The Registrar/Finance Officer/Controller of Exams & Admn.
All Deans of the Faculties
All Chairpersons of the Department of Studies
All Principal of Colleges/Polytechnics
Director, K.A. Nizami Centre for Quranic Studies/ The Bridge Course (Academy)
Nodal Officer, AMU Centers
In Charge, Community College
Coordinator, Interdisciplinary Biotechnology Unit

Subject: Preparation for NAAC Accreditation, Cycle-2.

As you know the NAAC Accreditation (Cycle-2) is due at Aligarh Muslim University in the month of February 2020. Though the campus appears to be more organized and systematic, we need to keep ourselves updated and prepared in advance by observing and maintaining evidences on the requirements for NAAC Accreditation.

When we went for Cycle-1 of NAAC Accreditation in February 2015, we had pooled the information in the Self Study Report (SSR) and had effectively Projected and presented the campus to the members of the NAAC Peer Team, and we were successful in achieving Grade-A with a high CGPA score. In other words the assessment and accreditation of AMU in 2015 was primarily based on the SSR and the visit of NAAC Peer Team, those days.

But the recent inputs from MHRD and NAAC reveal that the importance of the SSR and the visit of NAAC Peer Team will not be more than 20%. The remaining 80% of assessment will be based on the online availability of the information and the Best Practices on the University’s website. Very soon the new parameters of assessment will be announced.

Nevertheless, the University has to prepare itself at various levels, as given below:

1. Office of the Vice Chancellor/Registrar: Requested to:
   (i) draft Vision & Mission statements of the University.
   (ii) display the Vision & Mission in public places, like waiting/visitors’ Rooms, Library, etc.
   (iii) draft Future plans for the University.

2. Faculties/Colleges/Departments/Centres/Institute of Studies: Requested to:
   a) Draft & Display the Vision & Mission statements within the premises.
   b) Constitute and maintain various committees related to Research, Curriculum/ Syllabus, Placement, Counseling, Anti Ragging, Gender sensitization and such others as notified earlier from time to time.

PTO.
c) The actions, decisions and minutes of the meetings need to be maintained neatly both in files and online.

d) Collect feedback from students & Teachers and prepare an Action Taken Report (ATR).

e) Make Minor & Major Revisions in the syllabi.

f) Keep Teachers’ Course Files updated.

g) Maintain and display Records of Patents, Publications, Citations, Projects, Collaborations, etc.

h) Maintain and highlight Awards & Distinctions.

3. Administrative Departments: Offices of the Vice Chancellor, Registrar, Finance Officer and Controller of Exams & Admissions are requested to document their meetings, actions and initiatives systematically. Besides, each office needs to systematically maintain the basic data both in files and online.

They also need to highlight their Best Practices and innovative initiatives.

4. Service/Central Facility Departments: Offices of the Dean Students’ Welfare, Proctor, Provosts, Computer Centre, Library, Electricity & Maintenance, Building Department, Residential Coaching Academy, Medical Attendance Scheme, Games Committee, Cultural Education Centre, NCC, NSS, USIF, Adult Education and such other are requested to document their meetings, actions and initiatives systematically, besides highlighting their Best Practices and innovative initiatives.

In this regard I would like to request you to:

(i) hold meetings with the teaching and non-teaching staff on regular basis,
(ii) make the documents/evidences systematically arranged and easily/readily available,
(iii) keep the work place neat and clean,
(iv) advise the Nodal Officer(s)/Facilitator(s) to proactively coordinate to place things in order.

In case of any query, please do not hesitate to write to us.

Thanking you in anticipation,

Good luck!

(Prof. M. Rizwan Khan)

Copy to: AR b VC Secretariat