



Subharti Medical College

Recognized by Govt. of India, Ministry of Health & Family Welfare, Govt. Letter No. U.12012/69/96-ME(P)
Website: medical.subharti.org, e-mail: medical@subharti.org, Ph.: 0121-3055000 (Extn: 2118), Telefax: 0121-2439127, 2439067
A constituent college of



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

No: SMC/G/M-60/ 5081

Date: 28-05-2025

NOTICE

All HoDs, NAAC Coordinators & Departmental Clerks (involved in NAAC work) are to mandatorily attend a training programme on "Uploading data on KNACK portal" organized by QEWCSMC from 4th to 6th June 2025.


The schedule for training of the departments is as follows:-

1. 4th June 2025 – Department of Anatomy, Pathology, ENT, Orthopedics, Paediatrics, Psychiatry Anaesthesia, Ophthalmology and Respiratory Medicine.
2. 5th June 2025 – Department of Physiology, Pharmacology, General Medicine, Forensic Medicine Dermatology, Radiation Oncology, Microbiology, Neurosurgery and Emergency Medicine.
3. 6th June 2025 – Department of Biochemistry, Community Medicine, Cardiology, Paramedical, MHA General Surgery, Obst. & Gynae, Radio-Diagnosis.

Venue of the Event: Committee Hall, SMC

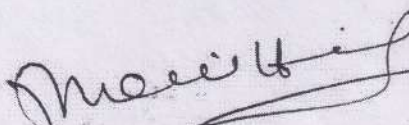
Time: 11 am onwards

Note: - It is Mandatory for all to attend the training.


(Dr. Mahesh Kumar Mittal
Principal and Dear

Copy for Information and necessary action to:-

1. The SMS/MS/DMS, CSSH
2. The Registrar, SVSU,
3. The IQAC, SVSU,
4. The NAAC Coordinator –SMC.
5. The IT, Department, SVSU
6. The Professor & Head, Dept. of _____.
7. All Concerned Members.


(Dr. Mahesh Kumar Mittal

**Attendance Sheet for training programme on "Uploading data on KNACK portal"
organized by QEWC (Quality Enhance Working Committee) SMC from 4th to
6th June 2025**

Date: 04/06/2025

Venue – Committee Hall, SMC

Time: 11: AM onwards

Attendance Sheet

S.N.	Department	Name	Designation	Signature
	Anatomy	Dr. Poo	HOD	
		Dr. Pooja Dawari	NAAC Coordinator	<i>Pooja</i>
		Sanjeev Kumar	Clerk	<i>Sanjeev</i>
	Pathology	Praveen Kumar	HOD	
		Dr. Sidant Malik	NAAC Coordinator	<i>Sidant</i>
		Praveen Kumar	Clerk	<i>Praveen</i>
	ENT	Sandeep Kumar	HOD	
		Lakshay	NAAC Coordinator	<i>Lakshay</i>
		Sandeep Kumar	Clerk	<i>Sandeep</i>
	Orthopaedics	Dr.	HOD	
		Dr. Sudhanshu Kesarnani	NAAC Coordinator	<i>Sudhanshu</i>
		Vipin Singh Rana	Clerk	<i>Vipin</i>
	Psychiatry		HOD	
		Dr. Swaleha	NAAC Coordinator	<i>Swaleha</i>
		Sumit Kumar	Clerk	<i>Sumit</i>
	Anaesthesia	Dr. Subina Zafreen	HOD	
		ANKUSH KUMAR	NAAC Coordinator	<i>ANKUSH</i>
			Clerk	
	Ophthalmology		HOD	
		Dr. Neha	NAAC Coordinator	<i>Neha</i>
		Bhaskor Kumar	Clerk	<i>Bhaskor</i>
	Respiratory Medicine		HOD	
		DR Sukhbir Singh	NAAC Coordinator	<i>Sukhbir</i>
		Sendana Khanna	Clerk	<i>Sendana</i>
	MHA	Dr. Muzamil Basit	HOD / OAO	<i>Muzamil</i>
			NAAC Coordinator ✓	
		Pankaj Kumar	Clerk	<i>Pankaj</i>
		Sandeep Kumar		
	Speaker	ANSHUL CHAUDHARY	OUTSITE Eng.	<i>Anshul</i>
		ANKUR	System Analyst	<i>Ankur</i>

Attendance Sheet for Training programme on "Uploading data on KNACK portal" organized by QEWC (Quality Enhance Working Committee) SMC from 4th to 6th June 2025

Date: 05/06/2025

Venue – Committee Hall, SMC

Time: 11: AM onwards

Attendance Sheet

S.N.	Department	Name	Designation	Signature
	Physiology		HOD	
		Dr. Archana Agarwal	NAAC Coordinator	<i>Archana</i>
			Clerk	
	Pharmacology	Dr. G. M. L. (Dr. Singh)	HOD	<i>GM</i>
		Dr. Navdeep Singh Kambhajan, Jag Mohan	NAAC Coordinator	<i>Navdeep</i>
			Clerk	<i>Be, Smita</i>
	General Medicine	Dr. Suresh Singhel	HOD	<i>Suresh</i>
		Dr. Anoop Pradip Singh Kavinder	NAAC Coordinator	<i>Anoop</i>
			Clerk	<i>Anoop</i>
	Forensic Medicine	SUNIL KUMAR	HOD	<i>Sunil</i>
		Dr. Abhishek Sangal Suresh Kumar	NAAC Coordinator	<i>Abhishek</i>
			Clerk	<i>Abhishek</i>
	Dermatology		HOD	
	(attended on 4/6/25)	Dr. ROBIN CHUGH	NAAC Coordinator	<i>Robin</i>
	"	SHASHI KAVIT	Clerk	<i>Shashi</i>
	Radiation Oncology	Dr. Arun K. Verma	HOD	<i>Arun</i>
			NAAC Coordinator	
		Gaurav Kumar	Clerk	<i>Gaurav Kumar</i>
	Microbiology	Dr. Aneta Pandey	HOD	<i>Aneta</i>
		Dr. Animesh Panda	NAAC Coordinator	<i>Animesh</i>
		Mr. Surendra Singh	Clerk	<i>Surendra</i>
	Neurosurgery	Dr. Virek Tomar	HOD	<i>Virek</i>
			NAAC Coordinator	
			Clerk	
	Emergency Medicine		HOD	
			NAAC Coordinator	
			Clerk	
	Paediatrics	Dr. Ajay Puri	HOD	<i>Ajay Puri</i>
		Dr. Kamal Parihar	NAAC Coordinator	<i>Kamal</i>
		Mr. Harshendra Chauhan	Clerk	<i>Harshendra</i>
		Dr. Kalpana Chauhan		<i>Kalpana</i>
		Dr. Anju Datta	NAAC Criteria 4 Coord	<i>Anju</i>
		Dr. Prashant Singhal	NAAC Criteria 4 Coord	<i>Prashant</i>

Attendance Sheet for training programme on "Uploading data on KNACK portal" organized by QEWC (Quality Enhance Working Committee) SMC from 4th to 6th June 2025

Date: 06/06/2025

Venue – Committee Hall, SMC

Time: 11: AM onwards

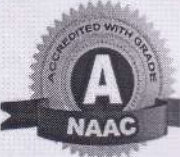
Attendance Sheet

S.N.	Department	Name	Designation	Signature
	Biochemistry	Dr Jasmon Kaur	HOD	Jasmon
①	Dr Neha Sehara	Dr. Neha Sehara	NAAC Coordinator	Neha Sehara
		Sheeta	Clerk	Sheeta
	Community Medicine	Dr. Lawan Jaiswal	HOD	Lawan
			NAAC Coordinator	ESD
			Clerk	
	Cardiology		HOD	
			NAAC Coordinator	
		Sunil GoSwami	Clerk	Sunil
	Paramedical,	Dr. Pankaj R. Mishra	HOD	Pankaj
		Hiba Khan	NAAC Coordinator	Hiba
		Abhishek	Clerk	Abhishek
	General Surgery		HOD	
		Dr. Anshul Vishni	NAAC Coordinator	Anshul
		Shina Kumar	Clerk	Shina Kumar
	Obs. & Gynae		HOD	
			NAAC Coordinator	
		Rameshwer Kumar	Clerk	Rameshwer
	Radio-Diagnosis	Dr. Nupur	HOD	Nupur
		Dr. Anursha Singh	NAAC Coordinator	Anursha
		Arun Kumar	Clerk	Arun
		Shity Jain		Shity Jain
		Dr. Ayush Singh	JR-II	Ayush
		Dr. VIVEK BHATI	JR-I	Vivek
		Dr. Vibhuti	JR-I	Vibhuti
		Dr. Ridani	JR-I	Ridani
		Dr. Puri		Puri



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Office of the QEWC-SMC

Ref. No. SMC/G/M-60/5168

Dated: 09.06.2025

REPORT

COMPREHENSIVE REPORT ON COMPLETION OF "UPLOADING DATA ON KNACK PORTAL" TRAINING PROGRAMME

1. Introduction:

A comprehensive and mandatory training Programme on "Uploading data on KNACK portal" was successfully organized and conducted by the Quality Enhancement & Working Committee (QEWC) from June 4th to June 6th, 2025. This detailed report outlines the objectives, conduct, and outcomes of the training Programme, which was initiated as per the scheduled notice (No: SMC/G/M-60/5081 dated 28-05-2025). All sessions were held at the Committee Hall, SMC, commencing at 11 am daily, ensuring a conducive environment for learning and interaction.

