



# Office of the IQAC

**SWAMI VIVEKANAND SUBHARTI UNIVERSITY**  
(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)  
Ph. 0121-2439578, 2439052, 3058031, 3058032/Extn: 2426, Telefax: 0121-2439067  
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Ref. No.: SVSU/2018/IQAC/M-13

Dated: 25/06/2018

## MEETING NOTICE

A meeting of "Internal Quality Assurance Cell" is to be held on Thursday, 05-07-2018 at 9:30 AM in Vice Chancellor Conference Hall, SVSU, Meerut to consider the following agenda hereunder:

1. To confirm the minutes of the meeting of last IQAC meeting dated 24.05.2018
2. Preparedness in implementation of CBCS in academic session 2018-19
3. Review of Criteria for appearing in University Examination
4. Rechecking of Programme and Subject code
5. Cancellation of Admissions
6. Should Special exam be abolished?
7. Fee payment through Paytm, Net banking, Credit/Debit Card
8. Display of information for students
9. Setting up of Skill Center (PMKVY)
10. Setting up of MHRD Innovation Cell at SITE
11. To ensure and motivate conduction of seminars/workshops
12. Awareness session for Plagiarism
13. Updation of University website
14. Participation in NIRF-2019( Overall and Disciplines wise) and AISHE-2018-19
15. Post Gap Assessment action plan for NAAC Re-accreditation
16. Comprehensive data collection for assessment and accreditation on quarterly basis
17. Welfare of Teaching and Non-teaching staff

**All are requested to be seated by 9:15 AM sharp.**

**Dr. Balwinder N. Bedi**  
Director, IQAC

### Copy to:

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



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Ref. No.: SVSU/2018/IQAC/M-14

Dated: 06/07/2018

## MEETING OF MEETING

A meeting of "Internal Quality Assurance Cell" is to be held on Thursday, 05-07-2018 at 9:30 AM in Vice Chancellor Conference Hall, SVSU, Meerut.

Dr. N.K. Ahuja, Hon'ble Vice Chancellor and Chairperson of the IQAC welcomed all present members of the Committee. The following AGENDA points were discussed:

**Agenda:1 To confirm the minutes of the meeting of last IQAC meeting dated 24.05.2018**

**Resolution:** The minutes of the meeting held on 24.05.2018 were confirmed.

**Agenda: 2 Preparedness in implementation of CBCS in academic session 2018-19.**

**Resolution:** Baring aside institutions governed by Apex Bodies, Principals showed their preparedness to implement it from Academic Session 2018-19.

**Agenda: 3 Review of Criteria for appearing in University Examination**

**Resolution:** The CoE discussed the eligibility criteria for appearing in University Examination with all the members present.

**Agenda: 4 Rechecking of Programme and Subject code**

**Resolution:** Discussion was held wherein it was brought to the notice of the CoE that some programmes and subjects codes needed to be checked and verified as there were repetitions in certain programme and subject codes as per the UGC-CBCS.

**Agenda: 5 Cancellation of Admissions of students who have not reported**

**Resolution:** The IT department suggested the HOIs to check the newly admitted students in ERP and take action on such candidate who have not reported till notified last date of admission and also in case of withdrawals.

**Agenda: 6 Should Special exam be abolished?**

**Resolution:** Discussion was held. Suggestions from all HOIs were requested to reach the office of the IQAC.

**Agenda: 7 Fee payment through Paytm, Net banking, Credit/Debit Card**



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**Resolution:** Members of the House discussed the difficulties faced by the students in fee submission. The Chairperson of the IQAC recommended the finance officer to consider fee payment online.

**Agenda: 8 Display of information for students**

**Resolution:** As per the discussion in the house it was observed that students do not regularly read the notice board for important information. The IQAC recommended all HOIs to display important information such as due date for submission of fees, eligibility to appear in University examination and promotion to the next class, not only on the notice board but also at prominent locations within the institution through vinyl boards.

