



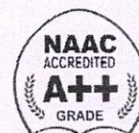
Dr. Ruqeya Nazir
Director

Centre of Research for Development &

P.G. Programme in Microbiology

School of Biological Sciences

University of Kashmir, Srinagar – 190 006, J & K, India



*Circulate among
the DIQA unit
members
Ruqeya
6/8/26*

No:DIQA-CORD/KU/26/2
Date 6-8-2026

Subject: Departmental Meeting of the DIQA Unit

This is to inform all members of the Department/Internal Quality Assurance (DIQA) Unit that a departmental meeting has been scheduled on 7-8-26 at 12 noon in the office chamber of undersigned.

Agenda:

The following agenda items will be discussed during the meeting:

1. Strategies to strengthen the Internal Quality Assurance System (IQAS) within the Department in alignment with the University's quality objectives.
2. Measures to enhance department-level accountability in quality assurance, academic, and administrative processes.
3. Mechanisms for ensuring timely, accurate, and evidence-based data collection and submission for the Annual Quality Assurance Report (AQAR), National Institutional Ranking Framework (NIRF), and other University publications and reports.
4. Planning and implementation of continuous quality improvement initiatives through systematic planning, execution, monitoring, and periodic review.
5. Initiatives to improve student engagement, promote research culture, and strengthen academic discourse within the Department/Campus.
6. Discussion on the implementation of the recommendations made by the NAAC Peer Team and preparation of an action plan for compliance and quality enhancement.
7. Any other matter with the permission of the Chair.

All DIQA Unit members are requested to attend the meeting .Your presence and active participation are highly appreciated.

Md. Iqbal
C. Shariq
Sh. Iqbal
Ruqeya Nazir
6/8/26
Dr Ruqeya Nazir
Director



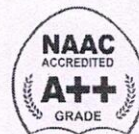
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Director

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School of Biological Sciences

University of Kashmir, Srinagar – 190 006, J & K, India



No:DIQA-CORD/KU/26/1
Date 06-08-2026

As directed by the Directorate of Internal Quality Assurance (DIQA) University of Kashmir a Departmental Internal Quality Assurance (DIQA) Unit is hereby constituted as an extension of the Central DIQA. The unit shall be responsible for carrying out the functions and responsibilities assigned by the Directorate of Internal Quality Assurance to promote and ensure quality assurance within the department.

The Departmental DIQA Unit shall comprise the following members:

1. Dr. Ruqeya Nazir (Director)
2. Prof. Niamat Ali (Senior-most Faculty Member)
3. Dr. Ruqeya Nazir (Faculty Member)
4. Dr. Shazia Bashir (Female Scientific Staff Member)
5. Mr. Javid Ahmad (Technical Staff Member)
6. Dr. Zaffar Bashir (Technical Staff Member)
7. Mr Sheikh Farooq Ahmad (non-Teaching Staff Member)
8. Mr. Irshad (Research Scholar)
9. Mr. Javid Ahmad (3rd Semester Male)
10. Ms. Hadiya (3rd Semester Female)

Chairperson

Member

Nodal Officer

Member

Member

Member

Member

Member

Member

Member

Dr. Ruqeya Nazir
Director



CENTRE OF RESEARCH FOR DEVELOPMENT & PG PROGRAMME IN MICROBIOLOGY UNIVERSITY OF KASHMIR

NOTES :

No:DIQA-CORD/KU/26/3
Date 07-08-2026

Minutes of the Meeting

Agenda

To discuss academic, administrative, research, student welfare, and quality enhancement initiatives for the department.

Proceedings of the Meeting

After a detailed discussion, the following resolutions were unanimously adopted:

1. **Interdepartmental Visits:** It was resolved to organize visits for students to different allied departments to enhance interdisciplinary learning, foster academic interaction, and broaden their knowledge.
2. **Student Feedback:** A comprehensive questionnaire will be prepared and administered to undergraduate and postgraduate students, as well as research scholars, to obtain feedback on academic programmes, departmental facilities, and teaching-learning processes.
3. **Monthly Activity Calendar:** A departmental activity calendar will be prepared and implemented on a monthly basis to ensure the timely execution and monitoring of academic, research, and extension activities.
4. **PG Student Placements and Collaborations:** The department will make efforts to facilitate the placement of postgraduate students in various government schemes, research projects, internships, and collaborative programmes through Memoranda of Understanding (MoUs) with universities, research institutions, industries, and other organizations.
5. **Departmental Web Portal:** The departmental web portal shall be continuously monitored and updated to provide accurate and timely information regarding academic activities, research achievements, notices, events, publications, and student accomplishments.
6. **Daily Website Updates:** It was resolved that the departmental website/web portal should be updated on a daily basis to maintain transparency and improve communication with students and stakeholders.
7. **Departmental Notice Board:** A dedicated departmental notice board will be installed and regularly updated with important notices, academic schedules, examination information, and announcements.
8. **Academic Activities:** The department will organize guest lectures, workshops, seminars, conferences, faculty development programmes, and expert talks to strengthen academic and research activities.
9. **Action Taken Report (ATR):** An Action Taken Report (ATR) will be prepared and reviewed periodically to monitor the implementation of decisions taken during departmental meetings.
10. **Utilization of DIQA Funds:** The department will utilize DIQA funds effectively for upgrading basic infrastructure and student facilities, including the provision of safe drinking water, improved sanitation facilities, and other essential amenities.



CENTRE OF RESEARCH FOR DEVELOPMENT & PG PROGRAMME IN MICROBIOLOGY UNIVERSITY OF KASHMIR

NOTES :

11. **Educational Tours and Field Visits:** Educational tours and field visits will be organized across different regions of Kashmir. Students will also be encouraged to visit national laboratories, research centres, universities, and participate in symposiums, conferences, and academic events to enhance their practical knowledge and research exposure.
12. **Student Development Activities:** The department will organize debates, quizzes, essay competitions, awareness programmes, cultural activities, and other co-curricular events to promote students' communication, analytical, leadership, and overall personality development.

The committee resolved to implement the above decisions in a phased manner. Progress on each activity will be reviewed periodically, and an Action Taken Report (ATR) will be presented in the subsequent departmental meeting to ensure effective implementation and continuous quality improvement.

Meeting concluded with a vote of thanks to the Chair.

The Departmental DIQA Unit members

1. Dr. Ruqeya Nazir (Director)
2. Prof. Niamat Ali (Senior-most Faculty Member)
3. Dr. Ruqeya Nazir (Faculty Member)
4. Dr. Shazia Bashir (Female Scientific Staff Member)
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9. Mr. Javid Ahmad (3rd Semester Male)
10. Ms. Hadiya (3rd Semester Female)

Chairperson *Ruqeya Nazir*

Member

Nodal Officer

Member

Member *[Signature]*

Member *[Signature]*

Member *[Signature]*

Member *[Signature]*

Member

Member *Hadiya*

Ruqeya Nazir
Dr. Ruqeya Nazir
Director 7/8/26