

Minutes of Meeting of DQAC Coordinators with Hon'ble Vice Chancellor and Director, IQAC

Date: 12.01.17, VC House, Nalanda Parisar, RNT

On the advise of Hon'ble Vice Chancellor a meeting of DQAC Coordinators of the UTDs was called by Director, IQAC on 12.01.17 at 03:00 PM at VC Office. DQAC Coordinators from all the UTDs were present except from 04 Departments. Following are the minutes of meeting:

- All DQAC Coordinators understood and accepted role and responsibilities of DQAC
- Each UTD has to envisage vision and mission of the department in line of the vision and mission of the university (if not prepared earlier) after thoughtful discussion with all stakeholders
- Vision and Mission of the department and the university needs to display on prominent places in the department and needs to be shared with all stakeholders. Vision and mission of the university can be seen on the website of the university - http://www.dauniv.ac.in/vision_mission.php
- Board of Studies should meet on regular interval to update and modify the course contents in line to vision and mission of the department and the university
- Board of Studies activities tracking system is being developed in the guidance of Dr Maya Ingle
- DQAC must plan and conduct activities related to quality enhancement for all the teachers on regular basis
- DQAC must plan for motivation and promotion of Research Environment in the department
- DQAC must meet regularly and follow the actions taken on the decision of the previous meetings. Minutes of meetings must be properly kept in record and same may be shared with IQAC.
- Hon'ble Vice Chancellor advised that DQAC must discuss academic, infrastructural and developmental issues and challenges in the meeting
- Members noted the importance of NIRF and similar type of ranking system
- Hon'ble Vice Chancellor advised to see the shortcomings in expectations by NIRF (<http://www.dauniv.ac.in/notices/NIRF/NIRF.html>) and emphasize efforts to overcome on those shortcomings
- Hon'ble Vice Chancellor advised that for taking benefits of various government schemes apart from the NAAC, NBA is equally important. He advised that the UTDs offering AICTE approved courses must start the process for NBA assessment.
- Director, IQAC demonstrated newly developed Data Capturing System (on testing) of IQAC and shared login ID and password. This Data Capturing System needs to use by all the departments as a centralized data capturing system. This system is in evolving phase and shall be continuously improved and useful with the feedback of DQAC coordinators.

- Hon'ble Vice Chancellor emphasized and advised that all UTDs should fill AQAR on regular basis to avoid last hour pains. It shall be the responsibility of DQAC Coordinators to fill AQAR on time
- AQAR of 2015-16 and previous years can be seen and downloaded from the website of IQAC
- It was resolved that each DQAC Coordinator will bring Six Monthly AQAR in the next meeting
- There is need to update website of each department. All the UTDs are requested to share the details of teacher in-charge of website with Dr Vrinda Tokekar (Head, IT Centre) for better coordination
- Director, IQAC shared the concept paper on internal academic audit prepared by Prof P N Mishra. Members requested for the formal process to conduct the academic audit. Simultaneously Director, IQAC requested Prof P N Mishra for the same.
- Hon'ble Vice Chancellor advised Director, IQAC to organize programs for propagating awareness amongst DQAC Coordinators for NAAC assessment Process and SSR Writing
- Hon'ble Vice Chancellor advised School of Statistics to analyze and prepare report on various parameters of improvement/development (also Desirable and Core indicators as required for NAAC assessment)
- DQAC Coordinators must keep the record of activities, meetings and actions taken by Woman Cell, Anti Ragging Cell and Student Grievances Cell
- Each UTD must look for the possibilities to start certificate course/add on course for skill development of the students
- Each UTD must provide proper space to display achievements of the students in academics, sports and extra-curricular activities
- **It was resolved that DQAC Coordinators shall meet once in every month with Hon'ble Vice Chancellor and will discuss the action taken and issues/challenges (if any) on decisions taken in previous meeting**
- Next meeting shall be on **08.02.2017 at 04 PM**. Venue shall be informed later

Meeting ended with a vote of thanks to Hon'ble Vice Chancellor and all the members.

Pratosh

Director, IQAC