

Ref. No.: SVSU/2025/IQAC/77

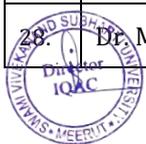
Date: 17/04/2025

Minutes of IQAC Meeting held on April 3rd and 4th, 2025

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 3rd and 4th April 2025 at 11:00 AM onwards in four intensive sessions in the University Conference Hall.

The following members were present in the meeting:

S. No.	Name of Officer/Faculty/NAAC Coordinator	Designation	Chairman/ Member/Faculty/ Department
1.	Maj. Gen. (Dr.) G.K. Thapliyal	Hon'ble Vice Chancellor	Chairman, IQAC Committee
2.	Dr. Shalya Raj	Chief Executive Officer	Member of Management
3.	Prof. (Dr.) Davendra Swarup	Pro Vice-Chancellor	Member (Representative of Administration)
4.	Prof. (Dr.) Vaibhav Goel Bhartiya	Dean, Faculty of Law	Member (Representative of the Faculty of LAW)
5.	Dr. Lubhan Singh	Additional Director, R&D Cell	Member – Research Cell
6.	Dr. Padma Misra	Professor	Member (Representative of Faculty of Management & Commerce)
7.	Dr. Sanchit Pradhan	Associate Professor	Member (Representative of Faculty of Dental Sciences)
8.	Dr. Seema Sharma	Associate Professor	Member (Representative of Faculty of Arts & Social Science)
9.	Dr. Indraneel Bose	Officiating Principal	Member (Representative of the College of Hotel Management)
10.	Dr. Preeti Sharma	Oral Pathology, SDC	Nominee from Alumni
11.	Dr. Rakhi Kumari Jha	Assistant Professor, AVGSCMS	Nominee from Alumni
12.	Dr. Madhukar BS	Formerly Advisor – NAAC	Expert (External)
13.	Prof. C. Sheela Reddy	Professor & Dean, Central University of Andhra Pradesh	Expert (External)
14.	Prof. (Dr.) Kapil Kumar	Director – IQAC	IQAC
15.	Prof. (Dr.) Pankaj Kishor Mishra	HOD	Dept. of Paramedical Science, Faculty of Medicine
16.	Prof. (Dr.) Nikhil Srivastava	Dean	Faculty of Dental Sciences
17.	Prof. (Dr.) Geeta Parwanda	Dean	Faculty of Nursing
18.	Prof. (Dr.) Sokindra Kumar	Dean	Faculty of Pharmacy
19.	Prof. (Dr.) Jasmine Anandabai	Principal	Faculty of Physiotherapy and Allied Health Sciences
20.	Prof. (Dr.) Abhay M. Shankaregowda	Principal	Faculty of AYUSH
21.	Prof. (Dr.) Rajesh Kumar Ghai	Dean & Director	Faculty of Management & Commerce
22.	Prof. (Dr.) Manoj Kapil	Dean & Principal	Faculty of Engineering and Technology
23.	Prof. (Dr.) Sharvan Kumar Garg	Vice Principal & HOD-CS	Faculty of Engineering and Technology
24.	Prof. (Dr.) Renu Mavi	Officiating Dean	Faculty of Science
25.	Prof. (Dr.) Sandeep Kumar	Dean	Faculty of Education
26.	Prof. (Dr.) Pintu Mishra	Dean	Faculty of Fine Arts
27.	Prof. (Dr.) Sudhir Tyagi	Dean	Faculty of Arts & Social Science
28.	Dr. Manoj Kumar Tripathi	Associate Professor, HoD, NAAC Coordinator	Dept. of Liberal Arts & Humanities, Faculty of Arts & Social Science



29.	Dr. Seema Sharma	Associate Professor, HoD, NAAC Coordinator	Dept. of Languages, Faculty of Arts & Social Science
30.	Dr. Nishma Singh	Associate Professor, HoD, NAAC Coordinator	Dept. of Home Science, Faculty of Arts & Social Science
31.	Dr. Abhishek Singhal	Associate Professor, NAAC Coordinator	Faculty of Medicine
32.	Dr. Seema Negi	Research Officer, NAAC Coordinator	Faculty of Medicine
33.	Dr. Anshu Kumar Singh	Associate Professor, NAAC Coordinator	Department of Paramedical Sciences
34.	Mrs. Khushboo Rani	Assistant Professor, NAAC Coordinator	Faculty of Nursing
35.	Dr. Nair Dhiren Ajith	Assistant Professor, NAAC Coordinator	Faculty of AYUSH
36.	Dr. Danish Nouman	Associate Professor, NAAC Coordinator	Faculty of Physiotherapy & Allied Health Sciences
37.	Dr. Manish Pathak	Professor, Criteria-2 In-charge	Faculty of Pharmacy
38.	Dr. Rupesh Kumar Pandey	Associate Professor, NAAC Coordinator	Faculty of Pharmacy
39.	Dr. Nikhil Rathi	Associate Professor, NAAC Coordinator	Faculty of Engineering & Technology
40.	Mr. Vikas Sharma	Assistant Professor, NAAC Coordinator	Subharti College of Hotel Management
41.	Dr. Amit Kumar	Associate Professor, NAAC Coordinator	Faculty of Science
42.	Dr. Bhuvnesh Sharma	Associate Professor, NAAC Coordinator	Department of Education, Faculty of Education
43.	Dr. Preety	Assistant Professor, Criteria-6 In-charge	Faculty of Management and Commerce
44.	Dr. Sonal Bhardwaj	Associate Professor, NAAC Coordinator	Faculty of Fine Arts
45.	Dr. Preeti Singh	Assistant Professor, NAAC Coordinator	Department of Journalism & Mass Communication, Faculty of Arts & Social Science
46.	Dr. Shalu Nehra	Assistant Professor, NAAC Coordinator	Department of Home Science, Faculty of Arts & Social Science
47.	Dr. Vivek Kumar	Assistant Professor, NAAC Coordinator	School of Buddhist Studies
48.	Dr. Sarika	In-charge Gender Sensitization Cell	Faculty of Management & Commerce
49.	Dr. Vishwas Mishra	Associate Professor, Criteria -1 In-charge	Faculty of Engineering & Technology
50.	Mr. Vivek Tiwari	Chief Technical Officer	IT Department
51.	Mr. Anindya Bhanja	Director	IS&GR Cell
52.	Mr. Amit Kumar Verma	Director	Training & Placement Cell
53.	Dr. Kusum	NAAC Coordinator	Distance Education
54.	Mr. Shammi Saxena	Assistant Director	Admission Cell
55.	Prof. (Dr.) Mukesh Ruhela	Head, Criteria -7 In-charge	Environment Committee
56.	Mrs. Seema Saxena	OSD	IQAC
57.	Mr. Sonu Lathwar	AOS	IQAC
58.	Mr. Ankit Verma	Section Officer	IQAC
59.	Mr. Prateek Kumar Sharma	Section Officer	IQAC
60.	Ms. Hiba Khan	Assistant Professor	Paramedical Science
61.	Dr. Ajay Raj Singh	Assistant Professor	Faculty of Law
62.	Mrs. Sayani Mukherjee	Assistant Registrar	Controller of Examination
63.	Mrs. Dipika Chaudhary	Coordinator	Subharti Disability Advisory Service Centre (SDASC)
64.	Dr. Shashiraj Teotia	NSS	Faculty of Science

***The following members could not attend the meeting:**

S. No.	Name of Officer/Faculty/NAAC Coordinator	Designation	Chairman/Member/Faculty/Department
1.	Dr. Satyam Khare	Controller of Examination	Member (Representative of Administration)
2.	Gp Capt M Yakoob	Registrar	Registrar
3.	Mr. Syed Zafar Hussain	Registrar O&O	Member

			(Representative of Administration)
4.	Dr. Surabhi Gupta	Professor	Member (Representative of Faculty of Medicine)
5.	Dr. Ruchi Tyagi	Professor	Member (Representative of Faculty of Medicine)
6.	CA (Mrs.) Swati Goel	Finance Officer	Member from Finance
7.	Dr. Enakshi Yadav	Junior Resident Faculty of Dental Sciences	Student Representative
8.	Ms. Palak Tyagi	Student, B.A. LL.B.	Student Representative
9.	Mr. Rajesh Mishra	Chartered Accountant	Nominee from Employers/ Stakeholders
10.	Mr. Sunil Gupta	Principal Director – MSME, TDC (PPDC) Meerut	Nominee from Employers/ Stakeholders
11.	Prof. (Dr.) Y.K. Gupta	President – AIIMS, Bhopal & Jammu	Expert (External)
12.	Prof. (Dr.) Vartika Mathur	Professor, Zoology Department, Sri Venkateshwara College, University of Delhi	Expert (External)
13.	Prof. (Dr.) Amar Prakash Garg	Dean - Academics & Director Research	Research Department
14.	Prof. (Dr.) C. Munish Reddy	Dean of Student Welfare	Faculty of Dental Sciences
15.	Prof. (Dr.) Mahesh Kumar Mittal	Dean & Principal	Faculty of Medicine
16.	Dr. Dinesh Chandra Saxena	Director	Dept. of Paramedical Science, Faculty of Medicine
17.	Dr. Champalal Mandrele	Assistant Professor	School of Buddhist Studies
18.	Dr. Deepak Raghav	Assistant Professor, NAAC Coordinator	Department of Physical Education, Faculty of Education
19.	Dr. Javed Khan	Associate Professor, NAAC Coordinator	Department of Library & Information Science, Faculty of Arts & Social Science
20.	Ms. Maryam Khan	Marketing Executive	Marcomm, IT Department
21.	Mr. Y. K. Nagar	Civil Engineer	Construction Department
22.	Mr. Harsh Vardhan Kaushik	Administrative Officer	Admin Department
23.	Prof. (Dr.) Bhawna Grover	Chairperson	Cultural Committee
24.	Prof. (Dr.) Anjali Khare	Chairman	Woman Empowerment Cell
25.	Prof. (Dr.) Rishi Pal Singh	Nodal Officer	Scholarship Department
26.	Mr. Nikhil Kumar	Dy. Registrar	Personnel Department
27.	Mr. Parag Gupta	Dy. Registrar	HR-Teaching
28.	Mrs. Lovely Maheshwari	Addl. Director (Purchase)	Purchase Department
29.	Ms. Nisha Rana	Assistant Professor	R&D Cell

The photographs taken during the meeting are displayed below:



The meeting commenced with a welcome address by the Director, IQAC, who also introduced the external experts joined the meeting online. Following this, the **Hon’ble Vice Chancellor** addressed the gathering and shared a few motivational words.

With the **Hon’ble Vice Chancellor’s** permission, the Director, IQAC proceeded to initiate the discussion on the agenda items, which were taken up one by one. **The following agenda items were discussed during the meeting:**

Agenda: 1	To confirm the minutes of the previous IQAC meeting held on 2nd November 2024.
Discussion	The Director, IQAC, informed the House that the minutes of the previous IQAC meeting, held on November 2, 2024, had been circulated to all concerned via email on November 4, 2024.
Resolution	All members present at the meeting duly acknowledged this.
Agenda: 2	To confirm the Action Taken Report (ATR) on the IQAC Meeting held on 10th August 2024.
Discussion	<p>The Director, IQAC, informed the House that the Action Taken Report (ATR) from the previous IQAC meeting held on August 10, 2024, had been circulated to all concerned faculties, colleges, and departments across the university via email. Upon reviewing the ATR, it was observed that certain agenda items remain unaddressed and require further discussion.</p> <p>The Director, IQAC further stated that, despite multiple reminders sent to the concerned departments, ATRs have not been received from the following Faculty/Colleges/Departments:</p> <ul style="list-style-type: none"> • Faculty of Education (including the Department of Education) • Department of Liberal Arts and Humanities • HR Department (for Agenda Items 11, 18, and 20) <p>It was also noted that although several faculties and departments have submitted their ATRs, many of these reports lack essential details. Specifically, they fail to clearly outline the actions taken in response to the decisions and recommendations made during the previous meeting, and do not provide corresponding outcomes or results of those actions.</p>
Resolution:	<p>The Chairman of the committee directed all the Deans to comply timely with sincerity, and dedication.</p> <hr/> <p><u>Agenda Item 6 from the previous IQAC meeting held on August 10, 2024, was then taken up for discussion.</u></p> <p>This agenda item pertained to the review of the Annual Stakeholder Feedback Analysis Report for the academic year 2023–24.</p> <p>The resolution for this item was that the Chairman of the committee directed all members to review the feedback questionnaire and submit their suggestions to the IQAC. This directive was duly noted by all members.</p> <p>The Director, IQAC, informed the House that no suggestions were received from any faculty, college, or department of the university in response to this directive.</p> <p>The proposal outlined below was put forward by the Director of IQAC:</p> <p>Under this agenda item, the Director, IQAC, proposed the formation of a committee to review and update the stakeholder feedback questionnaire related to curricula and syllabi. It was also recommended that feedback be collected from all five stakeholder groups, as it was observed that some colleges have not been gathering input from all relevant stakeholders.</p> <p>Furthermore, it was proposed that, following the collection of feedback, an analysis report must be prepared. This should be followed by the development of an action plan and subsequently an Action Taken Report (ATR), to be compiled by each faculty of the university.</p> <p>The Director, IQAC also highlighted that, for example, if the student feedback questionnaire contains 10 questions, both the action plan and ATR must address each of these questions. They should clearly indicate whether any action was required, and if so, mention the specific actions</p>



	<p>taken in detail. This level of documentation is a requirement identified during the DVV (Data Validation and Verification) process.</p> <p>The following feedback collection schedule was proposed by the Director, IQAC:</p> <ul style="list-style-type: none"> • Feedback Collection by Faculties/Colleges: From 1st May to 31st May • Action Plan Preparation: From 1st June to 30th June • ATR Preparation and Submission to IQAC: From 1st July to 15th July • Compilation by IQAC: From 15th July to 31st July <p>The Hon'ble Vice Chancellor stated that the current feedback format is uniform across all colleges—whether it's a Medical College, Engineering College, or Fine Arts College. However, the nature of feedback should be tailored to suit the specific requirements of each discipline.</p>
Resolution	<p>The Hon'ble Vice Chancellor directed that a committee be constituted to revise the questionnaire, as suggested.</p> <p style="text-align: right;">Action By: Registrar</p>
Agenda Item 20 from the previous IQAC Meeting	<p><u>Agenda Item 20 from the previous IQAC meeting held on August 10, 2024, was then taken up for discussion.</u></p> <p>This agenda item pertained to the submission of an annual report by the HR Department of the university, including an analysis of performance appraisals for both teaching and non-teaching staff, in accordance with sub-criterion 6.3.5.</p> <p>The Director, IQAC, informed the House about the specific documents that need to be updated to comply with the requirements of this sub-criterion.</p> <p>The Director, IQAC, proposed that the HR Department be required to submit a report analyzing the outcomes of performance appraisals for both teaching and non-teaching staff to the IQAC, following approval by the University Board. This report will serve as part of the documentation under this sub-criterion.</p> <p>During the discussion, the respected CEO informed the House that there is a growing perception among faculty that the ACR (Annual Confidential Report) places greater emphasis on research and publications, while giving comparatively less importance to teaching and student engagement. She instructed that all Deans/Principals be requested to revise the ACR format to include metrics for teaching performance, student feedback, and participation in university functions, all of which should be duly valued.</p> <p>In particular, she emphasized that in clinical departments such as Dentistry, Nursing, Physiotherapy, and Medicine, both teaching load and clinical duties must be accurately reflected in the ACR. Additionally, contributions to administrative responsibilities and other institutional roles should be acknowledged and positively factored into the annual increment process.</p> <p>She also suggested that the Faculty of Dental Sciences share its sample ACR format with all faculties and colleges across the university, to serve as a reference.</p>
Resolution	<p>1. The Hon'ble Vice Chancellor instructed that the HR Department of the university must submit an annual report to the IQAC, including an analysis of performance appraisals for both teaching and non-teaching staff, to fulfill the requirements of NAAC sub-criterion 6.3.5.</p> <p style="text-align: right;">Action By: HR Department</p> <p>2. It was also decided that the ACR format must be updated with the mentioned suggestions.</p> <p style="text-align: right;">Action By: Registrar</p>
Agenda Item 24 from the previous IQAC meeting	<p><u>Agenda Item 24 from the previous IQAC meeting held on August 10, 2024, was then discussed.</u></p> <p>This agenda item was the mandatory organization of Hackathons and Codathons every year by the university's T&P Cell.</p> <p>The Director, IQAC, informed the House that no action had been taken by the T&P Cell in this regard. The respected CEO suggested that the event should be restructured as an "Ideathon" instead of a Hackathon or Codathon.</p>



