The Annual Quality Assurance Report (AQAR) of the IQAC
(July 1, 2013 to June 30, 2014)

Part – A

AQAR for the year

> 2013-14

1. Details of the Institution

1.1 Name of the Institution

> Jamia Hamdard

1.2 Address Line 1

> Jamia Hamdard

Address Line 2

> Hamdard Nagar

City/Town

> New Delhi

State

> Delhi

Pin Code

> 110062

Institution e-mail address

> info@jamiahamdard.ac.in

Contact Nos.

> 011 - 26059688

Name of the Head of the Institution:

> **Dr. G.N. Qazi**

Tel. No. with STD Code:

> 011 - 26059688

Mobile:

> 9910095435

Name of the IQAC Co-ordinator:

Prof. S. Raisuddin

Mobile:

09810370351

IQAC e-mail address:

iqac@jamiahamdard.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/54/RAR/078 dated 8-01-2011

1.5 Website address:

www.jamiahamdard.edu

Web-link of the AQAR:

www.jamiahamdard.edu

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A		2003	
2	2nd Cycle	A	3.08	2011	2011-16
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

07/12/2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i.   AQAR _____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☑   Private ☐

Affiliated College   Yes ☐   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☑   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

                  Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☐   UGC 12B ☐

                  Grant-in-aid + Self Financing ☑   Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☐   Science ☑ Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☑   Management ☑

Others   (Specify)   .   Mixed

1.11 Name of the Affiliating University *(for the Colleges)*   N/A

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   None

University with Potential for Excellence   None   UGC-CPE   None

DST Star Scheme	None	UGC-CE	None
UGC-Special Assistance Programme	7	DST-FIST	4
UGC-Innovative PG programmes	None	Any other (*Specify*)	None
UGC-COP Programmes	None		

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

None

2.4 No. of Management representatives

None

2.5 No. of Alumni

None

2. 6 No. of any other stakeholder and

   community representatives

03

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

03

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

No.	Date

2.11 No. of meetings with various stakeholders: No. | None | Faculty | None |

Non-Teaching Staff Students | None | Alumni | None | Others | None |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 2 | International | 2 | National [ ]   State [ ]   Institution Level [ ]

(ii) Themes | Faculty development and personality development |

2.14 Significant Activities and contributions made by IQAC

> 1. Creation of quality consciousness in the University.
>
> 2. Emphasis on setting of benchmarking for quality.
>
> 3. Incentivization of high quality research.
>
> 4. Contribution to career advancement of the teachers.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Enhancement of quality of publications.	1. Successful induction of provision of compulsory publication by the researchers of Pharmacy and Science in the journal having impact factor 1 or above to become eligible for submission of PhD thesis. This created quality awareness among faculty and scholars.

 * Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   No

Management ☐   Syndicate ☑   Any other body ☑

Provide the details of the action taken

> 1. Implementation of revised and upgraded eligibility for promotion of teachers.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	18	5	3	23
PG	48	2	33	50
UG	26	7	23	33
PG Diploma	None	None	None	None
Advanced Diploma	None	None	None	None
Diploma	6	1	4	7
Certificate	1	1	None	2
Others	5	1	None	6
Total	**104**	**17**	**63**	**121**

Interdisciplinary	3	None	2	3
Innovative	4	None	2	4

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	113
Trimester	None
Annual	8

1.3 Feedback from stakeholders*   Alumni   Parents   Employers   Students
   (On all aspects)   √

   Mode of feedback   :   Online   Manual   Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Yes
>   1. Contemporary development   2. Employability   3. Industry Needs
>
>   4. To avoid redundant content based on feedback   5. To follow councils and their regulations

1.5 Any new Department/Centre introduced during the year. If yes, give details.

>   1.   Centre for Translational and Clinical Research
>
>   2.   Departments from HIMSR

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
279	143	47	40	49

2.2 No. of permanent faculty with Ph.D.

93

No. of permanent faculty with M.D./M.S.

