



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



25-01-2024

MINUTES OF THE IQAC COMMITTEE MEETING

**Date of Meeting – 24/01/2024; Time – 12.00 noon
Venue: Board Room, Vice Chancellor's Secretariat**

PRESENT

Chairman

Prof. M. Afshar Alam, Vice Chancellor

Members

1. Dr. M. A. Sikandar, Registrar – Member (category – senior administrative officer)
2. Mr. Ashu Kumar, Finance Officer (Officiating) – Member (category – senior administrative officer)
3. Prof. Shakir Ali, SCLS – Member (category – teacher)
4. Prof. Shahid Umar, SCLS – Member (category – teacher)
5. Prof. M. Shahar Yar – Member (category – teacher)
6. Dr Parul Agarwal, SEST – Member (category – teacher)
7. Dr. Kalpana Zutshi, SNSAH – Member (category – teacher)
8. Dr. Shazia Jilani, SUMER – Member (category – teacher)
9. Dr. Sadaf Siraj, SMBS – Member (category – teacher)
10. Dr. Shikha Gera, SMBS – Member (category – teacher)
11. Prof. Zeba Shamim Jairajpuri, HIMSR – Member (category – teacher)
12. Mr. Azhar Ali Khan - Member (category – member of local trust/society)
13. Mr. Suraj Kumar, Ph.D. Scholar- Member (category - student)
14. Prof. V. K. Jain, Former Vice Chancellor, Tejpur University, Assam-External Member
15. Dr. Sanchit Sharma, AIMIL Pharmaceuticals India Pvt. Ltd. (category -industry)
16. Prof. Pawan. K. Dhar, JNU, New Delhi – External Member (joined online)
17. Prof. Rizwanul Haque, Head, Department of Biotechnology, Central University of Bihar, Gaya (category - alumni) (joined online)
18. 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

Mr Syed Saud Akhtar, Controller of Examinations Jamia Hamdard could not attend the meeting due to his commitments elsewhere and was granted leave of absence by the Chairman.

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

The Vice Chancellor also welcomed all the members. There was a detailed deliberation on each agenda item and the following was resolved.

The Director IQAC presented the agenda. There were detailed deliberations on each agenda. Resolutions on each agenda and other recommendations and observations of Members are presented hereunder.

1. Confirmation of minutes of the last meeting held on 12/09/2023

The minutes of the meeting of IQAC held on 12/09/2023 and 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 the appeal to NAAC for the review of grade and CGPA of 4th Cycle of Accreditation

Director IQAC informed the house about the NAAC Cycle IV result. Jamia Hamdard has submitted appeal to NAAC for review of Grade and CGPA. However, as per a recent communication received from NAAC, no change in either Grade or CGPA has been made. Thus Jamia Hamdard is graded in A+ category with CGPA 3.41. (Annexure II)

Prof V K Jain and other external members congratulated Prof M Afshar Alam, 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 and Criteria coordinators for their commendable work.

It was resolved that in the next meeting of the IQAC a detailed action plan will be presented by the IQAC to address the recommendations of the NAAC Peer Team and also to meet the deficiencies out by the team in its report.

3. Proposal for Administrative Audit of Units/Sections/Centres

Director IQAC informed that Academic Audit of various Schools Jamia Hamdard has already been conducted. The main aim of conducting academic audit was to assess the academic performance of both individual faculty and the whole Department/School. This practice develops accountability of the individual members with regard to their academic performance. In the same way, it is proposed to conduct an Administrative Audit of Office/Sections/Centre which cater mainly to students in the first instance.

Administrative Audit of the following Sections/Units/Centre and the processes followed by them will be conducted in the first phase.

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

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Director IQAC informed that IQAC has developed a proforma and guidelines for the audit process and presented the same.(Annexure III-VI)

The Vice Chancellor was pleased with the proposal and suggested that external experts may be inducted in each case. The house resolved to induct Prof V K Jain in the Administrative Audit exercise as an Expert. The Vice Chancellor suggested that administrative audit process should be started in February 2024.

4. Perusal of Journal proposal for inclusion in UGC-CARE list

Members appreciated effort of IQAC Committee in facilitating listing of a journal - *Paradigm: A Management Research Journal* published by SAGE Publications India Pvt. Ltd., New Delhi.

The Committee perused credential of the following journal proposal submitted by the School of Nursing Sciences & Allied Health and recommended for its inclusion in the UGC-CARE list.

"International Journal of Nursing and Midwifery Research" (published by ADR Publications).

Starting year of publication – 2014.

5. Perusal of inducting Adjunct Faculty

Proposals have been received for induction as Adjunct Faculty/Professors.

