

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

IQAC COMMITTEE MEETING

**DATE OF MEETING – 23-06-2022 at 12.00 PM
Venue: Board Room, Vice Chancellor's Secretariat**

MINUTES OF THE MEETING

A meeting of the IQAC Committee of Jamia Hamdard was convened on 23/06/2022 at 12.00 pm.

Meeting was attended by the following.

Internal Members:

1. Mr. S.S. Akhtar, Registrar, Jamia Hamdard
2. Mr. M.V. Hussain, Controller of Examinations
3. Prof. Farhan Jalees Ahmad, School of Pharmaceutical Education & Research (SPER)
4. Prof. Shahid Umar, School of Chemical & Life Sciences (SCLS)
5. Prof. Mohd. Shahar Yar, SPER
6. Dr Parul Agarwal, School of Engineering Science & Technology (SEST)
7. Dr Azhar Jabin, School of Unani Medicine Education & Research (SUMER)

External Members:

1. Prof. Mujeebur Rahman Khan, Faculty of Agriculture, Aligarh Muslim University, Aligarh

Special Invitees

1. Mr. Harpal Singh, Finance Officer, Jamia Hamdard
2. Dr. Sabina Khan – Hamdard Institute of Medical Science & Research (HIMSR) representative
3. Dr. S. Ikmal Murtaza, Consultant IQAC

Prof. S. Raisuddin, Director IQAC

– Member Secretary

Prof. M. Afshar Alam, Vice Chancellor,
Jamia Hamdard

– In Chair

Raisuddin



The following Members could not attend the meeting and informed about their inability to attend in advance. They were granted leave of absence by the Chairman.

Prof. Ajay Kumar Dubey, Director IQAC, Jawaharlal Nehru University (JNU), New Delhi; Dr Ghazala, Javed, Scientist, Central Council for Research in Unani Medicine (CCRUM), AYUSH, New Delhi; Dr Arshad Khuroo, Sun Pharmaceutical Industries Ltd., Gurgaon; Dr Zeeba Shamim Jairajpuri, Hamdard Institute of Medical Sciences & Research (HIMSR); Dr Nudrat Moini Rahman, School of Management & Business Studies (SMBS); Dr Ashima Chachhar, School of Nursing & Allied Health (SNAH)

Prof. S. Raisuddin, Director IQAC welcomed all the Members and he appreciated support from all for endeavours of IQAC in maintaining and improving the quality standards at Jamia Hamdard. He also thanked the Vice Chancellor for his personal interest in IQAC activities.

Prof. M. Afshar Alam, Vice Chancellor Jamia Hamdard and Chairman of the IQAC Committee thanked all the Members, especially those from outside of Jamia Hamdard for their continued support to Jamia Hamdard. He also updated the house on efforts of Jamia Hamdard for the 4th Cycle of NAAC accreditation due from the month of September 2022.

After these introductory remarks the Director IQAC presented the agenda. There was detailed deliberation on each agenda and the following was resolved.

1. Approval of Minutes of Last Meeting

The last meeting was held on 28-09-2021. The approved minutes were reported to the constituent bodies of the university (Annexure – I). The reporting was noted.

2. Action Taken Report (ATR)

Based on the observations and suggestions during the last meeting held on 28-09-2021 various actions taken as reported below were noted.

- a) Notification regarding 'Centre for Environment and Sustainable Development' has been issued. It was resolved that in the next meeting a report on the activities of Centre will be presented.
- b) A senior faculty member has been appointed as 'Cultural Coordinator'. Various platforms in the form of Clubs have been formed and activities have been taken up involving students and faculty. These include 'Drama

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Club', Film Club', Photography Club', 'Rose Society' etc. It was resolved that in the next meeting a report on the activities of various clubs will be presented.

- c) A women unit of 'National Cadet Corps' (NCC) has been formed. Members lauded this effort of Jamia Hamdard toward women empowerment.
- d) On the advice of the External Expert (Prof. Mujeebur Rahman Khan) a 'Centre for Career Counselling and Guidance' has been created. Moreover, for taking care of academic matters of foreign students a Committee has been constituted. Another Committee has been formed to look into matters of grievance of research workers including PhD scholars. A committee to look into affairs of alumni has also been constituted. Members urged that regular meetings of these Committees should be held and minutes be sent to IQAC for reporting and record.
- e) It was informed that "the event calendar" will be published with the beginning of new academic session in July 2022 and in the beginning of new year in January 2023. Progress on this matter to be reported in the next meeting.
- f) IQAC has developed modified 'Guidelines for Launching of New Academic Programme' (Annexure - II). It was resolved that a draft of the same will be circulated to members for their comments.

