



# श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/16/209

04 November, 2016

**Minutes of the 10<sup>th</sup> Meeting of Coordinators, Internal Quality Assurance Cell (IQAC) held on 3<sup>rd</sup> November 2016 at 2:30 p.m. in the Chamber of Director, IQAC**

The following members were present during the meeting:

1. Prof. V. K. Bhat, Director, IQAC
2. Sh. Subreta Deb, Librarian - Coordinator (Library Affairs)
3. Dr. Amit Kant Pandit, Associate Prof., Head, DoECE - Coordinator (Academic Affairs)
4. Dr. Sumeet Gupta, I/c Associate Dean, Academic Affairs - Member (Academic & Administrative Affairs)
5. Dr. Balbir Singh, Assistant Prof., DoME - Member Secretary

Sh. Shadi Lal Pandita, Finance Officer - coordinator Financial affair & Dr. Ajay Koul, Head DoCSE - coordinator Engineering affair could not attend the meeting.

Director IQAC welcomed all the coordinators and the following agenda points were discussed:

1. **Reconstitution of Administrative Affairs Committee:** The proposal to reconstitute the Administrative affairs Committee in view of the fact that Dr. Jyoti Sharma proceeding on maternity leave. The matter was discussed and the proposal is recommended as under:

1) Dr. Sumeet Gupta, I/c Associate Dean (Academic Affairs)	Officiating Coordinator
2) Mr. Vinod Sharma, Administrative Officer	Member
3) Dr. Balbir Singh, Asstt. Prof., DoME	Member
4) Dr. Saurabh, Asstt. Prof., SoB	Member
5) Dr. Sanjay Mishra, Asstt. Prof., SoB	Member Secretary
2. **Setting up of parameters / benchmarks for non-teaching staff:** The committee was informed that the setting up of parameters / benchmarking for the activities / performances for non-teaching staff is in process. Furthermore a similar system followed in other Institutions is being examined and also concurrence/suggestions of Department / School / Section will also be considered. In this regard the parameters and the benchmarks shall be finalized and submitted before the next

meeting. Director, IQAC stressed that the feedback shall be conducted by the end of December / January.

3. **Reconstitution of Library Affairs Committee**: The proposal to reconstitute the Library affairs committee for smooth functioning. The matter was discussed and the proposal is recommended as under:

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|---|------------------|
| 1) Mr. Subreta Deb, Librarian                   | Coordinator      |
| 2) Dr. Varun Tripathi, Assoc. Prof., DoP&C      | Member           |
| 3) Dr. Sharada M. Potukuchi, Assoc. Prof., DoBT | Member           |
| 4) Dr. Manoj Kumar Verma, Asstt. Prof., DoCSE   | Member           |
| 5) Dr. Rakesh Kumar, Asstt. Prof., DoM          | Member Secretary |

4. Committee was informed that one day mandatory workshop on “Enhancement of Computer Skills” for non-teaching staff of SMVDU was conducted on 15<sup>th</sup> October 2016 wherein more than 70 non-teaching staff members attended the workshop. Similar type one day mandatory Workshop on “Enhancement of Soft skills” for non-teaching staff of SMVDU will be conducted on Saturday i.e 5<sup>th</sup> November 2016.
5. Director, IQAC stressed that the coordinators shall conduct the meeting of their affairs regularly and submits the minutes to the office of IQAC for further needful.
6. Director, IQAC requested Coordinator, Academic affairs to finalize the proposal of Quality Circles in each department, Setting up of benchmarks (Teaching & Research) and finalized the parameters on which performance shall be monitored within few days (Faculty wise & Department wise)

The meeting ended with the vote of thanks.



**Dr. Balbir Singh**  
**Member Secretary**

Copy to:-

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