



श्रीमतावैष्णोदेवीविश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra -182320, Jammu & Kashmir

MINUTES OF THE 5TH ANNUAL MEETING OF DQA HELD ON 29TH JANUARY 2021 AT 11:30 A. M. IN THE ADMINISTRATIVE BLOCK COMMITTEE ROOM, SMVDU

The 5th Meeting of Directorate Quality Assurance of Shri Mata Vaishno Devi University was held at SMVDU Campus at 11:30 AM on 29th January 2021 in the administrative block committee room, SMVDU.

Following were present in the meeting:

S.No.	Name & Designation	
1.	Prof. (Dr.) Ravindra Kumar Sinha, Hon'ble Vice Chancellor, SMVDU	Chairman, DQA (In chair)
2.	Sh. Ramesh Kumar, IAS, CEO, SMVDSB (Participated in video conferencing mode)	Member
3.	Mr. Anil Suri, MD, M/s TAWI ARC (Participated in video conferencing mode)	Member
4.	Mr. Manik Batra, Chairman, ASSOCHAM (The Associated Chambers of Commerce and Industry of India), J&K Chapter (Participated in video conferencing mode)	Member
5.	Ms. Anissa Nabi, KAS, State Tax Officer at J&K Excise and Taxation Dept. Jammu (Participated in video conferencing mode)	Member
6.	Dr. Ananga Kumar Das, Director, DQA	Convener
7.	Dr. Hari Govind Mishra, Dy. Director, DQA	Member
8.	Prof. (Dr.) Eswaramoorthy Muthusamy, Dean (FoE) & Registrar	Member
9.	Prof. (Dr.) V. K. Bhat, Dean, FoHSS	Member
10.	Dr. Suparn Kumar Sharma, I/C Dean, FoM&Faculty I/c. Central Library	Member
11.	Dr. Sumeet Gupta, Dean (Academic Affairs) & Chairperson Academic Affairs Committee	Member
12.	Dr. Balbir Singh, Dean of Student Welfare	Member
13.	Dr. Rakesh Jha, Dean (R&D)	Member
14.	Dr. Sunil Kumar Wanchoo, Faculty I/c, Examinations	Member
15.	Dr Saurabh, Alumni Coordinator & Chairperson Administrative Affairs Committee	Member
16.	Dr.V. K. Dogra, Chairperson Engineering Affairs Committee	Member
17.	Mr. Bablee Kumar Bhatia, Training & Placement Officer, SMVDU	Member
18.	Mr. Vinod Sharma, Administrative Officer, SMVDU	Member



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| 19. | Dr.KamniPathania, Chairperson, GSCASH | Member |
| 20. | Ms. Bhawna Mishra, Assistant Registrar, DQA | Member |

Dean, FoS, Dean, FoN, CEO- TBIC, Finance Officer could not attend the meeting due to pre-occupation and were granted leave of absence.

Director DQA, accorded a warm welcome to Prof. (Dr.) Ravindra Kumar Sinha, Hon'ble Vice Chancellor, SMVDU & Chairman DQA and esteemed external & internal members and started proceedings with permission of chair.

Agenda Items ATR

Agenda Items No. 5.1 Confirmation of Minutes of the fourth meeting of DQA held on 14thNovember 2018.

The Minutes of the Fourth Meeting of Directorate of Quality Assurance (DQA) held on held on 14thNovember 2018 were confirmed

Regarding 5.2.1 (Action Taken Report)

The members took note of the action taken on the issues emanating out of the 4th Meeting of the DQA and the same was accepted; however, Director, DQA was asked to act on the following points based on the recommendations given as below:

1. **Regarding Item No. 4.2.4 / 3.2.10 Preparation of AQAR and NAAC re-accreditation**

Director DQA was directed to take all necessary, time bound steps for fresh application for accreditation by NAAC, after analyzing all the parameters for upgradation of NAAC ranking. It was directed that a committee be constituted to prepare the SSR and identify the parameters requiring remedial action for improvement. Subsequent to this, the fresh application for accreditation for NAAC be moved.