Sl. No	Name and affiliation	Proposed designation
1.	Dr. G.S. Toteja Former Additional Director General, ICMR, New Delhi	Adjunct Professor in the Department of Biochemistry, SCLS
2.	Dr. Kshipra Mishra Former Additional Director & Head, Department of Biochemical Sciences, Defense Institute of Physiology & Allied Sciences, DRDO, Delhi	Adjunct Professor in the Department of Medical Elementology & Toxicology, SCLS
3.	Dr Jyoti Sharma Former Director, Kerala Forest Research Institute, Peechi, Kerala	Adjunct Professor in the Department of Botany, SCLS & Herbal Garden
4.	Dr Vijay Pal Singh Principal Technical Officer CSIR-IGIB, New Delhi	Adjunct Professor in the Department of Medical Elementology & Toxicology, SCLS
5.	Mr. Lalit Ambastha Patent Attorney and Founder Patent-Wire, New Delhi	Adjunct Faculty in the in the Department of Medical Elementology & Toxicology and Department of Biotechnology, SCLS

The profile of each proposed person was found to be impressive and all of them have a long experience in research or academic establishment. Mr. Lalit Ambastha has already been contributing to teaching of IPR and facilitating patent filing. Sl. No. 1-4 are recommended as

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‘Adjunct Professor’ and Sl. No. 5 as ‘Adjunct Faculty’. The house authorized Director IQAC to take needful action in this matter.

6. Perusal of Organizing Seminar in collaboration with NAAC

IQAC proposed to organize a one-day Seminar on "Research Funding through National Research Foundation: Opportunities and Limitations" in collaboration with NAAC in the month of August 2024. In addition to it, the Chairman suggested to organize a Seminar in the month of April or May on effective implementation of NEP2020 and invite experts such as Prof. V.K. Jain for interaction with faculty members during the Seminar.

It was also recommended that the IQAC should organize Seminar/Workshop on regular interval on the contemporary issues in higher education sector. The Vice Chancellor assured that in case needed a separate budget will be allocated for this purpose.

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

Members deliberated on pertinent issues of quality matters and suggested measures. The house deliberated on those suggestions in detail and resolved the following.

- a) To enhance the research activities in Jamia Hamdard, Prof Pawan Dhar suggested the following measures/initiatives:
 - i) To promote new start-ups in collaboration with industries.
 - ii) To increase the seed money for research oriented newly recruited faculty members in their formative 1-2 years.
 - iii) To set up Industry Chair to carry out joint research projects.
 - iv) To have more MoUs with industry, particularly in the field of management studies.
 - v) To appoint foreign faculty for at least one semester.
 - vi) To conduct energy audit of the campus on regular intervals.

These matters relate to Research & Development. It was resolved that an action taken report will be prepared by the Director R&D Cell and will be presented in the next meeting of the IQAC Committee.

- b) Regarding appointment of foreign faculty the Vice Chancellor informed the house that Board of Management (Executive Council) of Jamia Hamdard has already approved proposal of hiring foreign faculty.

It was resolved that Director R&D Cell will prepare an advertisement for appointment of the foreign faculty.

- c) The Vice Chancellor also requested Mr Sanchit Sharma to consider creating a Professor Chair in the field of Pharmaceutical Science in the name of his father.
- d) Prof. VK Jain proposed a seed money of Rs 1.0 lakh per annum for SMBS/SHSS faculty and Rs 2.0 lakh per annum for the faculty member from the School where research requires laboratory or clinical research. R&D Cell may prepare a proposal in this regard.

- e) Mr Mahtab Alam suggested that regular academia-industry oriented programs should be organized for the development of entrepreneurship culture among the students.
- f) Prof Shahar Yar, Chairman, Central Admission Committee Jamia Hamdard informed that Jamia Hamdard is going to introduce several skill development programs in the academic session 2024-25.
- g) Director IQAC who is also the Director of R&D Cell, informed that the Department of Biotechnology has sanctioned a M.Tech. (Biotechnology) programme with funding support.
- h) Members suggested that a '4' page pamphlet highlighting quality related activities in research, academics and environment taken up by Jamia Hamdard in last 2 years should be published and uploaded on the Jamia Hamdard website.

It was resolved that IQAC and R&D Cell will take needful action in this regard.

- i) The Vice Chancellor informed that he has made a plan of revival of journals which were published by Jamia Hamdard in consultation with concerned Dean of the School. Committee Members appreciated this initiative of the Vice Chancellor.
- j) It was resolved that the university newsletter 'Spreadsheet' will be published as a publication of IQAC as done by other universities.
- k) Prof Zeba Jairajpuri informed the house that the National Medical Council (NMC) has mandated creation of an IQAC in Medical Colleges. Accordingly, an IQAC will be created in HIMSR based on composition recommended by NMC.

It was resolved that IQAC of HIMSR will function in close coordination with the university level IQAC and its proceedings will be reported in the meeting of the university-level IQAC Committee as one of the agenda items.

- l) Mr Suraj Kumar, the student member IQAC Committee suggested that students should be made aware of importance of quality assurance, ranking and accreditation.

In this regard it was resolved that in the Induction Programme of each School and Department either Director IQAC or a person nominated by him will be compulsorily invited to address the students in order to make them aware of quality policies, ranking and accreditation and its benefits in academics and career prospects of the students.

