

Academic and Administrative Audit

Report of Various Schools and Non Academic Departments

Academic and Administrative Audit (AAA) at *Jamia Hamdard* is a structured process aimed at assessing the effectiveness and efficiency of its academic and administrative units. The audit follows a systematic peer review approach that includes self-evaluation by the departments and an external assessment by experts from within and outside the university. Through this process, Jamia Hamdard ensures continuous improvement in its academic standards, governance, and service delivery. The outcomes of the AAA help identify strengths, best practices, and areas requiring attention, thereby fostering accountability, transparency, and a culture of continuous quality enhancement across the institution. The *Internal Quality Assurance Cell (IQAC)* of Jamia Hamdard plays a pivotal role in planning, coordinating, and monitoring the AAA process to ensure its effective implementation and follow-up actions for institutional improvement.

The Academic and Administrative Audit (AAA) at Jamia Hamdard has been established with the following objectives:

1. **Maintain and enhance the standards of university operations.**
2. **Continuously adopt and implement cutting-edge teaching techniques.**
3. **Support educators in achieving their highest potential.**
4. **Assist faculty members in setting goals and personal development plans at the beginning of each academic semester.**

The Academic and Administrative Audit (AAA) enables the University to align all its initiatives with the achievement of its strategic objectives. It facilitates each academic and administrative unit in developing its own quality benchmarks, as well as establishing effective mechanisms for monitoring and ensuring compliance. The summaries of the Academic and Administrative Audits conducted across various academic and administrative departments/sections are presented below.

S#	School	Department/Centre	Date Of Audit
1	School of Management & Business	Deptt Of Management	22/12/2021
		Deptt Of Healthcare & Pharmaceutical Management	& 23/12/2021

	Studies(SMBS)	Deptt Of Catring & Hospitality Management	
2	School of Pharmaceutical Education & Research(SPER)	Deptt of Pharmceutics	23/12/2021 & 24/12/2021
		Deptt of Pharmceutical Chemistry	
		Deptt of Pharmcognasy & Phytochemistry	
		Deptt of Pharmacology	
3	School of Interdisciplinary Studies(SIST)	Deptt Of Molecular Medicine	26/12/2021
		Deptt of Food Technology	
4	School of Unani Medical Education & Research(SUMER)	Deptt of Jrrahiyat	30/12/2021
		Deptt of Kulliyat	
		Deptt of Anatomy	
		Deptt of Munaeful Azo	
		Deptt of Ilmu advia	
		Deptt of ilmu saidla	
		Deptt of Mahiyatul Amraaz	
		Deptt of Amraaze Niswan	
		Deptt of Amraze Atfal	
		Deptt of ENT	
		Deptt of Amraaze Jild	
Deptt of AmraazeTibb			
5	School of Nursing Sciences & Allied Health(SNSAH)	Rufaida College of Nursing	21/1/2022
		Deptt Of Rehabilitation Sciences	02/11/2022
		Deptt Of Paramedical Sciences	24/12/2021
6	School of Engineering Science & Technology	Deptt Of Computer Sc	05/01/2022

	(SEST)		
7	School of Chemical & Life Sciences (SCLS)	Deptt Of Chemistry	18/4/2022 & 19/4/2022
		Deptt Of BioChemistry	
		Deptt of BioTechnology	
		Deptt of Medicinal Entemeogy & Toxicology	
		Deptt of Botany	
		Centre for Translational & Clinical Research	
8	Hamdard Institute Of Legal Studies and Research		07/07/2022
9	School of Humainities & Social Sciences(SHSS)	Deptt OF Islamic Studies	01/09/2022
		Centre for Federal Studies	
10	Non Academic Departments	Examination Process	28/05/2024
11	Non Academic Departments	Student Support Services	24-07-2024
12	Non Academic Departments	Library and Support Services	29-08-2024

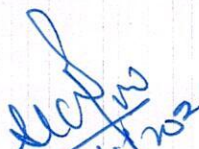
REPORT OF THE AUDIT COMMITTEE FOR EXAMINATION PROCESS


The committee visited the examination section for an audit of the University examination process as per the schedule, followed by a presentation of the Controller of Examinations on the examination process in vogue at Jamia Hamdard.

