

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)
Jamia Hamdard, New Delhi – 110062**

MINUTES OF THE MEETING

Date of Meeting: January 08, 2018 (Monday)
11:30 am at Board Room, Vice Chancellor's Secretariat

A meeting of the IQAC Committee was convened on January 08, 2018. Meeting was attended by the following:

Internal Members

1. Prof. Ehsan A. Khan, Acting Registrar
2. Prof. Farhan Jalees Ahmad, SPER
3. Prof. M.Z. Abdin, SCLS
4. Prof. M.A. Jafri, SUM
5. Prof. J.K. Batra, SCLS
6. Dr. Shibu John, SMBS
7. Dr. M. Shahar Yar, SPER
8. Mr. Mirza Vazir Hussain, COE

External Members

1. Dr. G.J. Samathanam, former Advisor DST
2. Prof. Anil Wali, MD, FITT, IIT-Delhi
3. Dr. Davinder Gill, CEO, Hilleman Labs

In-charge

Prof. Seyed Ehtesham Hasnain, Vice Chancellor, Jamia Hamdard

Prof. Ahmed Kamal (Pro Vice Chancellor and Internal Member), Prof. B.P. Sanjay and Dr. Rajesh Gokhale (External Members) could not attend the meeting and informed their inability in view of commitments elsewhere. The Chairman granted them leave of absence.

With the permission of the Chairman, Prof. S. Raisuddin, Director, IQAC initiated the proceedings by welcoming all the members in the meeting that was being convened for the first time after Jamia Hamdard has been accredited for the third cycle. He also informed the house that as per the suggestion of Peer Team of the National Assessment and Accreditation (NNAC) which visited Jamia Hamdard in August 2017, the IQAC Committee has been reconstituted in tune with NAAC guidelines.

Prof. (Dr.) Seyed Ehtesham Hasnain, Hon'ble Vice Chancellor, Jamia Hamdard and Chairman of the IQAC Committee welcomed the members of newly constituted IQAC Committee with special thanks to External Members for their time and interest in Jamia Hamdard in general, and IQAC in particular. He informed the house that in a short span of 6 months Jamia Hamdard has faced three high-powered visits which included visit of UGC-Expert Committee for review of grant of Deemed University status to Jamia Hamdard in



April 2017, NAAC Peer Team for accreditation of third cycle in August 2017 and UGC-Expert Committee for grant of 12(b) status to Jamia Hamdard in October 2017. He informed that house that with the active support and contribution of all stakeholders of Jamia Hamdard the outcome of all the visits has been positive.

The Vice Chancellor informed the house that in last about one year Jamia Hamdard has taken several steps to improve its visibility and improvement in infrastructure. Some of the highlights he mentioned as quality initiative and best practices are as follows.

- Renaming of Faculty as School to provide a boarder horizon and autonomy.
- Induction of eminent researchers with distinction of Fellows of prestigious academies on the campus.
- Induction of young faculty under UGC-recharge Faculty programme.
- Introduction of new courses in the last academic session such as B.Sc.-M.Sc. integrated course in School of Chemical and Life Sciences and MBA in Insurance and steps to launch 5-year Law course from the next academic session.
- Massive drive of face-lifting of campus by installation of modern lighting system and signages at all buildings.
- Invitation of distinguished personalities on campus for interaction with students and faculty and lectrure.
- Rolling advertisement for faculty recruitment and drive to recruit non-teaching staff.
- Advertisement for non-teaching positions.

The Vice Chancellor informed that in the next convocation the first batch of MBBS graduates will be conferred with degrees. He also informed that the 30th year of establishment of Jamia Hamdard as a Deemed to be University has been planned to be celebrated with a series of national and international conferences throughout the year 2018.

External Members, in particular, observed that in the last one year or so visibility of Jamia Hamdard has increased significantly.

Dr. Davinder Gill complemented Vice Chancellor for his efforts in improving the campus infrastructure. He particularly mentioned about the excellent lighting system, which has been installed all over the campus.

Dr. GJ Samthanam observed that he has been associated with Jamia Hamdard for a long time in various capacities including IQAC. He mentioned that he has observed growth of Jamia Hamdard over the years and complemented Vice Chancellor and his team for various quality improvement initiatives.

Dr. Anil Wali also noted that Jamia Hamdard has emerged as one of the vibrant centres of higher education and quality research and hoped that under the leadership of Prof. Hasnain it will reach the new heights.

Subsequently, Director, IQAC made a power point presentation on various quality initiatives of Jamia Hamdard some of which have also been highlighted by the Vice Chancellor. He also presented agenda items for deliberations. Based on deliberations on agenda items the minutes of the meeting are presented as follows.

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1. CONFIRMATION OF MINUTES OF THE LAST MEETING HELD ON 9-01-2017

The minutes of the last meeting held on 9-01-2017 were circulated to members for their comments. Final minutes were approved by the Chairman. A copy of minutes was placed on web site of the university at <http://jamiahamdard.edu/iqac/>.

It was resolved to approve the minutes as brought out.

