

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

MINUTES OF MEETING OF IQAC COMMITTEE

Date & Time of Meeting- March 08, 2021 at 11.00 am
Venue - Board Room, Vice Chancellor's Secretariat

A meeting of Jamia Hamdard IQAC Committee was convened on March 08, 2021. The meeting was attended by the following.

Prof. M.A. Jafri, Vice Chancellor - In Chair

Internal Members:

1. Mr. S.S. Akhtar, Registrar
2. Prof. Farhan Jalees, School of Pharmaceutical Education & Research (SPER)
3. Prof. Shahid Umar, School of Chemical & Life Sciences (SCLS)
4. Prof. Mohd. Shahar Yar, SPER
5. Dr Zeeba Shamim Jairajpuri, Hamdard Institute of Medical Sciences & Research (HIMSR)
6. Dr Parul Agarwal, School of Engineering Science & Technology (SEST)
7. Dr Azhar Jabin, School of Unani Medicine Education & Research (SUMER)
8. Dr Nudrat Moini Rahman, School of Management & Business Studies (SMBS) - joined online through GoogleMeet
8. Dr Ashima Chachhar, School of Nursing & Allied Health (SNAH)

External Members:

1. Prof. Ajay Kumar Dubey, Director IQAC, Jawaharlal Nehru University (JNU), New Delhi - joined online through GoogleMeet
2. Prof. Mujeebur Rahman Khan, Faculty of Agriculture, Aligarh Muslim University, Aligarh
3. Dr Ghazala, Javed, Scientist, Central Council for Research in Unani Medicine (CCRUM), AYUSH, New Delhi

Prof. S. Raisuddin, SCLS - Director IQAC - Member Secretary

Dr Arshad Khuroo, Head Bioavailability and Bioequivalence, Sun Pharmaceutical Industries Ltd. (SPIL), Gurgaon could not attend the meeting and informed in advance. Mr. Mirza Vazir Hussain, Controller of Examinations

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was also unable to attend the meeting due to delay in arrival from Hyderabad where he visited to see his family. He informed the Director IQAC on phone about this situation. Both the members were granted leave of absence by the Vice Chancellor.

At the outset, Vice Chancellor Prof. M.A. Jafri welcomed all the Members and updated the house about various initiatives taken up by Jamia Hamdard aimed at promoting quality in all aspects of campus life. He hoped that the rich experience of Members of IQAC Committee from academia and industry will benefit the university in maintaining and sustaining quality at various levels. He also highlighted the on-going COVID-19 Pandemic and its impact on the university functioning. Due to this extraordinary situation, IQAC Committee could not be convened for over one year. He hoped that now since COVID-19 Pandemic is on the course of decline, regular meetings of IQAC Committee will be held.

Mr. S.S. Akhtar, Registrar Jamia Hamdard assured all support of administration in implementation of quality initiatives launched by the IQAC.

Prof. S. Raisuddin, Director IQAC informed the house about keen interest of the Vice Chancellor in IQAC activities and initiatives taken in last few months aimed at improving the quality standards in various academic and research activities. He highlighted that on today (March 08) is the International Women Day. Jamia Hamdard has almost 50% representation of women in students and faculty. In IQAC Committee also 05 (five) out of 08 (eight) members under "teachers' category" are woman colleagues and Jamia Hamdard alumni are also being represented by a woman Dr Ghazala Javed. The House put on record its appreciation for this unique feat achieved by Jamia Hamdard in 'gender equality'.

External experts Prof. Ajay Kumar Dubey, JNU who joined online appreciated efforts of Jamia Hamdard and assured his support in IQAC activities. Prof. Mujeebur Rahman Khan, AMU, Aligarh complemented Jamia Hamdard for being in the forefront of research and innovation. Dr Gahzala Javed who is an alumna of Jamia Hamdard currently at CCRUM, Ministry of AYUSH thanked the university management for her inclusion in IQAC Committee and assured her contribution to various quality initiatives.

Thereafter, Director IQAC made a power point presentation on agenda items which were deliberated by the Members. Point-wise minutes of the meeting are presented hereunder.

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1. Confirmation of minutes of the last meeting of the IQAC Committee

The house approved minutes of the last meeting of the IQAC Committee held on 10-12-2019.

