard by the master trainers. So that, he/she can compile the research data of his Faculty/department in citation, index and international data base format. The core committee will organize a workshop in this

regard on 14th May, 2014 at 2p.m in the meeting room of Vice-Chancellor's office.

- **List of Faculty who have been selected nationally / internationally to visit other laboratories / institutions / industries**. It was cleared that, faculty members during their visit to some reputed institutions and industries for attending academic activities,(seminar/conference/workshop) if get opportunity to visit their labs, may enlist the data.

- **Faculty serving in: a) National committees b) International committees c) Editorial Boards d) any other.** The point was noted for further review in the report.

- **Students projects:** Presentation of students projects(last 3 years) in the form of Dissertation, SIP(Summer Internship Project), ARP(Action Research Project), CAP(Community Activity Project), LIP(Legal Internship Project) etc, need to be given systematically.

- **Awards / recognitions received at the national and international level by Faculty:** It was cleared that faculty members, who are invited as Resource Person, delivering key note address/master trainers/ external examiners may enlist their details.

- **Employed (Campus/Off-campus Selection):** The placement data for previous 3-years to be enlisted in the table given in the report. To receive up dated information, a *Face book* /Social site Account may be created at departmental level. The following format may be uploaded there for getting information. This will also help in inviting Alumni in annual Alumni meet as well as updated them about various happenings at the University and use their resources for placement and admission related activities.

- **List of Entrepreneurs:** Alumni, who have started their own company, business or upgrading their family business may be identified, invited to interact with the students and recognized for their achievements.

- **Library Resources:** It was also decided that each faculty should have their own library apart from the Central Library at University Level. Proposal in this regard may be submitted to the honorable Vice-Chancellor by each Faculty soon for his formal approval.

- **Annual meeting of Alumni Association:** Each faculty should plan the Annual meeting of their Alumni Association, where they should elect the office bearers of the Association. Feedback on course curriculum and satisfaction need to be collected on the same day.

- **Teaching Audit/Index:** It was decided that the format of audit would be sent to all members for their suggestions in this regard by 30th April, 2014. Honorable Vice Chancellor will approve an Audit team for each Faculty, who would surprisingly visit the class of faculty members/demonstrators and submit their reports to the Dean/Director of the Faculty. The process will be conducted 3 times in a semester and adequate counseling should be given to the faculty members for improving his/her academic lot.

- **Curriculum Modification (Where in applicable) for New Academic Session (2014-15):** It was noticed that the curriculum of some program are not up to mark, as they lack innovation, industry oriented components and activities. Therefore, it was decided that, as per the policy of the

University, the Existing Curriculum for may be revised/modified for 2014-15 Academic session. The following process should be followed:-

i. Collection of Feedbacks from appropriate stake holders
ii. Research and referencing
iii. Preparation of draft proposal
iv. Placing the matter in BoS of the Department
v. Placing the matter in Faculty Board of the Faculty
vi. Presenting the modified proposal to Honorable Vice-Chancellor
vii. Presenting the approved proposal in Academic Council Meeting
viii. Approval from Executive Council
ix. Implementation of the Curriculum

- **Organization of various scholarly and beyond syllabus scholarly activities/organization of Extension Activities/ Planning of SIP in reputed industry/organizations**: Honorable Vice –Chancellor advised all Faculty to plan their activity calendar, synchronizing that with the academic calendar and religiously conduct them for the overall growth of the students as well as brand building initiatives of the University.

New proposal for discussion:

- **Ph.D Course work**- Review the existing one and modify as per UGC guidelines: It was noted that the existing guidelines is adequate and following strictly the UGC guidelines in this regard.

- **Faculty Governance and Students Governance:** It was found that, each faculty has devised various committees for the smooth running of various program of the University. However, the involvement of students in these committees is not mandated yet. Thus, in order to recognize the efforts of students and as per IQAC guidelines each faculty need to review their committees and renamed them as Faculty and Students governance system, under which the committees will be operated innovatively.

- **Course Plan from next Academic Session:** In order to bring uniformity and quality in Academic Delivery a standard course plan need to be used across all Faculties of the University. A draft plan will be prepared by a committee, constituted by Honorable Vice-Chancellor.

- **Establishment of Students Service Department:** The matter placed was noted for further discussion in 2nd Review Meeting.

- **Mandatory disclosure to be given in the Website for all faculty**: In order to develop transparency and for the interest of stake holders perception each faculty must prepare a mandatory disclosure format and upload the same on the University website.

- **Changing Evaluation System :(From Marking to Grading):** The matter placed was noted for further discussion in 2nd Review Meeting.

- **Proposal for Nonteaching staff club alike Teachers' Club for teaching staffs:** The proposal was accepted amicably and preserved for detailed discussion.

- **Introduction of Self Appraisal system of faculty as per UGC Guidelines:** The matter placed was noted for further discussion in 2nd Review Meeting.

- **Brief outline of each department/faculty for the Executive Summary of the SSR:** The matter placed was noted and Director-Accreditation was

requested.

1.6. Admission activities

- Mr. Tarun Kumar, Manager Admission, informed that in comparison to last year there is a considerable increase in registration process of the University. However, he added, the process is not functioning properly due to lack of adequate man power he had at present. Honorable Vice Chancellor instructed

Prof. Manjoor Ahmed
Vice Chancellor
Chairman, IQAC