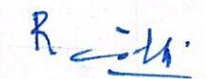
Observations and recommendations:

- 1) The committee observed satisfaction on the ongoing examination process especially the efforts of the examination section in shifting the system from the existing mode to the UMS. It appreciated the efforts of the examination branch in implementing the NEP 2020 including ABC, Digi locker, NAD etc. It was emphasized to expedite all these processes, not only for the newly admitted batches, but for all currently enrolled batches for all semesters in the first phase. Technical glitches/problems being faced in the implementation of UMS needs to be resolved on a priority basis.
- 2) The (Draft) Manual of Regulations for Examination, 2023-24 prepared by the Office of the Controller was also deliberated and it was advised that it should be a compendium for all programs including the programs governed by the regulatory bodies. The draft should be widely circulated and enough time should be given to Teachers/Heads and Deans before recommending it to the Academic Council.
- 3) The Committee felt that there is scope to reduce the time for declaration of results, both in PG/UG and PhD programs, which was due to various reasons on which thorough work is needed to done. Frequent denials in setting/conducting examination by the external experts could be due to payment of remuneration as one of the reasons. The University needs to ensure a speedy processing of bills.
- 4) It was felt that the current system was a bit more decentralized, giving opportunities to compromise with the sanctity of the examination process. The examination section should work towards a phase-wise centralization of the examination to not only to ensure sanctity of the examination but also to considerably reduce the time to declare results after examination. SOPs may be drafted after thorough deliberations with stake holders and circulated to all Deans and Heads for implementation in letter and spirit.
- 5) In the current system, issues arise with regard to the issue of transcripts, migration certificates and several other problems of passed out students, and also problems of ongoing students. Creation of an exclusive "Students' Window" for all examination-related issues/queries of students can considerably sort out this problem. An online mechanism for data verification was also proposed.
- 6) With regard to the conduct of examinations, the committee advised to conduct examination for all programs in different departments in spaces allocated by the examination section outside the parent department.
- 7) The committee also felt the need for an exclusive space for examination section. The Controller of examinations may approach the Competent Authority for exclusive space.


29/5/24


29/5/2024



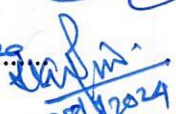


28.05.24


Director
IQAC JH

RECOMMENDATIONS AND OBSERVATIONS OF THE COMMITTEE

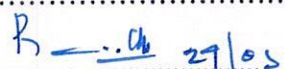
1. Attached on the separate sheet
2. _____
3. _____
4. _____
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Name & Signature of Audit Committee Members with date:

- | | |
|---|--|
| 1. <u>Prof. Shakir Ali</u>  | 2. <u>Prof. Sajid Jangal</u>  |
| 3. <u>Dr. S. I. Mubaraq</u>  | 4. <u>S. S. Akhtar</u>  |
| 5. _____ | 6. _____ |

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

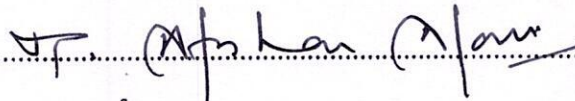
Audit report proformas with all enclosures received on 29/05/2024 from Consultant IQAC


(Director, IQAC)

Director
IQAC JH

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

Observations of the Vice Chancellor, if any



(VICE CHANCELLOR)



Prof. (Dr.) M. Aishar Alam
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110002

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.

Recommendations of Administrative Audit Committee for Library Services.

