

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
JAMIA HAMDARD, NEW DELHI – 110062**

MINUTES OF IQAC COMMITTEE MEETING HELD ON 18-09-2014

A meeting of IQAC Committee was convened on 18-09-2014 at 10:30 am in the Board Room of Vice Chancellor's Office. Meeting was chaired by Hon'ble Vice Chancellor, Dr. G.N. Qazi.

Present

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| • Prof. B.P. Sanjay, Former VC, CUTN | - External Member |
| • Dr. Arjun Surya, Director, Curadev | - External Member |
| • Dr. Hemant Kulkarni, Scientist, TDB | - External Member |
| • Prof. M.Z. Abdin, Head, Biotechnology | - JH Member |
| • Prof. S.H. Ansari, Head, Pharmacognosy and Phytochemistry | - JH Member |
| • Prof. Moinuddin, Dean, FMIT | - JH Member |
| • Prof. Mridu Dudeja, Head, Microbiology, HIMSR | - JH Member |
| • Dr. Farhan J. Ahmad, Head, Pharmaceutics | - JH Member |
| • Dr. Asim Ali Khan, FSA | - JH Member |
| • Prof. Asgar Ali, Dean, Faculty of Pharmacy | - Special Invitee |
| • Mr. M.A. Zargar, Finance Officer | - Special Invitee |
| • Dr. S. Raisuddin, Director, IQAC | - Member - Secretary |
| • Dr. G.N. Qazi, Vice Chancellor | - In Chair |

The following Members could not attend the meeting and most of them informed Member-Secretary in advance about the reason for not attending the meeting.

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| • Dr. S. Niranjali Devraj | - External Member |
| • Mr. B. Venkatarman | - External Member |
| • Dr. G.J Samathanam | - External Member |
| • Dr. Yogeshwar Rao | - External Member |
| • Dr. Sunil Kohli | - JH Member |
| • Dr. Reshma Nasreen | - JH Member |
| • Dr. Firdous A. Wani | - JH Member |

It was the first meeting of the newly constituted IQAC Committee after it was notified in January 2014.

With permission of the Chair Director, IQAC initiated meeting and at the outset he welcomed the Members.

The Chairman welcomed members and especially thanked the External Members for their consent to be part of IQAC Committee and for attending the day's meeting. He acknowledged that Members have vast experience in

their respective fields. Induction of Dr. Arjun Surya who represent industry was considered by an innovative idea where quality concept of industry may be brought in by him to Jamia Hamdard. He also thanked Prof. Sanjay who has been regularly attending IQAC Committee meetings for his valuable contribution to IQAC activities and for his support to various quality initiatives introduced by Jamia Hamdard which require courage and conviction. He also hoped that association of Dr. Kulkarni who has vast experience in IP (Intellectual Property) related activities is going to benefit Jamia Hamdard immensely as the University is looking to consolidate its IP portfolio. The Vice Chancellor also thanked his colleagues at Jamia Hamdard for their support to all the quality initiatives which are sometime tough. He informed the house several quality initiatives which were initiated first at Jamia Hamdard have been adopted by the UGC proving thereby the relevance and contemporariness of these steps.

Director, IQAC then presented Agenda Items which were circulated to member through e-mail and he made a power point presentation showing various Annexures to the main agenda. Deliberations were held and comments and suggestions were offered by the Members.

The minutes of the meeting and resolutions are presented hereunder.

1. Confirmation of minutes of last meeting held on 29/04/2013

The minutes of the last meeting of IQAC which was held on 29/04/2013 were perused and approved. Director, IQAC informed that matter related to 'Academic Audit' of the University has not been forward much. A detailed discussion was held on the issue. Some of the observations of the Members are as follows.

Prof. Sanjay observed that for academic audit each Department has to have a stated objective for which it works. It should also be ascertained if a Department has set a goal which had to be fulfilled in a time bound manner. The audit of Department could be conducted based on research output, quality of publications of each per faculty member. The audit may be done by domain expert(s). However, Jamia Hamdard will be required to set parameters of audit. It will also be required to factor in the internal aspirations of all stakeholders such as faculty, students, and parents. Audit exercise should also keep in view the growth pattern of the Department.

be Dr. Surya suggested that the concept of audit should be introduced in a gradual manner. University should work with the philosophy that it could not be an agent of change but it will be open to change. He suggested that there should be consensus amongst Deans of Faculty on the proposal of audit of Departments. The benchmarks and parameters of audit should also be agreed upon by the Deans. These benchmarks and parameters may vary Faculty to Faculty depending on the type of academic and research programmes taken up by it.

Dr. Kulkarni observed that it is important for the University to first develop internal alignment. He proposed that instead of going for whole University in the first instance one Faculty or Department should be induced to volunteer for academic audit. Such Department should be incentivized which will prompt other Department to follow the suit. He also suggested that the parameters of audit should be selected rationally keeping in view the profile of the Departments.

