

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

02-09-2022

MINUTES OF THE IQAC COMMITTEE MEETING

**Date of Meeting – 02-09-2022; Time – 4.30 pm
Venue: Board Room, Vice Chancellor's Secretariat**

Present:

- | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. | Prof. M. Afshar Alam, Vice Chancellor | - In Chair |
| 2. | Mr. S.S. Akhtar, Registrar | - Member |
| 3. | Mr. Mirza Vazir Husaain, Controller of Examinations | - Member |
| 4. | Dr Ghazala Javed, Research Officer In-charge,
Drug Standardisation Research Unit, Central Council
for Research in Unani Medicine, Ministry of AYUSH,
Govt. of India | - Member |
| 5. | Prof. Farhan J. Ahmad, Dean SIST | - Member |
| 6. | Prof. Shahid Umar, Head, Department of Botany, SCLS | - Member |
| 7. | Prof. M. Shahar Yar, SPER | - Member |
| 8. | Dr Zeeba Shamim Jairajouri, HIMSR | - Member |
| 8. | Dr Azhar Jabin, SUMER | - Member |
| 9. | Dr Parul Agarwal, SEST | - Member |
| 10. | Dr Nudrat Moini Rahman, SMBS | - Member |
| 11. | Ms. Ashima Chachhra, SNSAH | - Member |
| 12. | Dr. S. Ikmal Murtaza, Consultant IQAC | - Special
Invitee |
| 13. | Prof. S. Raisuddin, Director IQAC | - Member-
Secretary |

Other Members (Prof. Mujeebur Rahman, Prof. A.K. Dubey, Dr Arshad Khuroo) could not attend the meeting due their other commitment and were granted leave of absence by the Chairman.

At the outset the House paid their condolences on the personal loss in the family of the Vice Chancellor whose Mother-in-Law left for heavenly adobe on August 30, 2022. Members observed two-minute silence in respect of departed soul and conveyed through the Vice Chancellor their deep condolences to his wife and her family.

Director IQAC welcomed the members to the meeting and greatly appreciated support from the Vice Chancellor, Registrar, and other stakeholder from

R. Akhtar *Dr. Afshar Alam*

academic and non-teaching sections in the IQAC endeavours and efforts for the preparation for the 4th Cycle of NAAC accreditation.

The Vice Chancellor also welcomed all the members and urged all the stakeholders of Jamia Hamdard to achieved high grade in NAAC accreditation. He observed that since it is the fourth cycle of accreditation and only few institutions have been in this category there is huge expectations from all quarters.

With the permission of the Chair the Director IQAC presented the agenda. Each agenda was presented to the House and deliberated upon.

The minutes of the meeting are as follows.

1. Confirmation of minutes of the last meeting held on 23/06/2022

The minutes of the meeting of IQAC held on 23/06/2022 and action taken thereupon were perused and approved as brought in the meeting.

2. To peruse the Self Study Report (SSR) document for the 4th Cycle of NAAC Accreditation

- A detail and live presentation of the Self Study Report (SSR) for its quantitative matrices and qualitative matrices was made by the IQAC Team. The data and documents were collected by the criteria Coordinators and their team members for a period of over 6 months. Each criteria matrix was perused, and some suggestions were made with respect to verification and revisit of data.
- It was also resolved to properly edit the QLMs regarding language and word counts.
- It was resolved that in case there is need, a request for extension in submission of SSR may be submitted to NAAC.
- Members appreciated efforts of all the Criteria Teams and IQAC.

3. To peruse other quality related matters

- The house perused reports of the Academic Audit of the Schools/Departments and proposed action and action taken and approved the same in principle. However, the Vice Chancellor urged that observations of the Audit Committees may revisited in view of various steps taken by the university with respect to recruitment of teachers and improvement of infrastructure.
- It was also resolved that Academic Audit of the Hamdard Institute of Medical Education and Research (HIMSR) and Jamia Hamdard – Kannur Campus should also be conducted before the NAAC Peer Team visit.

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Dr. ~~cap~~ ~~hm~~ ~~cap~~ ~~hm~~

- IQAC presented a proposal for 'Jamia Hamdard Policy Manual' which contains the existing/approved policies of Jamia Hamdard as well as some policy drafts. NAAC requires that various policies should be in public domain. IQAC has made efforts to capture most of the policies. However, some policies were still required to be formulated. The Vice Chancellor directed the concerned section/officer to submit any such policy which is required to be included in the Manual. After compiling all the policy document the Manual will be placed on the university web site.

4. Any other agenda with permission of the Chair.

None.

Meeting ended with thanks to the Chair.

R-MA:
(Prof. S. Raisuddin)

Minutes were circulated to Members through e-mail/Whatsapp group for any comments and approval. Responses were received. Suggestions of Members have been incorporated and final draft of minutes is presented herein for perusal and approval, please.

R-MA: 03/09/2022
(Prof. S. Raisuddin)
Member- Secretary
Director
Internal Quality Assurance Cell
(IQAC)
Jamia Hamdard
New Delhi - 110062

Vice Chancellor

Prof. (Dr.) M. Afshar Alam
Vice-Chancellor
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110 062



Approved

M Afshar Alam

Sc of AC meeting

M. Afshar Alam
3.9.22

Registrar