



**Shobhit
University**

EDUCATION EMPOWERS

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SUG/IQAC/2024-25/Notice/02

Date: 17th January, 2025

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE**

Dear Members,

The 1st meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2024-25 is scheduled to be held as per the details below:

- **Date:** 22nd January 2025
- **Time:** 03:00 pm
- **Venue:** IQAC Board Room

All members are requested to attend the meeting to discuss key quality enhancement initiatives. The agenda for the meeting is enclosed for your reference. Your presence and valuable contributions are essential for institutional improvement.

Agenda:

1. Confirmation of minutes from the previous meeting.
2. Review of all the departmental presentations
3. Review of all the departmental files
4. Review of all the criteria documents
5. Review of all the club files



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6. Review of all the committee files
7. Planning for NAAC inspection for any queries, please feel free to reach out.


Prof. (Dr.) Mahipal Singh

Registrar

Copy to:




Dr. Somprabh Dubey

IQAC Coordinator

1. The Hon'ble Vice Chancellor
2. All the Members of IQAC
3. All the Deans/Directors/Principals/HoDs/Coordinators



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Internal Quality Assurance Cell

Minutes of Meeting

SUG/IQAC/2024-25/Meeting/02

Date: 22nd January 2025

An opening meeting of the IQAC for the new academic year (2024-25) was held on 22nd January 2025. The meeting focused on key academic and administrative matters to enhance institutional quality. Discussions included planning, implementation, and evaluation of quality initiatives. The agenda discussed in the meeting outlined below, covering various aspects of quality enhancement.

IQAC Meeting No.	02/2024-25	Date and Time	22-01-2025 at 03:00 p.m.
Venue	University Board Room		
Item No.	Agenda Item		
1	Confirmation of minutes from the previous meeting.		
2	Review of all the departmental presentations		
3	Review of all the departmental files		
4	Review of all the criteria documents		
5	Review of all the club files		
6	Review of all the committee files		
7	Planning for NAAC inspection for any queries, please feel free to reach out.		



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Internal Quality Assurance Cell

Minutes of IQAC Meeting conducted on 22-01-2025 for AY 2024-25

At the beginning of the meeting, the Chairman warmly welcomed all the members in attendance, expressing gratitude for their presence. Following the welcome address, the Chairman proceeded to introduce and discuss the agenda points outlined for the meeting. Each agenda item was presented systematically to ensure a clear and structured discussion. The members were encouraged to actively participate, share their insights, and contribute to meaningful deliberations. The meeting aimed to address key matters efficiently while fostering collaboration among attendees. The Chairman emphasized the importance of collective efforts in achieving the meeting's objectives and ensuring productive outcomes for the institution.

S.No.	Discussion and Recommendations/Resolutions	Target	Responsibility
1	<p>Agenda Point-1: Confirmation of Minutes from the Previous Meeting</p> <p>The minutes of the previous Internal Quality Assurance Cell (IQAC) meeting held have been reviewed and officially approved. All members acknowledged the accuracy of the recorded discussions and resolutions, confirming their acceptance as a true record of the proceedings from the last meeting.</p>	Continuous	<ul style="list-style-type: none">The minutes from the last meeting were reviewed and approved with no amendments.Action items from the previous meeting were discussed, and all pending tasks were noted for follow-up.
2	<p>Agenda Point-2: Review of All the Departmental Presentations</p> <p>A comprehensive review of all departments was conducted to assess their plans and preparations for the new academic semester 2024-25. The HoDs, Deans, and Principals shared their insights on the matter. They were instructed to finalize their academic calendar</p>	Continuous	<ul style="list-style-type: none">Each department presented their progress reports and key highlights.Suggestions were provided for improvement, ensuring alignment



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	for the upcoming odd semester and submit requisitions for necessary resources before the semester begins.		with institutional goals. • Any pending presentations were scheduled for the next review.
3	<p>Agenda Point-3: Review of All the Criteria Documents.</p> <p>The agenda covers a comprehensive review of all criteria documents, ensuring alignment with standards, identifying gaps, and updating content as needed. Discussions will focus on accuracy, relevance, and compliance, with stakeholder input to enhance clarity and effectiveness for implementation.</p>	Continuous	<ul style="list-style-type: none"> Criteria documents were checked for compliance with accreditation standards. Any gaps identified were noted, and responsible teams were assigned for updates. A follow-up meeting was scheduled to ensure completion.
4	<p>Agenda Point-4: Review of All the Departmental Files.</p> <p>The agenda focuses on a comprehensive review of all departmental files to ensure accuracy, compliance, and efficiency. It aims to identify discrepancies, update records, streamline documentation, and enhance departmental coordination for improved workflow and accountability across all divisions.</p>	Continuous	<ul style="list-style-type: none"> The completeness and accuracy of departmental files were reviewed. Departments were asked to update any missing or outdated documents. A deadline was set for submission of finalized files.



