



Ref. No.: SVSU/2018/IQAC/M-10

Dated: 14-05-2018

MEETING NOTICE

A meeting of “Internal Quality Assurance Cell” is to be held on Thursday, 24-05-2018 at 9:30 AM in Vice Chancellor Conference Hall, Subhartipuram, Meerut to consider the following AGENDA hereunder:

1. Confirmation of the minutes of last meeting.
2. Guidelines/Initiatives for curriculum updates @ to AICTE/UGC/Apex Bodies.
3. Curriculum updates keeping in view Employability Skills, Environment Consciousness & Human Values (Communication Skill)
4. Orientation to judge the behavior knowledge & existing skills of students.
5. Stakeholder Feedback-Student, Teacher, Parents, Alumni & Industry. Their revised Performa, analysis and action on feedback.
6. Inclusion of Alumni in Board of Studies.
7. Review of admission criteria, process
8. Scholarships
9. Orientation Programme (Including behavior, knowledge & skills)
10. Improvements in T.L. methods
 - i. Monitoring
 - ii. Auditing
 - iii. Outcome based.
11. Faculty development process (Including skills/knowledge).
12. Upgradation, digitalization of evaluation system
13. Mapping of Co's, Po's & attainment of PO's
14. Research Policy & guidelines including finance & their current status.
15. Awards/incentives to faculty/students for innovation.
16. To review enhancement of outreach activities.
17. Status of MoU with National & International organizations.



Office of the IQAC

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18. Duration of Diploma Courses/Certificates
19. Review of infrastructure
20. Review & Enhancement in Library facilities
21. Upgradation of I.T. including Infrastructure and in usage of I.T. in academics (Swayam E-Pathshala etc.).
22. Effectiveness of mentors/mentee & buddy practices
23. Improvements in examination policies.
24. Alumni Engagements & interaction
25. Promotion & increments of faculty members.
26. Best practices & distinctiveness for each college
27. Any other point with permission of Chair.

All are requested to be seated by 9:15 AM sharp.

Dr. Balwinder N. Bedi
Director, IQAC

Copy to:

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



Ref. No.: SVSU/2018/IQAC/M-11

Dated: 28/05/2018

MINUTES OF THE MEETING

A meeting of “Internal Quality Assurance Cell (IQAC)” was held on 24-05-2018 (Thursday) at 9:30 AM in the University Conference Room.

Dr. N.K. Ahuja, Hon’ble Vice Chancellor and Chairperson of the IQAC welcomed all present members of the Committee and agenda points, as follows were discussed:

- Agenda: 1** **To confirm the minutes of the meeting of last IQAC meeting dated 15.09.2017.**
Resolution: The minutes of the meeting held on 15.09.2017 were confirmed.
- Agenda: 2** **To discuss about Guidelines/Initiatives for curriculum updates @ to AICTE/UGC/Apex Bodies.**
Resolution: Chairperson of the IQAC suggested that curriculum of all the departments of the University be updated as per the guidelines of AICTE/ UGC/ Apex Bodies.
- Agenda: 3** **Curriculum updates keeping in view Employability Skills, Environment Consciousness, Human Values and Communication Skills.**
Resolution: Chairperson of the IQAC recommended for inclusion of alumni in BoS to design curriculum of the programmes. The last date finalized for submitting the updated curriculum is June 7, 2018.
Members of the IQAC also suggested the inclusion of Life Skill Courses/Value Added Courses: Internalization, Constitution of India, Indian Traditional Knowledge, Universal Human Values and Environment as mandatory courses for all programmes and Bridge Courses in Technical Programmes of the University.
Communication lectures imparted as of now have a specific curriculum which imparts theoretical knowledge but lacks content on conversational skills. Hence, Chairperson of the IQAC suggested that the Head of the Department of Languages along with a faculty member to go to British Council for arranging lectures on English Speaking classes for students at SVSU.
- Agenda: 4** **Orientation to judge the behavior knowledge & existing skills of students.**
Resolution: IQAC proposed one week orientation program for all programmes of the University excluding Engineering as AICTE guidelines recommends 3 weeks induction programme for engineering. This was unanimously approved by all. Chairperson of the IQAC suggested that the proposed structure of one week orientation programme be sent by the IQAC to all the Head of the Institutions for finalizing through BoS.
- Agenda: 5** **Stakeholder Feedback-Student, Teacher, Parents, Alumni & Industry. Their revised Performa, analysis and action on feedback.**
Resolution: Chairperson of IQAC suggested to remove red asterisk marks from the Feed Back Form (from name of the student) which are not mandatory. This was suggested so that, in case a student wishes to fill the Feed Back Form anonymously, he/she is able to do so. IT Head was advised to modify the available Feed Back Forms on university website and make the link available to all Head of the Institutions.