Resolution	It was decided that the T&P Cell of the university will organize an Ideathon or a similar activity every year. Action By: T&P Cell																								
Agenda: 3	To confirm the Action Taken Report (ATR) on the IQAC Meeting held on 2nd November 2024.																								
Discussion	The Director, IQAC, informed the House that the Action Taken Report (ATR) for the IQAC meeting held on November 2, 2024, had been circulated. This meeting focused on the approval of the AQAR for the academic year 2023–24. The ATR had been shared with all Faculties, colleges, and departments across the university.																								
Resolution	All members present at the meeting acknowledged this accordingly.																								
Agenda: 4	To report on the Annual Quality Assurance Report (AQAR) submission for the Academic Year 2023-24.																								
Discussion	The Director, IQAC informed the house that the AQAR for the academic year 2023–24 was successfully submitted on November 13, 2024. He also presented the NAAC's acceptance report.																								
Resolution	All members present at the meeting acknowledged this.																								
Agenda: 5	To confirm the Academic & Administrative Audit (AAA) report for the Academic Year 2023-24.																								
Discussion	<p>The Director, IQAC, informed the House that the Academic and Administrative Audit (AAA) for the academic year 2023–24 was conducted by an external agency, in accordance with the recommendations made during the previous IQAC meeting held on August 10, 2024. The following schedule for the conduct of the AAA was proposed by the Director, IQAC:</p> <table border="1" data-bbox="300 891 1520 1167"> <thead> <tr> <th>AAA</th> <th>Internal / External</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>AAA By Each Faculty</td> <td>Internal with 2-3 External members of other faculty of the university.</td> <td>1st week of August</td> </tr> <tr> <td>AAA By IQAC</td> <td>External with a minimum of 3 Experts / External Agency</td> <td>1st week of September</td> </tr> </tbody> </table> <p>Dr. Nikhil Shrivastava, Dean of the Faculty of Dental Science, informed the House that due to the varying duration of their academic programs, the academic and administrative audit for their faculty can only be conducted after the conclusion of the academic year. Admissions typically take place in October or November.</p>	AAA	Internal / External	Schedule	AAA By Each Faculty	Internal with 2-3 External members of other faculty of the university.	1 st week of August	AAA By IQAC	External with a minimum of 3 Experts / External Agency	1 st week of September															
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AAA By IQAC	External with a minimum of 3 Experts / External Agency	1 st week of September																							
Resolution	The proposal presented by the Director, IQAC, was approved included the provision that for faculties with varying academic year durations, the AAA can be conducted within one month after the completion of the academic session's activities. Action By: All Faculty/College																								
Agenda: 6	To organize a training program/workshop for university faculty members before the start of the semester or academic session, aimed at enhancing their understanding of the process for writing and updating course and program outcomes in line with sub-criterion 1.1.1.																								
Discussion	<p>The Director, IQAC, informed the House about the requirements of sub-criterion 1.1.1. It was stated that the objective of the training program or session is to enhance faculty members' understanding of writing and updating Course Outcomes (COs) and Program Outcomes (POs), in alignment with NAAC's Sub-Criterion 1.1.1. The following training schedule was proposed by the Director, IQAC:</p> <table border="1" data-bbox="300 1803 1520 2134"> <thead> <tr> <th>S. No.</th> <th>Month</th> <th>Faculty Participating</th> <th>To be Organized by Faculty</th> </tr> </thead> <tbody> <tr> <td>1</td> <td rowspan="5">1st Week of September (Phase -1)</td> <td>Faculty of Pharmacy</td> <td rowspan="5">Faculty of Pharmacy</td> </tr> <tr> <td>2</td> <td>Faculty of Management & Commerce</td> </tr> <tr> <td>3</td> <td>Faculty of Science</td> </tr> <tr> <td>4</td> <td>Faculty of Education</td> </tr> <tr> <td>5</td> <td>Faculty of Fine Arts</td> </tr> <tr> <td>6</td> <td rowspan="3">3rd or 4th week of July (Phase -2)</td> <td>Faculty of Physiotherapy & Allied Health Sciences</td> <td rowspan="3">Faculty of Law</td> </tr> <tr> <td>7</td> <td>Faculty of Ayush</td> </tr> <tr> <td>8</td> <td>Faculty of Engineering & Technology</td> </tr> </tbody> </table>	S. No.	Month	Faculty Participating	To be Organized by Faculty	1	1st Week of September (Phase -1)	Faculty of Pharmacy	Faculty of Pharmacy	2	Faculty of Management & Commerce	3	Faculty of Science	4	Faculty of Education	5	Faculty of Fine Arts	6	3rd or 4th week of July (Phase -2)	Faculty of Physiotherapy & Allied Health Sciences	Faculty of Law	7	Faculty of Ayush	8	Faculty of Engineering & Technology
S. No.	Month	Faculty Participating	To be Organized by Faculty																						
1	1st Week of September (Phase -1)	Faculty of Pharmacy	Faculty of Pharmacy																						
2		Faculty of Management & Commerce																							
3		Faculty of Science																							
4		Faculty of Education																							
5		Faculty of Fine Arts																							
6	3rd or 4th week of July (Phase -2)	Faculty of Physiotherapy & Allied Health Sciences	Faculty of Law																						
7		Faculty of Ayush																							
8		Faculty of Engineering & Technology																							



9		Faculty of Law	
10		Faculty of Arts & Social Science	
11		School of Buddhist	
12	3 rd or 4 th week of August (Phase -3)	Faculty of Medicine/ Paramedical	Faculty of Dental Sciences
13		Faculty of Nursing	
14		Faculty of Dental Science	

The **Hon'ble Vice Chancellor** suggested that the participating and organizing faculties be regrouped as follows:

S. No.	Month	Faculty Participating	To be Organized by the Faculty
1	1 st Week of September (Phase -1)	Faculty of Pharmacy	Faculty of Dental Sciences
2		Faculty of Ayush	
3		Faculty of Nursing	
4		Faculty of Medicine/ Paramedical	
5		Faculty of Physiotherapy & Allied Health Sciences	
6		Faculty of Dental Science	
7	3 rd or 4 th week of July (Phase -2)	Faculty of Science	Faculty of Management & Commerce
8		Faculty of Engineering & Technology	
9		Faculty of Management & Commerce	
10	3 rd or 4 th week of August (Phase -3)	Faculty of Law	Faculty of Law
11		Faculty of Arts & Social Science	
12		Faculty of Fine Arts	
13		Faculty of Education	
14		School of Buddhist	

The **Hon'ble Vice Chancellor** informed the House that the goal of this training program is to ensure that all faculty members are thoroughly informed and trained in designing effective Course Outcomes (COs) and Program Outcomes (POs).

Resolution

The Committee endorsed the proposal from the Director, IQAC, with the modified grouping.
Action By: Concerned Faculty

Agenda: 7

To authenticate and validate the Course Outcomes (COs) and the Program Outcomes (POs), along with their mapping and attainment, by the external experts/agency before the submission to the IQAC, in compliance with sub-criterion 1.1.1.

Discussion

The Director, IQAC, informed the House that, as discussed in the previous agenda, after writing effective Course Outcomes (COs) and Program Outcomes (POs) and calculating their attainment, the next step is to validate and authenticate the COs, POs, and their mapping and attainment. This validation should be carried out either by internal or external experts before submission to the IQAC, to meet the requirements of NAAC Sub-Criterion 1.1.1. The Director also emphasized the importance of preparing the university's question papers according to the guidelines of outcome-based education (OBE). He suggested that all internal and external question papers must align with the COs and POs, incorporating all cognitive levels from K1 to K6, as outlined in Bloom's Taxonomy.

The Hon'ble Vice Chancellor emphasized that this verification could be conducted by the university's internal experts. He also noted that, although the guidelines for preparing question papers according to OBE have been provided multiple times, they are not being fully implemented. **The Hon'ble Vice Chancellor** observed that many question papers are not aligned with Bloom's Taxonomy, making it difficult to map them with COs and POs. He stressed that questions in the paper must reflect the appropriate skills or aptitudes to ensure proper alignment. Dr. Nikhil Shrivastava, Dean of the Faculty of Dental Sciences, mentioned that the Examination Department only provides the syllabus and, occasionally, old question papers. He pointed out that no structured guidelines are provided by the Examination Department to the question paper setters and moderators.

Resolution

With the consent of the Chair, it was decided that, after collecting the CO-PO mapping and attainment data from the university's colleges for the AQAR, the IQAC will carry out the



	<p>verification and validation of the CO-PO mapping and attainment through a committee of internal experts.</p> <p style="text-align: right;">Action By: IQAC</p>
Agenda: 8	<p>To revise the syllabus for all courses across all university programs (excluding those governed by statutory bodies or councils where syllabus revisions are not permitted) at least once every three years, before the start of the academic year, in accordance with sub-criterion 1.1.2.</p>
Discussion	<p>The Director, IQAC, informed the House that the following supporting documents are required for sub-criterion 1.1.2:</p> <ul style="list-style-type: none"> • Syllabus before and after the revision of courses • Minutes of the relevant Academic Council/BOS meetings <p>The following proposal was submitted by the Director, IQAC, under this agenda:</p> <ul style="list-style-type: none"> • All faculties and colleges must regularly review and update their curriculum based on feedback from stakeholders, industry trends, and alignment with program outcomes, ensuring a focus on practical skills, faculty involvement, and compliance with regulatory requirements. • All faculties and colleges must maintain documented evidence showing that inputs from stakeholders were considered for curriculum revisions, which must be submitted to the IQAC to meet AQAR requirements under sub-criterion 1.1.2. • When revising a course curriculum, it must be ensured that more than 20% of the syllabus content is revised. • The introduction of electives, retention of existing courses, or minor content changes in a course do not qualify as a "change of syllabus." • If a program undergoes revision three times within the past five years, it will be counted as a revision only once. <p>The Hon'ble Vice Chancellor emphasized that this revision and improvement process is crucial. Regardless of regulatory body requirements, whenever courses are updated or new ones are added, they are adopted. However, it is not mandatory to follow the same template rigidly; those are the minimum requirements, and colleges are free to exceed them.</p> <p>The Respected CEO suggested that all colleges must identify industry needs and update the curriculum to bridge the academia-industry gap. She emphasized that new courses, particularly in Engineering, Computer Applications, and Pharmacy, should be included to provide better placement opportunities for the university's students.</p> <p>Dr. B.S. Madhukar remarked that networking with other institutions should also be a focus. As knowledge diversifies, strong institutional collaborations are essential. He highlighted that collaboration and networking are no longer optional—they are critical.</p>
Resolution	<p>The Academic Programme Development Committee will identify the programme across the discipline where revision of the course is required. All members took note of this for further necessary action.</p> <p style="text-align: right;">Action By: All Faculty/College</p>
Agenda: 9	<p>To establish further Memoranda of Understanding (MoUs) with industries and national/international institutions, facilitating the integration of courses into the curriculum that emphasize competency development, employability, entrepreneurship, and skill enhancement in accordance with sub-criterion 1.1.3.</p>
Discussion	<p>The Director, IQAC, informed the House about NAAC sub-criterion 1.1.3 and its requirements. The following proposals and key points were presented by the Director, IQAC:</p> <ul style="list-style-type: none"> • Introduce more skill-based, competency-driven courses aligned with emerging industry trends to enhance employability and practical learning. • Establish MoUs with industries to co-design and co-deliver skill-development courses, incorporating industry inputs, hands-on training, and certification opportunities.



	<ul style="list-style-type: none"> Implement a structured plan to integrate these courses into the curriculum and ensure regular evaluation for their effectiveness. <p>The following target was proposed by the Director IQAC:</p> <ul style="list-style-type: none"> Each faculty/college must sign at least one MoU per semester to meet the requirements of this sub-criterion. <p>The Hon’ble Vice Chancellor advised that the Faculty of Management, Home Science Department, and Faculty of Engineering & Technology should consider initiating apprenticeship-embedded programs and also add courses which will empower the students for jobs of future.</p>
Resolution	<p>The committee endorsed the proposal presented by the Director, IQAC.</p> <p style="text-align: right;">Action By: All Faculty/College</p>
Agenda: 10	To identify and develop interdisciplinary courses within the university's programs, in alignment with sub-criterion 1.2.3.
Discussion	<p>The Director, IQAC, informed the House about NAAC sub-criterion 1.2.3 and its requirements. The following requirements for this sub-criterion were outlined by the Director, IQAC:</p> <ul style="list-style-type: none"> Colleges must identify all interdisciplinary courses offered, and the list of these courses must be approved by the Academic Council. For each interdisciplinary course, the college should provide a clear justification statement outlining its interdisciplinary nature. The justification must be accompanied by the course's timetable and syllabus. <p>It was recommended that colleges proactively propose new interdisciplinary courses and revise existing ones where applicable. It was noted that the current Annual Quality Assurance Report (AQAR) repeats the same list year after year.</p> <p>The Respected CEO suggested that we should also encourage interdisciplinary research. Students from fields like dental or pharmacy should interact with those from engineering or management disciplines. Promoting interdisciplinary research, especially among postgraduate students—such as MD, MDS, etc., is highly recommended.</p> <p>The Hon’ble Vice Chancellor advised the Center for Multidisciplinary Studies and Integrated Research to circulate a list of potential interdisciplinary certificate courses. Students could then select from this “bucket” of courses, ideally aligning fields like engineering and medicine.</p> <p>Dr. B.S. Madhukar (External Expert) suggested that one way to begin is by encouraging interdisciplinary projects at the student level, particularly in non-medical streams. Even in medical courses, this is possible. He recommended studying what top-ranked universities are doing in this area to guide the structuring of our own offerings. At the faculty level, interdisciplinary teaching or joint research efforts could be initiated. He suggested using leading universities as benchmarks, looking at what courses they’ve introduced in the past two years.</p>
Resolution	<p>The Hon’ble Vice Chancellor advised that, moving forward, each faculty should propose at least one interdisciplinary course, particularly for programs not governed by regulatory bodies. This was duly noted by all members present at the meeting.</p> <p style="text-align: right;">Action By: All Faculty/College</p>
Agenda: 11	To discuss department-wise offering of Value-Added Courses (VACs), ensuring over 90% student registration for Value-Added Courses for a satisfactory percentage of beneficiaries in accordance with sub-criteria 1.3.2 and 1.3.3.
Discussion	<p>The Director, IQAC, informed the House about NAAC sub-criteria 1.3.2 and 1.3.3 and their requirements. The following proposals and additional points were presented by the Director, IQAC:</p> <ul style="list-style-type: none"> Each department of the university should offer a minimum of 2 to 3 value-added courses per semester for semester-based programs and 3 to 4 value-added courses for annual programs.



	<ul style="list-style-type: none"> • At least 90% of students must enrol in a value-added course, with efforts made to ensure that more than 70% of students successfully complete the course. • As per the UGC Curriculum and Credit Framework for undergraduate programs (Page 19, December 2022), the minimum credit requirements for value-added courses for all undergraduate programs are 6 to 8 credits. <p>The Director, IQAC, also informed the House that according to the university ordinance (Ordinance No. V (124A)) relating to value-added courses, Chapter 3, Clause 12, each value-added course will carry 2 credits, with 30 hours of instruction, and a proposed combination of 60% theory and 40% practical.</p> <p>The Respected CEO stated that value-added courses could be research-based or skill-based—such as modules on how to write a research paper or technical and professional development. Each faculty should propose courses based on their discipline. SWAYAM courses may be considered as value-added courses since they are generally not part of the standard curriculum.</p> <p>Regarding SWAYAM courses, the Hon’ble Vice Chancellor explained that the issue is not with offering these courses but with students not clearing them, either due to exams or attendance issues, which prevents them from earning credits and impacts our reporting. The University is allowing such students to appear for supplementary exams conducted by the university. Additionally, the university can conduct its own qualifying exam for students who fail to clear MOOC-based or online value-added courses, though these students may not receive credit. The Vice Chancellor also mentioned that we could allow students to complete up to 40% of their course syllabus using SWAYAM or NPTEL, particularly when there are constraints in faculty availability.</p> <p>The Director, IQAC, informed the House that for AQAR 2023-24, only around 70–75 value-added courses were submitted across the university. Many departments, especially in the medical college, have been submitting paramedical courses as substitutes, which is not a best practice. Each department should offer distinct value-added courses. For example, if engineering has 5 departments, each should contribute, not just CSE or ECE. Despite several follow-ups, only 73 such courses were reported out of our 175 programs, which is considerably low. Additionally, accurate data on student beneficiaries must be maintained and submitted—simply reporting enrolments is not sufficient.</p>
Resolution	It was decided that all departments across the university’s faculties must offer 2-3 Value-Added Courses (VACs), ensuring that over 90% of students are registered for these courses, with a satisfactory percentage of beneficiaries, in accordance with sub-criteria 1.3.2 and 1.3.3.
Agenda: 12	To submit the report of each activity for the sub-criterion 1.3.4 i.e., students undertake field visits, research projects, industry internships, and community postings as part of the curriculum enrichment.
Discussion	<p>The Director, IQAC, requested that detailed reports for each activity under this sub-criterion be submitted by every faculty/college of the university.</p> <ul style="list-style-type: none"> • For all listed activities in the Excel file, individual reports must be submitted to the IQAC. These reports should include: • A notice or voucher for the activity • A comprehensive report covering the objectives, outcomes, and student participation • Attendance sheets with handwritten student signatures • Supporting documents such as geotagged photographs, certificates, press releases (if any), and feedback <p>It was also proposed to increase collaboration with industries to ensure mandatory internships and field visits for all students.</p>
Resolution	The Hon’ble Vice-Chancellor stated that all these requirements should be fulfilled in accordance with the guidelines informed by the IQAC. This was duly noted by all the members.



Agenda: 13 To ensure the accuracy, synchronization, and timely updating of student data across all Colleges, the Admission Cell, and the ERP system of the university, facilitating better decision-making and enhancing operational efficiency.

Discussion The Director, IQAC, proposed the creation of a centralized student database by the IT Department to ensure the accuracy, synchronization, and timely updating of student data across all faculties of the university. This initiative aims to provide student details to all university faculties. He informed that the database will be facilitated through the integration between the Admission Cell and the ERP system, which will enhance decision-making and operational efficiency.

The Director, IQAC, informed the house that discrepancies currently exist between data from the IT Department, the Admission Cell, and the colleges. To address this issue, he proposed the development of a centralized student database by the IT Department, which will be accessible to all university departments and faculties.