2. VISIT OF NAAC PEER TEAM AND ACCREDITATION REPORT FOR THE THIRD CYCLE

The NAAC Peer Team under the Chairmanship of Prof. R. K. Kohli, Vice Chancellor Central University of Punjab visited the campus on August 23-25, 2017 to have a detailed assessment of various attributes and facilities of Jamia Hamdard and to have interaction with the Jamia Hamdard authorities, faculty, non-teaching staff, students and alumni. The NAAC Peer Team verified various reports submitted by the university in the Self Study Report (SSR). The Peer Team also attended presentations made by the Vice Chancellor, Director, IQAC, Deans and other officials as per the protocol of the NAAC Assessment and Accreditation. It is a matter of satisfaction that in the third cycle Jamia Hamdard has been accredited with grade 'A' with an CGPA of 3.15 as against 3.08 in the second cycle. The CGPA accredited to Jamia Hamdard has not been so high and based on the suggestions/observations, university needs to work hard to attain the highest grade.

The Vice Chancellor proposed that Jamia Hamdard is considering to offer it for re-assessment after completion of one year of the current cycle to improve the CGPA based on development which have taken place in last one year and will take place in year ahead.

It has been proposed that the Director, IQAC will present an action plan for addressing the comments and observations made by the NAAC Peer Team in the next meeting.

3. VISIT OF UGC-EXPERT COMMITTEE FOR REVIEW OF DEEMED TO BE UNIVERSITY STATUS

The UGC expert Committee for the purpose of review of Deemed to be University status visited Jamia Hamdard on April 10-12, 2017. The Committee was chaired by the Prof. Yogesh Chawla, PGIEMR, Chandigarh. The Committee had detailed visit to various facilities and interacted with Vice Chancellor, Deans, other Officers of Jamia Hamdard. The Committee also visited hospitals and interacted with teachers, non-teaching staff, students, parents of students and alumni. A separate interaction was held with the girl students. Jamia Hamdard has received recommendation of the Committee from the UGC and status has been renewed for another term of 5 years.

Members complemented Jamia Hamdard for this achievement.

4. VISIT OF UGC-EXPERT COMMITTEE FOR GRANT OF 12(B) STATUS TO JAMIA HAMDARD

Although Jamia Hamdard has been receiving Fixed Maintenance Grant and Plan Grant since its inspection, in a recent comment from the UGC it was pointed out that Jamia Hamdard

need to get 12(b) status to become eligible for UGC grants. This stand of the UGC affected release of grant to faculty members who have been awarded research grants and fellowships. Jamia Hamdard initiated steps to meet the above requirement so that fund flow from the UGC may be ensured. An Expert Committee constituted by of the UGC under the chairmanship of Prof. R. K. Kohli, Vice Chancellor, Central University of Punjab visited Jamia Hamdard on October 12-13, 2017. Jamia Hamdard has received recommendations of the Committee which recommended the grant of 12(b) status to Jamia Hamdard.

Members complemented Jamia Hamdard for this achievement and hoped that with this will facilitate inflow of grants.

5. NIRF RANKING STATUS

Jamia Hamdard ranked very well in the second cycle of National Institutional Ranking (NIRF) conducted by the Government of India in 2017. NIRF is one of the robust and reliable rankings of institutions of higher learning. In the NIRF - 2017 we were placed as follows:

- Pharmacy - 1
- University - 26
- Overall -42

The ranking results were announced by the Minister of Human Resource Development on April 4, 2017 and certificate and citation were conferred by the Hon'ble President of India, Shri Pranab Mukherjee at Rashtrapati Bhawan on April 10, 2017. We consider it s commendable achievement considering the fact that Jamia Hamdard is a small university in terms of student enrolment, faculty strength and number of courses. In NIRF - 2016 in case of Pharmacy our rank was 3. Thus, achieving rank No. 1 in NIRF- 2017 is not a mean feat. Our faculty, students and all staff deserve accolades for this achievement.

Director, IQAC informed that data for NIRF -2018 has been uploaded on the NIRF portal and results are expected in the month of April 2018.

Members wished best for NIRF 2018.

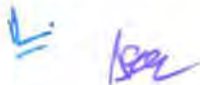
6. SUBMISSION OF PROPOSAL FOR UGC-INSTITUTES OF EMINENCE SCHEME

Jamia Hamdard has submitted a comprehensive proposal to UGC for consideration for Institutes of Eminence (IOE) Scheme. This scheme of UGC will entail Jamia Hamdard with more autonomy and also an elite status among the Indian higher education institutes. Institution will be able to run study programmes of its choice, set the fee structure, and hire the international faculty.

Members noted this development and wished that Jamia Hamdard gets this status.

7. SUBMISSION OF DATA FOR ALL INDIA SURVEY ON HIGHER EDUCATION

IQAC submitted data for All India Survey on Higher Education (AISHE) 2016-17 on the designated portal of AISHE. It is mentioned here that since 2011-12 Jamia Hamdard has consistently submitted data for AISHE.



Noted.

8. REPORT OF NATIONAL ACADEMIC DEPOSITORY (NAD)

National Academic Depository (NAD) is a digital initiative of the Ministry of Human Resource development (MHRD), Government of India. Under the scheme all the degrees and diplomas will be required to be uploaded on the academic depository and prospective employer will be able to access it. This initiative will decrease manual work and also ensure quick verification of authenticity of degrees and diplomas.

