





## SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)  
Plot No. 147, Sector 44, Gurugram (Haryana) 122003, Email: [info@svsu.ac.in](mailto:info@svsu.ac.in)

### Office Order

**Subject: Reconstitution of the Steering Committee of the Internal Quality Assurance Cell (IQAC).**

In pursuance of the guidelines laid down by the National Assessment and Accreditation Council (NAAC) and to ensure the systematic promotion of quality enhancement initiatives across the University, the Steering Committee of the Internal Quality Assurance Cell (IQAC) is hereby reconstituted for a term of two years.

The composition of the reconstituted IQAC Steering Committee is as follows:

| S. No. | Role in IQAC    | Designation / Category                                  | Nominated Member                                       |
|--------|-----------------|---|--|
| 1      | Chairperson     | Head of the Institution                                 | Prof. (Dr.) Dinesh Kumar<br>Vice Chancellor            |
| 2      | Director IQAC   | Director IQAC   | Prof. S. K. Sinha                                      |
| 3      | Member          | Senior Administrative Officer                           | Registrar, SVSU  |
| 4      | Members         | Senior Faculty Members                                  | Dean, SFET   |
|        |                 |   | Dean, SFMSR  |
|        |                 |   | Dean, SFA  |
|        |                 |   | Dean, SFASH  |
|        |                 |   | Director (R&D)   |
|        |                 |   | Dean, Student Welfare (DSW)                            |
|        |                 |   | Chairperson, SDAS                                      |
|        |                 |   | Chairperson, SDMS                                      |
| 5      | Member          | Management Representative                               | Dean/Associate Dean, Affiliation                       |
|        |                 |   | Dean, Academic Affairs                                 |
| 6      | Members         | Nominees from Students & Alumni                         | Mr. Shambhu (Alumnus, M.Sc. MLT)                       |
|        |                 |   | Mr. Chandrashekhar (Alumnus, Agriculture)              |
| 7      | Members         | Nominees from Employers / Industrialists / Stakeholders | Mr. Arvind Kaul (MD, East-West Automation)             |
|        |                 |   | Mr. Samrat Chouhan (MD, Sabari.AI)                     |
| 8      | External Expert | Quality Expert NAAC                                     | Prof. (Dr.) Dinesh Kumar<br>(Professor of Geo-Physics) |
| 9      | Member          | IQAC Coordinator  | Dr Samarth Singh (Skill Asso. Prof.)                   |





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### Key Functions & Responsibilities of the IQAC:

- Development and application of quality benchmarks for academic and administrative activities.
- Facilitating a learner-centric environment and faculty development.
- Collecting and analyzing feedback from students, parents, and other stakeholders.
- Disseminating information on quality parameters in higher education.
- Organizing workshops and seminars on quality-related themes.
- Documenting all programs and activities leading to quality improvement.
- Acting as the nodal agency for quality-related initiatives and best practices.
- Developing and maintaining an institutional database through MIS.
- Fostering a culture of quality within the institution.
- Preparing and submitting the Annual Quality Assurance Report (AQAR) to NAAC.

The first meeting of the reconstituted IQAC shall be convened by the Coordinator at the earliest.

*J. Sharma*  
Registrar  
SVSU

Ref. No.: SVSU/25/Reg.Off./686-692

Date: 12.11.2025

A copy of the above is forwarded to the following for information and necessary action:

1. Hon'ble Vice Chancellor, SVSU
2. All Members of IQAC
3. Registrar, SVSU
4. Director IQAC, SVSU
5. Dean Academics, SVSU
6. IQAC Coordinator
7. Office File

*Shalini*  
Assistant



At the outset, the Hon ble Chairman of the Committee extended a warm welcome to all the members for attending the IQAC meeting. He also expressed his special gratitude to Prof. Dinesh Kumar and Mr. Arvind Kaul for sparing their valuable time from their busy schedules to attend the meeting and for their insightful suggestions. Thereafter, the agenda items were taken up one by one for discussion.

