



UNIVERSITY OF KASHMIR

HAZRATBAL, SRINAGAR

MINUTES

Notes

Minutes of the meeting held on 26.12.2020 under the chairmanship of Director, DIQA in the Committee Room of DIQA

Present:

1. Prof. Anwar Hassan
Director, DIQA
2. Mr. Showkat Shafi
Dy. Director, DIQA
3. Er. Mujtaba Shafi
Scientist-B (DIQA)
4. Ms. Mudasar Nazar
S.O. (DIQA)
5. Mr. Gowhar Ayoub
Assistant Programmer, DIQA
6. Mr. Wasim Hussain
ATO, DIQA
7. Mr. Sakib Rashid Zargar
Research Assistant, DIQA
8. Mr. Reyaz Ahmad Mir
Head Assistant, DIQA
9. Mr. Ghulam Mohammad Shah
Sr. Assistant, DIQA
10. Mr. Mohammad Aslam
Sr. Assistant, DIQA
11. Mr. Riyaz Ahmad Mir
Helper (IT) DIQA
12. Mr. Altaf Hussain Kashkari
Helper (IT) DIQA

Chairman

At the outset, the Director welcomed all the officers/officials. A feedback regarding the functioning of DIQA especially vis-à-vis Annual Reports, AQAR's, Statistical Digest were sought. Thereafter the agenda was taken up proposals submitted by office for purchase of different items for the year 2020-21 were discussed in detail and it was resolved that the proposals suggested by the office be submitted to the authorities for authorization and further course of action be taken accordingly.

At the end of the meeting Chairman thanked all the members for their valued suggestions.. He also applauded DIQA for tireless efforts while handling other important assignments with utmost zeal, throughout the year. He assured his full support to DIQA whenever and wherever required.

The meeting terminated with a vote of thanks to chair.

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| 1. Prof. Anwar Hassan
Director, DIQA | 2. Mr. Showkat Shafi
Dy. Director, DIQA | 3. Er. Mujtaba Shafi
Scientist-B (DIQA) |
| 4. Ms. Mudasar Nazar
Section officer (DIQA) | 5. Mr. Gowhar Ayoub
Asstt Programmer, DIQA | 6. Mr. Wasim Hussain
ATO, DIQA |
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Director, DIQA



Directorate of Internal Quality Assurance (DIQA)
University of Kashmir
Srinagar

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Chairman

*Boff h
approved,
29/11/20*

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Chairman
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(P.T.O)



**Directorate of Internal Quality Assurance (DIQA)
University of Kashmir
Srinagar**

MINUTES

Minutes of the meeting held on 22.01.2020 under the chairmanship of Dean, Academic Affairs in the Committee Room of DIQA to discuss the preparedness for upcoming AQAR-submission due in May 2020.

Present

1. Dean, Academic Affairs
Director, DIQA (in chair)
2. Deputy Director, DIQA
Assistant Registrar, Academics
3. Er. Mujtaba Shafi, Scientist-B
Sr. P. A. DIQA
4. Section Officer, Academic Affairs
5. Section Officer, Academic Section
6. Assistant Technical Officer, DIQA
7. Assistant Programmer, DIQA

At the outset of the meeting Director, DIQA welcomed Chairman for sparing his precious time for attending the meeting along with his staff members. Thereafter, Er. Mujtaba Shafi briefed the members about the agenda. He explained online methodology and importance of AQAR and its relevance to SSR of NAAC. Thereafter the agenda was taken up for discussion. A detailed criterion wise information required for AQAR were taken for discussion and valued opinions / observations were received. Following was unanimously resolved: -

- The assessment period of submission of AQAR 2019-2020 be calculated from March 2019 to March 2020.
- To request Heads of all Departments/ Directorates/ satellite campuses to upload information about all activities of the Departments on their respective webpages with documentary proofs for the period.
- To make Nodal Officers of DIQAU more responsible in respect of uploading of data of their respective Departments;
- To convene a meeting of all Heads of the Departments / Directorates / Satellite campuses to impress upon them the value of submission of AQAR and its dependence on the information provided by the Departments through their webpages.