Noted.

9. REPORT ON VISITS OF EMINENT PERSONALITIES AND 'DISTINGUISHED LECTURE' SERIES AND 'ABDUL MUEED LEADERSHIP EXCELLENCE ORATION'

In the year 2017 Jamia Hamdard has instituted "Abdul Mueed Leadership Excellence Oration" award to commemorate the birth anniversary of Late Janab Abdul Mueed, formerly President, Hamdard National Foundation (HNF). Each year on May 9 (date of birth of Janab Abdul Mueed) this Oration will be held by inviting an eminent personality from any sector of society who has made a mark with his/her leadership quality. The first Oration was delivered by Prof. A.V. Rama Rao, former Director, CSIR-Indian Institute of Chemical Technology (IICT), Hyderabad and founder of a successful enterprise AVRA Labs and founder of A.V. Rama Rao Foundation on May 9, 2017. The topic of his oration was "Reflections from a personal Journey as Scientist, Technologist and Entrepreneur".

Another lecture series under the name of "Distinguished Lecture Series" has been instituted in the year 2016. Under this Lecture series, renowned scientists from any field are invited to deliver lecture on contemporary topics and to interact with faculty and scholars. The first lecture in the series was delivered by Dr. Amit Sharma, Group Leader & Scientist, International Centre for Genetic Engineering & Biotechnology (ICGEB), New Delhi. Following this lecture over a half a dozen Distinguished Lectures have been delivered by eminent personalities including two former Director Generals of CSIR namely Dr. RA Mashelkar and Dr. Samir Brahamchari and Prof. (Dr.) Jörg Hinrich Hacker, President, The German National Academy of Sciences Leopoldina, Germany.

The Vice Chancellor informed that now onward the speakers under 'Distinguished Lecture Series' has been requested to talk on general aspects with little technical content so that it has wide audience.

Members appreciated this initiative aimed at enhancing visibility of campus and its branding as emerging centre of excellence.

10. REPORT ON SPECIAL CONVOCATION

Jamia Hamdard organised 'Special Convocation' on December 7, 2017 to Confer the Degree of D.Sc. (h.c) to Prof. (Dr.) Jorg Hinrich Hacker, President, The German National Academy of Sciences Leopoldina, Germany.

Noted.



11. REPORT ON THE FIRST OFFICIAL ALUMNI MEET

Jamia Hamdard organized its first Alumni Meet on the eve of Founder's Day on September 13, 2017 where over 600 alumni responded. The meet was followed by Founder's Day Lecture (Hakeem Abdul Hameed Memorial Lecture) on September 14, 2017 by India's star entrepreneur Dr. Krishna Ella, Founder Chairman, Bharat Biotech International Ltd. on the topic "Innovation and entrepreneurship".

Noted.

12. CELEBRATION OF NATIONAL SCIENCE DAY – 2017

The National Science Day was celebrated on February 28, 2017 with much fanfare with a lecture by Prof. Balram Bhargava on the topic "Frugal Innovation for Healthcare in India". On this occasion students and faculty were felicitated for their scientific accomplishment with cash incentive and appreciation certificates.

Noted.

13. OTHER QUALITY INITIATIVES

The Committee noted and appreciated efforts of Jamia Hamdard and IQAC for the following quality initiatives.

- a) Online student feedback
- b) Rolling advertisement for faculty positions
- c) Induction of eminent faculty
- d) Advertisement for non-teaching and supporting staff
- e) Consolidation of Library facilities
- f) Campus improvement
- g) Payment of salary based in the recommendations of 7th Pay Commission Commission.

In the conclusion the following remarks were made by the External Members.

- Dr. Smathanam observed that Jamia Hamdard should create a strong linkage with the neighbourhood as its societal responsibility. He mentioned that there is huge population in Sangam Vihar, which may be a catchment area for Jamia Hamdard for its 'Institutional Social Responsibility' (ISR). Besides Sangam Vihar, he also mentioned Mewat (Haryana) as another area where Jamia Hamdard needs to spread its mission of education and healthcare.
- Dr. Samathanam also urged Jamia Hamdard to focus on 'lab to land' concept in the field of biotechnology and pharmacy.
- Dr. Anil Wali also observed that Jamia Hamdard should undertake 'social outreach' programmes in rural areas. He also observed that Jamia Hamdard may emulate 'Start-up' and 'Incubator' culture as soon as possible. He also urged on strengthening of IP activities.

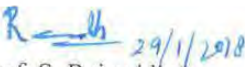
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- Dr. Davinder Gill offered all the support to Jamia Hamdard in strengthening university-industry relationship. He also urged Jamia Hamdard to prepare its 'strategic plan' for future expansion, horizontally and vertically.

ANY OTHER MATTER WITH THE PERMISSION OF CHAIR.

It was observed that in the IQAC Committee there is no representation of women. Director, IQAC was directed to propose few names from the faculty who could be inducted as Members. The action taken in this regard may be reported in the next meeting.

Meeting ended with thanks to the Chair.


