

**Internal Quality Assurance Cell (IQAC)
JAMIA HAMDARD, NEW DELHI - 110062**

MINUTES OF IQAC COMMITTEE MEETING

Date and time of meeting- 10-12-2019; 3:30 pm

A meeting of Jamia Hamdard IQAC Committee was convened on 10-12-2019 at 3.30 pm in the Board Room, Vice Chancellor's Secretariat.

Meeting was chaired by the Hon'ble Vice Chancellor Prof.(Dr) Seyed Ehtesham Hasnain, Chairman IQAC Committee and attended by the following Members.

External Members

1. Prof. M. Abdul Rahiman, Advisor, Yenepoya University, Mangalore
2. Dr. Anil Wali, MD FITT, IIT Delhi

Faculty Members

1. Prof. Rambha Pathak, Hamdard Institute of Medical Education & Research
2. Dr. M. Shahar Yar, School of Pharmaceutical Education & Research
3. Dr. Farah Khan, School of Chemical & Life Sciences
4. Dr. Azhar Jabeen, School of Unani Medicine & Research
5. Dr. Nooria Faruqui, School of Management & Business Studies

Members of Administration

1. Mr. Mirza Vazir Hussain, Controller of Examinations

Prof. Ahmed Kamal, Pro Vice Chancellor

Prof. S. Raisuddin, Director, IQAC

- Member Secretary

The following members could not attend the meeting and informed about their inability by e-mail to Member-Secretary.

External Members- Prof. B.P. Sanjay, Dr. Rajesh Gokhale, Dr. Davinder Gill and Mr. R.P. Arora.

Internal Members: Registrar - Mr. S.S. Akhtar; Faculty Members- Prof. Farhan J. Ahmad, Prof. J.K. Batra and Dr. Nudrat Moini Rahman.

They were granted leave of absence by the Chairman.

After welcoming members to the meeting Director, IQAC invited the Chairman Hon'ble Vice Chancellor for his introductory remarks.

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The Chairman highlighted the recent accomplishment of Jamia Hamdard with regard to recommendation of Empowered Committee to grant Institution of Eminence status to the university. Jamia Hamdard has prominent position in recommended institutions and is the only institution having 'minority character'. He congratulated all the Jamia fraternity for this monumental achievement. The growing status of Jamia Hamdard among higher education institutions was reflected in huge number of applications for admissions in session 2019-20 which crossed figure of 50,000. He also informed the house proposal of setting up of an offshore campus at Doha, Qatar.

Dr. Anil Wali congratulated Jamia Hamdard for the above accomplishment and viewed that Jamia Hamdard has been an underdog with unlimited and untapped potential.

Prof. M. Abdul Rahiman who has been recently inducted in the Committee highlighted the importance of IQAC and desired that there should be broad based representation including Deans from all schools in the IQAC Committee. He also informed the house about new initiatives taken in NAAC accreditation process.

Prof. S. Raisuddin informed the house that IQAC Committee Constitution is as per the guidelines of NAAC and UGC. Besides, there is a Deans' Committee with special invitees. However, the Chairman desired to include members from schools having large number of students such as School of Nursing & Allied and School of Engineering Science & Technology and advised to Director, IQAC to submit a proposal in this regard.

Prof. Rahiman also observed that due to the fact NAAC has digitized its processes and whole exercise of accreditation and assessment has become live that is data and information have to be collected and compiled on regular (at least monthly basis) it is pertinent to strengthen IQAC with adequate technology and trained IT/statistics staff.

After these introductory remarks agenda items were taken up. Detailed annexure of each agenda item were shown to the members in the form of power point presentation.

Each agenda was deliberated upon in detail and the resolutions are as under.

1. Confirmation of minutes of last meeting held on 17-06-2019

The minutes are as brought out in the meeting were approved. It was suggested that an 'action taken report' may also be submitted along with minutes from the next meeting (Annexure – I).

2. Update on rankings

Data submission much before the last date was appreciated. However, the Chairman observed that in case access is again provided data may be revisited and updated, if required.

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3. UGC Regulation 2018

The Committee perused recommendations of IQAC CAS Committee and it was resolved to forward the recommendation (UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018) to the Board of Management (BoM) for its consideration and approval of the same. Prof. Rahiman observed that IQAC to be kept in loop about whole process. The relevant paragraph of UGC Regulation 2018 in this regard is as follows.

- VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

Director, IQAC has been advised to send the recommendation of the IQAC Committee as an agenda item to the BoM for its consideration.

4. Memorandum of Understanding (MoU) with Institutions/Organizations

While noting the action taken by the university with regard to introduced objectivity in signing MoUs with institutions/organizations/industry it was observed that a MoU-wise record of activities may be maintained and reported in the next meeting. It was also commented that signing of MoU should be in line with policies of Jamia Hamdard. If needed, a clause may be introduced in the MoU to such effect.

5. Plagiarism check guidelines

Action on the above subject was noted which was found to be in line with UGC Regulation in this regard. It was resolved that Jamia Hamdard should consider subscribing to other popular plagiarism detection software (PDS) such as I-Authenticate or Turnitin etc. Director IQAC informed that the Competent Authority of Jamia Hamdard has already approved, in principle, subscription to such software. It was resolved till the time another PDS is subscribed Jamia Hamdard shall continue to use URKUND offered through INFLIBNET.

