



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/16/149

12th September, 2016

Minutes of the 8th Meeting of Coordinators (Internal Quality Assurance Cell (IQAC)) held on 9th 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. Mr. Varun Tripathi, Associate Prof., Head, DoPC

Prof. V. K. Bhat - Director IQAC welcomed all the coordinators and informed the members that the main agenda to convene the meeting was to finalize the agenda items for the 3rd meeting of IQAC which is likely to be held in near future. The agenda items are:

1. **Organization of two workshops for Enhancement of Management Skills and Computer Skills for non-teaching staff of SMVDU:** Two Workshops for Enhancement of Management Skills and Computer Skills for non-teaching staff of SMVDU are planned to be organised in the month of October & November respectively which are to be coordinated by Administrative affairs & Financial affairs committees of IQAC.
2. **Financial Assistance from UGC Travel Grant for Faculty members:**
 - a) A faculty member may be provided a support of Rs 15000/- once in three years for attending a conference/workshop/seminar for oral presentation of a paper in India.
 - b) A faculty member may be provided a support towards 50% of International air travel (subject to a maximum of Rs 35000/-) once in three years for attending a conference/workshop/seminar for oral presentation of a paper abroad.

A faculty member can avail any one of the above two options.

3. **Enhancement of Professional Development Assistance (PDA):** At present the Professional Development Assistance (PDA) is given to each faculty member is Rs. 50,000/- per annum i.e. Rs. 1,50,000/- for a block period of three years, Due to hike in air fare and boarding & lodging expenses it is proposed that Professional Development Assistance (PDA) may be enhanced to Rs. 60,000/- per annum

i.e. Rs. 1,80,000/- for a block period of three years.

4. **Incentives for outstanding performance:** In order to boost the quality culture in the University (Reference 7th Meeting of IQAC Sub-committees coordinators), it is proposed that the University may give incentive (like additional increment with appreciation letter and/or a cash award of Rs. 1 Lac with an appreciation letter) for an outstanding performance for consecutive three years on the basis of the following:

a) **Faculty Member:**

Teaching	Research Publications	Research Projects	Conferences	Research Guidance	Administrative work / other duties
4.5 or above on 5 Point Scale (Student Feedback) for three years of assessment	At least three publications as single author or first author (covered in Thomson Reuters) during three years of assessment	At least one Major research project as Principal Investigator (P.I) during three years of assessment	At least three International conferences (Presentation of Research papers) with at least one out of these three attended abroad during three years of assessment	Four Research students guided (awarded) as supervisor & at least two continuing students as supervisor	As assigned by the University during three years of assessment

b) **Non-teaching Staff:**

Performance appraisal	Professional development training	Other duties
4.5 or above on 5 Point Scale (Feedback) & outstanding performance in appraisal for three years	Attended Two such programmes of 1 Week duration during three years of assessment	As assigned by the University during three years of assessment

Applications shall be invited at the end of the session i.e in the month of July. If a Faculty/Non-teaching staff member is awarded with an incentive for his/her outstanding performance during the period of three years, He/She shall be eligible to apply again for the same after a gap of three years.

5. **Justified distribution and Needful Assistance for additional duties (Proposed by Dr. Varun Kumar Tripathi):** In order to involve more Faculty members in various affairs of the University related to Administration, Academics etc., it is proposed that such additional responsibilities should be well spread i.e. one man one responsibility so that the functions are carried out smoothly.

Furthermore assistance of non-teaching staff may be provided to such Faculty members who require their help for maintaining/updating the records.

The meeting ended with the vote of thanks.


Member Secretary

Copy to:-

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