



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182320, J&K Email: ar.dqa@smvdu.ac.in

SMVDU/DQA/2020/0382

Dated : 24/07/2020

Minutes of the Meeting of Academic Affairs Committee of DQA held on 15th July, 2020 in the
Committee Room, Administrative Block, SMVDU

1. A meeting of Academic Affairs committee of DQA was held on 15/07/2020 in the Committee Room, Administrative Block, SMVDU to prepare a plan for effective conduct of the teaching-learning process during the forthcoming Odd Semester, Session 2020-21 in complete On-line Mode.
2. The following attended the meeting.
 - i. Dr. A.K. Das, Director, DQA
Director, DQA, SMVDU
 - ii. Dr. Sumeet Gupta
Dean (Academic Affairs), SMVDU
Chairman, AAC, DQA
 - iii. Dr. Saurabh
Head, School of Business
Invitee
 - iv. Dr. Supran Kumar Sharma
I/c, Central Library & Associate Professor
School of Business
Invitee
 - v. Dr. Balbir Singh
Associate Professor, School of Mechanical Engineering
Member
 - vi. Dr. Sharada M. Potukuchi
Head, School of Biotechnology
Invitee
 - vii. Dr. Kumud Ranjan Jha
Head, School of Electronics & Communication Engineering
Invitee
 - viii. Dr. Surender Singh
Assistant Professor, School of Mathematics
Member
 - ix. Ms. Tripti Saitu Gupta
Deputy Registrar, SMVDU

Minutes of the Meeting of Academic Affairs Committee of DQA held on 15th July 2020

3. Dr. Raghavendra Mishra and Dr. Manoj Kumar could not attend the meeting due to unforeseen engagements.
4. At the outset, Dr. Sumeet Gupta, Dean (Academic Affairs) welcomed all present in the meeting and laid out the purpose of the meeting which was to lay out modalities for conduct of the teaching-learning process during the forthcoming Odd Semester (Session 2020-21) which was expected to be conducted in on-line mode in view of the current circumstances
5. The following concerns were noted while proposing the modalities:
 - a. All students may not have access to high bandwidth broadband connection and the problem is exacerbated with availability of only 2G Mobile Network
 - b. Availability of common platform for conduct of academic work during the semester
 - c. Timely availability of all resources viz Video Lectures, Presentations, Reading Material, Notes, E-books, tutorial Sheets etc.
 - d. Regular monitoring of the teaching-learning process during the course of the semester
 - e. Issue of Semester Registration for the forthcoming semester and collection of fee in view of non-availability of suitable ERP
6. In view of the above, the following recommendations were made:
 - a. Semester for continuing students to commence from 17th August
 - b. Semester Registration (including fee collection) may be done from 10th-15th August 2020 using the HDFC Portal which is being currently developed for the purpose.
 - c. Heads of Schools to provide the program structure for the forthcoming semester by 25th July 2020. The Schools should carefully choose the courses for registration in this semester keeping the practical coursework perspective in view. It was further recommended that in view of the uncertainty regarding conduct of lab work, the L+T and P components of a course be treated separately with different course codes (E.g. ECL 1010 Basic Electronics (3-0-2) be treated as ECL 1010 Basic Electronics (3-0-0) and ECP 1010 Basic Electronics Lab(0-0-2).
 - d. Also, MOODLE LMS to be utilized as the platform for managing the academic process which is already being setup by MOODLE Coordinator, Dr. Naveen Kumar Gondhi, Assistant Professor, SoCSE who will also arrange for on-line training of all Faculty Members for using the said platform.
 - e. Once the Registration would be completed on HDFC Portal, then the same would be transferred to MOODLE LMS
7. It was further recommended that the methodology of "Flipped Class" shall be utilized for smooth conduct of academic work during the forthcoming semester. This will require that the

Faculty members will prepare the following resources for all courses being handled by them and upload the same on MOODLE in advance:

- a. **At-least 30 Video Lectures** (Self-prepared) of 30 minutes duration each for every course of 3-0-0 or more
- b. Tutorial Sheets (wherever applicable),
- c. Presentations / Case Studies (wherever applicable),
- d. **E-Book(s)** for the course be provided (All Faculty members must ensure that copyright of the uploaded material is not violated),
- e. Video recording of the Lab work to be prepared and sent to the students in advance,

The methodology will be followed uniformly by all the Faculty Members.

8. It was recommended that the following resources may be utilized for preparation of the Course material:
 - a. Video Lectures to be prepared using tools like Screen Cast-o-matic, Windows in-built Video Recorder, Zoom, Google Meet, JioMeet etc. Tools to be made available for Video compression/editing. University shall procure adequate license, as may be required of the various tools, once finalized.
 - b. Video Lecture recording facility shall be available in Lecture Theatres with help of the personnel from Audio Video Cell. Security office will ensure that staff is assigned to each Lecture Theater to ensure proper sanitization of the equipment/furniture/fixtures on the podium after completion of every lecture.
 - c. University may also procure a few pieces of the tabs with digital pens to be able to write during the course of the lecture.
9. Each Faculty Member to ensure that at-least 05 Video Lectures per course are uploaded on MOODLE LMS not later than 12th August 2020. Subsequent schedule to be provided soon.
10. Dr. Gondhi shall upload a 30 minute Video Lecture on MOODLE after which all the students will be asked to download the same. The students reporting problem in downloading the same will be provided the material at Sr. 7 above in the form of CDs by Registered post/through PRO to ensure that the material is available with all students.
11. Two live classes (40 Minutes duration) using Google Meet/JioMeet/Zoom, per course per week shall be conducted by each Faculty Member for which the time table shall be prepared by the respective School. It was also recommended that attendance criteria for the Live Classes shall apply for this semester and the faculty members shall record attendance pf each class on MOODLE LMS




12. Lab work to be attempted with 'Virtual Labs' wherever possible and a decision regarding the lab work may also be taken at a late stage keeping in view the circumstances.
13. Related to Student Feedback, it was proposed that 'Google form based Feedback' will be obtained on weekly basis for which, the mechanism shall be conveyed later to all the Faculty Members.
14. It was proposed that School may ask their respective students to register for suitable NPTEL/ Swayam courses in relevant subjects.
15. It is proposed that Dr Balbir Singh will prepare "Peer-Mentoring" mechanism for discussion in the next meeting of AAC of DQA.
16. Regarding the evaluation mechanism, the following break-up was recommended:

- **Mid-term Examination – 30 Marks**
- **Quiz/Assignments – 20 Marks**
- **Major Examination – 50 Marks**

It was suggested that some change in evaluation modalities may occur, if so required based on any guidelines subsequently issued by UGC/AICTE etc.

17. With respect to the School of Architecture, it was decided that a final decision in this regard shall be taken after discussions with the Head SoALD.

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


24/07/2020
Director, DQA

No.SMVDU/DQA/2020/0382

Date: 24th July 2020

Copy to:-

1. Concerned _____, for information.
2. PS to VC, for kind information of Hon'ble Vice Chancellor.
3. Concerned file.