110

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
21	08	03	01	06	04	11	01	41	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

14		01		00	

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	40	172	37
Presented papers	38	66	02
Resource Persons	05	52	10

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The institution organizes induction/orientation programs for the new entrants. Different approaches are adopted for teaching and learning of students with different learning capabilities. The teaching plan for the academic year is planned and distributed at the time of initiation of classes. The teachers use chalk and board and state of art teaching methods. The practical modules involve demonstration of experiments to the students and case studies. Interactive courses have also been developed for courses. The students are encouraged to give seminars for better communication and understanding. In addition to these students are assigned projects, surveys, assignments, field work within the state and outside the state, educational tours and internship programmes for better teaching and learning. Moreover Industry-Implant training is also provided to the students on case to case basis. The syllabus is revised time to time as per the need of the hour. The quality of teaching is also improved by teachers as they attend Faculty / Staff Development Programmes from time to time. The teachers who attend Faculty/staff Development programmes gave presentations to the IQAC and the key areas in which innovative change can be brought into are also implemented. This makes the teachers competent enough to deliver best teaching and knowledge in the subject. Moreover the students are always interested to attend classes of teachers with good aptitude for teaching and knowledge content. In addition the student feedback also helps in analyzing and improving the teaching of teachers and learning of students.

2.7 Total No. of actual teaching days

during this academic year

| 192 |

2.8 Examination/ Evaluation Reforms initiated by
   the Institution (for example: Open Book Examination, Bar Coding,
   Double Valuation, Photocopy, Online Multiple Choice Questions)

Jamia Hamdard has brought various examination reforms from time to time to maintain confidentiality and quality in examination/evaluation. Jamia Hamdard has implemented in the semester system two midterm semester examinations for internal assessment and one end semester examination at terminal stage. The two midterm examinations are conducted by the concerned subject teacher. The results are notified immediately after examination. In annual mode there are three midterm examinations for internal assessment and one annual examination at terminal stage. The candidates who are not successful in annual examination are given an opportunity to appear in supplementary examination. The three midterm examinations are conducted by the concerned subject teacher. The results are notified immediately after examination. The best marks of two midterm examination are taken as average marks for internal assessment. Jamia Hamdard has introduced and implemented choice based credit system in courses which are not governed by the Council guidelines and adopted grading system for the courses. The examinations are conducted by Dean of the respective Faculty under decentralized mode examination system in Jamia Hamdard.

2.9 No. of faculty members involved in curriculum
   restructuring/revision/syllabus development
   as member of Board of Study/Faculty/Curriculum Development workshop

| 230 |

2.10 Average percentage of attendance of students

| 87% |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Science						
M. Sc. Biochemistry	19	32	58	10	-	100
M. Sc. Chemistry	18	-	94	06	-	100
M. Sc. Botany	24	04	96	-	-	100
M. Sc. Biotechnology	35	06	69	25	-	100
M. Sc. Toxicology	26	23	65	12	-	100
M. Sc. Clinical Research	13	15	69	16	-	100
Pharmacy						
D. Pharm.	45	02	53	45	-	100
B. Pharm. (Regular)	50	06	94	-	-	100
B. Pharm. (SFS)	48	07	93	-	-	100
M. Pharm (Ph. Chemistry)	07	85	15	-	-	100
M. Pharm (Ph. Analysis)	07	72	28	-	-	100
M. Pharm (Ph. Ceutics)	15	26	74	-	-	100
M. Pharm (Ph. Quality	06	66	34	-	-	100

