



**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  
E-mail: [iqac@subharti.org](mailto:iqac@subharti.org), Website: [www.subharti.org](http://www.subharti.org)



Ref. No.: SVSU/2021/IQAC/M-42

Dated: 21/06/2021

## Meeting Notice

A meeting of "Internal Quality Assurance Cell", Swami Vivekanand Subharti University, Meerut is to be held on Thursday, 24<sup>th</sup> June 2021 at 10:00 AM in Vice Chancellor Conference Hall of the University.

The following agendas shall be discussed in the meeting of IQAC:

<b>Agenda: 1</b>	:	Confirm the Minutes of IQAC meeting held on 05 <sup>th</sup> January 2021.
<b>Agenda: 2</b>	:	Ratify Action Taken Report (ATR) on Minutes of IQAC meeting held on 05 <sup>th</sup> January 2021.
<b>Agenda: 3</b>	:	Submission of AQAR for 2019-2020 and IIQA for NAAC 2 <sup>nd</sup> Cycle.
<b>Agenda: 4</b>	:	Implementation of CO-PO Mapping and Assessment at advanced Structural Analysis in both UG and PG Programmes from 2020-2021.
<b>Agenda: 5</b>	:	Formulate the strategies to make defunct MOUs functional by organizing various activities to fulfill the objectives of MoUs.
<b>Agenda: 6</b>	:	Formation of Clubs at each faculty level for monitoring and organising Extension and Outsource activities at regular interval to support ISR of the University.
<b>Agenda: 7</b>	:	Enhance the use of ICT tools in Teaching and encourage the faculty members to develop e-content/courses/Videos/Lectures for government e-learning platforms such as SWAYAM, NEPTEL, MOOC, e-PG Pathshala, Swayam Prabha etc.
<b>Agenda: 8</b>	:	Updation of University Website as per NAAC requirements.
<b>Agenda: 9</b>	:	Prepare a Strategic Plan for 2021-2022 at each faculty level and the Action Taken Report of the different activities related to all NAAC Criteria, done in 2020-2021.
<b>Agenda: 10</b>	:	Conduct the Internal Academic and Administrative Audit for 2020-2021.
<b>Agenda: 11</b>	:	Develop Strategies to train the students for Competitive Examinations and Career Advancement.
<b>Agenda: 12</b>	:	Strengthening the Slow Performers and Advanced Learners Mechanism and Methodology for desirable Outcomes.
<b>Agenda: 13</b>	:	Review the functioning and documentation of all existing Committees to make them viable.



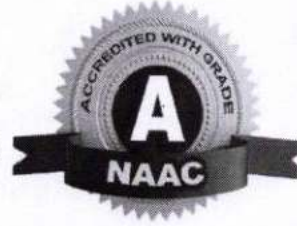
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<b>Agenda: 14</b>	:	Feedback of all stakeholders on Curriculum, Teaching Methodologies and Overall Instructional Performances for 2020-2021 and 2021-2022.
<b>Agenda: 15</b>	:	Organize the Quality Enhancement activities in collaboration with IQAC.
<b>Agenda: 16</b>	:	Design a Database Management and Information System (DMIS) for IQAC to monitor and record all the activities at one platform.
<b>Agenda: 17</b>	:	Any other matter with the permission of Chair.

All the IQAC members are requested to be seated by 09:45 AM sharp.

*Vivek*  
24/06/2021  
Director-IQAC

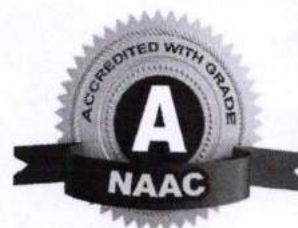
### Copy to:

- Hon'ble Vice Chancellor
- Chief Executive Officer
- Registrar
- All Members of IQAC
- COE, Examination Department
- Finance Officer
- Dr. Mukul (Joint Director, CRIC)
- Director, Career Advancement Center
- Mr. Syed Zafar Hussain (Additional Registrar)
- Dr. Chetan Vishal Garg (Additional Registrar, Academics)
- Mr Vivek (CTO)
- Mr Vishal Singh (Website Co-ordinator)

*Vivek*  
24/06/2021  
Director-IQAC



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Ref. No.: SVSU/2021/IQAC/M-43

Dated: 02/07/2021

## Minutes of IQAC Meeting

A meeting of IQAC was held on 24<sup>th</sup> June, 2021 at 10:00 AM in VC Conference Hall, Swami Vivekanand Subharti University, Meerut.

The meeting was attended by the following members of IQAC.

