



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/17/323

8th June, 2017

Minutes of the 15th Meeting of Coordinators, Internal Quality Assurance Cell (IQAC) held on 6th June 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. Jyoti Sharma, Associate Prof., SOB - Coordinator (Administrative 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. Dr. Pabitra Kumar Jena, Asstt. Prof. - Member (Academic Affairs)
7. Mr. Ashwani Kumar, Representative (Library Affairs)
8. Mr. Sanjeev Kumar, Representative (Financial Affairs)


1. I/c Director, IQAC welcomed Coordinator Administrative affairs on assuming back the charge of Coordinator, Administrative Affairs after availing maternity leave.
2. I/c Director, IQAC informed the members that as decided in the last meeting held on April 2017 every sub-committee has its objectives, scope & functions and forward the same to the office of IQAC latest by 15th May 2017 but the same has not been received from any sub-committee till date. All the coordinators were once again requested to frame and submit the same latest by 15th July 2017.
3. I/c Director, IQAC informed the members that the Student feedback conducted before major examination May 2017 has been forwarded to all the HoDs for further distribution to the faculty members of their respective Department / School and faculty members of other Department / School.
4. I/c Director, IQAC informed the members that review of question papers of major examination May 2017 is in process. List of experts, Instruction for setting of question papers and copy of Question papers (in soft (pdf format) & hard) were sought from the HoD's.

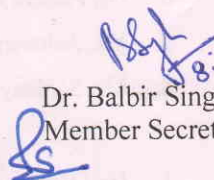
List of experts from Department of Architecture & landscape Design, Hard copy of Question papers & List of experts (signed copy) from Department of Physics, Soft copy of Question papers from School of Business & Department of Economics are still pending

5. I/c Director, IQAC informed the members that status report on 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 sought from finance wing which has not been received till date and requested to submit the same latest by 15th July 2017.
6. I/c Director, IQAC requested coordinator, Administrative affairs to prepare checklist for other administrative departments likewise checklists of finance wing and design some forms which will result in fast processing of files on which coordinator, Administrative affairs assured the members that Administrative affairs will convene a meeting of their members and do the needful.
7. Member secretary informed the members that as directed by the Hon'ble Vice Chancellor fabrication of wooden suggestion boxes will be completed by June 2017.

After in depth deliberations & discussions all the members unanimously agreed that the suggestion boxes will be open each month and will be handled by the Quality Circle for Academic Departments & Administrative Departments / Sections.

The meeting ended with the vote of thanks.


Dr. H. G. Mishra
I/c Director, IQAC


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.