(Prof. S. Raisuddin)
Member – Secretary

Minutes are placed for kind approval.


(S. Raisuddin) 29/1/2018

Hon'ble Vice Chancellor


02/01/18

**Director
Internal Quality Assurance Cell
(IQAC)
Jamia Hamdard
New Delhi - 110062**



Prof. (Dr.) Seyed E. Hasnain
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

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

**MINUTES OF IQAC COMMITTEE MEETING
Date of Meeting – 19/07/2018 at 11.00 am
Venue: Board Room, Vice Chancellor's Secretariat**

A meeting of Internal Quality Assurance Cell (IQAC) Committee of Jamia Hamdard was convened on July 19, 2018.

The following were present.

External Members

1. Prof. B.P. Sanjay, Pro Vice Chancellor, University of Hyderabad
2. Dr. Davindar Gill, CEO, Hilleman Laboratoried Ltd.
3. Mr. R. Arora, Founder Wings Group

Members of Administration

1. Mr. S.S. Akhtar, Registrar
2. Mr. Mirza Vazir Hussain, Controller of Examinations

Faculty Members

1. Prof. M.A. Jafri, School of Unani Medicine Education & Research
2. Prof. J.K. Batra, School of Chemical & Life Sciences
3. Prof. Farhan J. Ahmad, School of Pharmaceutical Education & Research
4. Prof. Rambha Pathak, Hamdard Institute of Medical Medical Education & Research
5. Dr. Shibu John, School of Management & Business Studies
6. Dr. M. Shaharyar, School of Pharmaceutical Education & Research
7. Dr. Nudrat Moinee Rahman, School of Management & Business Studies

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

Prof. Ahmed Kamal, Pro Vice Chancellor - In Chair

Hon'ble Vice Chancellor was not available on the day. Therefore, in his absence, meeting was chaired by the Pro Vice Chancellor.

Few members from Jamia Hamdard and outside could not attend the meeting and sent their request for leave of absence by e-mail to Director, IQAC. The Chair granted them leave of absence.

At the outset Director, IQAC welcomed all the Members and requested the Chair to open the meeting with his remarks.

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Pro Vice Chancellor welcomed all the Members and especially thanked external experts for their time for this important activity. He also updated members about the efforts of Jamia Hamdard in creating an enabling research ecosystem on campus. He also informed the house about participation of Jamia Hamdard in various national and international ranking exercises.

Dr. Davinder Gill appreciated efforts of Jamia Hamdard in having collaboration with industry. He was of view that such collaborations should be more vigorously exploited for training of students and joint research activities.

Mr. R.P. Arora while appreciating the university for including him as 'Alumnus' member of the IQAC Committee reiterated that a strong alumni network needs to be evolved.

Prof. B.P. Sanjay who has been members of the IQAC Committee for many years spoke about the phenomenal progress made by Jamia Hamdard in those years and lauded the role of leadership in making Jamia Hamdard a place of quality research. According to him Jamia Hamdard has now good academic reputation which needs to be sustained.

Registrar who joined the university recently as Registrar also welcomed the members and thanked them for their time for Jamia Hamdard.

With the permission of Chair agenda items were presented and deliberated upon.

1. Approval of Minutes of the Last IQAC Committee meeting held on January 08, 2018.

It was resolved to approve the minutes as brought out. (Annexure - I)

2. Action taken report on the recommendations of NAAC Peer Team for 3rd cycle of accreditation

IQAC Director made a power point presentation on the Comments and Observations made by the NAAC Peer Team which visited Jamia Hamdard under the Chairmanship of Prof. R.K. Kohli, Vice Chancellor, Central University of Punjab, Bhatinda on 23-25 August 2017 (Annexure - II). Director, IQAC also presented an action plan to address the Comments and Observations made by the Peer Team. The CGPA score of 3.15 was not found to be satisfactory and accordingly university is mulling to present itself for re-accreditation to improve upon the grade and CGPA.

3. Academic and Administrative Audit (AAA)

The Director IQAC appraised on the matter of AAA and informed the house that it was a requirement of National Assessment and Accreditation Council

R. Kohli

(NAAC). Director, IQAC has written to NAAC seeking information on the AAA formats, if any. NAAC informed that there is no prescribed format.

Prof. B.P. Sanjay suggested that a 3-Member Committee may be constituted to perform AAA for each Department. One of the Member should be a subject expert from other Institution to be nominated by the Vice Chancellor. Director, IQAC to be the Convener.

In this regard it was resolved that Director IQAC will develop format for AAA present in the next IQAC meeting.

It was also resolved that initially academic audit may be undertaken. Subsequently, auditing of other sections such as examination, administration, and amenities may be undertaken.

It is proposed that this exercise will be undertaken with effect from Academic session 2019-2020 i.e. from July 2019.

Regarding Choice Based Credit System (CBCS) Prof. Sanjay suggested the following:

- a) University may constitute an Apex Committee for implementation of CBCS wherever applicable.
- b) The Committee will be required to develop template for CBCS and also guidelines booklet.
- c) Cross-discipline choices of papers/modules/credits should be encouraged. Time tables should be devised in a way that students have no difficulty in attending classes of cross-discipline paper/module.
- d) A time table slab between 9-10 am and 4-5 pm at least two days in week is reserved for open elective/cross-discipline elective in each Department.

