



IQAC Meeting
09 October 2025

MINUTES (Ref. No: Tashkent-CIQAC-1 Odd Sem /2025-2026)

MINUTES OF THE MEETING

The First Internal Quality Assurance Cell (IQAC) Meeting for the Odd Semester of Academic Year 2025–26 was convened on 09 October 2025 at 3:00 PM under the chairpersonship of Dr. Naina Chaudhary, First Deputy Director. The meeting focused on reviewing key quality imperatives pertaining to student grievance redressal, institutional communication, documentation consistency, research culture, and career development support.

Chairperson:

Dr. Naina Chaudhary – First Deputy Director

Attendees

S. No	Name	Designation
1	Prof. (Dr.) Danish Ather	Dean Academics
2	Prof. (Dr.) Shobhit	Head – Student Affairs & Support Services
3	Dr. Pratap Patil	Head – Examination
4	Dr. Gaurav Aggarwal	Head – Research
5	Ms. Fotima Kayumova	Senior Specialist, DSS&S
6	Mr. Artur Matkarimov	Student Member
7	Mr. Samandar Akromov	Alumni Member
8	Dr. Sanober Khan	Member Secretary

Absent: Nil

Meeting Called to Order: 3:00 PM

Discussion on Agenda Items

Tashkent–CIQAC-1/2025-26/AG1: Requirement for Timely Redressal of Student Grievances and Academic Concerns

Observations:

- The meeting noted that student grievances — covering academic, administrative, and interpersonal concerns — are being reported informally in several instances rather than through the formal grievance redressal mechanism.
- Response timelines for recorded grievances were found to be inconsistent across departments, with some cases remaining unresolved beyond acceptable durations.
- Students reported limited awareness of the formal grievance submission process, including designated grievance committees and escalation pathways.
- Documentation of grievance cases, actions taken, and final resolutions was found to be incomplete in several departments, reducing institutional accountability and transparency.

Discussion Insights:

- The Chairperson emphasized that a responsive and transparent grievance mechanism is fundamental to student well-being, trust in institutional systems, and overall satisfaction.
- It was noted that unresolved or delayed grievances often negatively impact student retention, academic performance, and institutional reputation.
- The Head of Student Affairs highlighted the need to sensitize faculty and staff to the importance of reporting and addressing grievances through proper channels in a time-bound manner.

Recommendations:

- A structured Student Grievance Redressal Framework to be formalized, clearly defining categories of grievances, responsible personnel, and resolution timelines.
- A dedicated grievance register — both physical and digital on Amizone — to be maintained and updated by each department after every reported concern.
- Awareness sessions on grievance submission procedures to be conducted for all students, especially new entrants, during orientation week.
- A mandatory turnaround time of seven working days to be set for first-level grievance responses, with escalation protocols for unresolved cases.
- IQAC to review grievance redressal data in every scheduled meeting and include a grievance status report as a standing agenda item.

Tashkent–CIQAC-1/2025-26/AG2: Requirement for Improving Visibility of Quality Initiatives through Institutional Communication Channels

Observations:

- Several quality initiatives undertaken by departments — including FDPs, workshops, research activities, student achievements, and accreditation milestones — are not being consistently communicated through institutional channels.
- The institution's website, notice boards, and internal communication platforms do not reflect a comprehensive and up-to-date picture of ongoing quality activities.
- Faculty and students were found to have limited awareness of IQAC functions, strategic plan priorities, and quality-related accomplishments of the institution.

- The absence of a structured communication strategy for quality initiatives reduces the perceived value of these efforts and limits their impact on institutional culture.

Discussion Insights:

- The Chairperson underlined that quality visibility is not only about external stakeholder perception but also about fostering an internal culture of quality consciousness among all university constituents.
- It was observed that regular communication of quality milestones motivates faculty and students and reinforces the institution's commitment to continuous improvement.
- The Dean Academics suggested leveraging multiple channels — including the IQAC notice board, institutional social media, newsletters, and departmental displays — for systematic outreach.

Recommendations:

- An IQAC Communication Calendar to be prepared each semester, identifying key quality events and milestones for proactive dissemination.
- Departments to submit monthly updates on quality activities to IQAC for compilation and dissemination through institutional channels.
- A dedicated section on the institutional website and Amizone portal to be created for IQAC updates, quality reports, and achievements.
- An institutional newsletter or quality bulletin to be published at least once per semester highlighting key IQAC activities, achievements, and upcoming quality events.
- Departmental quality champions to be identified who will facilitate communication of quality initiatives at the programme level.

Tashkent–CIQAC-1/2025-26/AG3: Need to Ensure Consistency in Formats Used for Academic and Quality Assurance Documentation

Observations:

- A review of academic and administrative documentation across departments revealed significant inconsistency in the formats used for course files, lesson plans, assessment records, MoM documents, and outcome reports.
- The absence of standardized templates leads to variation in the quality and completeness of records submitted to IQAC, making comparative analysis and accreditation evidence compilation difficult.
- Some departments were using outdated formats that do not align with current accreditation requirements or NEP 2020 compliance frameworks.
- Faculty members expressed the need for clear, user-friendly format templates with guidelines to reduce ambiguity and improve documentation quality.