- m) On the basis of suggestion by Dr. Ikmal Murtaza, Consultant IQAC, it was resolved to conduct staff development programmes for non-teaching staff.
- n) While discussing the Green Audit of Jamia Hamdard, it was resolved that a Horticulture Department may be created with manpower and appropriate budget. This Department will be a unit of School of Chemical & Life Sciences but functioning as other non-teaching units of Jamia Hamdard. A senior faculty member, preferably from the Department of Botany, SCLS will be designated as Head of the Horticulture Department.

The house condoled the sad demise of eminent academician and scientist Prof Shamim Jairajpuri, father of Prof. Zeba Jairajpuri. The Chairman recalled his close relationship with Prof. Jairajpuri and his keen interest in the development and progress of Jamia Hamdard. Prof. Jairajpuri has had leadership role in the Zoological Survey of India (ZSI) and Maulana Azad National Urdu University (MANUU). All Members expressed their heartfelt condolence and requested Prof. Zeba to convey their feeling to her bereaved family. The house observed a two-minute silence in remembrance of the departed soul.

Meeting ended with thanks to the Chair.

Minutes were circulated to Members through e-mail for comments and approval.
Approval of the members by e-mail is placed on file

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Prof. S. Raisuddin

For perusal and approval, please

Vice Chancellor

Approved
9.3.24
Prof. (Dr.) M. Afshar Alam
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110062



Director (IQAC)

R = M: 8/2/2024
(Prof. S. Raisuddin)
Director IQAC
Director
Internal Quality Assurance Cell
(IQAC)
Jamia Hamdard
New Delhi - 110062

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

13-09-2023

MINUTES OF THE IQAC COMMITTEE MEETING

**Date of Meeting - 12-09-2023; Time - 4.30 pm.
Venue: Board Room, Vice Chancellor's Secretariat**

PRESENT

Chairman

Prof. M. Afshar Alam, Vice Chancellor

Members

1. Dr. M. A. Sikandar, Registrar - Ex-Officio Member
2. Mr. S.S. Akhtar, Controller of Examinations - Ex-Officio Member
3. Prof. M. Shahar Yar, SPER, Dy. Director, IQAC
4. Prof. Shakir Ali, Head, Department of Biochemistry, SCLS -Member
5. Prof. Shahid Umar, Head, Department of Botany, SCLS -Member
6. Dr Parul Agarwal, SEST -Member
7. Dr. Kalpana Zutshi, SNSAH-Member
8. Dr. Shazia Jilani, SUMER- Member
9. Dr. Sadaf Siraj, SMBS- Member
10. Dr. Shikha Gera, SMBS- Member
11. Mr. Suraj Kumar, Ph.D. Scholar- Member (student category)
12. Mr. Mehtab Alam, Sr. Director, Capegamini, Noida- Member (employer category)
13. Prof. V. K. Jain, Former Vice Chancellor, Tejpur University, Assam- External Expert

Special Invitees

1. Mr. Ashu Kumar, Finance Officer (Officiating)
2. Dr Syed Ikmal Murtaza, Consultant IQAC

Member-Secretary

Prof. S. Raisuddin, Director IQAC

Other Members - Prof. Zeba Shamim Jairajpuri, HIMSR, Prof. Pawan. K. Dhar, JNU, Prof. Rizwanul Haque Head, Department of Biotechnology, Central University of Bihar, Gaya , Dr. Sanchit Sharma, AIMIL Pharmaceuticals India Pvt. Ltd and Mr. Azhar Ali Khan Executive Engineer, Jamia Hamdard could not attend the meeting due to their commitments elsewhere and were granted leave of absence by the Chairman.

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With the permission of the Vice Chancellor the Director IQAC initiated the meeting. He welcomed all the members to the meeting. The Vice Chancellor also welcomed all the members and was happy to note that Director IQAC has implemented the recommendations of NAAC Peer Team which visited Jamia Hamdard for the 4th cycle of accreditation with reference to the composition of IQAC committee as per NAAC guidelines. After these remarks the Director IQAC presented the agenda. There was detailed deliberations on each agenda and the following was resolved.

1. Confirmation of minutes of the last meeting held on 13/02/2023

The minutes of the meeting of IQAC held on 13/02/2023 and action taken report (ATR) were perused and approved as brought in the meeting. In this regard, the registrar suggested that few pictures of each meeting may be preserved for record.

