



**MINUTES OF THE 6<sup>th</sup> MEETING OF THE DIRECTORATE OF QUALITY ASSURANCE OF SMVDU**

The 6<sup>th</sup> meeting of the Directorate of Quality Assurance (DQA) of Shri Mata Vaishno Devi University (SMVDU) was held on 25<sup>th</sup> June, 2024 at 4:00 P.M. in the AB Committee Room, Administration Block, SMVD University.

The following members were present via Offline / Online mode in the meeting:

i)	Prof. (Dr.) Pragati Kumar, Hon'ble Vice Chancellor	Chairman
ii)	Shri Anshul Garg, IAS CEO, SMVDSB	Member
iii)	Shri Taranvir Singh Gujral, MD, TV Super Filter Industries (participated via Online mode)	Member
iv)	Prof. (Dr.) Supran Kumar, Director, DQA, SMVDU	Convener
v)	Shri Ajay Kumar Sharma, JKAS Registrar, SMVDU	Member
vi)	Shri Neeraj Gupta, JKAS Finance Officer & Chairman, FAC of DQA, SMVDU	Member
vii)	Prof. (Dr.) Raghvendra Kumar Mishra, Dean, Students Welfare & Chairman, AAC of DQA, SMVDU	Member
viii)	Prof. (Dr.) Kumud Ranjan Jha, Dean, Faculty of Engineering, SMVDU	Member
ix)	Prof. (Dr.) Ashutosh Vashishtha, Dean, Faculty of Management & CEO-TBIC-SMVDU	Member
x)	Dr. Ananga Kumar Das, Dean, Faculty of Humanities & Social Sciences, SMVDU (participated via Online mode)	Member
xi)	Dr. S.K.Wanchoo, Dean, Faculty of Sciences, SMVDU (participated via Online mode)	Member
xii)	Prof. (Dr.) Balbir Singh, Dean, Academic Affairs& Chairman, AAC of DQA, SMVDU	Member
xiii)	Dr. Shailla Cainne, Dean, Faculty of Nursing, SMVDU	Member
xiv)	Dr. Yugal Khajuria, Dean International & Alumni Affairs, SMVDU	Member
xv)	Dr. Vineet V Tyagi, Dean, Research & Development, SMVDU	Member



- |   |        |
|---|--------|
| xvi) Dr. Surender Singh,<br>Dy. Director, DQA, SMVDU<br>(participated via Online mode)                      | Member |
| xvii) Dr. V.K.Dogra,<br>Chairman, EAC of DQA, SMVDU   | Member |
| xviii) Dr. Kakali Majumdar,<br>Chairperson, ICC, SMVDU<br>(participated via Online mode)                    | Member |
| xix) Mr. Bablee Kumar Bhatia,<br>Training & Placement Officer, SMVDU  | Member |
| xx) Mr. Samir Vohra,<br>Deputy Registrar, DQA, SMVDU<br>(participated via Online mode)                      | Member |
| xxi) Ms. Ridhima Singh (23DBTY001),<br>Nominated students' representative<br>(participated via Online mode) | Member |

Dr. Jitendra Sharma, Assistant Professor, SoP attended meeting in place of Dr. Ratna Chandra, Faculty I/c Library & Chairman, Library Committee of DQA, SMVDU.

Mr. Rajesh Gupta, DGM J&K Bank, Zonal Office North II Udhampur; Ms. Anissa Nabi, JKAS (Alumni SMVDU); Dr. Sumeet Gupta, Faculty I/c Examination, SMVDU & Mr. Jatin Khajuria (21BME024) Student, SMVDU, Nominated students' representative could not attend the meeting and were granted Leave of absence.

Director, DQA welcomed the Hon'ble Vice Chancellor & Chairman, DQA, SMVDU and all other external & internal members to the 6<sup>th</sup> meeting of DQA of SMVD University. Thereafter, Director, DQA, with the permission of Hon'ble Vice Chancellor, started the proceedings of the meeting.

**Item No. 6.1** Confirmation of the Minutes of the 5<sup>th</sup> Meeting of the Directorate of Quality Assurance held on 29<sup>th</sup> January, 2021.

**Resolution** The Minutes of the 5<sup>th</sup> Meeting of the Directorate of Quality Assurance held on 29<sup>th</sup> January, 2021 stands confirmed.

**Item No. 6.2** Action Taken Report on the decisions taken in 5<sup>th</sup> Meeting of the Directorate of Quality Assurance held on 29<sup>th</sup> January, 2021.

**Resolution** The Action Taken Report of the 5<sup>th</sup> meeting DQA stands noted.





**AGENDA ITEMS**

**Item No.6.3** Regarding Internal Academic and Administrative Audit of School(s) for the year 2019-20, 2020-21 & 2021-22.

**Resolution** After detailed discussion on the matter, the Internal Academic and Administrative Audit of School(s) (except SoALD & SoCE who have not submitted the reports), for the year 2019-20, 2020-21 & 2021-22 was considered.

It was desired that the Internal Administrative Audit of the Departments / Sections(s) for the year 2019-20, 2020-21 & 2021-22 be undertaken on priority basis.

