



श्री माता वैष्णो देवी विश्वविद्यालय SHRIMATAVAISHNODEVIUNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE 3rd MEETING OF IQAC HELD ON 26TH SEPTEMBER 2016 AT 11:00 A.M. IN THE ADMINISTRATIVE BLOCK COMMITTEE ROOM, SMVDU CAMPUS

The 3rd 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 26th September 2016. The following were present during the meeting:

1. Prof. Sanjeev Jain, Hon'ble Vice Chancellor	Chairman, IQAC (in Chair)
2. Prof. V. K. Bhat	Director, IQAC
3. Dr. M. K. Kumar, Additional CEO, SMVDSB	Nominee, SMVDSB
4. Sh. Rajiv Chawla, Chairman, IAMSME, Faridabad	Member (External)
5. Sh. Ajay Khajuria, KAS (Retd.), Registrar, SMVDU	Member
6. Sh. S. L. Pandita, Finance Officer	Member & Coordinator, Financial Affairs
7. Sh. Subrata Deb, Librarian, SMVDU	Member & Coordinator, Library Affairs
8. Dr. Jyoti Sharma, Associate Prof., Head, SOB	Member & Coordinator, Administrative Affairs
9. Dr. Amit Kant Pandit, Associate Prof., Head, DoECE	Member & Coordinator, Academic Affairs
10. Dr. Ajay Koul, Asstt. Prof., DoCSE	Member & Coordinator, Engineering Affairs
11. Sh. Vinod Sharma, Administrative Officer, SMVDU	Member
12. Dr. Sumeet Gupta, I/c Associate Dean, Academic Affairs	Member
13. Dr. V.K. Tripathi, Associate Prof., Head, DoPC	Member Secretary
14. Dr. Sharada M. Potukuchi, Associate Prof., DoBT	Member
15. Dr. Ashutosh Vashishtha, Associate Prof., SOB	Member
16. Sh. Ashish Suri, Asstt. Prof, DoECE	Member
17. Mr. Abhinaw Kumar, General Secretary, SAC	Member
18. Mr. Prabhat Kumar, General Secretary, BHM	Member

Sh. Ramesh Choksi, Director, Cadila Pharmaceuticals Ltd., Sh. Rohit Gupta, M.D., Sarveshwar Overseas, Prof. V. Verma, Dean Faculty of Engineering could not attend the meeting.

Director, IQAC accorded a warm welcome to Prof. Sanjeev Jain - Hon'ble Vice Chancellor & Chairman, IQAC and esteemed members especially external members for attending the meeting and then the proceedings were started by Member secretary:

AGENDA ITEMS

Agenda Item	Confirmation of the Minutes of the Second meeting of Internal Quality Assurance Cell (IQAC) held on 16th December 2016.
No.3.1	The minutes of the second meeting of Internal Quality Assurance Cell held on 16 th December 2016 were confirmed.

**Agenda
Item
No.3.2**

Action Taken Report

<u>Agenda Item No.</u>	<u>AGENDA</u>	<u>ACTION TAKEN</u>
<u>Item No: 3.2.1</u>	Development & Application of quality benchmarks for various academic & administrative activities of the University	For the balanced development of the University, 13 no. of committees for different affairs have been formed vide SMVDU/Adm/Estt./14/340-42 dated 26 th May 2014 and reconstituted vide SMVDU/Adm/Estt./14/1077-79 dated 16 th July 2014.
<u>Item No: 3.2.2</u>	Facilitating the creation of a learner-centric environment	Regular Student-Faculty Committee & Student Mentors Committee meetings to discuss the academic problem faced by the students, timely conduct of Minor & Major examination, timely showing of Answer sheets.
<u>Item No: 3.2.3</u>	Arrangement for feedback response from students & other stakeholders	Online students' feedback of faculty members have been conducted regularly and online feedback from stakeholders for the problems relating to engineering.
<u>Item No: 3.2.4</u>	Dissemination of information on various quality parameters	Relevant information is disseminated at Department/School/Section level has started and is continuous.
<u>Item No: 3.2.5</u>	Organization of inter & intra institutional workshops, seminars on quality related themes	Two workshops i.e. Workshop/BOS meeting for the review/revision of Curriculum by each Department/School & workshop by School of Business under HRDC for Decentralization of purchase procedure at departmental level (Office Assistants & Junior Assistants).
<u>Item No: 3.2.6</u>	Documentation of the various programmes/activities	Documentation process has initiated
<u>Item No: 3.2.7</u>	Acting as a nodal agency for coordinating quality-related activities	Process for setting up a system for Conscious, Consistent & Catalytic improvements in the overall performance of the University has started.
<u>Item No: 3.2.8</u>	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).

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Item No: 3.2.9	Development of Quality Culture in the institution	The following committees are formed under IQAC for development of Quality Culture in the University vide SMVDU/A&R/15/878 dated 20 th August 2015 and reconstituted vide SMVDU/P&C/16/189 dated 18 th July 2016: 1. Academic affairs committee. 2. Administrative affairs committee. 3. Financial affairs committee. 4. Engineering affairs committee. 5. Library affairs committee.
Item No: 3.2.10	Preparation of the Annual Quality Assurance Report (AQAR)	Data from different sections of the University were collected and the process continues for the preparation of AQAR.

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

Agenda Item No.3.3.1

Organization of Two Workshops on Enhancement of Management Skills and Enhancement of Computer Skills for non-teaching staff of SMVDU

The members were informed about the organization of two workshops on Enhancement of Management Skills and Enhancement of Computer Skills for non-teaching staff of SMVDU.

In the first phase an in-house one day workshop on Enhancement of Computer skills for non-teaching staff of SMVDU will be organized in the month of October by taking the expertise of Faculty members of Department of Computer Science & Engineering.

