



# Office of the IQAC

## SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29, of 2008 and approved under section 2(f) of UGC Act 1956)  
Ph. 0121-2439578, 2439052, 3058031, 3058032/Extn: 2005,2426, Telefax: 0121-2439067  
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Ref. No.: SVSU/2020/IQAC/M-30

Dated: 01/07/2020

### Meeting Notice

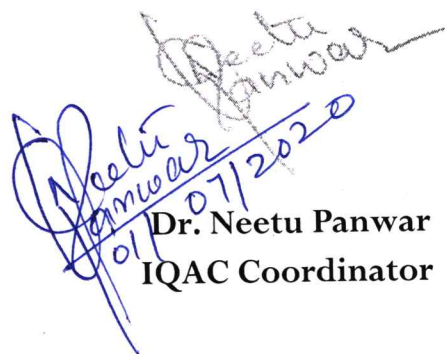
This is to inform you that the Meeting of the Internal Quality Assurance Cell of Swami Vivekanand Subharti University, Meerut is scheduled to be held on 04-July-2020 at 10:30 AM in LT-4 Subharti Dental College of the University.

You are therefore requested to kindly make it convenient to attend the meeting. The following agendas shall be discussed in the meeting of IQAC:

- Agenda: 1: Apprise the previous IQAC minutes of the meeting held on 03 March, 2020.
- Agenda: 2: Review of Action Taken Report (ATR) on minutes of IQAC meeting held on 03 March, 2020.
- Agenda: 3: Submission of feedback of Stakeholders on Curriculum and Overall Institutional Performance for 2019-2020.
- Agenda: 4: Internal and External Academic and Administrative Audit for 2019-2020.
- Agenda: 5: Submission of e-AQAR (2019-20) as per updated AQAR Performa for Health Science Universities
- Agenda: 6: Status of Seed Money Research Projects
- Agenda: 7: Online conduction of Students Satisfaction Survey (SSS) as per NAAC requirement
- Agenda: 8: Updating the DVV data as per the revised guidelines of NAAC
- Agenda: 9: Actions under Entrepreneurship Development Cell

- Agenda: 10: Review the functioning of Departmental Quality Assurance Committee (DQAC)
- Agenda: 11: Propagate Best Practices of the University according to provided links
- Agenda: 12: Virtual Classrooms for Online Teaching
- Agenda: 13: To develop format for the documentation of Online Teaching Learning Activities (*Received from College of Naturopathy and Yogic Science*)
- Agenda: 14: E- Library for Faculty and Students (*Received from College of Fine Arts and Fashion Design*)
- Agenda: 15: Any other point of Discussion

All members are requested to be seated by 10:15 AM at the meeting venue.

  
Dr. Neetu Panwar  
IQAC Coordinator

**Copy to:**

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



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Ref. No.: SVSU/2020/IQAC/M-31

Dated: 09/07/2020

## Minutes of Meeting

The Meeting of the Internal Quality Assurance Cell (IQAC) of Swami Vivekanand Subharti University, Meerut was held on 04-July-2020 at 10:30 AM in LT-4 Subharti Dental College of the University.

The list of present and absent members attached as an annexure. (*Annexure 1*)

Dr. N.K. Ahuja, Vice-Chancellor & Chairman, IQAC welcomed all the members of the house and before starting the formal meeting, he briefed the value of developing quality culture amongst the faculty members and non-teaching staff, emphasized on documentation as well as to create a positive perception worldwide and the role of University's IQAC and DQAC in the quality improvement was explained.

Later, the meeting was carry forward by Dr. Neetu Panwar, IQAC Coordinator as per the given agendas.

