



# UNIVERSITY OF KASHMIR

## HAZRATBAL, SRINAGAR

### Notes

#### Minutes of the meeting held on 21-09-2021 regarding 'Awareness /Training Workshop on One Common Format'

To discuss the arrangements and preparations required for smooth conduct of the one-day 'Awareness cum Training Workshop on One Common format', a meeting under the chairmanship of Director DIQA was held in his office chamber on 21-09-2021 at 02:00 PM.

At the very outset Director, DIQA welcomed all the members who participated in the meeting and sought their valuable feedback/suggestions for making the workshop a huge success.

The following members from various units of DIQA were present during the meeting

1. Prof Anwar Hassan, Director DIQA (in chair)
2. Mr Showket Shafi, Deputy Director, DIQA
3. Mr Er. Mujtaba Shafi, Scientist-B
4. Mrs Mudasar, Section Officer, DIQA
5. Mr Ozair Nissar, Liaison Officer, DIQA
6. Mr Wasim Hussain ATO, DIQA
7. Mr Reyaz Ahmad, Head Assistant, DIQA
7. Mr Abid Rasool, Assistant Programmer, DIQA

During the meeting several issues were discussed threadbare regarding the conduct of the workshop proposed to be held on 14-10-2021 and following was resolved

#### PPT presentation during the inaugural session:

During the meeting, it was unanimously resolved that the inaugural session shall start by a Power Point Presentation (PPT) on the work done and tasks accomplished during 2020 by DIQA and status of assignments presently undertaken by various units of DIQA which shall include presentations and slides on AQAR, NIRF, AISHE, Annual Report and API cell DIQA. The PPT shall be prepared by various concerning units of DIQA under the supervision of Deputy Director DIQA, Mr Showket Shafi who would be assisted in this by Er. Mujtab Shafi (Scientist-B), Mr. Wasim Hussain (ATO) who is also the coordinator of the workshop and Mr Saqib Zarger (Research Assistant)/any other official from API cell DIQA. This shall be immediately followed by presentation on One Common Format by Mr Asim Bandy, System Engineer IT&SS.

The inaugural session shall start at 11.00 AM and conclude at 01:00 PM after which there shall be a lunch break of atleast 1hr from 01:00 PM -02:00 PM. The invitees for the inaugural session would be Hon'ble Vice Chancellor, Dean Academic Affairs, Dean Research, DCDC, Registrar, Director IT&SS, Deans of Various Schools, Nodal officers and Coordinators of DIQA.

Mujtab

Shafi

Wasim

Asim



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It was resolved during the meeting that the Workshop would be inaugurated by the Hon'ble Vice- Chancellor and in his absence by any other senior functionary of the University nominated by the Vice Chancellor.

#### Technical session:

The technical session shall start at 02:00 PM and conclude at 04:00 PM. It would be attended by Deans of various schools of the University, Nodal Officers of various departments/satellite campuses and Coordinators of DIQA. During the technical session the participants would be made aware about the use of One-Common format and also provided training for the same by the expert from IT&SS.

#### Venue:

During the meeting it was resolved that the proposed venue for the one- day workshop would be Media House Auditorium, EMMRC. It was also decided that the DIQA office would write a letter to the concerned quarter for booking of the auditorium once the permission for holding the workshop in OFF-line mode is granted by the competent authority.

#### Permission for holding the workshop in Off-line mode:

During the meeting the members unanimously resolved that before taking up any assignment regarding the conduct of the workshop interms of arranging the logistics and booking the venue it would be in the fitness of things to first seek permission from the competent authority for holding the workshop in offline mode (keeping in view the COVID-19 CAB in place). It was decided that the DIQA office shall write a note addressed to the worthy Registrar and Hon'ble Vice Chancellor seeking permission for holding the workshop in offline mode.

#### Lunch/Tea/Refreshment:

During the meeting it was resolved that refreshment would be served to the participants during regular intervals which would include tea and lunch. The first tea shall be served at 12:00 PM and the other at 03:00 PM. The lunch break shall be observed at 01:00 PM. The office of DIQA would place the order with the University canteen management for arranging the tea and lunch for the participants of the workshop and officials of DIQA. The menu for the tea and lunch shall be as per the directions of the Director and Dy. Director and subject to the availability of the budget.

#### Banners for workshop:

During the meeting it was unanimously resolved that the office of DIQA would place the order with the approved printing agency of the University for printing 04 big banners highlighting the theme, venue, date of the workshop to be installed at various strategic locations within the campus. It was decided that the first banner would be placed outside the Venue building of the workshop, the second inside the auditorium of the venue at the stage, the third at the Maulana Rumi Gate and the fourth one at the Sir Syed Gate of the University.

#### Stationery for Dignitaries & Participants:

It was resolved that the office of DIQA shall also place order with the concerned quarters for supplying folders for the dignitaries and participants. The folder would include one pen, one writing pad, DIQA profile sheet and programme sheet

*Handwritten signatures and initials in blue ink, including 'Am', 'Om', 'Dy', 'Director', 'Amir', and 'Mythra'.*



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#### Mementos for dignitaries, Certificates for participants & Group Photograph of DIQA Nodal Officers:

It was decided that the DIQA office shall also place order with the concerned quarters for printing certificates for participants of the one day workshop and also mementos for the dignitaries.

The office shall also engage one photographer for covering the proceedings of the inaugural as well as the technical session. There shall also be one group photograph as per the past practice which shall include the nodal officers of DIQA and staff of the DIQA.

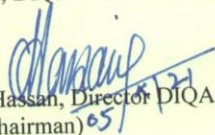
#### Letters to Hon`ble VC, Dignitaries, Participants, Media Advisor & Director EMMRC:


It was resolved that once permission is granted for holding the seminar in Offline mode by the competent authority the office of DIQA shall write a letter to Hon`ble Vice Chancellor seeking his consent to inaugurate and preside over the inaugural session. Accordingly letters of invitation would also be sent to the other dignitaries including Dean Academic Affairs, Dean Research, DCDC, Registrar, Director IT&SS, Deans of Various Schools and Nodal officers and Coordinators of DIQA.


A letter shall also be sent to the Media Advisor & Director EMMRC requesting for participation in the lunch and also requesting for covering the proceedings of the inaugural session.


#### Vote of thanks:

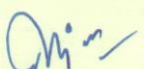
The meeting concluded with vote of thanks to the chair which was presented by Mr Waseem Hussain, ATO, DIQA who is also the coordinator of the workshop.


  
Prof Anwar Hassan, Director DIQA  
(Chairman)


  
Mr Showket Shafi, Deputy Director,  
(Member)


  
Mrs Mudasar, Section Officer,  
(Member)

  
Mr Reyaz Ahmad, Head Assistant,  
(Member)

  
Mr. Wasim Hussain, ATO  
(Coordinator Workshop)

  
Mr Mujtaba Shafi, Scientist-B  
(Member)

  
Mr Ozair Nissar, Liaison Officer,  
(Member)

  
Mr Abid Rasool, Assistant Programmer  
(Member)