Assurance)					
M. Pharm (Pharmacology)	09	45	55	-	-	100
M. Pharm (Ph. Practice)	02	50	50	-	-	100
M. Pharm (Ph. Cognosy)	06	34	66	-	-	100
M. Pharm (Ph. Biotechnology)	03	34	66	-	-	100
Management						
MBA (General)	116	16	47	8	10	81
MBA (Health & Hospital Management	45	13	76	7	4	100
MBA (Pharmaceuticsl Management)	54	13	59	9	11	92
Engineering & Technology						
MCA	50	18	82	-	-	100
M. Tech. (CS) Weekend Programme	25	70	30	-	-	100
M. Tech. (Bioinformatics)	08	88	12	-	-	100
M.Sc. (Computer Sc.)	34	79	21	-	-	100
B. Tech. (Computer Sc.)	28	52	48	-	-	100
B. Tech. (I.T.)	26	60	40	-	-	100
BCA/ B.Sc. IT	40	31	69	-	-	100
Nursing						
M. Sc. Nursing (Psychiatric Nursing)	04	75	25	-	-	100
M. Sc. Nursing (Paediatric Nursing)	02	50	50	-	-	100
M. Sc. Nursing (Medical Surgical Nurs.)	03	67	33	-	-	100
M. Sc. Nursing (Obs. & Gyn.)	05	80	20	-	-	100
M. Sc. Nursing (Community Health Nursing)	03	67	33	-	-	100
B. Sc. (Hons) Nursing	40	-	13	62	25	100
DGNM	39	-	08	64	23	95
Medicine (Unani)						
BUMS	49	02	90	08	-	100
Pre-Tib	09	11	89	-	-	100
Certificate Course of Unani Dispenser	03	33	67		-	100
Paramedical Sciences						
B.Sc. MLT	25	-	44	24	32	88
B.Sc. MLT II yr. (Lateral entry)	12		100	-	-	100

B.Sc. Emergency & Trauma Care Technology	14	-	78	22	-	100
B.Sc. in Physiotherapy	29		97	03	-	100
Diploma in X-Rays & ECG Techniques	12	08	33	33	09	74
Diploma in Operation Theatre Techniques	11	-	36	46	-	82
Diploma in Dialysis Techniques	10	10	-	90	-	100
Diploma in Medical Record Techniques (DMRT)	11	-	09	55	-	64

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Jamia Hamdard has established IQAC as per the guidelines of the NAAC in order to ensure enhancement of quality in the activities of the University. Since its inception IQAC has been playing an important role not only in the development but also in implementation of plans and policies in the letter and spirit in Jamia Hamdard. Various programmes which are beneficial from the point of the students involving subject lectures, value education lectures, popular lectures etc. are being organised from time to time. Moreover the various Faculty and non-teaching development programmes are also being conducted from time to time for upliftment of knowledge and technical capabilities. IQAC has included young faculty form different faculties as internal circle members of IQAC in order to implement the issues pertaining to contribution, monitoring and evaluation in teaching and learning processes. The feedback and suggestions which are constructive are implemented within no time. The students interactions with the top level management as student council and research students council are organised and decision taken are also implemented through IQAC at University level. The IQAC also implement and coordinate for collection and analysis of feedback form various stakeholders. The feedback along with the suggestions of all stakeholders are given due weight age and placed in appropriate review meetings for discussions and the outcome. The annual self appraisals are collected from faculty and departmental profiles are collected periodically and assessed accordingly. The IQAC coordinates with Board of studies, Board of research studies, Academic council and Board of Management for effective performance of Jamia Hamdard and actively involves in development of future plans for implementation.

2.13 Initiatives undertaken towards faculty development   42

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	04
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00

Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	29
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	262	64	00	00
Technical Staff	533	125	05	20

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> The IQAC has formulated a quality management system and developed a quality manual which consists of procedure for research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**19**	**17**	**07**	
Outlay in Rs. Lakhs	**293.256**	**370.595**	**179.08**	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**02**	**01**	**01**	-
Outlay in Rs. Lakhs	**4.92**	**04**	**04**	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	**601**	**119**	**01**
Non-Peer Review Journals	**07**	**08**	-
e-Journals	**02**	-	**01**
Conference proceedings	**07**	**01**	-

3.5 Details on Impact factor of publications:

Range 0-6.409 Average 1.53 h-index 20 Nos. in SCOPUS 696 Citation 2563

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Lacs)	Received (Lacs)
Major projects	3-5	UGC, DST, ICMR, CSIR, DBT, CCRAS, DRDO, CCRUM	162.10	507.41
Minor Projects	1-3	Jamia Hamdard	None	4.6
Interdisciplinary Projects	2	DRDO	13	13
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	3	DST,	48.6	32.7
Any other(Specify)	1	UGC,DST	35	27
Total				