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Dr. Shalya Raj, C.E.O. of the University suggested that the duly filled Feed Back Form should be sent to the Dean, Student Welfare, who would in turn segregate and send it to the respective authorities.

Agenda: 6
Resolution:

Inclusion of Alumni in Board of Studies

Chairperson of IQAC recommended to include two alumni students in BoS for upgrading the curriculum.

Agenda: 7
Resolution:

Review of admission criteria and process.

Er. P. K. Garg, Registrar of the University briefed the admission criteria, registration, and provisional admission process. Chairperson of the IQAC decided that the Admission Committee would finalize the details.

Agenda: 8
Resolution:

Scholarships

Chairperson of the IQAC proposed that the structure of the scholarship for currently enrolled meritorious student needs to be reviewed.

Agenda: 9
Resolution:

Orientation Programme (Including behavior knowledge & skills)

This agenda was discussed and resolved along with Agenda No. 4.

Agenda: 10
Resolution:

Improvements in Teaching-Learning methods: Monitoring, Auditing and Outcome based

It was recommended that internal and external academic audit to judge outcome based improvements. Teacher's feedback from the students and HoD of the department need to consider auditing the Teaching Learning methodology for desirable outcomes.

Agenda: 11
Resolution:

Faculty development Process including skill/ Knowledge

It was discussed and recommended by Members of IQAC to conduct induction workshop for new faculty members and a Refresher Programme for old faculty members. It was unanimously decided that a Faculty Orientation Handbook should be provided to faculty members at the time of joining. The content and design of the Faculty Orientation Handbook was discussed and the responsibility was entrusted.

Agenda: 12
Resolution:

Upgradation and digitalization of evaluation system

Dr. V.K. Bhatnagar, CoE and Mr. Vivek Tiwari briefed the house about the upgradation, digitalization of evaluation system. The matter was discussed by the members of the IQAC and it was unanimously resolved to upgrade the evaluation system. The curriculum based question bank to be developed. It was also resolved that both work to be done with the following points in mind: "Must know, Desirable to know and Nice to know."

Agenda: 13
Resolution:

Mapping of CO's, PO's and Attainment of PO's

It was realized that POs, COs and attainment of POs should be clearly defined at the time of curriculum design so as to ensure employability, entrepreneurship and skill development.

Agenda: 14

Research Policy & Guidelines including finance & their current status



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Resolution:

Dr. P.P. Khosla, Deputy Chairperson-Research, Medical group and Dr. Heero Hito, Chairperson-Research, Non-medical group, apprised the members about ongoing research in the University. It was advised that research policy of the university should be same for medical and non-medical group. Information was given to all attendees about the newly established Patent Cell in the University.

Agenda: 15

Awards/incentives to faculty/ students for innovation

Resolution:

Dr. Shalya Raj suggested that the Engineering students be involved in replacing all LED street lights to solar lights and to come up with innovations so as to minimize the cost. Chairperson of IQAC advised that Faculty members and students should work on research projects and patent their work with Patent Cell.

Agenda: 16

To review enhancement of outreach activities.

Resolution:

Dr. Rahul Bansal, Head, Community Medicine Dept. informed that the ongoing activities data in 9 villages involving students has been uploaded on the website of Government of India under “Swachh Bharat Abhiyaan”. IQAC members suggested that “Swachh Bharat Abhiyaan” should be conducted in Subharti premises also. Chairperson of IQAC advised all HoIs to enhance their outreach activities and also to ensure proper documentation.

Agenda: 17

Status of MoU with National & International organizations

Resolution:

Chairperson of IQAC remarked that all the activities for which MoUs have been signed should be implemented for the benefit of faculty members and students. Copy of the MoUs to be provided to the IQAC and HoIs.

Agenda: 18

Duration of Diploma Courses/Certificates

Resolution:

On the issue of Diploma in SCFF/Hotel Mgmt. of 1.5 Years duration, Chairperson of IQAC advised Principals of the concerned colleges to incorporate more activities and convert it into 2 years diploma so that the 6 months of the students which gets wasted can be saved.

Agenda: 19

Review of infrastructure

Resolution:

Dr. Shalya Raj informed all members and invitees that 03 New Labs in Para-Medical Sciences and 01 New Lecture Theater are being established. She also suggested since some rooms are vacant in engineering college, these may be utilized in the form of Student Welfare and Grievance Cell, Girls Common Room and Sick room. Infrastructure for the blind students should be catered and renovated.

Agenda: 20

Review & Enhancement in Library facilities

Resolution:

Dr. Sudhir Tyagi, Librarian apprised the available library facilities. Dr. Shalya Raj suggested the departments to suggest required e-books and e-Journal's list to the library. New arrivals in the library to be displayed at prominent places in the library; preferably at the entrance of the library. Dr. Nikhil Srivastava added that the list of the new arrivals to be sent to the concerned departments so that they can display it on their notice board for information to students.



