Minutes of the meeting of IQAC held on 20/11/2018 at 3.00 pm in Yasser Arafat Hall, Administrative Block, JMI.

An ordinary meeting of IQAC was held on 20/11/2018 at 3.00 pm along with all Deans of Faculties as Special Invitees in Yasser Arafat Hall, Administrative Block, JMI under the Chairmanship of Prof. Shahid Ashraf, Officiating Vice-Chancellor, JMI to discuss the following agenda items The following members attended the meeting:

1. Prof. Shahid Ashraf, Offg. Vice-Chancellor, JMI;   ....Chairman
2. Mr. A.P. Siddiqui, IPS, Registrar, JMI;
3. Prof. Shafeeque Ahmed Ansari, Hony. Director, IQAC, JMI;
4. Prof. Wahajuddin Alvi, Dean, F/o Hum. & Languages, JMI;
5. Prof. Sarita Kohli, Dean, F/o Dentistry, JMI;
6. Prof. Mehtab Alam, Dean, F/o Engg. & Technology, JMI;
7. Prof. Kahkashan Y. Danyal, Offg. Dean, Faculty of Law, JMI;
8. Prof. Naimatullah Khan, Dean, F/o Social Sciences, JMI;
9. Prof. Anjan Ananda Sen, Offg. Dean, F/o Natural Sciences, JMI;
10. Prof. Hina Zia, Dean, F/o Architecture & Ekistics, JMI;
11. Prof. Nuzhat Kazmi, Dean, Faculty of Fine Arts, JMI;
12. Prof. Waseem Ahmad Khan, Offg. Dean, Faculty of Education, JMI;
13. Prof. Naved Iqbal, Dean, Students' Welfare, JMI;
14. Dr. Abdul Malik, Joint Registrar, JMI;
15. Prof. Abdul Haleem, Head, Dept. of Persian, JMI;
16. Prof. Mohd. Zahid Ashraf, Head, Dept. of Biotechnology, JMI;
17. Prof. Mukesh Ranjan, Dept. of English, JMI;
18. Dr. Ravindra Ramesh Patil, Dept. of Social Work, JMI;
19. Dr. Md. Imtaiyaz Hasan, CIRBSc, JMI;
20. Dr. Ravins, CIRBSc, JMI;
21. Dr. Saif Siddiqui, Centre for Management Studies, JMI;
22. Dr. Haseeb Ahsan, F/o Dentistry, JMI;
23. Dr. Ahteshamul Haque, Hony. Asst. Controller of Exams, JMI;
24. Dr. Mohammad Yusuf, F/o Education, JMI;
25. Dr. Ghulam Yazdani, Faculty of Law, JMI;
26. Mr. Jitender Singh, Asst. Registrar (Exams), JMI;
27. Mr. M. Mazharul Haq Ansari, Asst. Registrar (O&M/IQAC) ....Convener

At the outset, Chairman welcomed all the members and asked Director IQAC to proceed with the agenda item, which he presented in the form of a power point presentation.

Agenda No. 1. Participation in NIRF ranking 2019:

Prof. Shafeeque Ahmed Ansari, Hony. Director, IQAC, explained the status regarding participation of Jamia Millia Islamia in MHRD-NIRF ranking 2019. He updated the member that like last year, JMI will be participating in the rankings under the category Overall and discipline specific (Engineering, Management, Law and Architecture). He informed that partial data has been compiled and partly uploaded on Data Capturing System (CS) and will

be ready before the due date of submission i.e. 30.11.2018. He also informed that the NIRF result may be declared on 1st of April, 2019.

Agenda No. 2: **Analysis of Students' feedback received for teaching and curriculum**

Being an important requirement of NAAC and AQAR to be submitted to NAAC, the IQAC has been collecting students' feedback through online and offline mode at the end of every semester and has tried to analyse the feedback received. Dr. Ravins, Deputy Director IQAC, developed a program in MATLAB to read and analyse the feedback parameters by scaling between 0 to 100 that was then plotted in the form of a bar chart at university/faculty/department level for the year 2016-17 and annexed as Anex. I for teaching evaluation and Anex. II for teaching curriculum. For feedback about curriculum contained components like fulfilment of objectives, fundamentals coverage, extent of syllabus coverage, relevance of the subject with practical/lab work and suggested references/books. The overall analysis for teaching evaluation indicates that about 38% students have given feedback as good in all five components and about 39% students have given feedback as excellent, while 12% have given average and rest indicated poor/very poor. The analysis of feedback for curriculum indicated that about 70% students feels that curriculum is good while remaining 40% thinks that an improvement is needed.

The analysis was discussed at length specifically with Deans of the faculties and decided that the individual discussion can be held with deans to understand the analysis and bring the improvements/changes wherever needed. Since the analysis was made of data received through online mode only and the numbers were less, it was decided that deans will instruct the departments to provide offline data at the end of every semester and send to IQAC. It was also decided that Director IQAC, will send a reminder to all the Head/Directors for timely submission of students feedback.

