of the Internal Quality Assurance Cell (IQAC) Committee constituted by the Vice-Chancellor vide D.No. 94/ IQAC held under the Chairmanship of the Vice Chancellor on Saturday, 15.06.2019 at 12.00 p.m. in the Selection Committee Room.

The following were present:

1. **Professor Tariq Mansoor, Vice Chancellor** (in Chair)
2. Professor Mohammad Hanif Beg, Pro Vice Chancellor
3. Mr. Abdul Hamid, (IPS), Registrar
4. Prof. A.M. Pathan, AMU Court Member
5. Ms. Yasmin Jalal Beg, Acting Finance Officer
6. Prof. Mujib Ullah Zuberi, Controller of Examination
7. Prof. Jamshed Siddiqui, Dean Students’ Welfare
8. Prof. Mohd. Mohsin Khan, Proctor
9. Prof. Naima Khatoon, Principal, Women’s College
10. Prof. M. Rizwan Khan, Director, IQAC
11. Prof. Najam Khalique, Department of Community Medicine
12. Mr. Mudassir Hayat, Alumnus
13. Prof. Asfar Ali Khan, OSD to the Vice Chancellor
14. Prof. Jamal A. Khan, OSD, Development
15. Prof. S. Imtiaz Hasnain, Department of Linguistics
16. Prof. Mohd. Hasan, Department of Electronics Engineering
17. Dr. Nishat Fatima, Department of Library and Information Science
18. Dr. Jahangir Chauhan, Department of Commerce
19. Prof. M. Salim Beg, Department of Electronics Engineering (Special Invitee)

With the permission of the Vice Chancellor, Director, IQAC, Prof. M. Rizwan Khan, welcomed all the members and initiated the discussion on the Agenda of the Meeting.

The following observations were made:

**Item 1: Responsibilities of IQAC AMU**
The Director IQAC briefed the house about the responsibilities and contributions of IQAC through a PPT presentation.

**Item 2: Preparation for NAAC, Cycle-2**

a) Director IQAC first informed the house that AMU was accredited as Grade A Institution with 3.35 CGPA out of 4 during the first Cycle in the year 2015 and that the University is going to complete five years of its accreditation.

b) He further apprised the house of the following major changes that AMU has to undergo during its Second Cycle of Accreditation:

i. New Grading pattern ranging from D (Not Accredited) to A++ (with CGPA 3.51 out of 4), which is different from our first cycle.

ii. The Self Study Report (SSR) is to be submitted online, which comprises 70% Quantitative metrics (to be rated by machine) and the rest Qualitative (to be rated by the visiting NAAC Peer Team).

iii. A new dimension this time is Students’ Satisfaction Survey (to be conducted and rated directly by NAAC), for which, the University will have to provide students’ details. The office of the DSW need to prepare on these lines.
c. In order to explain the preparation for Cycle 2, the Director IQAC discussed the Timeline for Cycle 2, according to which

i. the University needs to submit its Institutional Information for Quality Assessment (IIQA) six months before the expiry of the last accreditation, i.e. 03 September 2019.

ii. the submission of IIQA is followed by the submission of Letter of Intent (LOI) within 15 days.

iii. The University will submit the registration fee (demand draft) so as to reach NAAC within 10 days of submission of LOI.

iv. The Institutional Eligibility for Quality Assessment (IEQA) to be submitted within one week of acceptance of LOI.

v. The University will submit the SSR within two weeks of acceptance of LOI / IEQA. The Director IQAC briefed the house that the University registers only when the SSR is ready for submission. In response to which the Vice Chancellor advised to follow the time frame.

vi. NAAC will decide on the dates of visit and constitute the teams to visit the University within three weeks of receipt of SSR.

vii. visit should ordinarily be completed within one month.

d. The present status of the preparation was also briefed with the following inputs:

- Core Committee for preparation for Cycle 2 is already constituted.
- Nodal Officers (in Deans' / Principals' Offices) & Facilitators (in each Department of Studies) exist.
- Deans, Principals & Chairpersons need to proactively cooperate. The Vice Chancellor decided to hold meeting with the Deans, Principals and Chairpersons in the first week of July 2019. Besides he will address all teachers of the University on 01 August 2019.
- The Director proposed to set up IQAC Cell in each Department/College/Faculty to pool data & submit to the IQAC for submission to NAAC. It was decided that IQAC Cells may be set up at Faculty / College level, including Women's College and University Polytechnics.
- The Director also informed that the University is ready to undergo Internal & External Academic & Administrative Audit (AAA) soon. It was advised that the Director needs to keep the parameters ready for AAA.
- Other preparations required

Item 3: Any Other Items
Under Any other item(s), the following observations were made:

- The Vice Chancellor instructed all the Departments, Centers and Units to participate actively in preparation for Cycle 2 Accreditation of AMU by NAAC.

- The issue of Perception of AMU was discussed at length and it was decided to make concerted efforts in this regard.

- Discussion to make the ERP Solutions for e-governance available took place and was decided to develop an in-house ERP solution.
• Regarding single window for scholarship and projects, the Committee suggested that at least information can be brought into a single window for further disbursement and maintaining a centralized data.

• The Vice Chancellor advised that the Grievance Mechanism need to be made online on priority by displaying the information on the AMU website.

• It was also decided that the Campus needs to be Disable friendly in all respect.

• Rainwater harvesting need be prioritized by AMU.

(Prof. M. Rizwan Khan)
Director, IQAC

Distribution:–

1. All the Members of the Committee.