3. Curriculum Enrichment Activities

Members noted the following activities undertaken by Jamia Hamdard under the aegis of IQAC which are aimed toward curriculum enrichment.

- a) Finalization of Guidelines for implementation of New Education Policy (NEP) 2020.
- b) Finalization of Guidelines for Outcome Based Education (OBE).
- c) Finalization of Guidelines for SWYAM-MOOCs courses.
- d) Finalization of Guidelines for Choice Based Credit System (CBCS)
- e) Jamia Hamdard has joined National Academic Depository (NAD).

It was also noted that a Committee has been constituted to frame guidelines for Academic Bank of Credits (ABC).

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House was also informed about creation of a Centre for Teaching Support and Innovation (CTSI) to augment teaching and learning support and implementation of new initiatives of the UGC.

The Chairman updated house about establishment of specialized Centres for research and studies in 'Virology', 'Nutraceuticals' and 'Sufism'.

4. Jamia Hamdard PhD Ordinance 2021

Notification of Jamia Hamdard - PhD Ordinance 2021 as per UGC (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016 with several quality improvements was noted.

5. Academic and Administrative Audit (AAA)

Progress on the Academic Audit of Schools and Departments was noted. It was resolved to complete Academic Audit of the remaining Schools and Departments as soon as possible and also to complete Administrative Audit before the beginning of NAAC assessment process.

6. Feedback System

It was noted that the online feedback system for the following stakeholders is active on the university website.

- a) Students
- b) Alumni
- c) Parents
- d) Employers

Members suggested properly analyzing the feedback and including feedback of teachers of teachers as well.

8. Publication of Annual Reports

It was noted that the pending Annual Reports have been finalized and printed. It was resolved to place Annual Reports as pdf file on the web site.

9. University Newsletter

IQAC Committee Members appreciated publication of the University Newsletter ("Spreadsheet"). The Chairman informed that it was being published on regular basis few years ago. It has been revived to showcase university activities in brief. The frequency of publication will be three issues in a year. Members expected that a softcopy of the newsletter will be placed on the university web site.

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10. Eco-club and Environmental Quality Cell activities

Members noted activities of Eco-Club and Environmental Quality Cell (ECQ). It was resolved to publicize these activities on the web site.

11. Programmes Organized by the IQAC

Members noted various the following activities undertaken by IQAC independently or in collaborations with Schools/Departments.

- a) Orientation Programme on "MOOCs and Blended Learning" on November 25 and December 01, 2021 in collaboration with School of Chemical & Life Sciences (SCLS).
- b) Orientation Programme on Outcome Based Education and Curriculum Design. Prof. Boyapati Venkata Appa Rao, Professor of Chemistry and Dean (R&C), NIT -Warangal, Visiting Professor on OBE, University of Hyderabad and Consultant, IIIT, Hyderabad on February 02, 2022 in collaboration with the Examination Section.
- c) Orientation Programme on Predatory Journals and UGC-CARE Listing of Journals on February 03, 2022 in collaboration with the University Library.
- d) A Special lecture on "NEP 2020: Concept, Relevance and Implementation on June 14, 2022" by Prof. (Dr.) Shakila Shamsu Former OSD (NEP), Department of Higher Education, Ministry of Education Government of India in collaboration with the Department of Botany (SCLS).

Director IQAC informed the house that due to COVID-19 pandemic IQAC could not conduct many such activities which were planned and activities were undertaken after relaxation of restrictions. There are many activities planned in coming days.

12. National Science Day

Members noted with satisfaction that Jamia Hamdard has been consistently celebrating the National Science Day on February 28, 2022 every year. In the year a milestone was when Dr Jitendra Singh, Hon'ble Minister of State (Independent Charge) of the Ministry of Earth Sciences, Minister of State (Independent Charge) of Science & Technology, Govt. of India, Minister of Prime Minister's Office visited the campus and graced the National Science Day function as the Chief Guest. Director IQAC informed that on that occasion teachers and research scholars were felicitated for their achievements in various fields of research. Books authored and edited by teachers were also released.

