



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

RefNo: SMVDU/IQAC/17/292

21 April, 2017

Minutes of the 14th Meeting of Coordinators, Internal Quality Assurance Cell (IQAC) held on 6th April 2017 at 2:30 p.m. in the conference room Dean, Faculty of Management

The following members were present during the meeting:

1. Dr. Hari Govind Mishra, I/c Director, IQAC
2. Dr. Amit Kant Pandit, Associate Prof. - Coordinator (Academic Affairs)
3. Dr. Suparn Sharma, Associate Prof., SoB - Coordinator (Library Affairs)
4. Dr. Ajay Koul, Asstt. Prof., Head DoCSE - Coordinator (Engineering Affairs)
5. Dr. Balbir Singh, Associate Prof., DoME – Member (Administrative Affairs), Member Secretary
6. Mrs. Suneeta Raina, Representative (Library Affairs)

Sh. Shadi Lal Pandita, Finance Officer - Coordinator (Financial affairs) could not attend the meeting.

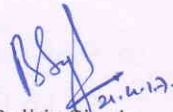
1. I/c Director, IQAC informed the members that the number of representations received from students in the office of IQAC from the students whose results are withheld on account of non-submission of semester feedback. Students requested that their results can be declared because the same are required for applying for Summer Internships in public sector undertakings and prestigious companies / organizations & in order to complete the formalities in case of Campus selection. I/c Director, IQAC also informed the members that all the HoDs are requested to collect the Undertaking by students whose result are withheld latest by 7th April 2017. All the members unanimously agreed that for the sake of career of students that the results can be declared this time as one time exception only. Meanwhile all the HoDs can collect the undertaking from students and forwarded the same to the office of IQAC for further needful.
2. I/c Director informed the members that the names of the experts whose review are still pending forwarded to the concerned HoD by email dated 5th April 2017 for further needful at their end. All the members unanimously agreed that the link for the review of question papers December 2016 can be closed on 15th April 2017 so that the reports of the review can be forwarded to the concerned HoDs and for the perusal of the Competent Authority.
3. As decided in the last meeting that the every sub-committee has their own objectives, scope & functions which can be framed and forwarded to the IQAC but the same has not been received from any sub-committee. I/c Director, IQAC once again requested all the members that every

(Handwritten signature)

sub-committee shall frame their own objectives, scope & functions and forwarded the same to IQAC latest by 15th May 2017.

4. I/c Director IQAC informed the members that the formation of Quality circles for Academic Departments & Administrative Departments / sections is in process and the guidelines for quality circles forwarded to all the concerned by email dated 28th March 2017. I/c Director IQAC propose that a meeting of all the chairman's of Quality circles for Academic Departments & Administrative Departments / sections shall be convened on 20th April 2017 which was agreed by all the members.
5. I/c Director, IQAC discussed with the members that an email received from students regarding conduction of feedback related to mess and opined that the feedback of all the activities related to students shall be conducted but all the members opined that the same needs to be handle by the office of Dean of students instead by IQAC.
6. I/c Director, IQAC suggested that the feedback related to Conference / Workshop/ Seminar shall be required to be conducted. Coordinator, Library affairs intimated that the feedback related to Conference / Workshop / Seminar already conducted by the concerned organizer and forwarded to the funding agency for further needful and if the same is required by IQAC then the same need to be notified.

The meeting ended with the vote of thanks.


Dr. Balbir Singh
Member Secretary

Copy to:-

1. All Coordinators _____
2. Registrar _____ for information.
3. PS to VC for information of Hon'ble Vice Chancellor / Chairman IQAC.
4. Concerned file.