2. Training Objectives:

The overarching objective of this meticulously planned training Programme was to empower all concerned Heads of Departments (HoDs), NAAC Coordinators, and Departmental Clerks (who are actively involved in NAAC-related data management) with the essential skills, knowledge, and practical understanding required for the efficient, accurate, and compliant uploading of institutional data onto the KNACK portal. This initiative is a critical step in enhancing the college's preparedness for the upcoming NAAC accreditation assessment. Specific sub-objectives included:

- Familiarizing participants with the interface and functionalities of the KNACK portal.
- Clarifying the precise data requirements and formats as stipulated by NAAC guidelines.
- Addressing potential challenges for common data uploading issues.
- Reinforcing the importance of data integrity and confidentiality.

3. Departments Covered:

The training Programme was strategically structured into daily sessions, with specific departments allocated to each day to facilitate focused instruction and allow for comprehensive coverage of departmental-specific queries. Attendance was rigorously enforced and mandatory for all designated personnel, ensuring maximum participation and benefit.

- **Day 1: 4th June, 2025**
 - ❖ **Departments Covered:** Department of Anatomy, Pathology, ENT, Orthopedics, Psychiatry, Anesthesia, Ophthalmology, MHA and Respiratory Medicine.
- **Day 2: 5th June, 2025**



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- ❖ **Departments Covered:** Department of Physiology, Pharmacology, General Medicine, Forensic Medicine, Dermatology, Radiation Oncology, Microbiology, Neurosurgery, Paediatrics, and Emergency Medicine.
- **Day 3: 6th June, 2025**
 - ❖ **Departments Covered:** Department of Biochemistry, Community Medicine, Cardiology, Paramedical, General Surgery, Obst. & Gynae, and Radio-Diagnosis.

4. Programme Conduct and Content:

The training sessions were delivered with a strong emphasis on practicality and interaction. Each day's programme included:

- **Guest Speaker:** Experts from IT team of SVSU namely Mr. Anshul Chaudhary and Mr. Arjun provided step-by-step demonstrations of the KNACK portal's interface, including login procedures, module navigation, and specific fields for data entry.
- **Module-Wise Explanation:** Each relevant module (24 out of 125 matrices) within the KNACK portal pertinent to NAAC criteria (e.g., teaching-learning, research, infrastructure, student support) was thoroughly explained, highlighting the type of data required and the acceptable formats.
- **Query Resolution Sessions:** Dedicated time slots were allocated for interactive Question & Answer sessions, where participants' specific departmental challenges and queries regarding data compilation and uploading process were addressed by the IT team.
- **Troubleshooting Common Issues:** The trainers shared insights into frequently encountered problems during data uploading and provided practical solutions and workarounds. This proactive approach was aimed to minimize errors and delays during the actual submission process.

5. Outcomes:

Upon successful completion of the three-day intensive training programme, participants were expected to demonstrate enhanced proficiency in the following key areas:

- **Proficient Navigation:** Participants became well-versed in navigating the various sections and functionalities of the KNACK portal with confidence.
- **Clear Understanding of Data Requirements:** A thorough understanding of the specific data parameters, qualitative and quantitative data types, and required formats for NAAC submission was achieved.
- **Accurate Data Uploading:** Participants were equipped with the practical skills to accurately upload their respective departmental data, ensuring adherence to prescribed guidelines and avoiding common errors.



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- **Effective Troubleshooting:** Participants were now capable of identifying and resolving common issues related to data entry, file uploads, and submission errors within the KNACK portal.
- **Improved Compliance:** The training has significantly improved the college's internal capacity for generating and submitting NAAC-compliant data, thereby streamlining the accreditation process.

The successful execution and completion of this training programme represented a significant milestone in the college's ongoing commitment to quality assurance and continuous improvement. It has substantially contributed to the college's preparedness for the upcoming NAAC assessment, ensuring robust, accurate, and compliant data submission.

6. Conclusion:

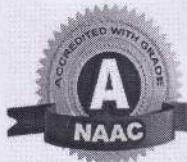
The "Uploading data on KNACK portal" training programme, conducted from 4th June to 6th June, 2025, has been a resounding success. It achieved its objectives of empowering departmental personnel with the necessary skills for NAAC data submission. A total of 64 (39 Teaching and 25 Non-teaching) staff were benefitted from this training session. Subharti Medical College extends its sincere gratitude to all participants for their dedicated involvement and active participation, which was instrumental in the programme's success. Special appreciation is also extended to IT team-SVSU for their lucid presentation and time dedication in executing this crucial training initiative.

(Dr. Abhishek Sangal)
Secretary-QEWC



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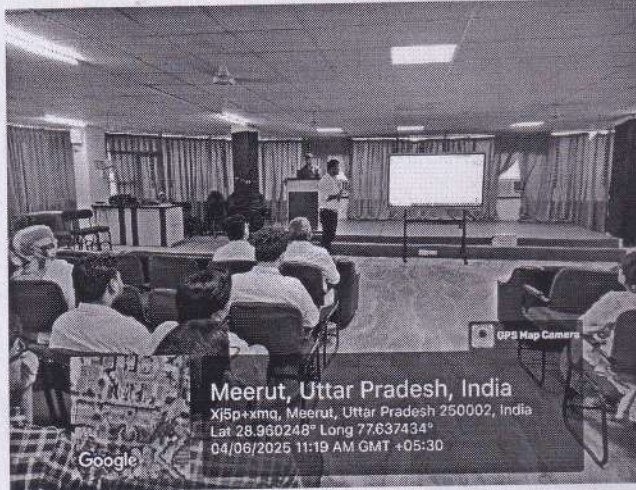


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Photographs



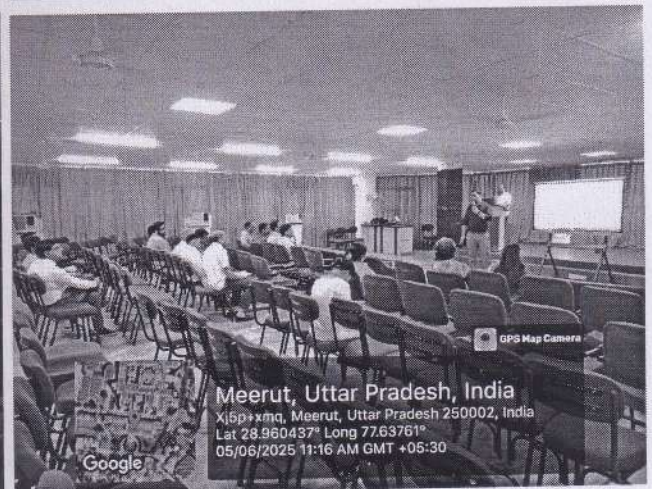
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:.....Jai Hind.....:



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Dated: 30.06.2025

Ref. No. SMC/QEWC/5329

To
All HoDs,
Subharti Medical College, Meerut

Implementation of Action Plan Based on Stakeholder Feedback on Curriculum (May-2025)

Dear HODs,

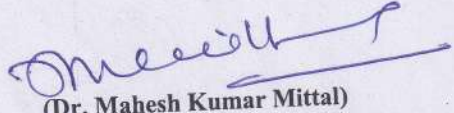
As part of our continuous quality improvement process, feedback was collected from key stakeholders including students, teachers, alumni, employers, and professionals regarding the existing curriculum in May-2025. The QEWC has reviewed the suggestions and submitted its recommendations.

Based on the feedback received and subsequent analysis, you are kindly requested to initiate the implementation of the following action points in your department:

1. Strengthen vertical/horizontal integrations and interdisciplinary teaching across departments.
2. Faculty to include MCQs and important questions in lectures for student revision.
3. Begin each class with a brief revision of the previous topic.
4. Attendance reports to be e-mailed to students and parents after terminal exams.
5. Refer stressed students to the Wellness Centre for support.
6. Ensure strict adherence to the timetable; communicate any changes promptly.
7. Involve fast learners in faculty-led research projects to promote research interest.
8. Emphasize interactive and student-centered teaching methods such as PBL (Problem-Based Learning), CBL (Case-Based Learning), SDL (Self-Directed Learning), SGDs (Small Group Discussions), simulation-based learning, and clinical reasoning to boost student engagement and critical thinking.
9. Ensure comprehensive topic coverage by redistributing teaching hours where needed.
10. Conduct frequent formative assessments (e.g., surprise tests, PCTs) to support and monitor student learning effectively.

Kindly ensure also timely execution and sustained follow-up of the above measures to support continuous quality improvement in medical education.

Thank you.


(Dr. Mahesh Kumar Mittal)
Principal & Dean



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Ref. No. SMC/QEWC/5422

Dated: 10.07.2025

Report on the Visit to Skill Lab by QEWC Members Subharti Medical College, Meerut

During the QEWC meeting held on 16th June 2025, Dr. Pawan Parashar, Vice-Chairman of the QEWC, proposed a visit to the Skill Lab of Subharti Medical College. He emphasized that the Skill Lab should be fully functional and equipped to support medical students in acquiring hands-on clinical skills. He informed the in-charge of the Skill Lab, Dr. Smriti Gupta, about this concern. It was mutually agreed that the visit would be scheduled as per the availability of both.

