SMVDU/DQA/2020/0321
Date: 9/6/2020

Minutes of the meeting of various administrative sub-committees of Directorate of Quality Assurance held on 3rd June 2020 at 11:00 A.M. in the Conference Room on the 2nd Floor, C Block, adjacent to the DQA Office

A meeting of the of the Chairpersons of the various administrative sub-committees of Directorate of Quality Assurance was held on 3rd June 2020 at 11:00 A.M. in the Conference Room on the 2nd Floor, C Block, adjacent to the DQA Office. The following members were present;

1. Dr. A. K. Das, Director DQA
2. Dr. Sumeet Gupta, Dean [AA], Chairperson Academic Affairs Committee
3. Dr. Supran Sharma, Faculty I/c. Central Library, Chairperson, Library Affairs Committee
4. Dr. Saurabh, HoD Business, Chairperson, Administrative Affairs Committee
5. Dr. Hari Govind Mishra, Dy.Director DQA
6. Dr. V K Dogra, HoD SoCE, Chairperson, Engineering Affairs Committee
7. Ms. Tripti Saitu Gupta, Assistant Registrar[DQA]
8. Mr. Deepak Sharma, Junior Engineer [Civil]

Sh. Neeraj Kumar, KAS, FO, Chairperson, Financial Affairs Committee, could not attend the meeting and was granted leave of absence by the Chair.

The Director DQA welcomed all members to the 1st meeting of the Chairpersons of the various administrative sub-committees of Directorate of Quality Assurance. He expressed grave concern on the Covid-19 Pandemic being faced by the world at large and India in particular and said that all precautionary measures as laid down by the Government should be followed and social distancing maintained.

The members then ensued with discussing and deliberating on the various agenda items, as listed below;

1. The members discussed and resolved that the University Authorities shall be requested to provide necessary protective equipments (preferably PPE kits) to the guards posted at Gate No-1 of the University Campus who are responsible for thermal screening of all people entering the campus.

2. **Providing basic COVID Kit to all employees:**

   It was also decided that in consonance with the MHA guidelines, the University Authorities should provide at a basic Covid-19 kit to all its employees and outsourced staff deployed on the Campus, comprising of the following;

   a. Surgical Masks – 10 Nos.
   b. Surgical Gloves – 3 pairs
   c. Sanitizers [alcohol based] – 3 bottles of 100 ml each

3. **Issues concerning Academic Affairs Committee:**

   a. **Use of a Licensed Platform for Online classes**

   The members deliberated that since Covid-19 is here to stay for some time and as per UGC guidelines, classes have to be conducted on online mode (if required). It was discussed that the University must have licensed platform for hosting online classes and webinars. Members informed that the free ZOOM platform only allows 40 minutes of time frame, which is not sufficient for taking classes. Dean [AA] suggested that Google-meeting may be explored by faculty members for teaching purposes, since it is free of cost. It was also recommended that depending upon the strength of the School, 5/6 licenses per School should be taken for teaching if online teaching continues in future. For hosting webinars also similar platforms should be explored and Dean [AA] should submit a proposal in this regard for approval of the competent Authority.

   b. **Conduct of Academic Audit [both external and internal committee]**

   The members were informed that an Academic Audit was conducted in the past also. On similar lines an excel format shall be shared by the Dean[AA] with DQA, who shall prune the same to ensure only relevant information is sought, and get the information from all schools on various academic parameters. Once the reports are received, 04 committees may be formed comprising of senior faculty from the different faculties/streams, so as to ensure that faculty members form one stream get to examine the report of Schools from the different stream.

   The internal audit report be then sent to External experts for their remarks. Director DQA informed the members that since the current extended Academic year [due to Covid-19] is ending on 31st July 2020, the entire exercise must be completed by 20th July 2020, by the Dean [AA].

   c. **Exemption for conduct of student feedback for the semester Jan-May 2020**

   It was unanimously resolved that due to COVID-19, the Competent Authority may kindly be requested to exempt the DQA from conduct of student feedback for the semester Jan-May 2020.

   d. **Exemption for conduct of Question Paper Review for the semester Jan-May 2020**

   It was unanimously resolved that due to COVID-19, the Competent Authority may kindly be requested to exempt the DQA from conduct of Question Paper Review for the semester Jan-May 2020.

   e. **Augmentation of the existing Audio-Video facility for online teaching**

   The members agreed to the observation of Director DQA, that the existing Audio-Video facilities need to be augmented, like providing digital pens, stencils and digital boards to all Schools, so as to facilitate online teaching.

f. Creation of a Studio for Video Lecture preparation

All members agreed to the suggestion of Director DQA that a full-fledged studio needs to be established in the Campus for preparation of good quality video lectures. Dean[AA] and Co-ordinator TEQIP-III, informed the members that in case additional funding is received from TEQIP, the same shall be procured from TEQIP funds.

4. Administrative Affairs Committee
   a. Review of self-Appraisal Form for Non-teaching Employees

Dr. Saurabh was provided with the current Non-Teaching Appraisal Form, and the members agreed that it needs revision. He opined that it needs thorough examination and deliberation and informed the members that the Administrative committee shall discuss and submit its proposal in near future.

   b. Conduct of Workshop for Non-teaching Staff

Dr. Saurabh was requested to prepare a proposal for online workshop for all non-teaching staff members, wherein all topics like digital hygiene, professional ethics, functional information related to various departments of the University may be covered. If required, external experts may be engaged for which payment may be made from TEQIP funds.

   c. Conduct of Administrative Audit [both external and internal committee]

It was resolved that the SoPs shall be sent to all Schools and Sections for perusal and revision if any. It was also pointed out that there is no grievance redressal mechanism in place for redressal of grievances for all employees. It was suggested that a formal proposal may be put up in this regard.

5. Engineering Affairs Committee
   a. Review of the SoPs for Maintenance Complaint Redressal System

Mr. Deepak Sharma, JE, nominee of the UE, was requested to provide the SoPs for Maintenance Complaint Redressal System to DQA, for review.

   b. Conduct of Green Audit

Dr. V.K.Dogra, informed the members that he shall have a thorough discussion on the conduct of green audit in the University, among the members of the Engineering Affairs Committee and intimate the DQA regarding the conduct of the same at the earliest. He was also informed that the same needs to be conducted and report submitted [duly evaluated by internal and external committee] complete in all respects latest by 20th July 2020.

6. Financial Affairs Committee
   a. Review of SoPs of Finance Wing

Since no member / nominee of the Financial Affairs Committee could attend the meeting, the agenda was deferred to the next meeting.
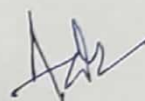
7. **Library Affairs Committee**
   a. **Review of existing facilities available in the Library**

   The Faculty I/c. Central Library informed that the existing facilities available in the Central Library are adequate. He was requested to provide a list of IP free services available online for the student of SMVDU for wider circulation. He said that the Central library needs to be properly fumigated before the start of next academic session.

8. It was also decided that the modalities for the conduct of Staff Satisfaction survey may be worked out.

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

Director [DQA]

No.SMVDU/DQA/Sub-Com/2020/

Date: ......June 2020

CC:

1. PS to the Vice Chancellor, for kind perusal of the Hon'ble Vice Chancellor.
2. Registrar, for information.
3. All members concerned for information and needful.
4. Concerned File.