



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/16/84

2nd March, 2016

**Minutes of the IQAC meeting of Coordinators & members of sub-committees held on 21st March, 2016
at 11:00 A.M. in the AB Committee Room**

The following were present during the meeting:

1. Prof. Sanjeev Jain - Hon'ble Vice Chancellor & Chairman IQAC
2. Prof. V. K. Bhat, Director, IQAC
3. Sh. Ajay Khajuria, Registrar, SMVDU
4. Sh. Subrata Deb, Librarian - Coordinator (Library Affairs)
5. Sh. Shadi Lal Pandita, Finance Officer, Member - (Financial Affairs)
6. Dr. Jyoti Sharma, Associate Prof., Head, SoB - Member Secretary
7. Ar. Aditya Kumar Singh, Associate Prof., Head DALD - Coordinator (Engineering Affairs)
8. Dr. Ashutosh Vashishth, Associate Prof., Member (Academic Affairs)
9. Sh. Ashish Suri, Asstt. Prof, DECE - Coordinator (Administrative Affairs)
10. Sh. Ashok Sharma, Deputy UE, Member - (Engineering Affairs)
11. Sh. Rakesh Sharma, AEE, Member - (Engineering Affairs)
12. Sh. Vinod Sharma, Administrative Officer, Member - (Administrative Affairs)
13. Mrs. Tripti Saitu Gupta, AR (Establishment), Member - (Administrative Affairs)

Dr. Amit Kant Pandit, Associate Prof., Head, DECE - Coordinator (Academic & Financial Affairs) could not attend the meeting. Dr. Ashutosh Vashishth represented the Academic Affairs Committee & Sh. Shadi Lal Pandita represented the Financial Affairs Committee on his behalf respectively. Dr. Rakesh Kumar, Member, Library affairs could not attend the meeting.

Prof. V. K. Bhat - Director IQAC welcomed Prof. Sanjeev Jain - Hon'ble Vice Chancellor to the meeting and requested him to chair the meeting. He also welcomed other members & then started the proceedings.

Dr. Jyoti Sharma gave a presentation about the formation of IQAC, its objectives, scope and benefits. She also gave details of various activities, meetings of coordinators of subcommittees.

Hon'ble Vice Chancellor desired to send the Quality Policy of the University to all Faculty members, Staff & Students and get their opinions & views about the Quality policy of the University. {Action: Director, IQAC}

Dr. Jyoti informed that feedback for previous semester has been sent to all faculty members with a copy to the Heads of the concerned Departments & Registrar.

She also informed that conduct of Mid-term feedback for the current semester is in process. Mid-term feedback of DoM, DoP, DoE, SoB, DoECE, DoBT has been conducted; Conduct of Mid-term feedback of DoCSE, DoL&L is in process; DoALD, DOME & DoPC have not yet conducted the Mid-term feedback. Hon'ble Vice Chancellor directed that the feedback should be conducted during a particular period (Maximum one week).

Director, IQAC informed that the purpose of the Mid-term feedback is to get information about the pace of teaching, coverage of the syllabus and quality. And, therefore, the Mid-term feedback is required to be conducted after Minor-I. Hon'ble Vice Chancellor directed that the remaining departments should conduct the feedback within one week.

Prof. V. K. Bhat informed that some responses have been received w.r.t review of Question papers by external experts. Reminders are being sent to expedite the process.

Coordinators of various sub-committees gave the details of the status of the activities:


1. Administrative Affairs Committee: Er. Ashish Suri informed the members that some formats regarding single window system in A&R section have been prepared. He further informed that the subcommittee shall come up with a concrete mechanism within ten days towards single window system for various student related matters in A & R section. He also informed that file tracking system is being developed. {Action: Coordinator Administrative Affairs Committee}
2. Engineering Affairs Committee: Ar. Aditya Singh informed the members that an online system has been developed for complaint registration related to estates section. The system is under testing and shall be in place within 10 days. HVC desired that the system should include the quality check also and asked Ar. Aditya Singh to take care of the same. {Action: Coordinator Engineering Affairs Committee}
3. Library Affairs Committee: Librarian Mr. Subrata Deb informed that Libsys 4 need to be renewed with updated Libsys 7 for effective use with regard to various facilities like book tracking, book issue, return, book requisition (recommendation) etc.



HVC told that there are certain free softwares provided by NIC and directed the librarian to find out such possibilities. He was also asked to come up with a comprehensive proposal to make every activity online and simple. {Action: Coordinator Library Affairs Committee}

4. Financial Affairs Committee: Sh. Shadi Lal Pandita, Finance Officer informed that after his joining this University, a meeting was held wherein pre requisites for different types of files were discussed. He also informed that a maximum time limit for the disposal of various types of files has also been discussed. He informed that the formats (checklist) shall be finalized and shall be made available within 10 days and subsequently implemented. {Action: Coordinator Financial Affairs Committee / Finance Officer}
5. Academic Affairs committee: Dr. Ashutosh Vashista gave the details of various activities of the Academic affairs committee like conduct of feedback (after major exams & mid-term), review of question papers. He also informed that a database of all faculty members (giving all relevant details) shall be maintained/updated, so that information is ready every time for all purposes. {Action: Coordinator Academic Affairs Committee}

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


22/3/16
Member Secretary

Copy to:-

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