



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/15/27

8th September, 2015

Minutes of the Meeting of Coordinators (Internal Quality Assurance Cell (IQAC)) held on 27th August, 2015 at 2:30 P.M. in the Chamber of Director, IQAC

The following were present during the meeting:

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

Prof. V. K. Bhat – Director, IQAC welcomed all the coordinators and briefed about the first meeting of IQAC which was held on 5th August 2015 and was attended by almost all internal members & external members including Sh. Ajeet Kumar Sahu, IAS, CEO, SMVD Shrine Board, Sh. Rohit Gupta, Managing Director, Sarveshwar Overseas. Maj. Gen. (Retd.) Sh. S.K Sharma attended the meeting as a Special Invitee.

In the first meeting of IQAC, it was decided that in order to make the functions of IQAC smooth, the University should form sub-committees to handle various affairs under Internal Quality Assurance Cell (IQAC).

The sub-committees shall be responsible for development and application of quality benchmarks/parameters for the various academic and administrative activities, facilitating the creation of a learner-centric environment conducive for quality education, arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes, Dissemination of information on the various quality parameters of higher education, Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles, Documentation of the various programmes/activities of the University leading to quality improvement.

Quality Policy formation of the University was also discussed and was agreed that the same shall be deliberated at school/section level and coordinators of sub-committees shall come up with proposals in this regard

Main agenda to convene a meeting of Coordinators was to design a mechanism for effective working of the University.

1. During the discussion about the formation of sub-committees it was understood that contribution of Dr. Amit Kant Pandit & Mr. Ashish Suri shall be useful towards designing an online

Ashish Suri

[Signature]

mechanism with reference to feedback, appraisals etc. so that to automate the system to save time (execution of work in time), to have more efficiency & less paper work.

2. Prof. V. K Bhat discussed the Quality Policy of the different Universities like Banaras Hindu University, Andhra University, University of Jammu and directed coordinators to propose the Quality Policy of the University in the next meeting which shall be convened in last week of September.
3. It was agreed unanimously that the Coordinators of different sub-committees shall convene the meetings by 24th September 2015 and came up with the suggestions & a mechanism of work for their respective sections/wings.

It was concluded in the meeting that necessary steps be taken so that Student Feedback is made online by the end of the current semester and made mandatory for all the students.

The meeting ended with the vote of thanks.

Jun. Anandit
Member Secretary

Copy to:-

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