2. To peruse the Report on the NAAC Peer Team visit for the 4th Cycle of NAAC Accreditation

NAAC Peer Team visited Jamia Hamdard on July 18-20, 2023 under the chairmanship of Prof. Suhas, Pednekar, former Vice Chancellor, Mumbai University, Mumbai. The members of the team were

Sl.No	Name & Address
1.	CHAIRMAN Dr. Suhas Pednekar (Former Vice Chancellor, University Of Mumbai) Res: A-802, Gundecha Heights, L B S Road, Kanjurmarg (West), Mumbai-400078, Maharashtra
2.	MEMBER - COORDINATOR Prof. Rajesh Siddavatam Vice Chancellor, Joy University Vadakangulam, Near Kanyakumari - 627116, Tamil Nadu
3.	MEMBER Dr. Imran Ahmad Professor, J N Medical College AMU Aligarh - 202002, Uttar Pradesh
4.	MEMBER Dr. Suresh V Nadagoudar Professor, University Law College Bangalore University Bengaluru - 560056, Karnataka

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5.	MEMBER Dr. Jayant Sonwalkar Professor, Devi Ahilya University Indore – 452001, Madhya Pradesh
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The Peer Team visited various Departments, Centre and Facilities of Jamia Hamdard, perused presentations of the Vice Chancellor, Director IQAC, Registrar, Controller of Examinations, Finance Officer, Librarian, Dean Students' Welfare and Deans of School and Heads of the Department. The team also interacted with various stakeholders of Jamia Hamdard – teaching and non-teaching staff, students, alumni and parents. The team also interacted with the Director JH-Kannur Campus online. The Peer Team submitted a detailed report to NAAC. The Peer Team has made certain Recommendations for Quality Enhancement of the Institution. The Director IQAC was requested to present an action taken report on the recommendations of NAAC Peer Team in the next meeting of IQAC.

Jamia Hamdard has achieved grade A+ in the 4th Cycle of NAAC accreditation with CGPA of 3.41. This grade and the CGPA is significantly higher than that achieved in the previous 3rd cycle.

3. To peruse of proposal for appeal for review of grade and CGPA.

Director IQAC informed the house about the NAAC Cycle IV result. Jamia Hamdard has been awarded Grade A+ and CGPA of 3.41 in the 4th Cycle of NAAC Accreditation. There is a significant improvement in Grade and CGPA when compared with the last (3rd Cycle) Grade and CGPA which were – A and 3.15, respectively. Efforts of all stakeholders and leadership of Jamia Hamdard have resulted in this appreciable performance.

In view of very minor gap in CGPA obtained by Jamia Hamdard and A++, it has been decided to submit appeal to NAAC for review of Grade and CGPA. A document for this purpose with additional documentary proofs has been prepared. It has been decided to appeal for QnM only, as score of Jamia Hamdard in QIM is satisfactory.

4. Submission of Annual Quality Assurance Report (AQAR) for 2021-22

It was reported that IQAC has successfully submitted AQAR for the session 2021-22 and the same has been uploaded on the IQAC-Jamia Hamdard web site. Members appreciated efforts of IQAC in timely submission of the AQAR.

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5. Reconstitution Jamia Hamdard IQAC Committee

Members were informed that IQAC Committee of Jamia Hamdard has been reconstituted as per the recommendations of the Peer Team which is based on the NAAC guidelines. Various stakeholders have been inducted. The IQAC Committee has been notified vide Notification No. AS/IQAC/JH-5/2023 dated 23/08/2023. The following categories of members have been inducted.

- i). Student – Mr. Suraj Kumar, PhD Scholar, SCLS
- ii). Member of Local Society - Mr. Azhar Ali Khan, Executive Engineer
- iii) Employer – Mr. Mahtab Alam, Sr. Director, Capgemini, NOIDA

The Vice Chancellor then welcomed all the new Members, who have been inducted in the Committee and hoped that their vast experience will be beneficial to Jamia Hamdard in various quality related initiatives in research and academics. He was also happy to have a student member in the committee.

6. NBA Accreditation

It was informed by the Director IQAC that Jamia Hamdard to undergo NBA (National Board of Accreditation) accreditation for the programmes offered by the following Schools.

- a) SEST – B.Tech and MCA
- b) SMBS – MBA
- c) SPER – B.Pharm
- d) SIST – B.Tech (Food Technology)

A Committee of Deans has been constituted and appropriate steps will be taken to get NBA Accreditation before the commencement of next academic session.

7. Perusal of performance of Jamia Hamdard in NIRF 2023

Director IQAC who is also Jamia Hamdard Ranking coordinator presented a report on Jamia Hamdard rankings in NIRF-2023 which were released on June 05, 2023 by the Dr. Rajkumar Ranjan Singh, Minister of State for Ministry of Education and Ministry of External Affairs, Government of India. This year more than 8000 institutions participated in institution and domain specific rankings (overall, university, college, research & innovation, agriculture and allied sectors, architecture and planning, dental, engineering, law,

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management, medical and pharmacy). Jamia Hamdard has been ranked 2nd in Pharmacy. In other disciplines it has been ranked 29th in Medical and 96th in Management. In the Universities it has got 49th rank and in the Overall category it has achieved 78th rank.

Summary of Jamia Hamdard ranking in NIRF 2023

Sl. No.	Category	Ranking in NIRF 2023
1	Pharmacy	2
2	Medical	29
3	Management	96
4	University	49
5	Overall	78

The Vice Chancellor has emphasized the importance of NIRF ranking and suggested that

a) IQAC to conduct a Workshop on Teaching, Learning & Resources (TLR) to improve the NIRF ranking. All Deans, HoDs and faculty will be invited to attend the Workshop

b) The IQAC committee members from various Schools to proactively involve in the collection of various data required for the NIRF and other ranking processes. He suggested that Dr Syed Ikmal Murtaza Consultant IQAC to be assigned the NIRF work.

