

Minutes of 2nd meeting of IQAC

SGUV/ IQAC/2025-26/678

Date: - 10th November 2025

Subject: - Minutes of 2nd IQAC meeting

2nd Meeting of IQAC of session 2025-26 held on **10th November, 2025 at Conference Hall of Main Building from 11.00am to 1.00pm**

Hon'ble President and Chairperson (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. Review of Action Taken Report (ATR) from last meeting.

- Dr. Ankur Jain, Director IQAC, presented the Action Taken Report (ATR) of the agendas discussed during the previous IQAC meeting held on 05 September 2025.
- He updated the implementation status of each agenda point as detailed in Annexure-I.
- He briefed the committee regarding the initiatives undertaken to ensure the effective utilization of the Learning Management System (LMS) by all faculty members.
- Prof. (Dr.) Arunansu Halder instructed all Deans, Principals and Heads to ensure that the LMS implementation process is maintained consistently in their respective Schools/Departments/Centres and that any non-compliance is reported.
- The Chairperson also directed all academic heads to ensure timely completion of activities, targets and documentation related to NAAC metrics and university requirements, and to submit monthly reports to the IQAC Office.

Agenda 2. Plan for the coming months

The Director IQAC discussed the action plan for the upcoming months, which included:

- Activities as per the Academic Calendar.
- Submission of the list and schedule of Value-Added Courses.
- Submission of University Core Courses and Open Elective Courses.
- Details of financial support provided to faculty members for attending: Conferences, Seminars, Workshops, Faculty Development Programmes (FDPs)
- Status of student placements.
- Student progression to higher education.
- Academic and Administrative Audits by IQAC.
- Generation of monthly LMS reports.

Agenda 3. Preparations for the 14th Convocation Ceremony.

The Director, IQAC, informed the members that the 14th Convocation Ceremony of Suresh Gyan Vihar University is scheduled to be held on 22 November 2025 (Saturday). The Chairperson emphasized the importance of coordinated planning to ensure the successful conduct of the University's flagship academic event.

The following points were discussed:

- All Schools, Departments, and Administrative Offices shall complete the verification and submission of the list of eligible graduating students within the prescribed timeline.
- The Examination Department shall ensure timely declaration of results and preparation of degree, diploma, and medal award lists.
- The Convocation Organizing Committee shall coordinate all arrangements related to venue preparation, stage management, invitations, protocol, security, hospitality, transportation, and media coverage.
- The Registrar's Office shall coordinate with all concerned departments for seamless execution of the ceremony.
- Arrangements of registration, digital communication, photography, videography, and live streaming of the event.
- All committee conveners shall submit periodic progress reports to the Convocation Organizing Committee and IQAC for effective monitoring.
- The Chairperson instructed all departments to ensure timely completion of assigned responsibilities and maintain the highest standards of quality and coordination for the successful organization of the 14th Convocation Ceremony on 22 November 2025.

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

- The IQAC and HR Departments were directed to implement strict monitoring of LMS-related activities.
- Full compliance with the established LMS guidelines shall be ensured across all Schools and Departments.

The meeting ended with thanks to the chair.


Dr. Ankur Jain
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