1. Dr. V.P. Singh	Chairman, IQAC
2. Dr. Shalya Raj	Member of Management
3. Dr. Vijay Wadhawan	Senior Administrative Officer/Director, IQAC
4. Mr. D. K. Saxena	Senior Administrative Officer
5. Mrs. Poonam Kaushik	Senior Administrative Officer
6. Dr. A.K. Srivastava	Member
7. Dr. Nikhil Srivastava	Member
8. Dr. Geeta Parwanda	Member
9. Dr. Jasmine Anandabai	Member
10. Dr. Abhay M. Shankargowda	Member
11. Dr. Vaibhav Goel Bhartiya	Member
12. Dr. R.K. Ghai	Member
13. Dr. Pintu Mishra	Member
14. Dr. Manoj Kapil	Member
15. Dr. Neeraj Karan Singh	Member
16. Dr. Mahavir Singh	Member
17. Dr. Sandeep Kumar	Member
18. Dr. Shiv Mohan	Member
19. Dr. Anoj Raj	Member
20. Dr. Sokindra Kumar	Member



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21. Dr. Sudhir Tyagi	Member
22. Dr. Nishma Singh	Member
23. Dr. Vineeta Nikhil	Member
24. Dr. Satyam Khare	Member
25. Dr. Mukul	Member
26. Mr. Indraneel Bose	Member
27. Dr. Lubhan Singh	Member
28. Dr. Amit Kumar	Member
29. Mr. Arun Unnikrishnana	Member
30. Mr. Supratim Saha	Member
31. Mr. Vivek Tiwari	Nominee from Employers / Stakeholders
32. Mr. V.K. Singh	Special Invitee
33. Dr. Shalu Nehra	Special Invitee
34. Mr. Syed Zafar Hussane	Special Invitee
35. Dr. Neetu Panwar	IQAC Coordinator
36. Ms. Pratibha Teotia	IQAC Deputy Coordinator
37. Mr. Abhishek Dixit	Administrative Staff

Following members were not able to mark their presence for meeting:

1. Dr. Satyam Khare, HoD Anatomy Department, Faculty of Medicine
2. Dr. Manoj Kumar Tripathi, Professor, Faculty of Law
3. Dr. Priya, Alumni, Faculty of AYUSH
4. Ms. Shreya Tripathi, Student, BDS 3<sup>rd</sup> Year
5. Dr. Rohit Ravinder, Nominee from Employers/Stakeholders
6. Mr. Rajesh Mishra, Nominee from Employers/Stakeholders
7. Mr. K. P. Singh, Nominee from Employers/Stakeholders
8. Mrs. Anita Rana, Nominee from Employers/Stakeholders
9. Dr. Amit Kumar, Assistant Professor, Faculty of Science

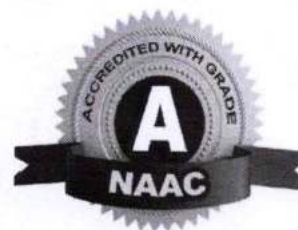


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Dr. V. P. Singh, Hon'ble Vice Chancellor and Chairperson of the IQAC presided the meeting. The IQAC Director started the meeting by welcoming all the present members. The following agenda items were taken up for the discussion in the meeting.

<b>Agenda: 1</b>	:	Confirm the Minutes of IQAC meeting held on 05 <sup>th</sup> January 2021.
<b>Resolution</b>		The minutes of the meeting held on 05 <sup>th</sup> January 2021 were noted and approved.
<b>Agenda: 2</b>	:	Ratify Action Taken Report (ATR) on Minutes of IQAC meeting held on 05 <sup>th</sup> January 2021.
<b>Resolution</b>		Action Taken Report on meeting of IQAC held on 05 <sup>th</sup> January 2021. The members were concerned about the process of the SSS online form which was pending and to be completed at the end of IT department so the implementation could be done at the end of each HOI and HOD.  <i>Action to be taken by: Mr. Vivek Tiwari, IT Department</i>
<b>Agenda: 3</b>	:	Submission of AQAR for 2019-2020 and IIQA for NAAC 2 <sup>nd</sup> Cycle.
<b>Resolution</b>		IQAC informed the house regarding the timely submissions of AQAR for 2019-2020 and also informed the members regarding the completion of IIQA submission for NAAC 2 <sup>nd</sup> Cycle.
<b>Agenda: 4</b>	:	Implementation of CO-PO Mapping and Assessment at advanced Structural Analysis in both UG and PG Programmes from 2020-2021.
<b>Resolution</b>		CO-PO mapping and the assessment of the outcomes need to be strengthen by including the alumni, employer feedback on the Programme Outcomes during the exit survey under indirect assessment. All HOIs and HODs were requested to include the advance structural analysis of CO-PO by developing google form based on outcomes of the programme and get it filled from the stakeholders for the assessment of student performance from academic session 2021-2022.  <i>Action to be taken by: All HoIs and HODs</i>
<b>Agenda: 5</b>	:	Formulate the strategies to make defunct MOUs functional by organizing various activities to fulfill the objectives of MoUs.



