

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

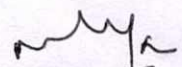
F.No. AS/IQAC/JH-5/2023

Dated: 23rd August, 2023

NOTIFICATION

In supersession to the earlier Notification issued vide F.No.AS/IQAC/JH-5/2023, dated 23.3.2023, the Vice-Chancellor is pleased to re-constitute the Internal Quality Assurance Cell (IQAC) with the following composition in terms of the National Assessment And Accreditation Council (NAAC) guidelines:-

S.No.	Category	Name and Designation/Affiliation	Position in IQAC
1	Head of the Institution	Prof. M. Afshar Alam Vice Chancellor	Chairman (Ex-Officio)
2	Teachers to represent all levels	1. Prof. Shakir Ali School of Chemical & Life Sciences (SCLS) 2. Prof. Shahid Umar School of Chemical & Life Sciences (SCLS) 3. Prof. M. Shahar Yar School of Pharmaceuticals Education & Research (SPER) 4. Prof. Zeba Shamim Jairajpuri Hamdard Institute of Medical Sciences & Research (HIMSR) 5. Dr. Parul Agarwal, Associate Professor School of Engineering Sciences & Technology (SEST) 6. Dr. Kalpana Zutshi, Associate Professor School of Nursing Sciences & Allied Health (SNSAH) 7. Dr. Shazia Jilani, Associate Professor School of Unani Medical Education & Research (SUMER) 8. Dr. Sadaf Siraj, Associate Professor School of Management & Business Studies (SMBS) 9. Dr. Shikha Gera, Assistant Professor School of Management & Business Studies (SMBS)	Members
3	One member from the Management	Prof. Pawan K. Dhar School of Biotechnology & Director IQAC, Jawaharlal Nehru University, New Delhi	Member
4	The senior administrative Officer (Office Superintendent/ Manager	1. Registrar (Dr. M. A. Sikandar) 2. Finance Officer (Mr. Harpal Singh) 3. Controller of Examinations (Mr. S. S. Akhtar)	Members (Ex-officio)


23/8/2023

5	One nominee each from the Local Society/ Trust, Students and Alumni	Alumni Category Prof. Rizwanul Haque, Head, Department of Biotechnology, Central University of Bihar, Gaya Local Trust/Society Mr. Azhar Ali Khan, Executive Engineer Jamia Hamdard, New Delhi-110062 Student Category Mr. Suraj Kumar, Ph.D., scholar School of Chemical & Life Sciences (SCLS)	Members
6	One nominee each from the Employer/ Industrialists/ Stakeholders	Employer Category Mr. Mahtab Alam Sr. Director, Capegamini, Noida Industrialist Category Dr. Sanchit Sharma, AIMIL Pharmaceuticals India Ltd., New Delhi Stakeholder Category Prof. V. K. Jain Former Vice Chancellor, Tejpur University	Members
7	One of the senior teachers as the Coordinator of the IQAC	Prof. S. Raisuddin School of Chemical & Life Sciences (SCLS) Director, IQAC	Member Secretary (Ex-officio)

2. **The primary objectives of the IQAC as per NAAC guidelines are-**

- (i) To promote quality culture as the prime concern of the Jamia Hamdard through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.
- (ii) To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- (iii) To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

3. **The broad functions of the IQAC are-**

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the JH;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all the stakeholders;
- f) Organization of intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality circles;
- g) Documentation of various programmes/activities leading to quality improvement;

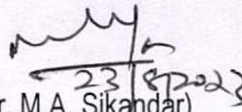
- h) Acting as a nodal agency of the JH for coordinating quality-related activities, including adoption and dissemination of the best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities;
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC; and
- l) to submit the AQAR to the Academic Council/BOM/Executive Council from time to time for quality evaluation purpose.

4. Tenure of the IQAC:

The tenure of the members of the IQAC except the ex-officio members shall be for a period of two years from the date of this notification.

5. Meetings of the IQAC:

The IQAC shall meet at least **once in a quarter**. The quorum for the Meeting shall be 2/3rd of the total number of members. The Director, IQAC being the Member Secretary shall be responsible to maintain proper Minutes electronically in a retrievable form and to be uploaded on the JH website-IQAC webpage from time to time.


(Dr. M.A. Sikandar)
Registrar

Copy to:

1. Director, IQAC
2. All above members (Through Director, IQAC)
3. All Dean of the Schools/ Principals
4. All Head of the Departments
5. Dean Students Welfare
6. Controller of Examinations
7. University Librarian
8. Deputy Registrar
9. Incharge, Computer Centre – for uploading on the JH website on IQAC webpage
10. Secretary/ AR to Vice Chancellor
11. PA to Registrar
12. File