



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY  
Kakryal, Katra -182320, Jammu & Kashmir

MINUTES OF THE 4<sup>th</sup> MEETING OF DQA HELD ON 14<sup>TH</sup>  
NOVEMBER 2018 AT 11:00 A.M. IN THE ADMINISTRATIVE BLOCK COMMITTEE  
ROOM, SMVDU

The 4<sup>th</sup> meeting of the Directorate of Quality Assurance (DQA) of Shri Mata Vaishno Devi University (SMVDU) was held at SMVDU campus at 11:00 A.M. on 14<sup>th</sup> November 2018. Following were present in the meeting:

1. Dr Sanjeev Jain, Hon'ble Vice Chancellor	Chairman, DQA (in Chair)
2. Prof. V. K. Bhat, Dean FoS, & Registrar	Member
3. Prof. V. Verma, Dean, FoE	Member
4. Prof. Rajeev Garg	Director, DQA
5. Sh. Vivek Verma, Additional CEO, SMVDSB	Nominee, SMVDSB
6. Sh. Romesh, Finance Officer	Member & Coordinator, Financial Affairs
7. Dr. Suparn Sharma, Librarian, SMVDU	Member & Coordinator, Library Affairs
8. Dr. Jyoti Sharma, Associate Prof., Head, SOB	Member & Coordinator, Admin Affairs
9. Dr. Amit Kant Pandit, Associate Prof. SoECE	Member & Coordinator, Academic Affairs
10. Dr. Ajay Koul, Asstt. Prof., SoCSE	Member & Coordinator, Engg. Affairs
11. Sh. Vinod Sharma, Admin. Officer, SMVDU	Member
12. Dr. Sumeet Gupta, Asso Dean, Academic Affairs	Member
13. Dr. Saurabh, Coordinator Alumni Affairs	Member
14. Dr. H G Mishra, Deputy Director DQA	Member
15. Dr. Swarkar Sharma, CEO TBIC	Member
16. All Head of Schools	Invitee

Director, DQA accorded a warm welcome to Dr. Sanjeev Jain - Hon'ble Vice Chancellor & Chairman, DQA and esteemed external and internal members and then the proceedings were started:

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AGENDA ITEMS-ATR

Agenda Item No.4.1 Confirmation of the Minutes of the Third meeting of Directorate of Quality Assurance (IQAC) held on 26<sup>th</sup> September 2016.  
The minutes of the third meeting of Directorate of Quality Assurance held on 26<sup>th</sup> September 2016 were confirmed.

Agenda Item No.4.2 Action Taken Report

<u>Agenda Item</u>	<u>AGENDA</u>	<u>ACTION TAKEN</u>
Item No: 4.2.1	Facilitating the creation of a learner-centric environment.	An inclusive approach has been considered. Regular Student-Faculty Committee & Student Mentors Committee meetings are being conducted in all schools not only to discuss the problem faced by the students and inviting their suggestions, but also with the intent to include them in planning / decisions making, accordingly. Answer Books of Minor and Major exams are being shared with students to maintain transparency and to understand their scope of improvement.
Item No. 4.2.2	Development and maintenance of institutional database through MIS.	Data related to various sections / schools was gathered and organized. A Committee has been constituted to implement ERP system in the University (Annexure-II). Members deliberated on the issue and suggested that ERP committee to coordinate and expedite in order to make it seamless before commencement of next semester.
Item No: 4.2.3	Development of Quality Culture in the institution.	To strengthen functioning of all schools sections, SOPs (Standard Operating Procedures) have been formulated (under review and refinement process). These are subject to continuous improvements / modification for establishing Quality Culture in the institution. Chairperson asked the sub- committees to notify and upload the SOP's and Citizen Charter on University Website within 01 month
Item No: 4.2.4	Preparation of the Annual Quality Assurance Report (AQAR).	IIQA Submitted : June 28, 2018 IIQA Approved : July 10, 2018 SSR Submitted : August 08, 2018 DVV Clarif. Submitted : September 13, 2018 Prequalification Passed : October 31, 2018 AQAR to be Submitted : June 2019