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13. Ranking of Jamia Hamdard

Members noted with satisfaction World University Rankings (WUR) of Jamia Hamdard in QS 2023 and THE 2022. Jamia Hamdard has also found place in THE Asian University Ranking.

14. 4th Cycle of NAAC Accreditation

Members were appraised about the preparation of Jamia Hamdard for the 4th Cycle of accreditation with respect to the following actions.

- a). Appointment of coordinator for each of the seven criteria of NAAC accreditation.
- b). Submission of Annual Quality Assurance Reports (AQARs) as per new format at NAAC portal.
- c). Nodal Officers have been appointed for data and document collection from teaching and non-teaching Departments/sections.
- d). Finalization of draft of the Institutional Information for Quality Assessment (IIQA).
- e). Augmentation of IQAC in terms of manpower and technology.

16. Establishment of Research & Development Cell (RDC)

Members noted establishment of 'Research and Development Cell (RDC)' as per the UGC directives. It was observed that since there is a lot of weightage to research in the New Education Policy (NEP) 2020 this Cell will serve as a vital hub for all research activities. The Vice Chancellor informed the house that Jamia Hamdard has been undertaking various research activities which have been notified by the UGC. He assured that all support will be extended to RDC to function effectively.

17. Adjunct Faculty

Members noted detailed guidelines for appointment of Adjunct Faculty. It was also noted that a number of eminent scholars and industry leaders have been appointed as Adjunct Faculty. The Vice Chancellor highlighted that appointment of Adjunct Faculty will earn some weightage in NAAC accreditation. It was resolved that each School/Department where adjunct faculty has been appointed will involve them various academic and research activities and will submit detail of activities to IQAC.

18. Appointment of Foreign Faculty

Members appreciated efforts of Jamia Hamdard in appointing foreign faculty. It was urged that foreign faculty should be appointed on merit and quality of

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research and publications of the prospective foreign faculty without any other consideration.

19. Other item(s) of Deliberation and Suggestions

a). NAAC-IQAC Seminar

Director IQAC informed the house that in a 'Seminar on Research Ecosystem in Higher Education Institutions and its Impact on Accreditation and Rankings' has been planned by the IQAC. NAAC has approved the proposal of IQAC to organize a Seminar without financial support and has allowed to use its logo in Seminar stationery. The tentative date of seminar is July 23, 2022. The Vice Chancellor urged that all efforts should be made to organize programme successfully. It was also suggested that eminent scientists and academicians with sound research profile should be invited as 'resource persons'.

b). IQAC upgrades

- Members suggested that IQAC should be provided additional manpower and other facilities to facilitate submission of IQA and SSR in timely manner and undertake other activities for assessment and accreditation.
- It was noted that some Members are not regular in attending the IQAC Committee meetings. Prof. A.K. Dubey has been appointed as Rector of JNU and accordingly he showed inability to continue. He proposed name of Prof. Atul Kumar, Director IQAC, JNU.
- Members from industry and alumni community were also not regular. It was resolved that reconstitution of the Committee will be proposed by the Director IQAC and notification will be issued after approval by the Competent Authority.
- The Revised 'Quality Policy' of Jamia Hamdard was perused and approved.

d). Suggestions

- Hamdard Institute of Medical Science & Research (HIMSR) activities should also be included in the Newsletter.
- Prof. Mujeebur Rahman Khan suggested that a list of MoUs signed with national and international organizations/institutions should be placed on the university web site.

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- It was suggested that some members all the 'green initiatives' may be publicized by the printing posters and pamphlets in at least two languages.
- Prof. Mujeebur Rahman Khan suggested that Jamia Hamdard should encourage students to compete for the Prime Minister's Research Fellows (PMRF) Scheme which is for improving the quality of research higher educational institutions in the country. He informed that for availing the PMRF the PhD course work will be required to be revised as per the guidelines of the fellowship.
- It was resolved in the meeting that resources for infrastructural development and improvement should be divided into two categories – long-term grant and face-lifting grant. For this purpose inputs from IQAC should also be taken.

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 Prof. S. Raisuddin
 Director IQAC
 Member-Secretary

Minutes were circulated to Members by e-mail and suggestions received have been incorporated (placed on file).

Minutes may please be approved.

