



INTERNAL QUALITY ASSURANCE CELL (IQAC)
INTEGRAL UNIVERSITY, LUCKNOW

Minutes of the Meeting

A meeting of the **Core Committee and Sub Committees for NAAC supervision and guidance** was held on **02 Sep' 2019** at 2 p.m. in the **Administrative Block of the University.**

The following members attended the meeting:

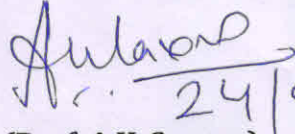
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|-----|----------------------------|---|--|
| 1. | Dr. Ashraf Rizvi | - | Adviser to the Chancellor |
| 2. | Prof. Aqil Ahmad | - | Vice Chancellor |
| 3. | Prof. I. A. Khan | - | Registrar |
| 4. | Dr. Syed Nadeem Akhtar | - | Director, Planning & Research,
Dean, Faculty of Engineering |
| 5. | Prof. T. Usmani | - | Proctor |
| 6. | Prof. A. K. Saxena | - | Director, IQAC, Dean, Faculty of
Commerce & Management |
| 7. | Prof. Syed Aqeel Ahmad | - | Director, HRDC |
| 8. | Prof. A. R. Khan | - | Dean, Faculty of Science and COE |
| 9. | Mr. Ahmad Raza | - | Treasurer |
| 10. | Prof. Syed Misbahul Hasan | - | Dean, Faculty of Pharmacy |
| 11. | Prof. Zeba Aqil | - | Member |
| 12. | Dr. Naveed Ahmad | - | " |
| 13. | Ms. Kavita Agarwal | - | " |
| 14. | Dr. Adnan Khan Lodhi | - | " |
| 15. | Prof. Iffat Zareen Ahmad | - | " |
| 16. | Dr. Akheela Khanum | - | " |
| 17. | Ms. Roshan Jahan | - | " |
| 18. | Dr. Meeta Tandon | - | " |
| 19. | Dr. Mir Snober Shabnam | - | " |
| 20. | Prof. Naimur Rahman Kidwai | - | " |
| 21. | Dr. Zeeshan Raza Khan | - | " |
| 22. | Dr. Asma Farooq | - | " |
| 23. | Dr. Naseem Ahmad | - | " |
| 24. | Dr. Shazia Usmani | - | " |
| 25. | Dr. Amit Kumar Goel | - | " |
| 26. | Prof. M. Zafar Idrees | - | Dean, IIMS&R |
| 27. | Dr. Khwaja Moeed | - | " |
| 28. | Dr. Mahboobul Haque | - | " |
| 29. | Dr. Indrani Chakraborty | - | " |

The following issues were discussed and resolutions made accordingly by the Members of the House:

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- Agenda 1 :** The minutes of the meeting held on 01 Aug, 2019 were confirmed.
- Agenda 2 :** The Sub Committee Incharges informed progress on their respective NAAC criterion, followed by discussion on different aspects of the criterion.
- Agenda 3 :** The Committee discussed the preparedness of various manual and salient points of discussion are
- Exams Manual: COE briefed that exam manual will be ready in 2-3 weeks with approval by examination committee
 - IPR manual: components are already in IQAC charter. It has to be separated and modified by Criteria III sub committee
 - Consultancy and MDP manual: to be prepared by a committee constituted as per Chair's suggestions before next meeting
 - Mr. Ahmad Raza
 - Dr. Ashraf Rizvi
 - Dr. Syed Nadeem Akhtar
 - Dr Amit Kumar Goel
 - Policy document for funding of Internal Research: has to made by the criteria III subcommittee in consultation with Director Planning and Research and Treasure
 - Faculty and Staff Manual: Already approved and functional and is available with Registrar
- Agenda 4 :** Program codes have to be prepared by Ms Kavita Agrawal in consultation with Director Planning and Research.
- Agenda 5 :** Preparation of SSR has to be made for all Sub Criteria Incharges and a decision to opt out may be made at later stage if required.
- Agenda 6 :** After discussion, chair observed that modalities of process for slow learners should be prepared in text document by respective criteria in charge.
- Agenda 7 :** Chair asked sub criteria in charges to send a reminder request to the departments for expediting activities.
- Agenda 8 :**
- After discussion, Mr. Ahmad Raza has been entrusted to present the progress of audit in next meeting
 - Academic audit process being practiced was discussed and Chair expressed his willingness to review the process & prepare the concept note in consolation with Director Planning and Research
- Agenda 9 :** After discussion, chair entrusted that Registrar and DSW shall coordinate for Alumni association registration and efforts should be made to make an international students council. Chair has offered to coordinate the process.

The meeting ended with a Vote of Thanks to the Chair.


24/9/19
(Prof. A.K. Saxena)
Member secretary