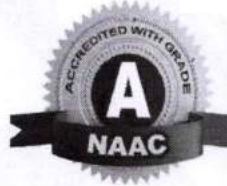




Office of the IQAC

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Ref. No.: SVSU/2019/IQAC/M-23

Dated: 12/09/2019

IQAC MEETING NOTICE

A meeting of "Internal Quality Assurance Cell" is to be held on 16/09/2019 from 2:00 PM onwards and 17/09/2019 from 9:00 AM onwards in Vice Chancellor Conference Hall, SVSU, Meerut to consider the following agendas hereunder:

- Agenda Item No. 1:** To confirm the minutes of IQAC meeting held on 04 September 2019.
- Agenda Item No. 2:** To discuss the action required/taken on the observations of Peer Team visit during October, 2016.
- Agenda Item No. 3:** To formulate the strategies to be adopted for the forthcoming NAAC inspection.
- Agenda Item No. 4:** Any other point of discussion with the permission of Chair.

All members are requested to be seated by 1:45 PM on 16/09/2019 and 8:45 AM on 17/09/2019 at the meeting venue. Working Lunch would be provided on 17/09/2019.

Dr. Neetu Panwar
IQAC Coordinator

Copy to:

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



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Ref. No.: SVSU/2019/IQAC/M-24

Dated: 19/09/2019

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) held on Tuesday, 17th September 2019 at 09:00 AM in Vice Chancellor Conference Hall, under the guidance of Dr. N. K. Ahuja, Vice Chancellor, SVSU, Meerut.

The following members were present in meeting:

1	Dr. N.K. Ahuja, Vice Chancellor	Chairman, IQAC
2	Mrs. Poonam Kaushik, Addl.CoE	Senior Administrative Officer
3	Dr. Dharminder Kumar, Professor, GJUST, Hisar	External Experts
4	Dr. A.K. Srivastava, SMC	Member
5	Dr. Nikhil Srivastava, SDC	Member
6	Dr. Abhay M. Shankaregowda, MASCHNYS	Member
7	Dr. Vaibhav Goel Bhartiya, SIL	Member
8	Mr. ManojKapil, SITE	Member
9	Dr. Neeraj Karan Singh, SCJMC	Member
10	Dr. Sandeep Kumar, Department of Physical Education	Member
11	Dr. Manoj Kumar Tripathi, SIL	Member
12	Dr. Lubhan Singh	Member
13	Dr. B. C. Dubey, FoE	Member
14	Dr. Pintu Mishra, SIFF	Member
15	Dr. P. K Sharma, FoS	Member
16	Dr. Balwinder N. Bedi, SCMC	Member
17	Dr. Shiv Mohan, Hotel Management	Member
18	Dr. R.K. Meena, SCPT	Member
19	Dr. SudhirTyagi, Department of Library Science	Member
20	Dr. Nilima Chawhan, School of Buddhist Studies	Member
21	Dr. Jyoti Gaur, Department of Home Science	Member
22	Dr. Satyam Khare, SMC	Member
23	Dr. Pooja Gupta, SIFF	Member
24	Dr. Danish Naouman, SCPT	Member
25	Dr. Amit Kumar, FoS	Member
26	Mr. Vivek Tiwari, Asst. Director-IT	Nominee from Employers / Stakeholders
27	Dr. Neetu Panwar	Coordinator IQAC
28	Dr. Arun Unnikrishnan	IQAC
29	Mr. Prashant Kumar	IQAC



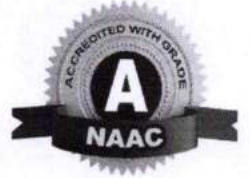
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Hon'ble Vice-Chancellor & Chairman IQAC welcomed all the members and Prof. & Dr. Dharminder, External Expert of IQAC. The following agenda items were discussed during the meeting:

- Agenda Item No. 1:** To confirm the minutes of IQAC meeting held on 04 September 2019.
- Discussion and Resolution:** All members of the house noted and approved the minutes of the IQAC meeting.
- Agenda Item No. 2:** To discuss the action required/taken on the observations of Peer Team visit during October, 2016.
- Discussion and Resolution:** Chairman IQAC and the External Expert Prof. Dharminder Kumar emphasized that all HoI should submit a report based on the NAAC Peer Team observations and recommendations.
- All the members noted and resolved.
- (Action to be taken by all HoI and HoDs by 27th September, 2019)*
- Agenda Item No. 3:** To formulate the strategies to be adopted for the forthcoming NAAC inspection.
- Discussion and Resolution:** To design the strategies for 2nd Cycle of NAAC, following suggestions by the Chairman of IQAC, External Expert and present Members were noted and considered.
- There is need to realize own responsibilities towards the University by maintaining and providing reliable data to IQAC office which is to be verified by the Head of the Institutions.
 - Prepare a compliance report based on the Agenda discussed during the IQAC meeting dated 04 September, 2019.
 - To constitute a Quality Enhancement Working Committee at faculty Level for identification of the gaps in academic and administrative growth of the Faculty and to recommend the necessary action require. This working committee would have the following structure:
 - Chairman
 - Vice-Chairman
 - Member Secretary
 - Members (as per the Number of the Departments in each faculty)*(Action to be taken by all HoI and HoDs by 27th September, 2019 and need to submit it to IQAC office)*



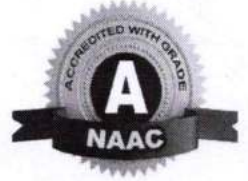
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- iv. The Chairman asked the Registrar to reconstitute the Academic Calendar 2019-20 of the University by adding up Subharti Days Celebrations, National Holidays, and Fixed Holidays etc. under which all Faculties of the University can alter their Academic Calendar.

(Action to be taken by Mr. D. K. Saxena, Registrar by 21st September, 2019 for University Calendar and to all HoIs and HoDs by 27th September, 2019 for Faculty wise Calendar to IQAC)

- v. External expert Prof. & Dr. Dharmindra Kumar advised that non-regulatory programmes run by the University necessary to have approval of the Academic Council and Executive Council and the data should be maintained by the Registrar office. He also added to send the meeting of Academic Council to UGC for information on the programmes newly run or discontinued by the University.

(Action to be taken by Mr. D. K. Saxena, Registrar)

- vi. All HoIs and HoDs insisted to maintain the meeting records of BoS/ Faculty as it is necessary requirement.

(Action to be taken by all HoI and HoDs)

- vii. Dr. Neetu Panwar, Coordinator, IQAC mentioned that there have been no updated database on the Best Practices done by the individual Faculty during the last 5 years which is mandatory requirement of NAAC. The Chairman asked the HoIs and HoDs to manage the database of Best Practices based on the following points:

- Name of the Best Practice:
- Date of Initiation:
- Activities done under Best Practice:
- No. of beneficiaries:
- Outcome of the Practice:
- Pictures of the activities:

(Action to be taken by all HoI and HoDs by 27th September, 2019)

- viii. The Chairman emphasized on need of reviewing the Strategic Plan for the 2019-20 therefore the achievements could be notified under the Academic and Administrative Audit of 2019-20.

(Action to be taken by all HoI and HoDs by 27th September, 2019)



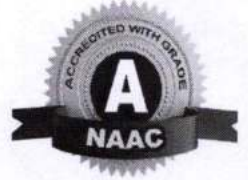
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- ix. Progression in terms of Research Projects (minor and major), Research Publications (in peer-review journals), Patents and Copyrights need to have more proactive approach. He also asked for more coordination and efforts from all to build a research environment within the University.
(Action to be taken by all HoI and HoDs)
- x. IQAC mentioned that the cell is planning to conduct Faculty Development Programs and Administrative Development programs to improve the knowledge and skill of teaching and non-teaching staff.
(Action to be taken by IQAC)
- xi. The Chairman suggested to have Parents Teaching Meeting in every academic year and to record the meeting minutes and for information send it to IQAC.
(Action to be taken by all HoI and HoDs)
- xii. IQAC informed to HoIs and HoDs that the Mechanism for Low Performers and Fast Learners require updation to make it more effective. Hence, the Chairman advised to make a Mechanism Draft for Low Performers and Fast Learners and given responsibility to Dr. Nikhil Srivastava, Principal, Subharti Dental College and Dr. Satyam Khare, Professor, Subharti Medical College from Medical Group and Dr. Manoj Kapil, Principle, SITE and Dr. Neeraj Karan Singh, Principal, College of Journalism and Mass Communication from Non-Medical Group.
(Action to be taken by concerns)
- xiii. IQAC recommended the Placement Cell to maintain their data in three categories respectively:
- On Campus and Off Campus placement Data
 - Higher Studies Student data
 - Self-Employed Student Data