On 2nd July 2025, based on mutual consent, Dr. Pawan Parashar, accompanied by Dr. Abhishek Sangal, Member Secretary of QEWC, and Mr. Brahampal Singh, Assistant Registrar, visited the office of the Skill Lab In-charge, located in the Department of Obstetrics and Gynecology. A detailed discussion was held with Dr. Smriti Gupta, the Skill Lab In-charge, regarding the current condition of the lab.

Dr. Gupta informed the team that the lab was in proper working condition when she assumed charge; however, it now requires certain updates. She also mentioned that the equipment and stock ledger had not been updated. Nevertheless, she confirmed that medical students are regularly attending their scheduled practical sessions under the supervision of their respective faculty members.

Dr. Parashar advised Dr. Gupta that the stock ledger should be updated regularly and the lab should be made fully operational to facilitate effective student learning. Dr. Gupta assured that the lab would be brought to proper functional status in a short period. A follow-up visit was scheduled for Monday, 7th July 2025, at 2:00 PM.

During the follow-up visit on 7th July 2025, Dr. Pawan Parashar and the QEWC team inspected the Skill Lab. It was found that the condition of the lab was unsatisfactory. Equipment and instruments were not properly placed or maintained. Dr. Parashar reiterated the importance of maintaining the Skill Lab in a well-organized and functional state. Dr. Gupta directed the Skill Lab clerk to update the stock ledger in accordance with the available instruments and equipment and to ensure daily documentation of all usage. Proper arrangement and maintenance of all items were also advised.

The committee stressed the need for immediate improvement and committed to periodic reviews to monitor progress and ensure compliance.

Handwritten signature and date: 10/7/25

Handwritten signature of Dr. Abhishek Sangal
(Dr. Abhishek Sangal)
Member Sec.- QEWC



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Ref. No. SMC/02/

Dated: 03.04.2025

Office of the QEWC

NOTICE

A meeting of a Quality Enhance Working Committee (QEWC) has been scheduled on 07.04.2025 (Monday) at 2:30 PM onwards in the Conference Hall-SMC. The agenda of the meeting will be as follows:

Agenda-1: Student's Feedback Report on Classroom Teaching.

Agenda-2: Student's Feedback Report on Mentor-Mentee.


Agenda-3: Student's Feedback Report on Curriculum.

Agenda-4: Enhancement of QEWC Membership.

All the members are requested to attend the meeting for the same.

Copy to:

- Principal-SMC
- All concerned Members


Dr. Sanjiv Kumar
Secretary


Dr. Sanjiv Kumar



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Ref. No. SMC/02/

Dated: 07.04.2025

Attendance Sheet

Date & Time : 07.04.2025 at 2:30 PM
Venue : Conference Hall-SMC

Sl. No.	Name & Capacity	Signature
1.	Dr. Mahesh Kumar Mittal, Principal & Dean, Chairman	
2.	Dr. Satyam Khare, Professor, Department of Anatomy, Vice-Chairman	
3.	Dr. Sanjiv Kumar, Professor, Department of Ophthalmology, Member Sec.	
4.	Dr. Ruchi Tyagi, Professor Department of Physiology, Member Sec.	
5.	Dr. Monika Gupta, Professor, Department of Community of Medicine, Member	
6.	Dr. Sandeep Kumar Yadav, Asso. Professor, Department of Bio-Chemistry, Member	
7.	Dr. Pooja Dawani, Assistant Professor, Department of Anatomy, Member	
8.	Dr. Anshu Kumar Singh, Associate Professor, Department of Para Medical Science, Member	
9.	Dr. Hiba Khan, Assistant Professor, Department of Para Medical Science, Member	



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Ref. No. SMC/02/

Dated: 09.04.2025

Minutes of Meeting

QEWC meeting was held on 07.04.2025 at 2:30 PM onward in Conference Hall-SMC. The following members were present during the meeting:

- Dr. Satyam Khare, Professor, Department of Anatomy, Vice-Chairman
- Dr. Sanjiv Kumar, Professor, Department of Ophthalmology, Member Sec.
- Dr. Ruchi Tyagi, Professor Department of Physiology, Member Sec.
- Dr. Monika Gupta, Professor, Department of Community of Medicine, Member
- Dr. Sandeep Kumar Yadav, Associate Professor, Department of Bio-Chemistry, Member
- Dr. Pooja Dawani, Assistant Professor, Department of Anatomy, Member
- Dr. Anshu Kumar Singh, Associate Professor, Department of Para Medical Science, Member
- Dr. Hiba Khan, Assistant Professor, Department of Para Medical Science, Member

At the outset, Dr. Satyam Khare, Vice Chairman, welcomed all the member of the Committee in absence of Dr. Mahesh Kumar Mittal- Chairman-QEWC. During the meeting, the following agendas were discussed:

Agenda 1: Student Feedback Report on Classroom Teaching

Discussion: The feedback was generally found to be satisfactory. The Chairman suggested that teachers focus on students who are academically weak or underperforming. Members discussed the need for faculty to identify reasons behind unsatisfactory or "needs improvement" ratings. Best teaching practices should be shared among faculty members, and individualized support should be considered for academically weak students.

It was also suggested that teachers assess students' knowledge using non-traditional methods such as quizzes, seminars, assignments, and classroom presentations/participation. Members emphasized the importance of considering student preferences and learning styles, ensuring clear expectations and rubrics, promoting peer learning and collaboration, and continuously monitoring and refining teaching strategies.

Resolution: Members noted the discussion.



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Agenda 2: Student Feedback Report on the Mentor-Mentee System

Discussion: The feedback on the mentor-mentee system was mostly satisfactory. The Chairman suggested that after every internal examination, there should be a mentor-mentee meeting before the first teaching session. Additionally, after every pre-university examination, a parent-teacher meeting should be arranged.

The committee also discussed organizing workshops to educate mentors on how to effectively conduct mentor-mentee sessions.

Resolution: Members noted the discussion, and it was decided that a workshop/CME will be organized.

Agenda 3: Student Feedback Report on the Curriculum

Discussion: Dr. Ruchi Tyagi apprised the members that the majority of feedback (more than 85%) was rated as excellent or good, so no major suggestions were required. However, regarding the support mechanism for slow performers and advanced learners, members suggested that advanced learners be encouraged to teach slow learners under the guidance of faculty members. This peer-teaching approach benefits both groups, as teaching others reinforces subject comprehension.

Dr. Satyam Khare congratulated the members and ensured that the college management will take a more proactive role in implementing and supporting such initiatives.

Resolution: Members noted the discussion.

Agenda 4: Enhancement of QEWC Membership.

Discussion: The meeting commenced with a discussion regarding the current membership of the QEWC. The need to enhance the committee's membership was highlighted to bring in fresh perspectives, broaden the expertise within the group, and ensure wider representation from different departments/areas. During the discussion, Prof (Dr) Sanjiv Kumar and Prof (Dr) Ruchi Tyagi proposed the following names:

- Dr. Khushboo Gupta, Assistant Professor, Department of Physiology
- Dr. Ritika, Assistant Professor, Department of Microbiology
- Dr. Dishant Kumar Malik, Assistant Professor, Department of Pathology



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The proposed names were reviewed, and their relevance, expertise, and potential contributions to quality enhancement were thoroughly considered. The Chairman was requested to grant approval for the enhancement of the committee's membership.

Resolution: The Chairman approved the proposal to enhance the QEWC membership. It was resolved that the proposed members will be officially inducted into the committee. The updated composition of the QEWC will reflect the inclusion of the newly added members, thereby ensuring a more comprehensive and effective committee structure. The principal's office of SMC will update the official records accordingly and issue formal communication to the newly appointed members.

After a long discussion, the meeting concluded with a vote of thanks to the Chair.


Dr. Sanjiv Kumar
Member Secretary



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Ref. No. SMC/02/

Dated: 30.06.2025

Office of the QEWC

Action Taken Report on the Meeting held on 07.04.2025

Agenda	Resolution	Assigned Task	Timeline	Remark
1. Classroom Teaching Feedback	The Chairman suggested that teachers focus on students who are academically weak or underperforming.	During the CME held on 24.05.2025, the Chairman advised the faculty to support academically weak students.	30.06.2025	Completed
2. Mentor-Mentee System	Members noted the discussion, and it was decided that a CME will be organized.	Mentor-mentee meetings scheduled in the month of July,2025 and CME conducted		
3. Curriculum Feedback	As per the discussion.	As per NMC guideline, Teaching model initiated for slow learners and Faculty guidance ensured.		
1. QEWC Membership Enhancement	The Chairman approved the proposal to enhance the QEWC membership	An official communication issued on 12.04.2025 reflected the approval of the newly inducted members.		