4. Report on NIRF ranking

The house noted with appreciation high ranking attained by Jamia Hamdard in NIRF ranking of 2018. It was a matter of great satisfaction that for the first time in Medical category Jamia Hamdard which started medical education in modern medicine in 2012 nationally it attained 11th ranking and based on data it stood 3rd in Delhi behind AIIMS and ILBS. In case of Pharmacy ranking slipped to 2nd position for which house urged to take stock of the parameters so that rank 1 may be re-attained. Members appreciated efforts of Jamia Hamdard NIRF Team for its sustained efforts.

5. Grant of 12b status to Jamia Hamdard

Report of IQAC on the above subject was noted.

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6. Proposal for QS I-GAUGE rating for Jamia Hamdard

Proposal of Director, IQAC for enegagement with QS I-GAUGE for star rating was perused and approved for necessary action in this regard.

7. Annual Quality Assurance Report (AQAR)

Director, IQAC presented AQAR for 2016-17 and 2018-19. The same were approved for further necessary action.

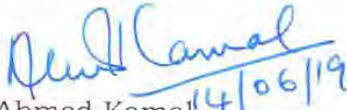
8. Recognition of HIMSR by the Medical Council of India (MCI)

Noted.

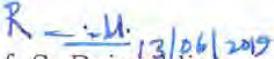
Any other item(s)

1. Mr. R.P. Arora, Member from Industry and Alumni made observation that Jamia Hamdard students do not have adequate industry exposure. University needs to devise mechanism in this regard. He also proposed that a dissertation component may be considered at UG level, especially for students of Pharmacy stream.
2. Dr. Davinder Gill, Member from Industry also observed that passed out students should be industry-ready. They should also be familiar with latest development in industry and also the machines used in industry.
3. All the members emphasized on earliest implementation of Computerized Results and Student Feedback system.
4. Members also emphasized that mechanism should be in place to analyze 'learning outcome'.
5. All the members expressed concern about predatory journals and it was resolved that IQAC or Advisor (Research) should develop a robust Jamia Hamdard journal policy to curb this menace.
6. Members also emphasized that university may consider appointing part-time male and female counsellors for Indian and international Students. He/she should be other than Foreign Student Advisor and visit the campus at least twice a week.
7. An Orientation Programme for international students should be organized when admission process is over.
8. Jamia Hamdard may develop a roadmap as to where it would like to be in next 5 years with regard to national and international ranking (NIRF, THE and QS etc.).

Meeting ended with thanks to the Chair.


Prof. Ahmed Kamal
Pro Vice Chancel




(Prof. S. Raisuddin)
Director, IQAC
Member Secretary
Director
Internal Quality Assurance Cell
(IQAC)
Jamia Hamdard
New Delhi - 110062

Internal Quality Assurance Cell (IQAC)
JAMIA HAMDARD, NEW DELHI - 110062

MINUTES OF IQAC COMMITTEE MEETING

Date and time of meeting- 17-06-2019; 3.00 pm

A meeting of Internal Quality Assurance Cell (IQAC) Committee of Jamia Hamdard was convened on June 17, 2019 at 3.00 pm in the Board Room, Vice Chancellor Secretariat.

Present

External Members

1. Prof. B.P. Sanjay, Pro Vice Chancellor, University of Hyderabad
2. Dr. Davindar Gill, CEO, Hilleman Laboratories Ltd.
3. Dr. Anil Wali, MD FITT, IIT Delhi

Faculty Members

1. Prof. M.A. Jafri, School of Unani Medicine Education & Research
2. Prof. J.K. Batra, School of Chemical & Life Sciences
3. Prof. Farhan J. Ahmad, School of Pharmaceutical Education & Research
4. Prof. Rambha Pathak, Hamdard Institute of Medical Education & Research
5. Dr. Nudrat Moinee Rahman, School of Management & Business Studies

Members of Administration

1. Mr. S.S. Akhtar, Registrar
2. Mr. Mirza Vazir Hussain, Controller of Examinations

Prof. Ahmed Kamal, Pro Vice Chancellor

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

Prof. (Dr) Seyed Ehtesham Hasnain, Vice Chancellor - In Chair

The following External Members: Dr. Rajesh Gokhale, Dr. G.J. Samathanam and Mr. R.P. Arora and the following Internal Members: Prof. M.Z. Abidin, Prof. Shibu John, and Dr. M. Shaharyar could not attend meeting. All members informed in advance their inability to attend the meeting and were granted leave of absence by the Chairman.

Director, IQAC welcomed the members and requested Hon'ble Vice Chancellor to give his introductory remarks.

The Vice Chancellor welcomed all the Members and especially thanked external expert members for their time and contribution to this important academic activity. He

also updated members about various achievement made by the University. He informed the members about consistently high ranking of Jamia Hamdard in national and international rankings. He observed that currently no ranking is conducted by NIRF for Unani Medicine and Nursing and since Jamia Hamdard has one of the best Unani Medicine and Nursing Schools, they will figure in top 10 whenever ranking in these disciplines is conducted.

