




श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Sub-Post Office, Pin-182320, Jammu & Kashmir, India

ACTION TAKEN REPORT ON THE DECISIONS OF THE 4th MEETING OF THE DIRECTORATE OF QUALITY ASSURANCE AT SMVDU, HELD ON 14th NOVEMBER 2020.

Agenda Item Number	Resolution of 4 th Meeting of DQA	Action Taken Report
4.3.1	Strengthening Feedback from Stakeholders / Alumni / Employers / Parents: Dr. Jyoti to review all Forms and send the updated forms within one month to DQA.	The forms were received and implemented.
4.3.2	Augmentation of Audio-Visual & Recording facility to facilitate faculty members to prepare digital / online Courses: It was decided that SMVDU Faculty shall initially upload short video lectures.	The decision has been noted for implementation. Audio-Visual & Recording facility is available in all 04 Lecture Theatres. All Classrooms have been converted into smart classrooms.
4.3.3	Administrative and Academic Audit: The members deliberated the issue of monitoring and continuously improving quality culture with Academic as well as Administrative Audit and asked Dr. Sumeet Gupta Dean Academic Affairs to coordinate and conduct Academic Audit.	The decision has been noted for implementation and the same shall be conducted in May 2020.
4.3.4	Quality Circle guidelines to be updated and issued: The members examined the present Quality Circle guidelines and recommended that no revision is required.	No action is required.
4.3.5	Conduct of Satisfaction Survey [Faculty, Staff & Students]: Dr. Jyoti to review all Forms and send the updated forms within one month to DQA.	The forms were received and implemented.
4.3.6	Bench marking Forms [Faculty / Schools] to be revised: 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.	The Formats have been revised and shall be presented to the Competent Authority for his perusal and approval after highlighting the changes made therein.
4.3.7	Implementation of Solid Waste Management Policy: After detailed discussion Chairperson asked Dr. Balbir Singh to examine the Solid Waste Management Policy of Bhabha Atomic Research Centre for implementation at SMVDU.	The Solid waste management Policy stands implemented in SMVDU.
4.3.8	Maintenance of Assets by the Engineering Wing: The members discussed the issue of effective maintenance and efficient disposal of complaints and asked the ERP Committee to devise the system for maintaining records on ERP within one month.	The Engineering wing noted the directions for implementation.

4.3.9	Standardization of Forms and Formats: Dr. Jyoti to review all Forms and send the updated forms within one month to DQA.	The forms were received and implemented.
4.3.10	Reporting of Financial Transactions to person concerned & HoD: Finance officer was asked to send information of all the financial transactions / settlements relating to TA, Honorarium / Reimbursement etc., via email to person concerned with intimation to HoD.	The Finance wing noted the directions for implementation.


 17/12/2019
 Director DQA