A discussion was also made regarding feedback from other stake holders such as Parents, Employer and Alumni. Director IQAC, informed that 500 self-addressed/stamped feedback forms (in Hindi, Urdu and English) were posted to the parents/guardians of randomly selected students of various courses but no response was received. Director IQAC requested all the Dean to help in this regard and arrange a parent-teacher meeting (PTM) and inform IQAC about the outcome. Prof. Hina Zia informed that her faculty had a PTM. It was decided that the placement office will be requested to seek employer feedback. It was also decided to collect alumni feedback from time to time.

Agenda no. 3: AQAR for the year 2016-17

Director IQAC informed that the Annual Quality Assurance Report (AQAR) for the year 2015-16 has already been submitted and duly acknowledged by NAAC. The AQAR for the year 2016-17 requires to be submitted which is compiled and presented to the board for approval. It was apprised that feedback analysis is an important part of the AQAR which was separately discussed in the Agenda no. 2. After a detailed discussion it was approved and signed by the Officiating Vice Chancellor and Director IQAC. The Director IQAC was then asked to submit the signed file to NAAC, as per their requirement. Director IQAC informed the board that from the year 2018-19, NAAC requires AQAR to be submitted online only.

Agenda no. 3: Reporting Matters

a) **IQAC Seminar**

It was apprised by the Director IQAC that IQAC had organised a one-day National Seminar on November 04, 2017 on "Quality Assurance in Higher Education". A total number of 90 members participated in the Seminar. Maximum participants were from Delhi. Other participants were from Haryana, UP, Hyderabad, Madhya Pradesh and Punjab. IQAC Nodal Officers were also asked to participate. A report of the seminar was also prepared and presented to the chair.

b) **Ranking Related**

With permissions from competent authorities and government initiatives for global ranking of universities, JMI started participating several global and national rankings. Since last two years we have been submitting data for World University Ranking (WUR) by Times Higher Education (THE, UK), QS (UK), Round University Ranking (Moscow) in collaboration with Clarivate analytics. We have been also ranked for Asia, BRICS and subject by these agencies. Director IQAC explained ranking positions and parameters where JMI needs to improve. As the focus of these ranking are based on publication, citations and international outlook, JMI is slowly progressing in terms of publication which will result in increased citations. However, a focus is needed to improve international outlook through collaborative research, increasing international students and visiting professor/faculties from overseas. JMI is regularly participating in the MHRD-NIRF ranking too. The details of the ranking position is listed herewith.

Agency	Year	WUR	Asia	BRICS	Subject
THE	2018, 2019	801-1000	201-250		LS-2019:401-500 PS-2019: 601-800 EE-2018: 201-250
QS	2019	751-800	2018: 200 2019: 177	2018:201-250 2019: 125	
RUR	2018	744			LS-2018: 315 NS-2018: 465 TS-2018: 560
MHRD-NIRF	2018	Overall:19, Engineering: 32, Management:34.	Universtiy:12, Law: 6, Architecture:8,		

Agenda No. 5: Preparation for NAAC 2ⁿᵈ Cycle Assessment

During the first cycle assessment by NAAC, JMI has been ranked as 'A' Grade on March 03, 2015 which is valid until March 02, 2020. The second cycle assessment is to eb carried out by March 2020. It was informed by Director IQAC that NAAC has changed methodology partially which requires JMI to meet the following criteria to be eligible for 2ⁿᵈ cycle assessment:

- IQAC to be functional
- Timely submission of AQARs annually
- Institutions to submit IIQA, six months before the expiry of the accreditation status
- Other steps remain the same as per first cycle

As per NAAC, the process for assessment and accreditation broadly consists of:

1. Online submission of Institutional Information for Quality Assessment (IIQA) and Self-Study Report (SSR);
2. Data Validation and Verification (DVV) by NAAC;
3. Student Satisfaction Survey (SSS) by NAAC;
4. Peer Team Visit;
5. Institutional Grading.

On clearing the pre-qualifier score of 30% Student Satisfaction Survey, the Peer Team Visit will be conducted by NAAC.

The methodology was discussed in detail and it was decided to start making oneself acquainted with the new methodology and students' satisfaction survey that will be conducted online by NAAC for the randomly selected students. It was also decided that Deans will inform the Heads/Director for such activities and make students of aware as and when needed.

Agenda No. 6: Approval for administrative audit

It was apprised that the first Academic Audit of the departments/centres was conducted in February, 2017 with internal faculty members as auditors. Director IQAC requested the chair to approve the audit with experts/members from outside university which was approved by the Chair. Director IQAC then requested Deans to suggested names of the expert for their faculty, for which the Director IQAC will then constitute a team after seeking approval from the competent authority.

Agenda No. 7: Any other item with permission of the Chair.   NIL

The chair and other members praised the efforts of IQAC in meeting the requirements of NAAC, participation in several ranking and securing comfortable positions and congratulated the faculty members of the university. He emphasised that it is high time to sensitise the Deans of Faculties to involve the Nodal Officers of each Departments/Centres under their control to actively participate in IQAC related activities and provide the data as and when needed. Director IQAC acknowledge the efforts of Dr. Ravins, Mr. Vikar and Mr. Sharafat Ali for their assistance in all the IQAC activities.

The meeting ended at 4.10 p.m with thanks to the Chair.

Prof. Shafeeque Ahmed Ansari
Hony. Director, IQAC