

From: Kapil Pandla

Sent: 22 September 2016 15:54

To: Ashok Kumar Singh; Gurendra Nath Bhardwaj; Raj K Kovid; Vivek Shrivastava; Mohd Anul Haq; Ashoo Dubey; Akhlesh Agarwal; Pankaj Sharma; Bhumika Sharma; Sandeep Gupta; Vinay Kumar Kainthola

Cc: Parimal V Mandke; Shivendra Mathur; Ritwik Rituraj; Supratim Mitra; Amit Kumar-NU; Ganapathirao Maradana; Neha Tiwari

Subject: Quality initiatives at NU

Dear Colleagues:

As you might be aware that IQAC (Internal Quality Assurance Committee) has been formed to strengthen the quality enhancement efforts of the University. First meeting of IQAC was held on 20th September 2016, it was decided that every process of the University will be documented, and each process will have process owner. Please find below the list containing process and name of the process owner.

S.No.	Process	Process Owner
1.	Admission	Pankaj Sharma
2.	Teaching	Vivek Shrivastava
3.	Exams & Result Declaration including Convocation	Gurendra Bhardwaj
4.	Library	Vinay Kainthola
5.	HR	Ritwik Rituraj
6.	Teaching – Learning Infrastructure	Akhlesh Agarwal+ Ashoo Dubey+ Sandeep Gupta
7.	Campus Infrastructure and Admin	Sandeep Gupta
8.	Research	Mohd. Anul Haq
9.	IP & Placement	Bhumika Sharma
10.	Statutory	Shivendra Mathur
11.	Curriculum Design & Development	Prof. Parimal Mandke
12.	Committees & their processes	Respective Committees' chairperson
13.	Alumni Cell	Dr Kovid
14.	Student Services	Gen Singh

A meeting with process owners is scheduled on Tuesday, 27th September 2016 at 5:30 PM. Kindly make it convenient to attend.

SD
Regards,
Kapil



Annexure 1

Responsibilities of Process Owner

- Documenting all the process followed in their respective areas
- Recording deviations and reporting it to IQAC
- Jointly reviewing processes and reports with IQAC members
- Conducting periodic review meetings with the members involved in the process
- Properly documenting the MoM and submitting copy to IQAC



Annexure 2

S.No.	Process	Process Owner	Currently
1.	Admission	Head, Admissions	Dr. Pankaj Sharma
2.	Teaching	Office Dean Academics	Dr. Vivek Shrivastava
3.	Exams & Result Declaration including Convocation	Head, Exam Cell	Dr. Gurendra Bhardwaj
4.	Library	Head, Library	Mr. Vinay Kainthola
5.	HR	HR Manager	Maj. Ritwik Rituraj
6.	Teaching – Learning Infrastructure	Head, TCO Head, Admin	Mr. Akhlesh Agarwal+ Mr. Ashoo Dubey+ Mr. Sandeep Gupta
7.	Campus Infrastructure and Admin	Head, Admin	Mr. Sandeep Gupta
8.	Research	Office Dean Research	Dr. Mohd. Anul Haq
9.	IP & Placement	Head, CIC	Prof. Sunil Khanna
10.	Statutory	Registrar	Dr. Shivendra Mathur
11.	Curriculum Design & Development	Dean Academic Affairs	Prof. Parimal Mandke
12.	Committees & their processes	Chairperson	Respective Committees' chairperson
13	Alumni Cell	Coordinator, Alumni Committee	Dr Raj K Kovid
14	Student Services	Dean, Student Affairs	Maj Gen AK Singh