**Agenda: 9 Setting up of Skill Center (PMKVY)**

**Resolution:** The Chairperson of the IQAC suggested the engineering department to do the necessary homework and come up with an initiative.

**Agenda: 10 Setting up of MHRD Innovation Cell at SITE**

**Resolution:** The Chairperson of the IQAC proposed setting up of MHRD Innovation Cell at SITE.

**Agenda: 11 To ensure and motivate conduction of seminars/workshops**

**Resolution:** The IQAC requested the HOIs to motivate the concerned department to organize more workshops and seminars.

**Agenda: 12 Awareness session for Plagiarism**

**Resolution:** Dr. Chetan Vishal Garg, Addl. Registrar, suggested that awareness session should be organized for research scholars and faculty members keeping in mind the UGC guidelines.

**Agenda: 13 Updation of University website**

**Resolution:** The Chairperson of IQAC suggested all HOIs to regularly update Institutional website and also advised IT department to update the University website from time to time.

**Agenda: 14 Participation in NIRF-2019(Overall and Disciplines wise) and AISHE-2018-19**



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**Resolution:** The Chairperson of the IQAC advised Director IQAC to be alert as NIRF -2019 and to be prepared for AISHE 2018-19.

**Agenda: 15 Post Gap Assessment action plan for NAAC Re-accreditation**

**Resolution:** The Chairperson of IQAC recommended IQAC to coordinate with all the HOIs regarding preparedness of NAAC Re-accreditation.

**Agenda: 16 Comprehensive data collection for assessment and accreditation on quarterly basis**

**Resolution:** The IQAC designed the format for data collection for SSR, NIRF and AISHE in the form of a comprehensive Sheet and sent it to all HOIs to fill the data from 1<sup>st</sup> July, 2018- 30<sup>th</sup> September, 2018 for the 1<sup>st</sup> Quarter.

**Agenda: 17 Welfare of Teaching and Non-teaching staff**

**Resolution:** Dean Student Welfare Dr. Pradeep Raghav suggested that in addition to student's welfare section more staff may be added for teaching and non-teaching staff welfare.

The meeting ended with a vote of thanks to the Chair.

**Dr. N. K. Ahuja**  
*Vice Chancellor*  
*Chairman, IQAC*

**Dr. Balwinder N. Bedi**  
*Director, IQAC*



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Ref. No.: SVSU/2018/IQAC/M-15

Dated: 12/11/2018

## **ACTION TAKEN REPORT**

Details of action taken by the Internal Quality Assurance Cell (IQAC) to implement the suggestions and recommendations made by the members of IQAC and the decision taken in the IQAC held on Thursday, 05-07-2018 at 9:30 AM in Vice Chancellor Conference Hall, SVSU, Meerut.

**Agenda: 2**                    **Preparedness in implementation of CBCS in academic session 2018-19.**

**Action Taken:**        Implemented in Academic Session 2018-19 in all programmes except Medical, Dental, Nursing and polytechnic.

**Agenda: 3**                    **Review of Criteria for appearing in University Examination.**

**Action Taken:**        Examination committee meeting was held on 01/11/2018 to discuss the university criteria for appearing in university examination. The following decisions were unanimously taken for all programmes barring those which are governed by Apex Bodies. This information was disseminated with vide letter No.: U-46/SVSU/2018/3222 dated 01/11/2018. University criteria for appearing in University exam is as follows:

1. Minimum 75% attendance
2. Fee to be deposited as per schedule

Minimum 33% marks to be obtained out of total internal (Sessional) marks which include theory/practical and attendance.

**Agenda: 4**                    **Re-checking of Programme and Subject code**

**Action Taken:**        As per the directions of the Hon'ble Vice Chancellor the nomenclature of Subjects, Subject Codes, and maximum marks of all programmes were checked and verified by Ms. Poonam Kaushik, Addl. CoE and forwarded to the colleges so as to match with the respective Ordinance/Notification by the concerned Apex Body.