(Dr. Abhishek Sangh)
Secretary-OEW



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Ref. No. SMC/G/M-60/4640

Dated: 12.04.2025

Re-Composition of the Quality Enhancement Working Committee (QEWG), Subharti Medical College, Meerut


In partial modification of the previous office order no. SMC/G/M/-60/2197 dated 08.12.2022, the Quality Enhancement Working Committee (QEWG) of Subharti Medical College has been reconstituted as follows:

1. Chairman : Dr. Mahesh Kumar Mittal, Principal & Dean
2. Vice-Chairman : Dr. Satyam Khare, Vice Principal, SMC
3. Member Secretary :
 - Dr. Sanjiv Kumar, Professor, Dept. of Ophthalmology & MS-CSSH
 - Dr. Ruchi Tyagi, Professor, Dept. of Physiology & Dean Academics
4. Faculty Members :
 - Dr. Monika Gupta, Professor, Com. Medicine
 - Dr. (Maj) Sandeep Kumar Yadav, Associate Prof., Biochemistry
 - Dr. Pooja Dawani, Asst. Prof., Dept. of Anatomy
 - Dr. Khushboo Gupta, Asst. Prof. Dept. of Physiology
 - Dr. Ritika, Asstt. Prof. Dept. of Microbiology
 - Dr. Dishant Kumar Malik, Asst. Prof., Dept. of Pathology
 - Dr. Anshu Kumar Singh, Associate Prof. Para Medical Science
 - Mrs. Hiba Khan, Asst. Prof. Para Medical Science


(Dr. Satyam Khare)
Off. Principal

Copy to:

- The Vice-Chancellor-SVSU
- The CEO, SVSU
- All HODs, SMC
- All concerned Members


(Dr. Satyam Khare)
Off. Principal



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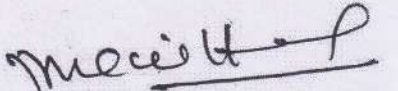
Ref. No. SMC/G/M-60/.5164

Dated: 30.05.2025

Reconstitution of the Quality Enhancement Working Committee (QEW), Subharti Medical College, Meerut

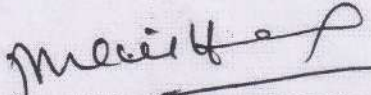
In partial modification of the previous office order no. SMC/G/M/-60/4640 dated 12.04.2025, the Quality Enhancement Working Committee (QEW) of Subharti Medical College has been reconstituted as follows:

1. Chairman : Dr. Mahesh Kumar Mittal, Principal & Dean
2. Vice-Chairman : Dr. Pawan Parashar, Professor & Head, Dept. of Community Medicine
3. Member Secretary :
 - Dr. Abhishek Sangal, Professor, Dept. of Forensic Medicine
4. Faculty Members :
 - Dr. Monika Gupta, Professor, Com. Medicine
 - Dr. Manoranjan, Professor, Dept. of Anesthesia
 - Dr. Animesh Panda, Associate Prof., Dept. of Microbiology
 - Dr. Aditya Rastogi, Associate Prof. Dept. of Surgery
 - Dr. Pooja Dawani, Asst. Prof., Dept. of Anatomy
 - Dr. Khushboo Gupta, Asst. Prof. Dept. of Physiology
 - Dr. Ritika, Asst. Prof. Dept. of Microbiology
 - Dr. Dishant Kumar Malik, Asst. Prof., Dept. of Pathology
 - Dr. Sayed, Asst. Prof., Dept. of Pharmacology
 - Dr. Umesh Kumar, Associate Prof., Dept. of Paramedical
 - Dr. Anshu Singh, Associate Prof., Dept. of Paramedical
 - Mrs. Hiba Khan, Asst. Prof., Dept. of Paramedical


(Dr. Mahesh Kumar Mittal)
Principal & Dean

Copy to:

- The Vice-Chancellor-SVSU
- The CEO, SVSU
- All HODs, SMC
- IQAC-SVSU/NAAC Office-SMC
- All concerned Members


(Dr. Mahesh Kumar Mittal)



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Ref. No. SMC/02/5208

Dated: 11.06.2025

Office of the QEWC

NOTICE

As per the direction of Chairman-QEWC, I am convening a QEWC meeting to prepare the Action Taken Report (ATR) based on the Annual Curriculum Feedback Report for the academic year 2024-25 as per scheduled given below:

- **Date:** 16.06.2025
- **Time:** 11:00 Am onwards
- **Venue:** Conference Hall-SMC

Your presence and valuable inputs will be instrumental in ensuring a comprehensive and effective response to the feedback received. Therefore, you are requested to attend the meeting.

Thank you and regards,

(Dr. Abhishek Sangal)
Secretary-QEWC



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Ref. No. SMC/G/M-60/.....

Dated: 16.06.2025

Attendance Sheet of Quality Enhancement Working Committee (QEWC)

Date : 16.06.2025
Time : 11:00^{AM} onwards
Venue : Conference Hall, SMC

Sl. No.	Name	Capacity of	Signature
1.	Dr. Mahesh Kumar Mittal,	Chairman	
2.	Dr. Pawan Parashar	Vice-Chairman	
3.	Dr. Monika Gupta,	Member	
4.	Dr. Manoranjan,	Member	
5.	Dr. Animesh Panda,	Member	
6.	Dr. Aditya Rastogi,	Member	
7.	Dr. Pooja Dawani,	Member	
8.	Dr. Khushboo Gupta, Singhal	Member	
9.	Dr. Ritika,	Member	
10.	Dr. Dishant Kumar Malik,	Member	
11.	Dr. Sayed,	Member	
12.	Dr. Umesh Kumar,	Member	
13.	Dr. Anshu Singh,	Member	
14.	Mrs. Hiba Khan,	Member	
15.	Dr. Abhishek Sangal,	Member Secretary	



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Ref. No. SMC/QEWC/ 5249-B.

Dated: 18.06.2025

MINUTES OF MEETING

A meeting of QEWC was conducted on 16.06.2025 at 11:00 AM onwards in Conference Hall-SMC. The following members were present during the meeting:

1. Dr. Mahesh Kumar Mittal, Principal & Dean
2. Dr. Pawan Parashar, Professor & Head-Community Medicine
3. Dr. Monika Gupta, Professor – Community Medicine
4. Dr. Animesh Panda, Associate Professor-Microbiology
5. Dr. Aditya Rastogi, Associate Professor-Surgery
6. Dr. Khushboo Singhal, Assistant Professor – Physiology
7. Dr. Ritika, Assistant Professor – Microbiology
8. Dr. Umesh Kumar, Associate Professor – Para Medical
9. Dr. Anshu Singh, Associate Professor – Para Medical
10. Dr. Abhishek Sangal, Professor-Forensic Medicine

The following members were unable to attend the meeting due to prior commitments/engagements:

1. Dr. Manoranjan, Professor-Anesthesia
2. Dr. Pooja Dawani, Assistant Professor –Anatomy
3. Dr. Dishant Kumar Malik, Assistant Professor – Pathology
4. Dr. Sayed, Assistant Professor – Pharmacology
5. Mrs. Hiba Khan, Associate Professor – Para Medical

At the outset, Dr. Mahesh Kumar Mittal, Chairman-QEWC/ Principal & Dean, extended a warm welcome to all attendees and congratulated the newly appointed members of the committee, acknowledging the recent reconstitution of QEWC. Due to prior commitments involving guest appointments, Dr. Mittal delegated the proceedings of the meeting to Dr. Pawan Parashar, Vice Chairman-QEWC.

Dr. Pawan Parashar, Vice Chairman-QEWC, presided over the meeting and led the discussion on the scheduled agenda items.

Agenda 1: Students' feedback report on curriculum.

Discussion:

Students expressed concern over the excessive use of Power Point presentations, preferring more interactive and concept-based teaching methods. They highlighted the need for enhanced practical exposure, including bedside teaching and the use of modern tools such as VR/AR. A significant number of students indicated the necessity for a structured mentorship programme to support slow learners. There was also a strong demand for access to recorded lectures, e-learning platforms, and improved infrastructure and skill lab, including better hostel and library facilities. Additionally, students emphasized the importance of wellness initiatives to reduce academic stress.



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Resolutions:

The committee resolved to shift towards more interactive teaching methods that incorporate blackboard use, clinical case discussions, and reduced reliance on Power Point slides. Practical exposure will be strengthened through increased use of simulations, bedside teaching, and surgical demonstrations. A structured mentorship programme will be introduced to support both advanced and slow learners. Digital learning resources such as recorded lectures and biometric attendance systems will be expanded. Library hours and hostel facilities will be improved, and wellness programmes including yoga, counseling, and recreational activities will be incorporated into the academic calendar.

Agenda 2: Teachers' feedback report on curriculum.

Discussion:

Faculty members emphasized the need to enhance practical training through more clinical exposure and skill-based learning. They suggested implementing modern teaching strategies such as problem-based learning (PBL), case-based learning (CBL), small group discussions (SGDs), and student-led sessions. Concerns were raised about the structure of the curriculum, with calls for regular reviews to ensure all topics are thoroughly covered. Faculty also highlighted the need for capacity building through CBME training and recommended moving towards digital logbooks and applied learning assessments.