3.7 No. of books published   i) With ISBN No. `07`   Chapters in Edited Books `33`

ii) Without ISBN No. `01`

3.8 No. of University Departments receiving funds from

UGC-SAP `05`   CAS `-`   DST-FIST `-`

DPE `-`   DBT Scheme/funds `-`

3.9 For colleges   Autonomy ☐   CPE ☐   DBT Star Scheme ☐

INSPIRE ☐   CE ☐   Any Other (specify) ☐

3.10 Revenue generated through consultancy   `2.00 lacs`

Level	International	National	State	University	College
Number	01	14	05		
Sponsoring agencies	**	*	***		

3.11 No. of conferences

organized by the Institution

*= DBT, Jamia Hamdard, IAP, Harrison Tech Consultant, IRIA,Indian Oil, Malvern, AIMIL, Buchi

3.12 No. of faculty served as experts, chairpersons or resource persons=123

3.13 No. of collaborations   International [17]   National [41]   Any other [03]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	**09**
	Granted	**03**
International	Applied	**-**
	Granted	**-**
Commercialised	Applied	**-**
	Granted	**-**

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
41	**14**	**23**	**01**	**13**		

3.18 No. of faculty from the Institution
who are Ph. D. Guides [90]
and students registered under them [78]

3.19 No. of Ph.D. awarded by faculty from the Institution [62]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [56]   SRF [24]   Project Fellows [09]   Any other [09]

3.21 No. of students Participated in NSS events:

University level [3]   State level [2]

National level [1]   International level [ ]

3.22 No. of students participated in NCC events:

University level [1]   State level [1]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ]   State level [1]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

| | University level | | State level | 1 |
| National level | | | International level | |

3.25 No. of Extension activities organized

| University forum | **07** | College forum | **25** |
| NCC | | NSS | | Any other | **08** |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility   **20**

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities*:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	91.60 acres	--	--	91.60
Class rooms	45	02	University Fund	47
Laboratories	58	04	University Fund	62
Seminar Halls	10	--	--	10
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	54	17	--	71
Value of the equipment purchased during the year (Rs. in Lakhs)	231.73	51.23	UGC	282.96
Others				

*As per the information provided by Pharmacy, Nursing, Science, Islamic studies, unani Medicine & Faculty of Engineering & Interdisciplinary Sciences Only

4.2 Computerization of administration and library

> The library system has launched computerization of its various functions since 2004 powered by the ABSYS keys. As an active member of Inflibnet, the library has oceans to thousands of e-Books, e-Journals and databases through UGC-infonet consortium. The library is also extending anti-plagiarism check. Recently, library has joined the NDL network to avail single window access to knowledge resources.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value

Text Books Reference Books	----	---	2006	20.25 Lakhs	--	---
e-Books	--	--	--	--	--	---
Journals	19734		134	19.51 Lakhs	19868	--
e-Journals	Over 8000 through Inflibnet consortium					
Digital Database	--	--	--	--	--	--
CD & Video	1608	--	--	--	1608	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	400	04	1000 mbps	01	01	01	01	Server virtualization; Google mail services
Added	100	--	--	--	--	--	--	--
Total	500	04	1000 mbps	01	01	01	01	Server virtualization; Google mail services

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Wi-Fi connectivity enabled Campus with more than 1700 internet points for LAN use
>
> Training programmes were conducted for Research scholars in use of IT
>
> With the support of corporate sector training programmes were organised for non-teaching staff on use of IT

4.6 Amount spent on maintenance in lakhs:

S. No.	Name	Amount spent (in Rs)
1	ICT Campus Infrastructure and facilities	2587.39
2	Equipments	585.82
3	Others*	4545.27

4	Total	**7718.48**

 * Includes Staff salary, Library books, Chemicals and Glassware, Electricity charges, Contingency etc.

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> a. IQAC circulates information about various facilities on campus.
>
> b. IQAC also informs students about various scholarships and fellowships available to students form Jamia Hamdard and those from outside agencies such as UGC, CSIR, DBT, ICMR, DST, central and state governments.
>
> c. Web site is used to disseminate information.

5.2 Efforts made by the institution for tracking the progression

> Deans and Heads of the Department trak progress.

