

**JAMIA HAMDARD**  
**Internal Quality Assurance Cell (IQAC)**  
**New Delhi - 110062**

**MINUTES OF THE IQAC COMMITTEE MEETING**

Date of Meeting – 28-09-2021

Time: 11.00 am; Venue – Board Room, Vice Chancellor's Secretariat

A meeting of the IQAC Committee of Jamia Hamdard was convened on 28-09-2021 at 11.00 am. The meeting was attended by the following.

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| 1. Prof. M. Afshar Alam, Vice Chancellor   | - Chairman               |
| 2. Mr. S.S. Akhtar<br>Registrar  | - Member                 |
| 3. Mr. Mirza Vazir Hussain<br>Controller of Examinations                                     | - Member                 |
| 4. Prof. Farhan Jalees Ahmad<br>School of Pharmaceutical Education & Research (SPER)         | - Member                 |
| 5. Prof. Shahid Umar<br>School of Chemical & Life Sciences (SCLS)                            | - Member                 |
| 6. Dr M. Shahar Yar, SPER  | - Member                 |
| 7. Dr Zeba Shamim Jairajpouri<br>Hamdard Institute of Medical Sciences & Research (HIMSR)    | - Member                 |
| 8. Dr Parul Agarwal<br>School of Engineering Science & Technology (SEST)                     | - Member                 |
| 9. Dr Azhar Jabin<br>School of Unani Medicine & Research (SUMER)                             | - Member                 |
| 10. Ms. Ashima Chachra<br>School of Nursing & Allied Health (SNAH)                           | - Member                 |
| 11. Prof. Mujeebur Rahman Khan<br>Faculty of Agriculture, Aligarh Muslim University, Aligarh | - Member                 |
| 12. Dr Ghazala Javed<br>CCRUM (AYUSH), New Delhi   | - Member (joined online) |
| 13. Prof. S. Raisuddin, Director IQAC  | - Member- Secretary      |

Members (namely Prof. Ajay K. Dubey, JNU; Dr Arshad Khroo, Sun Pharmaceutical Industries Ltd.; Dr Nudrat Moini Rahman, Jamia Hamdard) who could not attend informed in advance. They were granted of leave by the Chairman.

Prof. Raisuddin, Director IQAC and Member-Secretary welcomed all the members attending the meeting in person and online. He requested the Vice Chancellor, Jamia Hamdard and Chairman of the Committee for his introductory remarks.

Prof. M. Afshar Alam, Vice Chancellor, Jamia Hamdard welcomed all the members and thanked for their time and efforts in quality improvement of the academic and research activities of Jamia Hamdard. He highlighted the importance of accreditation and role of IQAC in quality improvement. He also informed that IQAC is also responsible for data submission for rankings. He

Raisuddin:



informed the house that after taking over the charge of Vice Chancellorship one of his first priorities has been to strengthen IQAC and provide all the logistics support for making preparation for the next cycle of NAAC accreditation due in 2022.

Prof. Prof. Mujeebur Rahman Khan appreciated the efforts of Jamia Hamdard in the direction of improving the quality on campus and highlighted that NAAC guidelines are changing and there is a lot of emphasis now on technological interventions.

The last meeting of the IQAC Committee was held on March 08, 2021. Minutes of the meeting approved by the Vice Chancellor are enclosed as Annexure – I.

### **1. APPROVAL OF MINUTES OF LAST MEETING HELD ON MARCH 08, 2021**

The minutes of the last meeting of the IQAC Committee was held on March 08, 2021 as brought out were approved by the house (Annexure – I).

### **2. ACTION TAKEN REPORT**

- Regarding suggestion on feedback system by one of the External Members, Prof. Mujeebur Rahman Khan it is informed that in order to develop online feedback system from students and other stakeholders Jamia Hamdard has constituted a Committee (Annexure – II) to implement it in an expeditious manner. The Director IQAC informed that utilizing internal resources and free available software/app university will be launching the online feedback system shortly.
- Regarding suggestion on documentation on various policies it is informed that IQAC has compiled various policies and also archived soft copies of the same. Some of the policies/guidelines which have been also been notified on the university intranet and placed on the university home page.
- Regarding suggestion on Incubation Centre it is informed that Department of Computer Science, School of Engineering Sciences and Technology (SEST) has already submitted a proposal for Incubation Centre in its core domain. Advisory Committee for Intellectual Property Management Cell has been reconstituted with induction of Prof. S.M. Ishtiaque from IIT – Delhi. The Advisory Committee recommended support for filing of international patents by the faculty members and research scholars.

### **3. NATIONAL AND INTERNATIONAL RANKINGS**

The house noted ranking of Jamia Hamdard in the National Institutional Ranking Framework (NIRF) 2021 conducted by the National Board of

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Accreditation (NBA), Ministry of Education, Government of India. Jamia Hamdard has been ranked No. 1 in the 'Pharmacy' Category and maintained its top position in country in three consecutive years in a row - 2019, 2020 and 2021. Members appreciated efforts of teachers and students in maintaining this persistent high standard. In NIRF 2021 in the 'Medical' Category Jamia Hamdard ranked among top 25 institutions and in 'University' and 'Overall' Categories Jamia Hamdard is among top 50 and 100 institutions, respectively. However, it was noted that with very minor score in some categories Jamia Hamdard's NIRF ranking in some categories has been reduced. Members urged to get much as much as possible data from the Department and present it in a better way. It was also suggested to analyze data of other high ranked institutions and compare it with that of Jamia Hamdard.