Resolutions:

The committee agreed to increase the frequency of skill lab sessions and bedside teaching across departments. A biannual curriculum review will be conducted to address gaps in content coverage and ensure clinical relevance. Structured implementation of PBL, CBL, and SGDs will be introduced to enhance student engagement. Faculty will receive CBME-based training and support for curriculum development. Additionally, the committee approved the transition to app-based assessments and the inclusion of wellness and English communication support initiatives for improved student-faculty interaction.

Agenda 3: Employers' feedback report on curriculum.

Suggestions:

Employers expressed high satisfaction with the overall competencies of graduates, particularly in terms of core knowledge and technical skills. As no specific issues were raised or suggestions offered, the committee concluded that no additional action was required at this stage.

Agenda 3: Alumni feedback report on curriculum.

Suggestions:

Alumni recommended incorporating advanced technologies such as artificial intelligence and digital learning tools in daily teaching. They also suggested enhancing clinical training through case-based learning and improving student attendance monitoring through biometric systems. Further recommendations included



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organizing pharmacology workshops, promoting student-led research, and improving infrastructure such as library access and campus safety.

Resolutions:

The committee resolved to coordinate with academic departments to integrate AI and other advanced tools. Biometric attendance systems will be implemented for improved discipline and monitoring. Seminars and workshops will be organized to support academic development. The college will also enhance research opportunities for students and extend library access while improving campus infrastructure and safety.

Agenda 5: Professionals' feedback report on curriculum.

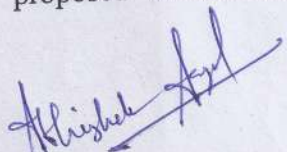
Suggestions:

Professionals stressed the need for more skill-oriented classes using dedicated skill labs. They recommended the inclusion of advanced tools and techniques in the curriculum to reflect current medical practices. Additionally, they advocated for involving external faculty as mentors, especially to support hands-on training and practical skill development.

Resolutions:

In response, the committee decided to expand the use of the skill lab for practical teaching across departments. The curriculum will be updated to incorporate advanced tools and technologies, ensuring alignment with modern healthcare standards. Qualified external faculty members will be invited to contribute to skill development initiatives.

The action taken report was finalized and approved by all committee members. It will be submitted to the Internal Quality Assurance Cell (IQAC). Dr Pawan Parashar thanked all members for their valuable contributions. The meeting concluded with a consensus to precede with the proposed curriculum enhancements. The meeting ended with a vote of thanks to the Chair.


(Dr. Abhishek Sangal)
Member Sc.-QEWC



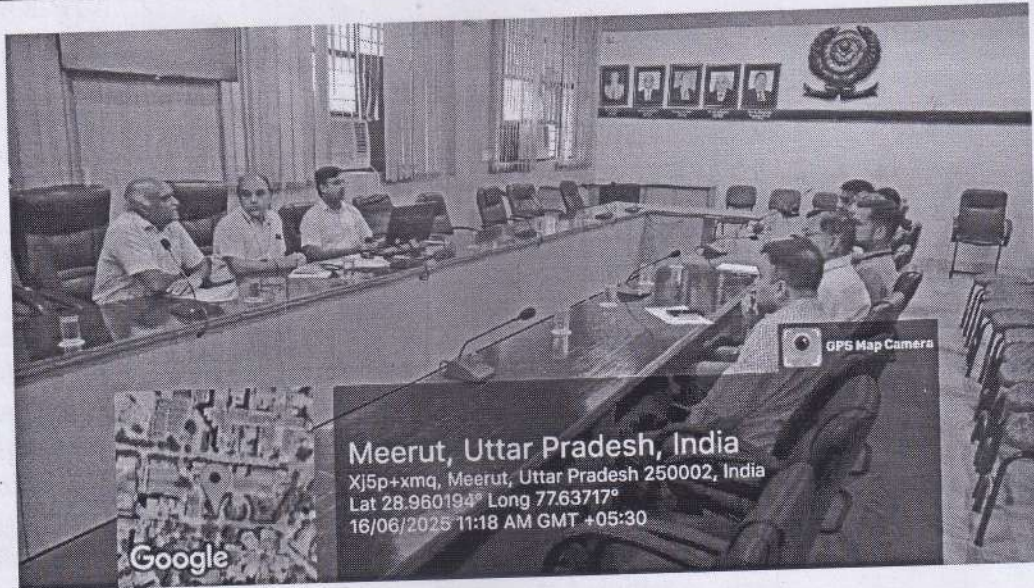
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Ref. No. SMC/QEWC/....

Dated: 15.07.2025

OFFICE OF THE QEWC-SMC

Action Taken Report of minutes of the meeting held on 16.06.2025

Agenda Point	Resolution	Assigned Task	Timeline	Remarks
Review Feedback from Stakeholders on curriculum improvements and identify major concerns	The Members of the QEWC unanimously approved action plans suggested by feedback Committee after considering all the points.	1. Vide Letter No. SMC/QEWC/5329 dated 30.06.2025, issued by the Principal's Office, all HODs were directed to initiate the implementation of the specified action points in their respective departments.	15.07.2025	Completed
		2. Vide Letter No. SMC/QEWC/5326 dated 30.06.2025, issued to the Skill Lab In-Charge, directions were given to initiate the implementation of the specified action points in the Skill Lab.		
		3. Vide Letter No. SMC/QEWC/5328 dated 30.06.2025, issued by the Principal's Office, the IT Department was directed to initiate the implementation of the specified action points.		
		4. Vide Letter No. SMC/QEWC/5325 dated 30.06.2025, a request was made to the Registrar, SVSU, to make the feedback forms anonymous on the University portal.	Request was not approved by the Hon'ble Vice-Chancellor-SVSU.	

(Dr. Abhishek Sangal)

Secretary-OEWC



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Ref. No. SMC/03/6620

Dated: 29.11.2025

Office of the QEWC

NOTICE


As per the direction of Chairman-QEWC, I am convening a QEWC meeting to discuss the following agenda points for the academic year 2025-26 as per scheduled given below:

- **Date:** 04.12.2025
- **Time:** 10:00 Am onwards
- **Venue:** Conference Hall-SMC

1. Revision of QEWC committee.
2. Discussion on future plans for session 2025-26 on following heads (As per Consolidated Activity Schedule Approved in the IQAC Meeting held on 3rd & 4th April, 2025-Attached below)
 - Faculty Course files & Mentor record Audit
 - Conduction of 'Alumni Talks'
 - Workshop & seminars on IPR and consultancy
 - Workshop on Publication of research paper
 - Sensitization program on "Research Projects sponsored by the Non-Government and Government Agencies"
 - Stake holder's feedback report on curriculum
 - MoU with industries / Institutions
 - Conduction of National health care Hackathon
 - Conduction of Academic & Administrative Audit (AAA)

Your presence and valuable inputs will be instrumental in ensuring a comprehensive and effective response to the feedback received. Therefore, you are requested to attend the meeting.

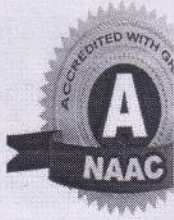
Thank you and regards,


(Dr. Abhishek Sangal)
Secretary-QEWC



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Ref.No. SMC/03/6666

Office of the QEWC

Dated: 04.12.2025

Minutes of the Meeting

QEWC meeting was held on 04/12/2025 at 11:00 AM in Principal Office. The following members were present during the meeting:

- Dr. Mahesh Kumar Mittal, - Principal & Dean (Chairman)
- Dr. Pawan Parashar, MS-CSSH , Prof. & Head-Comm. Medicine (Vice -Chairman)
- Dr. Abhishek Sangal, Professor- Forensic Medicine – (Member Secretary)
- Dr. Monika Gupta, Professor-Community Medicine (Member)
- Dr. Manoranjan Kr. Bansal, Professor- Anesthesia (Member)
- Dr. Animesh Panda, Associate Professor- Microbiology (Member)
- Dr. Pooja Dawani, Associate Professor- Anatomy (Member)

During the meeting, the following agenda were discussed and their resolutions were made unanimously:

1. Revision of QEWC committee.

Discussion – Dr. Pawan mentioned that QEWC committee needs revision as few members have left the institution. He enquired whether the Committee should be expanded with new members or should be carried forward with current members.

Resolution – Chairman Sir suggested that the committee should carry on with current members (10) and the members should be added as per the workload.

2. Discussion on future plans for session 2025-26 on following heads (As per Consolidated Activity Schedule Approved in the IQAC

Meeting held on 3rd & 4th April, 2025-Attached below)

- Faculty Course files & Mentor record Audit**
Discussion – Dr. Pawan Sir informed that as per IQAC both audits should be conducted audited in every Six Months,
Resolution – As suggested by Chairman Sir, we can plan to do the same as per NAAC schedule (AUG- JAN & FEB – JULY).
The concern department shall be informed first and 1 QEWC member shall audit 3-4 departments.
- Conduction of 'Alumni Talks'**
Discussion – Dr. Pawan Sir informed that one session on "Alumni talks" is to be conducted every month as per IQAC.
Resolution – Chairman Sir informed that we should ask all departments to get in touch with their Alumni (Students/ Ex-Employees) and invite them for talks once every 2-3 months. We can also include motivational sessions for UG students by our Alumni. Additionally we can take the help of Alumni association of SMC in this regard.
- Workshop & seminars on IPR and consultancy**
Discussion – The committee informed that 4 sessions per academic year on IPR & consultancy needs to be conducted for NAAC Criteria's.
Resolution – The chairman advised that University IPR cell shall be consulted for conduction of seminars on IPR in medical college. The session could be organized on Saturday's CME session after consultation with MEU.
- Workshop on Publication of research paper and Sensitization program on "Research Projects sponsored by the Non-Government and Government Agencies"**
Discussion – The committee informed that both workshop & sensitization program on above agenda needs to be conducted once per quarter for faculty members to support NAAC criteria's
Resolution – The University R&D cell shall be consulted for their guidance on these agenda points & they will be requested to conduct Sessions in medical college as per the requirement.

