



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

Ref No: SMVDU/IQAC/17/263

21 March, 2017

Minutes of the 12Th Meeting of Coordinators, Internal Quality Assurance Cell (IQAC) held on 7Th March 2017 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. Dr. Amit Kant Pandit, Associate Prof., Head, DoECE - Coordinator (Academic Affairs)
3. Dr. Sumeet Gupta, Associate Dean (Academic Affairs) - Coordinator (Administrative Affairs)
4. Dr. Ajay Koul, Head DoCSE - Coordinator (Engineering affairs)
5. Dr. Balbir Singh, Associate Prof., DoME - Member Secretary
6. Mrs. Suneeta Raina, Representative (Library Affairs)

Sh. Shadi Lal Pandita, Finance Officer - Coordinator (Financial affairs) could not attend the meeting.

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

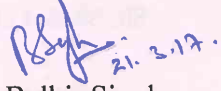
1. Director, IQAC informed the members that as decided in the earlier meetings that every coordinator should convene a meeting of their members at the end of every month and forward the minutes to the IQAC which can be discussed in the meetings of the coordinators of sub-committees under IQAC scheduled on the first Tuesday of every month.
2. Coordinator, Academic affairs informed the members that the link for the mid semester student feedback before the conduct of minor-II examination March 2017 has been forwarded to all the HoDs except to HoD, Architecture & Landscpe design because the details required from their side were not provided till date after repeated reminders. Director, IQAC instructed Coordinator, Academic affairs to forward the status in written in such cases for the perusal of the Competent Authority. Coordinator, Academic affairs also informed the members that the Question papers of major examination 2016 were forwarded to the 56 no. of experts for their review and the 34 no. of experts reviewed the question papers till date. Director, IQAC instructed Coordinator, Academic affairs to process the payment of the experts who have completed the review.
3. Coordinator, Administrative affairs informed the members that the after in-depth deliberations on the draft 'Guidelines for Quality Circle at SMVDU' were discussed in the meeting of

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Administrative affairs held on 20th February 2017 and forwarded the same to IQAC for consideration and adoption. Member secretary informed the members that the Notification regarding formation of Quality Circles for Academic departments and Administrative departments / sections were forwarded to all Deans, Heads & Section heads for necessary action. Director, IQAC directed Member secretary to forward the 'Guidelines for Quality Circle at SMVDU' to all concerned. Coordinator, Administrative affairs also informed the members that in order to facilitate continue learning for the staff (Technical & Administrative staff), training need for staff can be assessed after consultation with all the Heads and after assessment of training needs, annual training calendar can be developed in consultation with HRDC. Coordinator, Administrative affairs also informed the members that Administrative affairs committee are working on designing a mechanism for disposal of different cases in the Academic & Research section, fixation of time limits for disposal of cases and the prerequisites of different categories of cases in the form of checklist before its submission to Academic & Research section.

4. Coordinator, Engineering affairs discussed the requirement of a dedicated person for handling written/online and telephonic complaints. Director, IQAC informed the Coordinator, Engineering affairs that there is no need to employ additional staff for handling written/online and telephonic complaints. In this case, employed man power can be used for said work who can also maintain the record of all the complaints and timely disposal of the same.

The meeting ended with the vote of thanks.


21.3.17.
Dr. Balbir Singh
Member Secretary

Copy to:-

1. All Coordinators _____.
2. Registrar _____ for information.
3. PS to VC for information of Hon'ble Vice Chancellor / Chairman IQAC.
4. Concerned file.