Dr. Davinder Gill appreciated achievement of Jamia Hamdard, especially by its Pharmacy School. He was of view that Jamia Hamdard should analyzed as to why Pharmacy stands out in rankings?. The best practices of Pharmacy should be emulated by other Schools of Jamia Hamdard.

Dr. Anil Wali observed that Jamia Hamdard research has potential to generate IP and commercialization which should be fully exploited.

Prof. B.P. Sanjay who has been members of the IQAC Committee for many years spoke about the phenomenal progress made by Jamia Hamdard and lauded the leadership.

Pro Vice Chancellor observed that all stakeholders of Jamia Hamdard have to make serious efforts to improve 'institutional perception'.

Registrar also welcomed the members and thanked them for their time for Jamia Hamdard and hope for their support in all endeavours.

With the permission of the Chair agenda items were presented and deliberated upon.

1. Confirmation of minutes of last meeting held on 19-07-2018

The last meeting of IQAC Committee was convened on July 19, 2018 and chaired by the Pro Vice Chancellor in absence of Vice Chancellor. Minutes of the meeting (Annexure – I) were confirmed.

2. Update on rankings

Members noted that Jamia Hamdard has prominently figured in national and international rankings. In the NIRF 2019 ranking released on April 08, 2019 Jamia Hamdard has claimed its first spot in Pharmacy. In case of 'University' and 'Overall' category also Jamia Hamdard has improved its ranking over the last year's ranking. The trophy for the No. 1 ranking was awarded to the Vice Chancellor by Hon'ble President of India in Vigyan Bhawan.

In case of Management and Engineering Jamia Hamdard has not figured in national ranking. Members were of view that poor ranking in these two disciplines disturbed overall ranking. Director IQAC informed the house about QS Rankings for Asia, BRIC and India where for the first time Jamia Hamdard has been ranked in all categories. The Chairman suggested that since there is a national level ranking framework, more importance should be given to NIRF ranking as far as national ranking is concerned.

3. Institute of Eminence (IoE) status to Jamia Hamdard

Members lauded grant of status of Institute of Eminence (IoE) to Jamia Hamdard and congratulated the leadership which has played pivotal role in this milestone achievement.

4. Submission of All Indian Survey on Higher Education (AISHE) data

Successful uploading of AISHE 2018-19 data on its portal within the due date was noted and efforts of Jamia Hamdard AISHE were lauded.

5. QS I-GAUGE

Members noted joining QS I-GAUGE for rating of the University. Some members observed that a cautious approach would be required to be undertaken while committing to ranking and rating by private agencies such as QS.

6. Academic and Administrative Audit (AAA)

Director, IQAC informed that AAA is a National Assessment and Accreditation Council (NAAC) requirement. He showed formats for a) Department level auditing and b) Faculty (teacher) level auditing. Prof. Sanjay shared his experience of AAA at the University of Hyderabad which has been an inclusive and participatory type of auditing and feedback. It was resolved that Director, IQAC may study the templates developed by the University Hyderabad in this regard.

7. Any other agenda with the permission of Chair

It was resolved that in the next IQAC meeting 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 may be brought as an agenda item for consideration.

The Chairman proposed the next meeting on November 14, 2019.

Meeting ended with thanks to the Chair.

Submitted for kind approval.

Hon'ble Vice Chancellor

Sed
10/12/19

Prof. (Dr.) Seyed E. Hasnain
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

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(S. Raisuddin)

Director, IQAC Member Secretary

R - du 9/XII/2019
(S. Raisuddin)

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MINUTES OF IQAC COMMITTEE MEETING

Date and time of meeting- 10-12-2019; 3:30 pm

A meeting of Jamia Hamdard IQAC Committee was convened on 10-12-2019 at 3.30 pm in the Board Room, Vice Chancellor's Secretariat.

Meeting was chaired by the Hon'ble Vice Chancellor Prof.(Dr) Seyed Ehtesham Hasnain, Chairman IQAC Committee and attended by the following Members.

External Members

1. Prof. M. Abdul Rahiman, Advisor, Yenepoya University, Mangalore
2. Dr. Anil Wali, MD FITT, IIT Delhi

Faculty Members

1. Prof. Rambha Pathak, Hamdard Institute of Medical Education & Research
2. Dr. M. Shahar Yar, School of Pharmaceutical Education & Research
3. Dr. Farah Khan, School of Chemical & Life Sciences
4. Dr. Azhar Jabeen, School of Unani Medicine & Research
5. Dr. Nooria Faruqui, School of Management & Business Studies

Members of Administration

1. Mr. Mirza Vazir Hussain, Controller of Examinations

Prof. Ahmed Kamal, Pro Vice Chancellor

Prof. S. Raisuddin, Director, IQAC

- Member Secretary

The following members could not attend the meeting and informed about their inability by e-mail to Member-Secretary.

External Members- Prof. B.P. Sanjay, Dr. Rajesh Gokhale, Dr. Davinder Gill and Mr. R.P. Arora.

Internal Members: Registrar - Mr. S.S. Akhtar; Faculty Members- Prof. Farhan J. Ahmad, Prof. J.K. Batra and Dr. Nudrat Moini Rahman.

