MINUTES OF THE 2nd MEETING OF IQAC HELD ON 16TH DECEMBER, 2015 AT 11:00 A.M. IN THE ADMINISTRATIVE BLOCK COMMITTEE ROOM, SMVDU CAMPUS

The 2nd meeting of the Internal Quality Assurance Cell (IQAC) of Shri Mata Vaishno Devi University (SMVDU) was held at SMVDU campus at 11:00 A.M. on 16Th December 2015. 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 (External)
4. Sh. Rajiv Chawla, Chairman, IAMSME, Faridabad   Member (External)
5. Sh. Rohit Gupta, Managing Director, Sarveshwar Overseas   Member (External)
6. Prof. V.Verma, Dean Faculty of Engineering, SMVDU   Member
7. Sh. Subrata Deb, Librarian, SMVDU   Member
8. Sh. Ajay Khajuria, KAS (Retd.), Registrar, SMVDU   Member
9. Sh. S. L. Pandita, Finance Officer   Special Invitee
10. Sh. Vinod Sharma, Administrative Officer, SMVDU   Member
11. Dr.Sumeet Gupta, I/c Associate Dean, Academic Affairs   Member
12. Dr.Amit Kant Pandit, Associate Prof. / Director, SECE   Member
13. Dr.Jyoti Sharma, Associate Prof., SOB   Member Secretary
14. Dr. V.K. Tripathi, Associate Prof., SOPC   Member
15. Dr.Ashutosh Vashishth, Associate Prof., SOB   Member
16. Sh. Ashish Suri, Asstt. Prof, SECE   Member
17. Sh. B. K Bhatia, Placement Officer   Special Invitee
18. Mr. Bhupendra Pratap Singh, General Secretary, SAC   Member

Sh. Ramesh Choksi, Vice President, Cadila Pharmaceuticals Ltd. could not attend the meeting and was granted leave of absence.

The Hon'ble Vice Chancellor accorded a warm welcome to Sh. Rajiv Chawla, Chairman, IAMSME in the Internal Quality Assurance Cell. Director, IQAC, Prof. V.K.Bhat gave the overview of the University to the members of IQAC.

AGENDA ITEMS

Agenda Item No.2.1	Confirmation of the Minutes of the First meeting of Internal Quality Assurance Cell (IQAC) held on 5Th August 2015.
	The minutes of the first meeting of Internal Quality Assurance Cell held on 5Th August 2015 were confirmed.

Agenda Item No.2.2

Action Taken Report

Agenda Item No.	AGENDA	ACTION TAKEN
Item No: 2.2.1	Development & Application of quality benchmarks for various academic & administrative activities of the University	Committees for different affairs have been formed towards improving the quality culture in all the sections of the University.
Item No: 2.2.2	Facilitating the creation of a learner-centric environment	Steps have been taken to setup a transparent mechanism of evaluation & teaching and redressal of student grievances.
Item No: 2.2.3	Arrangement for feedback response from students & other stakeholders	Online students' feedback of faculty members have been conducted in the month of November for the session Aug. - Dec. 2015.
Item No: 2.2.4	Dissemination of information on various quality parameters	At School/Section level dissemination of information has started and is continuous.
Item No: 2.2.5	Organization of inter & intra institutional workshops, seminars on quality related themes	AICTE sponsored 2 Week Faculty Development Programme (FDP) on "Carving Human resources: Approaches & Procedures" will be conducted from 21st December 2015 to 3rd January 2016. There is no participation fee for FDP.
Item No: 2.2.6	Documentation of the various programmes/activities	Documentation process is in process and is updated from time to time.
Item No: 2.2.7	Acting as a nodal agency for coordinating quality-related activities	A process for setting up a system for Conscious, Consistent & Catalytic improvements in the overall performance of the University has started.
Item No: 2.2.8	Development and maintenance of institutional database through MIS	Process has been initiated and all the information about the University should be maintained centrally through MIS (Management Information System).
Item No: 2.2.9	Development of Quality Culture in the institution	The following committees are framed for development of Quality Culture in the University: 1. IQAC Academic committee. 2. IQAC Administrative committee. 3. IQAC Financial committee. 4. IQAC Estate & Maintenance committee. 5. IQAC Library committee.

Minutes of the 2nd meeting of Internal Quality Assurance Cell (IQAC)

Item No: 2.2.10	Preparation of the Annual Quality Assurance Report (AQAR)	Data from different sections of the University were collected and the process continuous for the preparation of AQAR.

The status of actions taken so far regarding the decisions/recommendations of the IQAC in its first meeting was reviewed and noted.