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Item No: 4.2.5	Organization of Two Workshops on Enhancement of Management Skills and Enhancement of Computer Skills for non-teaching staff of SMVDU.	02 workshops (1. Enhancement of computer skills was organized on 15 <sup>th</sup> October 2016 and 2. Enhancement of soft skills was organized on 5 <sup>th</sup> November 2016) for the enhancement of management skills and computer skills for non-teaching staff of SMVDU (Annexure III) Members deliberated upon the issue and recommended that all such activities shall be carried out under one umbrella of Faculty Development Centre (FDC) and more activities shall be defined in Activity Calendar of FDC.
Item No: 4.2.6	Financial Assistance from UGC Travel Grant for Faculty members & Enhancement of Professional Development Assistance (PDA).	The amount of Professional Development Assistance (PDA) has been enhanced from 50000/- year to Rs. 70000/- Year and Rs 15,0000 to Rs. 210000/- for a block period of three years vide Order no SMVDU/ADM/ESTT/26 <sup>III</sup> EC-ATR/17/3157-62 dated 21 <sup>st</sup> June, 2017.(Annexure- IV)
Item No: 4.2.7	Incentives for outstanding performance.	10% incentive on basic salary to highly performing faculty members and the provision of research and start up grant for newly joined faculty members has been introduced. Chairperson asked Associate Dean Academic Affair to Expedite and notify above at earliest.
Item No: 4.2.8	Review of Question Papers by External Experts	Analysis of Feedback on Review (Annexure-V) of Question Papers for the Even Sem 2017-18 was reviewed by the members. Chairperson suggested Director DQA to convene a meeting with all HoD's for improving over the shortcomings of the question papers. Members also suggested that remuneration towards Question Paper Review is to be increased from Rs. 500/- to Rs. 1000/- per question paper review. Chairperson asked Director DQA to do the needful.
Item No: 4.2.9	Student Feedback on Teaching Learning	4.5 to 5.0 : 15% 4.0 to 4.49 : 61% 3.5 to 3.99 : 18% Below 3.5 : 6% Members reviewed the feedback analysis. Chairperson asked Head of all the school to convene a meeting with the Faculty member





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		whose feedback is below 4.0 and discuss methods improvising the feedback parameters-wise.
<b>Item No:</b> 4.2.10	Documentation of various programmes / activities / events	Director DQA informed that data was collected from various departments / resources. It was organized appropriately and the same was used in preparing NAAC SSR online.
<b>Item No.</b> 4.2.11	Initiatives by DQA and Performance Monitoring	<p>A summary sheet has been prepared on Significant Initiatives by DQA (Annexure-VI), however, performance monitoring shall also be analyzed / quantified in the time to come and accordingly corrective / preventive actions shall be initiated.</p> <p>Members reviewed the significant Initiatives and suggested as below:</p> <ul style="list-style-type: none"><li>• Standard format for Mentor-Mentee meeting shall be designed by Academic Section.</li><li>• Dr Sumeet Gupta Associate Dean (AA) shall draft Policy Document for Mentor- Mentee and notify the format to all concerned.</li><li>• Each Faculty member should contribute towards University Social Responsibility (USR) and Dr. Anil Tiwari was assigned the responsibility to look after USR activities.</li><li>• Contribution in USR shall be included as a Benchmarking Parameter of faculty members.</li></ul>





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**AGENDA ITEMS**

<b><u>Agenda</u></b> <b><u>Item No.:</u></b> <b><u>4.3.1</u></b>	<b>Strengthening Feedback from Stakeholders / Alumni / Employers / Parents</b> Feedback from all Stakeholders (including Students / Faculty / Alumni / Employers / Parents and Industry shall be obtained in a systematic manner. It shall be analyzed and Action taken Report shall be shared. It will be analyzed and accordingly appropriate corrective and/or preventive actions shall be initiated for continuously improving quality of processes.	The Committee Examined the format and after due discussions asked Dr. Jyoti to review all the Forms and Formats with her team, Update within one month and submit to the office of DQA.
<b><u>Agenda</u></b> <b><u>Item No.:</u></b> <b><u>4.3.2</u></b>	<b>Augmentation of Audio-Visual &amp; Recording facility to facilitate faculty members to prepare digital / online Courses.</b> At present, audio-visual recording facility is available in 04 lecture theaters, however, these remain occupied for most of the time. It is proposed that 04 audio visual cubicles be developed to facilitate trials and video recording of lectures / sessions by faculty members for digital / online courses. This state of the art recording facility shall be instrumental in developing MOOCs by SMVDU faculty members. Necessary space shall be identified and developed to facilitate preparation of online courses.	The Committee deliberated the above matter and accepted the proposal of Augmentation of Audio-Visual & Recording facility to facilitate faculty members to prepare digital / online Courses. Members suggested that short videos are more effective so SMVDU Faculty shall initially upload short video lectures. Chairperson granted his kind consent for the activity.
<b><u>Agenda</u></b> <b><u>Item No.:</u></b> <b><u>4.3.3</u></b>	<b>Administrative and Academic Audit.</b> A comprehensive Academic Audit was conducted for all Schools of the University by a team of Experts including Prof. D.P. Agrawal Ex-UPSC Chairman, Prof. Sandeep Sancheti Chairman Manipal Jaipur, Prof. K.L. Chopra Former Director IIT Kharagpur, Prof. Satish Kumar and Director NIT Kurukshetra. Based on the academic audit, the committee submitted recommendations for improvement of academic processes based on which an action Plan has been approved. However, for further monitoring and continuously improving quality culture, institution shall have Academic as well as Administrative Audit. Necessary Team(s) shall be formulated for this purpose and activity shall be completed within 03 months.	The Members deliberated the issue of monitoring and continuously improving quality culture, with Academic as well as Administrative Audit and asked Dr. Sumeet Gupta, Associate Dean, Academic Affair to coordinate and conduct Academic Audit on 16th, 17 <sup>th</sup> and 18 <sup>th</sup> Dec., 2018.