8. Perusal of Journal proposal for inclusion in UGC-CARE list

The following journals were considered for inclusion in the UGC-CARE list.

- i). *International Journal of Pharma Professional's Research* published by R.P.S. Trust, Greater NOIDA.

Starting year of publication – 2010.

- ii) *Paradigm: A Management Research Journal* published by SAGE Publications India Pvt, Ltd., New Delhi

Starting year of publication – 1996.

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Since both the journals have a publication record of more than 10 years, it was recommended that these journals may be forwarded for inclusion in the UGC-CARE list of journals.

Meeting ended with thanks to the Chair.

Minutes are circulated to Members through e-mail for comments and approval.

R - S. R.
Prof. S. Raisuddin
Director IQAC

May kind peruse and approve.

Vice Chancellor . Approved
M Afshar Alam
15.10.23



Prof. (Dr.) M. Afshar Alam
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

R - S. R.
13/X/2023
Director
Internal Quality Assurance Cell
(IQAC)
Jamia Hamdard
New Delhi - 110062

ಪ್ರೊ. ಗಣೇಶನ್ ಕಣ್ಣಬೀರನ್
ನಿರ್ದೇಶಕರು

ಪ್ರಾ. ಗಣೇಶನ್ ಕಣ್ಣಬೀರನ್
ನಿರ್ದೇಶಕ

Prof. Ganesan Kannabiran
Director



Annexure II
ರಾಷ್ಟ್ರೀಯ ಮೌಲ್ಯೀಕರಣ ಮತ್ತು ಮಾನ್ಯತಾ ಪರಿಷತ್ತು
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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

NAAC/DO-NRM/86-AC-Reply/2023

Date: 05/12/2023

Respected Vice Chancellor,

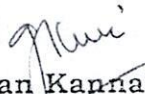
Greetings from NAAC.

This has reference to your appeal for reconsidering the grade awarded by NAAC. Your application was placed in the 86th Meeting of the Appeals Committee held on 24th November 2023. The Appeals Committee after thorough examination of contents of the appeal submitted, documents available on record, the DVV deviation report, comments provided by the Chairperson of visiting team and presentation given in Virtual mode by you on 24th November 2023, made recommendation to the Executive Council (EC) of NAAC. The Chairman, EC approved the Appeals Committee recommendation for a *status quo*.

In view of the above as recommended by the Appeals Committee and approved by the EC, there is **NO CHANGE** in the CGPA and Grade awarded to your institution.

This is for your information and records.

With Regards, Namaste.


Ganesan Kannabiran
(Director)

To,

The Vice Chancellor,
Jamia Hamdard (Hamdard University)
Mehrauli Badarpur Road, Hamdard Nagar,
New Delhi - 110062, Delhi

ಅಂಚೆ ಪೆಟ್ಟಿಗೆ ಸಂಖ್ಯೆ : ೧೦೭೫, ನಾಗರಭಾವಿ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೨, ಕರ್ನಾಟಕ, ಭಾರತ / पो. ओ. बॉक्स नं. १०७५, नागरभावी, बेंगलूरु - ५६० ०७२, भारत

P.O. Box No.1075, Nagarbhavi, Bengaluru - 560 072, India.



☎ : +91-80-23210267, 23005112, 114, 115 (O)

ಮಿಂಚಂಚೆ/ई-मेल/E-mail : director@naac.gov.in ; director.naac@gmail.com / ಜಾಲತಾಣ/वेबसाइट/Website : www.naac.gov.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)
JAMIA HAMDARD, NEW DELHI
ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

Proforma for Administrative Audit (for last one year – From 1st June 2022 – 31st May 2023 in case of Financial Information – 1st April – 31st March)

SECTION – A (GENERAL)

1. Name of the Office/Unit/Section/Centre.....
2. Name & Designation of the Head of the Office/Unit/Section/Centre:
3. Vision & Mission (as approval by the AC/BOM), if any:
.....
4. Staff detail:

S. No.	Name	Designation	Date of joining service in Jamia Hamdard	Nature of the Post (Confirmed/ Probation/ Deputation/ Temporary/ Outsourcing)	Specific duties assigned

5. Staffing Status:

Sl. No.	Category of staff	No. of positions sanctioned	No. of positions filled through any type of appointment	No. of vacant positions	Positions advertised/ process of appointment underway

6. Duty assignments:

S. No.	Duty	No. of staff assigned	Total No. of staff in the Office	Percentage of staff
1	Faculty affairs			
2	Student affairs			
3	University affairs			
4	Any other			

Note: There may be overlapping in assignments.

