Internal Quality Assurance Cell

Minutes of Meeting

4th Steering Committee Meeting

held on

17-07-2026

(VENUE: CONFERENCE HALL, 1ST FLOOR, TAKSHASHILA BHAWAN)

SVSU

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SVSU

Shri Vishwakarma Skill University

(1st Government Skill University of India, set up by the Government of Haryana)

Campus: Village Dudhola, District Palwal -121102 (Haryana)

Shri Vishwakarma Skill University IQAC Dudhola, Palwal (Hr.)

4th Steering Committee Meeting

Minutes of Meeting

The Following Members were present:

1. Prof.(Dr.) Dinesh Kumar, Vice Chancellor(Chairperson)
2. Prof.(Dr.)Vikram Singh, Dean, Academic Affairs ,(Management Representative)
3. Ms. Suman Vashistha, Registrar, (Senior Administrative Officer)
4. Prof.(Dr.) S. K. Sinha, Director, IQAC
5. Prof. Dharam Vir Pathak, Dean SFA (Senior Faculty Membrer)
6. Dr. Mohit Kumar Srivastava, Skill Assistant Professor Nominee Dean SFASH (Senior Faculty Membrer)
7. Prof. Kulwant Singh, Dean DSW (Senior Faculty Membrer)
8. Dr. Sanjay Singh Rathore,Chairperson SDAS (Senior Faculty Membrer)
9. Dr. Shruti Gupta,Chairperson SFMS (Senior Faculty Membrer)
10. Dr. Shruti Gupta, Dean/Associate Dean, Affiliation, (Senior Faculty Membrer)
11. Mr. Shambhu, (Alumnus,M.Sc MLT) Nominee from Students and Alumni
12. Mr. Chandershekhar (Alumnus,Agriculture) Nominee from Students and Alumni

External Members:

1. Prof.(Dr.) Dinesh Kumar, Professor (Department of Geo-Physics, KUK)
2. Prof.(Dr.) B. Narasimhan, Professor (Department of Pharmacy, MDU Rohtak)

Special Invitees:

1. Ms. Chanchal Bhardwaj, Director (Industrial Relations and Alumni Affairs)
2. Dr. Usha Batra, Chairperson, Department of Computer Science & Information Technology (CS & IT)

At the outset, the Hon'ble Chairman of the Steering Committee, Prof. (Dr.) Dinesh Kumar, Vice-Chancellor, extended a cordial welcome to all the members of the Committee and the distinguished external experts present at the meeting. He expressed his sincere appreciation for their gracious presence and emphasized that the invaluable experience, expertise, and insights of the external experts would greatly enrich the University's quality enhancement initiatives. He remarked that the University has much to learn from their vast experience and that their guidance would play a significant role in strengthening the institutional quality assurance framework. Thereafter, the Chairman declared the meeting open for deliberations on the agenda items.

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Action Taken report on the minutes of the 3rd Steering Committee of Internal Quality Assurance Cell of SVSU held on 24-03-2026

ITEM No.	AGENDA ITEMS
IQAC/03/01	**To consider and confirm the Minutes of the 2nd Steering Committee meeting held on 04.11.2023.** Already Approved
IQAC/03/02	**To consider and confirm the action taken report of the 3rd Steering Committee meeting held on 24.03.2026.** Already Approved
1.	**To consider and approve the appointment of Criteria Coordinators and members in alignment with the Skill Universities Binary Manual (10 Attributes), for NAAC, along with the NAAC Coordinator for each Department.** Resolution: 1.A review meeting of all Criteria Coordinators and Departmental NAAC Coordinators shall be convened every month under the chairmanship of the Hon'ble Vice-Chancellor, in the presence of the Registrar and the Director, IQAC, to review progress, address challenges, and ensure the timely completion of NAAC-related activities. 2.Each Criteria Coordinator shall identify and nominate one Assistant Coordinator from among the faculty or staff members to support documentation, data collection, and coordination activities. This will ensure the equitable distribution of responsibilities, expedite the execution of assigned tasks, and enhance the overall efficiency and effectiveness of the NAAC accreditation process. 3.The Director, IQAC, shall monitor the progress of all criteria and facilitate coordination among the respective teams to ensure compliance with the timelines prescribed for accreditation preparedness.
2.	**To consider and approve the development of a dedicated Webportal/webpage for IQAC.** Webpage is developed and approved.
3.	**To consider and approve the 2026-2027 Action Plan, including the formal documentation process for all internal and external university activities.** It was resolved that all concerned departments shall ensure completion of the assigned activities within a stipulated period of time.
4.	**To consider and confirm IDP Revision as per UGC Norms, along with the constitution of the Committee.** The Committee decided that the IDP Revision Committee shall be constituted under the Chairmanship of the Dean Academic Affairs, and the composition of the Committee shall be notified separately.