| ITEM No.   | AGENDA ITEMS   |
|------------|--|
| IQAC/03/01 | <b>To consider and confirm the Minutes of the 2<sup>nd</sup> Steering Committee meeting held on 04.11.2023.</b>  |
|            | The members considered and approved the Minutes of the 2nd Steering Committee Meeting held on 04.11.2023.  |
| IQAC/03/02 | <b>To consider and confirm the action taken report of the 2<sup>nd</sup> steering committee.</b>   |
|            | The members considered and approved the Action Taken Report (ATR) of the previous meeting.   |
| IQAC/03/03 | <b>To consider and confirm the Minutes of the meeting held on 02.03.2026.</b>  |
|            | The members considered and approved the Minutes of the 2nd Steering Committee Meeting held on 02.03.2026.  |
| IQAC/03/04 | <b>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.</b>   |
|            | The members considered and approved appointment of Criteria Coordinators and committee members as per NAAC requirements it was decided that: <ul style="list-style-type: none"> <li>• IQAC will constitute committees as per the NAAC criteria</li> <li>• Each department will nominate its own NAAC Coordinator</li> </ul> <p>(Action to be taken by: IQAC). List Attached at Annex-1</p>   |
| IQAC/03/05 | <b>To consider and approve the development of a dedicated Webportal/webpage for IQAC.</b>  |
|            | The members considered and approved development of IQAC Web Portal/Webpage. <p>(Action to be taken by: Webadmin)</p>   |
| IQAC/03/06 | <b>To consider and approve the 2026-2027 Action Plan, including the formal documentation process for all internal and external university activities.</b>  |
|            | The members considered and approved Action Plan (2026-27) was presented in detail. All action points were discussed thoroughly. The Hon'ble Vice-Chancellor directed that: <ul style="list-style-type: none"> <li>• All points of the action plan must be implemented in a time-bound manner</li> <li>• All departments and concerned branches must ensure proper documentation</li> </ul> <p>(Action to be taken by: IQAC) at annex 2</p> |
| IQAC/03/07 | <b>To consider and confirm IDP Revision as per UGC Norms, along with the constitution of the Committee.</b>  |
|            | The matter regarding IDP Revision as per UGC norms was discussed. It was decided that a committee would be constituted for revision of IDP. <p>(Action to be taken by: DAA)</p>  |
| IQAC/03/08 | <b>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.</b>  |




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|                    | The members considered and approved proposal of Student Health Card.<br><b>(Action to be taken by: DSW)</b>   |
| <b>IQAC/03/09</b>  | <b>To consider and approve the revised Student Feedback Proforma designed to enhance quality in education, research, and infrastructure.</b>  |
|                    | The members considered and approved the student feedback, parents' feedback, Teacher feedback, employer feedback, & Alumni feedback proformas.<br><b>(Action to be taken by: IQAC) at annex 3</b>           |
| <b>IQAC/03/10</b>  | <b>To consider and approve a proposal for conducting workshops and training sessions for teachers in affiliated colleges to enhance professional capabilities.</b>  |
|                    | The members considered and allowed the conduct of workshops and training programs.<br><b>(Action to be taken by: IQAC)</b>  |
| <b>IQAC/03/011</b> | <b>To consider and approve initiatives regarding Institutional Social Responsibility (ISR).</b>   |
|                    | The members noted and approved, All Deans, Chairpersons, and Faculties, NSS Coordinator will share reports of activities with IQAC  |
| <b>IQAC/03/012</b> | <b>To consider and approve departmental meetings in the first week of every month.</b>  |
|                    | All members considered and approved that All departments must conduct meetings regularly and Meetings must be held in the first week of every month.<br><b>(Action to be taken by: DAA &amp; All Deans)</b> |
| <b>IQAC/03/013</b> | <b>To consider and approve the initiation of new skill-based courses.</b>   |
|                    | The members considered and approved the proposal to initiation of new skill-based courses.<br><b>(Action to be taken by: DAA &amp; Director Research)</b>   |
| <b>IQAC/03/014</b> | <b>To consider and approve the implementation/promotion of the research fund, seed money for regular teachers.</b>  |
|                    | The members considered and approved research fund/seed money for regular teachers.<br><b>(Action to be taken by: Director Research)</b>   |
| <b>IQAC/03/015</b> | <b>To consider and approve APAR as per UGC Guidelines.</b>  |
|                    | The members noted that APAR, as per UGC guidelines, is already in progress<br><b>(Action to be taken by: IQAC)</b>  |
| <b>IQAC/03/016</b> | <b>To consider and approve special training programs of MOOCs for teachers.</b>   |
|                    | The members considered and approved special training programs (MOOCs) for teachers be arranged.<br><b>(Action to be taken by: IQAC)</b>   |
| <b>IQAC/03/17</b>  | <b>To consider and suggest that at least one MOOC course in each department is developed as per SWAYAM guidelines &amp; upload on the MOOCs portal with incentive.</b>                                      |



|                   |  |
|-------------------|--|
|                   | The members considered and approved that at least one MOOC course per department should be developed and for the incentive committee to be notified by DAA.<br><br>(Action to be taken by: IQAC)   |
| <b>IQAC/03/18</b> | <b>To consider and review Admissions in various courses.</b><br>The members considered and approved the review of admissions in various courses.<br>(Action to be taken by: DAA & All Deans)   |
| <b>IQAC/03/19</b> | <b>To consider and approve the development of Mentor-Mentee Proforma Streeting.</b><br>The members considered and approved the Mentor-Mentee Proforma & Department-wise placement activities should be strengthened.<br><br>(Action to be taken by: IQAC) at annex 4 |
| <b>IQAC/03/20</b> | <b>To consider and approve the development of various policies as required by NAAC.</b><br>The members considered and approved that university policies must be reviewed and revised<br><br>(Action to be taken by: Registrar's Office)                              |

The meeting ended with a vote of thanks to the Chair.

  
Director 12/06/26

Internal Quality Assurance Cell  
SVSU, Palwal