5.3 (a) Total Number of students

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1526	--	--	--	--	1526	1578	--	--	--	1	1578

(b) No. of students outside the state

(c) No. of international students

Men | No | % |
|---|---|
| 896 | 56.8 |

Women | No | % |
|---|---|
| 682 | 43.2 |

Demand ratio

Dropout %

5.5 No. of students **qualified in these examinations: Year wise**

NET 19   SET/SLET --   GATE 4   CAT --

GPAT 47   Civil service exams (state & central) 49   Others --

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
		203	

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level 25   National level -   International level -

No. of students participated in cultural events

State/ University level 111   National level -   International level -

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level --   National level -   International level -

Cultural: State/ University level 4   National level -   International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	251	76,76,757.00
Financial support from government	--	--

Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives   [2]   [--]   [--]

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level   [--]   National level   [--]   International level   [--]

5.12   No. of social initiatives undertaken by the students   [3]

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission and Vision

The University strives to work with the following vision:
"To provide international quality higher education and undertake Cutting-edge Research in the fields of Natural Science and Technology and particularly promote study of Modern and Traditional (Unani) Medicine, encompassing a holistic and integrative approach to healthcare and to meet societal education needs of underprivileged Indian communities."

Keeping the vision of Jamia Hamdard in view, its mission is enumerated as under:

> To promote and advance the cause of higher education through modern methods of teaching and advanced research in such branches of knowledge as the Jamia Hamdard may continue to develop core-competence for and as may be in consonance with the emerging needs of India in general and underprivileged communities in particular.

> To co-operate, collaborate and associate with national and international organizations and institutions in any part of the world having mission wholly or partly similar to those of the Jamia Hamdard and as per the provision of the UGC regulations in place time to time.

> To provide avenues for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at Under-graduate, Post-graduate and doctoral levels, fully conforming to the concept and idea of the University.

6.2 Does the Institution has a management Information System

> There is no MIS in the University. But, University has a Hospital Management System.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Regular revision involving stakeholders from industry.

6.3.2 Teaching and Learning

- Emphasizing on adoption of latest tools and techniques of teaching.
- Online knowledge tools.

6.3.3 Examination and Evaluation

- Transparency.
- Continuous assessment.

6.3.4 Research and Development

- Incentivization of high impact factor publications.
- Anti-plagiarism policy.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Wi-fi connectivity
- Online journals and magazines

6.3.6 Human Resource Management

- Utilization of internal faculty for meeting teaching requirement of specific modules.

6.3.7 Faculty and Staff recruitment

- Open recruitment.
- Emphasis on quality of applicants.

6.3.8 Industry Interaction / Collaboration

- MoU with Industry.

6.3.9   Admission of Students

- Selection from All India tests.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

- Alumni activities are conducted at Faculty and Department level.

6.12 Activities and support from the Parent – Teacher Association

No such association in University.

6.13 Development programmes for support staff

- Programme of ICT awareness are conducted on regular basis.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plantation drive is undertaken.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Students Advisory Council and Research Council have been established in the faculty which gives opportunity to students to interact with the Hon'ble Vice Chancellor.
2. The faculty members are motivated to publish their research papers and the individual who has published their papers in the journal with high impact factor are awarded with cash prize and certificate on the occasion of National Science Day and this also serves as one criteria for their promotion.
3. Alumni Association is created to make a network of alumni and provide a platform to them to utilize their professional expertise and competencies for the upliftment of the University.
4. Interactive Web page of the Alumni has been created on the University website.
5. A week long Induction Programme is an annual feature of the University which helps the newly admitted students to get acclimatized and oriented to the University culture.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Action is deliberated in IQAC Committee meetings.

BEST PRACTICE I

1. Another best practice of the University is the BIOMETRIC ATTENDANCE

Objectives of the Practice:
i) To ascertain
- Punctuality by teaching and non-teaching staff of the university.
- Transparent and smooth functioning of the university
ii) To maintain an environment of discipline, workmanship and accountability

The Context:
Jamia Hamdard has a large number of teaching as well as non-teaching staff. For purpose of self regulation and smooth functioning of the university, it made efforts to elevate itself to the new technology available and introduced the biometric attendance system.