7. Status of Information & Communication Technology (ICT) and Office Automation:

(a) ICT Infrastructure

Item	Total No.	No. of Working	No. of Not working (on the day of reporting)	Has complaints been lodged with service provider/Computer Centre?
Computers (Desktop)				
Laptopss				
Printers				
Photo Copiers				
Scanner				
UPS				
LAN Points				
Wi-Fi coverage (yes/no)				
Others				

(b) ICT Skills in staff:

Item	Details	Remarks
Percentage of staff who known computer operation		
Percentage of staff who have official (university) emails IDs		
Number of staff undergone ICT training		

(c) Use of ICT in Office Work:

Item	Compliance Status	Remarks/ justification for deviations/ non-compliance/ Plans for improvement/details etc.
(i) Are all notice meant for staff/students etc. posted on the University website?		
(ii) Are proformas related to the office available on the university website which can be downloaded by the teachers, students and staff? If yes please provide the link(s) to the relevant web pages.		
(iii) Indicate overall percentage of work processes related to the Office, that have been ICT enabled.		
(iv) Has office created any digital back up/ repository of important file for their archival and preventing accidental loss?		
(v) Whether the office uses the University ERP System (UMS)?		

(vi) Any initiative taken for paperless e-office working.		
(vii) No. of direct phone points		
(viii) No. of intercom telephone points		

8. Office management, governance and deliverance:

Item	Compliance status	Remarks/justification for deviations/partial compliance/plans for improvement/ details etc.
1. All office files are indexed.		
2. What type of file tracking system is in place? Is it computerized/online or manual?		
3. Office performs file status review regularly to find pending file in the office or with other offices?		
4. Office keeps proper record of old files.		
5. Office follows proper system for record keeping /maintenance /of diaries/registers/files/records and their safety.		
6. The office follows timelines for clearance of files.		
7. Average no. of working days taken for the clearance of a file from its date of receipt in the office.		
8. There is well established system for reporting and administrative control for the office.		
9. Roles and responsibilities of staff and defined and documented.		
10. Office regularly conducts staff meetings for reviewing the work performance and outcomes.		
11. Strict adherence to rules, regulations and work processes is followed.		
12. There is administrative process to ensure punctuality and attendance.		
13. Leave records of staff is maintained		
14. There is grievance handling mechanism related to office's work. If yes, name of staff may be provided.		
15. Office maintains stock registers/issue registers.		
16. Physical stock verification carried out annually and absolute materials written off regularly.		
17. Office ICT tools (Computers/Printers/etc.) are maintained in working condition.		
18. There is formal system of handover-takeover between the outgoing and new		

office Head?		
19. Detail of staff who have attended Training/Orientation Courses for upgradation of their work-related skills. Please indicate percentage of staff undergone such trainings.		
20. Mechanism and status of promotion of staff. Please also indicate status of Annual Appraisal.		
21. Status of transfer policy.		
22. Is staff provided reservation benefit in admission of their ward in Jamia Hamdard? Detail of staff provided such benefit in last 5 years.		
23. Detail of staff pursued/pursuing higher studies within and outside of Jamia Hamdard in last 5 years.		
24. Well defined process for monitoring and timely disposal of Parliament Questions/RTI/Audit paras/ other such reference/representations. Has the Office designated any staff for this purpose?		
25. Regular cleanliness and sanitation of Office are carried out.		
26. No. of independent offices provided to staff (Section Officer and above).		
27. Whether regular medical checkup of the staff undertaken?		
28. How many staff is covered under medical insurance?		
29. If there is separate budget for Office allocated on annual basis? If yes, please provide annual budget allocation for last five years. Salary component may be excluded.		

9. List of major works/ responsibilities of the office (upto 500 words in bullet points)
10. Write the exceptional contributions made by the office in its working during last five years resulting in significant improvements in efficiency, ease of doing, saving of cost and time etc. (upto 500 words)
11. Please indicate work contribution, if any, of the office that has positively impacted the environment consciousness, eco-friendly drive and energy conservation.
12. How the Office supports Jamia Hamdard's efforts in accreditation and rankings and preparation of various reports of the university? Please also provide detail of any staff designated for this task.
13. Suggestions and future-plans for further improvement in efficiency/effectiveness/terms sprite etc. in the working of the office. (3-5 bullet points)

14. Identify major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the office in relation to discharge of its responsibilities.

- i) Strengths (not more than 5 bullet points)
- ii) Weakness (not more than 5 bullet points)
- iii) Opportunities (not more than 5 bullet points)
- iv) Challenges (not more than 5 bullet points)

Any other relevant information not covered above.

DECLARATION BY THE HEAD OF THE OFFICE/UNIT/SECTION/CENTRE

The information provided above is correct to the best of my knowledge and relevant document are available in support of statements made in this proforma.

