

Time: 00

**Minutes of the Meeting of Academic Audit Teams of IQAC
held on 16.02.2017 at 4.00 p.m. in the Mir Anis Hall, Mir Taqi Mir Building,
Registrar's Office, Jamia Millia Islamia**

A Meeting of the Academic Audit Teams of IQAC was held on 16.02.2017 at 4.00 p.m. in the Mir Anis Hall, Mir Taqi Mir Building, Registrar's Office, Jamia Millia Islamia to discuss the Schedule of Academic Audit, 2015-16 and Academic Audit Report Format. Following were present:

1. Prof. Shafeeque Ahmad Ansari Hony. Director, IQAC
2. Prof. M.P. Sharma Member
3. Prof. Naved Iqbal Member
4. Prof. Majid Jameel Member
5. Prof. Anjan Ananda Sen Member
6. Prof. Arshad Noor Siddiquee Member
7. Dr. Mansaf Alam Member
8. Dr. Mohammad Shahid Khan Member
9. Dr. Saif Siddiqui Member
10. Dr. Ravindra Ramesh Patil Member
11. Dr. Shehzad Hasan Member
12. Dr. Arshad Khan Member
13. Dr. Rahisuddin Member
14. Dr. Dinesh Prasad Member
15. Dr. Jasim Ahmad Member
16. Dr. Ghulam Yazdani Member
17. Mr. Nisar Khan Member
18. Mr. Kaushal Kumar Member
19. Mr. Ali Haider Member
20. Iqbal Ahmed Hakim Convener

At the outset, the Hony. Director, IQAC welcomed the Academic Audit Team members and apprised them their role in conducting the Academic Audit of the Departments/Centres as well as its importance in view of NAAC requirement. Thereafter following agenda items were placed.


1. Schedule of Academic Audit 2015-16

The Hony. Director placed the Schedule of Academic Audit 2015-16 reflecting the faculties/departments and centres with the names of visiting teams and dates thereof to the departments/centres. For conducting the Academic Audit there were designated nine teams of faculty members to the faculties/departments and one team for visiting 19 Academic Centres starting from 27.02.2017 to 03.03.2017. It was requested with the members to go through the schedule. In case there is any change of date and time, the members were advised to send their suggestion on e-mail by 21st February, 2017 in order to send the notification to the Departments/Centers to prepare themselves well in advance.

2. Academic Audit Report Format 2015-16

The Academic Audit Report Format 2015-16 was placed before the members and discussed. The members were apprised that this exercise is being conducted for the 1st time and they may please inform and guide to the HoDs/Directors whereas, the HoDs/Directors has already been intimated about the formation of Academic Audit Teams. The team members were advised that each and every column of the format, so designed on the basis of requirement of the NAAC, may be carefully duly filled in. Further, the same may be filled in by involving the HoDs/Director of the Centres which will enable them to have digital depository for future communication, in case any change is required in the format that can be done after the 1st visit of the team on their suggestion. It was also urged that the observation of the team is important for accessing the data. Further, the data will consist of Academic Session based on for the year 2015-16 (session-wise). The Hony. Director also assured the members that the report of the NAAC shall be provided to them for better observation after the approval of the Competent Authority. All the members were unanimously agreed and resolved to conduct the Academic Audit and submission of report thereof well in time.

The meeting ended at 4:45 pm with vote of thanks to the Chair.


Prof. Shafeeqe Ahmad Ansari)
Hony. Director - IQAC