2. Action taken report on the recommendations of the last meeting

- a) In the last meeting it was resolved to approve the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018. After the approval by the Board of Management (BoM) notifications have been issued for the implementation. The CAS Committee has also been reconstituted which will develop Performance Based Appraisal System (PBAS) proformas based on the guidelines prescribed in UGC Regulations 2018.
- b) It was resolved in the last meeting that the University will procure a Plagiarism Detection Software (PDS), as the current PDS (URKUND) was not found to be effective. In this regard process of inviting tenders has been initiated by the Computer Centre of the university.
- c) UGC directives regarding UGC-CARE lists of journals have been fully implemented and an order has been issued in this regard.
- d) Regarding the Annual Quality Assurance Report (AQAR) it is informed that due to restricted activities on campus in view of COVI-19 Pandemic, NAAC has given time till May 31, 2021 to submit all pending AQARs. University will take necessary steps in this regard.
- e) Process of Academic & Administrative Auditing (AAA) has already been initiated. To initiate it with the academic auditing School level Committees have been constituted. Auditing process/manual and formats would soon be finalized and circulated.

3. Decisions taken and events during the reporting period

I). Reconstitution of IQAC Committee

The House was informed about reconstitution of the IQAC Committee and the same was welcomed by all the Members.

II). Curriculum Development Cell (CDC)

The establishment of CDC was appreciated by all the Members. Prof. Mujeebur Rahman observed that this Cell would play a key role in the implementation of New Education Policy (NEP). It was resolved that henceforth curriculums of all

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new courses, revision of syllabi, matters related to credit transfer, equivalence and transfer will be placed before the CDC. It was informed that in every meeting of CDC subject experts will be co-opted based on the discipline-specific agenda.

III). Core Committee of internal faculty members

The House appreciated efforts of IQAC 'Core Committee' of faculty members for successfully submitting NIRF 2021 data. It is hoped that the Committee will undertake other forthcoming activities such as AQAR, I-GAUGE, QS and THE ranking data. The university administration was urged to provide all support to the Committee. Prof. Mujeebur Rahman suggested that there should a Coordinator at the School level to undertake IQAC activities. He also emphasized importance of documentation of all the activities and availability of all the documents in digital format at IQAC for NAAC and other agencies. Departments, Schools, Various Sections and Committees were urged to extend their support to IQAC.

IV). Events

The House noted with appreciation celebration of the National Science Day and Unani Day on the campus in hybrid mode (offline and online) and enthusiastic participation and media coverage of these events.

V). Performance of Jamia Hamdard in national and international rankings

The House expressed its satisfaction and appreciation for high rankings obtained by Jamia Hamdard in National Institutional Ranking Framework (NIRF)-2020, Time Higher Education (THE) 2021 and QS 2020 Rankings. Contribution of all stakeholders (faculty members, students, and staff) was praised. It was noteworthy that Jamia Hamdard has maintained its top (No. 1) position in Pharmacy in NIRF-2020 Rankings. Furthermore, it was also noted with satisfaction that Jamia Hamdard has been ranked for the first time in THE Rankings and in the NIRF-2020 for the first time 'Engineering' discipline has been ranked. While praising achievements of Jamia Hamdard Members urged to sustain and improve upon these rankings.

VI). Data submission for NIRF 2021

Status of submission of data for NIRF-2021 was noted with appreciation of efforts of IQAC Core Committee of the faculty members.

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VII). Data Submission for All India Survey on Higher Education (AISHE) 2019-20

Successful submission of AISHE 2019-20 data by the IQAC Team was noted and appreciated.

4. Proposals for inclusion of journals for UGC-CARE lists

Members deliberated on the proposals on the above subject and recommended submission of the following journals for inclusion in UGC-CARE List of Journals.

a). School of Unani Medicine & Research (SUMER)

- Journal of AYUSH – Ayurveda, Yoga, Unani, Siddha and Homeopathy
- The Pharma Innovation Journal
- Journal of Pharmacognosy & Phytochemistry
- Journal of Research in Unani Medicine
- Journal of Drug Delivery and Therapeutics (JDDT)
- UNIMED – KULLIAT – An International Journal of Unani Medicine
- Unani Medicus, an International Journal
- Indian Journal of Unani Medicine
- Traditional and Integrative Medicine
- Indo-American Journal of Pharmaceutical Sciences
- International Journal of Physiology, Nutrition & Physical Education
- Research & Review – A Journal of Unani, Siddha and Homeopathy
- International Journal of Unani & Integrative Medicine

b) School of Nursing & Allied Health (SNAH)

The School sent list of 13 journals. However, ^{their} there detailed information has been provided in the prescribed format for the following journals only.

