

**Internal Quality Assurance Cell (IQAC)
JAMIA HAMDARD, NEW DELHI**

MINUTES OF THE IQAC COMMITTEE MEETING

Date of Meeting – 29/05/2024; Time – 3.30 pm

Venue: Board Room, Vice Chancellor's Secretariat

PRESENT

Chairman

Prof. M. Afshar Alam, Vice Chancellor

Members

1. Mr Syed Saud Akhtar, CoE – Member (category – senior administrative officer)
2. Mr. Munish Malik, Finance Officer – Member (category – senior administrative officer)
3. Prof. Shakir Ali, SCLS –Member (category – teacher)
4. Prof. M. Shahar Yar– Member (category – teacher)
5. Dr Parul Agarwal, SEST – Member (category – teacher)
6. Dr. Kalpana Zutshi, SNSAH – Member (category – teacher)
7. Dr. Shazia Jilani, SUMER – Member (category – teacher)
8. Dr. Sadaf Siraj, SMBS – Member (category – teacher)
9. Dr. Shikha Gera, SMBS – Member (category – teacher)
10. Prof. Zeba Shamim Jairajpuri, HIMSR – Member (category – teacher)
11. Mr. Suraj Kumar, Ph.D. Scholar- Member (category - student)
12. Prof. V. K. Jain, Former Vice Chancellor, Tejpur University, Assam-External Member (joined online)
13. Prof. Pawan. K. Dhar, JNU, New Delhi – External Member (joined online)
14. Mr. Mehtab Alam, Sr. Director, Capgemini, Noida- Member (category -employer-category) (joined online)

Special Invitee(s)

1. Dr Syed Ikmal Murtaza, Consultant IQAC

Member-Secretary

Prof. S. Raisuddin, Director IQAC

Dr. M. A. Sikandar, Registrar, Prof. Shahid Umar (Teacher Category Member), Prof. Rizwanul Haque External Expert & Alumni Category Member), Mr. Azhar Ali Khan (Local Society Category Member) and Dr. Sanchit Sharma (Industry Category Member) could not attend the meeting and were granted leave of absence by the Chairman.

With the permission of the Vice Chancellor, the Director, IQAC initiated the meeting. He welcomed all the members to the meeting.

The Vice Chancellor then welcomed all the members and appreciated valuable contribution of all the members in general and external experts in particular, in helping Jamia Hamdard to maintain high academic standard.

Director IQAC made a power point presentation on agenda items. There was a detailed deliberation on each agenda item and the following was resolved.

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Resolutions, recommendations and observations of Members are presented hereunder.

1. Confirmation of minutes of the last meeting held on 24/01/2024

The minutes of the meeting of IQAC held on 24/01/2024 and the action taken report (ATR) were perused and approved as brought in the meeting. The Chairman directed that the same may be uploaded on the Jamia Hamdard web site. (Annexure - I)

2. Perusal of Administrative Audit of Units/sections

Director IQAC informed that Administrative Audit of the following Sections/Units/Centre has already been initiated.

- a) Library and Information Services
- b) Student Support Services
- c) Examination Process.

The Administrative Audit of Examination Process/Section was conducted on 28th May 2024 in which Prof Sajid Jamal, Ex CoE MANUU Hyderabad currently a Professor in the Department of Education, Aligarh Muslim University, Aligarh served as an External Expert. The panel has submitted the audit report to the Director of IQAC. The report and recommendation of the Audit Committee was perused and approved.

Administrative audit of other Sections (Library and Information Services and Student Support Services) will be conducted after the summer vacation in July 2024 as per the availability of external experts.

Director IQAC proposed that in the second phase the administrative audit of the following offices/sections will be conducted.

- a) Engineering & Maintenance Services
- b) Finance Office
- c) Purchase Section

Members appreciated this initiative and were of opinion that administrative audit will enable Jamia Hamdard to identify gaps and take remedial measures.

The chairman suggested that the Administrative Audit of Establishment Section may also be conducted.

3. Perusal of Annual Quality Assurance Report (AQAR) for 2022-23

Director IQAC informed that the IQAC has submitted the Annual Quality Assurance Report (AQAR) for the session 2022-23 on the NAAC portal. A few general comments were received and AQAR was accordingly revised and resubmitted. (Annexure - II)

4. Orientation Programme on New Accreditation Process

Director IQAC informed that the IQAC has organized an Orientation Lecture on the "Reforms in Accreditation System- the Binary Accreditation System" by Professor N Jayasankaran, Ex Vice Chancellor, Kanchi University. The lecture was attended by around 80 faculty members including

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Deans/HoDs of various schools. The programme was presided over by the Vice Chancellor, Jamia Hamdard. (Annexure – III)

5. Institutional Development Plan

Director IQAC informed that as per the guidelines of UGC, a committee has been constituted for the Draft of Institutional Development Plan. Once finalized and approved by the competent authority, the same will be uploaded on the UGC portal. (Annexure-IV).

