

Minutes of the Second IQAC meeting with Process Owners held on 27th September 2016

Members Present:

1. Prof. Parimal Mandke- Chairperson
2. Dr. Shivendra Mathur
3. Mr. Ritwik Rituraj
4. Dr. Neha Tiwari
5. Dr. Ganapathi Rao
6. Dr. Supratim Mitra
7. Dr. Kapil Pandla – Convener

Invitees

1. Maj Gen A K Singh (Retd.)
2. Dr. Gurendra Nath Bhardwaj
3. Dr. Raj K Kovid
4. Mr. Vinay Kainthola

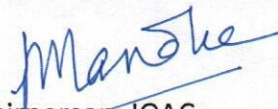
Venue: Senate Room

- 1 Various Processes followed in the University were discussed and responsibilities of Process Owners were told. (Annexure 1)
2. It was decided that in place of names of process owner it has to be position. (Annexure 2)
3. It was decided that Prof. Sunil Khanna will be the process owner for Placement process
4. It was discussed and decided that there should be a separate process for “Project management: Infrastructure”



5. It was decided in the meeting that Process Owners will prepare a skeleton of their process within 15 days of this meeting and will discuss with IQAC members and will produce the final draft of the process within 2 months
6. It was decided that periodicity of the Review between Process Owners and IQAC members will be 3 months
7. It was decided that initially IQAC meeting will held every month till the time all processes are ready and then every quarter.
8. All Minutes of the meeting to be documented and files
9. Maj Gen AK Singh to share a format for report writing
10. Process Owners have to establish Performance criteria in consultation with IQAC members
11. Process Owners to submit report in a prescribed format. Submission of first report after 3 ½ months then subsequent reports to be submitted every month.

The Meeting ended with a Vote of Thanks


Chairperson, IQAC