Additionally, the Director highlighted that, as per NAAC requirements, the following student documents will need to be uploaded to the system via the portal:

- Domicile certificate
- Pass certificate
- Passport (for out-of-state/foreign students)
- Aadhaar card
- Permanent address proof

The following screenshot of the proposed database was shown by the Director, IQAC, under this agenda:

University Student Database

S. No.	Name of the student	Father's Name	Gender	State of Domicile	Social Category (SC/ST/OBC/Cast/Other)	Religion (Hindu/Muslim/Christian/Other)	Nationality (Indian/International)	Valid Email ID (Unique)	Student Enrollment ID (Unique)	Mobile No. (Unique)	Date of Admission (DD/MM/YY)	Year of Joining	Admission through (GATE/SVET/Entrance Exam/Other)	Previous degree/Matriculation certificate from other state or country	E-copies of admission letters to the students enrolled from other States / Countries	Permanent Address (Aadhaar)	Copy of the domicile certificate from respective state	Caste/Category Certificate	Copy of the passport from respective countries	Verified By (Active/Inactive/Cancelled)
									Generate											Faculty/College

* Data template should be generated automatically. [DOWNLOAD Data Template](#)

Resolution It was decided that the IT Department of the university will develop this application as part of the AQAR/NAAC software. **Action By: IT Department**

Agenda: 14 To discuss the issue of different programmes and course codes available with the Controller of Examination Office and Colleges of the university in accordance with all sub-criteria of criteria-I and sub-criteria 2.1.2.

Discussion The Director, IQAC, informed the house that different program codes and course codes are being submitted to the IQAC by the COE office and the colleges. Therefore, it was proposed to create a centralized program and course management database by the IT Department, which should include:

- Program code and name
- Course code
- Duration
- Sanctioned intake
- Approval status (Faculty Board/Academic Council), etc.

This database will ensure uniformity and the timely updating of information across the university. The following screenshot of the proposed database was shown by the Director, IQAC, under this agenda:



University Programme Database

Data template should be generated automatically.

Resolution It was decided that the IT Department of the university will develop this application as an integral component of the AQAR/NAAC software. The format proposed was accepted. **Action By: IT Department**

Agenda: 15 To ensure that the management of reserved category seats for the students in all programs across the university is in compliance with UP-State and Central Government guidelines, meeting the requirements of sub-criterion 2.1.1.

Discussion The Director, IQAC, informed the house that some Faculty of the university are not submitting data on reserved category admissions to the IQAC, as required by Sub-Criterion 2.1.1. Additionally, he mentioned that the university is required to submit admission data to the State OBC/SC/ST Cells annually. This extract must also be submitted to the IQAC for inclusion in the AQAR (Annual Quality Assurance Report). It was proposed that the IT Department create a centralized database to provide details of seat allocations for all programs. The following screenshot of the proposed database was shown by the Director, IQAC, under this agenda:

University Programme Sanctioned Intake Database

* Data template should be generated automatically.

The **Hon'ble Vice-Chancellor** stated that this information must be provided to all colleges and the IQAC by the university registrar.

Resolution 1. It was decided that the IT department of the university will develop this application as part of AQAR /NAAC software. The format proposed was accepted. **Action By: IT Department**
 2. It was also decided that this information must be provided to all colleges and IQAC by the registrar of the university. **Action By: Registrar**

Agenda: 16 To maintain a record of the number of applications received for programs where state/central common entrance tests are not conducted, to be managed by the university's central admission cell, in order to fulfill the requirements of sub-criteria 2.1.2.

Discussion The Director, IQAC, addressed the need to maintain records of applications received for university programs where no centralized entrance test is conducted, in order to meet the requirements of sub-criterion 2.1.2. He informed that the data should include the following:

- Students visiting the university for admission
- Phone inquiries received regarding admissions
- Students who applied through the university's online portal



- Students who participated in the university entrance exams

Additionally, he emphasized that the university's admission cell must prepare the document "Sanctioned Intake for Each Program vs. Number of Applications Received for Each Program" to strengthen the data for this particular sub-criterion.

The Director, IQAC, proposed the creation of a centralized database called the "University Program Sanctioned Intake Database" as part of the AQAR/NAAC software.

The following screenshot of the proposed database was shown by the Director, IQAC, under this agenda:

University Programme Sanctioned Intake Database

Academic Year: All Faculty/College: All Department: All

Search: Clear

S. No.	Programme name	Programme Code (Verified by Examination Department)	Approved Sanctioned Intake (As per regulatory council/ governing body)	Number of seats earmarked for Reserved Category as per ODI or State Government Rule Schedule Caste (SC) (21% of Sanctioned Intake)	Number of seats earmarked for Reserved Category as per ODI or State Government Rule Schedule Tribe (ST) (2% of Sanctioned Intake)	Number of seats earmarked for Reserved Category as per ODI or State Government Rule Other Backward Class (OBC) (27% of Sanctioned Intake)	General	Total No. of Applications Received	Approved Faculty Board/BOS Minutes	Approved Academic/ Executive Council Minutes	Checked & Verified by Registrar (Verified/ Not Verified)
	--Select--	--Select--	Value should be generated automatically.	Value should be calculated automatically.	Value should be calculated automatically.	Value should be calculated automatically.		--Select--	Eg. AC Dated 20/06/2019 Agenda No. 24/07 Highlighted @Gondia Point	Eg. AC Dated 27/06/2019 Agenda No. 24/07 Highlighted @Gondia Point	--Select--

* Data template should be generated automatically. [DOWNLOAD Data Template](#)

Resolution

1. It was decided that the IT department of the university would develop this application as part of the AQAR /NAAC software. **Action By: IT Department**
2. It was also decided that the above-said requirements will be prepared and shared by the Admission Cell. A record of students enrolled through CUET will be mentioned by the Admission Cell. **Action By: Admission Cell**

Agenda: 17

To address the issue of submitting copies of Domicile Certificates for students from other states in order to fulfil the requirements of sub-criterion 2.1.3.

Discussion

The Director, IQAC, informed the House about the requirements of sub-criterion 2.1.3 and proposed the following:

- A provision should be established for submitting the Domicile/Passport certificate from the respective state or country at the time of admission to address this issue.
- The IT Department should create a centralized database to provide student details to all faculties across the university.

The Respected CEO suggested that domicile certificates must be collected and compiled at the faculty/college level, and subsequently submitted to the IQAC to fulfill the requirements of sub-criterion 2.1.3.

Resolution

The committee endorsed the Director, IQAC's proposal and decided that domicile certificates must be collected and compiled at the faculty/college level, and subsequently submitted to the IQAC to fulfill the requirements of sub-criterion 2.1.3.

Action By: IT Cell/Admission Cell/All Faculty/College

Agenda: 18

To constitute a committee for the implementation of a Standard Operating Procedure (SOP) and develop a proforma to identify slow and advanced learners across all faculties of the university, in order to fulfil the requirements of sub-criteria 2.2.1.

Discussion

The Director, IQAC, emphasized the importance of creating an SOP document for slow and advanced learners and presented some sample SOPs for reference. It was proposed that a university-level committee be constituted to develop and implement a centralized Standard Operating Procedure (SOP) for identifying and supporting both slow and advanced learners, ensuring a transparent and uniform process to fulfill the requirements of Sub-Criterion 2.2.1.

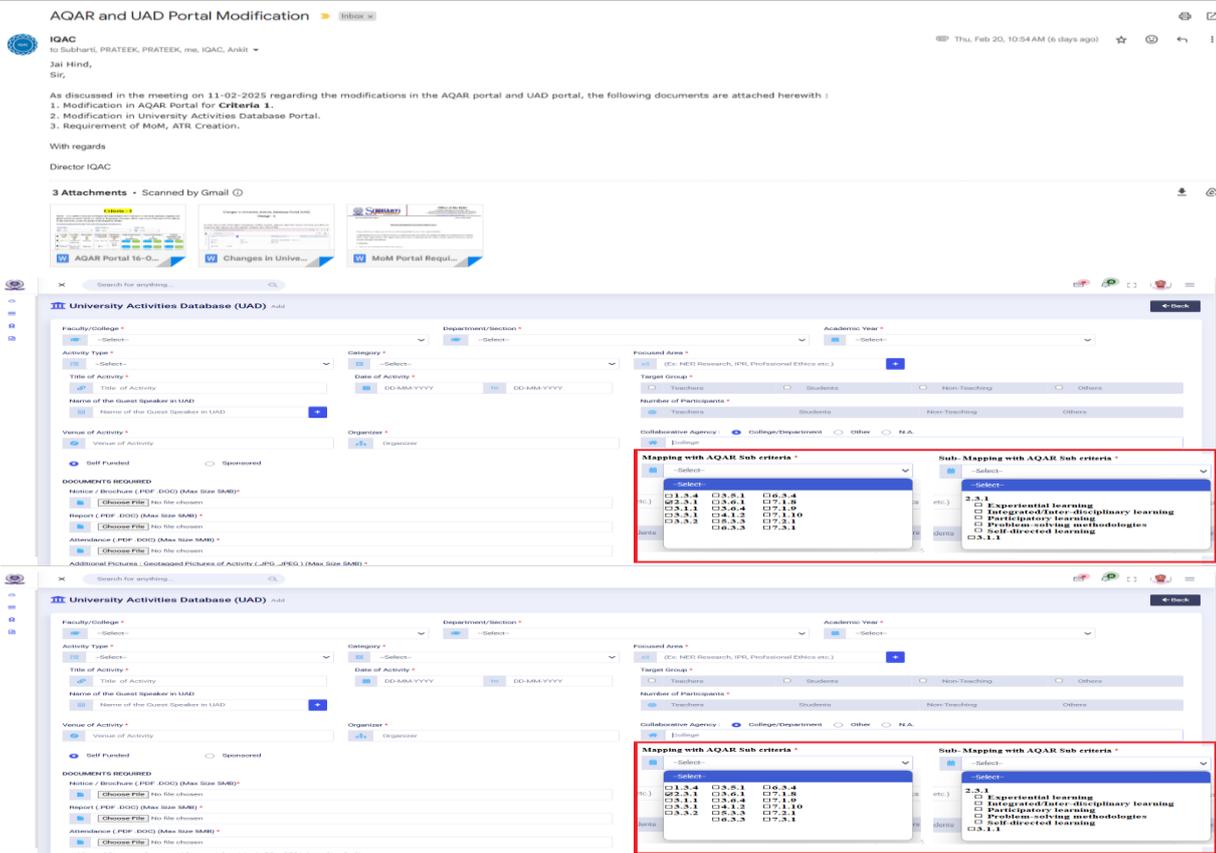
Resolution

After a constructive discussion, it was decided that the IQAC will share the sample SOPs with all faculty and colleges. Following this, each faculty and college will prepare and implement their own SOP to address this matter. **Action By: All Faculty/ College/ IQAC**



Agenda: 19	To submit a consolidated report by the Dean – Academics on special programs for advanced and slow learners for the academic year, in order to fulfill the requirements of sub-criterion 2.2.1.
Discussion	<p>The Director, IQAC, informed the House about the requirements of Sub-Criterion 2.2.1, as outlined below:</p> <p>The institution assesses the learning levels of students after admission and organizes special programs for both advanced learners and slow performers. Specifically, the institution:</p> <ul style="list-style-type: none"> • Adopts measurable criteria to identify slow performers. • Adopts measurable criteria to identify advanced learners. • Organizes special programs for both slow performers and advanced learners. • Follows protocols to measure students’ achievements. <p>He emphasized that the following documents are required for uploading with the AQAR and SSR to fulfill this sub-criterion:</p> <ul style="list-style-type: none"> • Methodology and criteria for the assessment of learning levels • Details of special programs • Outcome measures • Proforma created to identify slow performers and advanced learners <p>Consolidated report to the Dean of Academics/Dean of Student Welfare on special programs for both advanced learners and slow learners</p> <p>Furthermore, the Director, IQAC, proposed that the Dean of Academics must submit a consolidated report on the academic support provided to both slow and advanced learners during the previous academic year, in order to meet the requirements of Sub-Criterion 2.2.1.</p> <p>The Director, IQAC, also noted that some faculties and colleges classify slow learners based on their 12th-grade or undergraduate percentages. However, this classification should be done on a course-wise basis and as a dynamic process throughout the program’s duration. A student who is a slow learner in one course may excel in another.</p> <p>The Respected CEO emphasized that faculties and colleges must implement skill-based programs specifically targeted at slow learners, rather than relying solely on conventional teaching methods, offering practical examples.</p> <p>The Hon’ble Vice-Chancellor instructed all faculties and colleges that it is not necessary to publicly announce or label students as slow or fast learners.</p>
Resolution	<p>It was decided that all faculties and colleges must prepare their reports in accordance with this sub-criterion and submit them to the office of the Dean of Academics. The Dean of Academics will then compile a final consolidated report and submit it to the IQAC.</p> <p style="text-align: right;">Action By: All Faculty/College/ Dean Academics</p>
Agenda: 20	To regularly upload reports on activities conducted by the faculties to the University Activity Database (UAD) Portal, in order to fulfil the requirements of sub-criteria 1.3.4, 2.3.1, 3.1.1, 3.3.1, 3.3.2, 3.5.1, 3.6.1, 3.6.4, 4.1.2, 5.3.3, 6.3.3, 6.3.4, 7.1.8, 7.1.9, 7.1.10, 7.2.1, and 7.3.1.
Discussion	<p>The Director, IQAC, informed the House that there are several sub-criteria outlined in the agenda where activity reports conducted by faculties/colleges need to be prepared. To streamline the process of report creation, the Director, IQAC, proposed that the existing university activity database, which is used for uploading reports, be updated to meet these specific requirements. The Director, IQAC, further informed that the detailed requirements for modifying the University Activity Database (UAD) have already been submitted to the IT department for necessary action. A screenshot of the email sent to the IT department outlining the submission of these requirements was shared by the Director, IQAC.</p>





It was also informed by the Director, IQAC, that the following structure must be followed for finalizing any report:

- Notice, brochure, or circular issued
- Report on the activity conducted, including outcomes
- Four relevant geo-tagged photographs
- An attendance sheet with the handwritten signatures of all attendees
- Certificates for attendees (if provided)
- News release
- Participant analytics report (if applicable) feedback

In response to the **Hon'ble Vice-Chancellor's** query, the Chief Technology Officer (CTO), Mr. Vivek Tiwari, provided an update to the House on the ongoing progress regarding the modifications to the University Activity Database (UAD).

Resolution

The committee decided that the IT department should incorporate the requested changes into the existing UAD portal. Additionally, it was agreed that feedback should be gathered from all other users to ensure comprehensive improvements.

UAD portal is a dynamic portal therefore IT department should design it in such a way that it will accommodate changes if required.

Action By: IT Department

Agenda: 21

To address the requirement of sub-criterion 2.3.2, i.e. University has provision for the use of clinical skill laboratory and simulation-based learning.

Discussion

The Director, IQAC, informed the House about the requirements of sub-criterion 2.3.2, as outlined below:

University-

- Has Basic Clinical Skills Training Models and Trainers for clinical skills in the relevant disciplines.
- Has advanced patient simulators for simulation-based training
- Has structured programs for training and assessment of students in the Clinical Skills Lab /Simulation Centre
- Conducts training programs for the faculty in the use of clinical skills lab and simulation methods of teaching-learning



	<p>He further emphasized that the faculty/colleges of the university must submit the following to the IQAC, as it was observed that some faculty/colleges had not been submitting these documents:</p> <ol style="list-style-type: none"> 1. Proof of establishment of clinical skill labs and simulation-based learning labs. 2. A report on training programs conducted in the clinical skill or simulation labs. 3. An updated list of basic and advanced clinical skills training models. 4. A certified list of trainers for clinical skills training and simulation-based learning. 5. Details of training programs conducted, including participant information. <p>A duly sealed and signed report on student assessments and outcomes was presented. The Hon'ble Vice Chancellor inquired about the status of simulation labs in the colleges and instructed that they be made functional promptly. Additionally, he advised the Department of Agriculture to utilize the university's agricultural land for implementing the simulation lab. The Respected CEO emphasized that the progress of the Department of Agriculture in establishing the simulation lab has been unsatisfactory, as no proposal has been submitted yet. The respected CEO advised the Head of the Department of Agriculture and Dr. Shahiraj Teotia to follow up on the submitted proposal as soon as possible. The CEO also inquired about the status of some establishment-related labs in the Faculty of Engineering and urged that the pending work be completed at the earliest.</p>
Resolution	<p>It was decided that all faculty/colleges must submit the requested documents to the IQAC at the time of submitting the AQAR for the academic year 2024-25, to fulfill the requirements of sub-criterion 2.3.2. The Chairman advised all the Deans to sensitize their faculty members to update their data on a daily/monthly basis.</p> <p style="text-align: right;">Action By: All Faculty/Colleges/ Agriculture Department- Faculty of Science</p>
Agenda: 22	To promote the use of ICT tools in the teaching and learning process across all faculties/colleges of the university.
Discussion	<p>The Director, IQAC, proposed the following under this agenda:</p> <ul style="list-style-type: none"> • To enhance the use of modern ICT tools in the teaching and learning process, it is essential for university faculties to conduct more teacher training activities for their staff. <p>The Hon'ble Vice-Chancellor emphasized that all colleges across the university must integrate ICT tools into the teaching-learning process. Furthermore, every faculty member should undergo training in using these tools and be encouraged to create e-content.</p>
Resolution	<p>It was noted by all the members for necessary action. Action By: All Faculty/Colleges</p>
Agenda: 23	To ensure that all faculty members, including Heads of the Departments, Deans, and Principals of faculty/colleges, serve as mentors, and that all Undergraduate, Post Graduate, and Ph.D. students are assigned mentors, in order to fulfill the requirements of sub-criterion 2.3.4 regarding the mentor-mentee ratio of the university.
Discussion	<p>The Director, IQAC, proposed that in order to maintain the university's Mentor-Mentee ratio, all faculty members, including Heads of Departments, Deans, and Principals—must be assigned as mentors. Each undergraduate, postgraduate, and PhD student should be assigned to a mentor, in accordance with sub-criterion 2.3.4.</p> <p>Additionally, it was proposed that faculties, such as the Faculty of Medicine, where mentors are already available, should aim to maintain a mentor-mentee ratio of 1:4 to compensate for other faculties so that the university's ratio is upheld.</p>
Resolution	<p>The committee endorsed the proposal put forth by the Director, IQAC.</p> <p style="text-align: right;">Action By: All Faculty / Colleges</p>
Agenda: 24	To ensure that all faculty/colleges have the details of sanctioned posts of faculty to fulfill the requirement of sub-criterion 2.4.1.
Discussion	<p>The Director, IQAC, informed the House that data regarding the sanctioned faculty positions is not consistently updated across various faculties and colleges of the university. He emphasized</p>