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<u>Agenda Item No.:</u> <u>4.3.4</u>	<b>Quality Circle Guidelines to be updated and issued</b> For unanimous approach towards quality culture improvement. Quality Circle Guidelines needs to be revised in relation to qualitative development of the University and its stakeholders. a revised draft shall be prepared by DQA Sub-Committees.	Members examined the present Quality Circle guidelines and recommended that no revision is required.
<u>Agenda Item No.:</u> <u>4.3.5</u>	<b>Conduct of Satisfaction Survey (Faculty, Staff &amp; Students)</b> DQA is in process of implementing Satisfaction Survey of Faculty, Staff & Students. A Draft format of the same is Annexed at VII for kind perusal.	The Members Examined the format and after due discussions asked Dr. Jyoti to review all the forms and formats with her team within 30 days and submit to the office of DQA.
<u>Agenda Item No.:</u> <u>4.3.6</u>	<b>Bench marking forms (Faculty / Schools) to be revised</b> Bench marking forms for Faculty and Schools needs to be revised in relation to other initiatives taken for improving quality parameters and a draft is Annexed at VIII for kind perusal.	The Members examined the benchmark format and recommended to highlight the changes and make a report for the perusal of the Competent Authority within 01 Month.
<u>Agenda Item No.:</u> <u>4.3.7</u>	<b>Implementation of Solid Waste Management Policy</b> DRAFT of Solid Waste Management Policy of SMVDu was reviewed by the members and Chairperson accorded approval for its implementation.	Dr. Balbir Singh presented a project proposal of Solid Waste Management at SMVDU, involving students of Mechanical, Architecture, Management and other streams. After detailed discussed Chairperson asked Dr. Balbir Singh to examine for Solid waste management policy of Bhabha Atomic Research Centre for implementation at SMVDU.
<u>Agenda Item No.:</u> <u>4.3.8</u>	<b>Maintenance of Assets by Engineering Wing</b>	The Members discussed the issue of effective maintenance and efficient disposal of complaints and asked ERP Committee to devise the system for maintaining records on ERP within one month.
<u>Agenda Item No.:</u> <u>4.3.9</u>	<b>Standardization of Forms &amp; Formats</b> DQA has standardized following Forms & Formats <ul style="list-style-type: none"><li>• Reporting of UFM Cases</li><li>• Question Paper Template</li><li>• Delivery of Contents Beyond Syllabus</li><li>• Question Paper Review</li><li>• Feedback from Employers</li></ul>	The Members Examined the format and after due discussions asked Dr. Jyoti to review all the forms and formats with her team within 01 month and submit to the office of DQA.





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<b>Agenda Item No.</b> <u>4.3.10</u>	<b>Reporting of Financial Transactions to Person Concerned &amp; HoD</b> At present, Bills of TA Claim and Honorarium or Reimbursements are paid by financial wing through online transaction to respective bank account of claimant(s), but No intimation is sent to the person about transaction, which leads to a state of uncertainty and confusion.	Finance Officer was asked to send information of all the financial transactions / settlements relating TA, Honorarium / Reimbursement etc. via email to person concerned with intimation to HoD.
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**REPORTING ITEMS**

<b>Agenda Item No.:</b> <u>4.4.1</u>	<b>Updating of Academic Documents.</b> A Committee has been constituted to implement ERP system in the University for maintaining academic and administration document.	Members noted the matter.
<b>Agenda Item No.:</b> <u>4.4.2</u>	<b>Formation of Vision and Mission of the Schools.</b> Vision and Mission of various Schools of the University is formulated, however, these are to be fine-tuned and displayed in respective schools.	Members noted the matter. Chairperson asked Associate Dean Academic to do the needful with the help of Media Cell.
<b>Agenda Item No.:</b> <u>4.4.3</u>	<b>Formulation of PEO's, PO's and CO's of all Program.</b> PEO's, PO's and CO's of all Program has been formed which is deliberated by Faculty Members during Lectures and printed on the back side of the Question Paper for enhancing the general awareness among student about the course and contents.	It was noted and consented by all.
<b>Agenda Item No.:</b> <u>4.4.4</u>	<b>Implementation of Outcome Based Education.</b> Outcome Based Education and Learning has been implemented since Session 2017-18. Vision and Mission has been set by each school and Program Educational Objectives (PEOs), Program Outcomes (POs) and Course Outcomes (COs) have been formulated. Multiple workshops were conducted by external experts, including Experts from JNTU Hyderabad, ESCI (Institution of Engineers) Hyderabad besides in-house workshops to ensure that all faculty members were sensitized to the whole approach of Outcome Based Education.	It was noted and consented by all. Chairperson asked all Head of Schools to monitor implementation of Outcome Based Education at school level and ensure that all course files are updated by faculty members.