Signature with office seal

Name:

Designation:

Date:

**IQAC, JAMIA HAMDARD, NEW DELHI
ACADEMIC & ADMINISTRATIVE AUDIT (AAA)**

ADMINISTRATIVE AUDIT

PART B- LIBRARY AND INFORMATION SERVICES

I. Qualitative Information

a). Library Timings

1	Summer Timings	
2	Winter Timings	
3	Does Library open after office timing and on weekends (Sat/Sun), if yes what are timings?	

b). Library Committee Meetings (During 01 July, 2022 to 30 June, 2023)

S#	Date of Meeting
1	
2	
3	
4	

c) Special Facilities

3.	Facilities for Person with Disability (PWD) – Ramps, Wheelchairs, Brail Devices, other aids.
i	
ii	
iii	

II. Quantitative Information

a). Status of Reading Resources

S#	Items	As on 31 st May 2022	As on 31 st May 2023
1	No. of Books		
2	No of e-Books		
	No. of Books in Book Bank		
3	No. of Print Journals		

4	No. of e-Journals		
5	No. of CDs		
6	No. of Newspapers		
7	No. of Magazines		
8	No. of PhD Thesis (bound)		
	No. of PhD Thesis (digital)		

b). Status of Digitization

S#	Items	As on 31 st May 2022	As on 31 st May 2023
1	No. of Library software		
2	Plagiarism software		
3	Online Subscription to databases		
4	No of PhD uploaded on <i>Shodhganga</i>		
5	Digitization of rare manuscripts		

c). Library Footfall (Month-wise May2022 to April 2023)

June	July	August	September	October	November

December	January	February	March	April	May

d). Book Bank Details

S#	Items	As on 31 st May 2022	As on 31 st May 2023
1	No. of Text Books		
2	No. of Reference Books		
3	No. of beneficiary students		
4	Budget for book bank		

e). Library Budget

S#	Items	FY 2021-22	FY2022-23
1	Budget Allocation (in Rs.)		
2	Budget Utilization (in Rs.)		

f). Staff Development Program

i	No. of Invited Lectures organized	
ii	No. of Library staff participated in Staff Development Program/Seminar/workshops/orientation program etc. Attended in other Institutions	
iii.	No. of MoU signed with other Institutions	

II. Other Information

1.	No. of Book Exhibition Organized (June 2022 – May 2023)	
2.		

LIST OF ENCLOSURES

1. _____
2. _____
3. _____
4. _____
5. _____

RECOMMENDATIONS AND OBSERVATIONS OF THE COMMITTEE

1. _____
2. _____
3. _____
4. _____
5. _____

Name & Signature of Audit Committee Members with date:

1.....

2.....

3.....

4.....

5.....

6.....

Signature of the In-charge/Head of the Unit/Section

Audit report proformas with all enclosures received on.....from

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(Director, IQAC)

Audit report approved/disapproved. Dean/HoD will submit compliance/action taken report within..... (month/days) to the IQAC for further action.

Observations of the Vice Chancellor, if any

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(VICE CHANCELLOR)

Note: The original copy will be retained at IQAC. One copy of Audit Report will be provided to the In-charge/Head of the Unit/Section after it has been approved by the Vice Chancellor.

**IQAC, JAMIA HAMDARD, NEW DELHI
ACADEMIC & ADMINISTRATIVE AUDIT (AAA)**

ADMINISTRATIVE AUDIT

PART B- EXAMINATION PROCESS

S#	Items	AY 2021-22	AY 2022-23
1	No. of UG programs		
2	Total No of courses in UG programs		
3	No. of PG Program		
4	Total No of courses in PG programs		
5	No. of UG students		
6	No. of PG students		
7	No of PhD students		
8	No of students awarded PhD degree		
9	No. theses uploaded on INFLIBNET - SHODHGANGA		
10	Total enrolled students in all programs		
11	Total students in the final year		
12	Total students appeared in the final exams		
13	No of students absent in final exam		
14	No of students Failed in final exam		
15	No of students appeared in supplementary exam (both failed and absentees in term examination)		
16	No of students passed in supplementary exam		
17	No of students applied for re-evaluation		
18	No of students benefited from re-evaluation		
19	Average no. of days to declare the result		
20	Average no. of days to declare the supplementary result		
21	No. of UFM cases		

22. Provide the Following Details of Students Enrolled in the University during the Current Academic Year

Programme		From the State where University is Located	From States India	Other of	NRI Students	Foreign Students	Total
PG	Male						
	Female						
	Others						
UG	Male						
	Female						
	Others						
PhD	Male						
	Female						
	Others						

23. Does the University offer any integrated programmes?

Yes/No

Integrated Programme	From the State where University is Located	From States India	Other of	NRI Students	Foreign Students	Total
Male						
Female						
Others						

24. Status of e-governance

S#	Item	Yes/No	Remarks
1	Student admission		
2	Student attendance		
3	Internal assessment		
4	Practical/Lab assessment		
5	Filling of examination form		
6	Issue of Admit Card		
7	Declaration of result		
8	Filling of re-valuation form		
9	Result of revaluation		
10	Greivances		
11	Transcripts		
12	Transfer Certificates		
13	Bonafide Certificate		
14	Migration Certificate		

25. Does University follow any Examination Manual?

26. Status, guidelines and office orders related to implementation of CBCS.
27. Status, guidelines and office orders related to implementation of OBE/PO-CO.
28. Does Examination Section organize workshops for training of staff?
29. Does Examination Section update about the role and responsibilities, examination rules to the concerned staff before the start of examination?
30. Procedure to moderate question papers.
- a) Moderation Committee detail.
 - b) Guidelines /
31. Plagiarism Detection Software and guidelines.
32. Does Examination Section is registered on NAD-DigiLocker?
- If yes,
- a) Name of Nodal Officer
 - b) AY since implemented
 - c) Programmes covered
 - d) No. of records on DigiLocker
33. How many students are registered for Academic Bank of Credit (ABC)?
- If yes,
- a) Name of Nodal Officer
 - b) AY since implemented
 - c) Programmes covered
 - d) No. of records on ABC
34. What is the preparation for the implementation of NEP2020? Write Details in 200 words.