They were granted leave of absence by the Chairman.

After welcoming members to the meeting Director, IQAC invited the Chairman Hon'ble Vice Chancellor for his introductory remarks.

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The Chairman highlighted the recent accomplishment of Jamia Hamdard with regard to recommendation of Empowered Committee to grant Institution of Eminence status to the university. Jamia Hamdard has prominent position in recommended institutions and is the only institution having 'minority character'. He congratulated all the Jamia fraternity for this monumental achievement. The growing status of Jamia Hamdard among higher education institutions was reflected in huge number of applications for admissions in session 2019-20 which crossed figure of 50,000. He also informed the house proposal of setting up of an offshore campus at Doha, Qatar.

Dr. Anil Wali congratulated Jamia Hamdard for the above accomplishment and viewed that Jamia Hamdard has been an underdog with unlimited and untapped potential.

Prof. M. Abdul Rahiman who has been recently inducted in the Committee highlighted the importance of IQAC and desired that there should be broad based representation including Deans from all schools in the IQAC Committee. He also informed the house about new initiatives taken in NAAC accreditation process.

Prof. S. Raisuddin informed the house that IQAC Committee Constitution is as per the guidelines of NAAC and UGC. Besides, there is a Deans' Committee with special invitees. However, the Chairman desired to include members from schools having large number of students such as School of Nursing & Allied and School of Engineering Science & Technology and advised to Director, IQAC to submit a proposal in this regard.

Prof. Rahiman also observed that due to the fact NAAC has digitized its processes and whole exercise of accreditation and assessment has become live that is data and information have to be collected and compiled on regular (at least monthly basis) it is pertinent to strengthen IQAC with adequate technology and trained IT/statistics staff.

After these introductory remarks agenda items were taken up. Detailed annexure of each agenda item were shown to the members in the form of power point presentation.

Each agenda was deliberated upon in detail and the resolutions are as under.

1. Confirmation of minutes of last meeting held on 17-06-2019

The minutes as brought out in the meeting were approved. It was suggested that an 'action taken report' may also be submitted along with minutes from the next meeting (Annexure – I).

2. Update on rankings

Data submission much before the last date was appreciated. However, the Chairman observed that in case access is again provided data may be revisited and updated, if required.

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3. UGC Regulation 2018

The Committee perused recommendations of IQAC CAS Committee and it was resolved to forward the recommendation (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) to the Board of Management (BoM) for its consideration and approval of the same. Prof. Rahiman observed that IQAC to be kept in loop about whole process. The relevant paragraph of UGC Regulation 2018 in this regard is as follows.

- VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

Director, IQAC has been advised to send the recommendation of the IQAC Committee as an agenda item to the BoM for its consideration.

4. Memorandum of Understanding (MoU) with Institutions/Organizations

While noting the action taken by the university with regard to introduced objectivity in signing MoUs with institutions/organizations/industry it was observed the a MoU-wise record of activities may be maintained and reported in the next meeting. It was also commented that signing of MoU should be in line with policies of Jamia Hamdard. If needed, a clause may be introduced in the MoU to such effect.

5. Plagiarism check guidelines

Action on the above subject was noted which was found to be in line with UGC Regulation in this regard. It was resolved that Jamia Hamdard should consider subscribing to other popular plagiarism detection software (PDS) such I-Authenticate or Turnitin etc. Director IQAC informed that the Competent Authority of Jamia Hamdard has already approved, in principle, subscription to such software. It was resolved till the time another PDS is subscribed Jamia Hamdard shall continue to use URKUND offered through INFLIBNET.

6. UGC CARE List

It was resolved that the UGC Policy on CARE (Consortium for Academic and Research Ethics) list journals will be adopted in Jamia Hamdard for all the purposes as notified by the UGC. Members appreciated efforts of IQAC creating awareness about UGC CARE List of Journals.

7. Annual Quality Assurance Report (AQAR)

Submission of AQAR is an essential requirement of NAAC accreditation. Director, IQAC proposed that this activity may be taken up by IQAC Quality Circle members

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and a senior teacher having experience in working with IQAC activities may be designated as Coordinator who will be supported by IQAC Quality Circle Members at School level. The AQAR will be submitted as per the NAAC proforma and schedule. The Coordinator will be provided support of suitable manpower by deployment from other Department/Section. The Chairman perused list of Quality Circle Members and advised the Director IQAC to visit the list and submit a proposal to update the list of Members.

8. Re-accreditation

It was resolved that Jamia Hamdard will file documents and take other necessary steps for re-accreditation to improve its CGPA. Director IQAC will submit a detailed proposal in this regard to the Competent Authority. It was resolved that services of Prof. Abdul Rahiman may be utilized to prepare a SWOT analysis on preparedness for re-accreditation.

9. New IQAC Committee

The house welcomed newly inducted members and was pleased that there is good representation of female members in the newly constituted Committee. The house also placed on record contribution of out-going members in quality improvement at Jamia Hamdard.