Vice Chancellor

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

R-14: 18/07/2022
 S. Raisuddin
 Director
 Internal Quality Assurance Cell
 (IQAC)
 Jamia Hamdard
 New Delhi - 110062

Director IQAC

N.A. done.
 R-14: 18/07/2022



Jamia Hamdard, New Delhi

Policy Title- Quality Policy		
1	Policy Number	JH/IQAC/PD-13
2	Brief Description the Policy	<ul style="list-style-type: none">• Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from its stakeholders.• Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.• Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.
3	Scope/Objectives	<ul style="list-style-type: none">• To arrange for periodic assessment and accreditation of all academic and administrative units or specific academic programs or projects.• To stimulate the academic environment for promotion of quality of teaching-learning and research in Jamia Hamdard.• To encourage self-evaluation, accountability, autonomy, and innovations in Jamia Hamdard.• To undertake quality-related research studies, consultancy, and training programs.• To collaborate with other stakeholders of higher education for quality evaluation, promotion, and sustenance.
4	Policy Applies To (please tick)	All academics (teachers and students) Administrative Managerial processes in the university
5	Effective From	December 2011 updated on 26-06-2022
6	Next Review	September 2022
7	Approved By	Academic Council Board of Management
8	Responsible Authority for Implementation and Monitoring	Director, IQAC
9	Superseding Authority	Competent Authority/Body of the University
10	References for the policy (please tick)	NAAC accreditation

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POLICY STATEMENT

To make quality the defining element of Jamia Hamdard through a combination of self and external quality evaluation, promotion, and sustenance initiatives.

The 'quality statement' and 'quality framework' as stated under are the integral components of the Memorandum of Association (MoA) of Jamia Hamdard approved by the UGC and Registrar of Societies in 2021.

QUALITY STATEMENT

Jamia Hamdard is committed to strive for achieving and sustaining high quality standard in higher education leading to excellence and innovations in selected fields of knowledge and undertaking high quality research for the advancement of knowledge and its dissemination through various research programs undertaken in-house or in collaboration with premier national and international institutes.

QUALITY FRAMEWORK

Students: To ensure the quality of students, strict adherence to the intake norms of the students to be taken. Only candidates screened through national and state level tests to be selected in various study programs, wherever applicable. Once enrolled, students will be exposed to all realms of their curriculum with adequate knowledge and learning resources at their hands, which facilitates their all-round development as a responsible citizen and professionally competent individual.

Faculty: Faculty quality is core to the quality of students. Jamia Hamdard, while selecting a junior faculty, investigates him/her as a future leader (Professor). Therefore, highest level of quality parameters is applied for faculty recruitment and promotion. Jamia Hamdard also encourages faculty to undertake research in their selected areas of specialization and emphasizes participation in interdisciplinary and collaborative research.

Professional development: The University provides all avenues to its faculty for professional development and to recharge themselves with contemporary development in their fields of interest. Research, innovation, and generation of intellectual property are appropriately incentivized.

Diversity, inclusiveness, and equal opportunity: The University believes in diversity and therefore is open to all irrespective of their background. The diversity of students is not only ensured nationally but also internationally. It also promotes inclusiveness and equal opportunity with special focus on increasing enrollment of girls in its various study programs and providing opportunities to educationally marginalized sections of society such as Indian Muslims.

Innovations, best practices, and technological intervention: The University promotes innovation in teaching and research and lays emphasis on following best practices in administration, teaching, and research. It encourages technological intervention and adoption of newer tool and techniques of knowledge delivery and management.

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Ethics: Jamia Hamdard follows high level of ethics in its conduct and ensures that research and teaching is conducted following international ethical standards and transparency.

Environmental consciousness: Jamia Hamdard emulates green technology such as water harvesting, solar energy, waste and water re-cycling and eco-friendly waste management.

INTERNAL QUALITY ASSURANCE CELL

Jamia Hamdard attempts to carve out the total quality through a persistent focus on imparting quality education, through its innovative, comprehensive, and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the University's functioning.

The IQAC at Jamia Hamdard was constituted on 7th December 2011. Since its establishment it has been performing the following tasks which are based on the NAAC manual on a regular basis:

1. Designing and implementing Annual Plans for institution-level activities for quality enhancement.
2. Arrange for feedback response from students for quality-related institutional processes.
3. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
4. Retrieval of information on various quality parameters of higher education and best practices followed by other institutions.
5. Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution-wide dissemination of proceedings of such activities.
6. Development and application of innovative practices in various programs/activities leading to quality enhancement.
7. Participation in the creation of learning-centric environment conducive for quality education.
8. Work for the development of internalization and institutionalization of quality enhancement policies and practices.
9. Act as nodal unit of the institution for augmenting quality-related activities.
10. Prepare focused Annual Quality Assurance Reports (AQARs).

