



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (J&K)
(A State University Recognized u/s 2(f) & 12(B) of UGC Act, 1956)

No: SMVDU/R&D/25/1104-1110

Dated: 17.04.2025

Notification

Subject: Formulation of SoPs for organizing events viz. Conference/ Workshop/Training Program/FDP/Seminar/ Refresher Course etc. by faculty members through Directorate of Quality Assurance (DQA), SMVDU

With reference to the subject captioned above and for maintaining proper record of events and utilizing their outcomes in the interest of the University, following SoPs are hereby notified as under:

1. The concerned faculty member (coordinator/convenor) of the event shall submit the below mentioned documents to the office of DQA, SMVDU for obtaining the approval of the Competent Authority for organizing the event:
 - Theme of the event along with the detailed brochure (in hard/soft copy)
 - Brief CV of the Resource Person/ Speaker invited for the event
2. After conduct of the event, the coordinator/convenor shall submit the detailed outcome of the event in word format preferably in 2-3 pages.
3. The office of DQA shall compile an Annual Compendium of the outcome of various events conducted during the year, both in hard as well digital form.

This issues with the approval of the Competent Authority


Registrar

Copy to:

1. Finance Officer, SMVDU for information
2. All Deans, SMVDU for information
3. Director, DQA for information and compliance
4. All Heads for information and intimation to the faculty members of their respective schools.
5. I/c website for uploading the same on the University website
6. Assistant Registrar, Vice Chancellor's Secretariat , for information of the Hon'ble Vice Chancellor.
7. Concerned file