

## OFFICE OF THE IQAC

### Minutes of Meeting

**SU/IQAC/MoM/ 06**

A Meeting is conducted with IQAC Coordinators of Following Schools

1. School of Health and Allied
2. School of Physiotherapy

Date: 28<sup>th</sup> October, 2025

Time: 1:30 PM Onwards

Venue: IQAC Office

#### Following Members were Present in the Meeting

S. No	Name	Designation	Name of School
01	Dr. Vishal Choudhary	Deputy Head IQAC	Sanskaram University
02	Dr. Smriti Singh	IQAC Coordinator	Physiotherapy
03	Dr. Saksham Saxena	IQAC Coordinator	Health and Allied

#### Following Members were absent in the Meeting

S.NO	Name	Designation	Name of School
-	-	-	-

S.NO	Proceedings	Action Taken
01	<p><b>Agendas:</b> <b>Orientation of Data Templates of All criteria 1 to 7</b></p> <p>Dr. Vishal Choudhary- Deputy Head Briefed all Criteria 1 to 7 QNM Templates as per Revised Accreditation Framework of NAAC.</p> <p>Dr. Vishal asked all IQAC Coordinators to complete the activity by 31<sup>st</sup> October so that compiled report can be made at central level by IQAC and Presented to Higher Authority.</p>	All IQAC Coordinators

## OFFICE OF THE IQAC

	<b>Noc: Data from January 2024 to September 2025 to be filled in the Template</b>	
02	<p><b>Agenda: Orientation of Monthly Report Format shared by IQAC</b></p> <p>Dr. Vishal Choudhary discussed all the components of Monthly Report format.</p> <p>Format will be used from <b>October, 2025</b> and need to be submitted to IQAC Office by end of First week of every month duly signed by Head of Department and Concerned Dean.</p>	Dean, HoD and IQAC Coordinators
03	<p><b>Agenda: Status of Student Satisfaction Survey</b></p> <p>Dr. Vishal Choudhary discussed the challenges faced in the Student Satisfaction Survey for the A.Y 2024-25 with IQAC Coordinators asked all IQAC Coordinator's to close the activity by <b>30<sup>th</sup> October, 2025</b> after that no response will be considered.</p>	IQAC Coordinators and Deputy Head IQAC

  
 Vishal  
 29/10/25  
 Deputy Head

**Internal Quality Assurance Cell**

## OFFICE OF THE IQAC

### Minutes of Meeting

**SU/IQAC/MoM/04**

A Meeting is conducted with IQAC Coordinators of Following Schools

1. School of Liberal Education
2. School of Pharmacy
3. School of Commerce and Management

Date: 28<sup>th</sup> October, 2025

Time: 10:30 AM Onwards

Venue: IQAC Office

#### Following Members were Present in the Meeting

S. No	Name	Designation	Name of School
01	Dr. Vishal Choudhary	Deputy Head IQAC	Sanskaram University
02	Ms Seema Yadav	IQAC Coordinator	Management and Commerce
03	Ms. Karishma	IQAC Coordinator	Management and Commerce
04	Ms. Jyoti	IQAC Coordinator	Pharmacy
05	Ms. Rinki Hooda	IQAC Coordinator	Liberal Education

#### Following Members were absent in the Meeting

S.NO	Name	Designation	Name of School
-	-	-	-

S.NO	Proceedings	Action Taken
01	<b>Agendas: Orientation of Data Templates of All criteria 1 to 7</b>	All IQAC Coordinators

## OFFICE OF THE IQAC

	<p>Dr. Vishal Choudhary- Deputy Head Briefed all Criteria 1 to 7 QNM Templates as per Revised Accreditation Framework of NAAC.</p> <p>Dr. Vishal asked all IQAC Coordinators to complete the activity by 31<sup>st</sup> October so that compiled report can be made at central level by IQAC and Presented to Higher Authority.</p> <p><b>Noe: Data from January 2024 to September 2025 to be filled in the Template</b></p>	
02	<p><b>Agenda: Orientation of Monthly Report Format shared by IQAC</b></p> <p>Dr. Vishal Choudhary discussed all the components of Monthly Report format.</p> <p>Format will be used from <b>October, 2025</b> and need to be submitted to IQAC Office by end of First week of every month duly signed by Head of Department and Concerned Dean.</p>	Dean, HoD and IQAC Coordinators
03	<p><b>Agenda: Status of Student Satisfaction Survey</b></p> <p>Dr. Vishal Choudhary discussed the challenges faced in the Student Satisfaction Survey for the A.Y 2024-25 with IQAC Coordinators asked all IQAC Coordinator's to close the activity by <b>30<sup>th</sup> October, 2025</b> after that no response will be considered.</p>	IQAC Coordinators and Deputy Head IQAC