Prof. Sanjay shared his experience of extensive audit exercise taken up by the Tata Institute of Social Science (TISS), Mumbai and suggested that Jamia Hamdard could study their template. However, he cautioned that audit is a long drawn process and one should not expect it to be completed in 2-3 sittings.

Finally, it was resolved that academic audit of Departments has to be taken up and a timeline will be set for the same. All efforts in this regard are needed to be consolidated.

2. Re-constitution of IQAC Committee

Director, IQAC informed that as one of the Members from Jamia Hamdard, Dr. Sunil Kohli has since resigned from the University, his replacement may be made.

It was resolved that the Vice Chancellor shall nominate another member from Jamia Hamdard in his place and the same will be notified.

3. Participation of Jamia Hamdard in the All Indian Survey of Higher Education (AISHE)

Director, IQAC informed that Jamia Hamdard successfully participated in the All Indian Survey of Higher Education (AISHE) launched by the Ministry of Human Resource Development for year 2011-12 and 2012-13 by submitted online Data Capture Format (DCF) on AISHE web site <http://aishe.nic.in/aishe/home>. Process for survey of 2013-14 has been initiated and the last date of submission of data is 30/11/2014. Efforts will be made to submit data in time. Director, IQAC informed that as per a recent communication from the AISHE Office, University is required to upload detail of teaching and non-teaching staff including their mobile phone numbers and e-mail IDs. The Vice Chancellor cautioned that before such information is submitted various aspects related to it may be looked into. He appreciated efforts of IQAC in completing this massive exercise but advised that the information for 2013-14 to be submitted in time without waiting for the last date.

4. Allocation of XII Plan grant and its utilization

Status of funds allocated to Jamia Hamdard under XII Plan was perused. The Vice Chancellor and other members of Jamia Hamdard were

disappointed with slow and delayed delivery of building and construction projects. The example of elevator project at the Administration Block was discussed and it was observed that such delays are not good for the University. Being an academic institution with autonomous administrative setup Jamia Hamdard should devise simple but accountable system of construction projects. Dr. Sanjay suggested that Department with moderate requirement may be first taken up for allocation of XII Plan grant. The Chairman urged that no grant should remain unspent.

Members observed that the overall appearance of the University building internally and externally does not give an impression of modern infrastructure. The Vice Chancellor informed the house that due to several construction projects underway on the campus the maintenance work has been ignored for some time. However, he assured the house that efforts will be made to look into the areas of concern.

5. Revised format for Annual Quality Assurance Report (AQAR) developed by NAAC

It was decided that Annual Quality Assurance Reports (AQAR) may be prepared as per the latest format developed by the National Assessment and Accreditation Council (NAAC). Dean, Faculty of Management and Information Technology was requested to develop online tool for collecting the information for AQAR.

6. Accreditation by NAAC of Jamia Hamdard

Matter related to re-accreditation of Jamia Hamdard was perused. The Vice Chancellor informed that he himself has been part of accreditation of colleges and universities and there have been several changes in formats, procedures and assessment criteria. Jamia Hamdard has to prepare itself accordingly. Director, IQAC proposed that Jamia Hamdard should take appropriate steps to prepare University departments for peer assessment. In this regard, he proposed Jamia Hamdard may consider engaging an expert from the field of accreditation who may assesses the preparedness of the University by organizing mock drills of the assessment and accreditation. It was resolved that Prof. Sanjay who has vast experience in this area may be requested to spare his valuable time for Jamia Hamdard. Prof. Sanjay accepted this proposal and it was proposed in the beginning he will be having 2-3 sitting with Director, IQAC either in Jamia Hamdard or at the University of Hyderabad in order to do a thorough due diligence and develop a framework of mock peer-assessment. He will also suggest names of other experts who could be part of this exercise.

Dr. Surya remarked that Jamia Hamdard has to take up a mega project on complete IT solutions of the campus in order to be competitive. Currently, there appears to be no e-campus management system in place. Director, IQAC informed that University had realized it about four years back and initiated the process by involving an international group. However, it could

not be materialized. Recently, in a modular manner, only salary package has been implemented. The Vice Chancellor agreed that there is no doubt that Jamia Hamdard needs a competent and customized e-solution for its all activities. He informed that project of campus – wide wi-fi has been initiated that it is expected that by October 15, 2014 wi-fi connectivity will be enabled.