Contd.....



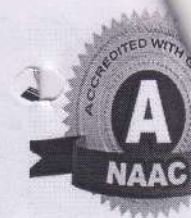
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- **Stake holder's feedback report on curriculum**

Discussion – The committee mentioned that an annual feedback on curriculum is collected from all the stakeholders in the month of May every year. The process is conducted by feedback committee SMC and Action taken Report is prepared by QEWC committee SMC.

Resolution – The Chairman appreciated both the committees and motivated the faculty members to continue the work.

- **MoU with industries / Institutions**

Discussion – The committee informed that new MoU's needs to be established with industries and national / International institutions for competency development, employability, entrepreneurship and skill enhancement to support NAAC criteria.

Resolution – The chairman advised to discuss the matter with management of the institute and then plan further.

- **Conduction of National health care Hackathon**

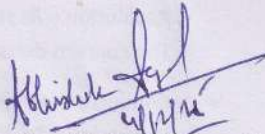
Discussion – The committee informed that National healthcare Hackathon are to be conducted by each health science college once a year to support the NAAC criteria

Resolution – The chairman instructed the team to discuss the issue with the departments and plan accordingly. Also include student clubs of the college and motivate the students to plan and conduct Healthcare Hackathon including students from nearby institutions. He also advised, if possible, Hackathon could be conducted online.

- **Conduction of Academic & Administrative Audit (AAA)**

Discussion – The team informed that an annual Academic & Administrative Audit (AAA) is being conducted every year in the month of Sept.-Oct. and the report is submitted to IQAC.

Resolution – The Chairman recognized the team efforts and also offered his help in case of any need.


(Dr. Abhishek Sangal)
Secretary- QEWC



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No: SMC/QEWC-25/.....

Date: 04.12.2025

Attendance Sheet of Quality Enhancement Working Committee (QEWC)

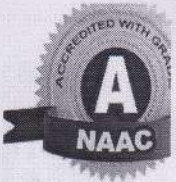
Date: 04-Dec.'2025
Time:- 10:00 AM onwards
Venue: Conference Hall, SMC

S.NO.	NAME	Capacity of	Signature
1	Dr. Mahesh Kumar Mittal, Principal & Dean	Chairman	
2	Dr. Pawan Parashar, MS-CSSH, Prof. & Head-Comm. Medicine	Vice-Chairman	
3	Dr. Abhishek Sangal, Professor- Forensic Medicine	Member Secretary	
4	Dr. Monika Gupta, Professor-Community Medicine	Member	
5	Dr. Manoranjan kr. Bansal, Professor- Anesthesia	Member	
6	Dr. Animesh Panda, Associate Professor- Microbiology	Member	
7	Dr. Aditya Rastogi, Associate Professor- Surgery	Member	_____ A _____
8	Dr. Pooja Dawani, Associate Professor- Anatomy	Member	
9	Dr. Khushboo Singhal, Assistant Professor- Physiology	Member	_____ A _____
10	Dr. Ritika, Assistant Professor-Microbiology	Member	_____ A _____
11	Dr. Dishant Kumar Malik, Assistant Professor- Pathology	Member	_____ A _____



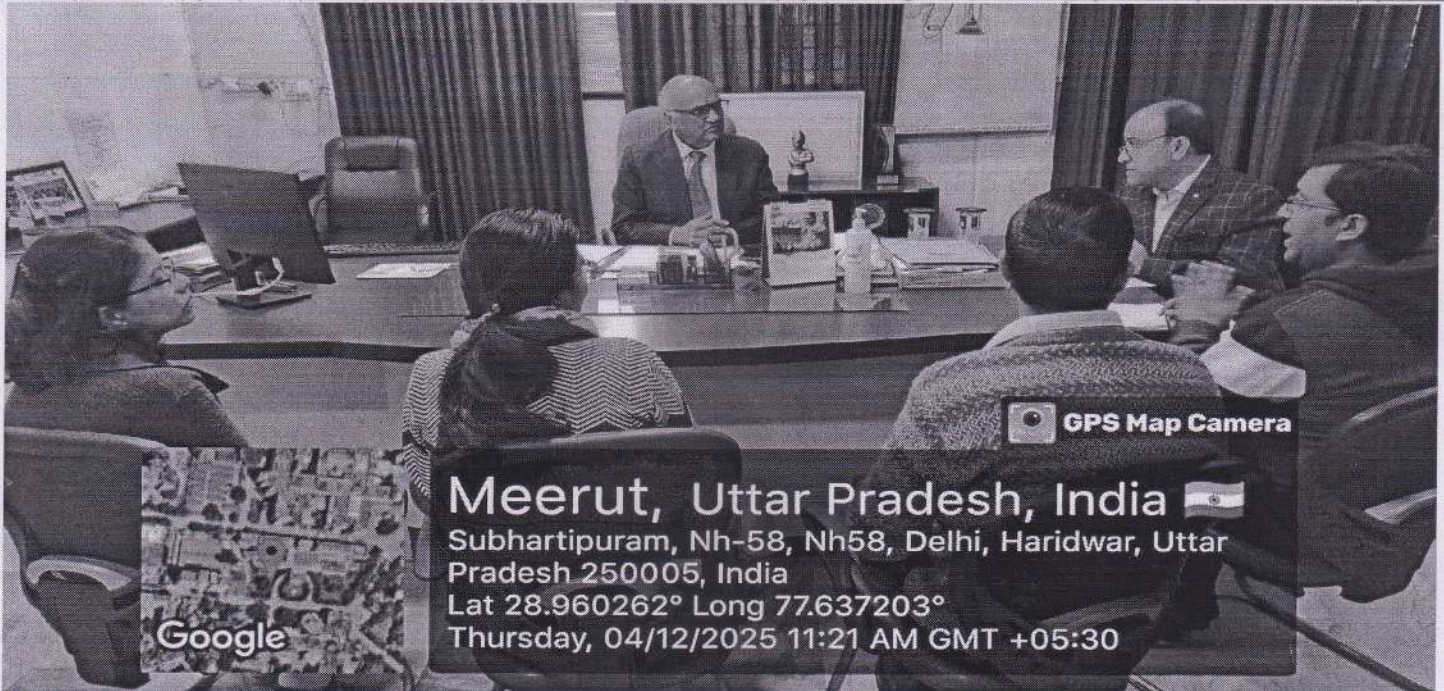
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
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GPS Map Camera




Meerut, Uttar Pradesh, India 
Subhartipuram, Nh-58, Nh58, Delhi, Haridwar, Uttar Pradesh 250005, India
Lat 28.960262° Long 77.637203°
Thursday, 04/12/2025 11:21 AM GMT +05:30



GPS Map Camera



Meerut, Uttar Pradesh, India 
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Lat 28.960278° Long 77.637174°
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Ref.No. SMC/2025-26/6955

Dated: 09.01.2026

Office of the QEWC

NOTICE

After discussion held with Director-IQAC, as per direction of Chairman-QEWC committee, I am convening a QEWC Members meeting to discuss –

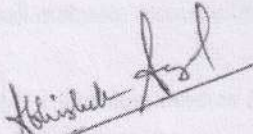
➤ How to update “Course Files” as per check List points.

You are requested to please attend the meeting as per below

- **Date: 10.01.2026 (Saturday)**
- **Time: 12:00 Noon onwards**
- **Venue: Conference Hall-SMC**

Your presence and valuable inputs will be instrumental in ensuring a comprehensive and effective response for Updation of the same. Therefore, you are requested to attend the meeting.

Thank you and regards,


ABHISHEK SANGAL
(Secretary – QEWC)



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Ref.No. SMC/2025-26/7000

Office of the QEWC

Dated: 10.01.2026

Minutes of the Meeting

A meeting of the QEWC committee was held on 10/01/2026 at 12:00 Noon in SMC- Conference room. The following members were present during the meeting:

- Dr. Pawan Parashar, MS-CSSH, Prof. -Comm. Medicine (Vice -Chairman)
- Dr. Abhishek Sangal, Professor- Forensic Medicine – (Member Secretary)
- Dr. Monika Gupta, Professor-Community Medicine (Member)
- Dr. Aditya Rastogi, Associate Professor –Surgery (Member)
- Dr. Animesh Panda, Associate Professor- Microbiology (Member)
- Dr. Pooja Dawani, Associate Professor- Anatomy (Member)

The following members could not attend the meeting because of the preoccupation or Leave-

- Dr. Mahesh Kr. Mittal, Principal & Dean- SMC (Chairman)
- Dr. Ritika, Assistant Professor- Microbiology (Member)
- Dr. Dishant Kumar Malik, Assistant Professor- Pathology (Member)
- Dr. Manoranjan Kr. Bansal, Professor- Anaesthesia (Member)

During the meeting, the following agenda were discussed and their resolutions were made unanimously:

1. Discussion on Course File Audit.

Discussion –

- The Vice Chairman informed the team that a revised course file index has been provided by IQAC & all departments need to prepare their course file as per the revised list. He also informed that the revised list contains 9 points as compare to previous Index which had 20 points. All the 9 points need to be discussed in detail to facilitate the departments in understanding & preparation of course file.
- Moreover, he also informed that the audit proposed from 15th Jan'26 needs to be postponed as supplementary examinations in Forensic medicine & Community Medicine departments are scheduled on 14th & 16 January'2026.