And also suggested to prepare a Training Activity Calendar under Placement Cell based on Technical Skills by inviting External Experts for encouraging students.

(Action to be taken by Mr. Jagdeep Sharma, Placement Officer)



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xiv. Mr. Vivek Tiwari, Director, Info Tech said to prepare a mechanism for proper data updation related to following areas

- To maintain the LMS data.
- Data Verification of Students, Teacher and Programme.
- Uploading of Feedback forms on Websites
- To provide Training of MS office to staff members
- To initiate action for preparation of interactive class rooms and improving ICT tools.

(Action to be taken by Mr. Vivek Tiwari, Director, InfoTech)

xv. Dr. Manoj Kapil, Principal, SITE and Dr. Avinash Tyagi, Professor, SCMC was given responsibility to plan the activities under Institutional Entrepreneurship Development Cell (IEDC) of the University by organizing Idea Competition in different faculties, inviting experts from industry, banks, governmental agencies etc. for interaction with students as well as faculty members. A detail Activity Calendar under IEDC should be submitted to IQAC for information.

(Action to be taken by Dr. Manoj Kapil, Principal, SITE and Dr. Avinash Tyagi, Professor, SCMC)

Agenda Item No. 4:

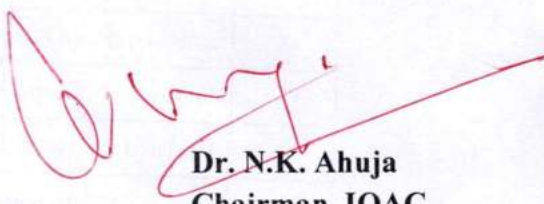
Any other point of discussion with the permission of Chair.

Discussion and Resolution:

All the members were informed regarding the uploading of Ph.D. Thesis on Sodhganga Portal.

The Hon'ble Vice Chancellor concluded the meeting with vote of thanks.


Dr. Neetu Panwar
Coordinator, IQAC


Dr. N.K. Ahuja
Chairman, IQAC



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Ref. No.: SVSU/2019/IQAC/M-25

Dated: 02/03/2020

ACTION TAKEN REPORT

Action Taken report on the decision taken in the IQAC meeting held on , 17th September 2019 at 09:00 AM in Vice Chancellor Conference Hall, under the guidance of Dr. N. K. Ahuja, Vice Chancellor, SVSU, Meerut are as follows:

Agenda	Discussion and Resolution	Action Taken
1. To confirm the minutes of IQAC meeting held on 04 September 2019	Minutes of the meeting were sent to all Hols and HoD on 20 th September, 2019 and the minutes have been confirmed.	
2. To discuss the action required/ taken on the observations of Peer Team visit during October, 2016.	All Hol should submit a report based on the NAAC Peer Team observations and recommendations by 27/09/2019.	Observations have been submitted by the colleges.
3. To formulate the strategies to be adopted for the forthcoming NAAC inspection.	To design the strategies for 2 nd Cycle of NAAC and Prepare a compliance report based on the Agenda discussed during the IQAC meeting dated 04 September, 2019.	All the Hols and HoDs have submitted their strategy report to IQAC office except Paramedical College. All the Hols and HoDs are requested to prepare a 5 minutes presentation based on the outcomes of the strategies made for quality enhancement of their College.


02/03/2020
Dr. Neetu Panwar
Coordinator, IQAC