Discussion Insights:

- The Chairperson stressed that documentation consistency is a cornerstone of institutional quality assurance and directly impacts accreditation outcomes.
- It was discussed that standardization reduces the administrative burden on faculty by eliminating uncertainty about what information to record and in what manner.
- The Member Secretary proposed that a master documentation manual be developed and made available to all departments through Amizone.

Recommendations:

- A Documentation Standards Manual to be developed by IQAC in consultation with the Dean Academics, covering all mandatory academic and administrative formats.
- Standardized templates to be created for: course files, lesson plans, internal assessment records, IQAC meeting minutes, feedback analysis reports, and outcome assessment reports.
- All existing formats used by departments to be reviewed and replaced with IQAC-approved versions by the end of the current semester.
- A one-time orientation workshop on documentation standards to be conducted for all faculty members and administrative staff.
- Compliance with standardized formats to be included as a parameter in the departmental quality audit conducted by IQAC each semester.

Tashkent–CIQAC-1/2025-26/AG4: Need to Strengthen Research Culture among Faculty and Students

Observations:

- The research output at the institutional level — measured through publications in indexed journals, conference presentations, funded projects, and patents — requires enhancement to meet benchmarks set in the Strategic Plan 2022–27.
- A significant proportion of faculty members are engaged primarily in teaching activities with limited time or structured support for research engagement.
- Students, particularly at the undergraduate level, have limited exposure to research methodology, journal writing, and collaborative project-based inquiry.
- Mechanisms for recognizing and incentivizing research contributions by faculty and students are not sufficiently publicized or institutionally embedded.

Discussion Insights:

- The Chairperson emphasized that building a research culture requires sustained institutional investment — in time, resources, recognition, and mentorship — not just periodic directives.
- The Head of Research highlighted the importance of creating formal research mentorship pairs between senior research-active faculty and junior colleagues or students.
- It was agreed that research must be embedded in the regular academic culture through structured activities such as research seminars, journal clubs, and student research presentations.

Recommendations:

- Each faculty member to submit an individual Research Activity Plan for the semester, outlining intended publications, proposals, or collaborative projects.
- A Research Mentorship Program to be launched pairing experienced researchers with junior faculty and postgraduate students.
- Monthly Research Seminars and Journal Clubs to be organized at the departmental level to foster scholarly discussion and peer learning.
- Student research awareness workshops to be conducted at the beginning of the semester for undergraduate and postgraduate students.
- A faculty and student research recognition framework to be institutionalized, with annual awards for high-impact publications, patents, and funded projects.

Tashkent–CIQAC-1/2025-26/AG5: Requirement for Strengthening Career Guidance, Internship Support, and Placement-Related Activities

Observations:

- Career guidance services at the institution are available but not systematically structured to provide personalized, program-specific, and outcome-oriented support to students across all batches.
- Internship opportunities are not uniformly distributed across departments, with some programs lacking adequate linkages with industry partners for meaningful internship placements.
- Placement-related grooming activities — including resume writing, mock interviews, aptitude training, and soft skills development — require more structured scheduling and wider student coverage.
- A significant number of students remain unaware of available career resources, placement portals, and institutional support mechanisms until their final year.

Discussion Insights:

- The Chairperson stressed that career readiness must be built progressively from the first year of study and not treated as a last-semester activity.
- The Head of Student Affairs highlighted the need to involve alumni and industry professionals more actively in career guidance through mentoring sessions and mock placement drives.
- It was noted that strong placement outcomes are directly linked to institutional reputation and student satisfaction, both of which are critical quality indicators.

Recommendations:

- A semester-wise Career Development Roadmap to be designed for each program, covering career exploration, skill building, internship, and placement readiness milestones.
- A centralized Internship Coordination Cell to be established under CRC to identify, map, and facilitate internship opportunities across all departments.
- Placement preparation activities — aptitude tests, group discussions, interview simulations — to be conducted at least once per month throughout the academic year.
- Career awareness sessions to be integrated into the student induction program for all first-year students.
- Alumni and industry professionals to be formally engaged as Career Mentors, providing guidance and referrals to current students through structured mentorship sessions.

Conclusion

The meeting concluded with the Chairperson commending all departments for their active participation and emphasising the institution's unwavering commitment to continuous quality improvement. The five agenda items deliberated upon — timely grievance redressal, quality visibility, documentation consistency, research culture, and career development — collectively reflect the institution's focus on providing a holistic and high-quality educational experience aligned with the Strategic Plan 2022–27 and the requirements of national accreditation frameworks.

All departments were directed to initiate implementation of the agreed recommendations with immediate effect and submit progress reports to IQAC at the next scheduled meeting.

Meeting Concluded at: 4:30 PM

Signature

Chairperson

Dr. Naina Chaudhary



