



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/15/26

4th September, 2015

Minutes of the First Meeting of Internal Quality Assurance Cell (IQAC) of SMVD University, held on 5th August, 2015 at 11:30 A.M. in the Council Hall of the Administrative Block of SMVDU

The following were present during the meeting:

1. Prof. Sudhir K Jain, Hon'ble Vice Chancellor	(in Chair)
2. Prof. V. K. Bhat, Director, IQAC	
3. Sh. Ajeet Kumar Sahu, IAS, CEO, SMVD Shrine Board	Member
4. Sh. Rohit Gupta, Managing Director, Sarveshwar Overseas	Member
5. Prof. V. Verma, Dean Faculty of Engineering, SMVDU	Member
6. Sh. Ajay Khajuria, KAS (Retd.), Registrar, SMVDU	Member
7. Sh. Vinod Sharma, Administrative Officer, SMVDU	Member
8. Dr. Amit Kant Pandit, Associate Prof. / Director, SECE	Member
9. Dr. Sharada M.Potukuchi, Associate Prof., SBT	Member
10. Dr. Jyoti Sharma, Associate Prof., SOB	Member Secretary
11. Dr. V.K Tripathi, Associate Prof., SOPC	Member
12. Dr. Ashutosh Vashishth, Associate Prof., SOB	Member
13. Sh. Ashish Suri, Asstt. Prof, SECE	Member
14. Mr. Bhupendra Pratap Singh, General Secretary, SAC	Member
15. Mr. Rudra Shekhar Singh, General Secretary, BHM	Member
16. Maj. Gen. (Retd.) Sh. S.K Sharma	Special Invitee

Sh. Ramesh Choksi, Vice President, Cadila Pharmaceuticals Ltd.; Sh. Rajiv Chawla, President FSIA, Faridabad; Dr. Sumeet Gupta, Asstt. Prof., SECE & Sh. Subrata Deb, University Librarian could not attend the meeting.

The Hon'ble Vice Chancellor welcomed all the members especially External members and Maj. Gen. (Retd.) Sh. S.K Sharma, Special Invitee to the first meeting.

Prof. V. K Bhat - Director, IQAC made a presentation about the various academic programmes and progress made by the University during the last five years. Brief of the presentation is as follows:

1. Details of Staff: No. of faculty members - 112, No. of Non-Teaching & Technical staff - 141 and No. of contractual employees - 38.
2. Details of SMVDU pass-outs: Undergraduates - 1037, Postgraduates - 816 & Ph. D - 37.
3. Details of students on Roll: Undergraduates - 1050 (approx.), Postgraduates - 350 (approx.) & Ph. D - 112.
4. Professional Development Assistance (PDA) scheme for faculty members.
5. Selection process of faculty members as per UGC norms.
6. Details of research activities in Embedded Instrumentation & Networked Controls, Biotechnology, Advanced Manufacturing, Energy Management, Water Resources, Entrepreneurial Development, Mathematics, Physics, Chemistry, Literature & Philosophy.

7. School of Innovation & Community Development which conducts workshops, seminars including INSPIRE camps of DST.

After the completion of presentation, the agenda points were taken up:

Point No 1: Development & Application of quality benchmarks for various academic & administrative activities of the University.

Sh. Ajeet Kumar Sahu, IAS emphasized that every School should set a benchmark for itself, Maj. Gen. (Retd.) Sh. S.K Sharma emphasized that each & every Section/School of the University should have a clear objective.

It was agreed that the members will go through the latest Quality Manual ISO 9001-2008 and quality policy of some other Universities and prepare a quality policy of the University.

Point No 2: Facilitating the creation of a learner-centric environment.

General Secretary, SAC was of the viewpoint that practical knowledge of the students should be enhanced by providing practical exposure to the students and more e-books related to all the subjects should be included in the University Library. Sh. Ajeet Kumar Sahu emphasized that the University should tie-up with Polytechnics & IITs and form a Forum/Society to take real life projects, and the students should be involved in these projects by enabling them "Earn while you learn" policy.

Point No 3: Arrangement for feedback response from students & other stakeholders.

Dr. Amit Kant Pandit informed the members that the University takes students' feedback for the courses/teaching manually, Sh. Ajeet Kumar Sahu suggested that it should be made online and make it compulsory for the students and that the University may devise a mechanism for taking the feedback from all the stakeholders which includes Employers, Parents & Alumni.

Point No 4: Dissemination of information on various quality parameters.

Maj. Gen. (Retd.) Sh. S.K Sharma informed the members that each & every employee, which also includes Group D employees, should be aware of the Vision, Mission and Quality Policies of the University. University may set up a Secretarial Management System (SMS) through which all the employees would be able to get relevant information.

Point No 5: Organization of inter & intra institutional workshops, seminars on quality related themes.

Hon'ble Vice Chancellor directed that Faculty of Management should take initiative and arrange Professional training and Management development programs for all the Staff members of the University.

Point No 6: Documentation of the various programmes/activities.

It was decided that proper documentation of all the Circulars should be prepared & made available on the Intranet and keep updating the data periodically & a new Coordination Section should look after the Document Management System.



Point No 7: Acting as a nodal agency for coordinating quality-related activities.

The prime task of IQAC is to develop a system for Conscious, Consistent & Catalytic improvements in the overall performance of the University. All the members agreed on the point that Internal Quality Assurance Cell (IQAC) should act as the nodal agency for coordinating quality-related activities.

Point No 8: Development and maintenance of institutional database through MIS.

Mr. Vinod Sharma, Dr. Amit Kant Pandit & Dr. Sharada M. Potukuchi informed the members that University publishes Monthly Newsletter, Annual Report, Chronicle & other bulletins published by the University on which Sh. Ajeet Kumar Sahu emphasized that all the information about the University should be maintained centrally through MIS.

Point No 9: Development of Quality Culture in the institution.

Maj. Gen. (Retd.) Sh. S.K Sharma emphasized that every employee of the University should make benchmark for one self which includes assigned work should be completed in a time bound manner and there should be self appraisals. In this regard Prof. V. Verma informed the members that Performance appraisal of all the employees of the University conducted yearly.


Hon'ble Vice Chancellor directed General Secretary, SAC & General Secretary, BHM that they should ensure quality culture in the hostels.

Point No 10: Preparation of the Annual Quality Assurance Report (AQAR).

Maj. Gen. (Retd.) Sh. S.K Sharma informed the members that after University gets NAAC accreditation then University has to submit Annual Quality Assurance Report (AQAR) to the NAAC which is valid for the next five years.

It was decided that in order to make the functions of IQAC smooth, University should form committees to handle various affairs under Internal Quality Assurance Cell (IQAC). The committees shall be responsible to design a mechanism towards the work efficiency of the University that includes the components like administrative matters, construction & maintenance, stores & procurement, finance, library matters, quality teaching / research and evaluation mechanism, online feedback and self appraisal mechanism etc

The meeting ended with the vote of thanks to the chair.


4/9/15
Member Secretary

Copy to:-

1. All members _____
2. PS to VC for information of HVC.
3. Concerned file.