



**DEPARTMENTAL QUALITY ASSURANCE CELL (DQAC)**  
**DEPARTMENT OF BIOSCIENCES**  
**INTEGRAL UNIVERSITY**


**For all the faculty and staff members of the department**

For smooth running of the department and NAAC related work w.e.f 1<sup>st</sup> January, 2024 the Academic Affairs Committee is constituted with the following roles and responsibilities:

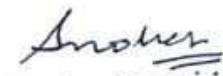
**Academic Affairs Coordinator:** Dr. Amita Dubey

**Members:** Dr. Taiba Saeed, Dr. Durdana Yasin and Mr. Zaryab Shafi

- Overall responsibility and supervision for Curriculum Design, CBCS directives and guidelines in all the courses offered in the department.
- Timely conduct of meeting of Board of Studies (BOS) and compilation of the minutes of the meeting along with the collection of the relevant documents from all concerned.
- Incorporation of changes (if any) suggested in the Faculty Board and Academic Council meetings from time to time, maintenance of records as per NAAC guidelines.
- Coordination with the course coordinators and ensuring that the correct documents are uploaded on the departmental webpage and the same provided to all concerned.
- Provide and collect suggestions for introduction of new programs, VACs, Audit courses in the department as per the need & demand.

  
**Dr. Mohd. Ashfaque**  
(Chairperson, DQAC)

  
**Dr. Farina Mujeeb**  
(Member Secretary)

  
**Dr. Snober S. Mir**  
(Head)