



UNIVERSITY OF KASHMIR

Notes

Minutes of the meetings held with Dean's, HDD's, Co-ordinators and Nodal officers of various schools of the University of Kashmir held in March, 2020.

Item No. 1

(format as per NAAC)

1.1 Curriculum Design and Development			
1.1.1 Programmes for which syllabus revision was carried out during the Academic year			
Name of programme	Programme Code	Dates of revision	UG/PG

NAAC Recommendations: - University should promote linkages with industries which will help in Curriculum Design, Joint research projects, student's internship and placement.

Resolved: A uniform pattern shall be followed while designing the syllabus i.e indicating the comparative statement of addition and deletion, percentage of the syllabus revised. It should be ensured that the syllabus revision shall take place within the stipulated time period of three years for UG/PG/Research Level programmes. A revised copy of the syllabus shall be uploaded on the respective departmental web pages along with minutes of UG-BOS/PG-BOS/DRC etc. While designing the syllabus feedback from industry and job market, be considered.

It was further resolved to include professionals from industry in the university statutory bodies like, BORS etc. so as to design the course curriculum as per the requirements of Industry. Students and scholars be encouraged to take up need based projects in consultation with industry.

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UNIVERSITY OF KASHMIR

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Item No. 2

(format as per NAAC)

1.1.2 Programmes/courses focussed on employability/entrepreneurship/skill development during the Academic year					
Programme Code	with	Date of Introduction	of UG/PG	Course Code	with Date of Introduction

1.2.1 New programmes/courses introduced during the Academic year	
Programme/Course	Date of introduction

NAAC Recommendations: - Taking the local needs into consideration, offer short-term, job-oriented certificate course and diploma programmes, including a programme on Political Science and Conflict Resolution, for your students and for the General public.

Resolved: The Head of Department's/Centres/Directorate along with Departmental Committee members shall identify the Employability/Entrepreneurship/Skill Development courses and highlight the portion of syllabus having Employability/entrepreneurship/skill development at the time of revision of syllabus. In this regard, a format has been designed and circulated to concerned departments to assess the employability of courses and its relevance to entrepreneurship and skill development. The scope of adding new programmes/courses should be explored. The list of students/scholars who undergo field projects/internships should be uploaded on the respective departmental web pages duly signed by the Head of Department Centres/Directorate.

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Item No. 3

(format as per NAAC)

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents

2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire)				

Resolved: The student feedback shall be clubbed with Student's Satisfaction Survey (SSS). The questionnaire needs to be reviewed as per the schools. i.e engineering and Languages must have different questionnaire. The students should be able to give feedback of teachers who teach them core and elective subjects i.e it should be enrolment centric. Each department shall have one Alumni meet where in feedback from Alumni shall also be taken. The department shall take feedback from parents on annual basis. The questionnaire for Teacher's Feedback shall be framed by Dean Academic Affairs. Scholars/Post Doctorate fellow's feedback system be introduced.

Item No. 4

(format as per NAAC)

CRITERION II - TEACHING-LEARNING AND EVALUATION					
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
2.3.2 Students mentoring system					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	



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NAAC Recommendations: - A Separate cell catering to the needs of slow learners could be set up so that remedial teaching is formalized and monitored.

Resolved: All deans shall review the student teacher ratio of the concerned school and the comprehensive report shall be presented to the Hon'ble Vice-Chancellor for enhancing the faculty or to review the intake capacity and the matter shall be brought in upcoming University Council. Regarding 2.3.1 table above one smart classroom in each school be sanctioned. Regarding 2.3.2 table above the list of mentors allotted to students shall be uploaded on the respective departmental web pages duly signed by the Head of Department's/Centres/Directorate.

Item No. 5

(format as per NAAC)

2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)			
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

Resolved: Monetary benefits should be given to teachers receiving awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year. Different slabs needs to be kept for State, National and International Agencies.

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Item No. 6

(format as per NAAC)

2.5 Evaluation Process and Reforms				
Note:- Copy of Date Sheet (Source: Department) Result of End Semester				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination

NAAC observation: - Result are published with 30 to 40 days after conduct of exams. But this period should be reduced in the case of final semester exams.