  
29/10/2025  
Deputy Head

Internal Quality Assurance Cell

# OFFICE OF THE IQAC

## Minutes of Meeting

**SU/IQAC/MoM/05**

A Meeting is conducted with IQAC Coordinators of Following Schools

1. School of Engineering and Technology
2. School of Law and Legal Studies
3. School of Basic and Applied Sciences

Date: 28<sup>th</sup> October, 2025

Time: 11:30 AM Onwards

Venue: IQAC Office

### Following Members were Present in the Meeting

S. No	Name	Designation	Name of School
01	Dr. Vishal Choudhary	Deputy Head IQAC	Sanskaram University
02	Dr. Asha	IQAC Coordinator	Law and Legal Studies
03	Dr. Ganesh Dixit	IQAC Coordinator	Engineering and Technology
04	Dr. Babita Hooda	IQAC Coordinator	Basic and Applied Sciences

### Following Members were absent in the Meeting

S.NO	Name	Designation	Name of School
-	-	-	-

S.NO	Proceedings	Action Taken
01	Agendas: Orientation of Data Templates of All criteria 1 to 7	All IQAC Coordinators

## OFFICE OF THE IQAC

	<p>Dr. Vishal Choudhary- Deputy Head Briefed all Criteria 1 to 7 QNM Templates as per Revised Accreditation Framework of NAAC.</p> <p>Dr. Vishal asked all IQAC Coordinators to complete the activity by 31<sup>st</sup> October so that compiled report can be made at central level by IQAC and Presented to Higher Authority.</p> <p><b>Noe: Data from January 2024 to September 2025 to be filled in the Template</b></p>	
02	<p><b>Agenda: Orientation of Monthly Report Format shared by IQAC</b></p> <p>Dr. Vishal Choudhary discussed all the components of Monthly Report format.</p> <p>Format will be used from <b>October, 2025</b> and need to be submitted to IQAC Office by end of First week of every month duly signed by Head of Department and Concerned Dean.</p>	Dean, HoD and IQAC Coordinators
03	<p><b>Agenda: Status of Student Satisfaction Survey</b></p> <p>Dr. Vishal Choudhary discussed the challenges faced in the Student Satisfaction Survey for the A.Y 2024-25 with IQAC Coordinators asked all IQAC Coordinator's to close the activity by <b>30<sup>th</sup> October, 2025</b> after that no response will be considered.</p>	IQAC Coordinators and Deputy Head IQAC

  
 Vishal  
 29/10/2025  
 Deputy Head

Internal Quality Assurance Cell

## OFFICE OF THE IQAC

### Minutes of Meeting

SU/IQAC/MoM/03

A Meeting is conducted chaired by Honorable Vice Chancellor sir with all IQAC Coordinators of all colleges

Date: 28<sup>th</sup> October, 2025

Time: 2:30 PM Onwards

Venue: VC Office

#### Following Members were Present in the Meeting

S. No	Name	Designation	Name of School
01	Prof. (Dr.) Chandra Prakash	Vice Chancellor	Sanskaram University
02	Dr. Vishal Choudhary	Deputy Head IQAC	Sanskaram University
03	Ms Seema Yadav	IQAC Coordinator	Management and Commerce
04	Ms. Karishma	IQAC Coordinator	Management and Commerce
05	Ms. Jyoti	IQAC Coordinator	Pharmacy
06	Dr. Asha	IQAC Coordinator	Law and Legal Studies
07	Dr. Saksham Saxena	IQAC Coordinator	Health and Allied Sciences
08	Dr. Shabana Anjum	IQAC Coordinator	Liberal Education
09	Ms. Rinki Hooda	IQAC Coordinator	Liberal Education
10	Dr. Ganesh Dixit	IQAC Coordinator	Engineering and Technology

#### Following Members were absent in the Meeting

S.NO	Name	Designation	Name of School
01	Dr. Smrit Singh	IQAC Coordinator	Physiotherapy

02	Dr. Manish Verma	IQAC Coordinator	Veterinary and Animal Sciences
03	Dr. Akansha Sharma	IQAC Coordinator	Agriculture

S.NO	Proceedings	Action Taken
01	<p><b>Agendas:</b> <b>Orientation of Data Templates of All criteria 1 to 7</b></p> <p>Honorable Vice Chancellor sir briefed all IQAC Coordinators regarding Data Templates shared by IQAC from Criteria 1 to 7</p> <p>Honorable Vice Chancellor sir asked all IQAC Coordinators to close the activity by 30 th October, 2025</p> <p><b>Data from January 2024 to September 2025 to be filled in the Template</b></p>	All IQAC Coordinators
02	<p><b>Agenda: Orientation of Monthly Report Format shared by IQAC</b></p> <p>Honorable Vice Chancellor sir discussed all the components of Monthly Report format.</p> <p>Format will be used from <b>October, 2025</b> and need to be submitted to IQAC Office by end of First week of every month duly signed by Head of Department and Concerned Dean.</p>	Dean, HoD and IQAC Coordinators
03	<p><b>Agenda: Status of Student Satisfaction Survey</b></p> <p>Honorable Vice Chancellor sir asked all IQAC Coordinator's to close the activity by <b>30<sup>th</sup> October, 2025</b> after that no response will be considered.</p> <p>Honorable VC sir asked Dr. Vishal Choudhary-Deputy Head IQAC to make a compiled report of the activity and submit</p>	IQAC Coordinators and Deputy Head IQAC

