

MINUTES OF MEETING

SU/IQAC/MOM /2025-26/ 01
2025

Date: 10th December,

Date: 8th December, 2025

Time: 11:00AM Onwards

Venue: University Conference Hall

First IQAC Meeting for the Academic Year 2025-26 with Stakeholders

Members Present:

Sl. No.	Composition	Designation	Member's Name
1	Chairperson	Vice Chancellor, SU	Dr. Gurdial Singh
2	HoIs/Deans/Directors	1. Dean Academics 2. Dean & Professor (Veterinary) 3. Dean & Professor Sanskaram College of Pharmacy 4. Dean, School of Law and Legal Studies 5. Professor	1. Dr. Divya Tyagi 2. Dr. Sunil Kumar Rastogi 3. Dr. Rupesh Dudhe 4. Dr. Sushil Sharma 5. Dr. Narayan Dikhit
3	Nominee from Management	Nominee from BoM, SU	Mrs. Shalu - Director HR

Sl. No.	Composition	Designation	Member's Name
4	Administrative Officers	Registrar, SU COE, SU	Mr. Satish Kumar, Prof. (Dr.) Md. Ehtesham Haider,
5	Nominees from Local Society/Alumni/Students	Local Society Representative Student's Representative	Mr. Ashutosh (BPT 2024)
6	Nominees from Industries	Industrialist(s)	Dr. Prateek – Head, Flexible Solar Department, P3C Technology and Solutions Pvt. Ltd.
7	IQAC Member (Coordinator/Deputy Head)	Deputy Head IQAC	Dr. Vishal Choudhry

Attendance Sheet (Annexure 1)

Circular (Annexure 2)

Circulation of Agenda to all Members (Email PDF) Annexure 3

Agenda-wise Proceedings:

S. No	AGENDA	PROCEEDINGS

01	Agenda 1: Introduction of New Members	The meeting commenced with the formal introduction of all newly appointed IQAC members as per IQAC Approval Note sheet no SU/IQAC/2025/NS/33 . Chairperson Dr. Gurdial Singh sir welcomed the members and emphasized their role in quality enhancement and institutional development <i>(Annexure 14 Attached)</i>
02	Agenda 2: Confirmation of Previous Minutes of Meeting	The minutes of the previous meeting were presented. The members reviewed the same, and it was confirmed without any modifications Minutes of Internal Meeting conducted regularly with all IQAC Coordinators of all schools of Sanskaram University is reviewed. It was also confirmed without any modification. Annexure 4A attached Annexure 4B attached <i>(Internal Meeting Conducted by IQAC office)</i>
03	Agenda 3: Presentation of University Policies by IQAC	Deputy Head IQAC, Dr. Vishal Choudhary presented the following institutional policies developed and implemented for quality assurance: <ul style="list-style-type: none"> • Maintenance Policy Annexure 5A

		<ul style="list-style-type: none"> • Environment and Sustainability Policy Annexure 5b • • Feedback Policy Annexure 5C attached • Library Policy Annexure 5D attached • Quality Policy Annexure 5 E attached <p>The members appreciated the structured framework and recommended effective dissemination and strict compliance across all departments.</p>
04	<p>Agenda 4: Academic Audit Report of All Schools</p>	<p>Dr. Vishal Choudhary, Deputy Head IQAC presented the Academic Audit Report of all Schools off Academic Audit along with the Action Taken Report (ATR). Key observations included:</p> <ul style="list-style-type: none"> • Strengthening of teaching-learning processes • Enhancement in documentation practices <p>The committee suggested continuous monitoring and periodic review mechanisms</p>



		Annexure 6 A-Circular and academic audit reports of all schools attached Annexure 6B- Action Taken Report attached.
05	Agenda 5: Library Audit Report	<p>The Library Audit Report, along with the Action Taken Report and Library Feedback Analysis, was 04presented. Key highlights included:</p> <ul style="list-style-type: none">• Improvement in digital resources• Increased student utilization• Need for extended access hours <p>Recommendations were made to further modernize library services and strengthen e-resource accessibility.</p> Annexure 7 Attached
06	Agenda 6: Student Satisfaction Survey (2024-25)	<p>IQAC presented the Student Satisfaction Survey Report for the academic year 2024-25 along with the Action Taken Report. Key insights:</p> <ul style="list-style-type: none">• Positive feedback on faculty engagement• Suggestions for infrastructure enhancement• Need for more experiential learning opportunities

		<p>The committee advised departments to incorporate feedback into academic planning.</p> <p>Annexure 8 A- Approval Note sheet for conducting SSS attached</p> <p>Annexure 8 B- Student Satisfaction Report attached.</p> <p>Annexure 8C- Action Taken Report attached.</p>
07	Agenda 7: SOP for Field Visits and Educational Tours	<p>A Standard Operating Procedure (SOP) for conducting field visits and educational tours was presented. The SOP includes:</p> <ul style="list-style-type: none"> • Approval processes • Safety guidelines • Learning outcome mapping <p>The SOP was approved and recommended for immediate implementation.</p> <p>Annexure 9 Attached</p>
08	Agenda 8: Strategic Plan Document	<p>The IQAC presented the Strategic Plan Document outlining short-term and long-term goals of the university. The plan focuses on:</p> <ul style="list-style-type: none"> • Academic excellence • Research enhancement

		<ul style="list-style-type: none"> • Infrastructure development • Stakeholder engagement <p>The committee appreciated the vision and approved the document</p> <p>Annexure 10 Attached</p>
09	Agenda 9: All Academic and administrative Templates shared by IQAC	<p>The standardized Formats prepared by IQAC was shared with all Schools. The format aims to:</p> <ul style="list-style-type: none"> • Ensure uniform documentation • Track academic and administrative progress • Facilitate timely reporting <p>All Schools were instructed to adopt the format with immediate effect.</p> <p>Annexure 11 Attached (MoM Format, Event Approval Format, Transfer of charge format, monthly report format, Event Report format, allotment of codes to all schools so proper file number documentation.)</p>

10	Agenda 10 Website content including Vision & Mission of IQAC, Goals and Objectives	Deputy Head Dr. Vishal Choudhary presented all the Content of Website. Adding IQAC Tab on website. Annexure: 12: Website Content attached.
11	Agenda 11 Library Advisory Committee	Library advisory committee is formed with the approval note sheet no of IQAC First Meeting of Academic year 2025-26 is conducted under the chairperson Dr. Gurdial Singh, Vice Chancellor Sanskaram University. Annexure 13 A: Approval Notehseet of LAC Composition. Annexure 13 B: Minutes of Meeting
10	Conclusion:	All agendas were discussed in detail, and necessary suggestions were incorporated. The meeting concluded with a commitment to continuous quality improvement. Remaining Annexures Annexure 14. Revised IQAC Composition Note sheet attached NO.
11	Vote of Thanks:	The meeting ended with a formal vote of thanks proposed by the Deputy Head IQAC, Dr. Vishal Choudhary, expressing gratitude to honorable Vice Chancellor Dr. Gurdial Singh

		(Chairperson IQAC) and all members for their valuable contributions
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Vishal

Prepared by: Dr. Vishal Choudhary, Deputy Head IQAC

Gurdial Singh

Approved by: Dr. Gurdial Singh, Vice Chancellor Sanskaram University
Chairperson, IQAC



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