

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

Action Taken Report (ATR) on the IQAC Committee Meeting
held on 29/05/2024

Based on the observations and suggestions during the last meeting held on 29-05-2024, various actions taken are reported hereunder.

1. Administrative Audit

The academic audit of all the Schools has been completed in the first phase. In the second phase IQAC coordinated the Administrative Audit of the following Sections of the university which are responsible for providing support to students was conducted.

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

Sl. No.	Department/Section	Date of Audit	External Expert
1	Examination Process	May 28, 2024	Prof. Sajid Jamal, Ex CoE, MANUU Hyderabad, currently at the Department of Education, AMU, Aligarh
2	Student Support Services	July 24, 2024	Prof Mradula Gupta, Joint DSW, Delhi University, Delhi
3	Library and Information Services	August 29, 2024	Dr Seema Chandhok Dy. Librarian IGNOU, New Delhi

The Audit Committee submitted the reports and recommendations to the Director, IQAC which were approved by the Hon'ble Vice Chancellor and shared with the concerned Department/Office for needful action.

The process of Administrative Audit of the following support Sections will be undertaken in the third phase of the Academic and Administrative Audit (AAA) by involving external experts from the respective fields of specialization.

- a) Engineering & Maintenance Services
- b) Establishment Section
- c) Purchase Section

2. Induction of Adjunct Faculty/Professor

The following proposed academician is inducted as the Adjunct Faculty/ in the School of Humanities and Social Sciences (SHSS). An official order has been issued and the concerned persons have already been informed by the Director IQAC.

Sl. No.	Name and affiliation	Proposed designation
1.	Mr. Asad Mirza Consulting Editor, Raksha Anirveda, Defence Strategic and International Affairs	Adjunct Faculty in Political Science/Public Policy and Interfaith Issues in the School of Humanities and Social Sciences (SHSS)

3. Other observations and suggestions of the Members

- As suggested by Prof Pawan Kumar Dhar, an External Expert, a vision document will be submitted by the Deans of School and Head of the Departments to the Vice Chancellor at the time of their joining. This practice will be implemented from January 2025 onwards.

- The data submitted through AQAR to the NAAC portal will be verified by the Committee constituted by IQAC. This will be implemented for submission of AQAR 2023-24.
- As proposed by Prof M. Shahar Yar Dy. Director IQAC that each faculty/staff will be allotted a time slot for the submission/upgradation of data on IQAC portal. This practice will be started from next academic session 2025-26. IQAC will prepare a proper schedule for this activity.
- The following agenda items are already in process under the aegis of IQAC/R&D Cell.
 - a) Appointment of foreign faculty
 - b) Creation of Industry Chair to carry out joint research projects
 - c) Allotment of seed money for research for junior faculty
 - d) Promotion of new start-ups
 - e) Energy audit
 - f) Publication of an IQAC pamphlet

Prof. S. Raisuddin

Director IQAC 