(K.T.O)



**Directorate of Internal Quality Assurance (DIQA)
University of Kashmir
Srinagar**

MINUTES

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Present

1. Dean, Academic Affairs (in chair)
Director, DIQA
2. Deputy Director, DIQA
Assistant Registrar, Academics
3. Er. Mujtaba Shafi, Scientist-B
Sr. P. A. DIQA
4. Section Officer, Academic Affairs
5. Section Officer, Academic Section
6. Assistant Technical Officer, DIQA
7. Assistant Programmer, DIQA

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**Directorate of Internal Quality Assurance (DIQA)
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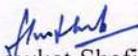
MINUTES

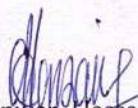
Minutes of the meetings held on January 17, 18 and 20, 2020 in the office chamber of Director DIQA to discuss the preparedness for upcoming AQAR-submission due in May 2020.

Present:

17.01.2020	18.01.2020	20.01.2020
1. Mr. Showkat Shafi Deputy Director, DIQA	1. Mr. Showkat Shafi Deputy Director, DIQA	1. Er.Mujtaba Shafi Scientist-B , DIQA
2. Er.Mujtaba Shafi Scientist-B , DIQA	2. Er.Mujtaba Shafi Scientist-B , DIQA	2. Assistant Registrar, Research
3. Mr. Gowhar Ayoub, Asstt. Programmer	3. Assistant Registrar, Registration	3. Assistant Registrar, Projects
4. Mr. Wasim Hussain Asstt. Tech. Officer, DIQA	4. Mrs. Shaheena Sr. P.A , DIQA	4. Mrs. Shaheena Sr. P.A , DIQA
5. Mr. Mohammad Aslam Sr. Asstt, DIQA	5. Mr. Gowhar Ayoub, Asstt. Programmer	5. Mr. Gowhar Ayoub, Asstt. Programmer
6. Representative of Coordinator Admissions	6. Mr. Wasim Hussain Asstt. Tech. Officer, DIQA	6. Mr. Wasim Hussain Asstt. Tech. Officer, DIQA
	7. Mr. Mohammad Aslam Sr. Asstt, DIQA	7. Mr. Mohammad Aslam Sr. Asstt, DIQA

In all the meetings the issue related to submission of AQAR on annual basis was discussed in detail. All the concerned Officers were apprised by the Director and Team DIQA about pros and cones of the issue and importance of their prompt response by way of uploading accurate information on their respective web pages so that the same is retrieved by DIQA as per the requirements of module of AQAR. All the officers from Directorate of Admissions, Registration and Research responded positively to the suggestions made by Team DIQA with regard to updating of the web pages of their respective sections. They assured their full possible support in this regard and agreed to devise web pages as per the requirements conforming the format of AQAR. The Director, DIQA thanked all the Officers for sparing their time with Team DIQA despite their busy schedules. The meetings terminated with a vote of thanks to the chair.


Showkat Shafi
Deputy Director, DIQA


Prof. Anwar Hassan
Director, DIQA



Directorate of Internal Quality Assurance (DIQA)
University of Kashmir
Srinagar

MINUTES

Minutes of the meeting held on 08.01.2020 in the Committee Room of DIQA to discuss issues related to evaluation of forms of teachers for calculation of API Score.