The composition of the Committee is as follows:

- | | |
|---------------------------------------|------------|
| 1. Director, R&D Cell | - Chairman |
| 2. Prof. Ajay Kumar Singh, Dean, SHSS | - Member |
| 3. Registrar | - Member |
| 4. Controller of Examinations | - Member |
| 5. Prof. Farheen Siddiqui, Dean, SEST | - Member |
| 6. Deputy Registrar | - Convener |

The house resolved that the committee would submit its report within three months.

6. Current Ranking Status

Director IQAC informed the house about the current ranking status of Jamia Hamdard.

Ranking type	
NIRF 2024	Data submitted. Results are expected in the month of June 2024.
QS a) World University Ranking 2025 b) Young University Ranking 2024	1201-1400 201-250
THE a) World University Ranking 2024 b) Subject Ranking (Clinical and Health)	601-800 501-600

Members congratulated the Vice Chancellor, Jamia Hamdard and appreciated the efforts of IQAC team for this achievement. The Vice Chancellor also appreciated the effort of entire IQAC team for their commendable work.

Prof Afshar Alam emphasized the recruitment of foreign faculty to improve the ranking status of Jamia Hamdard. House was informed that Jamia Hamdard has formulated guidelines for recruitment of foreign faculty. It was resolved that Director IQAC/Director R&D Cell would prepare an advertisement in this regard.

7. Perusal of the Report submitted by the Academic Enrichment and Perception Building Committee

Jamia Hamdard has constituted a Committee for Academic Enrichment and Perception Building of Jamia Hamdard under the chairmanship of Prof D P Agarwal, Ex-chairman of UPSC, The other Members of the Committee are – Prof. G.D. Sharma, President, Association of Indian Universities (AIU), and Director IQAC as the Member-Convener. The Committee has met twice and submitted its recommendations. The same will be presented in the next meeting of the IQAC.

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8. Proposal for Adjunct Faculty/Professor

A proposal has been received for induction of an expert as Adjunct Faculty. The detail is as follows.

Sl.N o.	Name and affiliation	Proposed designation
1.	Mr Asad Mirza Consulting Editor, Raksha Anirveda, Defence Strategic and International Affairs	Adjunct Faculty in Political Science/Public Policy and Interfaith Issues in the School of Humanities and Social Sciences (SHSS)

In view of his vast experience in mass media and communication and also due to the fact that Jamia Hamdard envisages to strengthen the profile in the field of mass media and communication it was resolved to induct Mr. Asad Mirza as Adjunct Faculty in the School of Humanities and Social Sciences (SHSS) with specific domain of Political Science/Public Policy and Interfaith Issues.

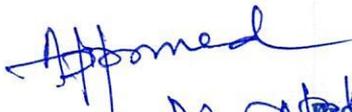
9. Perusal of other agenda items with the permission of the Chair

- Prof Pawan Kumar Dhar suggested that a Vision Document be submitted by the Deans/HoDs to the Vice Chancellor at the time of their joining. The chairman welcomed the proposal of Prof Dhar and advised the Director IQAC to make a proposal in this regard.
- Prof. Shakir Ali suggested that data submitted by various Schools/Departments/Units/Sections for AQAR may be verified by a Committee constituted by the IQAC. Since it is understood that NAAC will consider AQARs of assessment years cumulatively for the purpose of accreditation in place of self-study report (SSR), data need to be accurate and authentic. This suggestion was appreciated and adopted for further action by the IQAC.
- Prof M. Shahar Yar, Dy. Director IQAC proposed that a practice of submission of monthly or quarterly data by each faculty for various activities coordinated by IQAC be introduced in Jamia Hamdard. Each teacher may be directed to submit data for NAAC, NIRF, AISHE etc. on a designated day on a portal. This practice will certainly improve the regular collection of required data for various agencies including UGC. This suggestion was appreciated and adopted for further action by the IQAC. HAH-CIT of Jamia Hamdard will develop an online portal for IQAC for this activity.


Prof. S. Raisuddin

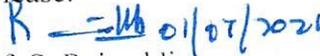
The meeting ended with thanks to the Chair.

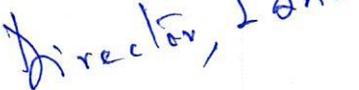
Minutes were circulated to all Members by e-mail. Comments and suggestions of Members have been incorporated. The revised version is presented here for perusal and approval, please.


Vice Chancellor
Chairman, IQAC Committee




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