

Minutes of 1st meeting of IQAC

SGVU/IQAC/2024-25/451

Date: 05.08.2024

Subject: - Minutes of 1st IQAC meeting

1st Meeting of IQAC of session 2024-25 held on 5th August, 2024 at Conference Hall of Main Building from 11.00am to 1.00pm

Hon'ble President and Chairperson (IQAC) Prof. (Dr.) Arunansu Haldar, Hon'ble Pro-President, Registrar, Deans, Principals and Heads of all the Schools/ Department/ Centre, all committee heads and IQAC working committee members were present.

In the meeting the following issues were discussed and resolved:

Agenda 1. Re-constitution of IQAC Core Committee

At the outset Prof. (Dr.) Arunansu Haldar, Hon'ble President, SGVU and Chairperson (IQAC), welcomed and greeted all the members for their presence and valuable suggestions and support in the previous sessions of IQAC meeting. Dr. Ankur Jain (Director, IQAC) formally announced the IQAC core committee and asked Deans/Principals/Heads to nominate students, alumni, and industry persons in the IQAC core committee.

Agenda 2. IQAC Strategies / Initiatives

- IQAC launched the Self-Appraisal Form-2024 in online format as Google Form for both teaching and non-teaching staff, in place of API, to recognize their contributions across key functional areas of the university. Data for all staff members has been collected, and the initial review of submissions has been completed.
- The academic calendar for the session 2024-25 was proposed by IQAC which was approved and notified from the Registrar office.
- The significance of the Learning Management System (LMS) has been emphasized in ensuring a standardized and efficient digital learning experience for students and suggested for its effective implementation in the teaching-learning environment.
- The Research Award Ceremony-2024 was announced to be conducted in the month of September to recognize and reward faculty members who have made significant contributions towards the research development of the University.
- Director, IQAC highlighted that, as per NAAC assessment metrics, the university is currently lacking in the area of government-funded and public-sponsored projects. Therefore, faculty engagement in such projects must be encouraged to improve performance in this critical criterion. He suggested initiating structured efforts towards strengthening research and development activities within the scope of university Research Policy.
- All the deans/ principal/ heads were requested to submit the monthly reports and data to IQAC office before 5th of each month without fail.

Agenda 3. LMS Working and Compliance

- Prof. (Dr.) Arunansu Halder (President, SGVU and Chairperson, IQAC) reiterated that SGVU is among the pioneers in adopting an LMS and maintaining its proper usage which is crucial for quality education. HR department has been instructed to remind all the faculty members of the mandatory requirements related to the lecture PPTs, assignment and weekly test on LMS.
- The minimum standards has been decided to ensure the quality of content uploaded by the faculty members on LMS portal which includes:
 - ✓ **Lecture PPT Upload Requirements:** For 3-credit courses: Minimum 36 PPTs (12 PPTs per credit) and for 4-credit courses: Minimum 48 PPTs (12 PPTs per credit).
 - ✓ **Lecture PPT Structure:** Each PPT must have exactly 15 slides.
 - ✓ **Reading Material:** Must be provided alongside lecture PPTs for student reference.
 - ✓ **Visual Aids:** Faculty should enhance student engagement by adding videos, animations, case studies, and management games wherever applicable.
 - ✓ **Quizzes:** Every lecture PPT must be accompanied by a quiz with minimum 15 questions to assess student understanding.
 - ✓ **Attendance Submission:** Student attendance must be regularly recorded on LMS.
 - ✓ **Graded Assignments & Weekly Tests:** Faculty members must coordinate and schedule two graded assignments and weekly tests as per academic requirements.
- IQAC and HR Department will conduct bi-monthly LMS Audit on the 15th and 30th of every month to ensure faculty compliance.
- Deans/Principals/Heads will conduct internal audit before university-level audit.
- Strict monitoring will be in place to identify and address defaulters who fail to meet the prescribed standards.
- Non-compliance cases will be reported for necessary action.

Agenda 4. Academic Calendar (Odd Semester, Session 2024 – 25)

- All activities mentioned in the academic calendar should be prior notified and circulated on social media (university website in case of major activities).
- Cancellation and rescheduling of planned activities as well as scheduling new activities should be informed to IQAC, President Office and Pro-President Office well in advance.
- IQAC working committee will collect and segregate the monthly data from School/ Department/Centre into the AQAR formats.

Agenda 5. Academic Audit

Regular audits will be conducted by the centralized team, Dean/Principal/Head, Academic Quality Auditors cum Mentors in different formats at regular time intervals to maintain academic quality.

Agenda 6: Any other matter

No other matter was put forward.

The meeting was ended with thanks to the chair.


Dr. Ankur Kumar, IQAC

