

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

May 7, 2013

MINUTES OF THE MEETING HELD ON 29-04-2013

The third meeting of IQAC Committee was convened on 29-04-2013 in the Board Room of the Vice Chancellor's Secretariat.

Present

Dr. G.N. Qazi, Vice Chancellor, Jamia Hamdard	Chairman
Prof. B.P. Sanjay, Vice Chancellor, Central University of Tamilnadu	Members
Dr. G.J. Samathanam, Advisor, Department of Science & Technology	
Dr. Firdous A. Wani, Registrar, Jamia Hamdard	
Prof. M.Z. Abdin, Dean, Faculty of Science	
Prof. Ranjit Biswas, Head, Department of Computer Science	
Prof. Shahid H. Ansari, Dean Students Welfare	
Dr. A.K. Singh, Associate Professor, Central for Federal Studies	
Dr. Manju Chhugani, Officiating Principal, Rufaida School of Nursing	
Mr. Shahnawaz Abdin, Assistant Professor, Department of Management	
Mr. Isharat Ali Khan, Assistant Registrar (Academic)	
Dr. Seeja K.R., Assistant Professor, Department of Computer Science	Special invitees
Mr. Abdul Ahad, Assistant Professor, Department of Computer Science	Member Secretary
Dr. S. Raisuddin, Director, IQAC	

The following members could not attend the meeting: Dr. Girdhar J. Gyani, Secretary General, Quality Council of India (QCI); Dr. Altaf Lal, former CEO, Hilleman Laboratories; Mr. Sirajuddin Qureshi, President, India Islamic Cultural Centre; Dr. Bhawna Gulati, Assistant Director, QCI; Prof. Mehtab Ali, Dean, Faculty of Medicine (Unani), Jamia Hamdard.

The agenda items were sent in advance through e-mail to all members and few agenda items were introduced in the meeting with the permission of Chair.

The meeting was initiated by brief welcome and introductory remarks by the Director, IQAC.

The Chairman welcomed all the members with special mention of Prof. Sanjay and Dr. Samathanam for their valuable time and inputs in all the meetings held so far. He observed that IQAC has made some impact in the University. He envisioned that IQAC should serve as nerve centre for all sort of information resources related to academic stakeholders and activities of the University. Databases should be developed and properly archived for use by the University in preparation of reports, proposals and projections. He also remarked that since University has created

'Quality Circles' at Faculty level by involving selected faculty members in IQAC activities it would have been appropriate to involve all the members and Finance Officer in IQAC meetings so that deliberations go down the line. He also emphasized that there should be frequent meeting (huddling) of the 'Quality Circle' members.

The Chairman also mentioned that IQAC during the meetings action taken report on the recommendations of the Committee should also be included for appraisal by the members so that progress could be monitored.

Prof. Sanjay expressed appreciation for the efforts of Jamia Hamdard in establishing a vibrant IQAC and remarked that during every meeting he has been exposed to new and innovative quality initiatives that have been undertaken by Jamia Hamdard. He lauded the role of Vice Chancellor of Jamia Hamdard in leading the University to new heights. He also suggested that placement mechanism of Jamia Hamdard has to be strengthened.

Dr. Samathanam emphasized on importance of benchmarking and good practices in educational institutions and remarked that several small educational institutions are highly conscious about quality and lauded the leadership of Vice Chancellor in strengthening the research culture in Jamia Hamdard.

Dr. Raisuddin commented that two IQAC Quality Circle members have been invited in the meeting as 'Special Invitees'. In future meetings, other members will also be invited to attend. He submitted that some agenda items have been brought out as action taken initiatives but assured the house that a detailed action taken report shall be submitted on all the decisions taken in the IQAC meetings in future.

A power point presentation was made by the Director, IQAC showing the agenda items which were deliberated upon by the members.

Agenda-wise minutes of the meeting are presented hereunder.

ITEM NO. 1: CONFIRMATION OF MINUTES OF LAST MEETING AND ACTION THEREOF

It was reported that the minutes of last meeting held on 27/08/2012 were approved by the Executive Council (EC) of Jamia Hamdard in its 65th meeting held on 14/09/2012. It was resolved that action may be taken on approved recommendations and report may be presented in the next meeting. The Committee observed that recommendations of the NAAC may be perused by the University.

ITEM NO. 2: EXPANSION OF IQAC AND CREATION OF 'QUALITY CIRCLES' AT LOCAL LEVEL

The action of the University in creating small group as 'Quality Circles' at Faculty level was appreciated. It was emphasized that a charter of activities of Quality Circles may be prepared so that it plays an active role in quality initiatives of the University.

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The Chairman suggested that IQAC should get prepared 'Quality Statement' of each Department in consultation with the Heads of the Department which may be displayed prominently in the Department. This statement should also reflect a time frame of achieving quality standards, if quality statement is set out prospectively. It was resolved that 'Quality Statement' of each Department may be presented in the next meeting of the IQAC.

The minutes of the meetings of 'Quality Circle' members held on 7/11/2012 and 16/02/2013 as brought out in the agenda were approved for further action by the IQAC. Director, IQAC was advised to take action on the actionable recommendations and report it in the next meeting.

ITEM NO. 3: EXPANSION OF IQAC AND INVOLVEMENT OF OTHER STAKEHOLDERS

The proposal of inducting three stakeholders in the categories of Student, Parents and Alumni was considered. It was resolved that induction of only three members may not serve the intended purpose. There may be subject and Department specific issues. Therefore, instead of their induction in the IQAC Committee, representatives may be included in the 'Quality Circle' at Faculty level. In this manner number of representatives will increase.