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5.	**To consider and approve the implementation of Student Health Cards for University Teaching Departments and Affiliated Colleges. These will be included in student transcripts to support the "Swachh Bharat – Swasth Bharat" mission and adhere to UGC guidelines.** The Committee decided that the Dean, Students' Welfare (DSW), shall ensure the preparation of Student Health Cards for all existing as well as newly admitted students of the University and its affiliated colleges. The Committee further suggested exploring the implementation of a Student Smart Card integrated with the Health Card to facilitate comprehensive student services and promote student welfare in accordance with UGC guidelines.
6.	**To consider and approve the revised Student Feedback Proforma designed to enhance quality in education, research, and infrastructure.** The Committee appreciated the successful implementation of the online 360-degree feedback system on the University website. It was resolved that the respective Chairpersons shall ensure the timely circulation of all feedback proformas among the concerned stakeholders, including students, alumni, parents, faculty members and employers. They shall also monitor the feedback collection process to ensure maximum participation and timely submission of responses, enabling systematic analysis and effective utilization of feedback for continuous quality enhancement.
7.	**To consider and approve a proposal for conducting workshops and training sessions for teachers in affiliated colleges to enhance professional capabilities.** Approved. The Committee decided that IQAC will organize workshops and training sessions for teachers in affiliated colleges to enhance professional capabilities.
8.	**To consider and approve initiatives regarding Institutional Social Responsibility (ISR).** Approved. The Committee decided that a Nodal Officer shall be appointed by DSW for the Unnat Bharat Abhiyan (UBA) to coordinate and monitor all ISR-related activities. It was further decided that proper documentation of every ISR activity shall be maintained. The University shall identify and circulate the names of the five adopted villages under the Unnat Bharat Abhiyan, and all departments shall undertake coordinated and collaborative outreach activities in these villages to maximize the University's social impact.
9.	**To consider and approve departmental meetings in the first week of every month.** Resolution: The Committee decided that the Head of each Department shall ensure that departmental meetings are conducted regularly at the prescribed monthly intervals. The minutes of every meeting shall be prepared in a uniform format, common to all departments, and submitted to the IQAC within the stipulated timeline for documentation and monitoring.

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10.	**To consider and approve the initiation of new skill-based courses.** Approved **Concerned Dean and Chairpersons.**
11.	**To consider and approve the implementation/promotion of the research fund, seed money for regular teachers.** The Committee decided that the Registrar and Director Research shall constitute a Committee to oversee the implementation and promotion of the Research Fund/Seed Money Scheme for regular teachers and also develop a standardized application proforma to ensure a transparent, uniform, and efficient process for inviting, evaluating, and processing research funding proposals. **Registrar and Director Research**
12.	**To consider and approve APAR as per UGC Guidelines.** Approved The Committee decided that the Dean Academic Affairs shall constitute a Committee.
13.	**To consider and approve special training programs of MOOCs for teachers.** Resolution: The Committee decided that the IQAC shall organize periodic MOOCs training workshops for faculty members to enhance their capacity for developing, delivering, and effectively utilizing MOOCs in accordance with SWAYAM and UGC guidelines.
14.	**To consider and suggest that at least one MOOC course in each department is developed as per SWAYAM guidelines & upload on the MOOCs portal with incentive.** Resolution: The Committee decided that each Department shall develop at least one MOOC course in accordance with the SWAYAM guidelines. Faculty members shall record their lectures and ensure their timely upload on the SVSU e-library platform.
15.	**To consider and review Admissions in various courses.** Resolution: The Committee decided that the Dean Academic Affairs shall formulate and notify the minimum student intake required for the commencement of each programme. Departments shall ensure that admissions meet the prescribed minimum intake before the programme is offered, in order to maintain academic viability and optimum utilization of institutional resources.

