

**Minutes of the Meeting of IQAC held on 25.11.2016 at 03:30 pm
at Meer Anis Hall, Jamia Millia Islamia, New Delhi**

A meeting of the Academic Audit Teams was held on 25.11.2016 at 3:30 p.m. at Meer Anis Hall, Administrative Block, Jamia Millia Islamia, New Delhi to discuss their role, responsibility and functioning under the Chairmanship of the Hony. Director, IQAC. Following were present:

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| 1. | Prof. M.P. Sharma | Member, Academic Audit Team |
| 2. | Prof. Ayub Khan | Member, Academic Audit Team |
| 3. | Prof. Majid Jameel | Member, Academic Audit Team |
| 4. | Prof. Anjan Ananda Sen | Member, Academic Audit Team |
| 5. | Dr. Mansaf Alam | Member, Academic Audit Team |
| 6. | Dr. Mohammad Shahid Khan | Member, Academic Audit Team |
| 7. | Dr. Saif Siddiqui | Member, Academic Audit Team |
| 8. | Dr. Ravindra Ramesh Patil | Member, Academic Audit Team |
| 9. | Dr. Jasim Ahmad | Member, Academic Audit Team |
| 10. | Dr. Ghulam Yazdani | Member, Academic Audit Team |
| 11. | Dr. Shehzad Hasan | Member, Academic Audit Team |
| 12. | Mr. Nisar Khan | Member, Academic Audit Team |
| 13. | Mr. Mamoon Nomani | Member, Academic Audit Team |
| 14. | Iqbal Ahmed Hakim | Convener |

At the outset, the Hony. Director, IQAC welcomed the Members. Thereafter, following agenda was taken up:

Academic Audit proforma

After briefing the role and responsibility of the Academic Audit Teams, the Hony. Director, IQAC gave a presentation of a draft audit proforma which was based on 07 points scale of NAAC recommendations. The proforma covered

1. Department Timing
2. Curricular Aspects (Courses offered with students strength)
3. Teaching & Learning
4. Evaluation & Results
5. Research and Publications
6. Learning Resources
7. Basic Facilities



The Audit Team members were apprised that the proforma shall be sent to Departments/Centre in advance and can be carried by the team members. The duly filled proforma can be verified at the time of visit and evaluation of the Department/Centre concerned.

Further, the schedule of the visits shall also be communicated to the team members in due course once the proforma is approved by the competent authority. It was also apprised to the team members that it is pre-requisite of NACC and has to be conducted every year and the report to be submitted thereof to the IQAC for compiling the information to be placed before the next visiting team of NAAC which is due after every five years duration. Further, for smooth conducting of audit, it was also pointed out that the team members could contact in any awareness related issues.

The meeting ended with a vote of thanks to the Chair.


(Prof. Shafecque Ahmad Ansari)
Hony. Director - IQAC