	<p>that sanction letters indicating the number of approved posts, including those sanctioned by the management and duly approved by the competent authority, must be provided in English. Furthermore, appointment letters for all faculty members are to be submitted to the IQAC for record and verification.</p> <p>The Hon’ble Vice-Chancellor directed that all faculties/colleges must obtain the updated sanctioned faculty strength for the academic year 2024–25 from the Registrar’s office. This updated information, along with the relevant faculty data, must be submitted to the IQAC as part of the AQAR 2024–25 submission.</p>
Resolution	<p>It was noted by all the members.</p> <p style="text-align: right;">Action By: Registrar /All Faculty/ Colleges</p>
Agenda: 25	To review and update the experience details and other relevant fields in the University’s EMS, in accordance with sub-criterion 2.4.3.
Discussion	<p>The Director, IQAC, proposed the following under this agenda:</p> <ul style="list-style-type: none"> • A dynamic process should be implemented by the University's IT Department to update faculty details in the University’s EMS on a quarterly basis (last week of March, June, September, and December). • A certificate from each HEI confirming that faculty details have been updated on the University’s EMS must be submitted to the IQAC at the time of AQAR data submission. <p>The Director, IQAC, reported a communication gap: the IT Department claims that colleges have access to update the data, while the colleges report that they do not. This issue must be resolved promptly.</p> <p>The Hon’ble Vice-Chancellor stressed the importance of regularly updating faculty profiles on the University EMS portal.</p> <p>The Respected CEO also emphasized that each faculty member's profile—including experience, publications, and academic credentials—must be accurately updated across all relevant platforms, including the University EMS, Google Scholar, Vidwan Portal, and other academic databases. Faculty members must also ensure that the correct institutional affiliation—Swami Vivekanand Subharti University—is consistently reflected across all platforms.</p>
Resolution	<p>It was decided that Mr. Parag Gupta (Deputy Registrar – Teaching) will serve as the coordinating officer for this activity and will be responsible for initiating and overseeing the dynamic process of updating faculty profiles on the University EMS portal.</p> <p style="text-align: right;">Action By: Mr. Parag Gupta (Deputy Registrar– Teaching)</p>
Agenda: 26	Mandatory conduction of training programs for teachers for the development and delivery of e-contents, e-courses, video lectures, demonstrations, etc. by each faculty/college of the university in accordance with sub-criteria 2.4.4.
Discussion	<p>Under this agenda, the Director, IQAC, proposed the following:</p> <ul style="list-style-type: none"> • Training sessions for teachers on the development and delivery of e-content, e-courses, video lectures, demonstrations, etc., must be conducted by each faculty/college of the university in alignment with Sub-Criterion 2.4.4. These sessions should be held prior to the commencement of each semester, and participation will be mandatory for all faculty members. Faculty members failing to attend the scheduled training will be marked absent for the day. • Upon completion, a certificate must be issued to each participating faculty member by the HEI. • A detailed training report, along with participation certificates, must be submitted to the IQAC. • Heads of Departments must ensure that every faculty member develops at least two e-content modules, e-courses, or video lectures per semester.



- Web links to all hosted content on the university's website, along with other relevant data for this criterion, must be submitted to the IQAC.

Additionally, the following training schedule was proposed by the Director, IQAC, to be conducted by the university's IT Department for both teaching and non-teaching staff, aimed at promoting the use of ICT tools and applications in the teaching-learning process:

- **For Teaching Staff – Every 2nd Wednesday of alternate months, from 03:00 PM to 04:00 PM**
- **For Non-Teaching Staff – Every 4th Wednesday of alternate months, from 03:00 PM to 04:00 PM**

The following sample topics were also suggested by the Director, IQAC, for the training sessions:

S. No.	Proposed Topics for Teaching Staff	Proposed Topics for Non-Teaching Staff
1	Introduction to ICT Tools in Teaching and Learning	Working with emails and conducting online meetings
2	Using, preparing content for platforms such as YouTube	Working with MS Word
3	Using Learning Management Systems (LMS)	Using Learning Management Systems (LMS)
4	Using teachers trained for the development and delivery of e-content/e-courses/video lectures/demonstrations	Working with MS Excel
5	Assessment and Feedback Tools	Working with PowerPoint
6	Virtual Teaching Tools	Virtual Teaching Tools
7	Working with the UAD Portal	Working with the UAD Portal

The Respected CEO recommended developing courses or educational content in regional and classical languages such as Tamil, Kannada, Malayalam, Sanskrit, Buddhist studies, and French. These courses should be submitted to the SWAYAM platform for potential inclusion.

The Hon'ble Vice-Chancellor emphasized the significance of organizing such training programs for both teaching and non-teaching staff to enhance their capabilities and promote the use of diverse educational tools.

Resolution

The committee unanimously endorsed the proposal put forth by the Director, IQAC.

Action By: IT Department / All Faculty/Colleges

Agenda: 27

To address the issue of decreasing teacher recognition in the context of sub-criteria 2.4.5, i.e. number of full-time teachers who received awards and recognitions for excellence in teaching and student mentoring, scholarships, professional achievements, and academic leadership at State, National, and International levels from Government / Government-recognized agencies / registered professional associations/ academies.

Discussion

The Director, IQAC, addressed the decline in faculty recognitions under Sub-Criterion 2.4.5, which pertains to the number of full-time teachers receiving awards for excellence in teaching, mentoring, research, leadership, etc., at the state, national, or international level from recognized bodies.

To address this concern, the Director, IQAC, proposed a schedule and outlined the objective for conducting a sensitization program aimed at encouraging faculty members to pursue awards and recognitions, in alignment with the requirements of Sub-Criterion 2.4.5.

Schedule No.	Schedule-1	Schedule-2	Schedule-3	Schedule-4
Month	September	December	March	June

The Director, IQAC, emphasized the need to organize a structured sensitization program for faculty on Awards and Recognitions, with the objective of enhancing awareness and encouraging active participation, in line with NAAC Sub-Criterion 2.4.5. These sensitization programs will be conducted quarterly by each Faculty, in either offline or online mode, as per the proposed schedule.

The following was also informed by the Director, IQAC that –



- Only state, national, and international levels from govt., recognized bodies should be considered and submitted to the IQAC.
- One full-time teacher is to be counted once a year, irrespective of the number of awards or recognition in the same year.
- Awards that are local in nature, intra and inter-university/institution awards/recognitions will not be considered.
- Participation/presentation certificates during paper presentations, etc., will not be considered.
- Certified E-copies must be provided. of award letters.

The Director, IQAC, also presented the following data submitted under Sub-Criterion 2.4.5.1 for the last five years:

Session	2023-24	2022-23	2021-22	2020-21	2019-20
Numbers	177	179	125	42	110

The Respected CEO stated that sensitization programs under this agenda are unnecessary. Deans/Principals of the faculties/colleges should take the initiative to discuss the process of applying for recognition and awards with their faculty members during regular meetings.

Resolution

It was decided that the sensitization programs proposed by the Director, IQAC, are not necessary. However, Deans/Principals of the faculties/colleges must take the initiative to discuss with their faculty members the process of applying for recognition and awards during their regular meetings. Deans at their faculty level were advised to create awareness among the faculties to strive for the awards.

Action By: All Faculty/ Colleges

Agenda: 28

To consider the sub-criteria 2.6.2, i.e., incremental performance in the pass percentage of final year students.

Discussion

The Director, IQAC, informed the House about the requirements of sub-criterion 2.6.2, which pertains to the incremental performance in the pass percentage of final-year students, as outlined below:

- Consider only students who have successfully passed their final year examinations and are thereby eligible for the degree program.
- Exclude details of students who have passed Ph.D. coursework or diploma programs.
- In certain undergraduate programs, students qualify for their degree only after completing an internship. Their details should be included only after the internship is completed.
- To address the declining pass percentage, conduct an analysis and implement necessary measures to improve academic performance.

The following data of the last five years was shown by the director IQAC:

Metric No.	Description of Documents	2019-20	2020-21	2021-22	2022-23	2023-24
2.6.2.1 (QnM)	Number of final year students of all the programmes, who qualified in the university examinations	1550	1727	1861	1836	1397
2.6.2.2 (QnM)	Number of final year students of all the programmes, who appeared for the examinations	1638	1850	1986	1989	1624
Percentage per year		94.63	93.35	93.71	92.31	86.02

The **Hon'ble Vice Chancellor** emphasized that the Controller of Examinations, while preparing this data, must ensure that only students who have successfully passed their final-year examinations and are eligible for the degree program are included. The Deans were advised to re-examine the tech-savvy teaching methodologies and continuous evaluation processes to ensure a healthy pass percentage.

Resolution

All members took note of this for necessary action.

Action By: Faculty/ College / COE



Agenda: 29	To analyze the disparity between student admissions and enrollments, as well as the gap between enrollments and exam participation.				
Discussion	Under this agenda, the following data was presented by the Director, IQAC:				
	Particulars	Academic Year	2022-23	2023-24	2024-25
	Admission Cell	Total no. of admissions in the preceding academic year	3522	4323	4287
	Data provided by the colleges	Total no. of admissions in the preceding academic year	2875	3436	-
	Examination Department	Total no. of students who appeared in the examination	2519	3152	-
	The Director, IQAC, proposed that necessary actions be taken to address the gap between the number of students admitted and the number of students appearing for the semester examination.				
Resolution	All members took note of this. The Chairman advised all Deans to ensure that students meet the criteria before filling the examination form, i.e., percentage of attendance, fee payment, and clearance of the internal exams. Action By: Faculty/ College				
Agenda: 30	To raise awareness among university faculty members about the updated Research Promotion Policy of the university.				
Discussion	Under this agenda, the Director, IQAC, proposed the following:				
	<ul style="list-style-type: none"> In accordance with the schedule, sensitization programs should be organized by the R&D Cell of the university, with detailed reports submitted to fulfill the requirements of Criterion 3.1.1. 				
	The Director also proposed the following schedule for the awareness program on the university's Research Promotion Policy, which will be conducted by the R&D Cell in offline mode on a quarterly basis:				
	Schedule No.	Schedule-1	Schedule-2	Schedule-3	Schedule-4
	Month	October	January	April	July
Resolution	The committee decided that the sensitization program should be scheduled as part of the faculty induction program, to be jointly organized by the R&D Cell and HRDC. In addition to this R&D Cell will conduct continuous Research Development program quarterly. Action By: Additional Director, R&D Cell and HRDC				
Agenda: 31	To ensure that seed money is effectively utilized to maximize research output.				
Discussion	Under this Agenda, the following was informed by the Director IQAC:				
	<ul style="list-style-type: none"> Seed Money less than one lakh should not be considered. Only formal research projects' seed money should be considered. Grants other than research projects, sponsorship to conferences or seminars, etc., should not be considered as seed money. 				
	The Hon'ble Vice Chancellor emphasized the proper utilization of seed money, ensuring it achieves the desired outcomes to meet the requirements for its utilization.				
	The respected CEO instructed the R&D Cell to prepare a format for reporting progress on the utilization of seed money and to issue the letter to the concerned by April 7, 2025. Additionally, the R&D Cell was directed to submit its progress report to her office at the earliest.				
Resolution	The Hon'ble Vice-Chancellor advised the R&D Cell of the university to ensure that the seed money is utilized effectively, yielding the desired outcomes such as research findings, startups, products, or other relevant results. The Hon'ble Vice Chancellor said that it has been observed that faculty members have left the Institute without clearing the seed money; the R&D Cell will also sign the dues form. Action By: Additional Director, R&D Cell				



Agenda: 32	To organize sensitization programs for faculty members, conducted by the R&D Cell of the university, on accessing national and international fellowships/financial support for advanced studies and collaborative research, both in India and abroad, to fulfill and generate satisfactory data for sub-criterion 3.1.3.										
Discussion	Under this agenda, the Director, IQAC, informed the House that certificates, memberships, and fellowships without proof of financial support cannot be considered. The Director, IQAC, also proposed that, as per the schedule, sensitization programs should be conducted by the R&D Cell of the university, with comprehensive reports submitted to meet the requirements of Criteria 3.1.3. The Respected CEO instructed the Faculty of Law to organize an international conference during the current academic year.										
Resolution	The committee endorsed the proposal put forward by the Director, IQAC. Action By: Additional Director, R&D Cell and Faculty of Law										
Agenda: 33	To discuss the requirement of sub-criteria 3.1.4, i.e., Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates, and other research fellows in the university, enrolled year-wise.										
Discussion	Under this agenda, the Director, IQAC, informed the House of the following: <ul style="list-style-type: none"> • Fellowship award letters must clearly specify the fellowship amount; otherwise, they will not be considered. • For NAAC evaluation, only newly enrolled fellows will be counted for the respective academic year. Additionally, the Director, IQAC, proposed that the university's R&D Cell should take necessary measures and submit a proposal to increase the number of JRFs, SRFs, post-doctoral fellows, research associates, and other research scholars.										
Resolution	The Hon'ble Vice Chancellor emphasized the need to establish a standardized format to be issued to research fellows by the Ph.D. Cell of the university. Additionally, the Hon'ble Vice-Chancellor advised the Ph.D. Cell to take proactive steps to enroll students under the university chairs, as currently, students are only enrolled under the Ambedkar Chair. Action By: Director R&D Cell and Chairpersons of University Chairs										
Agenda: 34	To discuss the requirement of sub-criteria 3.2.1, i.e., Total Grants for research projects / clinical trials sponsored by non-government sources such as industry, corporate houses, international bodies, endowments, professional associations, endowment chairs, etc., in the Institution.										
Discussion	Under this agenda, it was informed by the Director, IQAC that – <ul style="list-style-type: none"> • Funds received from the mother/own trust, sister institutions, research endowment funds, and funds from the management, etc., should not be considered. • Project grants like 1500, 2500, etc., from private entities should not be considered. The following schedule was proposed for conducting the sensitization program on "Research Projects Sponsored by Government and Non-Government Agencies" by each Faculty Research Cell, under the guidance of the University R&D Cell, in offline mode on a quarterly basis: <table border="1" data-bbox="300 1742 1544 1850"> <thead> <tr> <th></th> <th>Schedule -1</th> <th>Schedule -2</th> <th>Schedule -3</th> <th>Schedule -4</th> </tr> </thead> <tbody> <tr> <th>Month</th> <td>January</td> <td>April</td> <td>July</td> <td>October</td> </tr> </tbody> </table>		Schedule -1	Schedule -2	Schedule -3	Schedule -4	Month	January	April	July	October
	Schedule -1	Schedule -2	Schedule -3	Schedule -4							
Month	January	April	July	October							
Resolution	The committee endorsed the proposal put forward by the Director, IQAC. Action By: Additional Director, R&D Cell/All Faculty/College										
Agenda: 35	To discuss the requirement of sub-criteria 3.2.2 i.e. Grants for research projects/clinical trials sponsored by government sources.										
Discussion	Under this agenda, it was informed by the Director, IQAC that –										



- A sanction letter of grants by the funding agency is mandatory to support the claim. If the claim is not justified by the sanction letter of the grant, the finance department should provide a certificate from the CA, along with the transaction details.
- Grants for equipment/software/skill development centers will not be considered.
- Consultancy from the hospital will not be considered.

The following data on the number of workshops/seminars conducted on IPR during the last five years was presented by the Director, IQAC:

Academic Year	2023-24	2022-23	2021-22	2020-21	2019-20
Number of Workshops/Seminars on IPR	93	18	38	21	29

The following proposal regarding the conduct of a workshop/seminar on IPR and consultancy was submitted by the Director IQAC:

Name of the activity	“Workshop/Seminar on IPR and Consultancy”
Organized By	IPR Cell of the University and Faculty/College
Speakers	External Experts
Mode	Offline/Online
Frequency	(i) IPR Cell of the University – Every last Tuesday of the Alternate month (ii) Faculty/ College – Twice Per Semester, i.e., four in an Academic Year

It was informed by the Director, IQAC, that the following points may be discussed during the workshop:

- Overview of Intellectual Property Rights (IPR), including patents, copyrights, trademarks, etc.
- Importance of IPR in academic research and innovation.
- Steps in patent drafting, filing, and approval process.
- Criteria for patentability (novelty, inventiveness, industrial applicability).
- Patent search and analysis tools for research validation.
- Strategies for patent licensing and commercialization.
- Introduction to consultancy projects and their scope in academia.
- Guidelines for collaborating with industries and government agencies.
- Institutional policies on IP ownership and revenue-sharing models.
- Managing intellectual property in consultancy projects.
- Ethical considerations and compliance in IPR and consultancy work.
- Government and private funding opportunities for patenting and consultancy.
- Support from IPR Cell of the university.
- Incentives and recognition for faculty in IPR and consultancy activities.
- Case studies of successful patents and consultancy projects

Resolution The committee decided that seminars and workshops on IPR and Consultancy, as proposed by the Director, IQAC, will be conducted quarterly. Additionally, it was agreed that all faculties and colleges will prepare their NAAC calendar in alignment with the proposed calendar submitted by the IQAC.