7. Career Advancement Scheme (CAS) related matters

The Committee perused minutes of the IQAC Committee for Career Advancement Scheme (CAS). The Committee approved the minutes of the Committee with respect to adoption of University Grants Commission (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher education) (2nd Amendment), Regulations, 2013 which was notified by the UGC on 14.06.2013. Accordingly, all the cases of promotion under CAS and new recruitment shall be governed as per the new regulations. Other proposals of the Committee were also approved. It was also resolved that in view of percentile system adopted by the University the new cut off percentile shall be determined based on the calculation of Academic Performance Indicator (API) score as per the Regulations 2013. All the Departments will prepare lists of journals as per the format to be notified by the IQAC and get the approval of the Board of Studies (BoS) or Doctoral Committee (DC) of the Department. A corrigendum issued by UGC in 2014 with regard to these regulations is also adopted. It was recommended that IQAC publishes a comprehensive guidelines and different criteria which have been adopted with respect to allocation of API score and other requirement for promotion and new recruitment in Jamia Hamdard. Computer Centre will be required to develop a software for automatic calculation of API scores as per the capping system.

A. Members felt that factoring API score for citations might put faculty members of some Departments such as those from Humanities in disadvantageous position. Therefore, it was resolved that it may not be considered.

Jamia Hamdard has several Departments where clinical or nursing duties constitute major part of activities of a teachers. These Departments are from the Faculties of Medicine (Unani), Nursing and Hamdard Institute of Medical Sciences and Research (HIMSR). Teachers of these Faculties do not have much opportunities to concentrate on research and other academic activities. Therefore, it has not been ~~not~~ possible for these teachers to attain the API scores as per the standards adopted by the University. It was unanimously resolved that the Vice Chancellor may take necessary steps to develop a mechanism with quantifiable parameters/indicators which may be used to derive equivalence of some activities of clinical, surgery, nursing and physiotherapy with the research and academic activities of other Departments of the University.

One of the Committee Members (Dr. Arjun Surya) was of view that while considering a proposed relaxation in the publication criteria University should not be seen as defending the poor quality of publications. ||-B.

8. Faculty Development Programmes

The proposal of IQAC to conduct Faculty Development Programmes was appreciated and approved. It was resolved that the programmes should not be of conventional type.

9. Proposal for Seminar on 'Quality of Research in Indian Universities'

The proposal of IQAC to organize a Seminar on "Quality of Research in Indian Universities" was perused. Members felt that the topic is very vague and covers a wide range of aspects. A focused title may be of more interest. A topic on 'status of quality of research' may be considered. It was also suggested by members that it would be pertinent that Jamia Hamdard assesses its own quality of research in the first instance. A seminar on University – Industry linkage may also be very topical. It was also observed by the members that finding experts on the subject would be difficult. In this regard, name of Dr. Gagan Pratap, Outstanding Scientist, CSIR – National Institute for Interdisciplinary Science and Technology (NIIST) was proposed. Name of Prof. S.E. Hasnain, former Vice Chancellor, University of Hyderabad was also proposed by some members for a keynote address in the proposed seminar. Finally, it was resolved that Director, IQAC would come up with a focused topic with some detail and seek members opinion by e-mail on the same. For the seminar on approved topic IQAC may seek financial support from NAAC and internally from XII Plan grant allocated for the purpose.

10. Any other item

The Committee perused the following items.

- a. Time slots for counting of activities (system of two time slots - January - June; July – December)

It was proposed that for counting of activities for promotion and for conducting Screening/Selection Committee meeting for promotion under CAS henceforth, University shall consider two-time slot system as follows.

- i) January to June
- ii) July to December

It will operate as follows:

Any teachers whose promotion is due between January and June may include all activities for the purpose of API score between January 1 to June 30. Screening/Selection Committee meeting of such teachers shall be

conducted any time between July 1 to December 31. Similarly, any teachers whose promotion is due between July 1 to December 31 may include all activities for the purpose of API score between July 1 to December 31. Screening/Selection Committee meeting of such teachers shall be conducted any time between January 1 to June 30. These activities shall also include publication made during the qualifying period. However, promotion shall be granted from the due date once it is recommended by the Screening/Selection Committee. It is hoped that it will reduce ambiguity with respect to qualifying date for various activities.

The above proposal was approved.

b. Allocation of manuscript number

It was observed that in past some case of research and publication misconduct have occurred in the University involving scholars and faculty including some scholars who have passed out from the University. It has also been observed that names of authors are included who have made no substantial contribution but on the other considerations such as favoritism or nepotism. Research scholars who have joined other organizations/institutions publish papers using name of Jamia Hamdard and include names of authors who are not related to Jamia Hamdard and have not contributed to research by any means. In order to safeguard the interest of Jamia Hamdard and its good name it is proposed to bring in force a system of allocating manuscript number to all types of publications. Publications which have been given manuscript number shall only be considered Jamia Hamdard publications and will be given credit for all purposes including promotion and recruitment.


The proposal was approved in principle. It was resolved that detailed guidelines in this regard will be brought out. The system will be implemented prospectively and shall not include publications which are under process at the time of notification of guidelines.

c. Date of next meeting

The next meeting shall be held within six month.

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The draft of minutes are placed as above for perusal and approval.

 29/9
S. Raisuddin
Director, IQAC

Hon'ble Vice Chancellor

A. is not acceptable in view of B. All other points are in order.


7/11/14