Director IQAC informed that although score in this parameter, the score of perception is still not satisfactory except in 'Pharmacy' and 'Medical' categories.

Members noted with appreciation that Jamia Hamdard is finding place in international ranking such as Time Higher Education (THE) World University Ranking 2022 and QS World University Ranking. It was suggested by the Registrar that NIRF ranking data should also include number of participating Indian higher education institutions in each category. Director IQAC assured the house that this type of analysis will also be prepared.

#### **4. COMPILATION OF STATUTORY APPROVALS**

Regarding compilation of statutory approvals Prof. Mujeebur Rahman Khan suggested that all besides approval letter of councils, other relevant information such as recommendation/approval of Board of Studies (BoS), Academic Council (AC), Finance Committee (FC) and Board of Management (BoM) should also be compiled for all the programme launched in last 5 years and currently being offered at main campus, Kannur-Campus and through open/online/distance education mode.


#### **5. COMPILATION OF 'BEST PRACTICES'**

It was resolved that the best practices should be compiled as per NAAC format. Director IQAC informed that he will circulate the NAAC format for this purpose, if any or will design the same.

#### **6. ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**

Members noted efforts made by Jamia Hamdard with regard to Academic & Administrative Audit (AAA). It was urged my members to complete the process as soon possible and make it a regular feature.

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## **7. PREPARATION FOR THE FOURTH CYCLE OF NAAC ACCREDITATION**

Members noted with appreciation steps taken by Jamia Hamdard with respect to 4<sup>th</sup> cycle of NAAC accreditation. The Chairman informed that since now 70% weightage is allocated to digital data submission, efforts should be made to submit proper and verifiable data. It was resolved that a criteria-wise status of preparation of NAAC documentation may be presented in the next meeting of the IQAC Committee.

## **8. AUGMENTATION OF IQAC**

Members noted with appreciation efforts of Jamia Hamdard aimed at augmentation of IQAC. Appointment of Dr M. Shahar Yar from the School of Pharmaceutical Education & Research (SPER) as Deputy Director was welcomed. It was resolved that IQAC may be provided with appropriate IT tools, equipment, a dedicated IQAC web site and manpower support to meet challenges of new regime of accreditation.

## **9. ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

Members perused the draft of Annual Quality Assurance Reports (AQARs) for 2018-19, 2019-20 and 2020-21 and approved the same in principle. The Vice Chancellor directed the Director IQAC to carefully check and edit the reports and take his final approval before submission to NAAC portal.

## **11. UPDATE ON UGC-CARE LISTS**

The Committee noted update provided by the Director IQAC in this regard. It was resolved that faculty members and research scholars should be educated about importance of UGC-CARE listed journals.

## **12. OTHER QUALITY INITIATIVES**

Members appreciated the following quality initiatives of Jamia Hamdard

- i) Launch of online fee payment portal in collaboration with ICICI Bank.
- ii) Digital identity cards for staff members with QR code have been issued. Process for multi-purpose identity card for students is underway. Progress will be reported in the next meeting
- iii) Constitution of Institution level 'Integrity Panel' as per UGC – (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institution) Regulation 2018.

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### Other observations and suggestions of Members:

- i. The Vice Chancellor informed the house that the Environmental Quality Cell will be upgraded as a Centre for Environment and Sustainable Development.
- ii. The Vice Chancellor urged Jamia Hamdard members to highlight success of Jamia Hamdard in Rainwater Harvesting and Plastic Free Campus.
- iii. The Vice Chancellor informed that house that publication of Annual Report of Jamia Hamdard will be a regular feature. Annual Reports will also be uploaded on the Jamia Hamdard web site.
- iv. The Vice Chancellor requested expert from the Faculty Agriculture, AMU (Prof. Mujeebur Rahman Khan) to guide Jamia Hamdard in establishment of a School of Agriculture. Prof. Khan assured all his support in this direction.
- v. The Vice Chancellor urged the Deans to constitute School-wise Alumni Associations/Committees.
- vi. The Registrar informed about appointment of a "Cultural Coordinator" to promote cultural and extracurricular activities on campus.
- vii. It was also resolved to intensify the NCC and NSS activities.
- viii. It was also resolved that IQAC will publish an annual event calendar that will contain information on various celebrations of nationally and internationally recognized events. For celebration of each day's event a nodal department will be notified. This calendar will be published in the month of January each year.
- ix. Prof. Mujeebur Rahman Khan suggested to appoint counselors for students and teachers to deal with emotional stress, especially caused by COVID-19 Pandemic.
- x. It was resolved that IQAC will notify 'Guidelines for Launching a New Academic Programme.'
- xi. Dr Ghazala Javed, Expert Member from the Ministry of AYUSH offered her help in getting listing of journals in the field of Unani Medicine.
- xii. Dr Ashima Chachra informed the house about her efforts in online protocols for rehabilitation sciences.
- xiii. Dr Zeeba Jairajpuri informed about hospital accreditation. The Vice Chancellor advised her to submit information to the IQAC.

Meeting ended with thanks to the Chair.

R  Raisuddin: 13/12/21  
Prof. S. Raisuddin

Submitted for kind perusal and approval, please.

R  Raisuddin: 13/12/21  
Prof. S. Raisuddin  
Director IQAC – Member Secretary

VICE CHANCELLOR

Approved  
Dr. Ashima Chachra  
13.12.21