- Agenda: 1:** Apprise the previous IQAC minutes of the meeting held on 03/03/2020
- Resolution and Discussion:** Minutes of meeting were noted and confirmed as no observation received. (*Annexure 2*)
- Agenda: 2:** Review of Action Taken Report (ATR) on minutes of IQAC meeting held on 03 March, 2020
- Resolution and Discussion:** Action Taken status noted and approved. (*Annexure 3*)
- Agenda: 3:** Submission of feedback of Stakeholders on Curriculum and Overall Institutional Performance for 2019-2020
- Resolution and Discussion:** The house was informed that all HOIs have to submit a compiled Annual Report of Stakeholder's feedback on curriculum and Overall Institutional Performance for the academic year 2019-20 to IQAC.

**Agenda: 4:**

**Internal and External Academic and Administrative Audit for 2019-2020**

**Resolution and Discussion:**

The house was informed that Internal Academic and Administrative Audit must be completed for the academic session 2019-2020 and the report has to be submitted to IQAC for preparing annual report for the same.

The Chairperson of IQAC briefed the Methodology of A&A Audit and has to be sent to all respective colleges.

**Agenda: 5:**

**Submission of e-AQAR (2019-20) as per updated AQAR Performa for Health Science Universities**

**Resolution and Discussion:**

The house was updated regarding the amendments in new AQAR format as approved by NAAC for Health Science Universities and that would be implemented from 2020-2021. AQAR for the Academic Year 2019-20 would be submitted online within the given format of General Manual for Universities. As AQAR report needs to be forwarded to the Academic Council for approval before the final submission to NAAC.

**Agenda: 6:**

**Status of Seed Money Research Projects**

**Resolution and Discussion:**

Dr. Shalya Raj, CEO and Dr. D.C Saxena, Senior Administrative Officer briefed the house about seed money projects status. All HOIs were recommended to inform the faculty members, whom not submitted their seedmoney projects progress reports, final reports and utilization details, so that they can do accordingly.

**For necessary action:** All HOIs, to ensure the submission of required documents to research wing thus the utilization amount can be verified by the Finance Department before computation by IQAC.

**Agenda: 7:**

**Online conduction of Students Satisfaction Survey (SSS) as per NAAC requirement**

**Resolution and Discussion:** The house was informed by IQAC Coordinator about the directives of NAAC for Student Satisfaction Survey (SSS). According to this, HOIs have to train their students so they can respond to the survey accordingly.

**Agenda: 8:** **Updating the DVV data as per the revised guidelines of NAAC**

**Resolution and Discussion:** IQAC Coordinator informed the house about the revised NAAC DVV, which had been sent to all the colleges on 24 June, 2020. It was suggested that Colleges must provide their data to IQAC, in updated format as well as in the old format.

**Agenda: 9:** **Actions under Entrepreneurship Development Cell**

**Resolution and Discussion:** Prof. (Dr.) R. K. Ghai, overall incharge, EDC, briefed about the future strategies of Entrepreneurship Development Cell (EDC).

Dr. N.K. Ahuja, Chairman of IQAC advised to EDC, to conduct a session on entrepreneurship at the time of orientation so they can get the mindset of students on Entrepreneurship as an Entrepreneurship is nothing but a mindset so that, additional classes can be scheduled for students to promote a culture of entrepreneurship.

IQAC Coordinator informed the house that Prof. (Dr.) Manoj Kapil, Principal, SITE and Prof. (Dr.) A. K. Tyagi, Management and Commerce College have submitted reports of EDC activities organized during the academic year 2019-2020.

**Review the functioning of Departmental Quality Assurance Committee (DQAC)**

**Agenda: 10:** **Resolution and Discussion:** Reports are duly received from Departmental Quality Assurance Committee (DQAC) and found in order.

**Agenda: 11:** **Propagate Best Practices of the University according to provided links**

**Resolution and Discussion:**

IQAC Chairman shared all the efforts carried out for Best Practices of the University and emphasized that all colleges should submit their best practices out of which the best could implement at University level.

**Agenda: 12:**

**Virtual Classrooms for Online Teaching**

**Resolution and Discussion:**

IQAC Chairman informed all HOIs about the directives of UGC for online teaching that should be at least 25% through Digital Platforms. He emphasized that every college must have virtual classroom for this they can demand for gadgetry and request can be forwarded to the respective authority.