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5	<p>Agenda Point-5: Review of All the Club Files.</p> <p>We will conduct a thorough review of all club files, ensuring accuracy, completeness, and compliance. Discussions will focus on updates, necessary corrections, and organizational improvements. Key takeaways will guide future record-keeping and streamline administrative processes.</p>	Continuous	<ul style="list-style-type: none"> Documentation of club activities and reports was assessed. Guidelines for maintaining updated records were reiterated. Necessary revisions and improvements were assigned.
6	<p>Agenda Point-6: Review of All the Committee Files.</p> <p>Review all committee files to ensure accuracy, completeness, and compliance with relevant regulations. Identify any discrepancies or necessary updates. Summarize key findings and recommendations for discussion. This agenda item ensures proper documentation, accountability, and informed decision-making within the committee.</p>		<ul style="list-style-type: none"> All committee-related documents were reviewed for accuracy and relevance. Pending reports and action plans were discussed and assigned. Members were reminded to ensure timely submission of updates.
7	<p>Agenda Point-7: Planning for NAAC Inspection.</p> <p>The institution is preparing for the NAAC inspection by ensuring compliance with accreditation criteria, compiling necessary documents, and enhancing academic and administrative processes. A dedicated team is working to present strengths,</p>	Continuous	<ul style="list-style-type: none"> A roadmap for the NAAC inspection was laid out. Key areas requiring immediate attention were identified. Responsibilities were delegated to respective teams,



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	achievements, and future to secure a favorable assessment.		with follow-up schedules in place.
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The following members of the IQAC were present at the meeting:

IQAC Meeting Attendance

S.No.	Name of Members	Designation	Position	Signature
1	Prof. Ranjit Singh	Vice Chancellor	Chairperson	
2	Prof. Mahipal Singh	Registrar	Senior Admin. Officer	
3	Prof. Varun Bansal	COE	Senior Admin. Officer	
4	Dr. Naveen Kumar	Coordinator, UTDC	Senior Admin. Officer	
5	Prof. Rajiv Dutta	Professor	Senior faculty member	
6	Prof. Tarun K. Sharma	Professor	Senior faculty member	
7	Prof. Prashant Kumar	Professor	Senior faculty member	
8	Dr. Deepika Rani	Coordinator Ph.D.	Senior faculty member	
9	Venus Panwar	Student	BAMS II Year	
10	Priyanshu Kamboj	Student	B.Pharm III Year	
11	Dr, Somprabh Dubey	Associate Professor	Coordinator IQAC	



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Internal Quality Assurance Cell

Action Taken Report of IQAC Meeting conducted on 22-01-2025 for AY 2024-25

S. No.	Agenda Point	Action Taken
1	Confirmation of Minutes from the Previous Meeting	The minutes of the last IQAC meeting were reviewed and approved unanimously by all members. No corrections were needed. Follow-up was conducted on action items from the previous meeting. Outstanding issues were flagged and reassigned for resolution in the current cycle.
2	Review of All the Departmental Presentations	All departments submitted their academic presentations detailing preparedness for the 2024-25 session. Key performance areas were highlighted and evaluated. Constructive feedback was shared with each department to enhance alignment with institutional objectives. Pending presentations were scheduled for the next IQAC meeting.
3	Review of All the Criteria Documents	A detailed evaluation of documents submitted under each NAAC criterion was conducted. Discrepancies and incomplete areas were identified. Respective criterion heads were directed to revise and submit updated files. A follow-up meeting was scheduled to ensure timely compliance before external audits.
4	Review of All the Departmental Files	Departmental files related to academics, research, and administration were thoroughly reviewed. Missing documents and outdated entries were noted. A deadline was issued for final submission of updated departmental files to IQAC. Compliance checklists were shared with HoDs to ensure completeness.
5	Review of All the Club Files	Club mentors submitted activity reports and supporting documentation for review. Inconsistencies in records were addressed with respective club heads. Instructions were issued for maintaining digital and hard copies in standardized formats. Deadlines were set for corrections and resubmissions.
6	Review of All the Committee Files	Committee files were reviewed to assess documentation standards and compliance with university regulations. Incomplete action plans and reports were identified and redirected to responsible committee heads. A reminder notice was circulated for the timely updating and finalization of all committee files.
7	Planning for NAAC Inspection	A structured roadmap for the upcoming NAAC Peer Team visit was presented. Departments and criterion heads were assigned responsibilities with clear timelines. Key focus areas such as student engagement, documentation quality, and outcome-based



