

Sub: Minutes of the Meeting

A meeting of CAS Committee of IQAC was convened on 18/06/2013 to deliberate on the comments made by Hon'ble Vice Chancellor on the minutes of meeting of the Committee held earlier on May 26, 2013. The meeting was chaired by the Vice Chancellor. The comments pertain to the following.

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

UGC Regulation 2010 regarding combining of API scores by the teachers who are due to be promoted from Associate Professor (Stage 4) to Professor (Stage 5) is as follows (Ref: APPENDIX III, TABLE III).

Minimum Academic Performance Requirements and Screening/Selection Criteria

(i) *Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.*

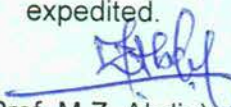
Regarding combining of API score, UGC Regulation mentions about Stages 2 (Senior Lecturer equivalent) and 3 (Reader equivalent). The provision was deliberated in detail and the following was resolved.


A teacher may combine API score of two assessment periods i.e. Stage 3 (from the time a teacher is placed in Reader or equivalent grade) and Stage 4 (from the time a teacher is placed in Associate Professor grade) for total 6 assessment years in case the minimum API score is not achievable from one assessment period of three years. This may be done by a teacher for one or more years of the assessment period preceding from the period a teacher is placed in Associate Professor grade in addition to three assessment years as Associate Professor. However, the minimum required average annual API score will remain unchanged and minimum total required API score for the combined assessment period would progressively increase on pro-rata basis. After attaining the minimum threshold API score for becoming eligible for consideration of promotion a teacher shall be required to meet other requirements as adopted by the University in this regard. Furthermore, this combining exercise will be done on the basis of a written request from the faculty member.


Explanation

In case a teacher due for promotion from Associate Professor (Stage 4) to Professor (Stage 5) does not obtain the minimum average annual API score of 40/year under category III as well as API score of 120 for assessment period of three years from the time he/she is placed in stage 4 (Associate Professor), he/she may combine API score of 1, 2 or 3 preceding years of period when he/she was placed in stage 3 (Reader or equivalent). The requirement of minimum average API shall remain 40/year. However, the total API score requirement shall be 150, 180 and 210 (topping up of minimum annual average API score of 30/year of stage 3), respectively depending on whether he/she combines API score of 1, 2 or 3 years with API score of three assessment years. When this threshold is achieved, other requirements as adopted by the University will come in force.

Members observed that appropriate action may be initiated with respect to other decisions of the meeting as approved by the Vice Chancellor (placed on file) and orders may be issued or reported to or deliberated by the appropriate body of the University, wherever required. It was also observed that process of promotion to teachers may be expedited.

  
(Prof. M.Z. Abdin)  
Member

  
(Prof. Asgar Ali)  
Member

  
(Dr. S. Raisuddin)  
Convener, IQAC

21/6.

Submitted for perusal and approval, please.

  
Hon'ble Vice Chancellor

24/6/13



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

Subject: API score verification

GENERAL INFORMATION			
Name of faculty member	Dr. Syed Mehartaj Begum	Gen	SFS
		√	
Department	Centre for Federal Studies		
Faculty	Islamic Studies and Social Sciences		
Pay band	IV (Rs. 37,400 – 67,000)		
Grade pay	Rs. 9,000		
Promotion stage(s)	Associate Professor (Stage 4) to Professor (Stage 5)		
Date of eligibility of promotion	01-09-2012		
Assessment Period	01-09-2009 to 31-08-2012		
API SCORE			
	Claimed	Verified	Comments, if any
Category- I: Teaching, learning and evaluation related activities	200	115.29	Average of 3 assessment year
Category- II: Co-curricular, extension and professional development related activities	55	15.66	Average of 3 assessment year
Category-III: Research and academic contributions	566.5	494.5	Cumulative API score of entire assessment period
TOTAL I+II	255	130.95	
TOTAL I+II+III	821.5	625.45	
ANY OTHER COMMENTS BY THE COMMITTEE			


The above information is based on the documents submitted by the faculty member along with his/her application for promotion under CAS. The score verification has been based on the regulations notified by the UGC with modifications as adopted by Jamia Hamdard time-time with due approval of the Competent Authority.

