



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/16/147

9¹⁵ September, 2016

Minutes of the 7th Meeting of Coordinators (Internal Quality Assurance Cell (IQAC)) held on 8th September 2016 at 2:30 p.m. in the Chamber of Director, IQAC

The following were present during the meeting:

1. Prof. V. K. Bhat, Director, IQAC
2. Sh. Shadi Lal Pandita, Finance Officer - Coordinator (Financial Affairs)
3. Dr. Jyoti Sharma, Associate Prof, Head, SoB - Coordinator (Administrative Affairs)
4. Dr. Amit Kant Pandit, Associate Prof., Head, DoECE - Coordinator (Academic Affairs)
5. Mrs. Suneeta Raina, Representative of Librarian - Coordinator (Library Affairs)
6. Dr. Sanjeev Anand, I/c Head DoEM - Member (Engineering Affairs)
7. Mr. Varun Tripathi, Associate Prof., Head, DoPC

Prof. V. K. Bhat - Director IQAC welcomed all the coordinators and asked the coordinators as decided in the last meeting to convene the meetings of their affairs by the end of every month and submit the minutes of the meeting to the office of IQAC but Minutes were not received till date except from Library Affairs so every coordinator shall convene the meeting of their affairs at the earliest and submit their minutes to IQAC on priority.

Director, IQAC informed the coordinators that the 3rd meeting of IQAC will be going to be held shortly, they can submit their Agenda items to the office of IQAC so that the same can be incorporated. Director, IQAC enquired about the status of different sub-committees under IQAC:

1. **Academic Affairs Committee:** Dr Amit Kant Pandit informed the members that an email has been forwarded by Academic Affairs Committee to the HoDs for providing the details which are required for the conduction of Mid-term feedback Aug-Dec 2016 and the last date for the submission of the data is 15th September 2016.

Dr. Amit Kant Pandit informed the members that Staff feedback is pending from the last year, Director, IQAC suggested him to ascertain the possibility of area wise feedback like feedback of Technical Staff, Non-teaching Staff (Administrative, Library, Finance, Establishment, Academics, Stores & Purchases, Engineering etc.) He told Dr. Amit Kant Pandit to coordinate with Dr. Jyoti for the preparation of Questionnaires for Staff feedback.

Director, IQAC suggested that if a Faculty member / Staff member has Excellent in the Performance Appraisal / Rating in the feedback is 4.5 or above for the consecutive three years then an Appreciation letter / Incentives / Awards (Best Teacher of the Year, Best Employee of the Year) for the recognition of his/her work shall be given on the Annual Day, All the members unanimously agreed on the same.

2. **Administrative Affairs Committee:** Dr. Jyoti propose the name of Dr. Varun Triapthi as Member Secretary, IQAC on which all the members unanimously agreed.

Director, IQAC told Dr. Jyoti to convene a meeting of Administrative affairs in the next week with all the members in the chamber of Director, IQAC to finalize the 13 no. of forms for the implementation of Single Window System.

Director, IQAC desires to know the status of email sent to the Heads/Section Heads for their recommendations for the professional development training of staff members working under them on which Dr. Jyoti informed the members that no response had been received except from Assistant Registrar (Establishment). Director, IQAC told Dr. Jyoti to give proposal for the conduction of Workshop/Seminar for the non-teaching staff of SMVDU by the In house faculty members / Resource persons from outside.

Finance officer informed the members that he has been invited by the Jammu University as a Resource person for the Workshop/seminar for the non-Teaching staff. Director, IQAC told Dr. Jyoti to coordinate with the Finance Officer for the arrangement of Resource person either from IMPA or General Administration Department.

3. **Engineering Affairs Committee:** Director, IQAC told Dr. Sanjeev Anand, Member, Engineering Affairs committee to inform the Coordinator to convene a meeting of all the members to discuss the status of Service Request form for online complaints and other issues related to Engineering section during next week in the chamber of Director, IQAC.

4. **Library Affairs Committee:** Dr. Amit Kant Pandit informed the members that the Online Book Requisition form has been finalized by the Librarian and it will be made available to the Faculty member shortly. Director, IQAC suggested some modifications in the Online Book Requisition form and told Mrs. Suneeta Raina, Representative of Librarian to inform the Librarian that he shall convene a meeting with in a 1 or 2 day on priority in the chamber of IQAC to finalize the Online Book Requisition form.

The meeting ended with the vote of thanks.


9/9/16
Member Secretary

Copy to:-

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