It was suggested that this workshop can be conducted in the winter vacations as most of the Faculty members of Department of Computer Science & Engineering are engaged and busy in other activities of the department at present.

Topics were discussed which will be covered during the said workshop. It was suggested to include Cyber Security which is one of the most important topics at present and some topics on social networks. Members also want to know how the attendance of non-teaching staff will be ensured on which members were informed that the workshop is mandatory for the non-teaching staff. It was suggested that if the in-house Faculty members are busy then some outside Faculty can be hired for the conduct of the said workshop.

On the above deliberations, it was decided that the Workshop on Enhancement of Computer skills for non-teaching staff of SMVDU will be conducted in the month of October / November and if required outside Resource person / Faculty can be arranged for the conduct of the said Workshop.

Agenda Item No.3.3.2 & 3.3.3

Financial Assistance from UGC Travel Grant for Faculty members & Enhancement of Professional Development Assistance (PDA)

It was unanimously agreed that University should support the Faculty members in attending National / International conferences, however it was decided that a Committee be formed to give a comprehensive and detailed report about the utility and justification for enhancement of UGC Travel Grant and Professional Development Assistance (PDA).

Agenda Item No. 3.3.4

Incentives for outstanding performance

It was agreed by all the members that there should be incentives for outstanding performance. This will boost the quality culture and encourage & motivate the Faculty and Staff to achieve excellence.

- a) It was decided that a committee be formed (including the representation from Junior Faculty member also) to submit the recommendations on the basis of various parameters for such incentives.
- b) It was decided that another committee be formed (including the representation from Junior staff also) to submit the recommendations on the basis of various parameters for such incentives.

Agenda Item No. 3.3.5 **Justified distribution and needful assistance for additional duties (Proposed by Dr. Varun Kumar Tripathi)**
It was agreed that the distribution of additional duties should be at the discretion of the Competent Authority.

REPORTING ITEMS

Agenda Item No.3.4.1 **Quality Policy of the University in other local languages**
All the members were informed that the Quality Policy of the University in other languages is made available on the University website.
Information was noted.

Agenda Item No.3.4.2 **Dissemination of Quality Policy of the University to all stakeholders**
All the members were informed that as decided in the second meeting of IQAC Quality Policy of the University disseminated to all the stakeholders.
Information was noted.

Agenda Item No.3.4.3 **Review of Question papers by External experts**
The details of review of question papers by external experts were shared with the members. 76 No. of question papers for the major examination conducted in December 2015 & 88 No. of Question papers for the major examination conducted in May 2016 were reviewed by external experts. Analysis of the same on 5 point scale has been shared which shows considerable improvement in quality of the Question papers. It was suggested that a calendar should be fixed for the analysis of question papers.
Information was noted.

Agenda Item No.3.4.4 **Student Feedback**
The details of student feedback conducted in December 2015 before the Major examination, mid-term feedback in March 2016 & April 2016 before the Major examination were also shared with the members. Analysis of the student feedback on 5 point scale conducted in December 2015 and April 2016 has been shared which shows considerable improvement in teaching. It was suggested that a calendar should be fixed for the analysis of student feedback.
Information was noted.

Agenda Item No.3.4.5 **Brief of the IQAC committees meetings and decisions/action 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 held so far were also given:

1. Conduction of Student feedback for Faculty members which will help in improvement in teaching.
2. Question papers reviewed by external experts and their suggestions forwarded to the Faculty members which will help in improving the quality of question papers.
3. Conduction of Workshop/BOS meeting for the review / revision of curriculum in each Department/School and their recommendations are forwarded to the BARC.
4. Service request form for the Engineering section for stakeholders/users has been designed and stands uploaded on the University website.




5. Online book requisition form has been designed and stands uploaded on the University website, this would result in timely compilation of requisition for further process.
6. Members were informed about the Student's Grievance Redressal Committee (SGRC) for the speedy redressals of student's complaints received online (Internal / UGC) or otherwise.
7. Members were informed about the Establishment of Student Counseling System and its functions. It was suggested that some orientation programmes by a trained psychologist can be arranged for the mentors.
8. Members were informed about the issuance of notification regarding the prerequisites, checklist and time limit for process of various files/requests/claims which shows considerable improvement in the processing of files/requests/claims in the Finance wing.

Information was noted.

**Agenda
Item
No.3.4.5**

Documentation of the various programmes/activities

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

**Agenda
Item
No.3.5.1**

Any other item with the permission of the Chair

- (i) **Office staff for the Departments/School:** Members suggested that since the number of programmes/activities are increased in Departments/School, therefore for the smooth functioning and maintenance of office records, additional office staff may be provided and it was unanimously agreed that wherever required additional office staff will be provided.
- (ii) **Suggestions from the external experts & Chairman, IQAC:** With the permission of Chair, the suggestions for the improvement of quality culture in the University were also sought. It was suggested that the Training & Placement cell should also have some external members like in IQAC.
 - (a) It was suggested that there are lot of opportunities available in SMVDSB like Solid Waste Management Plant, state-of-the art slope engineering architecture where students of SMVDU can get training and exposure. During the deliberations it was known that there exists International support system program funded by the European countries. Coordinator TBIC, SMVDU was requested to get the details and do the needful accordingly.
 - (b) Hon'ble Vice Chancellor impressed upon that a summary sheet/chart be presented on the initiative/action taken vis-à-vis the improvements so that the output of the IQAC can be objectively observed.

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

No: SMVDU/IQAC/2016/3-IQAC/ 177
Date: 27th September 2016

(Signature)
27/9/16
Member Secretary

Copy to:-

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