

Minutes of the Meeting of IQAC held on 29.09.2016 at 4.00 p.m. in the Office of the A.R.(O&M), Registrar's Office, Jamia Millia Islamia, New Delhi.

An extra-ordinary meeting of the IQAC was held on 29.09.2016 at 4:00 p.m. in the Office of the A.R.(O&M), Registrar's Office, Jamia Millia Islamia to discuss the orientation programs for Academic Audit Teams & its schedule etc. Following were present:

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| 1. Prof.S.A. Ansari | Hony. Director, IQAC |
| 2. Dr. Zishan Husain Khan | Member |
| 3. Dr. Mansaf Alam | Member |
| 4. Mr. I.A. Hakim | Covenor |

Dr. Shehzad Hasan, Hony. Asstt. Director could not attend the meeting due to pre-occupation.

Following agenda was taken up:

1. Format for Academic Audit Team :

A draft format for Academic Audit Team, prepared on the basis of 07 points scale of NAAC recommendations, was placed before the Committee. The Committee deliberated on the format and after detailed discussion the draft format was finalized, keeping in view, the requirement of NAAC. It was also decided that the Audit Team Members would be called for orientation on Academic Audit of the Deptts./Centres.

2. Any other items :

(i) Parents Feedback Form :

The Committee discussed and opined that at least five students may randomly be selected from each course and the Parents feedback forms may be sent to their parents comprising self-stamped envelope to get the response of them.

(ii) Review of the feedback data of Students :

A review of the feedback data analysis was taken. It was apprised by Dr.Mansaf Alam, Hony. Dy. Director that it is not yet completed and will be completed soon. Therefore, a review will again be taken in the next meeting.

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(iii) NIRF Registration :

The Hony. Director apprised the Committee that the Registration for NIRF has been done and the portal will open in October, 2016 for data upload. The faculty members will be requested to update an upload the information related to their research publication on JMI website and google scholar profile. The Committee unanimously agreed and recommended that a Circular may be circulated to this effect.

The Meeting ended with a vote of thanks to the Chair.



(Prof. Shafeeque A. Ansari)
Hony. Director, IQAC