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16.	**To consider and approve the development of Mentor-Mentee Proforma Streeting.** Approved It was resolved that the respective Chairpersons shall ensure the timely circulation of all proformas among the concerned stakeholders. They shall also monitor the collection process to ensure maximum participation and timely submission of responses, enabling systematic analysis and effective utilization of feedback for continuous quality enhancement.
17.	**To consider and approve the development of various policies as required by NAAC.** Resolution: The Committee decided that the Registrar shall oversee the development, revision, and periodic review of all institutional policies required for NAAC accreditation. The Registrar department shall coordinate with the concerned departments to prepare and finalize the policies and ensure their timely submission to the IQAC for approval, documentation, and implementation. It was also decided that the E-Waste Management Policy shall be developed.
18.	**Academic Audit and Administrative Audit** Resolution: **Administrative Audit:** The Committee decided that the Registrar shall constitute separate Committees for conducting Administrative Audit in accordance with the University's quality assurance framework. The Committees shall carry out the audits as per the prescribed guidelines, prepare comprehensive audit reports along with recommendations, and submit the same to the IQAC for review, monitoring, and further necessary action. Rest of AA will be submitted to the IQAC with in a Stipulated Time. **Academic Audit:** The Committee decided that Dean, Academic Affairs shall constitute separate Committees for conducting Academic Audit in accordance with the University's quality assurance framework. The Committees shall carry out the audits as per the prescribed guidelines, prepare comprehensive audit reports along with recommendations, and submit the same to the IQAC for review, monitoring, and further necessary action.

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AGENDA ITEMS for 4th STEERING COMMITTEE MEETING IQAC

ITEM No.	AGENDA ITEMS
IQAC/04/03	**To consider the preparation of a comprehensive date-wise compendium of all university events conducted during the academic year.** The agenda was considered and approved. The Committee decided that the Dean, Students' Welfare (DSW) and Public Relation Officer shall ensure the preparation of a comprehensive date-wise compendium of all University events and its timely submission to the IQAC. **DSW and PRO**
IQAC/04/04	**To consider the development and adoption of a uniform documentation format for all conferences, seminars, workshops, faculty development programmes, and similar academic events organized by the University.** The agenda was considered and approved. **Uniform proforma of conferences, seminars and workshops is attached.** **Annexure I**
IQAC/04/05	To consider strengthening and streamlining the University Alumni Registration system to enhance alumni engagement and maintain a comprehensive alumni database. The agenda was considered and approved. Resolution: The Committee decided that the Director, IRAA, shall constitute a committee for approval of competent authority and after that will register Alumni. The Director shall also formulate and notify the annual and lifetime alumni membership fee structure for approval and implementation. **Director, IRAA**
IQAC/04/06	**To consider the implementation of an RFID-enabled automated Library Management System for improving library operations and user services.** The agenda was considered and approved and work in progress. **Library In-charge**
IQAC/04/07	**To consider organizing periodic health awareness programmes through the University Health Centre for students, teaching staff, and non-teaching staff, and to ensure proper documentation of such programmes, including reports, geo-tagged photographs, and media coverage for institutional records.** The agenda was considered and approved. The Committee decided that Dean, Students' Welfare (DSW), shall ensure this. **DSW**
IQAC/04/08	**To consider directing the Dean Students' Welfare (DSW) and the Directorate of Cultural Affairs to organize youth festivals and other cultural programmes**

