INTERNAL QUALITY ASSURANCE CELL (IQAC)
3rd FLOOR, ADMINISTRATIVE BLOCK
ALIGARH MUSLIM UNIVERSITY,
ALIGARH - 202002

Tariq Islam
Coordinator

D.No /10 /IQAC

Dated: 05.3.2015

All Deans,
Principal, Women’s College,
Coordinator/ Directors of Centres

It is requested that all teachers of the Departments/Centres/Units/Sections may be informed that they are to retain the course files/folders developed during the NAAC preparations and any changes may be updated therein.

The course files/folders shall include time-table, syllabi of courses presently teaching, course material/handouts provided to the students, questions prepares for sessionals and best two answers for each sessional.

It may please be further advised that all teachers shall maintain folders, to be provided by the Department, containing page(s) showing contents ISSN and ISBN and first page of the published article, copy of invitation and participation certificate of seminar/workshop etc. attended, name of research scholars with topics, date of admissions and status of research, title(s) and sanctioned amount(s) of project(s) being carried out, the present status together with copy of sanction letter(s).

Tariq Islam
Coordinator, IQAC

Copy to Vice Chancellor for information