2. **Regarding Item No: 4.2.9 / 3.4.4 Student Feedback on Teaching Learning-**

Director DQA was directed to ensure that the feedback obtained by the faculty members, particularly for those faculty members who had obtained feedback below 3.5, be discussed by the concerned Head of School with the concerned faculty member and the action plan for improvement be clearly prepared. A record of the same shall be maintained by DQA and presented in the next meeting.



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3. Regarding Item No: 4.3.1 (Feedback from Stakeholders)

It was desired that the process for seeking the feedback be further strengthened and the action taken by the university in view of the received feedback be presented in the next meeting.

4. Regarding Item No: 4.3.7 (Implementation of Solid Waste Management Policy)

It was desired that the policy be re-visited for the purpose of making it more comprehensive.

5. Regarding Item No: 4.3.10(Reporting of Financial Transactions to Person Concerned &HoD)

It was recommended that the procedure of sending an email to all the concerned person(s), after making the payment by the Finance Section, be adopted as a standard operating procedure.

6. Regarding Item No: 4.5.1 (Policy of Industrial Visit and Expert Lecture)

The members were apprised about policy regarding the number of Industrial visits and the number of expert lectures per year. Members were also apprised about the reduced number of Industrial visits and expert lectures in Session 2019-20, in view of the constraints due to Covid 2019. It was desired that the policy be re-visited to accommodate for situations like the current one and the constraints of expenditure.

AGENDA ITEM

Agenda Item No.: 5.3.1	Administrative and Academic Audit. A comprehensive Academic Audit was conducted for all Schools of the University by a team of Experts including Prof. D.P. Agrawal Ex-UPSC Chairman, Prof. Sandeep Sancheti Chairman Manipal Jaipur, Prof. K.L. Chopra Former Director IIT Kharagpur, Prof. Satish Kumar, Director NIT Kurukshetra. Based on the academic audit, the committee submitted recommendations for improvement of academic processes based on which an action Plan has been approved. However, for further monitoring and continuously improving quality culture, DQA have designed forms & format for Auditing by Internal/ external Members. Necessary Team(s) shall be formulated for	The formats of the Academic Audit and the Administrative were approved. It was also desired that the format for Academic Audit be modified from time to time, keeping in view the pedagogical changes that may come from time to time. It was further decided that the Academic and Administrative audit be conducted annually and the report be shared with the DQA in it's subsequent meeting. It was further desired that the procedure for conduct of the
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	<p>this purpose and activity shall be completed within 03 months. Designed format are as below:</p> <ol style="list-style-type: none">Academic Audit of Schools (Annexure A)Administrative Audit of School (Annexure B)Administrative Audit of Sections (Annexure C)	<p>internal audit be defined and laid down clearly in the form of a manual. This should contain clear guidelines regarding the constitution of the committees, training of internal auditors, conduct of audit, compilation of record and preparation of audit report.</p> <p>It was also recommended that an external audit, by an appropriate third party, be conducted after the recommendations of the internal audit have been addressed.</p>
<p><u>Agenda Item No.: 5.3.2</u></p>	<p>Revision in format of Course-wise semester feedback by the students We are obtaining Feedback of Faculty members for each course title before Major Examinations of each semester. Considering this Covid situation, University has changed Methodology of teaching from offline to online accordingly adapting the changed methodology few revision in feedback format is in process and placed at Annexure D.</p>	<p>The revised format for Course-wise semester feedback was approved.</p>
<p><u>Agenda Item No.: 5.3.3</u></p>	<p>Submission of AQAR on NAAC Portal. University has submitted AQAR (Annual Quality Assurance Report) on NAAC portal, in March 2020.</p>	<p>It was desired that a check be made at the time of submission of next AQAR to see if there's any change in the format in view of the Covid 2019 situation.</p>
<p><u>Agenda Item No.: 5.3.4</u></p>	<p>Induction Program for new entrant employees of the University To improve job performance, SMVDU is intending to introduce induction program for new employees of the University which shall contain details about Academic & Administrative rules & Processes.</p>	<p>The proposal for conduct of Induction program for new staff was recommended for adoption; however, it was recommended that the relevant UGC/AICTE guidelines regarding Induction program should be followed for the faculty members.</p>



