

देवी अहिल्या विश्वविद्यालय, इंदौर
DEVI AHILYA VISHWAVIDYALAYA, INDORE

आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ
Internal Quality Assurance Cell

3rd Monthly Meeting of DQAC Coordinators with Hon'ble Vice Chancellor

04:00PM, 06.04.17, EMRC, Takshshila Parisar, Khandwa Road, Indore

Agenda items:

1. Approval of Minutes of 2nd Monthly Meeting (**Draft Minutes are attached**)
2. Internal Academic Audit Phase - I : Department wise discussion (**Format is attached. Request is to get audit done by an internal committee and bring the filled format**)
3. Status, problems and suggestions for the improvement (if any) for **Data Capturing System**
4. Discussion on Core and Desirable Indicators as suggested by NAAC (**Format is attached**)
5. Possibilities to start new skill based certificate courses (**list of some suggestive courses is attached**)
6. Any other item with the permission of Chair

Minutes:

1. Members approved Minutes of 2nd Monthly Meeting
2. Hon'ble Vice Chancellor discussed on all the parameters of Internal Academic Audit Phase – I and all the members agreed to emphasize full efforts to convert Parameters from **No → Yes**.
3. Hon'ble Vice Chancellor asked Director, IQAC to compile audit report of all the departments and share it with Prof P N Mishra for further action.
4. Director, IQAC conveyed that format of Internal Academic Audit Phase – I shall be available at Data Capturing System (Except for HRDC) so the departments can fill the form easily.
5. This was decided unanimously that all the departments must conduct Internal Academic Audit Phase – I by involving all the stake holders of department and that should be discussed in the meeting of DQAC. DQAC Coordinators will keep all proceedings of Internal Academic Audit Phase – I in hard copy also, signed by all stakeholders involved the process.

6. This was decided unanimously to use Data Capturing System extensively for the all type academic (and partial administrative) data items. Director, IQAC noted the suggestions given by Dr H S Parmar (Department of Biotechnology) on Data Capturing System.
7. Dr Snigdha Banerjee (Department of Statistics) suggested to convert Core and Desirable Indicators into absolute quantifiable form before converting them into % or range at University Level. Hon'ble Vice Chancellor asked Dr Banerjee to do the same and also asked to do the analysis on the progress after last NAAC assessment (III Cycle) to this date.
8. Hon'ble Vice Chancellor emphasizes that all the departments must explore and start new skill based certificate courses.
9. Hon'ble Vice Chancellor asked that from next month four UTDs will give presentations on academic development of their department after last NAAC assessment (III Cycle) to this date. This presentation shall be give Head of the Department. Director, IQAC agreed to share the sample format for the presentation. However that shall be mostly in the line of criterions of NAAC. Departments will have freedom to choose the layout and format.
10. Next meeting shall be on **16th May'2017 at 03:00 PM at EMRC** and following departments will share their progress and achievements in the form of presentation:
 - a. School of Chemical Sciences
 - b. School of Biotechnology
 - c. Institute of Management Studies
 - d. School of Computer Science & IT
11. It was also resolved that departments shall be complete AQAR of this session i.e. 2016-17 and bring in the next meeting i.e. on 16.05.2017. **It was also noted that submission of AQAR is of utmost important as for as NAAC assessment is concern. AQAR submission is mandatory at the end of every session.**

Meeting ended with thanks to Chair.