

PROCEEDINGS OF THE MEETING OF IQAC HELD ON 11.02.2019 (MONDAY) AT 2:00 p.m. IN THE CONFERENCE Hall 1 OF THE UNIVERSITY AUDITORIUM

A Meeting of IQAC with Heads/Deans/Directors/DQAC Coordinators was held in the Conference Hall 1 of the University auditorium on 11.02.2019 at 2:00p.m.

The following members were present in the meeting:

- 1 Prof. Aqil Ahmad - Vice Chancellor (Acting)
- 2 Prof. Basheer A. Khan - Advisor to the Chancellor
- 3 Dr. Syed Nadeem Akhtar - Director, Planning & Research and Dean, Faculty of Engineering
- 4 Prof. T. Usmani - Proctor and Dean, Faculty of Education
- 5 Prof. Abdul Rahman Khan - Controller of Examinations, and Dean, Faculty of Science
- 6 Prof. Syed Aqeel Ahmad - Director, Human Resource Development Centre
- 7 Dr. Nilanjan Mukherjee - Director, Centre for Career Guidance and Development
- 8 Dr. Mohammad Haris Siddiqui - Director, IIAST and Additional Director, Admissions
- 9 Prof. Anoop Krishna Saxena - Director, IQAC, Dean, Faculty of Commerce and Management
- 10 Dr. Mohd Aslam Yusuf - Deputy Director, IQAC
- 11 Deans of Faculty/Heads of Departments/DQAC Coordinators

The following agenda items were discussed in the meeting:

1. Discussion on Annual Quality Assurance Report (AQAR) 2017-2018 submitted to NAAC.
2. Discussion in new format for AQAR to be filled online for the session 2018-2019.
3. Discussion on NAAC format of Institutional Information for Quality Assessment (IIQA).
4. Discussion on Student Satisfaction Survey (SSS) to be conducted by NAAC during the next cycle of accreditation in 2020.
5. Discussion regarding the Meeting of DQAC Coordinators at least twice a semester in each academic session.
6. Any other item with the permission of the Chair.

The minutes of the meetings are mentioned below:

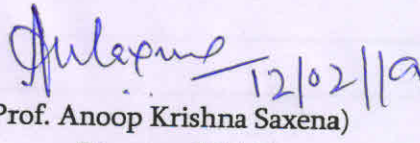
1. The meeting started with a welcome note by Director, IQAC who laid the agenda of the meeting before the members.
2. The Director, IQAC, Prof. A. K. Saxena sought comments from the members present on the AQAR submitted to NAAC on 31.12.2018 and uploaded on the university website and suggestions for further improvements in the AQAR that would be prepared for the next academic session. Prof. Basheer A. Khan opined that consistent and directed efforts must be made by faculty members especially for enhancing their research output in terms of both quality and quantity of publications. He mentioned that while the University is providing necessary infrastructural facilities, it is incumbent upon the faculty to make use of the facilities

and excel in research. He cited the examples of BITS Pilani and IISC, which despite starting off as private institutions have achieved exemplary success.

3. The Director, IQAC apprised the members of the changes in the format of AQAR from the session 2018-2019, which would be filled online through the NAAC website. He exhorted the members to thoroughly review the changes and start compiling the new data that would be needed. The Director, Planning & Research, Dr. Syed Nadeem Akhtar suggested that all the changes in the format be incorporated in the AQAR portal with the help of the Software Development Cell.
4. The format for IIQA for the next cycle of accreditation was put forth before the members by the Director, IQAC. The Director, Planning & Research, Dr. Syed Nadeem Akhtar opined that because the information needed for IIQA was of general nature, it could be furnished by IQAC.
5. The members discussed on the questions in the Student Satisfaction Survey that would be done by NAAC during the second cycle of accreditation. It was mentioned by Director, IQAC that although the feedback forms prepared by IQAC were quite comprehensive, a few extra questions in SSS form need to be incorporated. Dr. Syed Nadeem Akhtar suggested that at the start of semester, students must be briefed about the parameters they need to assess throughout the semester so as to provide a realistic and objective feedback. It was decided that the extra questions in SSS would be incorporated in the existing feedback forms.
6. Regarding the agenda item on meetings of DQAC coordinators, it was the general consensus that DQAC should play a more proactive role and meeting of DQAC coordinators with Director, IQAC should be held more frequently. The Controller of Examinations, Prof. Abdul Rahman Khan suggested that DQAC coordinators should be well-aware of the points made by the NAAC Peer Team in the compliance report during the previous visit. They should do a comparative evaluation of the previous three AQARs submitted to NAAC and identify the weak areas that need to be strengthened. Also, in preparation for the next cycle of accreditation, DQAC coordinators should thoroughly review the Quantitative metrics in the Self Study Report and focus on undertaking activities that would help score all the assessment criteria. The Proctor and Dean, Faculty of Education, Prof. T. Usmani stressed the need for identifying weak areas and conducting review meetings at regular intervals. He also expressed the need for academic audit of departments.
7. The Director, IQAC, Prof. A. K. Saxena informed the members that IQAC would be conducting a workshop and academic audit in the month of March-April' 2019.
8. The Vice Chancellor (Acting), Prof. Aqil Ahmad while appreciating the efforts made by all the faculty members during the previous cycle of NAAC accreditation in 2015 mentioned that the grades received are correlated with the endeavours. Therefore, each member of the university should make focussed, conscious, and concerted efforts towards achieving an A+ grade in the next cycle of accreditation. He stressed that Director, IQAC should have regular review meetings with DQAC coordinators.
9. The meeting ended with a Vote of Thanks by Dr. Mohd Aslam Yusuf, Deputy Director, IQAC.

DPR

Submitted for kind approval please.


(Prof. Anoop Krishna Saxena)
Director, IQAC