Office Memo.

In order to develop a system for conscious, consistent and catalytic improvement in the overall performance of the University, as well as to channelize all efforts and measures of the institution towards promoting its holistic academic excellence, the University vide D No Admin /LD/6473/NT/SAQ GF-09 had established a Internal Quality Assurance Cell. In view of operationalization as well as strengthening of IQAC, the Vice-Chancellor has approved as under:-

A. Space & Infrastructure for IQAC

- Two big room adjacent to the Internal Audit Office at top floor where old and redundant record of salary and other register be got vacated by making alternate arrangements or the records weeded as the case may be, by the Finance Officer.
- The space so vacated is allotted to Cadre Review Section along with its staff and infrastructure.
- The entire space so vacated by cadre review section along with Statistical Cell and SC/ST Cell (located in separate room on the fourth floor) is allotted to IQAC for carrying out its activities. Hence forth work of Statistical & SC & ST Cell is allocated to IQAC.
- The room attached with Cadre Review Section occupied by Mr. Ruhul Kabir, Assistant Registrar is to be vacated for allotment to Coordinator, IQAC.
- Mr. Ruhul Kabir, Assistant Registrar is directed to shift in the room vacated by himself as AR (Executive) near the Record Section.
- University Engineer is requested to kindly furnish as well as renovate the above specified space for making IQAC functional at the earliest in consultation with Coordinator, IQAC and Registrar and Finance Officer.

B. Manpower for IQAC

- Present Statistical and SC/ST Cell staff along with their posts and work assignments is transferred and pooled in the IQAC.
- Mr. Mohd. Ajaz, Statistical Assistant, Department of Statistics and Operational Research and Mr. Amanullah Nafisul Hasan, Statistical Assistant, J.N Medical College Hospital is transferred along with their posts deemed relieved from their respective offices and posted in the Internal Quality Assurance Cell (IQAC).
- Any other vacant post of Statistical Assistant lying in the University be identified by Non Teaching and Budget Section and transferred to IQAC.
- Post of Statistician vacated by Dr. Saud Parvez available in the University is transferred to IQAC Cell hence forth and possibility of filling by deputation of suitable person or by General Selection committee be explored.

The above orders may be complied with by 7-11-2014

Copy to the following for information and taking necessary action on the respective points -
01 Dr. Tariq Islam, Coordinator, Internal Quality Assurance Cell (IQAC)
02 Chairman, Department of Statistics & Operations Research
03 University Engineer, Building Department
04 Principal and CMS, J N Medical College
05 Finance Officer
06 Deputy Registrar (Admin-NT)
07 Deputy Registrar (General)
08 Deputy Registrar (Selection Committee)
09 Deputy Finance Officer (Budget)
10 Liaison Officer (SC/ST Cell)
11 Care Taker, Administrative Block
12 Assistant Registrar (Cadre Review)(Executive)
13 Assistant Registrar: Vice-Chancellor's/Pro-Vice-Chancellor’s Secretariat
14 PS/PA to Registrar/Finance Officer/Controller

(Office of the Registrar)
(General Section)
Aligarh Muslim University, Aligarh

Dated: 28/10/2014

(Office Memo)

Dr. Asrar Ali Khan
Officating Registrar