



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/15/ 35

27th October, 2015

Minutes of the 2nd Meeting of Coordinators (Internal Quality Assurance Cell (IQAC)) held on 14th October, 2015 at 3:00 P.M. in the Chamber of Director, IQAC

The following were present during the meeting:

1. Prof. V. K. Bhat, Director, IQAC
2. Sh. Subrata Deb, Librarian - Coordinator (Library Affairs)
3. Dr. Amit Kant Pandit, Associate Prof., Director, SECE - Coordinator (Academic & Financial Affairs)
4. Ar. Aditya Kumar Singh, Associate Prof., Director SALD - Coordinator (Engineering Affairs)
5. Sh. Ashish Suri, Asstt. Prof, SECE - Coordinator (Administrative Affairs)

Prof. V. K. Bhat - Director, IQAC welcomed all the coordinators and the progress made by various sub-committees was discussed. The coordinators of sub-committees conducted the meetings of the concerned affairs. The details of the meetings were given by the concerned coordinators which are as under:

2 (a) Library Affairs Committee meeting was held on 2nd September 2015 and Minutes circulated vide SMVDU/Lib/15/11749 dated 30th September 2015. The following is the brief:

1. Librarian informed the members that with the present resources available it is not possible to send a reminder/sms for book return to Faculty, Students, Staff etc. of the library as was discussed in the last meeting but with shifting on Linux platform it will be possible.
All members unanimously agreed that the librarian may come up with the proposal in case there is a requirement of purchase of additional software for further improving the efficiency and effectiveness of the library.
2. Librarian submitted that Feedback for library shall be made online, Director, IQAC informed that feedback for library from students shall be included in the form being designed for the students.

2 (b) Academic Affairs Committee meeting was held on 21st September 2015 and Minutes circulated vide SMVDU/FOE/SECE/15/109 dated 21st September 2015. The following is the brief:

1. University has taken the services of Online market survey tool i.e. Monkey survey for student feedback and by the end of the November whole process of student feedback will be completed.
2. All the members unanimously agreed that the performance of the students will be shared with parents by email/sms. Directors will intimate I/c Telecommunications about the students whose performance is below average and/or have shortage in attendance.

- 2 (c) Administrative Affairs Committee meeting was held on 6th October 2015 and Minutes circulated dated 9th October 2015. The following is the brief:
1. It was agreed that Sh. Ashish Suri shall find out the possibility of a Single Window System for student related matters in Administrative sections (particularly A&R section) and come up with a mechanism to improve the existing system and he will be responsible for improving the overall working of the Administrative sections namely Establishment section, Academics & Research section and Stores & Procurement section and he assured all the members that he would take an initiative in this regard.
 2. Sh. Ashish Suri submitted that due to the busy schedule of the members of Administrative affairs committee, it will be difficult for him to develop a mechanism on that Director, IQAC suggested that he may co-opt more members from the Administrative sections.
- 2 (d) Financial Affairs Committee meeting was held on 29th September 2015 and Minutes circulated dated 15th October 2015. The following is the brief:
1. Minimum requirements/checklists of each case to be processed in Finance wing i.e. Medical reimbursement, T.A reimbursement, Conduct of Workshops/Conferences, Utilization certificates etc. shall be notified to each Director/Section heads so that, while forwarding cases of their School/Sections they must verify the check list at their end. Dr. Amit Kant Pandit informed the members that Finance wing shall notify the list of requirements as early as possible in this regard.
 2. Dr. Amit Kant Pandit informed the members that instead of separate Receipt & Dispatch register, We may introduce the concept of Single register for both receipt & dispatch and checking of register after a week or so itself suggest pending case files in Finance wing.
- 2 (e) Engineering Affairs Committee Minutes of the meeting are awaited:
1. It was agreed that Ar. Aditya Kr. Singh to devise a mechanism so that the maintenance problem faced by all the stakeholders (Faculty, Students, Staff etc.) of the university may be solved as early as possible.
- Director, IQAC requested all the members to study the Quality Policy of different Universities so that the Quality Policy of the University can be framed in the next meeting which shall be convened shortly and come up with the suggestions & mechanism of work for the respective sections/wings.

The meeting ended with the vote of thanks.


27/10/15
Member Secretary

Copy to:-

1. All Coordinators _____
2. Registrar _____ for information.
3. PS to VC for information of HVC.
4. Concerned file.