Resolution –

- The committee decided to circulate the revised course file index to all the departments today itself so that the departments are aware of the updated index.
- The committee took note of revised course file Index & discussed all the points as follows:
 - Lecture Plan** – The department shall maintain weekly / Monthly teaching plan of all the courses (MBBS, MD/MS, M.Sc. & Ph.D.) in the respective course files. For example, the department of Anatomy shall maintain 4 course files separately for courses taught in Anatomy i.e. MBBS, MD/MS, M.Sc. & Ph.D.
 - Copy of Syllabus** – The syllabus (specific to course) can be taken from NMC's CBME curriculum module & maintained in course file. Print only the part related to your course from the NMC booklet to minimize paper use.
 - Unit-wise Notes** - A Sample of course content / PPT taught to be maintained.
 - Unit-wise test papers** - Sample questions from each unit (Short /Long / MCQ etc.) needs to be prepared & kept in file.
 - Unit-wise assignments**- Assignments /Projects given to students, if available, shall be maintained in file.
 - Solution of Internal Exams Question Papers**- it was decided to keep a copy of solution of pre university exam question papers of the current session.



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7. **Solution of last 3 years university exam question papers**- The department can request university exam question papers from COE office, SVSU and prepare solutions of the same & maintain them in file.
 8. **Model Question Papers with Solution**- A sample question paper (as per NMC guidelines) covering the whole syllabus needs to be prepared along with model answers.
 9. **Tutorial Sheets** – The samples of practical tutorial sheets discussed with students in small group discussions & practical classes can be kept in course file.
- It was also mentioned that during the QEWC course file audit, the documents listed above must be thoroughly examined. Regarding final dates of QEWC course files audit, it was decided that the audit initially proposed from 15th Jan'26, shall now be conducted from 20th January'2026.

2. **Discussion on SWOC Analysis** –

Discussion –

- The Vice Chairman informed that a new SWOC analysis team is to be formed as per the direction of the IQAC. The team should include 3 to 5 members along with HOI & none of them should already be included in the NAAC team. He asked recommendations from the team so that new members could be included.
- He also pointed out that the SWOC analysis team would send the SWOC format to all the departments & collect responses from them & provide it to QEWC after compilation. The QEWC committee would review & refine the compiled departmental SWOC analysis report and prepare SWOC report of SMC.

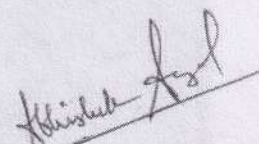
Resolution –

- The committee recommended some faculty members who can be included in SWOC analysis team namely :
 - Dr. Mahesh Kr. Mittal, Principal & Dean- SMC (Chairman)
 - Dr. Pawan Parashar, MS-CSSH , Prof. -Comm. Medicine (Vice -Chairman)
 - Dr. Mangesh Tripathi , Assistant Professor – Pharmacology (Member)
 - Dr. Barkha Goel, Assistant Professor – Dermatology (Member)
 - Dr. Kavita Chauhan, Assistant Professor – Pathology (Member)

The proposed names were forwarded to Principal & Dean for final approval.

- The QEWC committee proposed that till the time new committee is formed, QEWC committee will forward the SWOC format to all the departments & collect the responses from them. The committee will also review & compile all suggestions of SWOC format and prepare the SWOC for Faculty of medicine under the guidance of HOI.
3. **Any other agenda with the permission of the chair** – No agenda was proposed by any other member.

Thanks & Regards,


ABHISHEK SANGAL
(Secretary – QEWC)



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Photos of QEWC Meeting dated 10-01-2026





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No: SMC/QEWC-25-26/.....

Date: 10.01.2026

Attendance Sheet of Quality Enhancement Working Committee (QEWC)

Date: 10-Jan.'2026
Time:- 12:00 Noon onwards
Venue: Conference Hall, SMC

S.NO.	NAME	Capacity of	Signature
1	Dr. Mahesh Kumar Mittal, Principal & Dean	Chairman	(L)
2	Dr. Pawan Parashar, MS-CSSH & Professor -Comm. Medicine	Vice-Chairman	Pawan Parashar
3	Dr. Abhishek Sangal, Professor- Forensic Medicine	Member Secretary	Abhishek Sangal
4	Dr. Monika Gupta, Professor-Community Medicine	Member	Monika Gupta
5	Dr. Manoranjan kr. Bansal, Professor- Anesthesia	Member	(L)
6	Dr. Animesh Panda, Associate Professor- Microbiology	Member	Animesh Panda
7	Dr. Aditya Rastogi, Associate Professor- Surgery	Member	Aditya Rastogi
8	Dr. Pooja Dawani, Associate Professor- Anatomy	Member	Pooja Dawani
9	Dr. Khushboo Singhal, Assistant Professor- Physiology	Member	(L)
10	Dr. Ritika, Assistant Professor-Microbiology	Member	(A)
11	Dr. Dishant Kumar Malik, Assistant Professor- Pathology	Member	(A)



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Ref. No. SMC/2025-26/7451

Office of the QEWC

Dated: 20.02.2026

Course File Audit Report-SMC

An audit of departmental course files was conducted as per the directions of Director- IQAC in the meeting held on 03-04th April'2025. The Audit was conducted by Quality Enhancement Working Committee (QEWC-SMC) under the guidance of Dr. MK Mittal sir & Dr. Pawan Parashar sir.

The members included in the conduction of audit were:-

- Dr. Abhishek Sangal
- Dr. Monika Gupta
- Dr. Animesh Panda
- Dr. Ritika
- Dr. Pooja Dawani
- Dr. Karishma Ranjan
- Dr. Aditya Rastogi
- Dr. Khushboo Singhal

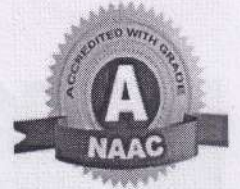
The members started the audit on 20-01-26 and completed the process by 17-02-26. The members observed the following points-

S. No.	Check List Points	Issues Observed	Remedial Action taken
1.	Lecture Plan (Both UG & PG)	• Many Departments have taken Academic Calendar of old batches	• Put Academic calendar of currently ongoing batch & recently passed out batch.
		• The Lecture plan was not signed by HoD/ HoI.	• The department were instructed to keep duly signed Lecture plan in the course files
		• Lecture Plan didn't had the name of respective faculty member to whom the lecture was allotted.	• The departments were instructed to include the name of faculty members & update the lecture plan.
2.	Copy of Syllabus	• Old Syllabus was found in course files	• Update the syllabus as per NMC, CBME based curriculum
		• Print of whole NMC booklet was seen	• Print only subject specific curriculum from NMC booklet. Try to print on both sides of paper to minimize paper use.
3.	Unit-wise Notes	• For PPTs, 1 slide was printed on 1 page, causing paper wastage.	• PPTs to be printed in handout mode (6 slides /page) and use both side of the paper.
		• Old PPTs were found	• The PPTs should be of faculty/ JR who are currently enrolled.
		• No name & designation of concern faculty was observed in PPT	• PPT should include the topic , Name & designation of the faculty concerned
4.	Unit-wise test papers	• Question Bank was missing in many files	• Prepare question bank chapter wise in form of SAQ/ LAQ/ Difference/ MCQ etc
		• Question didn't covered all the units/ Chapter	• Question bank should be prepared chapter wise