The Practice:
Biometric attendance was started at the Faculty of Information and Technology initially through an outsourced agency and now the system is in practice in all other faculties of Jamia Hamdard.

Evidence of Success:
The biometric attendance system has significantly improved the punctuality of the staff to report on time and stay available throughout the office timings. The attendance records show the same. There is also an overall improvement in students' satisfaction and scores as teaching staff is available on time and at all times for students during their duty hours. Also the employee's perks are based on their leave record.

Problems Encountered and Resources Required:
Initially employees were hesitant by this system as it was a change in the old practice. However, with time they became more comfortable with the idea and practice. At times, the biometric system faces some technical snags. An agency was outsourced to establish biometric system of attendance in the faculties.

2. Best Practice II (Department of Management)

Title of the Practice: Excel Based Attendance System.

Objectives of the Practice: To have a consolidated attendance of each student across all the courses attended by him at one place.

The Context: This is done in order to determine his / her eligibility for minimum attendance to appear in the end semester exam and also to inculcate a sense of discipline and regularity among the students. **The Practice**: The teachers are provided with monthly attendance sheet with day wise column consisting of names of all the students in that course taught by a particular teacher in a specific class / group. Each student has a specific serial number and location in that sheet which is a combination of core papers and electives he/ she has opted for. The list is put up on the notice board every month for the student to see and make up their attendance in the future classes.

Evidence of Success: The students have become conscious and regular in attendance.

Problems Encountered and Resources Required: Educating students about the idea and guiding the faculty members to enter the data into the software.

Notes: Initially, a faculty meeting was conducted to discuss the project with the teachers and consequently the students were appraised through a notice on the notice board / mail   to their common email id about the introduction of the system.

1. HIMSR

Best Practice I

1. **Title of the practice**: Early Clinical Exposure
2. **Objectives of the Practice:**
    a. To sensitise the students on the clinical aspect of basic sciences
    b. To generate interest in medical studies
    c. To develop higher levels of learning
    d. To bring vertical integration of curriculum
3. **The Context**: In medical education, students learn subjects sequentially in the order of pre-clinical, para-clinical and clinical subjects in the first, second and third professional MBBS. The practice of early clinical exposure disrupts this by introducing some clinical aspects right from the first professional MBBS.
4. **The practice**: Students of First Professional MBBS attend clinical and research meeting every week, in which interesting clinical cases are presented by faculty members of various departments. In most of the presentations, UG students also present a part of the topic. The presentation is a mix of basic sciences and clinical aspects taking into consideration the level of students and to bring in clinical corroboration.
5. **Evidence of Success**: Research studies have been conducted on this topic and published.
    Husain M, Khan S. Early clinical exposure – When and How. A Students' Perspective. Accepted for publication in Journal of Research in Medical Education and Ethics.
6. **Problems encountered and resources required**: Coordination amongst various departments is required to further this practice. Also, it is difficult to dedicate time to this special activity every week in the already packed medical curriculum.
7. **Notes**: This is an innovative and internationally recommended practice, which is emphasized even in MCI's vision 2015 document and should be implemented by all medical colleges to make medical education interesting and clinically relevant.

Best Practice II

1. **Title of the practice**: Student Mentorship Programme
2. **Objectives of the Practice**: Creating bond between faculty members and students
   Addressing academic and non-academic concerns of students in a friendly manner.
3. **The Context**: MBBS is a long and difficult course, with a number of students having stress related to studies and other aspects of studentship. Most of the MBBS students are hostelites and away from family. Under such circumstances, there is a need of a friend, philosopher and guide who can counsel, motivate or support them in academic and personal aspects. The mentorship programme was conceived with this need in mind.
4. **The practice**: Every student in MBBS course of HIMSR is allotted a faculty member as a mentor for the entire duration of the MBBS course. This mentor build a mentor- mentee relationship with the student and helps them in coping with the stressful MBBS course, making career decisions, adjusting with changed and competitive environment of medical college and avoiding stress. This also helps in putting forth the students' grievances and resolving many issues at the earlier stage.
5. **Evidence of Success**: Research is ongoing on this practice in medical college but preliminary evidence suggests that it has helped in the bonding of the students and faculty members and many issues which were hitherto unaddressed have now come to fore and got resolved.
6. **Problems encountered and resources required**: Not all students or faculty members are in favour of this exercise. Some faculty members do not find time to spend with their mentee. As a result, some mentees desire change of their mentor's mid-way.
7. **Notes**: This is a promising exercise with potential for success, if it is nurtured with patience.

