Office of the IQAC

SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MERUT
(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)
Ph. 0121-2439578, 2439052, 3058031, 3058032/Extn: 2426, Telefax: 0121-2439067
E-mail: iqac@subharti.org, Website: www.subharti.org

Ref. No.: SVSU/2025/IQAC/78 **Date: 28/04/2025**

Consolidated Activity Schedule Approved in the IQAC Meeting held on 3rd & 4th April, 2025

Various activity schedules were proposed by the IQAC during the IQAC meeting held on 3rd and 4th April 2025 through different agenda points. The approved list of activities with their schedule is provided below for execution by the concerned Faculty/College/Department, individual faculty/staff member, or committee, as indicated under the "**To be Conducted/Executed By**" column.

S. No.	Name of Activity (with Monthly Check Points)	To be Conducted/Executed By	Schedule
1	Training program on the use of ICT tools and applications in the teaching and learning process (for teaching staff) to support sub-criteria 2.3.3, 2.4.4 & 4.4.4, and 6.3.3	IT Department	Every 2nd Wednesday of alternate months, from 03:00 PM to 04:00 PM
2	Training program for non-teaching staff to support sub-criteria 6.3.3, 7.1.8 & 7.1.9	IT Department	Every 4th Wednesday of the Alternate Months, 03:00 PM - 04:00 PM
3	Faculty-wise Sensitization/Capacity Building Program on NAAC Accreditation and Requirements	IQAC	3rd Week of Every Month
4	Train the Trainer Lecturette Series (An initiative by IQAC)	IQAC	2nd and 4th Friday from 2:15 PM onwards
5	Submission of a monthly report on the progress of the Academic Bank of Credit (ABC) and the Automated Permanent Academic Account Registry (AAPAR) by the concerned office to the registrar's office to support NAAC–SSR Basic information and AISHE.	Dr. Chetan Vishal Garg (Addl. Registrar)	Last Week of Every Alternate Month
6	To prepare and submit a monthly college-wise report on library footfall to the Registrar's office to support the sub-criterion 4.3	Library	Last Week of Every Alternate Month
7	"Alumni Talks" (Online/Offline) to support the sub-criteria 5.4.1 and 5.4.2	Each Faculty / College	Every Month
Name of Activity (with Quarterly Check Points) (i.e., Once in every three months)			
8	Workshop/Seminar on IPR and Consultancy with External Experts to support sub-criteria 3.3.2 & 3.5.1	Additional Director, R&D Cell, IPR Cell	Every last Tuesday of the quarter
		Faculty/College	Twice Per Semester, i.e., 4 in an academic year
9	Workshop on "How to write and submit a research paper to a peer-reviewed journal", to support the sub-criteria 3.4.5, 3.4.6, 3.4.7, 3.4.8, and 3.4.9	Additional Director, R&D Cell/ Faculty/Colleges	Every last Thursday of the quarter