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	periodically, and to maintain proper documentation of such events through geo-tagged photographs, media coverage, reports, certificates, and other relevant records. The agenda was considered and approved. The Committee decided that Dean, Students' Welfare (DSW), shall ensure this. **DSW**
IQAC/04/09	**To consider organizing regular workshops on Copyright, Intellectual Property Rights (IPR), Research and Publication Ethics, and related areas, and to ensure comprehensive documentation of such programmes, including reports, geo-tagged photographs, media coverage, attendance records, and certificates.** The agenda was considered and approved. The Committee decided that the **Library In-charge**, shall ensure this. **Library In-charge**
IQAC/03/10	**Implementation of Enterprise Resource Planning (ERP) system.** The agenda was considered and approved. The Committee decided that the Dean Academic Affairs will constitute a committee. **DAA**
IQAC/03/11	**Implementation of the Tutor–Tutee (Faculty Mentorship) Scheme.** The agenda was considered and approved. Resolution: The Committee decided to implement the ***Tutor–Tutee Peer Learning Scheme*** across the University to strengthen academic mentoring, peer learning, and student support. The overall implementation, coordination, monitoring, and periodic review of the Scheme shall be entrusted to Dr. Usha Batra, Chairperson, Department of Computer Science & Information Technology (CS & IT), who shall prepare the implementation framework and ensure its effective execution across all departments. **Dr. Usha Batra, Chairperson, Department of Computer Science & Information Technology (CS & IT),**
IQAC/03/12	**Promotion of Electric Vehicle (EV) Adoption and Establishment of EV Charging Infrastructure on Campus.** The agenda was considered and approved. The Committee decided that existing charging station should be revived and with the help of infrastructure company charging stations may be set up in the University. **IDC**
IQAC/03/13	Miscellaneous: **1.Establishment of the Centre for Indian Knowledge Systems (CIKS)**

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The agenda was considered and approved.

Library In-charge

2.Digital Academic Portfolio (e-Portfolio) for Every Student

The agenda was considered and approved.

Resolution:

The Committee decided to implement a Digital Academic Portfolio (e-Portfolio) for every student, and the Director, IRAA shall oversee its development, implementation, maintenance, and periodic updation through a technology-enabled platform in coordination with the concerned departments.

Director, IRAA

3.Swachh Campus, Swachh Vani Abhiyan

The agenda was considered and approved.

Resolution:

The Committee decided to implement the ***Swachh Campus, Swachh Vani Abhiyan*** across the University, and Dr. Usha Batra, Chairperson, Department of Computer Science & Information Technology (CS & IT), shall oversee its planning, implementation, monitoring, and periodic review in coordination with all departments to promote cleanliness, effective communication, and a healthy campus environment.

4.Implementation of OMR (Optical Mark Recognition) based answer sheets.

The agenda was considered and approved.

COE

5.Workshop to Enhance the Quality of Question Paper Setting, Evaluation and Effective Practical Examinations for Skill Faculty of all Departments.

The agenda was considered and approved.

Resolution:

The Committee decided that the quality and standard of University examination question papers shall be enhanced by adopting best practices in question paper setting, including Outcome-Based Education (OBE) principles, Bloom's Taxonomy, and appropriate distribution of difficulty levels. The Examination Branch, in coordination with the IQAC, shall organize periodic workshops for faculty members on effective question paper setting to ensure uniformity, quality, and academic rigor in University examinations.

Exam Branch, IQAC

IQAC/03/14	Any other item with the permission of the Chair. **1.Establishment of a Drone Laboratory at the University.** Industry 4.0 will ensure the implementation of the establishment of a Drone Laboratory at the University. **Chairperson Industry 4.0** **2.Establishment of a Competitive Examination Preparation and Career Guidance Centre at the University.** The Competent Authority shall assign the responsibility to a suitable faculty member/officer for reviving and coordinating the existing Competitive Examination Preparation and Career Guidance Centre (Daksh) at the University.