**Notes for the Establishment Section:**

The Establishment Section is required to verify from the Personal File and Records of the applicant information about the eligibility date, nature of appointment, grade pay, fulfilment of requirement of Orientation Programme and Refresher Course as per the provisions and recommendations of the previous Selection Committee, if any, as may be applicable in relevant cases.

  
(R. Zafar)

  
(M.Z. Abdin)

  
(S. Raisuddin)  
IQAC-convener

Dated: 29/04/2013

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

Subject: API score verification

GENERAL INFORMATION			
Name of faculty member	Dr. Divya Vohora	Gen	SFS
		√	
Department	Pharmacology		
Faculty	Pharmacy		
Pay band	IV (Rs. 37,400 – 67,000)		
Grade pay	Rs. 9,000		
Promotion stage(s)	Associate Professor (Stage 4) to Professor (Stage 5)		
Date of eligibility of promotion	20-06-2012		
Assessment Period	20-06-2009 to 19-06-2012		
API SCORE			
	Claimed	Verified	Comments, if any
Category- I: Teaching, learning and evaluation related activities	111.4	91.56	Average for three academic year
Category- II: Co-curricular, extension and professional development related activities	51.7	25	Average for three academic year
Category-III: Research and academic contributions	1216.5	546.13	Cumulative API score for entire assessment period
TOTAL I+II	163.1	116.56	
TOTAL I+II+III	1379.6	662.69	
ANY OTHER COMMENTS BY THE COMMITTEE			


The above information is based on the documents submitted by the faculty member along with his/her application for promotion under CAS. The score verification has been based on the regulations notified by the UGC with modifications as adopted by Jamia Hamdard time-time with due approval of the Competent Authority.

**Notes for the Establishment Section:**

The Establishment Section is required to verify from the Personal File and Records of the applicant information about the eligibility date, nature of appointment, grade pay, fulfilment of requirement of Orientation Programme and Refresher Course as per the provisions and recommendations of the previous Selection Committee, if any, as may be applicable in relevant cases.

  
(R. Zafar)

  
(M.Z. Abdin)

  
(S. Raisuddin)  
IQAC-convener

Dated: 29/04/2013



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

Subject: API score verification

GENERAL INFORMATION			
Name of faculty member	Dr. Harleen Kaur	Gen	SFS
			√
Designation	Assistant Professor		
Department	Department of Computer Science		
Faculty	Management & Information Technology		
Pay band	III (15600 - 39100)		
Grade pay	Rs. 6,000		
Date of joining in Jamia Hamdard	22.08.2007		
Promotion stage(s)	Assistant Professor (Stage 1) to Assistant Professor (Stage 2)		
Date of eligibility of promotion	28-08-2011		
Assessment Period	28-08-2007 to 27-08-2011		
API SCORE			
	Claimed	Verified	Comments, if any
Category- I: Teaching, learning and evaluation related activities	120	84	Annual
Category- II: Co-curricular, extension and professional development related activities	60	00	Annual
Category-III: Research and academic contributions	375	63	Cumulative API score of entire assessment period
TOTAL I+II	180	84	
TOTAL I+II+III	555	147	
ANY OTHER COMMENTS BY THE COMMITTEE			

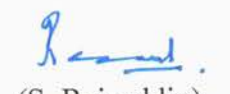
The above information is based on the documents submitted by the faculty member along with his/her application for promotion under CAS. The score verification has been based on the regulations notified by the UGC with modifications as adopted by Jamia Hamdard time-time with due approval of the Competent Authority/Statutory body.

**Notes for the Establishment Section:**

The Establishment Section is required to verify from the Personal File and Records of the applicant information about the eligibility date, nature of appointment, grade pay, fulfilment of requirement of Orientation Programme and Refresher Course as per the provisions and recommendations of the previous Selection Committee, if any, as may be applicable in relevant cases.