LIST OF ENCLOSURES

1. _____
2. _____
3. _____
4. _____
5. _____

RECOMMENDATIONS AND OBSERVATIONS OF THE COMMITTEE

1. _____
2. _____
3. _____
4. _____
5. _____

Name & Signature of Audit Committee Members with date:

- | | |
|--------|--------|
| 1..... | 2..... |
| 3..... | 4..... |
| 5..... | 6..... |

Signature of the In-charge/Head of the Unit/Section

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(VICE CHANCELLOR)

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**IQAC, JAMIA HAMDARD, NEW DELHI
ACADEMIC & ADMINISTRATIVE AUDIT (AAA)**

ADMINISTRATIVE AUDIT

**PART B- STUDENT SUPPORT SERVICES
(AY 1 JUNE 2022- 31 MAY 2023)**

1. Academic Support

Sl. No.	Items	AY 2021-22	AY 2022-23
1	No. of students benefited from Career Counselling		
2	No. of students benefited from Academic Advising		
	No. of students benefited from Mentor-Mentee Scheme		
3	No. of students benefited from Student Grievance Cell		
4	No. Of Students benefited from Language Centre		
5	No. of students benefited from Skill Enhancement initiatives (Soft Skills, Communication Skills, Life Skills, Yoga, Physical Fitness etc.)		

2. Financial Support

S#	Items	AY 2021-22		AY 2022-23	
		Number	Amount	Number	Amount
1	students benefited from Govt. Scholarship				
2	students benefited from Non-Govt. scholarship- UG/PG				
3	students benefited from Non-Govt. scholarship- PhD				
4	students benefited from Fee Concession				
5	students benefited from Fee Reimbursement				
6	students benefited from Individual Donation				
7	students benefited from education loan				

3. Sports & Cultural Activities

A. Details of Clubs/Committees

S#	Name of Jamia Hamdard Clubs/Committee
1	
2	
3	
4	
5	

* Additional rows may be added, if required.

B. Students Participation and Activities

Sl. No.	Items	AY 2021-22	AY 2022-23
1	No. of sports activities organized at University level		
2	No. of sports activities organized at Inter- University level		
3	No. of cultural activities organized at University level		
4	No. of cultural activities organized at Inter- University level		
5	No. of students received awards for sports activities at University level		
6	No. of students received awards for sports activities at inter- University level		
7	No. of students received awards for cultural activities at University level		
8	No. of students received awards for cultural activities at inter-University level		

C. Students Outreach Activities

Sl. No.	Items	AY 2021-22		AY 2022-23	
1	No. of Outreach activities organized at University level				
2	No. of Students participated in outreach activities				
3	No of students received awards for outreach activities				
		No. of villages	No. of students	No. of villages	No. of students

		adopted	participated	adopted	participated
4	Unnat Bharat Abhiyan activities				
5	Swach Bharat Abhiyan activities				

D. Celebration of National Days/Important Events in AY 2022-2023

Sl. No.	National Days/Important Events	Date of Celebration	No. Of participants	Chief Guest of the Program

E. NSS/NCC Activities in AY 2022-2023

Sl. No.	Activity/ Events	Date of Activity	No. Of participants	Chief Guest of the Program

F. Sports and Cultural Activities for Person with Disability (PWD)

Sl. No.	Activity/ Events	Date of Activity	No. Of participants	Chief Guest of the Program

G. School wise Facilities for PWD students (person with disability)

School	No. of Washroom (male) for PWD students	No. of Washroom (female) for PWD students	First Aid and Medical Aid (wheelchair, reading, audio-video tools for PWD students)	No. of ramps

H. Foreign Students

S. N.	Number of Student	Department/School	Program name	Country-wise detail (in No. only)

I. Foreign Students Activities Details

S. N.	Name of Event/activity	Date of Activity	No. of Students participated	Nature of Activity (Academic or Cultural)

LIST OF ENCLOSURES

1. _____
2. _____
3. _____
4. _____
5. _____

RECOMMENDATIONS AND OBSERVATIONS OF THE COMMITTEE

1. _____
2. _____
3. _____
4. _____
5. _____

Name & Signature of Audit Committee Members with date:

- | | |
|--------|--------|
| 1..... | 2..... |
| 3..... | 4..... |

5.....

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Signature of the In-charge/Head of the Unit/Section

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