Action By: Additional Director, R&D Cell, IPR Cell and Faculty/ Colleges

Agenda: 36 To organize sensitization programs for faculty, scholars, and students, led by the university’s R&D Cell, to encourage participation in awards and recognitions for innovation and discoveries.

Discussion Under this agenda, the Director, IQAC, proposed the following:



- The University’s Innovation Cell, Startup Cell, IPR Cell, or all relevant bodies must adhere to a calendar for these programs, to be established before the start of the academic year.
- Certificates for participation or presentation in workshops and conferences will not be considered.

Additionally, the Director, IQAC, proposed the following schedule for conducting a sensitization program on “Awards/Recognition for Innovation/Discoveries:

Name of the activity	“Sensitization Program on Awards & Recognition”			
Organized By	University Innovation Cell OR Start-up Cell OR Incubation Cell OR All			
Mode	Offline			
Frequency	Quarterly			
Schedule No.	Schedule -1	Schedule -2	Schedule -3	Schedule -4
Month	August	November	February	May

Resolution It was decided that the University Innovation Cell will conduct sensitization programs on Awards & Recognition, following the schedule proposed by the Director, IQAC.
Action By: Additional Director, R&D Cell, University Innovation Cell

Agenda: 37 **To consider the UGC Letter DO No. F.1-1(2018) Journal/Care, December 2019 and Gazette of India November 07, 2022, regarding the compulsory course on “Research for Publication Ethics (RPE)” for all Ph.D. students for coursework in accordance with sub-criteria 3.4.1.**

Discussion The **Director IQAC** presented the UGC Letter DO No. F.1-1(2018) Journal/Care, December 2019, and Gazette of India November 07, 2022 regarding the mandatory course on Research and Publication Ethics (RPE) for all PhD students as part of their coursework.
The existing syllabus on research ethics was also shown by the Director-IQAC.

Resolution The **Hon’ble Vice-Chancellor** instructed Ph.D. Cell of the University for immediate action in this regard.
Action By: Director R&D Cell

Agenda: 38 **To require each faculty member to publish at least two articles as the first author in Scopus, Web of Science, or PubMed-indexed journals within a calendar year to maintain their employment, qualify for salary increments, or be eligible for promotions, as per sub-criteria 3.4.5.**

Discussion Under this agenda, the Director, IQAC, proposed that every faculty member must publish at least two research articles as the first author in Scopus, Web of Science, or PubMed-indexed journals within a calendar year in order to maintain their employment, qualify for salary increments, or be eligible for promotions. This requirement aims to generate satisfactory data for Criteria 3.4.5.
The Respected CEO emphasized that this must be strictly monitored, as stated in the proposal, and instructed that a reminder notice for strict compliance be issued from the Registrar's office.
Additionally, the Director, IQAC, proposed a schedule for regular training sessions by the University’s R&D Cell on “How to Write and Publish a Research Paper in Peer-reviewed Journals Indexed in Scopus, PubMed, or Web of Science.” These sessions should preferably be conducted offline for interactive participation, scheduled for the last Thursday of every alternate month from 3:00 PM to 4:00 PM. It was also proposed that the R&D Cell prepare a faculty-specific schedule and share a copy with the IQAC as soon as possible.
The Respected CEO suggested that the R&D Cell conduct these sessions on a quarterly basis, with topics covering publication processes, research ethics, and more. She also advised that the sessions should be attended by all faculty, including junior faculty, associate professors, and professors. To avoid redundancy, each session should feature a different speaker or focus on a specific area.

Furthermore, the Director, IQAC, proposed the following standardized format for quarterly reporting by faculty/colleges to the R&D Cell for agenda items 3.4.5, 3.4.6, and 3.4.7.:



Proposed Format of the Report

Faculty Name: Date of Submission to R&D Cell: 31st March / 30th June / 30th September / 31st December

S. No.	Name of the Teacher	Name of Department	Work initiated (Yes/No) (If Yes, status of abstract writing)	Abstract submitted (Yes/No) (If submitted date of submission and name of Journal)	Complete Paper Prepared (Yes/No)	Complete Paper Submitted (Yes/No)	If paper is Submitted the Name of the Journal	Indexed in Scopus/PubMed/ Web of Science	Expected time to be online

The Director, IQAC, presented the proposed format and explained that it will help track the research progress of faculty members and enhance research output. It was proposed that this reporting be done quarterly. Deans/Principals are expected to hold one-on-one discussions with their faculty members to complete this report.

The **Hon’ble Vice Chancellor** emphasized the importance of obtaining this feedback from the Deans/Principals. Each Dean will be required to personally engage with their faculty members to ensure all questions in the format are answered.

Dr. B.S. Madhukar (External Expert) suggested that this approach could be a good practice to enhance research output.

The Respected CEO stated that the process should begin with this approach, and that, to improve data collection, software support may be introduced at a later stage. She also remarked that faculty performance is evaluated based on research contributions. It has been observed that many faculty members have not made significant progress in the past 10-12 years, particularly in terms of research and publications. This lack of visible progress must be addressed. The publication requirement can no longer be overlooked.

This is a serious concern, and continuing without meaningful contributions is no longer feasible. The **Hon’ble Vice Chancellor** further instructed that the university’s affiliation, specifically Swami Vivekanand Subharti University, must be clearly stated on all research articles.

Resolution

After thorough discussion, the committee endorsed the proposal by the Director, IQAC, regarding the conduction of a training program by the R&D Cell and the maintenance of faculty progress reports by the Dean/Principal of each Faculty/College using the proposed format. It was decided that the Dean/Principal will hold one-on-one interactions with their faculty members to record their quarterly progress in the proposed format.

Action By: Additional Director, R&D Cell / Faculty/Colleges

Agenda: 39

To discuss the requirement of sub-criteria 3.6.1 & 3.6.2 i.e. Extension and outreach activities such as community Health Education, Community health camps, Tele-conferences, Tele-Medicine consultancy, etc., are conducted in collaboration with industry, community, Government, and non- Government Organizations engaging NSS/NCC/Red cross/YRC, institutional clubs, etc.

Discussion

Under this agenda, the Director IQAC informed and proposed the following:

- Calendar for sub-criteria 3.6.1 & 3.6.2 i.e. Extension and outreach activities such as community Health Education, Community health camps, Tele-conferences, Tele-Medicine consultancy, etc., are conducted in collaboration with industry, community, Government, and non- Government Organizations engaging NSS/NCC/Red cross/YRC, institutional clubs, etc. must be prepared by each faculty/college before the commencement of the session.
- The events conducted for the benefit of the university’s students are not to be included in outreach programs.



	<ul style="list-style-type: none"> The report for each extension and outreach program, with the number of students and collaborating agencies that participated, should be submitted to the IQAC. <p>The Hon'ble Vice Chancellor instructed that the outcomes of all Extension and Outreach activities being conducted must be properly documented and submitted to the IQAC.</p>
Resolution	The committee endorsed the proposal put forward by the Director, IQAC. Action By: Faculty /College
Agenda: 40	To discuss the requirement of sub-criteria 3.7.1, i.e., Number of Collaborative activities for research, faculty exchange, student exchange/industry internship, etc., conducted.
Discussion	Under this agenda, the Director, IQAC stated that - <ul style="list-style-type: none"> Greater emphasis should be placed on enhancing collaborative activities, particularly faculty and student exchange programs. Data from the past five years indicates a limited number of entries for external financial support, highlighting the need for improvement in this area.
Resolution	It was noted by all the members. Action By: Faculty /College
Agenda: 41	To discuss the sub-criteria 3.7.2, i.e., Presence of a functional Memorandum of Understanding (MoU) with Institutions/ industries in India and abroad for academic, clinical training/internship, on-the-job training, project work, student/faculty exchange, collaborative research programs, etc.
Discussion	Under this agenda, it was informed by the Director, IQAC that - <ul style="list-style-type: none"> Over the past five years, only 46 MoUs have been found to be actively functional. However, only a limited number of MoUs focus on on-the-job training, project work, faculty exchange, and student exchange, highlighting the need for improvement in these areas. <p>The list of MoUs was presented during the meeting. It was proposed that an effective system should be established to operationalize the existing MoUs and facilitate the creation of new ones, with a focus on on-the-job training, project work, faculty exchange, and student exchange. The Respected CEO emphasized the need to ensure that all MoUs are functional and not merely formal agreements. All faculty/college/department heads were urged to review their respective MoUs and take necessary actions to ensure they yield meaningful outcomes.</p> <p>The Hon'ble Vice Chancellor instructed that international collaborations be identified, and necessary steps be taken by the designated SPOC for each MoU to make them functional. He stressed the importance of initiating real student exchanges, mobility, and collaborative programs as the first step in making these partnerships truly impactful.</p>
Resolution	The Chairman instructed all Deans to ensure that MoUs signed by their Institute are active and productive. It was noted by all the members. Action By: Faculty/ College
Agenda: 42	To implement an efficient system for capturing geo-tagged photos during college, departmental, and outreach activities.
Discussion	Under this agenda, the following was proposed by the Director, IQAC: <ul style="list-style-type: none"> The IT Department of the university is requested to implement a system for capturing geo-tagged photos during college, departmental, and outreach activities, i.e., create a centralized digital repository for easy access and verification. The photo should be geotagged. <p>The Director, IQAC, informed the meeting that faculty, colleges, and departments are either not submitting the latest geotagged photographs or are repeatedly submitting the same photographs with minor modifications.</p> <p>The Respected CEO emphasized the importance of geotagged photographs and instructed that each faculty, college, and department must ensure they capture genuine geotagged photos of all activities using appropriate devices and software, and submit them to the IQAC.</p>



	The Hon'ble Vice Chancellor suggested creating a centralized database or email system where departments can submit photos of events, ensuring all geotagged photographs are easily accessible and securely stored for future use.
Resolution	It was decided that faculty, colleges, and departments would submit the latest geotagged photographs to the IQAC. Additionally, the IT department will establish a centralized database or email system where departments can upload geotagged photographs of events, ensuring that all such photos are accessible to authorized users and securely stored. Action By: IT Department/ Faculty/ College/ Departments
Agenda: 43	To provide geo-tagged photographs for satellite primary health centers, rural and urban health centers for training of students, and residential facilities for students/ trainees at the health centers and the government orders allotment/assignment of PHC to the university to fulfill the requirement of sub-criterion 4.2.3.
Discussion	Under this agenda, the Director IQAC briefed on the requirement of sub-criterion 4.2.3 as mentioned below: Sub-criterion 4.2.3 required the availability of infrastructure for community-based learning The institution has: <ol style="list-style-type: none"> 1. Attached Satellite Primary Health Centers 2. Attached Rural Health Centers available for training of students 3. Attached Urban Health Centre for training of students 4. Residential facilities for students/trainees at the above peripheral health centers/hospitals The sub-criterion 4.2.3 required uploading the below supporting documents. <ul style="list-style-type: none"> • Geotagged photographs of Health Centers • Government Order on allotment/assignment of PHC to the institution • Documents of resident facility • Any other relevant information Then, the following proposal was submitted by the Director, IQAC: <ol style="list-style-type: none"> 1. The university hospital should provide geotagged photographs of all health centre facilities, including names, and also provide geotagged photographs of residential facilities for students and trainees at the health centres, along with their names. 2. The hospital should provide reports of health training centres (camps). 3. The hospital department should provide details of posting of Medical staff at health centres.
Resolution	It was decided that Mr. Deepak Gupta (Administrative Officer-II) and Dr. Pawan Parashar (Professor & HOD - Community Medicine) will be responsible for fulfilling the requirements outlined by the Director, IQAC, under this agenda. Action By: Mr. Deepak Gupta (Administrative Office -II) and Dr. Pawan Parashar (Professor & HOD - Community Medicine)
Agenda: 44	To discuss the participation in international accreditations, such as the JCI Ranking and the surveillance audit and renewal of existing ISO and GLP certifications, to fulfill the requirement of sub-criteria 4.2.4.
Discussion	Under this agenda, the Director IQAC briefed on the requirement of sub-criterion 4.2.4 as mentioned below: The sub-criterion 4.2.4 required the teaching Hospital / Clinical Laboratory accreditation certificates by any National Accrediting Agency. <ol style="list-style-type: none"> A. NABH accreditation B. NABL accreditation C. International accreditation like JCI D. ISO certification of departments /institutions E. GLP/GCLP accreditation. The sub-criterion 4.2.4 required the upload of the following supporting documents.



	<ul style="list-style-type: none"> Copies of the Certificate/s of Accreditation <p>The following proposal was then presented by the Director, IQAC:</p> <ul style="list-style-type: none"> The respective Faculty/College/Department (including University, Hospital, Faculty of Science, Faculty of Pharmacy, Faculty of Dental Sciences, and CRIC) must ensure the surveillance audit and timely renewal of existing ISO and GLP certifications. Obtaining international accreditation, such as JCI (Joint Commission International), is essential to secure higher marks in sub-criterion 4.2.4. 								
Resolution	<p>1. It was decided that all concerned faculties must take necessary action regarding their surveillance audit and renewal of existing ISO and GLP certifications.</p> <p style="text-align: center;">Action By: Registrar (for University ISO), Hospital, Faculty of Science, Faculty of Pharmacy, Faculty of Dental Sciences, CRIC</p> <p>2. It was also decided that the IQAC will initiate discussions regarding Subharti Hospital's pursuit of international accreditation, such as JCI.</p> <p style="text-align: right;">Action By: IQAC and Hospital</p>								
Agenda: 45	To discuss the sub-criteria 5.1.1, i.e., Number of students who benefited from scholarships/free ships /fee-waivers by the Government /Non-government Agency /Institution.								
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> The Scholarship Department of the university must compile all types of scholarships. Proof of each recipient, along with the list of beneficiaries, must be submitted to the IQAC. <p>The respected CEO advised Mrs. Dipika Chaudhary, Coordinator of the Subharti Disability Advisory Service Centre, to compile the annual scholarship data provided to individuals with disabilities and submit it to the IQAC for inclusion in the AQAR under this specific sub-criterion.</p>								
Resolution	<p>The committee decided that all faculty, colleges, and departments will submit the details of students who benefited from scholarships, freeships, or fee waivers provided by the government, non-government agencies, or institutions, using the prescribed format provided by the IQAC. These details will be submitted to the Registrar's office, and the compiled data will be forwarded by the Registrar to the IQAC for inclusion in the AQAR to be submitted to NAAC.</p> <p style="text-align: center;">Action By: Faculty/College/Department/Registrar/ Nodal Officer Scholarship</p>								
Agenda: 46	To discuss the requirement of sub-criteria 5.1.2, i.e. institution implements a variety of capability enhancement and other skill development schemes.								
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> To effectively implement activities under the Capability Enhancement and Development Scheme, external agencies must be engaged. Their details, including address and contact information, must be documented to meet the requirements of this criterion. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of the capability enhancement scheme</th> <th style="width: 25%;">Year of implementation</th> <th style="width: 25%;">Number of students enrolled</th> <th style="width: 25%;">Name of the agencies involved, with their contact details</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of the capability enhancement scheme	Year of implementation	Number of students enrolled	Name of the agencies involved, with their contact details				
Name of the capability enhancement scheme	Year of implementation	Number of students enrolled	Name of the agencies involved, with their contact details						
Resolution	<p>The in-charge of HRDC will ensure that upskilling, reskilling, and other capacity-building programmes for teaching and non-teaching staff are conducted regularly. All members took note of the matter for necessary action.</p> <p style="text-align: right;">Action By: In-charge HRDC/ Faculty/College</p>								
Agenda: 47	To discuss the sub-criteria 5.1.5, i.e., the institution has a transparent mechanism for timely redressal of student grievances/prevention of sexual harassment, and prevention of ragging.								
Discussion	<p>Under this agenda, the Director IQAC briefed on the requirement of sub-criterion 5.1.5 as mentioned below:</p> <ol style="list-style-type: none"> Adoption of guidelines of Regulatory bodies 								



	<p>2. Presence of the committee and the mechanism of receiving student grievances (online/offline)</p> <p>3. Periodic meetings of the committee with minutes</p> <p>4. Record of action taken</p> <p>The Director, IQAC, then submitted the following proposal: The university's website should include dedicated webpages for the following areas:</p> <ul style="list-style-type: none"> • Student Redressal • Prevention of Sexual Harassment • Anti-Ragging • Internal Complaints Committee <p>Each webpage should contain the following information:</p> <ul style="list-style-type: none"> • Committee composition details, updated annually • Minutes of meetings, action plans, and action taken reports, with a minimum of four meetings (or more as required) held each year • The names of complainants should be anonymised to ensure confidentiality.
Resolution	<p>All members took note of the matter for necessary action.</p> <p style="text-align: center;">Action By: All Concerned committee as mentioned above and other</p>
Agenda: 48	To discuss the requirement of sub-criteria 5.2.1 i.e. number of students appearing and qualifying in state/national/international-level examinations.
Discussion	<p>Under this agenda, the Director, IQAC informed the house that pass certificates of the examination are required; otherwise claim will not be considered by the NAAC.</p> <p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> • Every faculty/college, based on the strength of students, is requested to nominate a coordinator specifically to look after sub-criterion 5.2.1 <p>The Director, IQAC, also informed that only data for 48 students could be submitted with AQAR 2023-24, which was unsatisfactory. This was due to the fact that many faculty/colleges had not submitted the required data, even though their students had appeared for and qualified in state/national/international-level examinations.</p> <p>The respected CEO suggested that all faculty and colleges should inform their students that if they appear for and qualify for any competitive examinations, the university will reimburse the examination fees paid by the students. This initiative can serve as an additional motivator for students to participate in and succeed in competitive exams.</p>
Resolution	<p>The committee endorsed the proposal made by the Director, IQAC, to nominate a coordinator specifically responsible for overseeing sub-criterion 5.2.1. It was also decided that Faculty of Science, Arts and Social Sciences, Law & Engineering should encourage their students to join coaching classes that can be organised in collaboration with well reputed coaching centers.</p> <p style="text-align: right;">Action By: Faculty/College</p>
Agenda: 49	To discuss the requirement of sub-criteria 5.2.2, i.e. number of placement/self-employed/professional services of outgoing students.
Discussion	<p>Under this agenda, the Director, IQAC informed the house that to fulfil the requirement of this sub-criterion 5.2.2, the faculty/colleges are required to submit the proof of self-employment of students. In the case of self-employed professional services, registration with MCI / any other professional bodies is required to submit to NAAC. Additionally, the annual report of the placement cell with all above mentioned details is required to be provided</p> <p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> • Every faculty/college, based on the strength of students, is requested to nominate a coordinator specifically to look after the sub-criterion 5.2.2. <p>The Hon'ble Vice Chancellor advised the President of the Alumni Association to address this matter to maintain satisfactory data for this sub-criterion.</p>