## OFFICE OF THE IQAC

04	<b>Agenda: Discussion of Google Form Related to Research Data</b>  Honorable Vice Chancellor sir briefed all IQAC coordinators about the Google Form Related to Research Data and asked all IQAC Coordinators to sensitize all faculty of their department and fill the form.	All Faculty Members
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**Vice Chancellor  
Sanskaram University**

Attendance Sheet

IQAC Meeting

Date: 28<sup>th</sup> November, 2025

Venue: VC Office

S.NO	Name	Name of School	Designation	Signature
01	Prof. (Dr) Chandra Prakash	Sanskaram University	Vice Chancellor	
02	Dr. Vishal Choudhary	Sanskaram	Deputy Head IQAC	
03	Ms. Seema Yadav	Management Comm	Asst. Prof.	
04	Ms. Karishma	Mgt. & Comm.	Asst. Prof.	
05	Ms. Jyoti	Pharmacy	Assistant Professor	
06	Dr. Asha	Law & Legal Studies	Asst. Prof.	
07	SAKSHAM SAXENA	Health & Applied Science	Asst. Prof	
08	Dr. Shabana Anjum	Liberal Education	Asst. Prof.	
09	Mrs. Rinki Hoda	Liberal Education	Assistant Professor	
10	Dr. Gnan Kr. Divit	Engg & Tech	Asst. Prof.	

# OFFICE OF THE IQAC

## Minutes of Meeting

SU/IQAC/MoM/02

A Meeting is conducted chaired by Honorable Vice Chancellor sir with all IQAC Coordinators of all colleges

Date: 3<sup>rd</sup> October, 2025

Time: 2:00 PM Onwards

Venue: VC Office

### Following Members were Present in the Meeting

S. No	Name	Designation	Name of School
01	Prof. (Dr.) Chander Prakash	Vice Chancellor	Sanskaram University
02	Dr. Vishal Choudhary	Deputy Head IQAC	Sanskaram University
03	Dr. Narayan Dixit	Dean Management	Commerce and Management
04	Ms. Jyoti	IQAC Coordinator	Pharmacy
05	Dr. Asha	IQAC Coordinator	Law and Legal Studies
06	Dr. Saksham Saxena	IQAC Coordinator	Health and Allied Sciences
07	Dr. Shabana Anjum	IQAC Coordinator	Liberal Education
08	Ms. Rinki Hooda	IQAC Coordinator	Liberal Education
09	Dr. Ganesh Dixit	IQAC Coordinator	Engineering and Technology
10	Dr. Akansha	IQAC Coordinator	Agriculture
11	Dr. Smriti Singh	IQAC Coordinator	Physiotherapy

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**Following Members were absent in the Meeting**

S.NO	Name	Designation	Name of School
01	Dr. Babita Hooda	IQAC Coordinator	Basic and Applied Sciences
02	Dr. Manish Verma	IQAC Coordinator	Veterinary and Animal Sciences

S.NO	Proceedings	Action Taken
01	<p><b>Agendas:</b></p> <p>Review Proceedings of Previous Meeting Conducted on 19<sup>th</sup> September 2025</p>	All IQAC Coordinators
02	<p><b>Agenda: Finalizing Mechanism for Data Collection of Academic Year 2024-25</b></p> <p>Honorable Vice Chancellor asked to upload NAAC Manual, SOP in the colleges folder on drive and asked all coordinators to kindly go through it once.</p> <p>Honorable Vice Chancellor sir asked Dr. Vishal Choudhary to plan orientation session of all criteria for all schools.</p>	IQAC Coordinators and Deputy Head IQAC
03	<p><b>Agenda: Event Calendar</b></p> <p>Honorable Vice Chancellor sir asked all IQAC Coordinators to discuss Event Calendar for the A.Y 2025-26 with their Head of Department and Deans and Submit to IQAC Office.</p>	Dean, HoDs and IQAC Coordinator