- International Journal of Nursing & Midwifery Research
- Journal of Psychiatric Nursing
- Community & Public Health Nursing
- Journal of Nurse, Midwifery & Maternal Health

Director IQAC informed about his efforts in this direction and briefed about the procedure adopted in Jamia Hamdard which involves consideration of journal proposals at the meeting of School Board/Board of Studies where there is representation of subject experts from outside of Jamia Hamdard. Only duly recommended proposals have been brought at IQAC Committee meeting for consideration and approval for onward processing. Prof. Ajay Kumar Dubey suggested that since journals form humanities and social sciences are not

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widely covered in Scopus and other indexes, the concerned School/Department should bring proposals in this regard.

Dr Ghazala Javed shared her experience of efforts for inclusion of journals in the field of Unani medicine in the UGC-CARE lists.

Dr Zeeba Shamim Jairajpuri needed some clarification about applicability of UGC-CARE lists of journals for recruitment and promotion in Medical School. Members observed that it would be appropriate to look into MCI/NMC regulations, if any in this matter.

It was resolved to forward the filled-in proformas pertaining to the above 17 journals to the UGC Cell for Journal Analysis (North Zone, JNU, New Delhi) for consideration. Response of UGC-CARE Cell will be awaited for further necessary action or any other procedure to be followed in this regard.

5. The 4th Cycle of Accreditation

Director IQAC informed the House that although Jamia Hamdard improved its CGPA from 3.08 to 3.15 in the last (3rd) cycle of NAAC accreditation, it was still short of expectation. UGC has made certain policies requiring minimum CGPA of 3.26, in particular for grant of approval for online and distance education courses. Anyhow, due to good ranking in NIRF permission has been granted to run such courses. The next accreditation is due in September 2022. Accordingly, university has to augment preparations for timely submission of data and documents. In view of central role of IQAC in ranking and implementation of various regulations and schemes of UGC and other regulatory agencies IQAC will be required to be strengthened in terms of manpower and technology. Jamia Hamdard is contemplating implementation of Campus Management System with support from the Sponsoring Body. However, in case it takes time, Director IQAC proposed to acquire a truncated version of software system on urgent basis to manage data and information for NAAC accreditation.

Prof. Mujeebur Rahman informed that AMU has recently gone for NAAC accreditation process. He informed that there has been a significant change in NAAC methodology and there is a lot of emphasis on digitalization of data and documents. Accordingly, Jamia Hamdard has to prepare itself properly. Moreover, Jamia Hamdard is not fully supported by the Government funding and therefore it will be assessed more stringently.

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6. Any other item with permission of the Chair

- Prof. Mujeebur Rahman sought information on the feedback system. He was of the view that not only students' feedback but feedback from other stakeholders such as employees, parents, alumni and employers may also be obtained on regular basis. Director IQAC informed that although efforts have been made in last 2-3 years, feedback system has not been fully implemented. He assured the House to present a status report in this regard in the next meeting of the IQAC.
- In the last meeting one of the External Expert Members suggested to frame various policies and document the same. Director IQAC informed that there are already some policies in place. He also informed that Jamia Hamdard has recently notified constitution/reconstitution of various Committees and it is envisaged that these Committees will formulate relevant policies. IQAC will acquire copies of policies formulated and the same will be presented in the next meeting.
- Prof. Mujeebur Rahman suggested that Jamia Hamdard should constitute a university level committee for innovation and incubation activities. Director IQAC who is also Advisor (Research) informed that there is an Intellectual Property (IP) Management Cell in the University for last many years which facilitates patent related work. There is a budget allocation for IP Management Cell and grant has been provided for filing of Indian Patents. Jamia Hamdard has signed MoU with NRDC. Prof. Mujeebur Rahman suggested that besides Indian patent, Jamia Hamdard IPM Cell may also facilitate filing of international patents.
- With regard to implementation of MOOCS and SWAYAM platforms of courses/credits, the Director IQAC assured that a status report on this matter would be presented in the next meeting.

Meeting ended with thanks to the Chair.

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(Prof. S. Raisuddin)

Director IQAC – Member Secretary

For kind perusal an approval, please.

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(S. Raisuddin)

Vice Chancellor



Director
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