7. FACULTY OF PARAMEDICAL SCIENCES

a. Department of Microbiology

Best Practice I

1. **Title of the Practice:** Hand Hygiene
2. **Objectives of the Practice:** To sensitize
3. **The Context:** Celebrate Hand Hygiene Day
4. **The Practice:** Lecture, Skit, Correct Hand Hygiene practice, Role plays, poster competitions
5. **Evidence of Success:** Better awareness of hand hygiene practices

7.4 Contribution to environmental awareness / protection

1. World No Tobacco Day is celebrated every year to mobilize the students and faculty on the harmful effects of tobacco.
2. **Swachh Jamia Hamdard Campaign:** Motivated by the call of Swachh Bharat Abhiyan, the University celebrated Swachch Jamia Hamdard on **October 2, 2014.** This event was marked by a cleanliness drive in and around the campus, in which students, faculty and staff overwhelmingly participated.
3. Initiative was taken by Hon'ble Vice Chancellor, Dr. G.N. Qazi and faculty members of Jamia Hamdard to convert the encroachments in the area around Jamia Hamdard boundary wall to a green belt and it was officially announced on **October 2, 2014.**
4. Visit to Asola wildlife sanctuary was made on **December 19, 2014.** The students had free nature trail of 2 Km, exposing floral & faunal elements and topography of the area. They learned about the large, worked out mine pits of Bhatti area in the process of reclamation & establishment, likely to be developed as a wetland habitat in future.
5. A poster competition with the theme – 'Save River Yamuna' was organized by Faculty of Nursing, Jamia Hamdard at Inter – Faculty Level on **December 23, 2014.**

7.5 Whether environmental audit was conducted?   Yes   No

Yes, the Eco Club Committee conducts Green Audit in the campus on yearly basis to ensure and keep account of the following aspects:

- Maintenance of the biodiversity of the campus
- Renewal of energy (Solar Plants)
- Segregation and Disposal of Waste
- Rain Water Harvesting
- Flora and Fauna of the University
- Green Belt maintenance

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

1. **Eco Club** has been established in collaboration with Department of Environment, Government of NCT which hosts various eco friendly activities. Rufaida College of Nursing, Jamia Hamdard became a member of Eco Club in November 2012. Funds are disbursed for eco-friendly activities.
2. **National Skills Training Centre – "Daksh", Jamia Hamdard** has been established with the joint collaboration of Ministry of Health and Family Welfare, GoI and Liverpool School of Tropical Medicine. The training focuses on the major aspects of Maternal and Child Health with an objective of reducing the MMR and IMR.

Weakness:
All the departments need to have the installation of Biometric Attendance System for the smooth functioning.
Opportunity:
Since support from the Department of Environment, Government of NCT is available, every departments of the university can take pro-active measures to promote eco-friendly environment in the campus
Threat:
Although there is a green belt surrounding the university, the dumping of waste materials outside the campus (near the bus stand) poses a threat to the ambience of the university.
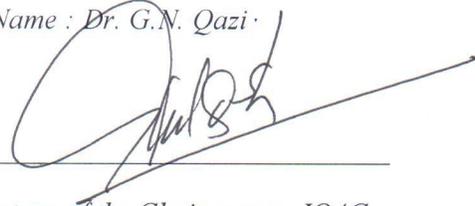
8. Plans of institution for next year

1. To get higher ranking in national and international ranking exercises.

2. To raise bar of publication quality (impact factor).

Name : Prof. S. Raisuddin

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Signature of the Coordinator, IQAC

Name : Dr. G.N. Qazi

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Signature of the Chairperson, IQAC

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