  
(R. Zafar)

  
(M.Z. Abdin)

  
(S. Raisuddin)  
IQAC-convener

Dated: 29/04/2013

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


Subject: API score verification (Revised)

GENERAL INFORMATION			
Name of faculty member	Tabiba Rubi Anjum	Gen	SFS
		√	
Designation	Assistant Professor		
Department	Tahaffuzi- Wa Samaji Tib		
Faculty	Medicine (Unani)		
Pay band	III (15600 - 39100)		
Grade pay	Rs. 6,000		
Date of joining in Jamia Hamdard	09/09/2005		
Promotion stage(s)	Assistant Professor (Stage 1) to Assistant Professor (Stage 2)		
Date of eligibility of promotion	09-09-2010		
Assessment Period	09/09/2005 to 08/09/2010		
API SCORE			
	Claimed	Verified	Comments, if any
Category- I: Teaching, learning and evaluation related activities	125	100	Annual
Category- II: Co-curricular, extension and professional development related activities	50	35	Annual
Category-III: Research and academic contributions	452	153.3	Cumulative API score of entire assessment period
TOTAL I+II	175	135	
TOTAL I+II+III	627	288.3	
ANY OTHER COMMENTS BY THE COMMITTEE			


The above information is based on the documents submitted by the faculty member along with his/her application for promotion under CAS. The score verification has been based on the regulations notified by the UGC with modifications as adopted by Jamia Hamdard time-time with due approval of the Competent Authority/Statutory body.

**Notes for the Establishment Section:**

The Establishment Section is required to verify from the Personal File and Records of the applicant information about the eligibility date, nature of appointment, grade pay, fulfilment of requirement of Orientation Programme and Refresher Course as per the provisions and recommendations of the previous Selection Committee, if any, as may be applicable in relevant cases.

  
(M.Z. Abdin)

  
(A. Ali)

  
(S. Raisuddin) 5/7  
IQAC-convener

Dated: 4/07/2013.



Internal Quality Assurance Cell  
Jamia Hamdard, New Delhi

**Subject: Verification of revised API scores**

Based on the additional information and documents provided by the faculty members API scores have verified/updated/revised. Detail is given below.

- The verified API score in case of the following teacher(s) has been updated:

Sl. No.	Name	Department	Promotion due		Original verified API score			Revised verified API score				
			From	To	Cat I	Cat II	Cat III	Total	Cat I	Cat II	Cat III	Total
1	Dr. Md. Amir	Pharmaceutical Chemistry	Stage 4	Stage 5	--	--	534.5	534.58	--	--	577.5	577.5
2	Dr. Farhan Jalees Ahmad	Pharmaceutics	Stage 4	Stage 5	--	--	780.58	780.58	--	--	811.83	811.83
3	Dr. Ajay Kumar Singh	Centre for Federal Studies	Stage 4	Stage 5	--	--	--	--	91	25	315.5*	431.5
4	Nishat Quddus	Rehabilitation Science	Stage 1	Stage 2	--	--	112.6	112.6	96.5	40	112.6	249.1

\* In case of Dr. Ajay Kumar Singh, the API score under Category III has been combined for two-assessment period as per the UGC provisions 2010.

- There is no change in API score/status in case of the following teachers:

Sl. No.	Name	Department	Promotion due		Remarks, if any
			From	To	
1	Dr. Uma Bhandari	Pharmacology	Stage 4	Stage 5	The Faculty member has submitted additional detail of citation index for claim of API score. However, the papers against which citation index has

*[Handwritten Signature]*

*[Handwritten Signature]*

*[Handwritten Signature]*

				been claimed were published out of the assessment period. Therefore, no API score could be claimed.	
2	Dr. Gita Chawla	Pharmaceutical Chemistry	Stage 4	Stage 5	The faculty member has provided two sets of five publications published as first/corresponding author for assessment.