Resolved: Since the examination related process viz. setting up of question papers, conducting examinations and evaluating/re-evaluating process stands decentralised, it was resolved that Heads of the Departments shall compile the final results under the supervision of the concerned Dean of School. **It was further resolved that the said process be initiated on pilot bases from Satellite Campuses i.e. North and South Campus.** The date sheet and result notification in PDF format shall be uploaded on the respective Departmental Web pages duly signed by the head of department. Further, it was recommended that specific time duration for conduct of Exams and declaration of results be planned in advance for each programme/semester.



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Item No. 7

(format as per NAAC)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

NAAC Recommendation: - Conduct a series of workshops on outcome based education so that a learning outcome curriculum framework is developed and adopted.

Resolved: Program outcome and program specific outcome will be notified by the respective Heads of the Departments/Centres/Directorate in consultation with Consultant CBCS.

Furthermore, Departments/Centres/Directorate/Campuses will conduct the series of workshops on outcome based education and include the same in the annual academic calendar as recommended by the NAAC Peer Team.

✓ The observation of the authorities regarding item No.7 on P-6 included in the minutes. Hence resubmitted.

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Signature 2
Signature 3



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2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

NAAC Recommendation: - Conduct a series of workshops on outcome based education so that a learning outcome curriculum framework is developed and adopted.

NO mention of workshops, how & when?

Resolve: Program outcome and program specific outcome will be notified by the respective Heads of the Department's/Centres/Directorate in consultation with Consultant CBCS.

Item No. 8

(format as per NAAC)

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year

Name of the Department	No. of Ph. Ds Awarded
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Resolve: A separate web page of all the Dean of the Schools be created, to upload the various information's viz. List of Research Guides along with profile/specialization, list of scholars allotted to each guide along with the topic of the research, result notification, viva notification etc. Furthermore, it was resolved that the extension of Ph.D scholars be rationalised and discouraged to ensure timely completion of the research programme. **The Committee recommended that meeting of BORS of each School be convened twice i.e. (June and December)** so that the eligible candidates as per vacancies can be allowed to join.

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Item No. 9

(format as per NAAC)

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

NAAC Recommendation: - Launch a publication unit that will take care of the University journals and all publication/print-related matter.

Resolved: Since in NAAC accreditation and NIRF ranking the publication data from Scopus/Web of Science is counted. Therefore, the faculty members should be encouraged to publish their research work in Scopus/Web of Science.

Item No. 10

(Format as per NAAC)

3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year:				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				

6.3.1 Teachers provided with financial support to attend conferences /workshops and towards membership fee of professional bodies during the year			
Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

Resolved: A policy needs to be devised to rationalise the faculty for attending the conferences at International/National/State level. Separate budget head be allotted to attend the conference/membership fee towards well reputed professional bodies as per the number of full-time teachers.



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Item No. 11

(format as per NAAC)

3.6 Extension Activities				
3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations during the year				
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers coordinated in such activities	Number of students participated in such activities	
3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated in such activities	Number of students participated in such activities

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES		
7.1 - Institutional Values and Social Responsibilities		
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)		
Title of the programme	Period (from-to)	Participants
Female	Male	
07.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants

Resolved: The Deans' of the School shall devise the annual calendar for the above mentioned activities and it would be the Dean's jurisdiction to conduct the activities at Dean's and Departmental level.

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Item No. 12

(format as per NAAC)

3.7 Collaborations				
3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
3.7.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	

Resolve: It was unanimously resolved that collaborative activities for research, faculty exchange, student exchange be encouraged. The Departments will keep a proper record of students for internship, on-the-job training, project work, sharing of research facilities etc and the same be uploaded on departmental web page. The departments without MoUs should work to have to have at least one MoU per year.

Item No. 13

(format as per NAAC)

4.2 Library as a Learning Resource				
4.2.1 Library is automated {Integrated Library Management System (ILMS)}				
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation	
Percentage per day usage of library by teachers and students				
Provide/upload last page of accession register details	Method of computing per day usage of library	Number of users using library through e-access per day	No. of teachers accessing library per day	No. of students accessing library per day

Resolve: That the Departmental Libraries and the Libraries at the Satellite Campuses be automated under supervision of Allam Iqbal Library and separate budget be allotted for the purpose. The Departments should maintain a proper log book for (online/offline) library usage by teachers and students.