	The Respected CEO emphasized that all faculty/colleges must take meaningful and necessary actions to prepare the required data for this sub-criterion.
Resolution	The committee endorsed the proposal of the Director, IQAC, regarding the nomination of a coordinator to specifically oversee sub-criterion 5.2.2. Action By: Faculty/College/Alumni Association
Agenda: 50	To discuss the requirement of sub-criteria 5.2.3 i.e. number of graduates in the preceding academic year, who have had progression to higher education?
Discussion	Under this agenda, the Director, IQAC, informed the house that in order to fulfill the requirements of sub-criterion 5.2.3, all colleges must provide proof of admission for students pursuing higher education. It was further noted that only 321 students' details could be submitted with AQAR 2023-24, which was deemed unsatisfactory. He emphasized that the details of all students progressing from UG to PG, PG to DM/M.CH/DNB (Super specialty), PG to Ph.D., and Ph.D. to Postdoctoral programs must be compiled by the faculty/colleges and subsequently submitted to the IQAC for inclusion in the AQAR. The following proposal was submitted by the Director, IQAC: <ul style="list-style-type: none"> Each faculty/college, based on student enrollment strength, is requested to nominate a coordinator specifically responsible for overseeing sub-criterion 5.2.3. The Respected CEO advised all faculties/colleges to take necessary actions to facilitate the transition of UG students to PG programs, and PG students to Ph.D. programs. The Hon'ble Vice Chancellor noted that it has been observed that many of our UG students are pursuing PG education at other institutions. Therefore, he instructed that necessary measures must be taken by the faculty/colleges to address this issue within the university.
Resolution	The committee endorsed the proposal of the Director, IQAC, regarding the nomination of a coordinator specifically responsible for overseeing sub-criterion 5.2.3. Action By: Faculty/College
Agenda: 51	To discuss the requirement of sub-criterion 5.3.1. i.e., number of awards and medals for outstanding performance in sports/cultural activities at state/regional/national/international events.
Discussion	Under this agenda, the Director, IQAC, informed the house that - <ol style="list-style-type: none"> An award for a team event should be counted as one. Only state/ National/ International will be considered. Intercollegiate competitions will not be considered. Participation/Appreciation certificates at the regional/ local/ institutional level will not be considered. The Hon'ble Vice Chancellor has directed the IQAC to collect details of awards and medals received for outstanding performance in sports and cultural activities at the state, regional, national, and international levels from all faculties and constituent colleges of the university. This data is to be collected twice during each academic year. The compiled details must be submitted to the office of the Registrar to prepare a cumulative list, which will be used for issuing commendation certificates and for inclusion in the Annual Quality Assurance Report (AQAR).
Resolution	All members took note of the matter for necessary action. Action By: Faculty/Colleges/Registrar/IQAC
Agenda: 52	To encourage all departments to define their vision and mission clearly, ensuring these are reflected in academic and administrative governance, following sub-criterion 6.1.1.
Discussion	Under this agenda item, the following proposal was submitted by the Director, IQAC: All non-teaching departments, cells, and committees within the university—including but not limited to Student Grievance Redressal Cell, Internal Complaints Committee (ICC), Examination Cell, Student Council, Gender Sensitization Committee, Gender Equity Cell, Women Empowerment Cell, Disaster Management Cell, University Career Counseling Cell, Human



	Resource Cell, Environment Cell, Finance Committee, Anti-Ragging Committee, and others—must formulate their own vision and mission statements. These statements should be clearly defined and aligned with the overarching vision and mission of the university.
Resolution	The proposal of the Director IQAC was not accepted by the committee. Action By: No Action Required
Agenda: 53	To promote effective leadership practices, such as decentralization and participative management, through the ERP system of the university, in line with sub-criteria 6.1.2 and 6.3.2.
Discussion	Under this agenda item, the following proposal was submitted by the Director, IQAC: <ul style="list-style-type: none"> • Effective leadership practices—such as delegating financial authority to university officers, providing financial assistance for faculty to attend seminars, workshops, and conferences, covering membership fees, and offering incentives—should be integrated into the university’s ERP system. This will ensure greater transparency and facilitate comprehensive and accurate data submission to NAAC. • The decentralization document, originally prepared in 2019, should be reviewed and updated to incorporate recent revisions. <p>Dr. B.S. Madhukar (External Expert) emphasized that, before integrating the above-mentioned requirements into the existing ERP system, a comprehensive review and planning session should be conducted to avoid fragmented or piecemeal development.</p> <p>The Hon'ble Vice-Chancellor advised the IT Department to incorporate the proposed requirements into the ERP system following a detailed analysis of the needs, in consultation with a committee to be constituted by the Registrar for this purpose.</p>
Resolution	The IT Department has taken note of the directive and will proceed with the necessary action accordingly. Action By: IT Department
Agenda: 54	To constitute a committee to finalize the Action Taken Report (ATR) of the institutional strategic plan 2020-2025 and to prepare the Institutional Strategic Plan / Institutional Development Plan for the period 2026–2030 to fulfill the requirement of sub-criterion 6.2.1.
Discussion	Under this agenda item, the following proposals were submitted by the Director, IQAC: <ol style="list-style-type: none"> 1. A committee may be constituted to finalize the Action Taken Report (ATR) for the Institutional Strategic Plan 2020–2025. 2. A separate committee may also be constituted to develop the Institutional Strategic Plan/Institutional Development Plan (IDP) for the period 2026–2030, in accordance with the requirements of sub-criterion 6.2.1. <p>The Director, IQAC, further informed the house that a committee for the preparation of the Institutional Strategic Plan/Institutional Development Plan (IDP) 2026–2030 has already been constituted.</p> <p>Dr. B.S. Madhukar (External Expert) emphasized that, along with the Action Taken Report for the Institutional Development Plan 2020–2025, a comprehensive Gap Analysis must also be prepared. This analysis should identify areas where objectives remain unfulfilled, enabling these to be effectively addressed in the upcoming IDP for 2026–2030.</p> <p>While the ATR should clearly document the actions that have been successfully implemented, the Gap Analysis should highlight pending or partially met objectives to ensure a more focused and impactful strategic direction for the next five-year plan.</p>
Resolution	It was unanimously decided that the committee constituted for the implementation of the Institutional Development Plan (IDP) for 2026–2030 will also be responsible for preparing the Action Taken Report and the Gap Analysis Report for the previous five-year IDP (2020–2025). Action By: IDP 2026-2030 Implementation Committee
Agenda: 55	To review the effectiveness and efficiency of institutional bodies, focusing on policies, administrative setups, and service rules, under sub-criteria 6.2.2.



<p>Discussion</p>	<p>Under this agenda item, the following proposals were submitted by the Director, IQAC:</p> <ol style="list-style-type: none"> 1. All university bodies and committees must be listed on the official university website. 2. Each body and committee must conduct a minimum of four meetings per academic year. 3. Minutes of meetings, along with action plans and action-taken reports, must be systematically documented. 4. Login credentials may be provided to key university stakeholders, such as the Dean, Director, Principals, Registrar, Controller of Examinations (COE), Dean Student Welfare (DSW), Heads of the Scholarship and Finance Departments, and all other university committees, to enable real-time updates to the university website. Where necessary, content should be verified by the MARCOM team prior to publication. 5. The tentative academic calendar must be uploaded before the commencement of each academic year. <p>The respected CEO noted that although individual colleges manage their respective websites, final authority for uploads to the university website should rest with a central Website Committee. This committee should include qualified representatives from all departments and colleges to ensure consistency and accuracy.</p> <p>It was agreed that login credentials should not be widely distributed. Instead, a verification mechanism overseen by a senior authority or designated committee should be established to review and approve content before upload.</p> <p>Dr. Nikhil Srivastava, Dean, Faculty of Dental Sciences, recommended the inclusion of a "Last Updated On" tag for transparency, with updates to be made at least once every fortnight, where feasible.</p> <p>Dr. B.S. Madhukar (External Expert) emphasized the importance of restricting upload rights to a small, authorized team, noting that excessive decentralization may lead to outdated or inaccurate information being published on the university website.</p> <p>There was a consensus that all website content should continue to be routed through the official University Website Committee for verification and uploading. A monthly report on website updates is to be submitted to the Registrar to ensure compliance with UGC and NAAC guidelines. Additionally, Dr. Ashima from the Faculty of Engineering and Technology was assigned the responsibility of reviewing existing website content and consolidating scattered self-declaration documents into a single, dedicated page for easier access and transparency.</p>
<p>Resolution</p>	<ol style="list-style-type: none"> 1. The proposal submitted by the Director, IQAC, to provide direct website update rights to the Dean, Director, Principal, Registrar, COE, DSW, Heads of the Scholarship and Finance Departments, and other university committees was not accepted by the committee. 2. The proposals outlined under points 1, 2, 3, and 5 were endorsed by the committee. Additionally, it was decided that the IT Department will submit a monthly report on website updates to the Registrar of the university. 3. It was also resolved that comprehensive details of all university committees must be made available on the official university website. <p style="text-align: right;">Action By: Faculty/ College/All University Committees/ IT Department/ Registrar/Dr. Ashima (Assistant Professor, FET)</p>
<p>Agenda: 56</p>	<p>To implement the institutional budget statement, the budget allocated, actual expenditure incurred, and the reason for gaps (if any) for implementation of e-governance for –</p> <ol style="list-style-type: none"> 1. Planning and Development 2. Administration (including Hospital Administration & Medical Records) 3. Finance and Accounts 4. Student Admission and Support 5. Examination, <p>in accordance with sub-criteria 6.2.3.</p>



<p>Discussion</p>	<p>Under this agenda item, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> The Annual e-Governance Report, covering all areas outlined in the agenda and approved by the Governing Body of the university, must be prepared by the IT Department and submitted to the IQAC for inclusion in the Annual Quality Assurance Report (AQAR). <p>The Hon’ble Vice Chancellor inquired about the responsibility for preparing this report, and it was confirmed that the IT Department would take the lead in its compilation.</p> <p>The respected CEO emphasized the importance of allocating a dedicated budget under a specific e-Governance head within the Finance Department to ensure the smooth implementation of essential digital systems such as EMS, ERP, biometric attendance, and digital examination software.</p> <p>The house unanimously agreed to direct the Finance Department to create a dedicated budget head for e-Governance initiatives beginning with the financial year 2025–26. It was further recommended that standardized templates and Excel-based formats, as provided by the external agency, be utilized for report preparation to streamline documentation and ensure regulatory compliance.</p>
<p>Resolution</p>	<p>It was decided that the IT Department will submit the proposed annual budget to the Finance Committee of the university for allocation. Subsequently, the IT Department will prepare an annual report detailing the budget proposal, allocated funds, actual expenditure incurred, and the reasons for any discrepancies or gaps. This report will address the requirements of sub-criterion 6.2.3 and will be submitted for inclusion in the Annual Quality Assurance Report (AQAR).</p> <p style="text-align: right;">Action By: Finance Department / IT Department</p>
<p>Agenda: 57</p>	<p>To prepare the report of each program in compliance with the Human Resource Development (HRD) Centre with UGC ASC guidelines by the HRDC of the University for sub-criterion 6.3.3.</p>
<p>Discussion</p>	<p>Under this agenda item, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> A tentative schedule for each program should be finalized before the commencement of the academic year, accompanied by a verification report confirming the execution of the planned calendar. The minimum duration for any program should be at least one full day. Additionally, the Director, IQAC, outlined the following NAAC SOP requirements: Detailed program reports must be maintained for each conducted activity. Reports from Human Resource Development Centres (UGC ASC or other relevant centres) must be compiled. Documentation verifying the schedules of training programs conducted by Academic Staff Colleges or similar centres must be prepared. Circulars, brochures, and reports of self-conducted training programs may also be submitted as supporting evidence. A list of participants, including their signatures, must be maintained for all such programs. <p>The Hon’ble Vice Chancellor instructed that the Human Resource Development Centre (HRDC) should immediately prepare a tentative academic calendar for the year 2025–26 and submit comprehensive program execution reports. These reports should include beneficiary details and the outcomes achieved.</p>
<p>Resolution</p>	<p>It was decided by the committee that the Human Resource Development Centre (HRDC) will prepare reports of the Human Resource Development Centres (UGC ASC or other relevant centres), along with reports from Academic Staff Colleges or similar centres, including verification of training program schedules, for inclusion in the Annual Quality Assurance Report (AQAR).</p> <p style="text-align: right;">Action By: Dr. R.K. Ghai, Dean, Faculty of Management and Commerce</p>
<p>Agenda: 58</p>	<p>To ensure the participation of all faculty members in the Faculty Development Program (FDP) at least once in an academic year, in accordance with sub-criterion 6.3.4.</p>



<p>Discussion</p>	<p>Under this agenda item, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> To fulfill the requirements of Criterion 6.3.4, all faculty members must participate in at least one Faculty Development Programme (FDP) during each academic year. <p>The Director, IQAC, further informed the house of the following specific requirements for Criterion 6.3.4:</p> <ul style="list-style-type: none"> The duration of the program or course must comply with the guidelines prescribed by UGC/AICTE, with a preference for programs lasting a minimum of one day and conducted by a recognized body or academic institution. Programs with 30 or more contact hours will be considered eligible. A faculty member attending one or more professional development programs within a year will be counted only once; therefore, it is important to ensure that all faculty members participate in at least one FDP annually. <p>The Hon’ble Vice Chancellor emphasized the critical importance of achieving 100% faculty participation in FDPs across all university faculties.</p> <p>The house resolved that a centralized record of faculty participation would be maintained by the HRDC, with monthly reports submitted to the IQAC and a consolidated annual report prepared for submission to the relevant regulatory bodies.</p>
<p>Resolution</p>	<p>Under this agenda item, the committee made the following decisions:</p> <ol style="list-style-type: none"> Every faculty member must participate in at least one Faculty Development Programme (FDP) each semester. It is mandatory for all faculty members across all faculties and colleges of the university to enroll in and successfully complete at least one course from the SWAYAM platform per semester. The university will reimburse the course fees paid by faculty members to SWAYAM upon successful completion of the course. Dr. R.K. Ghai, Dean, Faculty of Management & Commerce, will be responsible for maintaining the data on faculty participation in FDPs and completion of SWAYAM courses. Dr. R.K. Ghai will also take the necessary steps to encourage and motivate all university faculty members to actively participate in FDPs and complete one SWAYAM course each semester. <p>Action By: Dr. R.K. Ghai, Dean, Faculty of Management & Commerce and All Faculty / College</p>
<p>Agenda: 59</p>	<p>To finalize the Annual Report on Resource Mobilization of funds and optimal resource utilization by the finance department, approved by the BoM/Syndicate/Governing Council, in accordance with sub-criteria 6.4.1.</p>
<p>Discussion</p>	<p>Under this agenda item, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> To fulfill the requirement of sub-criterion 6.4.1, the Finance Department must prepare an Annual Report on Resource Mobilization of funds and optimal resource utilization. The report must be approved by the Board of Management/Syndicate/Governing Council of the university. Additionally, a report evaluating the effectiveness of resource mobilization strategies and their utilization must be prepared and submitted to the IQAC for inclusion in the Annual Quality Assurance Report (AQAR). <p>During the discussion, the Hon’ble Vice Chancellor provided the following directives:</p> <ul style="list-style-type: none"> The Registrar will be responsible for compiling the Annual Report. All faculties, colleges, and departments must submit their respective annual reports in a standardized format to be issued by the Registrar.