(R. Zafar)



(M.Z. Abidin)



(S. Raisuddin)  
IQAC-Convenor

Dated: 29/4/2013

**IQAC, JAMIA HAMDARD**

**Subject: Verified API score**

**FACULTY OF SCIENCE**

1. The verified API scores in case of the following teacher(s) have been updated:

Sl. No.	Name	Department	Promotion due		Original verified API score					Revised verified API score				
			From	To	Cat I	Cat II	Cat III	Total	Cat I	Cat II	Cat III	Total		
1	Dr. Hina Hamid	Chemistry	Stage 1	Stage 2	111	15	83.1	209.1	111	21	119.1	251.1		
3	Dr. Waseem A. Siddiqui	Biochemistry	Stage 2	Stage 3	87	16	128	231						

2. There is no change in API score/status in case of the following teachers:

Sl. No.	Name	Department	Promotion due	
			From	To
1	Dr. Abdul Mujeeb	Botany	Stage 2	Stage 3
2	Dr. Altaf Ahmad	Botany	Stage 1	Stage 2
3	Dr. Haider Ali Khan	Medical Elementology & Toxicology	Stage 2	Stage 3
4	Dr. Mohd. Samim	Chemistry	Stage 1	Stage 2

92

*[Signature]*  
12.11.2013

*[Signature]*  
12.11.2013

*[Signature]*

(10)



5	Dr. Farha Khan	Biochemistry	Stage 1	Stage 2
---	----------------	--------------	---------	---------

3. IQAC has not received applications of the following teachers

Sl. No.	Name	Department	Promotion due	
			From	To
1	Dr. Farhat Afrin	Biotechnology	Stage 2	Stage 3
2	Dr. Alka Narula	Biotechnology	Stage 1	Stage 2

**Notes for the Establishment Section:**

The Establishment Section is required to the Personal File and Records of the applicant information about the eligibility date, nature of appointment, grade pay, fulfillment of requirement of Orientation Programme and Refresher Course as per the provisions and recommendations of the previous Selection Committee, as may be applicable in relevant cases.

*R. Zafar*  
12.11.2013  
(R. Zafar)

Dated: 12/11/2013

*M.Z. Abdin*  
12/11/2013  
(M.Z. Abdin)

*S. Raisuddin*  
12/11  
(S. Raisuddin)  
IQAC

IQAC, JAMIA HAMDARD

Subject: Verified API score

FACULTY OF MEDICINE (UNANI)

1. The verified API score in case of the following teacher(s) has been updated:

Sl. No.	Name	Department	Promotion due		Original verified API score				Revised verified API score				
			From	To	Cat I	Cat II	Cat III	Total	Cat I	Cat II	Cat III	Total	
1	Dr. Rubi Anjum*	Tahaffuj-wa-samaji tib	Stage 1	Stage 2	--	--	--	--	--	--	--	--	--

\* The API score of Dr. Rubi Anjum could not be verified. The Committee observed that she has attended 25 Conferences/Seminars/Workshops in 2005-10. She is required to submit copies of office order of permission/leave with respect to her participation. (copy of summary of participation attached.)

2. There is no change in API score/status in case of the following teachers. The information as submitted earlier about API score verification remains unchanged.

Sl. No.	Name	Department	Promotion due	
			From	To
1	Dr. Hifzul Kabir	Ilmul Advia	Stage 2	Stage 3
2	Dr. Mohd. Aslam	Ilmul Advia	Stage 2	Stage 3
3	Dr. Anwar Hussain Khan	Tasreeh -wa-munaful aza	Stage 2	Stage 3
4	Dr. Khurshheed Ansari	Tasreeh -wa-munaful aza	Stage 2	Stage 3
5	Dr. Hamida Aaqil	Jarahiyat	Stage 2	Stage 3

82

8



6	Mr. Mohd. Asif	Ilmul Advia	Stage 2	Stage 3
7	Dr. Minhaj Ahmad	Jarahiyat	Stage 2	Stage 3
8	Dr. Asia Sulana	Maalijat	-	-
9	Dr. Mohd. Akram	Tahfuzi-wa-Samaji Tib	-	-

3. IQAC has not received applications of the following teachers

Sl. No.	Name	Department	Promotion due	
			From	To
1	Dr. Abdul Bari	Maalijat	Stage 2	Stage 3


**Notes for the Establishment Section:**

The Establishment Section is required to the Personal File and Records of the applicant information about the eligibility date, nature of appointment, grade pay, fulfillment of requirement of Orientation Programme and Refresher Course as per the provisions and recommendations of the previous Selection Committee, as may be applicable in relevant cases.

  
(R. Zafar) 12.4.2013

  
(M.Z. Abdin)

Dated: 18/04/2013.

  
(S. Raisuddin) 12/4  
IQAC