

**JAMIA HAMDARD**  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110062

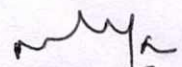
F.No. AS/IQAC/JH-5/2023

Dated: 23<sup>rd</sup> August, 2023

**NOTIFICATION**

In supersession to the earlier Notification issued vide F.No.AS/IQAC/JH-5/2023, dated 23.3.2023, the Vice-Chancellor is pleased to re-constitute the Internal Quality Assurance Cell (IQAC) with the following composition in terms of the National Assessment And Accreditation Council (NAAC) guidelines:-

S.No.	Category	Name and Designation/Affiliation	Position in IQAC
1	Head of the Institution	Prof. M. Afshar Alam Vice Chancellor	Chairman (Ex-Officio)
2	Teachers to represent all levels	1. Prof. Shakir Ali School of Chemical & Life Sciences (SCLS) 2. Prof. Shahid Umar School of Chemical & Life Sciences (SCLS) 3. Prof. M. Shahar Yar School of Pharmaceuticals Education & Research (SPER) 4. Prof. Zeba Shamim Jairajpuri Hamdard Institute of Medical Sciences & Research (HIMSR) 5. Dr. Parul Agarwal, Associate Professor School of Engineering Sciences & Technology (SEST) 6. Dr. Kalpana Zutshi, Associate Professor School of Nursing Sciences & Allied Health (SNSAH) 7. Dr. Shazia Jilani, Associate Professor School of Unani Medical Education & Research (SUMER) 8. Dr. Sadaf Siraj, Associate Professor School of Management & Business Studies (SMBS) 9. Dr. Shikha Gera, Assistant Professor School of Management & Business Studies (SMBS)	Members
3	One member from the Management	Prof. Pawan K. Dhar School of Biotechnology & Director IQAC, Jawaharlal Nehru University, New Delhi	Member
4	The senior administrative Officer (Office Superintendent/ Manager	1. Registrar (Dr. M. A. Sikandar) 2. Finance Officer (Mr. Harpal Singh) 3. Controller of Examinations (Mr. S. S. Akhtar)	Members (Ex-officio)

  
23/8/2023



5	One nominee each from the Local Society/ Trust, Students and Alumni	<b>Alumni Category</b> Prof. Rizwanul Haque, Head, Department of Biotechnology, Central University of Bihar, Gaya <b>Local Trust/Society</b> Mr. Azhar Ali Khan, Executive Engineer Jamia Hamdard, New Delhi-110062 <b>Student Category</b> Mr. Suraj Kumar, Ph.D., scholar School of Chemical & Life Sciences (SCLS)	Members
6	One nominee each from the Employer/ Industrialists/ Stakeholders	<b>Employer Category</b> Mr. Mahtab Alam Sr. Director, Capegamini, Noida <b>Industrialist Category</b> Dr. Sanchit Sharma, AIMIL Pharmaceuticals India Ltd., New Delhi <b>Stakeholder Category</b> Prof. V. K. Jain Former Vice Chancellor, Tejpur University	Members
7	One of the senior teachers as the Coordinator of the IQAC	Prof. S. Raisuddin School of Chemical & Life Sciences (SCLS) Director, IQAC	Member Secretary (Ex-officio)

2. **The primary objectives of the IQAC as per NAAC guidelines are-**

- (i) To promote quality culture as the prime concern of the Jamia Hamdard through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.
- (ii) To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- (iii) To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

3. **The broad functions of the IQAC are-**

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the JH;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all the stakeholders;
- f) Organization of intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality circles;
- g) Documentation of various programmes/activities leading to quality improvement;



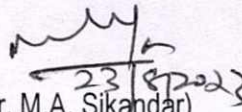
- h) Acting as a nodal agency of the JH for coordinating quality-related activities, including adoption and dissemination of the best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities;
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC; and
- l) to submit the AQAR to the Academic Council/BOM/Executive Council from time to time for quality evaluation purpose.

**4. Tenure of the IQAC:**

The tenure of the members of the IQAC except the ex-officio members shall be for a period of two years from the date of this notification.

**5. Meetings of the IQAC:**

The IQAC shall meet at least **once in a quarter**. The quorum for the Meeting shall be 2/3<sup>rd</sup> of the total number of members. The Director, IQAC being the Member Secretary shall be responsible to maintain proper Minutes electronically in a retrievable form and to be uploaded on the JH website-IQAC webpage from time to time.

  
(Dr. M.A. Sikandar)  
Registrar

**Copy to:**

1. Director, IQAC
2. All above members (Through Director, IQAC)
3. All Dean of the Schools/ Principals
4. All Head of the Departments
5. Dean Students Welfare
6. Controller of Examinations
7. University Librarian
8. Deputy Registrar
9. Incharge, Computer Centre – for uploading on the JH website on IQAC webpage
10. Secretary/ AR to Vice Chancellor
11. PA to Registrar
12. File