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<p><u>Agenda</u> <u>Item No.:</u> <u>4.4.5</u></p>	<p><b>Implementation of new Question Paper Template to facilitate measurement / evaluation of CO's &amp; PO's.</b> DQA has circulated guidelines setting Question Paper, common template of Question Paper for all, and CO PO Attainment Calculation Method for ensuring the monitoring of academic performance and its continual improvement.</p>	<p>Members noted the matter. Chairperson asked Director DQA to submit a Report on any cases of non-adherence templates and formats.</p>
<p><u>Agenda</u> <u>Item No.:</u> <u>4.4.6</u></p>	<p><b>Implementation of Quality Mandate by UGC.</b> In view of Quality Mandate by UGC (Ref D.O. No. F.1-5/2018 (P) dated August 16, 2018). A meeting of DQA (with All HoDs) was convened to discuss the matter. It was discussed and resolved that we at SMVDU are already observing the measures as suggested by UGC (A Guide to Student Induction Program). However, Induction Program for new entrants shall be organized in a more systematic / planned manner in order to help students adjust and feel comfortable in the new environment, built bonds with fellow students, teachers and SMVDU.</p>	<p>Members noted the matter. Chairperson asked all concerned to prepare for the Induction program for academic session 2019-20 accordingly. It was consented by all.</p>
<p><u>Agenda</u> <u>Item No.:</u> <u>4.4.7</u></p>	<p><b>Analysis of Stakeholders' Feedback.</b> University stake holders are Student, Faculty, Staff, Expert from Industry and Alumni, at present we are obtaining feedback from Students Expert from Industry &amp; Alumni only initiating appropriate Corrective and Preventive measures. However, for overall quality of the University can be accessed when feedback of the stakeholders is obtained and suggested measures are taken towards building quality culture in the University. (Annexure-X)</p>	<p>Members noted the matter. Chairperson asked Director DQA and Dr. Jyoti to work in close coordination / effectively for assessing the feedback of all the stakeholders and finalize all the forms and formats with her team within 01 Month.</p>
<p><u>Agenda</u> <u>Item No.:</u> <u>4.4.8</u></p>	<p><b>Participation in UBA and USR Activities under One Umbrella.</b> Five nearby villages (Kakryal, Sirah, Kotla, Dhirti, Threen) have been adopted by SMVDU under <i>Umat Bharat Abhiyaan (UBA)</i>. Objectives of University Social Responsibility Initiative are set as following:</p>	<p>Members noted the matter. Dr Anil Tiwari was assigned the responsibility of USR activities by the Chairperson, which was accepted by him.</p>





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	Socially responsible graduates Engaging our communities Responsible processes Environmental sustainability Research with impact	
<b>Agenda Item No.:</b> <u>4.4.9</u>	<b>Submission of IIQA &amp; SSR for NAAC Accreditation.</b> University has completed IIQA (Institutional Information for Quality Assessment) online on NAAC portal, which is first step towards NAAC accreditation in June 2018. SSR for NAAC Accreditation has been successfully submitted on 8 <sup>th</sup> August, 2018 with the kind cooperation and support of all. Further DVV Clarifications were submitted on September 13, 2018.	Members noted the matter. Chairperson asked all members and Head of Schools to expedite progress on display of students work in their respective school premises. Also Coordinator-Media Cell was asked to help in preparing all posters / banners / display boards for all schools.
<b>Agenda Item No.:</b> <u>4.5.1</u>	<b>Any other item with the permission of the Chair</b>	a) <b>Policy of Industrial Visit and Expert Lecture</b> Dr. Sumeet Gupta , Associate Dean Academic Affair was asked to make a policy for B. Tech Student for attending about industrial visit and Expert Lecture per semester. b) <b>Benchmark for students</b> The committee suggested that we shall also set benchmark for students for compliance of various Parameters. It will encourage them to participate in all activities with more sense of responsibility and commitment.

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

*khanna*  
Member Secretary

No: SMVDU/DQA/2018/4-DQA/618

Date: 04 December 2018

Copy to:-

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