**Agenda: 13:**

**To develop format for the documentation of Online Teaching Learning Activities (Received from College of Naturopathy and Yogic Science)**

**Resolution and Discussion:**

The House was briefed by Prof. (Dr.) Abhay Shankar, Principal, College of Naturopathy and Yogic Science that a common format should develop for the documentation of Online Teaching Learning Activities at University Level. Later, IQAC Chairman suggested Prof. (Dr.) Abhay Shankar to prepare a format for university for the same that could be adopted after final approval.

**Agenda: 14:**

**E- Library for Faculty and Students (Received from College of Fine Arts and Fashion Design)**

**Resolution and Discussion:**

Briefed by Prof. (Dr.) Pintu Mishra, Principal, SIFF that University should have E- Library for faculty members and students as the requirement has been noticed the most during the lockdown period.

Prof. (Dr.) Sudhir Tyagi, Principal, Library and Information Sciences informed the house that the University has e-Library database but students and faculty members cannot access it outside the premises as it is IP based system.

The Chairman of IQAC appraised the possibilities to upload free available links of books as a part of e-library database.

Dr. Shalya Raj, CEO suggested that University can purchase software with Login-ID and Password, though our students and faculty members can use it as per their requirements and also asked Dr. Sudhir Tyagi to prepare a list of e-resource databases which are available on paid basis or free of cost.

**Agenda: 15:**

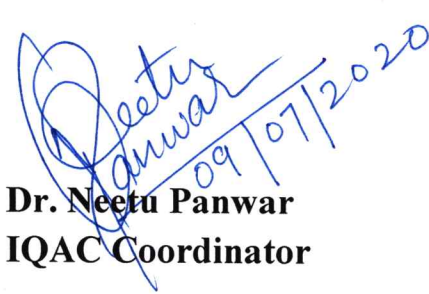
**Resolution and Discussion:**

**Any other point of discussion**

**a. Benchmark Quality Parameters:** Dr. Satyam Khare, Head, Department of Anatomy, Subharti Medical College suggested the need to set quality benchmarks for each college to achieve the desired outcomes for accreditation.

IQAC Coordinator informed the house that Head of the Institutions have been their Strategic Plan for 2020-2020 and the action taken report for 2018-19.

**b. To enhance Perception:** The Chairman of the IQAC discussed that Colleges have to create and enhance the perception by approaching HEIs, employers, students, professionals of their disciplines at National and International level because perception is an important parameters for most of the accreditation agencies.

  
09/07/2020

**Dr. Neetu Panwar**  
**IQAC Coordinator**



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



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Ref. No.: SVSU/2020/IQAC/M-32

Dated: 10/09/2020

### Action Taken Report of the IQAC Meeting

Dated 4<sup>th</sup> July 2020

The meeting of the Internal Quality Assurance Cell (IQAC) was scheduled on 4<sup>th</sup> July, 2020 at 10:30 AM in LT-4 Subharti Dental College, Swami Vivekanand Subharti University, Meerut. The meeting was chaired by the Hon'ble Vice Chancellor Prof. (Dr.) N.K. Ahuja.

The Minutes of the Meeting with the discussions and resolutions were circulated on 9<sup>th</sup> July, 2020 by IQAC to all the respective Faculties and Departments.

