



# श्री माता वैष्णो देवी विश्वविद्यालय

## SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Directorate of Quality Assurance (DQA)

RefNo: SMVDU/DQA/17/369

11<sup>th</sup> August, 2017

**Minutes of the 16<sup>th</sup> Meeting of Coordinators, Directorate of Quality Assurance (DQA) held on 8<sup>th</sup> August 2017 at 2:30 p.m. in the chamber of I/c Director, DQA**

The following members were present during the meeting:

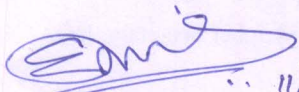
1. Dr. Hari Govind Mishra, I/c Director, DQA
2. Dr. Jyoti Sharma, Associate Prof., SOB - Coordinator (Administrative Affairs)
3. Dr. Amit Kant Pandit, Associate Prof., DoECE - Coordinator (Academic Affairs)
4. Dr. Ajay Koul, Asstt. Prof., Head DoCSE - Coordinator (Engineering Affairs)
5. Dr. Balbir Singh, Associate Prof., DoME – Member (Administrative Affairs), Member Secretary, DQA
6. Mrs. Suneeta Raina, Representative (Library Affairs)
7. Mr. Ajay Bhan, Representative (Financial Affairs)



1. I/c Director, DQA informed the members that the objectives, scope & functions were received from only Administrative Affairs and the draft copy of the same were received from Academic Affairs. Coordinators of other sub-committees were once again requested to please forward the objectives, scope & functions of their affairs at the earliest so that the same can be uploaded on the University Website.
2. Coordinator, Academic Affairs informed the members that the process of Mid-Term student feedback is initiated and an email has been forwarded to I/c Associate Dean (Academic Affairs) to provide the time table latest by 15<sup>th</sup> August 2017 in which course & faculty details were sought. Also informed the members that the template for the student feedback forwarded to DQA which needs to be vetted by the HR group of School of Business.
3. I/c Director, DQA informed the members that status report on 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 has been sought from finance wing which has not been received till date and requested to submit the same at the earliest.
4. I/c Director, DQA once again requested coordinator, Administrative affairs to prepare checklist for other administrative departments likewise checklists of finance wing and design forms like visit of expert for Guest lecture, DRC, DSRC etc. which will result in fast processing of files on

which coordinator, Administrative affairs assured the members that Administrative affairs will convene a meeting of their members and will do the needful.

5. I/c Director, DQA requested Coordinator, Engineering affairs to devise a mechanism so that the maintenance problem faced by all the stakeholders (Faculty, Students, Staff etc.) of the university may be solved as early as possible.
6. I/c Director, DQA suggested that every coordinator may come up with new idea so that the main aim of framing these sub-committees will be achieved; Member secretary suggested that we may start a project on Waste management by involving the students of B. Tech (Mechanical Engineering) final year students and MBA final year students.
7. I/c Director, DQA informed the members that as decided in the earlier meetings that every coordinator should convene a meeting of their members and forward the minutes to the office of DQA which can be discuss in the bi-monthly meetings of the coordinators of sub-committees under DQA.

The meeting ended with the vote of thanks.

  
Dr. H. G. Mishra  
I/c Director, DQA  
11/8/18

  
11. 8. 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 DQA
4. Concerned file.