Other Observations/ guiding directions:

1.Quarterly Steering Committee Meetings:

The Steering Committee Meetings shall be conducted on a quarterly basis to review institutional progress and monitor the implementation of quality initiatives.

2.Presentation of Action Taken Report:

The concerned officials shall present the Action Taken Report (ATR) on the decisions of the previous meeting during each Steering Committee Meeting to facilitate effective review and monitoring.

3.Proper Documentation:

All departments shall maintain complete, accurate, and well-organized documentation of their academic and administrative activities. The supporting documents and records shall be systematically prepared and preserved for quality assurance and accreditation purposes.

4.Institutional Recognition and Awards:

The University shall institute recognition awards on occasions such as **Teachers' Day, Good Governance Day, and Children's Day** to honour outstanding contributions and best practices demonstrated by teaching staff, non-teaching staff, and students.

5.Use of Google Sheets for Data Management:

All departments shall maintain and update institutional data through standardized Google Sheets to ensure timely data collection, transparency, uniformity, and easy monitoring by the IQAC.

6. It was decided that COE and CFO will be the members of IQAC Steering Committee (notified by Registrar).

The meeting was ended with vote of thanks.

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Annexure I

PERFORMA FOR SUBMISSION OF PROPOSAL FOR ORGANIZING CONFERENCES/SEMINARS/WORKSHOPS/ WEBINARS BY UNIVERSITY TEACHING SILL DEPARTMENTS/ SKILL FACULTY/CELL

1.	Name of organising Skill Department/ College/ Skill Faculty/ Cell	
2.	Title of the Conference/ Seminar/Workshop/ Webinar	
3.	i. Type of Conference/ Seminar/ Workshop/Webinar ii. Proposed Date(s) of event	LOCAL/NATIONAL / INTERNATIONAL Date:
4.	Venue of Conference/ Seminar/Workshop/ Webinar	
5.	Details of organizers	Convener: Organizing Secretary:
6.	Proposed Budget (Detailed Budgetary heads to be provided as attachment).	
7.	If funding is requested from the University, the amount and purpose	
8.	Other expected sources of funding (Attach documentary proof)	
9.	Proposed date of submission of utilization certificate for the conference after the event is held	
10.	Proposed Registration Fee	Indian: Foreign: Mode of Payment:
11.	Targeted audience and expected number of participants	
12.	Names and affiliations of proposed speakers	1. 2. 3. 4. 5.
13.	Concept note (maximum of 150 words)	
14.	Significance of topic (maximum of 150 words)	
15.	Expected Outcome (maximum of 200 words)	

(Signature of organizing Secretary)

(Signature of HOD/Convenor)

Director IQAC

APPROVED / NOT APPROVED

VICE CHANCELLOR

Shri Vishwakarma Skill University IQAC Palwal (Hr.)

Shri Vishwakarma Skill University

(1st Government Skill University of India, set up by the Government of Haryana)
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Annexure II

Format of Departmental Committee Meeting (first week of every month)
The issues could be:

Points of Discussion	Conclusion of Discussion
1. % of Syllabus completed course wise/teaching faculty	
2. % of attendance of the students & identification of students not fulfilling the attendance criteria.	
3. Research component of faculty (paper publication, book or project etc.)	
4. Any PGBOS/UGBOS/Faculty Board meeting to be planned, its agenda etc.	
5. Mentor mentee meeting etc.	
6. Activity for students: Tour/Trips/Extension Lecture/Movie/MDP/ Quiz/Ideation etc.	
7. Conference /Seminar/ Workshop planned for department	
g. Strategy to maintain the attendance/admissions of the students	
9. Personality Development/ soft spoken skill classes	
10 .Any other issue (office space to faculty, Admission drive, reallocation of duties: Academic Audit, Sessional, Admission committee, Research Advisory committee, Disciple committee, Students activity committee, Syllabus committee, office records committee)	
11. Any other (please specify)	

Chairperson: Faculty members (Regular/ Contractual signature with name)

Dean:

Shri Vishwakarma Skill University (Hr.) IQAC