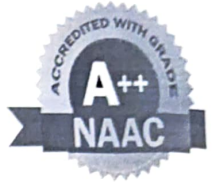




f. Ajaz Akbar Mir

Directorate of Internal Quality Assurance (DIQA)
University of Kashmir, Srinagar



NOTICE

It is for the information of all the Departments / Research and Extension Centers / Satellite Campuses to submit Action Taken Report (ATR) highlighting the activities conducted by their respective DIQA Units so far, in accordance with the attached guidelines.

Your cooperation in ensuring timely compliance will be highly appreciated.

Director DIQA

No: F7(DIQA Guidelines-DIQA)KU/26
Dated: 30-7-2026

Copy for information to:-

- All Heads of Departments / Directors research and Extension Centers / Satellite Campuses
- Librarian, Allam Iqbal Library.
- Special Secretary to Vice Chancellor for kind information of the Honorable Vice Chancellor.
- File.



Directorate of Internal Quality Assurance (DIQA) University of Kashmir, Hazratbal, Srinagar

Functions and Responsibilities of the DIQA Units

The reconstituted DIQA Units shall function as departmental extensions of the Central DIQA and shall perform the following roles:

- To develop a systematic and conscious approach to quality enhancement at the Departmental / Campus level.
- To conduct monthly meetings for review of academic, research, extension, and administrative quality initiatives.
- To record and forward the Minutes of Meetings to the Central DIQA for information and consolidation.
- To monitor timely updating of Departmental DIQA pages and individual pages of faculty members on DIQA web Portal
- To prepare and implement a monthly quality enhancement activity plan aligned with institutional DIQA objectives.
- To organize guest lecturers for students and scholars by inviting experts within state
- To submit Action Taken Reports (ATRs) on the decisions taken, ensuring a closed-loop quality assurance mechanism.
- To facilitate collection, validation, and documentation of qualitative and quantitative data required for AQAR, SSR, and other accreditation-related submissions.
- To collect and utilize DIQA funds as per the already laid guidelines of DIQA.
- To monitor financial utilization of DIQA-related funds, ensuring transparency, accountability, and compliance with approved guidelines.
- To recommend, if required, change of Departmental Nodal Officer to ensure effective coordination and performance.
- To ensure rotation of student representatives at the commencement of each academic session to widen student participation.
- To promote best practices, innovations, feedback mechanisms, and quality initiatives at the Departmental and Campus levels.
- DIQA Units at Satellite Campuses shall coordinate with respective Departments for maintenance and updating of Departmental DIQA web pages, ensuring visibility and documentation of quality initiatives.

The proposed re-establishment of DIQA Units is expected to

- Strengthen the Internal Quality Assurance System (IQAS) of the University
- Enhance department-level accountability
- Ensure timely, accurate, and evidence-based data required for AQAR/NIRF/ various publications of University.
- Promote continuous quality improvement through structured planning, implementation, and review
- Improve student engagement, research culture and academic discourse in the Department / Campuses.
- To take Action on recommendations made by NAAC peer team on various aspects of quality assurance