The main discussions of the meeting and the action taken are as follows:

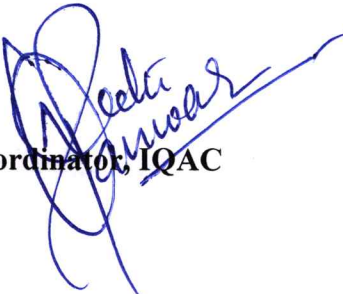
Agendas	Discussion and Resolution	Action Taken
1. Apprise the previous IQAC minutes of the meeting held on 03 <sup>rd</sup> March, 2020.	The minutes of the meeting held on 03 <sup>rd</sup> March, 2020 were confirmed.	Noted
2. Review of Action Taken Report (ATR) on minutes of IQAC meeting held on 03 March, 2020	Action Taken Status was noted and approved.	Noted
3. Submission of feedback of Stakeholders on Curriculum and Overall Institutional	All HOIs and HODs were suggested to submit a compiled Annual Report of Stakeholder's feedback on curriculum and Overall Institutional Performance for the academic year 2019-20 to IQAC.	All Feedback Forms on Curriculum and Overall Institutional Performance have been updated on University



Performance for 2019-2020.		Website for online process. The conduction of Feedback id under process.
4. Internal and External Academic and Administrative Audit for 2019-2020.	The house was informed that Internal Academic and Administrative Audit must be completed for the academic session 2019-2020 and the report has to be submitted to IQAC for preparing annual report for the same.	The Format and Methodology for the conduction of A&A Audit has been sent to all respective colleges.
5. Submission of e-AQAR (2019-20) as per updated AQAR Performa for Health Science Universities.	The house was updated regarding the amendments in new AQAR format as approved by NAAC for Health Science Universities and that would be implemented from 2020-2021.	Noted
6. Status of Seed Money Research Projects.	All HOIs were recommended to inform the faculty members, whom not submitted their seedmoney projects progress reports, final reports and utilization details, so that they can do accordingly.	Dr. Mukul, Joint Director, Research is looking after all the seedmoney projects and related documents.
7. Online conduction of Students Satisfaction Survey (SSS) as per NAAC requirement	The house was informed by IQAC Coordinator about the directives of NAAC for Student Satisfaction Survey (SSS).	Noted
8. Updating the DVV data as per the revised guidelines of NAAC	IQAC Coordinator informed the house about the revised NAAC DVV, which had been sent to all the colleges on 24 June, 2020.	Noted
9. Actions under Entrepreneurship Development Cell	Prof. (Dr.) R. K. Ghai, Overall incharge, EDC, briefed about the future strategies of Entrepreneurship Development Cell	Noted

	(EDC).	
10. Review the functioning of Departmental Quality Assurance Committee (DQAC)	Reports are duly received from Departmental Quality Assurance Committee (DQAC) and found in order.	Noted
11. Propagate Best Practices of the University according to provided links	IQAC Chairman shared all the efforts carried out for Best Practices of the University and emphasized that all colleges should submit their best practices out of which the best could implement at University level.	Noted
12. Virtual Classrooms for Online Teaching	IQAC Chairman informed all HOIs about the directives of UGC for online teaching that should be at least 25% through Digital Platforms. He emphasized that every college must have virtual classroom for this they can demand for gadgetry and request can be forwarded to the respective authority.	Every college has established the facility for recording of lectures. Proposal for the establishment of Central Virtual Simulation Laboratory is Under Process
13. To develop format for the documentation of Online Teaching Learning Activities (Received from College of Naturopathy and Yogic Science)	IQAC Chairman suggested Prof. (Dr.) Abhay Shankar, Principal, College of Naturopathy and Yogic Science to prepare a format for University for the same that could be adopted after final approval.	(Dr.) Abhay Shankar, Principal, College of Naturopathy and Yogic Science has been submitted the format for the documentation of Online Teaching Learning Activities to the registrar office for

		further consideration.
15. Any other point of Discussion	<ul style="list-style-type: none"> <li>a. Benchmark Quality Parameters</li> <li>b. To enhance Perception</li> </ul>	<ul style="list-style-type: none"> <li>a. Already implemented.</li> <li>b. All Colleges are in practice to create and enhance the perception by sharing and organizing different activities with the involvement of all stakeholders as well as different organizations across the globe.</li> </ul>

  
**Coordinator, IQAC**

  
**Director, IQAC**

  
**Chairperson, IQAC**