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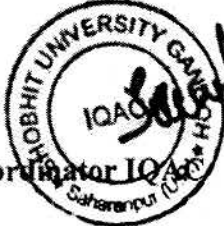
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S. No.	Agenda Point	Action Taken
		education evidence were prioritized. Internal review meetings were scheduled bi-weekly to monitor progress.


Coordinator IQAC

SUG/IQAC/2024-25/Notice/01

Date: 18th July 2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Dear Members,

The 1st meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2024-25 is scheduled to be held as per the details below:

- **Date:** 20th July 2024
- **Time:** 03:00 pm
- **Venue:** IQAC Board Room

All members are requested to attend the meeting to discuss key quality enhancement initiatives. The agenda for the meeting is enclosed for your reference. Your presence and valuable contributions are essential for institutional improvement.

Agenda:

1. Confirmation of minutes from the previous meeting.
2. Review of Departmental preparations for the new session.
3. Review of academic year plans.
4. Audit calendar preparations.




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5. Planning for academic and administrative improvements.
6. Discussion on ongoing NAAC accreditation with Criteria Heads and respective departments Heads
7. Planning of all the stakeholders' feedback of the previous semester.
8. Planning of all activities to be carried out by the different clubs and committees.
9. Any other relevant matters.

For any queries, please feel free to reach out.

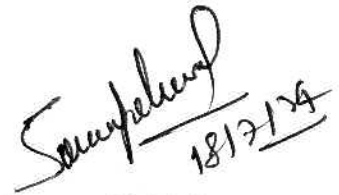

Prof. (Dr.) Mahipal Singh

Registrar

Copy to;

1. The Hon'ble Vice Chancellor
2. All the Members of IQAC
3. All the Deans/Directors/Principals/HoDs/Coordinators




Dr. Somprabh Dubey
18/7/24
IQAC Coordinator



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Internal Quality Assurance Cell

Minutes of Meeting

SUG/IQAC/2024-25/Meeting/01

Date: 20th July, 2024

An opening meeting of the IQAC for the new academic year (2024-25) was held on 20th July, 2024. The meeting focused on key academic and administrative matters to enhance institutional quality. Discussions included planning, implementation, and evaluation of quality initiatives. The agenda discussed in the meeting outlined below, covering various aspects of quality enhancement.

IQAC Meeting No.	01/2024-25	Date and Time	23-07-2024 at 03:00 p.m.
Venue	University Board Room		
Item No.	Agenda Item		
1	Confirmation of minutes from the previous meeting.		
2	Review of Departmental preparations for the new session.		
3	Review of academic year plans.		
4	Audit calendar preparations.		
5	Planning for academic and administrative improvements.		
6	Discussion on ongoing NAAC accreditation with Criteria Heads and respective departments Heads		
7	Planning of all the stakeholders' feedback of the previous semester.		
8	Planning of all activities to be carried out by the different clubs and committees.		
9	Any other relevant matters.		



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Internal Quality Assurance Cell

Minutes of IQAC Meeting conducted on 20-07-2024 for AY 2024-25

At the beginning of the meeting, the Chairman warmly welcomed all the members in attendance, expressing gratitude for their presence. Following the welcome address, the Chairman proceeded to introduce and discuss the agenda points outlined for the meeting. Each agenda item was presented systematically to ensure a clear and structured discussion. The members were encouraged to actively participate, share their insights, and contribute to meaningful deliberations. The meeting aimed to address key matters efficiently while fostering collaboration among attendees. The Chairman emphasized the importance of collective efforts in achieving the meeting's objectives and ensuring productive outcomes for the institution.

