



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/16/135

5th August, 2016

Minutes of the 6th Meeting of Coordinators (Internal Quality Assurance Cell (IQAC)) held on 2nd August 2016 at 3:30 p.m. in the Chamber of Director, IQAC

The following were present during the meeting:

1. Prof. V. K. Bhat, Director, IQAC
2. Sh. Shadi Lal Pandita, Finance Officer - Coordinator (Financial Affairs)
3. Sh. Subrata Deb, Librarian - Coordinator (Library Affairs)
4. Dr. Jyoti Sharma, Associate Prof, Head, SoB - Coordinator (Administrative Affairs)
5. Dr. Amit Kant Pandit, Associate Prof., Head, DoECE - Coordinator (Academic Affairs)
6. Dr. Ajay Kaul, Asst. Prof., Head I/c DoCSE - Coordinator (Engineering Affairs)
7. Ar. Aditya Singh, Associate Prof., Head DoALD
8. Dr. Sanjeev Anand, I/c Head DoEM - Member (Engineering Affairs)

Prof. V. K. Bhat - Director IQAC welcomed all the coordinators and enquired about the status of different sub-committees under IQAC:

1. **Academic Affairs Committee:** On being asked by Director, IQAC regarding the status of review of Question papers. Dr Amit Kant Pandit informed the members that 60 to 70% of the Question papers are reviewed by external experts. Director, IQAC told Dr. Amit Kant Pandit to process the payment of honorarium to external experts on priority. Director, IQAC also told Dr. Amit Kant Pandit to initiate a note for the renew of Survey Monkey software.
2. **Administrative Affairs Committee:** Director, IQAC told Dr. Jyoti to have a meeting with Mr. Ashish Suri former Coordinator of Administrative affairs committee to know the status at present. Director, IQAC also told Dr. Jyoti to propose the name of the Member Secretary, IQAC from the main committee of IQAC in the next meeting.
3. **Financial Affairs Committee:** Sh. S. L. Pandita, Finance Officer informed the members that the Notification for Prerequisites for different categories of cases in the form of Checklists before its submission to Finance wing and timelines for the disposal of cases by Finance Wing has been forwarded to all the Deans/I/c Deans/Heads/I/c Heads/ Section Heads/Faculty members/ Staff members.

Finance Officer also informed the members that Circular: Timely submission of bills for payment has been forwarded to Deans/I/c Deans/Heads/I/c Heads/ Section Heads/Faculty members/ Staff members/P.I so that all pending bills for goods and services availed and works completed upto 15th July 2016 be forwarded to the Finance Officer latest by the 31st July 2016 so that payment for such bills received will be processed within a Week time.

4. **Engineering Affairs Committee:** On being asked by Director, IQAC regarding the status of Engineering affairs. Dr. Amit Kant Pandit informed the members that a Service Request form has been designed and uploaded on the University Website where in Stakeholders / users can register their new complaints, reminder/re-complaint and give their suggestion / feedback for the different services which includes Carpentry, Plumbing, Electrical, Civil and others if related to Engineering section and a complaint email has been sent to all the J.E's, Deputy U.E & University Engineer. All the members agreed that the complaints forwarded through this form pertaining to Electrical has been resolved by the J.E (Electrical) - Mr. Maharaj Krishan Pandit and for other services an email has been sent by the University Engineer to register their complaints regarding the maintenance problem faced by the Faculty / Staff members of the University.

Director, IQAC opined that an email shall also be sent to the Coordinator Engineering affairs so that the coordinator will prepare ATR with regard to no. of complaints has been received and how many complaints has been resolved.

5. **Library Affairs Committee:** On being asked by Director, IQAC regarding the status of Library affairs, Librarian informed the members that as desired by Hon'ble Vice Chancellor to explore the possibility of conversion of LibSys Software in Library at present to NIC software e-Granthalaya. In this regard an email has been sent to LibSys authorities to provide the data in excel format and they agreed for the same but later refused on the pretext that due to some technical problems data cannot be converted. Librarian also informed the members that a meeting has been convened by Hon'ble Vice Chancellor today to discuss the issue and also informed the members that AMC for the last year and the current year of LibSys authorities are put on hold.

Director, IQAC opined that for improvement in existing resources at least Book requisition may be made online so that the Budget allocated for the purchase of books will be optimal utilized. Finance Officer informed that this year a Budget of Rs. 30 lakh has been allocated. Director, IQAC told the Librarian to have the meeting of their affair and use the expertise of Dr. Amit Kant Pandit so that a form for the Online Book requisition may be designed at the earliest so that the process of purchase of books may be expedite.

All the members unanimously agreed to have a meeting of their members at the end of every month and a meeting of the coordinators of sub-committees under IQAC on the First Tuesday of every month in the afternoon i.e. 2:30 p.m. and no other separate intimation or email in this regard will be sent.

Dr. Amit Kant Pandit informed the members that NPTEL local chapters will be made available on the Intranet within a week time where in every one can do a Certification course irrespective of their branch speciality. Director, IQAC told Amit Kant Pandit a Notification in this regard will be sent to all the Heads when it is available on the Intranet.

The meeting ended with the vote of thanks.


5/8/16
Member Secretary

Copy to:-

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