



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

RefNo: SMVDU/IQAC/17/264

21 March, 2017

Minutes of the 13th Meeting of Coordinators, Internal Quality Assurance Cell (IQAC) held on 17th March 2017 at 2:30 p.m. in the Chamber of Director, IQAC

The following members were present during the meeting:

1. Dr. Hari Govind Mishra, I/c 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. Balbir Singh, Associate Prof., DoME - Member Secretary
5. Mrs. Suneeta Raina, Representative (Library Affairs)

Sh. Shadi Lal Pandita, Finance Officer - Coordinator (Financial affairs) & Dr. Ajay Koul, Head DoCSE - Coordinator (Engineering affairs) could not attend the meeting.

Member Secretary welcomed newly appointed I/c Director, IQAC and apprised him about the various sub-committees under IQAC and the various activities performed by the IQAC till date:



1. Coordinator, Academic affairs informed the members that the mid semester student feedback is over and the feedback for Department of Architecture cannot be arranged as the data required for creating the link was provided by DoALD on 8th March 2017 which is too late for creating the link and also discussed the schedule with the members for conducting the feedback before Major Examination May 2017.

Coordinator, Academic affairs also apprised the I/c Director, IQAC about the status of review of question papers December 2016.

2. Coordinator, Administrative affairs informed the members that the result of 102 students was withheld and sought suggestions from the members for further needful; all the members unanimously agreed that an undertaking can be sought from the students whose result was withheld and a policy shall be framed for those students who have not given the feedback in future. Format of the Undertaking & Policy shall be framed by the Coordinator, Academic Affairs committee.

3. I/c Director, IQAC opined that the every sub-committee has their own objectives, scope & functions which will be unanimously agreed by all the members. All the members unanimously agreed to upload the Notification: Prerequisites 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.
4. I/c 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 discuss in the meetings of the coordinators of sub-committees under IQAC scheduled on the first Tuesday of every month. I/c Director, IQAC also requested all the coordinators that they must ensure the presence of either the coordinator or their representative in the meetings convened by the IQAC in future.

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.