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Item No. 14

(format as per NAAC)

CRITERION V - STUDENT SUPPORT AND PROGRESSION		
5.1 Student Support		
5.1.1 Scholarships and Financial Support		
Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution		

Resolve: That the number of scholarships provided by the institution for UG/PG and at research level be enhanced. A full fee reimbursement be provided by the Institution instead of scholarships provided by the Institute as per the NIRF requirements. Furthermore, the scholarships provided at research level in Department/Directorates/Research Centres be enhanced.

Item No. 15

(format as per NAAC)

5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

Resolve: All the Department shall maintain the list of outgoing students/scholars along with the detailed information i.e name, parentage, address, email, phone no. alternate phone no. and more over the department of IT & SS shall develop the Application to facilitate it. It would be mandatory for outgoing students to register themselves and inform the concerned department about their progression to higher education. All Deans and Heads were unanimously of the opinion that Centre for Career Planning and counselling should be in touch with the departments and prepare directory of placements each year including the previous two years which is of great importance as far as NIRF rankings is concerned.

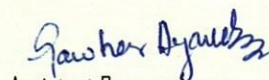



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Notes


Besides the above referred meetings, the meetings with Dean Academics Affairs, Controller of Examinations Director CCPC, Co-ordinator Admissions and Director IT & SS in presence of Registrar were held related to the Data Submission of AQAR.


Senior Assistant
(DPC-DIQA)

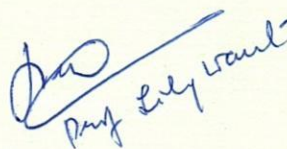

Assistant Programme
(DPC-DIQA)


Mr Mujtaba Shafi
Scientist B, DIQA

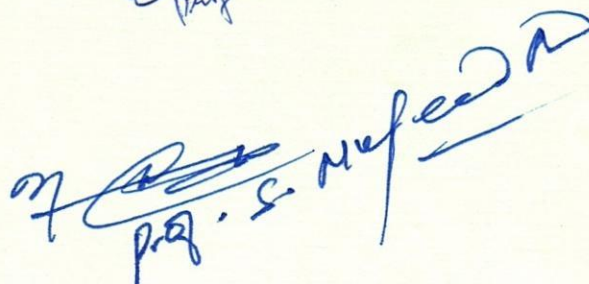

Showkat Shafi
Dy. Director, DIQA


Prof Anwaar Hassan
Director, DIQA

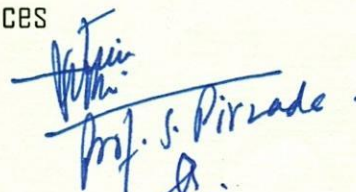
Dean School of Arts, Languages and Literature


Prof. S. Iqbal

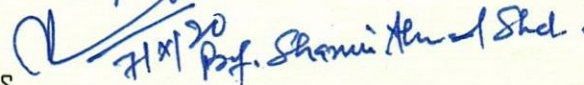
Dean School of Business Studies


Prof. S. Iqbal

Dean School of Physical & Mathematical Sciences


Prof. S. Pirzade

Dean School of Earth & Environmental Sciences


Prof. Shomik Kumar Shukla


Dean School of Social Sciences



UNIVERSITY OF KASHMIR

Notes

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Dean School of Education & Behavioral Sciences

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Dean School of Law

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Dean School of Biological Sciences

Dean School of Applied Sciences & Technology

[Signature]
Prof. Nadeem Tabassum

Submitted to:

Registrar

Mr. Shaukat
10/11/20
Dir. C (D/RA)

Vice chancellor

Spoken
The observation of HVC at 'A'
Regarding item NO. 7 on page no-6
has been incorporated. Hence
re-submitted.

[Signature]
03/11/20

May be submitted Mr.

Approved
[Signature]
10/11/20

HVC

[Signature]
10/11/20

S/Ref
11/12/20



For further
50/Dr. Muzaffar
[Signature]
12/11/20