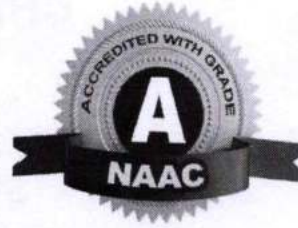
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<b>Resolution</b>		<p>The Chairman of IQAC showed his apprehension about the status of activities organized under MOUs of the University. He suggested that all MoUs done by the University with the National and International repute need to be reviewed as per the outlined objectives and a strategy need to laid down to make them functional at all ends.</p> <p><i>Action to be taken by: All HoIs and HODs</i></p>
<b>Agenda: 6</b>	:	<p>Formation of Clubs at each faculty level for monitoring and organizing Extension and Outreach activities at regular interval to support ISR of the University.</p>
<b>Resolution</b>		<p>As per NEP 2020 guidelines, the formation of clubs has given emphasis to develop a multidisciplinary and stimulating environment for students.</p> <p>It was suggested that at each Faculty level clubs would be formed to provide an equal opportunity for students to participate at various sports, cultural and ISR activities inside and outside campus with the involvement of all disciplines.</p> <p><i>Action to be taken by: All HoIs and HODs</i></p>
<b>Agenda: 7</b>	:	<p>Enhance the use of ICT tools in Teaching and encourage the faculty members to develop e-content/courses/Videos/Lectures for government e-learning platforms such as SWAYAM, NEPTTEL, MOOC, e-PG Pathshala, Swayam Prabha etc.</p>
<b>Resolution</b>		<p>It was suggested to encourage the faculty members for developing e-contents for online learning platforms like SWAYAM, MOOC, e-PG Pathshala, Institutional LMS etc.</p> <p>Moreover, Dr. Neeraj Karan Singh, Principal, Faculty of Journalism and Communication was recommended to organize training programmes for the faculty members on uses of advanced ICT tools to develop e-contents/e-courses.</p> <p>All the HOI's/HOD's were requested to submit at least one online module of minimum 16 hours in consultation with Dr Neeraj Karan Singh so the necessary modifications could be done to go for next process.</p> <p><i>Action to be taken by:</i></p> <ul style="list-style-type: none"> <li>• <i>Dr. Neeraj Karan Singh: To organize training for developing e-content and use of ICT tools</i></li> </ul>



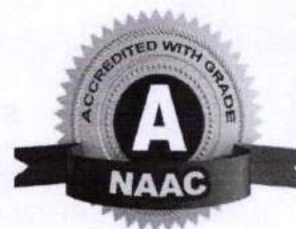
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		<ul style="list-style-type: none"><li>• <i>All HoIs and HODs: for developing e-contents</i></li></ul>
<b>Agenda: 8</b>	:	Updation of University Website as per NAAC requirements.
<b>Resolution</b>		<p>The Chairman suggested that as NAAC documentation is under process at the end of IQAC therefore as per the requirement of IQAC, the IT department need to appoint a dedicated team to do the necessary changes on University Website.</p> <p><i>Action to be taken by:</i></p> <ul style="list-style-type: none"><li>• <i>Mr. Vivek Tiwari, CTO for Updation on Website Content</i></li><li>• <i>IQAC Director: Documents and content finalization as per NAAC requirement</i></li></ul>
<b>Agenda: 9</b>	:	Prepare a Strategic Plan for 2021-2022 at each faculty level and the Action Taken Report of the different activities related to all NAAC Criterions, done in 2020-2021.
<b>Resolution</b>		<p>IQAC informed all HOIs and HODs to prepare the Strategic Plan for 2021-2022 and Action Taken Report for the work done during the academic session 2020-2021 as per NAAC requirement. The reports must be submitted to IQAC</p> <p><i>Action to be taken by: All HoIs and HODs</i></p>
<b>Agenda: 10</b>	:	Conduct the Internal Academic and Administrative Audit for 2020-2021.
<b>Resolution</b>		<p>IQAC suggested to conduct the Internal Academic and Administrative Audit for 2020-2021 and the process must include the involvement of Senior faculty members of other faculty. The documents should consists of a composition of committee, Notice regarding conduction of AAA, filled and duly signed AAA format and the pictures as proof.</p> <p><i>Action to be taken by: All HoIs and HODs</i></p>
<b>Agenda: 11</b>	:	Develop Strategies to train the students for Competitive Examinations and Career Advancement.
<b>Resolution</b>		<p>It was suggested that as Faculty of Medicine and Dental Sciences had MoU to train the students for Competitive Examinations and Career Advancement, other faculties need to prepare a strategy to provide guidance for Competitive Examination and Career Advancement for students.</p> <p>Mr. Ghai, Director of CAC informed the house about an Employability</p>



