



# श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/16/202

25 October, 2016

**Minutes of the 9<sup>Th</sup> Meeting of Coordinators, Internal Quality Assurance Cell (IQAC) held on 24<sup>Th</sup> October 2016 at 2:30 p.m. in the Chamber of Director, IQAC**

The following members were present during the meeting:

1. Prof. V. K. Bhat, Director, IQAC
2. Sh. Shadi Lal Pandita, Finance Officer - Coordinator (Financial Affairs)
3. Dr. Amit Kant Pandit, Associate Prof., Head, DoECE - Coordinator (Academic Affairs)
4. Dr. Sumeet Gupta, I/c Associate Dean, Academic Affairs - Member (Academic & Administrative Affairs)
5. Dr. Ajay Koul, Assistant Prof., Head, DoCSE - Coordinator (Engineering Affairs)
6. Dr. Rakesh Kumar, Assistant Prof., Member - Library Affairs
7. Dr. Balbir Singh, Assistant Prof., DoME - Member Secretary
8. Mr. Sandeep Sharma, Representative of Librarian - Coordinator (Library Affairs)


Director IQAC welcomed all the coordinators and the following agenda points were discussed:

1. It was discussed and agreed by all the members that as decided in the 6<sup>Th</sup> Meeting of IQAC Sub-committee coordinators held on 2<sup>nd</sup> August 2016, Meeting of IQAC Sub-committees coordinators will be held on 1<sup>st</sup> Tuesday of every month and if there is a holiday on Tuesday then the meeting will be held on next working day. All the coordinators unanimously agreed to nominate one member as member secretary from their respective sub-committees.
2. Director, IQAC requested all the coordinators to convene the immediately meeting of their affairs by the end of this month and submit the minutes of the meeting of the same to the IQAC office so that same can be discussed in next meeting of IQAC (1<sup>st</sup> Tuesday of November, 2016 / next working day).
3. Coordinator, Financial Affairs Committee informed the members that the notification SMVDU/P&C/16/158 dated 5<sup>Th</sup> July 2016 regarding Pre-requisites for different categories of cases in the form of checklists before its submission to Finance wing and timelines for the disposal of cases by Finance wing stand implemented and is followed in letter & spirit. Director, IQAC requested Coordinator, Financial affairs to forward the Notification by email to all Section

Heads / Faculty & Staff and take the feedback regarding the implementation of the same from all the staff.

4. It was agreed by all the coordinators to set up the benchmarks of their respective affairs so that the performance can be reviewed regularly and can be audited periodically preferably six monthly.
5. Director, IQAC requested Coordinator, Academic affairs to submit the proposal of Quality Circles in each department constituting faculty members (3 members including one coordinator) and one technical staff member (wherever available), Setting up of benchmarks for faculty members (Teaching & Research) and finalize the parameters on which performance shall be monitored (Faculty wise & Department wise) and also review of feedback questionnaire and get it approved by the Competent Authority before the conduct of next feedback (semester ending) which will be held in the month of November 2016.
6. Director, IQAC asked Coordinator, Academic affairs if there is a possibility to send the feedback to faculty member, whenever a student submits the feedback. Coordinator, Academic affairs informed the members that it can be sent only after the declaration of result of Major examination.

The meeting ended with the vote of thanks.

  
Dr. Balbir Singh  
Member Secretary Acad. Aff.

Copy to:-

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