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## **Agenda: 5 Cancellation of Admissions of students who have not reported**

**Action Taken:** Vide Letter No: U-49(iii)/SVSU/2018/3232 dated 03/11/2018 from the office of the Registrar; all HOIs were requested to take action and revert back to IQAC. The present status is as under:

- **Subharti College of Law**
- **Naturopathy and Yogic Sciences**
- **Nursing (Draft Prepared)**
- **Management College**

## **Agenda: 6 Should Special Exam be abolished?**

**Action Taken:** On the recommendation of the IQAC, suggestions were sought by the registrar from all HOIs vide letter no U-07/SVSU/2018/2356 whether special examinations could be discontinued. Based on the suggestions received from the HOIs, it was unanimously decided that special exams shall be conducted each year in the month of August only for the students who have completed the programme of study. The information was disseminated to all HOIs, vide letter no.: U-152(4)/SVSU/2018/912(1).

## **Agenda: 7 Fee payment through Paytm, Net banking, Credit/Debit Card**

**Action Taken:** Implemented vide Letter No U-43/SVSU/2018/2742 dated 05/10/2018

## **Agenda: 8 Display of information for students**

**Action Taken:** Important information such as eligibility to appear in examination, promotion to the next class, due date of fees, short attendance to be displayed at prominent locations in the institutional premises. Vinyl Boards are being prepared and displayed. This task is initiated in the following colleges:

- **Journalism and Mass Communication**
- **Subharti College of Law**
- **Naturopathy and Yogic Sciences**
- **Nursing College (Draft Prepared)**
- **Management College**
- **Physiotherapy College**



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**Agenda: 9      Setting up of Skill Center (PMKVY)**

**Action Taken:** Skill Center (PMKVY) established at Engineering College, SVSU.

**Agenda: 10      Setting up of MHRD Innovation Cell at SITE**

**Action Taken:** **Vide Letter No.: U-319/SVSU/2018/2743** Dr. Udai Shankar, Professor (CSE), Faculty of Engineering College is appointed as President and Dr. Supratim Saha, Assistant Professor (ECE) as Convener of the Institution Innovation Council for establishing “MHRDs Innovation Cell (MIC)” at SITE.

**Agenda: 11      To ensure and motivate conduction of seminars/workshops**

**Action Taken:** Colleges are conducting seminars and workshops. The details of which would be incorporated in the comprehensive data sheet.

**Agenda: 12      Awareness Session for Plagiarism**

**Action Taken:** Hon'ble Vice Chancellor approved that Dr. Vaibhav Goel Bharatiya, Principal & Dean, Law College and Chairman URC-B SLC to kindly organize sensitization seminar on plagiarism. Two day seminar on “Prevention of Plagiarism” was organized from 19/11/2018 (for PG students and PhD Scholars) to 20/11/2018 (Faculty members).

**Agenda: 12      Updation of University website**

**Action Taken:** It is a continuous ongoing process which is being monitored by Mr. Vivek Tiwari, IT department.

**Agenda: 13      Participation in NIRF-2019**

**Action Taken:** Registration for NIRF-2019 done and data uploading is in process

**Agenda: 14      Post Gap Assessment action plan for NAAC Re-accreditation**

**Action Taken:** On the basis of the Gap Assessment Report, all HOIs were apprised of their weaknesses and were asked to work upon them.



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**Agenda: 15**      **Comprehensive data collection for assessment and accreditation on quarterly basis**

**Action Taken:** Data for the first quarter received.

**Agenda: 16**      **Welfare of Teaching and Non-teaching staff**

**Action Taken:** Vide Letter no. U-739/SVSU/2018/3354 dated 14/11/2018, Mrs. Nidhi Notani was appointed as Welfare and grievance Redressal Officer of the University for students, teaching and non-teaching staff.

**Dr. N. K. Ahuja**  
*Vice Chancellor*  
*Chairman, IQAC*

**Dr. Balwinder N. Bedi**  
*Director, IQAC*