

Minutes of 1st meeting of IQAC

SGUV/ IQAC/2025-26/660

Date: - 5th September 2025

Subject: - Minutes of 1st IQAC meeting

1st Meeting of IQAC of session 2025-26 held on 5th September 2025 at Conference Hall of Main Building from 11.00am to 1.00pm

Hon'ble President (Prof. Arunanshu Halder), Hon'ble Pro-President, Registrar, Principals, Deans and Directors of all the Schools/ Department/ Centre, all committee heads and IQAC working committee members were present.

In the meeting the followings issues were discussed and resolved:

Agenda 1. IQAC Strategy / Initiatives for upcoming semester

Discussions were held on the implementation of New Education Policy and CBCS, enhancing student and faculty enrollment in NPTEL courses, value added courses being offered at the university level, open to all the students. Other points suggested during the discussion were as follows:

- Each School/Department should offer at least 2 Value added courses for the coming semester which should be notified in the month of July every year.
- First and second year students should be involved in the small field projects/ research projects at the various Research Centers of the university.
- Curriculum Feedback Analysis and Action Taken Report of the Academic Year 2025-26 (held in last quarter of previous academic year) should be submitted to the IQAC office.
- Department Academic Performance Committee (DAPC) Meeting should be held at least twice in a semester and all notices, attendance and minutes should be duly maintained in the School/ Department.
- Specialized activities should be planned for Advance Learners i.e., participation in conference/ seminars/ training, research projects, or any other external academic activities.
- As per the distinctiveness of the University, theory classes should be regularly conducted in labs with the practical learning pedagogy along with the incorporation of ICT tools.
- Each activity at School/ department (teaching/laboratory/co-curricular/extra-curricular/ PT meetings) should be documented with geo-tagged photographs in recommended format.
- Calculation of CO-PO attainment for the session 2025-26 should be completed by the end of July'26.
- Annual Research targets for individual faculty members were declared.
- Discussion was made on fruitful participation of the students into extension / outreach programs, external academic/cultural/sports activities.
- 1 Lecture/ day/ school/department should be conducted in the university library (House of Wisdom) for effective utilization of library resources.
- Student registration for the alumni association should be clubbed with their registration for the University Convocation with a nominal registration fee.

- Monthly Task were discussed along with the necessary guidelines for report preparation and data collection.

Agenda 2. LMS Working and Compliance

Prof. (Dr.) Arunansu Halder (President, SGVU and Chairperson, IQAC) again emphasized on proper utilization of Learning Management System (LMS) and provide the Minimum Standards for LMS Content:

1. Lecture PPT Upload Requirements: For credit courses: Minimum 36 PPTs (12 PPTs per credit) and for credit courses: Minimum 48 PPTs (12 PPTs per credit).
2. Lecture PPT Structure: Each PPT must contain exactly 15 slides.
3. Reading Material: Reading material must be uploaded along with lecture PPTs for student reference.
4. Visual Aids: Faculty members should enhance student engagement by incorporating: Videos, Animations, Case studies, Management games (wherever applicable)
5. Quizzes: Every lecture PPT must be accompanied by a quiz containing a minimum of 15 questions to assess student understanding.
6. Attendance Submission: Student attendance must be recorded regularly on the LMS.
7. Graded Assignments and Weekly Tests: Faculty members must conduct and upload- Two graded assignments & Weekly tests as per the academic requirements.

Monitoring and Compliance:

- IQAC and HR Department will conduct bi-monthly LMS audits on the 15th and 30th of every month to ensure faculty compliance.
- Deans, Principals, and Heads will conduct internal audits before the university-level audit.
- Strict monitoring will be implemented to identify and address faculty members who fail to meet the prescribed LMS standards.
- Cases of non-compliance will be reported for appropriate administrative action.

Agenda 3. Academic Calendar (Odd Semester, Session 2025 – 26)

- All activities mentioned in the academic calendar should be prior notified 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 into the AQAR formats.

Agenda 4. 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 5: Any other matter

- No other matter was put forward.

The meeting was ended with thanks to the chair.



Dr. Ankur Jain