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Agenda Item No.: 5.3.5	Kit for newly joined employee of the University Proposal regarding implementation of a policy for issuance of a defined Kit for newly joined Employees which shall include: <ol style="list-style-type: none">1. Table2. Chair3. Desktop System/ Laptop + Printer etc. (if required)4. Copy of Academic & Administrative rules & regulation Booklet, as applicable	The proposal was recommended for adoption while it was also suggested that desktop may be installed in classrooms having Audio Visual facility.
Agenda Item No.: 5.3.6	Implementation of Peer-mentoring mechanism for students Dr. Balbir Singh, TEQIP, EAP Coordinator has proposed implementation of Student Peer Mentoring which will promote peer learning and immediate counseling on continued basis till students pass out from SMVDU. The detailed proposal is placed at Annexure E	The proposal for Peer-mentoring mechanism for students was not considered.
Agenda Item No.: 5.3.7	Conduct of workshop for Staff members of SMVDU. Organizing online training for Staff members of SMVDU on topics such as Professional Ethics, Human Values, Managing Stress, Work Ethics, Motivation, Time Management, Teamwork, etc.	The proposal for conduct of workshops was recommended along with the direction to prepare a calendar for conduct of off-line workshops in consultation with School of Business & School of Philosophy & Culture.
Agenda Item No.: 5.3.8	Conduct of Green Audit: Green Audit of an institution has been becoming a paramount importance for self-assessment of the institution which reflects the role of the institution in mitigating the present environmental problems. The Internal Audit report of 2019-20 is attached at Annexure F for perusal & consideration.	The Green audit report was examined & it was suggested that the university may explore the possibility of conduct the Green audit by an appropriate external agency too.
Agenda Item No.	Revision on format for question paper review during Covid situation Considering Covid situation Examination	The proposed format was



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5.3.9	pattern has been changed and implementing new modalities SMVDU has been successfully conducted online Examinations, Therefore, we have revised the format for obtaining Question paper feedback from External experts as placed at Annexure G.	approved.
	Reporting Items	
Agenda Item No.: 5.4.1	Special Initiatives taken for strengthening Academic activity during Covid-19 situation. <ol style="list-style-type: none">1. Use of Digital Platform for Online classes.2. Implementation of flip classroom mode of teaching.3. 30 numbers of video lectures are sent to students for each Course for online teaching learning.4. For continuous monitoring of teaching/ learning Mid-semester feedback was taken through LMS which has been communicated to the concerned faculty members and Head of the school for further improvement.5. Augmentation of the existing Audio-video facility for online teaching and Lecture theatres are developed for recording facility for online classes.	The initiatives and measures taken for smooth conduct of academic work, in view of the constraints imposed due to Covid-19 situation were considered.
Agenda Item No.: 5.5	Any other item with the permission of the Chair	Hon'ble Member, Mr. Manik Batra, Chairman, ASSOCHAM (The Associated Chambers of Commerce and Industry of India), J&K Chapter Offered his good offices for the benefit of the students of the university, in consultation with the university authorities. It was also suggested that the



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		university should explore the possibility of Student & Faculty Exchange program with institutions of repute within the country and abroad.
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The meeting ended with vote of thanks to the chair.

Bhawan
Member Secretary

No.: SMVDU/DQA/2021/5-DQA/0605-07
Dated 5th March, 2021

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1. All member concerned for information
2. PS to VC for kind information of HVC
3. Concerned file