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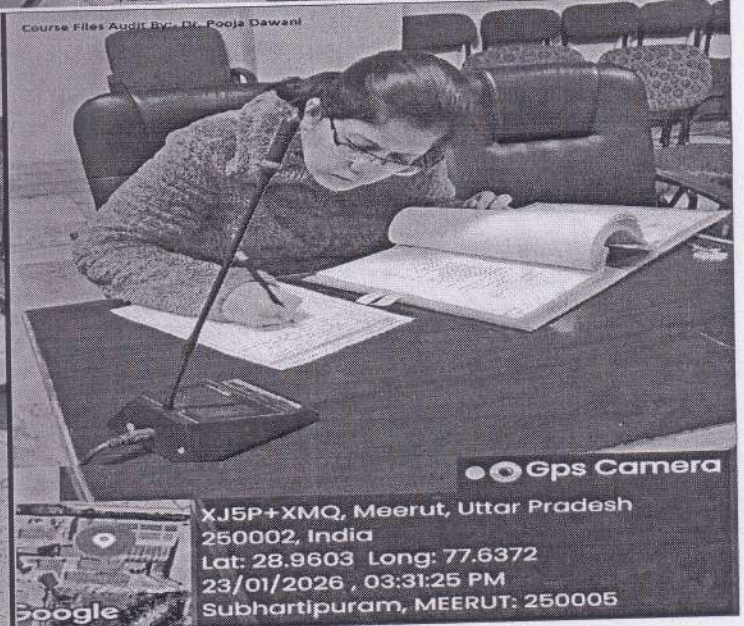
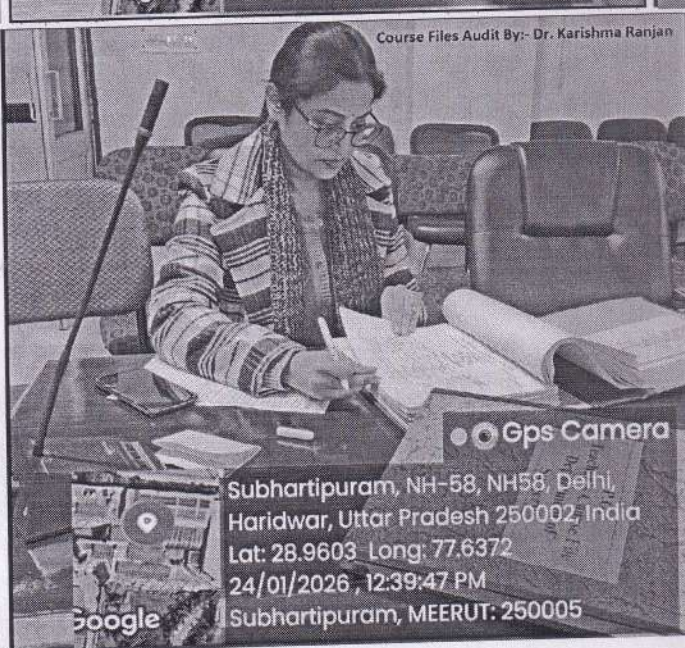
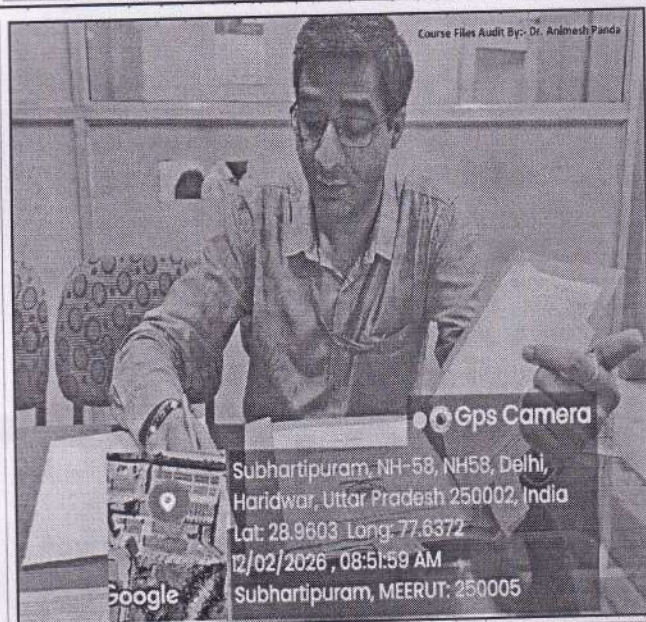
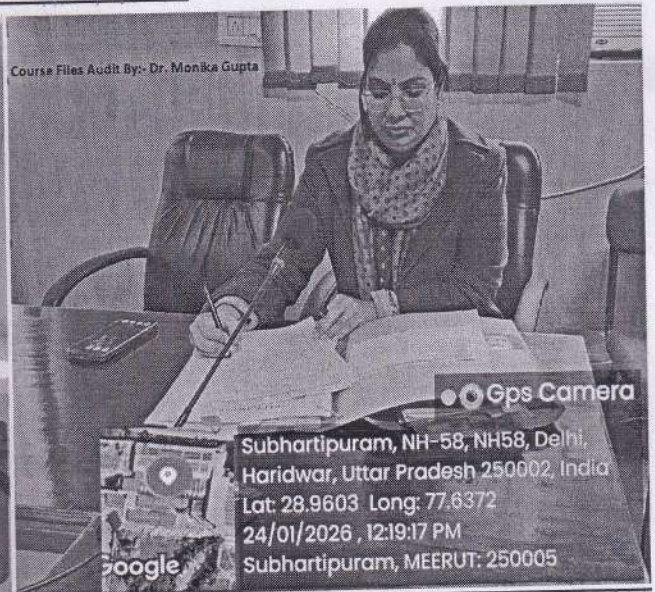
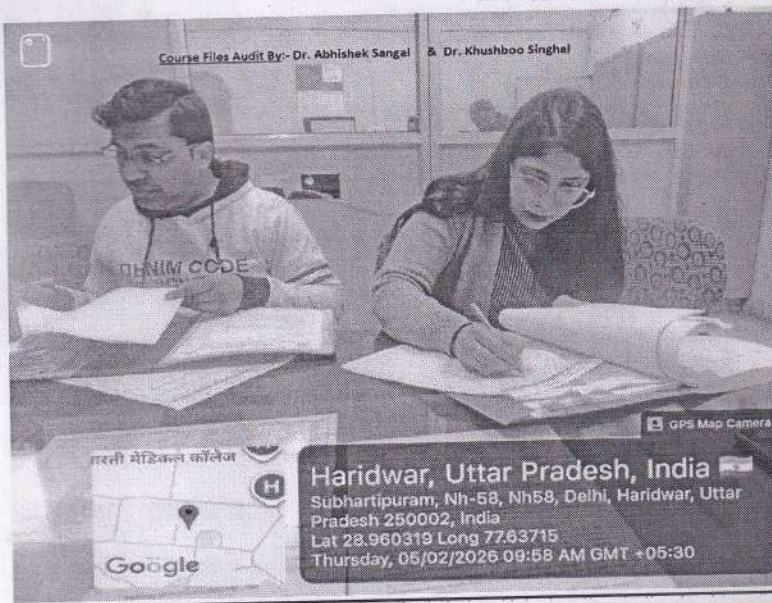
5.	Unit-wise assignments	<ul style="list-style-type: none"> Very few assignments were observed in course files 	<ul style="list-style-type: none"> Add assignments done by students (UG- Projects etc & PG- Thesis approval letter by IEC)
6.	Solution of Internal Exams Question Papers	<ul style="list-style-type: none"> Exam Papers were available in very few course files No solution of question papers were provided No proper sequence was observed & the question paper didn't have year & batch of respective course. Photocopy of candidate's original answer sheet of terminal exam was found 	<ul style="list-style-type: none"> Take question papers of last 3 sequential years (Preferably PU question paper). Attach sample of solutions of provided question papers. Mention the year & batch of professional exam on question paper & arrange them sequentially with the latest above & oldest below. Avoid attaching original/ Photocopy of terminal answer sheets. Prepare sample solution either in writing or in printed format.
7.	Solution of last 3 years' university exam question papers	<ul style="list-style-type: none"> Exam Papers were available in very few course files No solution of question papers were provided No proper sequence was observed & the question paper didn't have year & batch of respective course. 	<ul style="list-style-type: none"> Take question papers of last 3 sequential years (Preferably PU question paper). Attach sample of solutions of provided question papers. Mention the year & batch of professional exam on question paper & arrange them sequentially with the latest above & oldest below.
8.	Model Question Papers with Solution	<ul style="list-style-type: none"> No model question papers were observed in any of the course files (Specially PG course). 	<ul style="list-style-type: none"> A sample/ model question paper of UG & PG course needs to be attached as per the format of examination.
9.	Tutorial Sheets etc. - add Sheets	<ul style="list-style-type: none"> Tutorial sheets were available in very few course files 	<ul style="list-style-type: none"> Structured format of Practical Exams including Long case/ Short Case/ Spotting/ grand Viva etc given with their marks & time allotted to each case should be mentioned for MD/ MS. In MBBS course, practical exercises conducted regularly shall be considered.
10.	Other Observed Points	<ul style="list-style-type: none"> Many Extra documents not related to index were also observed. Sequence of check list points was not maintained Single side printed pages & pages with extra spacing were observed in large no. Indexing of file & tagging was not found Clubbing of individual check list points was also observed. 	<ul style="list-style-type: none"> Documents to be removed / kept at last:- <ul style="list-style-type: none"> Vision & Mission/ CO-PO/ Old Notices Elective posting /AETCOM Mentor-Mentee meeting schedule Mark Sheet / Assessment result Any other document not mentioned in list. Maintain Sequence of check list as per new format (9 Points Check List) Minimize Papers use by printing on both sides & remove extra spacing in printing. Indexing of file & tagging to be done. Don't club the individual heads of Check List (eg. Point 4,5,6 in one)

All these suggestions were detailed to the respective departments in writing & they were requested to correct & update their course files as per the suggestions provided. The departments were informed that another course file audit shall be conducted 4-5 months later, so they should prepare accordingly.

Abhishek Sangal

Dr. Abhishek Sangal
 (Secretary- QEWC)
 SMC, SVSU

Photos of Course Files Audit



Auditing of Course Files being done by QEWC team members