



श्री माता वैष्णो देवी विश्वविद्यालय Shri Mata Vaishno Devi University

Internal Quality Assurance Cell (IQAC)

SMVDU/IQAC/2017/254

Dated: 6th March 2017

NOTIFICATION

Sub: Formation of Quality Circles for Academic Departments & Administrative Departments / Sections

As approved by the Competent Authority, Quality circles shall be formed at departmental / section level & notified subsequently. Quality Circles shall work towards monitoring and strengthening various activities related to benchmarks of different parameters leading to quality teaching & research. It is hereby notified as under:

Quality Circle for Academic Departments:

- | | |
|---|----------|
| 1. Head of the Department | Chairman |
| 2. Senior Faculty Member of the Department | Member |
| 3. One Technical staff | Member |
| 4. One External Expert from Academia | Member |
| 5. One Expert from Industry (wherever applicable) | Member |
| 6. One Ph. D. Student | Member |
| 7. One PG student (wherever applicable) | Member |
| 8. One UG student (wherever applicable) | Member |

In case no Bachelor's degree is offered by the Department, then two students could be taken from Masters degree / Integrated Degree & In case no Master's degree is offered by the Department, then two students could be taken from Bachelor's degree.

Quality Circle for Administrative Departments / Section:

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|--------------------------------|----------|
| 1. HoD / Section Head | Chairman |
| 2. Next-in-line Senior Officer | Member |
| 3. One staff member | Member |

Two members from the corresponding Committees notified vide No. SMVDU/Adm/Estab./14/1077-79 dated 16.07.2014.

Quality Circles shall work towards achieving the relevant Benchmarks and shall come up with suggestions & measures for achieving the Benchmarks. The record of activities/meetings shall be maintained in each Department/Section. The meeting of the Quality Circle shall be conducted at least once in a month and the minutes of the meeting shall be forwarded to IQAC for records.

Director, IQAC

1. All Deans / I/c Deans for information.
2. Heads / I/c Heads for information, necessary action & circulation among the faculty members.
3. PS to VC for information of Chairman IQAC / Hon'ble Vice Chancellor.
4. Registrar for information.
5. Notification / Circular file.

06.03.2017
Member Secretary