6. UGC CARE List

It was resolved that the UGC Policy on CARE (Consortium for Academic and Research Ethics) list journals will be adopted in Jamia Hamdard for all the purposes as notified by the UGC. Members appreciated efforts of IQAC creating awareness about UGC CARE List of Journals.

7. Annual Quality Assurance Report (AQAR)

Submission of AQAR is an essential requirement of NAAC accreditation. Director, IQAC proposed that this activity may be taken up by IQAC Quality Circle members

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and a senior teacher having experience in working with IQAC activities may be designated as Coordinator who will be supported by IQAC Quality Circle Members at School level. The AQAR will be submitted as per the NAAC proforma and schedule. The Coordinator will be provided support of suitable manpower by deployment from other Department/Section. The Chairman perused list of Quality Circle Members and advised the Director IQAC to visit the list and submit a proposal to update the list of Members.

8. Re-accreditation

It was resolved that Jamia Hamdard will file documents and take other necessary steps for re-accreditation to improve its CGPA. Director IQAC will submit a detailed proposal in this regard to the Competent Authority. It was resolved that services of Prof. Abdul Rahiman may be utilized to prepare a SWOT analysis on preparedness for re-accreditation.

9. New IQAC Committee

The house welcomed newly inducted members and was pleased that there is good representation of female members in the newly constituted Committee. The house also placed on record contribution of out-going members in quality improvement at Jamia Hamdard.

10. Other agenda items with the permission of Chair.

- Director, IQAC informed that he has taken advice of Prof. B.P. Sanjay on developing a framework for Academic and Administrative Audit (AAA) as per the NAAC requirement. Prof. Rahiman suggested that AAA has to be undertaken before going for re-accreditation, as it is one of the important criteria with significant weightage. It was resolved that IQAC will propose a Committee of 3-4 external and internal members which will prepare framework of AAA. This Committee will invariably ~~will~~ include either Prof. B.P. Sanjay or Prof. M. Abdul Rahiman as member.
- Prof. Rahiman suggested that Jamia Hamdard needs to frame policy on various academic, research and administrative aspects. In case it is required expertise of external experts may be utilized to frame policies. All these policies may be got approved by the statutory bodies of the university and then uploaded on the web site in public domain.

The following policies were required to be framed, if not in place.

- i. Policy on IPR, technology transfer, start-up, incubation centre, consultancy and conflict of interest – The Chairman requested Dr Anil Wali for chairing a committee to be constituted for the purpose. Dr. Wali kindly consented for the same.
- ii. Research promotion policy.
- iii. IT and cyber security policy.
- iv. Examination policy including credit sharing provisions.
- v. Admission policy.

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- vi. Reservation policy (student and staff).
- vii. Recruitment, probation and promotion policy for teacher and non-teaching staff.
- viii. Policy for slow and advanced learners.
- ix. Student entitlement policy.
- x. Sports policy.
- xi. Gender equality policy.
- xii. Environment, green campus and waste management policy.
- xiii. Health and safety policy for students and staff.
- xiv. Policy on community service and outreach.
- xv. Grievance redressal policy for students and staff.
- xvi. Accessibility policy for physically challenged students and staff.
- xvii. Internal Complaints Committee and policy for prevention of sexual harassment at work place.
- xviii. Publication policy.
- xix. Policy for guest teachers, temporary teachers and adjunct faculty.
- xx. MoU and collaboration policy (national and international).

Director, IQAC informed that there are already some policies in place. However, it was resolved that all those policies will be revisited and will be updated in sync with UGC or Government policies. Director, IQAC was advised to take necessary action in this regard and submit proposal for framing the policies, if some of these are not in place. The exercise may be completed before the visit of NAAC.

- Prof. Abdul Rahiman proposed that exercise of submission of data and information by the Departments should be a monthly affair. For this purpose IQAC should be provided adequate manpower and IT tools/online modules. He also suggested that Jamia Hamdard should undertake 'gap analysis' exercise to understand deficiencies as per NAAC requirement.
- Prof. Abdul Rahiman also wanted report on digitization of library services and examination process may be placed in the next meeting.
- Proposal from School of Unani Medicine & Research (SUMER) for recommendation of Indian Journal of Unani Medicine published by National Environmental Science Academy for induction in UGC CARE list was not approved. The faculty members and scholars of SUMER were urged to submit their paper in mainstream journals where publications on AYUSH subjects are accepted.
- The House was informed about new initiative of NAAC for dual mode universities (universities offering on-campus and distance programmes). Earlier, distance mode of education was not under the purview of NAAC. It was also informed that NAAC is going to organize a Workshop on the revised manual on December 18, 2019. It was resolved that the workshop may be attended by the Director, IQAC or any other nominees from IQAC Committee.

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May kindly approve.

Hon'ble Vice Chancellor

Approved
[Signature]
12/12/19



Prof. (Dr.) Seyed E. Hasnain
Vice-Chancellor
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(S. Raisuddin)
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