Date of Audit – 29-08-2024



1. Need to organize library events like Book Talks, Orientation programmes, Seminars for the Students.
2. Need to display important Library statistics through digital boards.
3. Need to update library website with active links of School Libraries and list of Jamia Hamdard publications. It should be made user friendly highlighting the important links.
4. Current Awareness Service regarding new arrivals should be provided regularly to faculty and students through e-mails.
5. Need to strengthen e-resources, its utilization and promotions through webinars, workshops, orientation programmes etc.
6. Vision and Mission of Library to be displayed at the entrance of Central Library as well as School Libraries.
7. Reading area needs to be increased.
8. More numbers of PCs are required in Central Library. *next budget*
9. Dedicated efforts are required for the preservation and digitization of rare collections.
10. Need to allocate more budget to strengthen the library resources particularly e-resources and infrastructure.
11. Jamia Hamdard may start Community Library Service for local society/neighbors through external membership.
12. Weeding out policy needs to be framed to create more space in the library.
13. There should be regularization of library staff.
14. There should be an annual library report, covering all statistics and data.

Seema
29.8.24
(Dr. Seema Chandhok)
External Expert

Ikmal Murtaza
29/08/2024
(Dr. Ikmal Murtaza)
IQAC Nominee

Ajay Kumar Singh
29/08/2024
(Prof. Ajay Kumar Singh)
Chairman

Raisuddin
30/08/2024
(Prof. S. Raisuddin)
Director, IQAC



Minutes and recommendations of the Audit Committee may kindly be perused and approved.

Approved
M. A. Khan
1.9.24
Director, IQAC

Raisuddin
30/8/2024
Director
IQAC JH

LIST OF ENCLOSURES

1. SGRC - constitution of committee
2. ICC - Proforma & Mechanism Details
3. MCC - Detailed Report.
4. DSW - dnt of activities
5. FSA - dnt of students & dnt of activities.

RECOMMENDATIONS AND OBSERVATIONS OF THE COMMITTEE

1. Separate list is attached.
2. _____
3. _____
4. _____
5. _____

Name & Signature of Audit Committee Members with date:

- | | |
|--|---|
| 1. <u>Prof. Mradula Gupta</u> <u>Y/G</u>
<u>24/7/24</u> | 2. <u>Dr. S. Ikmal Ambora</u> <u>MP</u>
<u>24.7.2024</u> |
| 3. <u>Prof. Vidhu Teri</u> <u>U</u>
<u>24.7.24</u> | 4. _____ |
| 5. _____ | 6. _____ |

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

Audit report proformas with all enclosures received on 25-07-2024 from DSW & FSA Offices.

R _____
25/7
(Director, IQAC)

Director
IQAC JH

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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.....
.....
.....

M. Afshan Alam

(VICE CHANCELLOR) M. Afshan Alam



Vice-Chancellor
Jamia Hamdard
(Deemed to be University)

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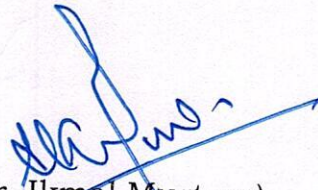
Recommendation of Administrative Audit Committee for student support services.

Date of Audit – 24-07-2024

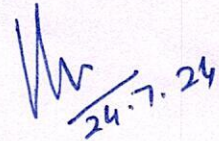
1. To cater local administrative offices, Vice Chancellor internship programme for summer may be introduced under the aegis of Dean Student Welfare (DSW) for a period of 6 to 8 weeks @ Rs. 8,000/- consolidated.
2. There is a need to constitute Anti-ragging Committee, Internal Complaint Committee at the Departmental level.
3. There is need to create active web link at Departmental level which provide all information related to faculty and students.
4. There is a need of separate feedback/survey from foreign students to be conducted by FSA office.
5. HNF scholarship for meritorious foreign students at the same terms and conditions that of other students.
6. Indoor sports facility need to have proper ventilation.


24/7/24

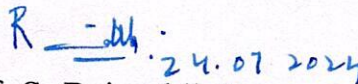
(Prof. Mridula Gupta)
External Expert


24/7/24

(Dr. Ikmal Murtaza)
IQAC Nominee


24.7.24

(Prof. Vidhu Aeri)
Chairman


24.07.2024

(Prof. S. Raisuddin)
Director, IQAC

Director
IQAC JH