مولانا آزاد نیشنل اُردو یونیورسٹی मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZADNATIONALURDU UNIVERSITY

Gachibowli, HYDERABAD – 500 032.
(Accredited with Grade '*A*' by *NAAC*)

Internal Quality Assurance Cell (IQAC)

Ref: IQAC/Recon/F-3/2018   7th July 2018

Minutes of the Second Meeting of the Internal Quality Assurance Cell (IQAC) held on 6th July 2018 at Internal Quality Assurance Cell (IQAC), MANUU

The following members were present:

Dr Mohammad Aslam Parvaiz, VC	Chairperson
Professor Shakeel Ahmad, PVC	Member
Dr M. A. Sikandar, Registrar	Member
Dr Akhtar Parvez, Librarian	Member
Prof. Shane Kazim Naqvi, Director CIT	Member
Prof. Mohammed Akbar Ali Khan, Professor DDE	Member
Prof. A Ravinder Nath, Dean Academic Affairs	Member
Prof. P. F. Rahman, Professor, Zoology	Member
Prof. Abdul Wahid, Professor, CS&IT	Member
Prof. Shugufta Shaheen, Professor, English	Member
Prof. Mohammed Shahid, Professor, Social Work	Member
Dr Mohammed Yousuf Khan, Principal Polytechnic	Member
Dr M Vanaja, Associate Professor, Education	Member
Dr Meraj Ahmed Mubaraki, Assistant Professor, MCJ	Member
Mr Shaik Abdul Rasheed Asst. Registrar, Academic	Member
Mr Syed ZabiUllah Hussaini Asst. Registrar, Examination	Member
Mr Mohammed Habeeb Khan Asst. Registrar, Finance	Member
Dr Urmila Pingle (NGO)	Member
Mr. Mohammed Qamar Mansoori (MCA batch 2014-17)	Member
Prof Syed Mohammed Haseebuddin Quadri,	Director

The following members could not attend the meeting:

Prof. Syed Najamul Hasan, Professor, Mathematics Member

Col. AnantVasantTalPallikar   Member

Ms Areesha Tasneem (PhD Research Scholar-Urdu) Member

Syeda Nikhath Aziz (English)   Member

At the outset, after welcoming and in course of discussion, the Vice Chancellor &Chairperson, IQAC spoke and stressed on the role of IQAC, that it must ensure quality in every aspect of education in the University.

Then, the following items of Agenda had been taken up for discussion, confirmation, resolution and approval.

Agenda Item No. 1
Confirmation of the Minutes of the first Meeting of Reconstituted IQAC, and Action Taken Report thereof.

The Minutes of the first Meeting of reconstituted IQAC, and the action taken report thereof had been discussed, and the IQAC resolved to confirm them.

Agenda Item No. 2

Residual discussion on NAAC Peer Team's Recommendations for Quality Enhancement of the Institution

The IQAC discussed at length the recommendations of the NAAC Peer Team, and the following points have been made and resolved, wherever necessary:

1. For the creation and maintenance of research culture, it is resolved that in admission process, the preference should be given to JRF candidates, followed by NET/SLET/MPhil, and their weightage must be increased from the next academic year.

2. In terms of providing incentives to any research contribution by faculty and scholars, it is resolved that the University should acknowledge it by displaying the profile and achievement of the faculty/scholar on University website. However, for the contribution through research article/paper, to be eligible for this incentive, the research article/paper should have been published in UGC recognized list of journals.

3. With respect to International Students, it is resolved that the supernumerary seats for international students must be worked out taking into account total number of admission intake of the University.

4. On the recommendation about institutional social responsibilities, the Pro Vice Chancellor & member IQAC spoke about the work going on in the University, and proposed the creation of a 'Centre for Fostering Social Responsibility' under the umbrella of which, NSS and all extensions works, collaborations with NGOs etc. could be accommodated, and all extension activities could be carried out. The suggestion had been discussed at length and it was decided that the idea could be explored. The Dean, Academic Affairs & member IQAC is assigned the task of submitting a comprehensive proposal including the modalities of its operation.

5. On the recommendation to 'establish a unit of NCC' the Registrar & member IQAC apprised the IQAC of the efforts made by the University towards this, and reported that the University would soon get an NCC Unit for Girls.

6. On the recommendation 'to attract consultancy projects and create linkages with national and international bodies and NGOs' the University authorities apprised the IQAC of the initiation made in that regard and the linkages created with national and international bodies recently.

7. About the admission policy, the VC informed the IQAC members as to how the University has adopted 100 per cent transparent policy in admissions.

8. On the recommendation of the up-gradation of sports facilities, it has been pointed that the University has upgraded and enhanced its Sports facilities to a very large extent. However, for University Institutions, CTEs and Campuses located outside the headquarter, the VC observed that if they have enough space and fields then sporting facilities could be enhanced and upgraded there.

9. On the recommendation of the new need-based courses like Law, Fine and Performing arts, it has been observed by PVC that because of the mandate, the courses related to Law could not be offered. With regards to Fine and Performing arts, it has been observed that because of the want of eligible and talented faculty things are not getting materialized there.

10. On the recommendation of creation of 'corpus fund' to meet exigencies, the PVC and the Dean Academic Affairs proposed that 20 per cent of internal receipts every year must be allocated towards corpus fund. IQAC recommended that in this regard, the detailed guidelines for creation and utilization of corpus fund be laid down and approved by competent bodies.

Agenda Item No. 3

Digitization of the Feedbacks and Appraisals formats and their approvals thereof

The feedback and appraisal formats for different stakeholders, teachers and academician-administrators of the University which have been developed in digitized format using 'Google Form' have been presented 'live' before the IQAC members. IQAC resolved to approve them with the following observations:

1. All the fields of the Format should be in Urdu, English and Hindi.
2. The Director CIT& member IQAC has been requested to refine and upgrade the technical aspects of the feedbacks and appraisals, and develop or adapt them into an in-house module.
3. In respect of teacher's feedback and their academic profile, the VC observed that the appraisal must have teacher's contribution to real teaching in the classroom, and the innovative methods they use in the classroom for teaching and imparting knowledge. Therefore, it has been resolved by IQAC to include such fields in the feedback and appraisal formats.
4. The IQAC noted and resolved when discussing the student feedback about teachers, that not more than two teachers must teach or share any course [paper].
5. The Dean, Academic Affair suggested that if the 'Academic Profile of the Faculty' includes the fields that gather information, according to the Academic Performance Indicator (API) categories, it shall help and facilitate IQAC's task of verification of applications of Carrier Advancement Schemes (CAS) etc.
6. The Director CIT proposed that he would facilitate the calculation of Impact factor and H-Index by providing appropriate links which help in doing so, in the pro forma of Academic Profile of the Faculty

7. On the observation of the member Alumnus that not enough questions have been devised in Alumni's Feedback, the VC asked the Alumnus to provide the relevant questions to IQAC and directed IQAC to include them in the Feedback.

8. The suggestions made by the members in respect of Feedbacks and Appraisal formats have been noted down to be included before they become operational.

9. The Director proposed that appraisal forms must also be developed for non-teaching section and their heads to assess the quality of their work. The members accepted the proposal and approved the same.

Agenda Item No. 4

Approval of the AQAR of IQAC (July 1, 2016 to June 30, 2017)

The IQAC resolved to approve the 2016-2017 AQAR of IQAC.

Any other related item with the permission of the Chair.

No other item has been discussed in the Meeting other than the formal items of Agenda.

The Meeting ended with the members extending their thanks to the Chair.

Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC