

**Minutes of the Meeting of Nodal Officers of IQAC held on 06.02.2017  
at 3.30 p.m. in the Mir Anis Hall, Mir Taqi Mir Building, Registrar's Office,  
Jamia Millia Islamia**

A Meeting of the Nodal Officers of IQAC was held on 06.02.2017 at 3.30 p.m. in the Mir Anis Hall, Mir Taqi Mir Building, Registrar's Office, Jamia Millia Islamia to discuss Academic Audit and other data related matters. Following were present:

1. Prof. Shafeeque Ahmad Ansari      Hony. Director, IQAC
2. Dr. Mansaf Alam                      Hony. Dy. Director, IQAC
3. Dr. Shehzad Hasan                  Hony. Dy. Director, IQAC
4. Mr. Vikar Ahamad                  Special Invitee
5. Dr. Mohd. Mushtak                  Nodal Officer
6. Prof. M.P. Sharma                  Nodal Officer
7. Dr. Suhaib Alam                      Nodal Officer
8. Dr. Vijay Kumar                      Nodal Officer
9. Dr. Nadim Ahmad                    Nodal Officer
10. Prof. Nisar Ul Haq                  Nodal Officer
11. Dr. Naseeb Ahmad                  Nodal Officer
12. Dr. M.A. Baig                        Nodal Officer
13. Dr. S.R.T.P. Sugunakara Raju      Nodal Officer
14. Prof. Ayub Khan                      Nodal Officer
15. Dr. M. Mohsin                        Nodal Officer
16. Dr. Raza Shahid                      Nodal Officer
17. Dr. Meetu Gupta                      Nodal Officer
18. Dr. Raisuddin                        Nodal Officer
19. Dr. Jahiruddin                        Nodal Officer
20. Dr. Jasim Ahmad                      Nodal Officer
21. Dr. Ali Haider                        Nodal Officer
22. Mr. Sarfaraz Masood                  Nodal Officer
23. Dr. Fehmeeda Khatoon              Nodal Officer
24. Dr. Dinesh Prasad                    Nodal Officer
25. Dr. Abrar Ahmad                      Nodal Officer
26. Dr. S.M. Muzakkir                    Nodal Officer
27. Dr. M. Abul Hasan                    Nodal Officer

08.	Mr. Nisar Khan	Nodal Officer
09.	Mr. Hafeez Ahmed	Nodal Officer
10.	Mr. Mamoon Nomani	Nodal Officer
11.	Mr. Shah Adul Faiz	Nodal Officer
12.	Mr. Mohammad Firoj Ali	Nodal Officer
13.	Mr. Mir Imtiyaz	Nodal Officer
14.	Dr. Ghulam Yazdani	Nodal Officer
15.	Dr. Haseeb Ahsan	Nodal Officer
16.	Dr. Saif Siddiqui	Nodal Officer
17.	Dr. Mujib Alam	Nodal Officer
18.	Dr. Shahid Raza	Nodal Officer
19.	Dr. Sujata Ashwarya	Nodal Officer
20.	Dr. Kaushikee	Nodal Officer
21.	Dr. Najmul Arfin	Nodal Officer
22.	Dr. Shubhada Kaul	Nodal Officer
23.	Dr. Arvind Kumar	Nodal Officer
24.	Iqbal Ahmed Hakim	Convener

At the outset, the Hony. Director, IQAC welcomed the Nodal Officers and appreciated their contribution in collecting and furnishing the data to IQAC for submission to various agencies. He further stated that the role of Nodal Officers is very important as we are dealing with various agencies for the ranking of the University and their cooperation is always anticipated on every step of IQAC. Thereafter, he conducted the presentation agenda-wise.

Following agenda items were presented and discussed in detail:

#### 1. NIRF Ranking

In this regard, the Hony. Director apprised that NIRF Ranking of the institutions/universities was introduced by MHRD last year wherein we also participated, though could not reach to our expectation, reason being publications, perception inputs from students, parents/guardians, alumni etc. He further apprised that in terms of research credentials, till now, 400 documents reflects in SCOPUS and atleast 4800 documents are indexed in *h*-Index. He also urged it that every faculty member should work to make *h*-Index impressive.

117  
He also requested that Feedback forms related to students may be taken seriously and advised the students of their faculty/department to fill up the required formats as well as they may also convince their parents/guardians to participate in filling the required form. Further he stressed that we may also request with the Alumni, Academic Administrators, NGOs/Social Workers, Financial/Funding Agencies like DST, DBT, ICCR and other agencies contributing in social sciences and humanities etc. to give their views related to the perception of the university, wherein the last date for submission of perception is 15<sup>th</sup> February, 2017 until 5:00 pm. Thereafter it will be closed. All the members unanimously agreed and resolved that they will try their best to do so.

### 2. Academic Audit

The Hony. Director apprised that the JMI is going into 2<sup>nd</sup> cycle of NAAC which is due after every five years and the Academic Audit is an annual activity and has to be done every year. To conduct the Academic Audit of the Departments/Centres is possibly planned during the months of February and March. For the purpose we have designed a format on the basis of 7-points NAAC requirement which will be approved by the Competent Authority. In case of any observations/comments, the members were requested to kindly come forward and suggest. Firstly, he also pointed out on one of the requirements of the NAAC was to maximum utilization of Smart Boards, so the departments which are provided the smart boards shall be examined for its use. In case feels the requirements of the operational training, it will be arranged in the CIT. Secondly, he expressed that for calculation of H-index of the departments or faculty, the SCOPUS is the data base of the all agencies which will be calculated after consultation. Thirdly, the provision of establishment of Girls Common Room may also be taken care of along with other parameters. All the members agreed and resolved that they will try their best to feed the required information.

### 3. Online Database

6/10  
It is also apprised that the IQAC is in the course of establishing its own online database. For the purpose, preparation of a Web page of IQAC is in the way which will be connected with the main portal of the University and could be completed in 2-3 months. This online data base will be helpful to the faculty/students/administrators to put their complete data after registering in it. This will be helpful to extricate the data of the university on one platform avoiding invitation of data from the departments/centres now and then. This will also be useful for preparation of our Annual Report. He informed that a meeting will also be convened to acquaint the use/operation of this programme for smooth functioning.

## Data for AISHE

It was apprised that a format of All India Survey of Higher Education (AISHE), MHRD related to the information of the faculty of the Departments/Centres was circulated through e-mail wherein the information has to be provided by 15<sup>th</sup> February, 2017. The format is containing atleast 21 fields/columns wherein every column has to be filled in carefully and maximum information be provided along with the Aadhar Card which is added this time. The members were all unanimously agreed and resolved to strive hard in furnishing the information as per the spirit of the formats.

The meeting ended at 4:15 pm with vote of thanks to the Chair.



**(Prof. Shafeeque Ahmad Ansari)**

Hony. Director - IQAC