**Agenda Items - Meeting of DQAC Coordinators with Honble Vice Chancellor and Director, IQAC**

**Date: 12.01.17, VC House, Nalanda Parisar, RNT Marg**

1. Objectives of DQAC (**As attached\_01**) -

Understanding roles and responsibilities of DQAC

1. DQAC Structure as per the format (**As per** f**ormat attached­\_02**)

If not prepared then please complete and send to **Director, IQAC latest by 11.01.2017**

1. Department wise discussion on –

**Meetings of DQAC after 3rd NAAC Cycle and actions taken on the decision of the meetings**

1. Understanding the need and importance of NIRF and similar type of raking system and role of DQAC Coordinators (Pl also visit - <http://www.dauniv.ac.in/notices/NIRF/NIRF.html> and <https://www.nirfindia.org/Home>)
2. Newly developed Data Capturing System of IQAC -
   1. URL -
   2. Login ID -
   3. Password -

Need to use and start filling data.

1. AQAR needs to fill on Regular basis (**As per** **format attached­\_03**)

Pl also refer - <http://www.iqac.dauniv.ac.in/AQAR%20REFERENCE.php>

1. To collect NAAC Certificate from Store if not collected
2. Please collect and bring teacher wise Ph D Student Data (**As per format attached\_04**)
3. Please collect and bring teacher wise Research Paper and Project Data for calendar years 2015 & 2016
4. Fully functional and updated Website of every Department. Role of DQAC Coordinators and Website Coordinators
5. Maintain list of achiever students as per format – Not to bring at this moment (**As per format attached­\_05**)
6. All DQAC must meet once in a month and minutes should be sent to Director, IQAC in soft and hard copy. DQACs must keep formal record of meetings also.
7. Formal feedback mechanism (if not made already) can be evolved for taking feedbacks of other

stakeholders (Parents, Staff, Teachers, Alumni and Job Providers) and the same can be discussed

in DQAC meetings

1. UTD shall start preparing/compiling documents for SSR for the 4th Cycle
2. Possibility to start certificate and diploma courses (“Add-on” courses) for skill development
3. Record of all curricular, extra-curricular and extension activities. The same should be shared with IQAC in hard and/or soft copy
4. Effective utilization of UGC Grant for Seminar/Conferences and Workshops
5. Recharge and Orientation Programs for students, research scholars, staff and teachers of affiliated colleges

**Pratosh Bansal**

**Director, IQAC**