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JAMIA HAMDARD
Internal Quality Assurance Cell (IQAC)
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GUIDELINES AND PROFORMA FOR STARTING OF A NEW
ACADEMIC PROGRAMME

Further to guidelines issued by IQAC with the approval of the Competent Authority vide No. JH/IQAC/2013/001 February 12, 2013 the following revised guidelines are proposed for introduction of new academic programmes by any School/Department/Centre.

All proposals will be considered firstly at the Board of Studies (BoS). BoS will consider the following points.

- 1) Whether the proposed programme is in tune with the mission and vision of the Jamia Hamdard?
- 2) Value addition likely to be with the introduction of programme.
- 3) Market demand of the programme.
- 4) Revenue generation and utilization including proposed fee structures.
- 5) Availability of resources and resource planning.
- 6) Uniqueness of the programme (do novo or not). In case similar programme is being offered by other institutions appropriate justification may be given for starting the same at Jamia Hamdard.
- 7) Programme has been structured as per UGC norms of credits [Choice based credit system/semester]
- 8) Syllabus will be as per the Outcome Based Education (OBE).
- 9) If application, the curriculum will be designed as per New Education Policy (NEP) 2020.

All the above and other relevant points be recorded and detailed course content and bye-laws may be submitted to the IQAC which will forward it to the Standing Committee of the Academic Council/Academic Council for deliberation.

The proposal duly signed by the Head of the Department and dean of the School shall accompany the attached proforma and checklist along with all relevant documents.

Director IQAC

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28/6/22

Director
Internal Quality Assurance Cell
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PROFORMA FOR STARTING A NEW ACADEMIC PROGRAMME

1. Department:
2. School:
3. Name of the programme:
4. Nature of the programme:
 - a) General
 - b) Professional
 - c) Technical
5. Annual intake proposed:
Resident Indians -
NRIs -
Mode of admission -
(for Indians/NRIs)
6. In case programme requires approval of the statutory council, name of the Council:
7. Operational mode (more than one options can be selected):
 - a) Regular/General
 - b) Self financing
 - c) Online
 - d) Distance
 - e) Hybrid (online + offline)
8. Whether any expert or group of experts was consulted in designing the curriculum? If yes, attach their report.
9. Can the programme be operated with available manpower and infrastructure?
Yes/No
If no, give estimates/annual projections of minimum requirement of
 - a) Teaching staff (all level)
 - b) Technical staff
 - c) Other supporting staff (laboratory attendant, assistant, MTS etc)
 - d) Classroom
 - e) Laboratory space
 - f) Any other specific requirement
10. Annual/Semester fee for Indians and NIRs and foreign nationals (in INR/USD):

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25/6/22

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Internal Quality Assurance Cell
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New Delhi - 110062

CERTIFICATE FROM THE HEAD OF THE DEPARTMENT

Certified that the programme (name.....) has been approved by the Board of Studies of the Department and the Faculty Committee and that all relevant documents, as per the proforma, are being furnished.

.....
Signature of the Head of the
Department (Office Seal)

Date:


ENDORSEMENT BY THE DEAN OF THE SCHOOL

Certified that the proposed course by the (name of department/centre.....) is within the stated Vision and Mission of the School. Common facilities of the School will be extended to the programme.

.....
Signature of Dean of the
School (Office Seal)

Date:

Date of submission to IQAC:

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25/6/22

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

CHECKLIST

Annexure	Item	Yes/No/Not applicable
I	Detailed Proposal for the Programme	
II	Approval Letter from the regulatory Council, if required (optional).	
III	Experts' Comments or Experts Committee Report on the programme.	
IV	Minutes of the Meeting of the Board of Studies regarding the approval of the programme.	
V	Syllabus (unit-based, mentioning the number of lectures in each unit) as per CBCS/OBE format.	
VI	Minutes of the Faculty Committee Meeting regarding the approval of the programme, if any.	
VII	Proposed Ordinance for the Examination Rules for the programme.	
VIII	Details of the requirement of Equipment and Furniture for Lab Facility for the programme.	
IX	Financial Requirements for the Programme and Proposed Fee Structure.	

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24/06/2022
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