



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/ 75

17th February, 2016

Minutes of the 5th Meeting of Coordinators (Internal Quality Assurance Cell (IQAC)) held on 15th February, 2015 at 12:15 P.M. in the Chamber of Director, IQAC

The following were present during the meeting:

1. Prof. V. K. Bhat, Director, IQAC
2. Sh. Subrata Deb, Librarian - Coordinator (Library Affairs)
3. Dr. Jyoti Sharma, Associate Prof., Head, SoB - Member Secretary
4. Dr. Amit Kant Pandit, Associate Prof., Head, DECE - Coordinator (Academic & Financial Affairs)
5. Sh. Ashish Suri, Asstt. Prof, DECE - Coordinator (Administrative Affairs)
6. Ar. Aditya Kumar Singh, Associate Prof., Head DALD - Coordinator (Engineering Affairs)

Prof. V. K. Bhat - Director IQAC welcomed all the members and enquired about the status of subject expert list from Dr. Amit Kant Pandit. He informed that all the Heads of departments except Department of Computer Science & Engineering & Department of Biotechnology have sent the subject expert lists of their departments. Prof. V.K. Bhat directed him to drop a reminder email today i.e. 15th February 2016 to the Heads of these two departments for providing the list of the experts as early as possible with a copy to the Registrar and Hon'ble Vice Chancellor. He also informed the cell to go ahead with the rest of the process from 16th February, 2016.

On being asked by Director IQAC regarding the status of mid-term feedback forms, Dr. Amit Kant Pandit informed to the members that forms are ready. Director IQAC opined that IQAC shall convene a meeting of HOD's on Wednesday i.e. 17th February, 2016. Prof. Bhat directed Dr. Pandit to prepare and then email PPT on the Mid-term feedback to him.

Librarian informed the members about the status of Online book requisition and monitoring of performance of vendors the request of which they have already submitted to Libsys authorities. He informed to the members that price of the software will depend on the number of users and modules and it is expected to receive their quote within 1 to 2 months. On being inquired by Prof. Bhat regarding the preparation of in-house software for the same, Dr. Amit Kant Pandit agreed to generate the mechanism by using Google forms for online book requisition and monitoring the performance of vendors. Librarian agreed to provide the parameters/indicators on which the forms will be designed.

Director IQAC enquired from Ar. Aditya Kumar Singh about the status of Engineering affairs and suggested him to convene an urgent meeting of their affairs by the end of this week. Director IQAC told him to design a mechanism w.r.t. Maintenance problem faced by all the stakeholders (Faculty, Students, Staff etc.) of the University so that same may be solved as early as possible.

Director IQAC enquired from Mr. Ashish Suri about the status of Single window system on which he informed the members that within next 15 days forms for the same will be designed.

Dr. Amit Kant Pandit updated the status of designing of the mechanism of checklists/prerequisites of Finance section to the members and informed to the members that meeting for the same shall be convened shortly.

Director IQAC suggested the coordinators that they shall convene a meeting of their respective affairs before next meeting of coordinators is convened.

The meeting ended with the vote of thanks.


Member Secretary

Copy to:-

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