Present:

1. Prof. Anwar Hassan, in chair
Director, DIQA
2. Dr. Mufti Mudasir
Co-ordinator, DIQA
3. Mr. Showkat Shafi
Deputy Director, DIQA
4. Dr. Mubashir Masoodi
Co-ordinator, DIQA
5. Dr. Aijaz Ahmad Dar
Co-ordinator, DIQA
6. Dr. Adil Bashir
Co-ordinator, DIQA
7. Dr. Ajaz Akbar Mir
Co-ordinator, DIQA
8. Dr. Habibullah Shah
Co-ordinator, DIQA
9. Dr. Shadab Arshad
Co-ordinator, DIQA
10. Dr. Bilal Ahmad Malik
Co-ordinator, DIQA
11. Dr. Humaira Showkat
Co-ordinator, DIQA
12. Dr. Hina Basharat
Co-ordinator, DIQA
13. Dr. Bilal Ahmad
Co-ordinator, DIQA
14. Dr. Fayaz Ahmad Lone
Documentation officer
15. Er. Mujtaba Shafi
Scientist –B, DIQA

At the onset of the meeting chairman welcomed all the members especially new Co-ordinators of DIQA were warmly welcomed on joining Team DIQA. The method of evaluation of CAS/ Open forms for promotion/ appointment of teachers was discussed in detail in light of new UGC regulations. The Director, impressed upon the Co-ordinators for timely completion of evaluation of CAS/Open forms so that same is forwarded for further course of action, without any delay.

The meeting terminated with a vote of thanks to the chair.


Director, DIQA



**Directorate of Internal Quality Assurance (DIQA)
University of Kashmir
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MINUTES

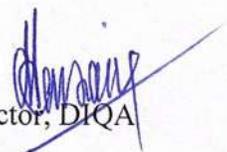
Minutes of meeting held on 09.01.2020 under the chairmanship of Director, DIQA in his office chamber to discuss the preparedness for upcoming AQAR-submission due in May 2020.

Present:

1. Prof. Anwar Hassan
Director, DIQA
2. Prof. Tariq Banday
HOD, Electronics
3. Dr. Tariq Rashid Jan
Asstt. Professor, Statistics
4. Mr. Showkat Shafi
Deputy Director, DIQA
5. Er. Mujtaba Shafi
Scientist-B , DIQA
6. Mrs. Shaheena
Sr. P.A , DIQA
7. Mr. Gowhar Ayoub,
Asstt. Programmer
8. Mr. Wasim Hussain
Asstt. Tech. Officer, DIQA
9. Mr. Mohammad Aslam
Sr. Asstt, DIQA

At the beginning of the meeting Director, DIQA while welcoming the members gave briefing about the agenda of the meeting. He apprised the importance of submission of AQAR which is due in May 2020. During threadbare discussion the areas and sources of information required for on time submission of AQAR were highlighted. For correct and prompt response from the Departments it was resolved that all the Departments/ Directorates /satellite campuses and Administrative Units of the University will be requested to update their webpages regularly so that DIQA is able to retrieve necessary information without any delay.

At the end of the meeting, Chairman thanked all the participants for attending the meeting.


Director, DIQA



**Directorate of Internal Quality Assurance (DIQA)
University of Kashmir
Srinagar**

MINUTES

Minutes of the meeting held on 13-06-2019 in the DIQA Meeting Room under the chairmanship of Director DIQA.

Present:

1. Dr. M.A Shah
Director, DIQA Chairman
2. Mr. Showkat Shafi
Dy. Director, DIQA
3. Dr. Aadil Bashir
Coordinator, DIQA
4. Dr. Irfan Rashid
Coordinator, DIQA
5. Dr. Fayaz Ahmad Lone
Documentation officer (DIQA)
6. Dr. Hina Basharat
Coordinator, DIQA
7. Dr. Humaira Showkat
Coordinator, DIQA

At the outset of the meeting, Chairman welcomed the members and briefed them about the Post NAAC Team visit discourse, future course of action to be followed.

As resolved in the previous meeting held on 29-05-2019 members discussed in detail the weak areas identified by the NAAC Peer Team and concerned coordinators along with the measures suggested thereof. After criteria wise discussion it was unanimously resolved that coordinators will come with comprehensive report of their respective criterion in the next meeting so that a consolidate report is submitted to the authorities for future course of action. The framework of consolidating the points was discussed in detail

The meeting terminated with a vote of thanks to the chair.