	<ul style="list-style-type: none"> Relevant data from departments such as Finance, Admissions, Examination, Research, etc., must be systematically collected by the Registrar, with a submission deadline of 31st July each year. The compiled Annual Report must be submitted to the Hon'ble Vice Chancellor for review by 14th August annually.
Resolution	The committee endorsed the proposal submitted by the Director, IQAC, for the Finance Department to fulfill the requirements of sub-criterion 6.4.1. Action By: Registrar, All Faculties/ Colleges / Departments, and Finance Departments
Agenda: 60	To ensure that supporting documents in regional languages are translated into English and duly signed by the head of the institution as per the guidelines mentioned in NAAC-SOP.
Discussion	<p>Under this agenda item, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> Letters indicating grants or funds received from agencies, placement cell offer letters, communications from the State Government, etc., if issued in regional languages, must be translated into English. The translated versions should be signed by the head of the institution and submitted alongside the original documents. <p>Additionally, the Director, IQAC, presented the following guidelines as outlined in the NAAC SOP:</p> <ul style="list-style-type: none"> Content of the Supporting documents in regional languages should be translated in English and should be duly signed by the head of the institution. The translated copy should be uploaded along with the regional language document. Geotagging: Kindly follow the steps to obtain a Geo-tagged photo <ol style="list-style-type: none"> In setting of your digital camera, set the location on If you are taking photos in a smart phone, then set the location on <p>The Hon'ble Vice-Chancellor reiterated the importance of adhering to this requirement and directed that all colleges and departments ensure bilingual documentation (in Hindi and English) wherever applicable.</p>
Resolution	The proposal of the Director, IQAC, was endorsed by the committee. Action By: Registrar, Finance, All Faculty/College/Departments
Agenda: 61	To expand the range of activities carried out by the gender equity cell and woman empowerment cell of the university, in accordance with sub-criteria 7.1.1
Discussion	<p>Under this agenda item, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> Both the Gender Equity and Women's Empowerment Cells must adhere to a separate activity calendar, similar to the one followed by the university's Gender Sensitization Cell. All three cells must conduct a minimum of four meetings per academic year (August, November, February, and May). The minutes of the meetings, action plans, and action-taken reports must be documented and uploaded to the designated webpage on the university's website. <p>The Hon'ble Vice-Chancellor directed that immediate corrective actions be taken, including the submission of an activity calendar in compliance with UGC guidelines.</p>
Resolution	The proposal of the Director, IQAC, was endorsed by the committee. Action By: Gender Sensitization, Gender Equity and Women's Empowerment Cells
Agenda: 62	To assess the adequacy of university facilities for alternative energy sources and energy conservation measures, including biogas plants, wheeling to the grid, and sensor-based energy conservation, in alignment with sub-criteria 7.1.2.
Discussion	<p>Under this agenda item, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> Installation bills for all water conservation facilities must be provided. The university currently lacks a biogas plant as required; necessary actions should be taken to address this gap. Wheeling to the grid is not available, according to information from the Environment Committee. To meet the requirements of 7.1.2, appropriate steps may be taken if feasible.



- There is a need to enhance sensor-based energy conservation initiatives across the university.
- Relevant documents such as agreements/MoUs with the government and other approved agencies, as well as supporting bills for the maintenance of facilities, must be properly maintained and submitted to IQAC.

Additionally, to fulfill the requirement of sub-criterion 7.1.3, the Director, IQAC, informed the house that regular verification of records related to degradable and non-degradable waste facilities, including their installation and maintenance records, needs to be conducted:

1. Routine verification of installation-related records for solid waste management (STP), liquid waste management (ETP), biomedical waste management, e-waste management, waste recycling systems, and hazardous chemicals and radioactive waste management facilities must be undertaken.
2. Regular maintenance of these facilities must be conducted by the concerned departments, and such records should be maintained and verified.
3. Authorization letters from the U.P. Pollution Control Board for the operation of facilities related to the collection, reception, treatment, storage, transport, and disposal of biomedical waste, as well as for air and water NOCs, must be properly maintained.
4. The authorization letter from the U.P. Pollution Control Board for e-waste management, along with the agreement from Synergy Waste Management (P) Ltd., must be kept on record.
5. During the verification process, geotagged photographs of all the above-mentioned facilities and supporting documents must be captured for the record.

The Director, IQAC, also proposed the following schedule for the verification of the above-mentioned facilities available in the university, to fulfill the requirements of sub-criteria 7.1.2 and 7.1.3:

Schedule No.	Schedule -1	Schedule -2	Schedule -3	Schedule -4
Month	The last week of August	The last week of November	The last week of February	The last week of May

The Director, IQAC, also stated that reports for all verification schedules must be prepared in the form of meeting minutes, accompanied by action plans and action-taken reports, which should be submitted to NAAC as part of the AQAR/SSR.

The respected CEO emphasized the need for continuous enhancement of renewable energy infrastructure, beginning with an increased solar capacity. She also instructed the Chairman of the Environment Committee to issue the necessary guidelines for the mandatory installation of biogas plants in all university messes.

The **Hon'ble Vice Chancellor** directed Dr. Mukesh Ruhela, Chairman of the Environment Committee, to take the following actions:

- Immediate verification and maintenance of installation and operational records.
- Development of regular maintenance schedules to be followed by the respective departments.
- The Environment Committee to oversee and document compliance, including maintaining registers and capturing photographs of installations.

Dr. B.S. Madhukar recommended that environmental management practices be integrated into the institutional ERP system for centralized monitoring.

Resolution

The proposal of the Director IQAC was endorsed by the committee.

Action By: Environment Committee

Agenda: 63

To discuss the availability of water conservation facilities and their installation and maintenance records, in accordance with sub-criteria 7.1.4.

Discussion

Under this agenda item, the following proposal was submitted by the Director, IQAC:



- A schedule for the regular maintenance of facilities, along with budget allocation, must be prepared at the beginning of the financial year.
- An analysis report on the budget allocated and utilized must be prepared.
- Installation bills, the maintenance schedule, the analysis report on budget allocation and utilization, and supporting maintenance bills must be properly maintained and submitted to IQAC.

The Director, IQAC, informed the house that the proper and regular verification of the following records is essential:

- Installation and regular maintenance records for rainwater harvesting, borewell, and open well recharge facilities.
- Documents related to the construction of tanks and bunds, as well as wastewater recycling and its maintenance.
- Documents related to the maintenance of water bodies and the distribution system on campus.

Additionally, during the verification process, geotagged photographs of all the above-mentioned facilities and supporting documents must be captured for the record.

Furthermore, the Director, IQAC, proposed the following schedule for the verification of the above-mentioned facilities available in the university, to fulfill the requirements of sub-criterion 7.1.4:

Schedule No.	Schedule -1	Schedule -2	Schedule -3	Schedule -4
Month	Last week of August	Last week of November	Last week of February	Last week of May

The Hon'ble Vice-Chancellor stated that while documentation exists for various criteria under the NAAC framework (such as Criteria 7, 6, 2, and 4), data records specific to water conservation need to be systematized in a similar manner, including maintenance logs and historical data.

The **Hon'ble Vice Chancellor** further informed the house that the university is strong in Criterion 7 and instructed the Chairman of the Environment Committee to thoroughly review all the requirements of Criterion 7 and take immediate necessary actions to strengthen it further, making it one of the strongest criteria among all seven.

Resolution

The proposal of the Director, IQAC, was endorsed by the committee.

Action By: Environment Committee

Agenda: 64

To discuss the green campus initiatives, in accordance with sub-criteria 7.1.5.

Discussion

Under this agenda, the following proposal was submitted by the Director, IQAC:

- The code of conduct for visitors, including guidelines on restricted automobile entry and a ban on plastic use, must be prominently displayed across the university.
- Pedestrian-friendly pathways and designated green spaces, including trees and plants, must be clearly marked within the university campus.

The **Hon'ble Vice Chancellor** emphasized the importance of a documented Code of Conduct for visitors and instructed that it be visibly displayed at all campus entry points and in public areas.

The Respected CEO inquired with Dr. Mukesh Ruhela about the ongoing tree plantation initiative, which includes the development of gardens using the Miyawaki technique. She directed him to prepare a biannual progress report detailing the number and species of trees planted. This report will serve as documented evidence of the initiative's outcomes for NAAC purposes.

Additionally, she advised that the report should include graphical representations to illustrate the incremental progress of the plantation drive over time. It should also cover details about the fruit orchard and other related initiatives.

Furthermore, she informed the members that the university has initiated vertical gardening on the hospital rooftop, which should also be documented as part of the institution's green initiatives.

Resolution

The proposal of the Director, IQAC, was endorsed by the committee.



Agenda: 65	To conduct annual green, energy, and environment audits by the recognized agencies, in accordance with sub-criterion 7.1.6
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> • The university's Environment Department must actively participate in obtaining clean and green campus recognitions or awards from accredited bodies each year. • Additionally, environmental promotion activities should extend beyond the campus, with an annual report submitted to the IQAC. <p>The Hon'ble Vice Chancellor emphasized the importance of securing audits from accredited agencies and obtaining recognitions, such as 'Clean and Green Campus' awards, from reputable bodies.</p> <p>Regarding the proposal for clean and green campus recognitions or awards, the respected CEO instructed Dr. Mukesh Ruhela to apply for FICCI recognition and other similar agencies. During the discussion, she also highlighted the possibility of initiating startup ideas through the Unnat Bharat Abhiyan Activity team. She further suggested that the Fine Arts College collaborate with the Unnat Bharat Abhiyan team on this initiative.</p> <p>The CEO also advised that the university apply for financial assistance under the Unnat Bharat Abhiyan. Dr. Sandeep Kumar, Dean of the Faculty of Education, was assigned to take the necessary actions in this regard, in coordination with Dr. Shashiraj Teotia.</p> <p>She also mentioned that Dr. Shashiraj Teotia, Faculty of Science, and Dr. Amit Kumar, HOD of the Agriculture Department, Faculty of Science, will work with Dr. Mukesh Ruhela to complete the pending task of planting 5,000 trees by June 5, 2025. Dr. Mukesh Ruhela was asked to present a completion report on June 5, 2025, during the Environmental Day celebration.</p>
Resolution	<p>The committee endorsed the proposal from the Director, IQAC, regarding the submission of a report on environmental promotion activities beyond the campus by the university's Environment Committee.</p> <p>Action By: Environment Committee, Unnat Bharat Abhiyaan, Dr. Sandeep Kumar, Dean, Faculty of Education, Dr. Amit Kumar, HOD, Agriculture Department</p>
Agenda: 66	To discuss the disabled-friendly, barrier-free environment available in the university, in accordance with sub-criterion 7.1.7.
Discussion	<p>Under this agenda, the Director, IQAC, submitted the following proposal:</p> <ul style="list-style-type: none"> • Tactile paths may be constructed in necessary areas within the university and hospital to enhance accessibility. <p>The Respected CEO and Hon'ble Vice-Chancellor agreed that, while tactile paths may not be feasible everywhere due to architectural constraints, alternative options should be explored, and provisions implemented wherever possible.</p>
Resolution	<p>It was noted by all members.</p> <p>Action By: Administrative Officer and Disability Advisory Service Committee</p>
Agenda: 67	To conduct the activities towards the university's efforts/initiatives in providing an inclusive environment, i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic, and other diversities, in accordance with sub-criterion 7.1.8.
Discussion	<p>Under this agenda, the Director, IQAC, submitted the following proposal:</p> <ul style="list-style-type: none"> • A report on the reflection of the mentioned diversities in the administrative and academic activities of the institution is required to be prepared by every Faculty/College of the university. <p>The Hon'ble Vice-Chancellor emphasized the importance of covering all dimensions, such as multilingual programs, religious harmony, and social inclusion initiatives. He suggested that these should be consolidated under clearly defined categories for effective reporting.</p>



	The Respected CEO recommended creating a structured monthly or quarterly calendar of events, with photographic documentation for systematic archiving. She also pointed out that numerous activities are conducted regularly at the university to foster an inclusive environment, promoting tolerance and harmony across cultural, regional, linguistic, communal, socioeconomic, and other diversities. She suggested that "Pari-charcha" be included as an example.										
Resolution	The proposal of the Director, IQAC, was endorsed by the committee. Action By: All Faculty/College										
Agenda: 68	To review the institution's prescribed code of conduct for students, faculty, administrators, and staff, and to ensure the periodic organization of related programs in accordance with sub-criterion 7.1.10.										
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> The Code of Conduct Committee must hold a minimum of four meetings annually as per the following schedule: <table border="1"> <thead> <tr> <th>Schedule No.</th> <th>Schedule -1</th> <th>Schedule -2</th> <th>Schedule -3</th> <th>Schedule -4</th> </tr> </thead> <tbody> <tr> <td>Month</td> <td>3rd week of August</td> <td>3rd week of November</td> <td>3rd week of February</td> <td>3rd week of May</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Meeting minutes, along with geotagged photographs, action plans, and action-taken reports, must be submitted to the IQAC. The Code of Conduct Committee must conduct awareness programs on professional ethics throughout the year, with an annual report submitted to the IQAC. <p>The Director, IQAC, also suggested that the meeting minutes, along with geotagged photographs, action plans, and action-taken reports, must be submitted to the IQAC. Additionally, the following proposals were presented by the Director, IQAC, under this agenda:</p> <ul style="list-style-type: none"> The Code of Conduct Committee is required to conduct sensitization and other relevant programs once a month for the students, staff, and faculty members of the university. Every Faculty of the university must organize at least two activities per semester in collaboration with the Code of Conduct Committee. Accordingly, the Code of Conduct Committee should prepare and submit the activity calendar for the Faculty/College of the university for the academic year 2024-25 as soon as possible. 	Schedule No.	Schedule -1	Schedule -2	Schedule -3	Schedule -4	Month	3 rd week of August	3 rd week of November	3 rd week of February	3 rd week of May
Schedule No.	Schedule -1	Schedule -2	Schedule -3	Schedule -4							
Month	3 rd week of August	3 rd week of November	3 rd week of February	3 rd week of May							
Resolution	The proposal of the Director, IQAC, was endorsed by the committee. Action By: Code of Conduct Committee										
Agenda: 69	To implement activities related to the university's two best practices in alignment with sub-criterion 7.2.1.										
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> All faculties/colleges must develop an activity calendar for university best practices. Reports of all activities must be documented and submitted to the IQAC. <p>The Hon'ble Vice-Chancellor directed that all colleges contribute at least two activities under each best practice, ensuring full participation and collective reporting. He further advised the IQAC to provide a list of suggested activities for faculties/colleges related to university best practices.</p>										
Resolution	The committee endorsed the proposal submitted by the Director, IQAC. Action By: Faculty/ College and IQAC										
Agenda: 70	To evaluate the university's distinctiveness in alignment with sub-criterion 7.3.1.										
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> All Faculty/colleges must submit reports highlighting their contributions to the university's distinctiveness. Reports of all related activities must be documented and submitted to the IQAC. 										
Resolution	The committee endorsed the proposal submitted by the Director, IQAC.										



Agenda: 71 To prepare the Notice/Report/Minutes of Meeting/ ATR on the respective letterheads of the concerned office/ committee.

Discussion Under this agenda, the Director, IQAC proposed that all faculties, colleges, departments, and committees should prepare their Notices, Reports, Minutes of Meetings, and Action Taken Reports (ATRs) on their respective letterheads.
 The Director, IQAC, also informed the house that a proposal regarding the creation, management, and sharing of Minutes of Meetings (MoM) through a digital platform via the ERP system was already submitted to the IT department of the university on 20th February 2025.
 The following screenshots of the submitted proposal regarding the creation of the university MoM portal were also shown by the Director, IQAC:
 Step -1 Meeting Topic Creation



Step -2 Meeting Agendas creation.



Step -3 Meeting Discussion and Resolution Creation.



Step -4 Action Taken Report collection from respective authority.



Step -5 Final ATR preparing with capturing the ATR status.



The **Hon'ble Vice-Chancellor** emphasized that each committee must use its designated letterhead for official communications, notices, and minutes of meetings. He also reiterated the importance of streamlining this process digitally, as proposed by the Director, IQAC.

Resolution The proposal of the Director, IQAC, regarding the preparation of Minutes of Meetings and other reports on their respective letterheads by faculty, colleges, departments, and committees was unanimously endorsed by the committee. It was also decided that the proposal to create a digital option for this on the University EMS will be implemented by the IT department at the earliest.

Action By: Faculty/ College/Departments/Committees and IT Department

Agenda: 72 To conduct a regular audit of faculty course files and mentor records twice per semester.

Discussion Under this agenda, the Director, IQAC proposed that the audit of faculty course files and mentor records should be conducted twice per semester by the QEWC of the Faculty/College. The first audit could be conducted within one month of the semester's commencement, and the second audit should take place after 80% of the syllabus has been covered.