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It was also recommended that all the faculty publication of the departments both medical and non-medical, should be bind yearly basis and keep one book copy in the department and a copy for the central library for faculty members and students reference.

- Agenda: 21** **Upgradation of IT including Infrastructure and in usage of I.T. in academics (Swayam e-Pathshala etc.)**
Resolution: Chairperson of the IQAC suggested Mr. Vivek Tiwari, IT department to process patenting of the indigenously designed ERP system and also the plagiarism software.
- Agenda: 22** **Effectiveness of mentors/ mentee & buddy practices**
Resolution: After discussion, Chairperson of the IQAC recommended for enhancing the effectiveness of mentor-mentee and buddy practice.
- Agenda: 23** **Improvements in Examination policies**
Resolution: The CoE apprised the members about the improvements made in examination process. IQAC member, Dr. Nikhil Srivastav, suggested to create question banks or obtaining question papers online for examination.
- Agenda: 24** **Alumni Engagements & interaction**
Resolution: Chairperson of the IQAC suggested all Head of the Institutions to maintain the alumni record book and update accordingly to ensure strong Alumni Network.
- Agenda: 25** **Promotion & Increments of faculty members**
Resolution: Er. P. K. Garg, Registrar of the University displayed the Faculty assessment criteria for Promotion and increment and discussed it.
- Agenda: 26** **Best practices & distinctiveness for each college**
Resolution: IQAC strongly recommended to every institution to draw the best practices with the involvement of faculty and students at institutional level.
- Agenda: 27** **Any other point with permission of Chair**
Resolution: IQAC suggested that Programmes with low market demand to be identified by the individual institutions and consider reduction of seat intake.
The meeting ended with a vote of thanks to the Chair.

Dr. N.K. Ahuja
Vice Chancellor, SVSU
Chairman, IQAC

Dr. Balwinder N. Bedi
Director, IQAC



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Action Taken:	Majority of the colleges have adopted Teaching Learning Methodology under which faculty members are taking lecture using PPTs and Smart Boards.
Agenda: 11	Faculty development Process including skill/ Knowledge
Action Taken:	The IQAC recommended all HOIs to motivate their faculty members to register for SWAYAM-MOOC courses.
Agenda: 12	Upgradation and digitalization of evaluation system
Action Taken:	The programme for Question bank has been developed and will be implemented after final approval.
Agenda: 13	Mapping of CO's, PO's and Attainment of PO's
Action Taken:	In Process
Agenda: 14	Research Policy & Guidelines including finance & their current status
Action Taken:	Research Committee for Non-Medical and Medical Group formed.
Agenda: 15	Awards/incentives to faculty/ students for innovation
Action Taken:	IQAC suggested the Registrar to initiate some motivational factors for faculty members and students who come up with innovations.
Agenda: 16	To review enhancement of outreach activities.
Action Taken:	A number of outreach activities are being conducted at various level.
Agenda: 17	Status of MoU with National & International organizations
Action Taken:	As on 27/06/2018, the university has 8 National and 9 International MoUs with institutions of National and International repute.
Agenda: 18	Duration of Diploma Courses/Certificates
Action Taken:	Diploma in SCFF of 1.5 Years duration converted into 2 years diploma.
Agenda: 19	Review of Infrastructure
Action Taken:	A few rooms are lying vacant in the Engineering College therefore Room has been identified Student Section.
Agenda: 20	Review & Enhancement in Library facilities
Action Taken:	Membership of National Digital Library has been taken.
Agenda: 21	Upgradation of IT including Infrastructure and in usage of I.T. in academics (Swayam e-Pathshala etc.)



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Action Taken:	Mr. Vivek Tiwari, IT department informed the house that the plagiarism software would need to be renewed.
Agenda: 22	Effectiveness of mentors/ mentee & buddy practices
Action Taken:	IQAC have asked to all HOIs about their initiatives for Fast Learner and Slow learners.
Agenda: 23	Improvements in Examination policies
Action Taken:	On going
Agenda: 24	Alumni Engagements & interaction
Action Taken:	On going
Agenda: 25	Promotion & Increments of faculty members
Action Taken:	On recommendation of the IQAC, a special increment for faculty members who have filed patents has been announced as a motivational factor.
Agenda: 26	Best practices & distinctiveness for each college
Action Taken:	All Head of the Institutions
Agenda: 27	Any other point with permission of Chair (Identification of the programmes with low market demand)
Action Taken:	Identified and sanctioned seat intake has been reduced accordingly.

Dr. N.K. Ahuja
Vice Chancellor, SVSU
Chairman, IQAC

Dr. Balwinder N. Bedi
Director, IQAC