Signature of the Members:

1. Dr. M.A Shah
Director, DIQA

2. Mr. Showkat Shafi
Dy. Director, DIQA

3. Dr. Aadil Bashir
Coordinator, DIQA

4. Dr. Irfan Rashid
Coordinator, DIQA

5. Dr. Fayaz Ahmad Lone
Documentation officer (DIQA)

6. Dr. Hina Basharat
Coordinator, DIQA

7. Dr. Humaira Showkat
Coordinator, DIQA



**Directorate of Internal Quality Assurance (DIQA)
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MINUTES

An important meeting of DIQA coordinators was held on 29-05-2019 in the DIQA meeting Room under the chairmanship of Director DIQA. Following were present:-

1. Dr. Mufti Mudasir
Coordinator, DIQA
2. Mr. Showkat Shafi
Dy. Director, DIQA
3. Dr. Aadil Bashir
Coordinator, DIQA
4. Dr. Hina Basharat
Coordinator, DIQA
5. Er. Mujtaba Shafi
Scientist-B (DIQA)

At the outset of the meeting, Chairman welcomed the members and thanked them for their support in preparation/submission of SSR and other related activities.

After threadbare discussion on post NAAC Team Visit discourse, future course of action and work plan to be followed by the DIQA, it was resolved that:-

1. All the coordinators will critically review their respective criterion and suggest measures to overcome the weak areas so that a comprehensive report is prepared and submitted to the authorities.
2. It was further resolved that Er. Mujtaba Shafi, Scientist-B will take care of the online submission of AQAR with the help of the staff members in the Data Processing & Documentation Centre.

The meeting terminated with a vote of thanks to the chair.

Signature of the Members:

1. Dr. M.A Shah
Director, DIQA

2. Mr. Showkat Shafi
Dy. Director, DIQA

3. Dr. Mufti Mudasir
Coordinator, DIQA

5. Dr. Aadil Bashir
Coordinator, DIQA

5. Dr. Hina Basharat
Coordinator, DIQA

6. Er. Mujtaba Shafi
Scientist-B (DIQA)



UNIVERSITY OF KASHMIR, SRINAGAR

Circular

Pursuant to approval of the Vice-Chancellor to the minutes of the meeting of the Head of department, Deans of the School, All the conveners of the Board of Studios (UG/PG) BORS etc. are impressed upon to ensure that:

1. A uniform pattern is followed while designing the syllabus i.e indicating the comparative statement of addition and deletion, percentage of the syllabus revised. Revision of the syllabus shall take place within the stipulated time period of three years for UG/PG/ Research level programmes. The revised syllabus shall be uploaded on the respective departmental web pages along with minutes of UG-BOS/PG-BOS/DRC etc. However, feedback from industry and job market, be considered while designing the syllabus.

Professionals from Industry be included in the Statutory bodies BOS, BORS etc to design the course curriculum as per the requirements of the University. The students, scholars be encouraged to take up need based project consultation with industry.

2. The Heads of Department's/centers/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 as per the designed format always and circulate 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 centers/Directorate.

Sumant
Joint Registrar
ACADEMIC

No: F (circular-DIQA minutes/ Acad/KU/21)
Dated: 19-07-2021

Copy to the:-

1. Dean Academic Affairs, University of Kashmir, Srinagar;
2. Deans of all Schools, University of Kashmir, Srinagar;
3. Director, DIQA, University of Kashmir Srinagar;
4. Heads of all the Teaching Departments, University of Kashmir, Srinagar;
5. S.S to Vice-Chancellor for the information of the Vice-Chancellor;
6. P. A. to Registrar for information of the Registrar;
7. File.

*Minutes of the Deans/UGD meet
organised by DIQA*

*Action taken by
University on the
minutes we had sent
to DAA*

Director

*Shubh
24-07
16/08*