



Ref. No.: SMVDU/DQA/2020/0383

Date: 24th July, 2020

Minutes of the Meeting of the Administrative Affairs Committee held on dated: 30th June 2020

1. A meeting of the Administrative Affairs Committee, of DQA was held on 30th June 2020 in the AB Committee Room, Administrative Block SMVDU, attended by the following members:
2. The following attended the meeting.
 - i. Dr. A.K. Das, Director, DQA
 - ii. Dr. Saurabh
Head, School of Business Chairperson, AAC
 - iii. Dr. Ajay Koul
I/c, Network Centre & Associate Professor
School of Computer Science & Engineering Member
 - iv. Dr. Sumeet Gupta
Dean, Academic Affairs & Associate Professor
School of Electronics & Communication Engineering Invited Member
 - v. Dr. Kuldeep Raj
Assistant Professor, School of Mathematics Member
 - vi. Mr. Vinod Sharma
Administrative Officer Member
 - vii. Ms. Tripti Saitu Gupta
Deputy Registrar, SMVDU Invited Member
3. Dr. S.K. Wanchoo, could not attend the aforesaid meeting and was granted leave of absence by the Chair.
4. The members met and deliberated upon various administrative issues which require immediate attention to finalize various quality initiatives for administration of the University.

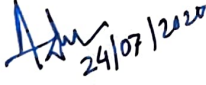
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The following issues were discussed:

- I. Administrative and Academic Audit: It was decided that the administrative and academic audit shall be combined and conducted simultaneously. Dr. Sumeet and Dr. Saurabh shall coordinate with Director DQA for the same.
- II. Standard Operating Procedures: All Sections in the University shall be forwarded their old SoPs' for review and those who have not yet prepared the same, shall be encouraged to draft their Standard Operating procedures. The finalization and review of the SOPS shall be part of internal audit and shall be completed in a time bound manner.
- III. Faculty and Staff Satisfaction Survey: It was decided to conduct a feedback and satisfaction survey of faculty and staff members of SMVDU. The committee along with Dr. Sumeet Gupta shall draft the survey and conduct the survey with the help of Survey Monkey.
- IV. Feedback from Employers: The Training and Placement Officer shall be requested to take the feedback from the employers who have offered placement to the students during 2019-2020. And a copy of the same shall be forwarded to DQA for onward submission to NAAC.
- V. Staff Appraisal: The Staff Appraisal Format shall be forwarded to all members of AAC for perusal and suggestions for improvement to make it more objective.
- VI. Grievance Redressal Mechanism: All members strongly recommended that a Grievance Redressal Mechanism for redressing the grievances of all Faculty and Staff members should be properly developed and established. It should operate at all levels like, Schools / Sections. In case of its non-resolution, it should be escalated to the next level, like Deans and finally if still not resolved, it should be discussed and deliberated upon at the central level in the University. Each level should have a fixed constitution and fixed time span for resolution of the grievance. Dy. Registrar was asked to explore if any such mechanism already exists in the University Statutes and revert to the Committee Chairperson at the earliest.
- VII. Staff Development Programme: Dr. Saurabh opined that all functional heads should be asked to provide their inputs w.r.t. the areas in which they require their staff to be trained. Such inputs should be combined and a programme designed. Dr. Ajay Koul was requested to explore the suitable resource person among the Faculty of SoCSE, who could impart training on MS Office to all Staff Members / Director DQA shall also explore MS Office Courses available on Coursera (free upto 30th September 2020).

- VIII. Dr. Saurabh was requested by Director DQA to design some courses/segments on motivation, trust, time management, stress management, teamwork, etc. so that training on such issues could be provided to the Staff.

The meeting ended with the vote of thanks to the chair.


24/07/2020
Director, DQA

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Copy to:

1. All concerned _____, for information and compliance.
2. PS to the Vice Chancellor, for kind information to the Hon'ble Vice Chancellor.
3. Office DQA, for records.