ITEM NO. 4: ACADEMIC AUDIT

Members noted initiative of Jamia Hamdard in constituting a Committee for Academic Audit. However, it was observed that auditing is a complex process and term of reference of the Committee may be set out in advance. Prof. Sanjay suggested that IQAC may study the exercise adopted by the Pondicherry University. He informed that Pondicherry University has made good progress in this regard and Jamia Hamdard may be benefitted with their experience. He also suggested that the audit exercise should be done objectively and emphasis should be more on the following aspects:

- Whether the classroom delivery has gone down the line?
- Whether the learning objectives are met by the resources made available to students?
- Curriculum revision and contemporariness of the revision.
- Comparison of promised vs. performed learning resource delivery.
- Whether there is opportunity of cross-disciplinary learning?
- Whether the courses and its delivery is meeting the goals, mission and vision of the University?
- Dr. Ranjit Biswas commented that a workshop may be organized for teachers to sensitize them on this subject.

It was resolved that the report on the progress of Academic Audit may be presented in the next meeting of the IQAC.

ITEM NO. 5: ANNUAL QUALITY ASSURANCE REPORT (AQAR)

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The efforts of the IQAC in collecting information for the AQAR were appreciated and it was resolved that it may be submitted to the NAAC as soon as possible.

ITEM NO. 6: ONLINE COLLECTION OF INFORMATION FOR AQAR AND FACULTY PROFILE

A demo of online data collection for AQAR and Faculty Profile was made by the teachers of the Department of Computer Science. Their effort was appreciated and it was resolved that the same may be implemented from the next academic year starting in July 2013.

ITEM NO. 7: QUALITY INITIATIVES

The Committee members perused various quality initiatives of the University and appreciated patronage of the Vice Chancellor in these efforts. Minutes of meetings of the Committees formed by the University for these initiatives, if any were also perused and approved. Few selected comments and suggestions are as under which require consideration and implementation by the concerned.

System of Adjunct Professor

- Prof. Sanjay suggested that information on Jamia Hamdad faculty serving as Adjunct Professors in other institutions may be obtained and compiled. Information on any remuneration being received by the faculty may also be obtained.

Committee for sensitization towards gender issues

- It was resolved that University should immediately frame guidelines for gender sensitization and prevention of sexual harassment. These guidelines should be formulated very judiciously in consultation with legal experts. A mechanism should be put in place to deal such cases.
- It was also resolved that mechanism should also be in place to deal cases where false allegation of sexual harassment or gender discrimination has been made. There should be indication of punitive action against the person (s) making false allegation with mal-intention and nefarious construct.
- Prof. Sanjay suggested that there are guidelines developed by the UGC and other government agencies on gender sensitization and prevention of sexual harassment which may be followed while framing guidelines.
- He also suggested to involve a legal expert in the Committee.
- It was also suggested by the members that while framing guidelines cultural context of University may also be kept in mind.
- Dr. Biswas proposed that 'Women Welfare Cells' may be established at Department level.

E-submission of PhD theses

- Progress made by the University with regard to e-submission of Ph.D. theses on INFLIBNET portal was perused. Members were happy that some progress has been in this direction.



- It was resolved that University should immediately acquire a suitable software to deal with plagiarism in theses. Such a software may be installed in the IQAC and a thesis draft may be first put on test using this software and submission of thesis may be allowed on the basis of report of the plagiarism check. Appropriate guidelines may be framed by the IQAC in this regard.
- Dr. Biswas suggested that the scholars may be required to submit plagiarism report certified by the supervisor before IQAC cross-checks independently.

Introduction of Disaster Management module at undergraduate (UG) level

- Members noted various steps including the Introduction of Disaster Management module at undergraduate (UG) level on the directives of the UGC.
- However, Prof. Sanjay commented that University needs to properly analyze whether there is absolute necessity to follow those guidelines and University should adopt a balanced approach taking into consideration advisory role of the UGC and University autonomy.
- Dr. Ranjit Biswas commented that Disaster Management module will be optional accordingly it could be incorporated as one of the electives at UG level programmes.

ITEM NO. 8: INTERNATIONAL ACCREDITATION


Regarding international accreditation, it was resolved that the University may assess the credibility of the accrediting agency and its clientele in India.

ANY OTHER ITEM(S)

- The Chairman expressed concern over low attendance in reading rooms of the library.
- It was also resolved that need for Department Library may be assessed and until unless it is not required or mandated by the regulatory agencies, Department Libraries should be discontinued.
- Alternatively, in the Central Library subject-specific sections may be created.
- The Chairman also suggested that the Departments may consider allocating atleast one (01) credit in UG courses for library usage by the students. IQAC may develop mechanism for such a provision and advise Department accordingly.
- The Committee perused directives of the UGC with regard to entitlements of the students. It was resolved that these entitlements may be included in the 'Study Diary' which is to be brought by the IQAC.
- The Committee perused proposal of the Director, IQAC regarding publication quality. In this regard it was suggested by the members that it may be appropriate to prepare comprehensive lists of subject-specific journals by each Department and submitted to IQAC. Such list may be used for verification of Academic Performance Indicator (API) scores. Regarding the quality of books, it was suggested that IQAC may set its own criteria on case to case basis and seek views of subject experts. IQAC may give relative


weightage to publications (books and papers) published in the core, allied or unrelated subject. Publication in core subject may be given more weightage.


The meeting ended with thanks to the Chair.

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Dr. S. Raisuddin
Director, IQAC
Member-Secretary

Minutes are submitted for kind perusal.

Hon'ble Vice Chancellor


25/06/13

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Dr. S. Raisuddin