Director IQAC

10	Updating full-time teacher details on EMS to support the NAAC Sub-criteria 2.4.1, 2.4.3, and NIRF, and submission of a certificate of work completion by HEI to IQAC	IT Department, Mr. Parag Gupta, Dy. Registrar – Teaching (Coordinator)	Last week of March, June, September, and December
11	Awareness Program on Research Promotion Policy of the university to support the sub-criterion 3.1.1	Additional Director, R&D Cell/ HRDC	January, April, July, October
12	Sensitization program on "Research Projects sponsored by the Non-Government and Government Agencies" to support the sub-criteria 3.2.1, 3.2.2 & 3.2.3	Additional Director, R&D Cell/ All Faculty/College	January, April, July, October
13	Conduction of meeting by the Gender Equity Cell and Women's Empowerment Cell of the university, to support sub-criteria 7.1.1	Gender Equity Cell and Women's Empowerment Cell	February, May, August, November
14	Quarterly Verification of the facilities in the university for the management of the types of degradable and non-degradable waste, to support sub-criterion 7.1.3.	Environment Committee	Last week of February, May, August, and November
15	Quarterly Verification of records of available water conservation facilities and their installation and maintenance records, to support sub-criteria 7.1.4.	Environment Committee	Last week of February, May, August, and November
16	Activity on code of conduct for students, faculty, administrators, and staff to support sub-criteria 7.1.10	Code of Conduct Committee	3rd week of February, May, August, November
Name of Activity (with Yearly Check Points)			
17	Submission of an Evaluative Report by each faculty of the university to the IQAC twice in the Academic Year. (After the completion of the odd and even semesters)	Faculty / College	1st Week of January and 1st Week of August
18	Stakeholder Feedback Collection on Curriculum / Syllabi to support the sub-criteria 1.4.1 & 1.4.2	Faculty / College	1st May to 31st May
19	Stakeholder Feedback: Action Plan Preparation to support the sub-criteria 1.4.1 & 1.4.2	Faculty / College	1st June to 30th June
20	Stakeholder Feedback: Action Taken Report Preparation and Submission to IQAC to support the sub-criteria 1.4.1 & 1.4.2	Faculty / College	1st July to 15th July
21	Stakeholder Feedback: Final Consolidated Action Taken Report Preparation to support the sub-criteria 1.4.1 & 1.4.2	IQAC	15th July to 31st July
22	Annual Training Program/Workshop for University faculty members regarding CO–PO writing, mapping, and attainment calculation by External Experts in Online/Offline Mode to support the sub-criterion 1.1.1. **Phase-1** - Faculty of Pharmacy, Faculty of Ayush, Faculty of Nursing, Faculty of Medicine/ Paramedical, Faculty of Physiotherapy & Allied Health Sciences, Faculty of Dental Science. **Phase-2** - Faculty of Science, Faculty of Engineering & Technology, Faculty of Management &	Phase-1 - Faculty of Dental Sciences Phase-2 - Faculty of Management & Commerce Phase-3 - Faculty of Law	Phase-1 – 1st Week of September Phase-2 - 3rd or 4th week of July Phase-3 - 3rd or 4th week of August

Director IQAC

	Commerce. **Phase-3** - Faculty of Law, Faculty of Arts & Social Science, Faculty of Fine Arts, Faculty of Education, School of Buddhist.		
23	Conduction of Academic and Administrative Audit (AAA) (Internal with 2-3 experts from other colleges of the University) to support the sub-criterion 6.5.2[1]	Faculty / College	1st week of August
24	Conduction of Academic and Administrative Audit (AAA) (External) to support the sub-criteria 6.5.2[2]	IQAC	1st week of September
25	Organization of "Ideathon" or similar activity to support the sub-criteria 2.2.1, 2.3.1, 5.1.2, and 5.3.3	T&P Cell	Once in a Year
26	To establish MoUs with industries and national/international institutions, facilitating the integration of courses into the curriculum that emphasize competency development, employability, entrepreneurship, and skill enhancement to support sub-criterion 1.1.3 and 3.7.2	Faculty / College	One Per Semester / Two in a Year
27	Audit of faculty course files and mentor records to support the Criteria - II (Teaching, Learning and Evaluation).	QEWC	Once a Semester
28	Conduction of National Healthcare Hackathon to support the sub-criteria 2.2.1, 2.3.1, 5.1.2, and 5.3.3	Each Health Science College (Medical, Dental, AYUSH, Nursing, Physiotherapy, Pharmacy)	Once a Year

[1] & **[2]** – For Faculties with varying academic year durations, the AAA can be conducted within one month after the completion of the academic session's activities.

SWAMI VIVEKANAND SUBHARTI UNIVERSITY
Director IQAC
MEERUT

Prof. (Dr.) Kapil Kumar
Director, IQAC

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

Vice Chancellor
Swami Vivekanand
Subharti University
MEERUT