Further, it was also desired that the Academic and Administrative Audit of School(s) & Departments / Sections(s) for the year 2022-23 & 2023-24 and onwards be conducted through digital mode.

Hon'ble Vice Chancellor directed that the exercise for the conduct of the Academic and Administrative Audit should be undertaken on annual basis & period during which the audit is to be conducted be clearly defined (tentatively in the month of June every year) and incorporated in the Academic Calendar.

The Academic & Administrative Audit of the School(s) be conducted under the guidance of the Dean of the Faculty concerned.

**Item No.6.4** Regarding submission of Annual Quality Assurance Report (AQAR) - Yearly Status Report for the year 2019-20, 2020-21, 2021-22 & 2022-23 on NAAC Portal.

**Resolution** The matter regarding submission of Annual Quality Assurance Report - Yearly Status Report for the year 2019-20, 2020-21, 2021-22 & 2022-23 on NAAC Portal was considered.

It was also directed that the AQAR data for the year 2023-24 be collected and report for the same be prepared accordingly.

**Item No. 6.5** Calendar for Conduct of Training Programme(s) for Non-Teaching Officers & Staff members.

**Resolution** The Calendar for Conduct of Training Programme(s) for Non-Teaching Officers & Staff members was considered.

The members appreciated the Initiative taken by DQA w.r.t. capacity building and upgradation of the knowledge & skills of the staff members.



**Item No. 6.6 Revision of format for review of question paper(s) by External Expert.**

**Resolution** After detailed discussions on the matter, it was decided that a Committee comprising of the following be constituted to review the format of question paper(s) review by External Expert;

- |      |                   |                  |
|------|-------------------|------------------|
| i.   | Dean (AA)         | Chairman         |
| ii.  | Dean, FoM         |                  |
| iii. | Dean, FoE         |                  |
| iv.  | Dean, FoS         |                  |
| v.   | Dean, FoHSS       |                  |
| vi.  | Dy. Director, DQA | Member Secretary |

The Committee shall submit its recommendations for approval of the Competent Authority for implementation of the same.

**Item No. 6.7 Regarding conduction of Student Satisfaction Survey as per requirement of NAAC.**

**Resolution** After detailed discussions on the matter, the recommendations of the Academic Affairs Committee of DQA as brought out in the agenda were considered.

It was also decided that the same methodology be adopted for taking semester-end Faculty feedback from students i.e. A mechanism should be evolved in consultation with I/c Network for making it mandatory for all students to submit the feedback and should be conducted after Mid-term Examination and only if students submit the feedback, he/she will be allowed to download the admit card for their semester ending examinations.

**Item No. 6.8 Detail of various workshops conducted for Non-Teaching Staff Members of SMVD University.**

**Resolution** The details as reported stands noted.





**Item No. 6.9** Status report with respect to conduct of Green Audit of Shri Mata Vaishno Devi University, Kakryal, Katra (J&K) strictly as per NAAC guidelines.

**Resolution** The details as reported stands noted.

Further, it was directed that the immediate necessary action be taken for conduct of Green Audit of Shri Mata Vaishno Devi University, Kakryal, Katra (J&K) strictly as per NAAC guidelines and explore the firms who have already conducted the survey in reputed institutions.

**Item No. 6.10** Preparation of Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR) for Assessment and Accreditation of SMVD University under NAAC Cycle-2.

**Resolution** The details as reported stands noted.

**Item No. 6.11** Steps taken for accreditation of Engineering and Management programs offered by the University by National Board of Accreditation (NBA).

**Resolution** The details as reported stands noted.

It was directed that the process for accreditation of the mentioned Engineering and Management programs by the School(s) by National Board of Accreditation (NBA) be undertaken once the procedure for Assessment and Accreditation of SMVD University under NAAC Cycle-2 got completed.

**Item No. 6.12** Any other item with the permission of Chair.

**Resolution** a) Hon'ble Vice Chancellor desired that the guidelines for setting of unique & good quality questions papers be prepared by the Committee comprising of the following;

- |      |                   |                  |
|------|-------------------|------------------|
| i.   | Dean (AA)         | Chairman         |
| ii.  | Dean, FoM         |                  |
| iii. | Dean, FoE         |                  |
| iv.  | Dean, FoS         |                  |
| v.   | Dean, FoHSS       |                  |
| vi.  | Dy. Director, DQA | Member Secretary |



The Committee shall submit its recommendations for approval of the Competent Authority, for implementation of the same w.e.f. Academic Session 2024-25 onwards.

- b) Hon'ble Vice Chancellor desired that the Class Committee(s) & School Council(s) in line with Academic Rules and Regulations must be re-constituted with Vice Chancellor nominee and the report(s) of the Committee(s) / Council(s) be put up to Competent Authority through Dean of the concerned Faculty.

*The meeting ended with a vote of thanks to the Chair.*

*Su/mm*  
3.7.24  
Director, DQA

No. : SMVDU/DQA/6<sup>th</sup> Meeting/2024/ 108

Dated : 3<sup>rd</sup> July, 2024

**Copy to:**

1. All concerned \_\_\_\_\_, for information.
2. AR to VC, for kind information of Hon'ble Vice Chancellor, SMVDU.
3. Concerned file.