10. Other agenda items with the permission of Chair.

- Director, IQAC informed that he has taken advice of Prof. B.P. Sanjay on developing a framework for Academic and Administrative Audit (AAA) as per the NAAC requirement. Prof. Rahiman suggested that AAA has to be undertaken before going for re-accreditation, as it is one of the important criteria with significant weightage. It was resolved that IQAC will propose a Committee of 3-4 external and internal members which will prepare framework of AAA. This Committee will invariably ~~will~~ include either Prof. B.P. Sanjay or Prof. M. Abdul Rahiman as member.
- Prof. Rahiman suggested that Jamia Hamdard needs to frame policy on various academic, research and administrative aspects. In case it is required expertise of external experts may be utilized to frame policies. All these policies may be got approved by the statutory bodies of the university and then uploaded on the web site in public domain.

The following policies were required to be framed, if not in place.

- i. Policy on IPR, technology transfer, start-up, incubation centre, consultancy and conflict of interest – The Chairman requested Dr Anil Wali for chairing a committee to be constituted for the purpose. Dr. Wali kindly consented for the same.
- ii. Research promotion policy.
- iii. IT and cyber security policy.
- iv. Examination policy including credit sharing provisions.
- v. Admission policy.

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- vi. Reservation policy (student and staff).
- vii. Recruitment, probation and promotion policy for teacher and non-teaching staff.
- viii. Policy for slow and advanced learners.
- ix. Student entitlement policy.
- x. Sports policy.
- xi. Gender equality policy.
- xii. Environment, green campus and waste management policy.
- xiii. Health and safety policy for students and staff.
- xiv. Policy on community service and outreach.
- xv. Grievance redressal policy for students and staff.
- xvi. Accessibility policy for physically challenged students and staff.
- xvii. Internal Complaints Committee and policy for prevention of sexual harassment at work place.
- xviii. Publication policy.
- xix. Policy for guest teachers, temporary teachers and adjunct faculty.
- xx. MoU and collaboration policy (national and international).

Director, IQAC informed that there are already some policies in place. However, it was resolved that all those policies will be revisited and will be updated in sync with UGC or Government policies. Director, IQAC was advised to take necessary action in this regard and submit proposal for framing the policies, if some of these are not in place. The exercise may be completed before the visit of NAAC.

- Prof. Abdul Rahiman proposed that exercise of submission of data and information by the Departments should be a monthly affair. For this purpose IQAC should be provided adequate manpower and IT tools/online modules. He also suggested that Jamia Hamdard should undertake 'gap analysis' exercise to understand deficiencies as per NAAC requirement.
- Prof. Abdul Rahiman also wanted report on digitization of library services and examination process may be placed in the next meeting.
- Proposal from School of Unani Medicine & Research (SUMER) for recommendation of Indian Journal of Unani Medicine published by National Environmental Science Academy for induction in UGC CARE list was not approved. The faculty members and scholars of SUMER were urged to submit their paper in mainstream journals where publications on AYUSH subjects are accepted.
- The House was informed about new initiative of NAAC for dual mode universities (universities offering on-campus and distance programmes). Earlier, distance mode of education was not under the purview of NAAC. It was also informed that NAAC is going to organize a Workshop on the revised manual on December 18, 2019. It was resolved that the workshop may be attended by the Director, IQAC or any other nominees from IQAC Committee.

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May kindly approve.

Hon'ble Vice Chancellor

Approved
12/12/19



Prof. (Dr.) Seyed E. Hasnain
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

R - 11/11/2019
(S. Raisuddin)
Director, IQAC
R - 11/11/2019
S. Raisuddin

**Director
Internal Quality Assurance Cell
(IQAC)
Jamia Hamdard
New Delhi - 110062**

Date of Meeting - 08/03/2021

**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.


(Prof. S. Raisuddin)
Director IQAC - Member Secretary

For kind perusal and approval, please.


Vice Chancellor




(S. Raisuddin)
Director
Internal Quality Assurance Cell
(IQAC)
Jamia Hamdard
New Delhi - 110062

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
Registrar | - Member |
| 3. Mr. Mirza Vazir Hussain
Controller of Examinations | - Member |
| 4. Prof. Farhan Jalees Ahmad
School of Pharmaceutical Education & Research (SPER) | - Member |
| 5. Prof. Shahid Umar
School of Chemical & Life Sciences (SCLS) | - Member |
| 6. Dr M. Shahar Yar, SPER | - Member |
| 7. Dr Zeba Shamim Jairajpouri
Hamdard Institute of Medical Sciences & Research (HIMSR) | - Member |
| 8. Dr Parul Agarwal
School of Engineering Science & Technology (SEST) | - Member |
| 9. Dr Azhar Jabin
School of Unani Medicine & Research (SUMER) | - Member |
| 10. Ms. Ashima Chachra
School of Nursing & Allied Health (SNAH) | - Member |
| 11. Prof. Mujeebur Rahman Khan
Faculty of Agriculture, Aligarh Muslim University, Aligarh | - Member |
| 12. Dr Ghazala Javed
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

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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 4th 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.

R. M.

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.

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

Submitted for kind perusal and approval, please.

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

VICE CHANCELLOR

Approved

Dr. M. Afshar Alam
13.12.21



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