S.No.	Discussion and Recommendations/Resolutions	Target	Responsibility
1	<p>Agenda Point-1: Confirmation of minutes from the previous meeting.</p> <p>The minutes of the previous Internal Quality Assurance Cell (IQAC) meeting held have been reviewed and officially approved. All members acknowledged the accuracy of the recorded discussions and resolutions, confirming their acceptance as a true record of the proceedings from the last meeting.</p>	Continuous	The IQAC Coordinator will oversee the effective implementation of policies and guidelines related to the Internal Quality Assurance Cell, as recommended by the committee members. They will ensure that all quality initiatives are executed efficiently, aligning with institutional objectives and fostering continuous improvement in academic and administrative processes.
2	<p>Agenda Point-2: Review of Departmental preparations for the new session.</p> <p>A comprehensive review of all departments was conducted to assess their plans and preparations for the new academic semester 2024-25. The HoDs, Deans, and Principals shared their insights on</p>	Continuous	The departmental heads, deans, director, and principal will be responsible for ensuring the effective implementation of IQAC-related policies and guidelines as recommended by the committee members. They will oversee the



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	the matter. They were instructed to finalize their academic calendar for the upcoming odd semester and submit requisitions for necessary resources before the semester begins.		execution of quality initiatives, ensuring compliance with institutional standards and fostering continuous academic and administrative improvement.
3	Agenda Point-3: Review of academic year plans. As per the system prevalent in Shobhit University, all the examinations have to be scheduled as per the plans. All the departments must plan for their internship, projects, exposure visits, educational tours, industrial tours, well in advance. For the requirement of bus and other transportation facilities the department should finalize the date accordingly for the smooth arrangement of the transportation.	Continuous	The departmental heads, deans, director, and principal will be responsible for ensuring the effective implementation of IQAC-related policies and guidelines as recommended by the committee members. They will oversee the execution of quality initiatives, ensuring compliance with institutional standards and fostering continuous academic and administrative improvement.
4	Agenda Point-4: Audit calendar preparations. All statutory and non-statutory audits must be planned well in advance to ensure their timely completion within the designated period. Proper scheduling will facilitate the smooth execution of necessary audits, ensuring compliance and efficiency.	Continuous	Dean Research and Deans/Directors/Principals/HoD were delegated the responsibility to improve the current status of publication.



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5	<p>Agenda Point-5: Planning for academic and administrative improvements.</p> <p>The committee emphasized the need for continuous academic and administrative enhancements to maintain institutional excellence. Departments were advised to identify key areas for improvement and submit their action plans. A proposal for faculty development programs, student skill enhancement initiatives, and curriculum updates was discussed. The necessity of streamlining administrative processes through digitalization and automation was highlighted. It was decided to strengthen student support services, including mentorship programs and counseling facilities.</p>	Continuous	<p>Departments to finalize academic improvement plans and submit them by. Administrative heads to evaluate and implement efficiency-enhancing measures. A follow-up review meeting to be scheduled</p>
6	<p>Agenda Point-6: Discussion on ongoing NAAC accreditation with Criteria Heads and respective departments Heads.</p> <p>The progress of the ongoing NAAC accreditation process was reviewed with Criteria Heads and Department Heads. Each Criteria Head presented updates on their respective areas, highlighting completed tasks and pending documentation. Departments were advised to ensure timely submission of required reports and supporting documents. The importance of maintaining data</p>		<p>Criteria Heads to finalize and submit pending documents by. Department Heads to ensure full compliance with NAAC requirements. A follow-up review meeting to be scheduled.</p>



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	accuracy, faculty participation, and student engagement in the accreditation process was emphasized. The committee discussed potential challenges and proposed solutions to streamline the accreditation workflow.		
7	<p>Agenda Point-7: Planning of all the stakeholders' feedback of the previous semester.</p> <p>The importance of gathering structured feedback from stakeholders, including students, faculty, alumni, employers, and parents, was emphasized. It was decided that feedback collection would be conducted through online and offline modes for broader participation. Each department was assigned the responsibility of ensuring comprehensive feedback collection from relevant stakeholders. The committee discussed key areas of feedback, including curriculum effectiveness, teaching-learning processes, infrastructure, and overall academic experience. A timeline for collecting, analyzing, and reporting feedback was proposed to ensure timely action on the findings.</p>	Continuous	The IQAC team to analyze the feedback and submit a consolidated report
8	<p>Agenda Point-8: Planning of all activities to be carried out by the different clubs and committees.</p> <p>All Club Mentors and Committee Heads were instructed to plan activities, conferences, and</p>	Continuous	Coordinator of University Training & Development Cell (UTDC) was given the responsibility to carry out the activities with the help of students' club.