Agenda Item No.2.3.1 — **Quality Policy of the University**
On the basis of the valuable inputs provided by Hon'ble Vice Chancellor, Sh. Ajeet Kumar Sahu, Sh. Rajiv Chawla and other members, the Quality Policy of the University was finalized as:
"Harnessing excellent academic environment infused with integrity, professionalism and human values for continuous intellectual & personal development through participative and transparent mechanism."

Agenda Item No.2.3.2 — **Evaluation/Assessment of Question Papers:**
The members were appraised that University will soon start the evaluation and assessment of question papers in near future. Regarding the query relating to the procedure of assessment and evaluation of question papers raised by Sh. Ajeet K. Sahu, Director, IQAC informed that in initial phases it will be internal and in later stages it will be done by both internal and external experts.

Agenda Item No. 2.3.3 — **Proposal by IQAC Administrative committee:**
Prerequisites and Process Flowchart of Each Section
Dr. Amit Kant Pandit, Coordinator IQAC Academic Committee narrated to members that prerequisites and process for various types of requests shall be designed by different sections so that the work become more productive and lesser time consuming. Prof. V. K. Bhat suggested to develop the Mobile application of same with the involvement of M.Tech. students of the University.

Agenda Item No. 2.3.4 — **Proposals by IQAC Library Committee:**
1. Online book requisition/recommendation
Sh. Subrata Deb informed that online mechanism shall be developed in order to receive book requisition/recommendations from faculty members and their subsequent procurement timely.
2. Fund availability and fund Utilization
Sh. Subrata Deb informed that the procurement of books shall be completed by 30th September every year and unspent grant shall be reallocated on the basis of proper utilization of funds by Schools/Sections. Hon'ble Vice Chancellor suggested to complete the procedure of book requisition/recommendations by 31st December of every year.
3. Monitoring performance of the suppliers
Sh. Subrata Deb shared with the members the performance indicators on which the performance of the empanelled suppliers shall be monitored.

REPORTING ITEMS

Agenda Item No.2.4.1 — **Webpage of the IQAC**
The webpage of IQAC displaying the activities, policies, minutes of meetings, etc. of the Cell was shown. Sh. Ajeet K Sahu suggested that a separate facebook page and twitter link should also be made so that more people can get connected with it.

Agenda Item No.2.4.2	**Feedback November 2015**

The members were informed that 90% of the students have participated in Online feedback conducted in 3rd week of November, 2015. It is also being informed that in future Online feedback will be made simpler in order to conduct the same in lesser number of days. It was unanimously approved by the members of IQAC to conduct Online feedback twice in a semester (One during Mid semester i.e. around Minor-I at School level and another before Major Examination in future).

Agenda Item No.2.4.3	**Brief of the IQAC coordinators committees meetings and Decisions taken so far to improve the Quality Culture**

The information regarding the decisions taken so far to improve the Quality Culture in the University in various meetings of coordinators held so far were also given:

1. Sharing of student's performance with their parents by e-mail/SMS shall be implemented from 2nd Semester 2015-16.
2. Concept of single window system shall be introduced by 15th May 2016.
3. Dr. Amit Kant Pandit, Coordinator IQAC Financial Affairs Committee informed that prerequisites of each case shall be notified by Finance wing. Directors/Section heads shall check/verify the prerequisites at their end so that the movements of file become smooth.
4. Coordinator IQAC Financial Affairs also shared the information regarding the introduction of the concept of single register for both receipt & dispatch in Finance wing with the members of IQAC. It was further informed that initially the concept will be introduced in finance section and subsequently the other schools/sections will adopt it.
5. Coordinator, Financial Affairs suggested to Purchase RFID Technology for attaining further higher level of automation in Library. Hon'ble Vice Chancellor directed the Librarian to come up with elaborated budgeting proposal with justifications which shall be discussed in the next Finance Committee meeting.
6. Mr. Ashish Suri, Coordinator IQAC Administrative Committee informed that File tracking system shall be introduced in future so that the movement of the file becomes smooth.

Agenda Item No.2.4.4	**Documentation of the various programmes/activities**

The information the status of the documentation of various programmes/activities which were collected from various Schools/Sections so far in order to prepare the Annual Quality Assurance Report (AQAR) was given to the members.

Agenda Item No.2.5.1	**Any other item with the permission of the Chair**

With the permission of Chair, the suggestions for the improvement of quality culture in the University were also sought. Sh. Ajeet Kumar Sahu mentioned that dissemination of information should be made available in local languages like Hindi, Dogri, Urdu etc. so that the Mission and Vision of the University and quality policy of the University can be made clearer to everyone.

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

Member Secretary

No: SMVDU/IQAC/2016/2-IQAC/ 70
Date: 29th January, 2016

Copy to:-
1. All members concerned for information.
2. PS to VC for information of HVC.
3. Concerned file.