## OFFICE OF THE IQAC

<b>04</b>	<p><b>Agenda: Discussion of IQAC Tab- Website content</b></p> <p>Dr. Vishal Choudhary Presented all the content of IQAC Tab</p> <p>Vision &amp; Mission of IQAC</p> <p>Strategies</p> <p>Function</p> <p>Roles of Responsibility</p> <p>Honorable Vice Chancellor sir finalized the content with some changes and asked Dr. Vishal Choudhary to share the content with Website Coordinator so that it can be displayed on the university Website</p>	<p>Deputy Head IQAC Website Coordinator at University Level</p>
<b>05</b>	<p><b>Agenda: Standard Template For MoU Signing</b></p> <p><b>Honorable</b> Vice Chancellor sir directed Dr Vishal Choudhary to Make a standard format for MoU signing and share with all Schools of Sanskaram University so that uniformity can be maintain at central level documentation.</p>	<p>Deputy Head IQAC</p>
<b>06</b>	<p><b>Agenda: Monthly Report Format</b></p> <p>Honorable Vice Chancellor sir asked Dr. Vishal Choudhary, Deputy Head IQAC to make a elaborated format covering all components of Ranking, Rating and Accreditation so that it can be circulated with all schools and central level data can be compiled.</p>	<p>Deputy Head IQAC</p>

	<p>This Monthly Report format will come in effect from October, 2025. Data from October 2025 will be submitted in this format.</p> <p>Same Format Pdf to be uploaded on the IQAC Tab-University Website</p>	
07	<p><b>Agenda: Student Satisfaction Survey</b></p> <p>Honorable Vice Chancellor sir asked to sensitize all IQAC Coordinators about Student Satisfaction Survey and same activity to be conducted for the Academic Year 2024-25</p> <p>Dr. Vishal Choudhary requested all IQAC Coordinators to start collection student's information like Contact details and email address of student.</p>	<p>Deputy Head IQAC IQAC Coordinators</p>

**Vice Chancellor  
Sanskaram University**

# OFFICE OF THE IQAC

## Minutes of Meeting

SU/IQAC/MoM/01

A Meeting is conducted chaired by Honorable Vice Chancellor sir with all IQAC Coordinators of all colleges

Date: 19<sup>th</sup> September, 2025

Time: 2:00 PM Onwards

Venue: VC Office

Following Members were Present in the Meeting

S. No	Name	Designation	Name of School
01	Prof. (Dr.) Chander Prakash	Vice Chancellor	Sanskaram University
02	Dr. Vishal Choudhary	Deputy Head IQAC	Sanskaram University
03	Dr. Narayan Dixit	Dean Management	Commerce and Management
04	Ms. Jyoti	IQAC Coordinator	Pharmacy
05	Dr. Asha	IQAC Coordinator	Law and Legal Studies
06	Dr. Saksham Saxena	IQAC Coordinator	Health and Allied Sciences
07	Dr. Shabana Anjum	IQAC Coordinator	Liberal Education
08	Ms. Rinki Hooda	IQAC Coordinator	Liberal Education
09	Dr. Ganesh Dixit	IQAC Coordinator	Engineering and Technology
10	Dr. Akansha	IQAC Coordinator	Agriculture
11	Dr. Smriti Singh	IQAC Coordinator	Physiotherapy

## OFFICE OF THE IQAC

	Dr. Babita Hooda	IQAC Coordinator	Basic and Applied Sciences
	Dr. Manish Verma	IQAC Coordinator	Veterinary and Animal Sciences

### Following Members were absent in the Meeting

S.NO	Name	Designation	Name of School
-	-	--	-
-	-	-	-

S.NO	Proceedings	Action Taken
01	<p><b>Agenda: Role of IQAC in University Structure</b></p> <p>Honorable Vice Chancellor oriented all newly Appointed IQAC Coordinators about the role and Responsibility of IQAC.</p> <p>New IQAC Coordinators are appointed on</p>	
02	<p><b>Agenda: Draft Website Content</b></p> <p>Honorable Vice Chancellor sir Dr. Vishal Choudhary, Deputy Head IQAC to draft content for IQAC Tab on University Website and Present in the next meeting.</p>	Deputy Head IQAC
03	<p><b>Agenda: Load Adjustment Performa</b></p> <p>Honorable Vice Chancellor Directed Dr. Vishal Choudhary to make a Load Adjustment Performa.</p>	Deputy Head IQAC

## OFFICE OF THE IQAC

	And get it approved and circulate with all schools of Sanskaram University	
04	<b>Agenda: Standard Event Report Performa</b>  Honorable Vice Chancellor sir asked Dr. Vishal Choudhary, Deputy Head IQAC to make a standard Event Report perfoma and share with all schools of Sanskaram University so that uniformity can be maintain in documents across all schools of Sanskaram University	Deputy Head IQAC
05	<b>Agenda: MoU Signed Till</b>  Honorable Vice Chancellor sir asked Dr. Vishal Choudhary, Deputy Head IQAC to make a google form for collecting data of MoU Signed till date and circulate with all IQAC Coordinators	Deputy Head IQAC IQAC Coordinators



Vice Chancellor  
Sanskaram University