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	workshops in accordance with UGC norms and guidelines, ensuring all mandatory formalities are completed. Committees and clubs must display their contact details on banners to facilitate student engagement. A detailed action plan must be submitted within 15 days of this meeting.		
9	Agenda Point-9: Any other agenda Some other agenda and issues were also discussed; in order to improve the quality of academic delivery, quality of research, effective delivery and implementation of curriculum etc. and also recommended the necessary measures to be taken.	Continuous	Deans/Directors/Principal and HoDs.


Coordinator IQAC



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IQAC Meeting Attendance

S.No.	Name of Members	Designation	Position	Signature
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2	Prof. Mahipal Singh	Registrar	Senior Admin. Officer	
3	Prof. Varun Bansal	COE	Senior Admin. Officer	
4	Dr. Naveen Kumar	Coordinator, UTDC	Senior Admin. Officer	
5	Prof. Rajiv Dutta	Professor	Senior faculty member	
6	Prof. Tarun K. Sharma	Professor	Senior faculty member	
7	Prof. Prashant Kumar	Professor	Senior faculty member	
8	Dr. Deepika Rani	Coordinator Ph.D.	Senior faculty member	
9	Venus Panwar	Student	BAMS II Year	
10	Priyanshu Kamboj	Student	B.Pharm III Year	
11	Dr. Somprabh Dubey	Associate Professor	Coordinator IQAC	



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Internal Quality Assurance Cell

Action Taken Report of IQAC Meeting conducted on 20-07-2024 for AY 2024-25

S. No.	Agenda Point	Action Taken
1	Confirmation of minutes from the previous meeting	The minutes of the previous meeting were confirmed unanimously. A formal record was signed and uploaded to the IQAC documentation system. The IQAC Coordinator ensured that all prior action points were followed up, and ongoing tasks were integrated into the new cycle of quality initiatives.
2	Review of Departmental preparations for the new session	Each department submitted their academic calendars and faculty workload plans for the 2024-25 session. Requisition of teaching-learning resources (books, lab equipment, software) was initiated. The IQAC reviewed submissions and provided remarks for further enhancement.
3	Review of academic year plans	Departments submitted tentative schedules for industrial tours, internships, and projects. Transport requisition forms were shared in advance. IQAC coordinated with the transport office for smooth arrangements. Internship coordinators were nominated in each department to streamline processes.
4	Audit calendar preparations	A comprehensive audit calendar (Academic, Administrative, Green, Gender, and Energy Audit) was prepared. IQAC communicated schedules to all departments. Dean Research was advised to update publication records to ensure compliance with academic audit criteria.
5	Planning for academic and administrative improvements	Departments submitted academic improvement action plans. IQAC proposed faculty development workshops on NEP 2020 and research methodology. Administrative automation was initiated with ERP software expansion. Counselling and mentorship cells were strengthened with additional faculty mentors.
6	Discussion on ongoing NAAC accreditation with Criteria Heads	Each Criteria Head submitted pending documents and updated their criterion folders. Departments uploaded supporting evidence on the central NAAC repository. IQAC organized a NAAC readiness workshop to align all units with SSR compliance standards. Follow-up meetings scheduled fortnightly.
7	Planning for stakeholders' feedback	Feedback forms were revised and standardized. Online portals for student, alumni, and parent feedback were activated. Departments conducted classroom briefings to ensure participation. IQAC began the process of compiling a feedback analysis report to be presented in the next meeting.




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S. No.	Agenda Point	Action Taken
8	Planning of club and committee activities	A calendar of events for each club and committee was received. UTDC coordinated planning with club mentors to align events with UGC guidelines. A common banner format was issued, and all clubs uploaded their contact info on department notice boards and the university website.
9	Any other agenda	Suggestions for improving teaching quality and curriculum implementation were documented. Research output tracking was proposed through a digital repository. IQAC advised periodic curriculum review workshops and recommended initiating a Best Practice documentation process in each school.


Coordinator IQAC