	The Hon'ble Vice-Chancellor suggested revising the frequency to twice per year (every six months) for practicality.
Resolution	It was decided that an audit of faculty course files and mentor records will be conducted once a semester by the QEWC of the faculty/colleges. Action By: QEWC of Faculty/College
Agenda: 73	To nominate a representative from both the Registrar's Office and the Ph.D. Cell to coordinate with the IQAC on data and information requirements.
Discussion	Under this agenda, the Director, IQAC proposed that a representative from both the Registrar's Office and the Research & Development Cell of the university be nominated to collaborate with the IQAC on data and information requirements. The Director, IQAC, also raised concerns about delays in receiving data from both offices. After discussing the proposal, the Hon'ble Vice-Chancellor clarified that only the Registrar is authorized to provide official data from his office. The Hon'ble Vice-Chancellor instructed that all data submissions be made on time, and the responsible officials should be held accountable for any delays.
Resolution	It was decided that Dr. Neha, Associate Professor and Joint Director – Research, will coordinate with the IQAC on behalf of the Ph.D. Cell of the university to provide the required data and information. Action By: Dr. Neha, Associate Professor, Joint Director - Research
Agenda: 74	To initiate executive programs at the university.
Discussion	Under this agenda, the Director, IQAC, proposed the introduction of executive programs to cater to working professionals and industry leaders. It was also suggested that the university collaborate with industry experts to design a practical and relevant curriculum. Examples of such executive programs were presented by the Director, IQAC. The Hon'ble Vice-Chancellor recommended that the Engineering, Management, and other relevant departments could offer these programs, particularly in the evenings and on weekends. The Respected CEO advised conducting thorough market research before launching these programs to ensure their viability and return on investment.
Resolution	The proposal of the Director, IQAC, was noted by all members for further development based on feasibility studies by faculty/colleges of the university. Action By: Faculty /Colleges
Agenda: 75	To encourage the Faculty of Engineering and Technology, the Faculty of Pharmacy, and the Faculty of Management and Commerce to apply for NBA accreditation for their programmes.
Discussion	Under this agenda, the Director, IQAC, proposed that the Faculty of Engineering and Technology, the Faculty of Pharmacy, and the Faculty of Management and Commerce should be encouraged to seek NBA accreditation for their programs. The Hon'ble Vice-Chancellor advised the Faculty of Pharmacy to pursue the National Board of Accreditation (NBA). The Respected CEO instructed the Department of Agriculture to seek accreditation from the Indian Council of Agricultural Research (ICAR), and the Department of Home Science to obtain accreditation/recognition from the Rehabilitation Council of India (RCI) at the earliest, as these processes have been delayed by the concerned faculties and departments.
Resolution	It was noted by the concerned officers, faculty, and departments for immediate action. Action By: Faculty of Pharmacy, Department of Agriculture, Department of Home Science
Agenda: 76	To establish a committee to apply and prepare the database for the QS Sustainability Ranking.
Discussion	Under this agenda, the Director, IQAC, proposed the formation of a dedicated committee to oversee the application process for the QS Sustainability Ranking. He also informed the



	<p>committee that the QS Sustainability Ranking evaluates universities based on their environmental and social impact.</p> <p>The Hon'ble Vice-Chancellor directed the Director, IQAC, to submit proposed nominations for the members of the QS Sustainability Ranking committee.</p>
Resolution	<p>It was noted by all members. Action By: IQAC</p>
Agenda: 77	To develop a schedule for recording regular lectures and uploading them to the college's webpage.
Discussion	<p>Under this agenda, it was submitted by the Director, IQAC, that a structured schedule for recording regular lectures across all departments of the university may be created to upload them on the college's webpage to enhance accessibility for students to review and reinforce learning. It was also stated by the Director, IQAC, that it may improve the institution's digital learning resources and outreach.</p>
Resolution	<p>The proposal of the Director, IQAC, under this agenda, was not accepted by the committee. Action By: No Action Required</p>
Agenda: 78	To propose a structured schedule for conducting live classes.
Discussion	<p>Under this agenda, it was submitted by the Director, IQAC, that a structured schedule for conducting live classes across all programmes may be created to enhance student engagement and real-time interaction in the learning process. He also stated that the integration of live sessions with recorded lectures may enhance flexible learning options.</p>
Resolution	<p>The proposal of the Director, IQAC, under this agenda, was not accepted by the committee. Action By: No Action Required</p>
Agenda: 79	To introduce courses in regional languages, with the long-term goal of offering complete programs in regional languages.
Discussion	<p>Under this agenda, the Director, IQAC, proposed the following:</p> <ul style="list-style-type: none"> • The introduction of courses in regional languages to promote inclusive and accessible education, with the long-term goal of offering complete academic programs in regional languages. • A phased plan to gradually expand course offerings in regional languages. • Collaboration with experts to ensure the high-quality translation and delivery of course content. <p>The respected CEO recommended prioritizing training for faculty, non-teaching staff, and students in basic/spoken English to enhance employment opportunities for students. She emphasized the job prospects available for students proficient in languages such as English and Korean, particularly in the healthcare and hospitality sectors.</p> <p>The Hon'ble Vice-Chancellor suggested offering language learning opportunities, including foreign languages such as Korean, Russian, and French, given the increasing international employment prospects. The Vice-Chancellor also advised expanding language programs and integrating them with the university's career-oriented initiatives.</p>
Resolution	<p>All members noted it for further necessary action on their respective ends. Action By: All Faculty/College, Language Department</p>
Agenda: 80	To incorporate an e-ENPR (electronic-English News Paper Reading) session into the program timetable.
Discussion	<p>Under this agenda, the Director, IQAC proposed the introduction of an e-ENPR (Electronic English Newspaper Reading) session into the academic timetable to enhance students' English proficiency, critical thinking, and awareness of current affairs. He informed the house that this session would involve structured newspaper reading and guided discussions to foster language skills, analytical thinking, and public speaking confidence.</p> <p>He further suggested using digital newspapers for easy accessibility and recommended that faculty members facilitate and moderate the interactive discussions. The initiative aims to equip</p>



students with essential communication skills for both academic and professional success. It was proposed that the session be scheduled for 20–30 minutes after the second lecture. The **Hon’ble Vice-Chancellor** agreed in principle and emphasized the need to devise effective strategies to strengthen English communication skills, particularly for students across all academic programs of the university.

Resolution The proposal of the Director, IQAC, under this agenda, was accepted by the committee. **Action By: All Faculty/ Colleges**

Agenda: 81 **To conduct group discussions and PowerPoint presentations for the students.**

Discussion Under this agenda, the following proposal was submitted by the Director, IQAC:

- Each class may be divided into four groups, with each group assigned to a faculty member teaching that class.
- Faculty members may conduct at least two group discussions per semester and ensure that every student delivers a minimum of two PowerPoint presentations on relevant assigned topics.
- Records of these activities may be maintained either in the attendance register or on a separate documentation sheet.

The Director, IQAC, further informed that this initiative is intended to enhance students' communication skills, critical thinking, and subject comprehension.

The following Performa for maintaining the student details was also shown during the meeting:

Student Roll No.	Student Name	Topic of Presentation 1	Date of Presentation 1 given by the student	Grade Awarded (A, B, C)	Topic of Presentation 2	Date of Presentation 2 given by the student	Grade Awarded (A, B, C)	Topic of GD1	Date of GD1 conducted for the students	Grade Awarded (A, B, C)	Topic of GD2	Date of GD2 conducted for the students	Grade Awarded (A, B, C)

Resolution The committee endorsed the proposal of the Director, IQAC, and emphasized the importance of proper documentation and consistent follow-up to ensure effective implementation. **Action By: Faculty / Colleges**

Agenda: 82 **To identify and designate English-speaking zones within faculty/colleges and implement a mandatory English-speaking policy in these identified areas.**

Discussion Under this agenda, the Director, IQAC proposed that faculties and colleges may identify and designate specific English-speaking zones within their respective premises and implement a mandatory English-speaking policy in these areas. It was also suggested that faculty members and students be encouraged to communicate in English to enhance language proficiency. The **Hon’ble Vice-Chancellor** emphasized the importance of English language skills for improving employability and fostering international engagement. The Respected CEO recommended incorporating additional activities such as structured newspaper reading and group discussions to reinforce regular practice. Dr. B.S. Madhukar further suggested the use of translation tools as supplementary support to aid language learning.

Resolution It was noted by all the members for necessary action. **Action By: Faculty/ Colleges**

Agenda: 83 **To launch "Alumni Talks" (online/offline) in every faculty/college, ensuring at least one session is conducted each month.**

Discussion Under this agenda, the Director, IQAC proposed the launch of the “Alumni Talks” initiative, wherein each faculty/college across the university may organize at least one online or offline session per month featuring successful alumni.



	<p>The Director, IQAC noted that this initiative would provide students with valuable industry insights, career guidance, and networking opportunities, while also fostering a strong alumni-student connection to support learning and professional development.</p> <p>Dr. Nikhil Srivastava, Dean, Faculty of Dental Sciences, highlighted that a similar initiative is already being successfully implemented in the Dental College and recommended its wider adoption.</p> <p>The Hon’ble Vice-Chancellor appreciated the proposal and advised that the best practice of “Alumni Talks,” as implemented by the Dental College, be expanded to all other faculties.</p>
Resolution	<p>The proposal of the Director, IQAC, regarding the monthly conduction of “Alumni Talks” by every faculty/college across the university was unanimously approved by the committee.</p> <p style="text-align: right;">Action By: Faculty /Colleges</p>
Agenda: 84	To establish an SDG Implementation Committee at the university, allocate specific Sustainable Development Goals (SDGs) to colleges, and develop tentative action plans for their implementation.
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> • An SDG Implementation Committee may be constituted to oversee sustainability initiatives across the university. • Specific Sustainable Development Goals (SDGs) may be allocated to individual faculties/colleges to ensure focused and measurable efforts. • Tentative action plans may be developed to integrate SDG principles into both academic and administrative activities. <p>The Hon’ble Vice-Chancellor recalled that a similar plan had been proposed in 2022 but was left incomplete, and emphasized the need for its effective implementation this time.</p>
Resolution	<p>It was noted by all members for necessary action.</p> <p style="text-align: right;">Action By: Faculty/ Colleges/ Department to whom UN-SDG was assigned</p>
Agenda: 85	To conduct the National Healthcare Hackathon every year by the Faculty of Medicine.
Discussion	<p>Under this agenda, the Director, IQAC recommended that the Faculty of Medicine organize a National Healthcare Hackathon annually.</p> <p>The Director, IQAC highlighted that the primary objective of the hackathon would be to bring together interdisciplinary teams—including medical scholars, healthcare professionals, and innovators—to collaboratively address critical and emerging challenges in the healthcare sector through innovative problem-solving.</p> <p>The Hon’ble Vice-Chancellor endorsed the proposal and emphasized the involvement of all faculties under Health Sciences in organizing the event.</p> <p>The Respected CEO further recommended integrating faculties from Engineering and other relevant disciplines into such initiatives and related seminars to promote cross-disciplinary innovation and collaboration.</p>
Resolution	<p>The proposal of the Director, IQAC was accepted, with the decision that all faculties and colleges across the university will plan and organize at least one national-level activity annually.</p> <p style="text-align: right;">Action By: Faculty/Colleges</p>
Agenda: 86	To discuss the overall functioning of all departments within the Faculty of Arts and Social Sciences at the faculty level, rather than individually.
Discussion & Resolution	<p>It was decided that this agenda would be discussed in detail during the upcoming faculty-level meetings, which will be scheduled to take place every Saturday.</p>
Agenda: 87	To discuss and develop a strategy for enhancing the presence of all faculty and colleges of the university on social media platforms.



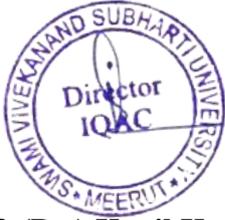
Discussion	Under this agenda, the Director, IQAC, proposed the development of a comprehensive strategy to boost the presence of all university faculties and colleges across various social media platforms, including Facebook, LinkedIn, Instagram, YouTube, X, and WhatsApp Groups. The Respected CEO emphasized the critical need for active faculty participation in engaging with the university's social media content. She further recommended that each faculty/college create and share high-quality program reels on these platforms to enhance visibility and promote their respective institutions.									
Resolution	It was noted by all members for necessary action. Action By: All Faculty/ Colleges									
Agenda: 88	To mandate the submission of an evaluative report by each faculty of the university to the IQAC after the completion of both the odd and even semesters.									
Discussion	Under this agenda, the Director, IQAC, proposed that each faculty of the university submit an evaluative report (similar to the one submitted to NAAC with SSR) to the IQAC upon the completion of both the odd and even semesters. The Director, IQAC, explained that the purpose of these evaluative reports is to assess the faculty's academic performance, research output, teaching contributions, and student achievements, which are essential for quality assurance, accreditation, funding, and strategic development. This submission and subsequent analysis will also contribute to the university's institutional ranking, facilitate collaboration, and support continuous improvement efforts. Additionally, a proposed schedule for the submission of the evaluative reports by each faculty to the IQAC was presented:									
	<table border="1"> <thead> <tr> <th>Evaluative Report</th> <th colspan="2">Schedule</th> </tr> </thead> <tbody> <tr> <td>1ST Evaluative Report</td> <td>After the completion of the odd semester</td> <td>1st Week of January</td> </tr> <tr> <td>2ND Evaluative Report</td> <td>After the completion of the even semester</td> <td>1st Week of August</td> </tr> </tbody> </table>	Evaluative Report	Schedule		1 ST Evaluative Report	After the completion of the odd semester	1 st Week of January	2 ND Evaluative Report	After the completion of the even semester	1 st Week of August
Evaluative Report	Schedule									
1 ST Evaluative Report	After the completion of the odd semester	1 st Week of January								
2 ND Evaluative Report	After the completion of the even semester	1 st Week of August								
Resolution	The committee unanimously approved the proposal put forward by the Director, IQAC. Action By: All Faculty / College									
Agenda: 89	To establish a central committee for the implementation of AI practices across the university, aiming towards being an AI University.									
Discussion	Under this agenda, the Director, IQAC, highlighted the significance of incorporating AI practices and transitioning into an AI-driven university in the areas of academics, research, administration, and global recognition. The Director, IQAC, proposed the formation of a central committee tasked with integrating AI practices across both academic and administrative processes. The Hon'ble Vice Chancellor and the Respected CEO engaged in a discussion regarding the potential scope of AI integration in teaching, learning, attendance management, and research activities.									
Resolution	It was decided that the IQAC will compile a list of AI practices and submit it to the office of the Hon'ble Vice Chancellor for his review and consideration. Action By: IQAC									
Agenda: 90	To implement QR codes for trees across the university as a unique step toward digitizing the campus flora under the Green Initiative.									
Discussion	Under this agenda, the Director, IQAC, proposed the installation of QR codes on plants as part of the university's ongoing commitment to sustainability and environmental conservation. He highlighted that QR codes can serve as an effective educational tool to raise awareness about the significance of various plant species and their role in maintaining a healthy ecosystem. Additionally, this initiative would promote digital literacy across the campus.									
Resolution	It was decided that the Department of Agriculture will take the lead in implementing QR code tagging for trees across the university campus. Action By: Department of Agriculture									
Agenda: 91	To prepare and submit a monthly report on the progress of the Academic Bank of Credit (ABC) and the Automated Permanent Academic Account Registry (AAPAR).									



Discussion	Under this agenda, the following proposal was submitted by the Director, IQAC: <ul style="list-style-type: none"> In the last week of every alternate month, the department responsible for ABC and AAPAR must submit a progress report to the Registrar for progress review. The Registrar will then forward the report to the Hon'ble Vice-Chancellor's office for his kind perusal. 										
Resolution	The committee unanimously approved the proposal put forward by the Director, IQAC. Action By: Registrar and Dr. Chetan Vishal, Additional Registrar										
Agenda: 92	To prepare and submit a monthly college-wise report on library footfall by the library.										
Discussion	<p>Under this agenda, the following proposal was submitted by the Director, IQAC:</p> <ul style="list-style-type: none"> In the last week of every alternate month, the University Library Department shall submit a college-wise library footfall report to the Registrar for review. The report should also include strategies aimed at increasing faculty and student engagement with the university library. The Registrar will subsequently forward the report to the Hon'ble Vice-Chancellor's office for review and consideration. <p>During the discussion, the Respected CEO informed the committee that the Library Department has also developed a repository to collect Subharti exam papers, research papers, newspapers, books, etc., integrated with the "KOHA" system. She directed the Head of the Library Department to disseminate this information to all faculties and colleges of the university, following the approval of the Hon'ble Vice-Chancellor.</p> <p>Additionally, she recommended that the Library Department pursue patent, copyright, or design registration for this initiative at the earliest opportunity. She further advised all faculties and colleges to review the repository as a model of successful implementation by the Library Department.</p>										
Resolution	The committee unanimously approved the proposal put forward by the Director, IQAC. Action By: Dr. Sudhir Tyagi, Dean, Faculty of Arts and Social Science										
Agenda: 93	To consider the schedule for the conduct of SWOC.										
Discussion	Under this agenda, the following schedule was proposed by the Director, IQAC, for the conduct of SWOC Analysis by the University SWOC Committee. <table border="1" data-bbox="300 1281 1544 1536"> <thead> <tr> <th>SWOC</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>Conduction of SWOC, Action Plan by Each Faculty</td> <td>1st week of April</td> </tr> <tr> <td>SWOC by the University Central Committee</td> <td>4th week of April</td> </tr> <tr> <td>Action Plan for SWOC by the University Central Committee</td> <td>2nd week of May</td> </tr> <tr> <td>Action Taken Report of SWOC by the University Central Committee</td> <td>1st week of August</td> </tr> </tbody> </table>	SWOC	Schedule	Conduction of SWOC, Action Plan by Each Faculty	1 st week of April	SWOC by the University Central Committee	4 th week of April	Action Plan for SWOC by the University Central Committee	2 nd week of May	Action Taken Report of SWOC by the University Central Committee	1 st week of August
SWOC	Schedule										
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Action Taken Report of SWOC by the University Central Committee	1 st week of August										
Resolution	The schedule proposed under the agenda was not approved by the committee. It was decided that each faculty/college will conduct the SWOC analysis at their own convenience. Action By: All Faculty / College										
Agenda: 94	To conduct faculty-wise sensitization/ capacity building program on NAAC accreditation and its requirements.										
Discussion	Under this agenda, the Director, IQAC, proposed that regular faculty-wise sensitization and capacity-building programs on NAAC accreditation and its requirements be conducted by the IQAC. The objective of these programs is to discuss the expectations of all NAAC criteria along with the Standard Operating Procedures (SOP) provided by NAAC. It was suggested that the target audience should include Principals/Deans, Heads of Departments, faculty members, and staff involved in NAAC documentation for the respective faculty/college. It was further proposed that the sessions be scheduled by the IQAC in the conference hall of the respective faculty during the third week of every month.										



Resolution	The committee unanimously approved the proposal put forward by the Director, IQAC. Action By: IQAC
Agenda: 95	Any other agenda items with the permission of the Chair.
Discussion	With no further agenda items submitted, the meeting concluded with a vote of thanks to the Chair.



Prof. (Dr.) Kapil Kumar
Director, IQAC



Maj Gen (Dr.) G. K. Thapliyal
Chairman, IQAC

Vice Chancellor
Swami Vivekanand
Subharti University
MEERUT