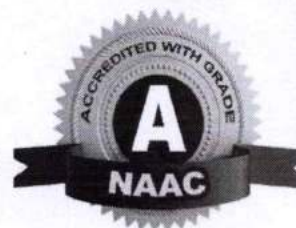
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		Enhancement Programme which he is planning to organize for two hours per week at different Faculty level for the better grooming and development of students.
<b>Agenda: 12</b>	:	Strengthening the Slow Performers and Advanced Learners Mechanism and Methodology for desirable Outcomes.
<b>Resolution</b>		IQAC recommended that the Slow Performers and Advanced Learners Mechanism should be more focused and the feedbacks of SP and AL should be taken on the special programmes introduced for their regular improvement and engagement.  <i>Action to be taken by: All HoIs and HODs</i>
<b>Agenda 13</b>	:	Review the functioning and documentation of all existing Committees to make them viable.
<b>Resolution</b>		IQAc suggested for the regular monitoring of all the existing committees so their functioning and documentation could be checked for the necessary modifications.  <i>Action to be taken by: The Registrar</i>
<b>Agenda: 14</b>	:	Feedback of all stakeholders on Curriculum, Teaching Methodologies and Overall Instructional Performances for 2020-2021 and 2021-2022.
<b>Resolution</b>		It was suggested to initiate the feedback of all stakeholders on Curriculum, Teaching Methodologies and Overall Instructional Performances for 2020-2021 and 2021-2022 and the process of collecting curriculum online feedback forms and their result analysis must be available on the university website so as to increase the participation of stakeholders.  <i>Action to be taken by: All HoIs and HODs and IT Department</i>
<b>Agenda: 15</b>	:	Organize the Quality Enhancement activities in collaboration with IQAC.
<b>Resolution</b>		The Chairman of IQAC recommended that every faculty will organize minimum one activity in collaboration with IQAC in one academic year so the involvement of the faculty in Quality enhancement activities could be enhanced.  <i>Action to be taken by: All HoIs and HODs and IQAC Director</i>
<b>Agenda: 16</b>	:	Design a Database Management and Information System (DMIS) for IQAC





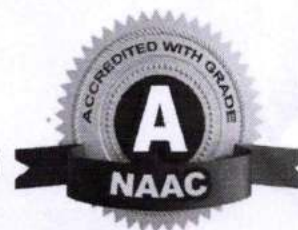
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		to monitor and record all the activities at one platform.
<b>Resolution</b>		<p>Chairperson of IQAC suggested to Mr. Vivek Tiwari, CTO, IT Department to maintain a portal named DMIS for the database of all the faculties which should include the details of activities related to students, teachers, research, Co-Curricular programme, Professional Development and Administrative Training Programme etc.</p> <p><i>Action to be taken by: Mr. Vivek Tiwari, CTO and IQAC for necessary suggestions</i></p>
<b>Agenda: 17</b>	:	Any other matter with the permission of Chair.
<b>Resolution</b>		<p><b>a. Issuing of Online Migration Certificate</b></p> <p>A suggestion for issuing the online migration certificate was taken into consideration during the meeting and after discussion, the IT head was instructed to proceed with same.</p> <p><b>b. Staff Welfare Initiative:</b></p> <p>Earned leaves would be introduced from the date of joining for staff which were earlier done on completion of one year of service. Noted.</p> <p><b>c. Library Automation System (KOHA)</b></p> <p>The house was informed about the installation of library automation system that has already been done. It was suggested to Library In charge to organize a training programme to train the staff with the use of this software with efficient manner.</p>

The meeting was ended with the thanks to the Chair.

*WTS*  
*02/07/2021*  
IQAC

Director/Coordinator

*[Signature]*  
IQAC

Chairman  
Vice Chancellor  
Swami Vivekanand  
Subharti University  
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