

**Minutes of the Meeting of IQAC held on 22.07.2016 at 4:00 pm
in the Committee Room, Registrar Office, JMI**

A meeting of the IQAC Committee was held on 22nd July, 2016 at 4:00 pm in Committee Room, Registrar Office, JMI to discuss IQAC activities including letter of Dr. Satyapal Singh, Member of Parliament. Following were present:

Dr. S. A. Ansari	Hony. Director
Dr. Zishan Husain Khan	Hony. Dy. Director
Dr. Mansaf Alam	Hony. Dy. Director
Dr. Shehzad Hasan	Hony. Asstt. Director
Mr. Mohd. Firoz Akhtar	Special Invitee
Mr. Vikar Ahmad	Special Invitee
Mr. Iqbal A. Hakim	Convener

At the outset, the Director, IQAC welcomed the members. Following agenda was taken up and discussed:

1. Letter of Dr. Satyapal Singh, Member of Parliament:

A letter was received from the UGC comprising the letter of Satyapal Singh, Member of Parliament seeking various information since the inception of the University i.e. 1920. The letter was placed before the committee and the committee after discussion deliberated on it that a suitable reply may be sent to the UGC. Therefore, the committee drafted a reply and recommended that to submit for approval of the Vice-Chancellor and on approval, it will be sent to the concerned agency.

2. Scopus for *h*-Index

The Hony. Director, IQAC apprised that the Scopus had rectified the problem and now the 4560 documents can be seen indexed with Jamia Millia Islamia on affiliation search. With this rectification, the *h*-Index will definitely increase that will be highlighted on IQAC website. Further, a new page will also be designed on IQAC website indicating the research highlights in terms of citation, index and others.

3. Officiating Charge:

The Hony. Director further apprised the committee that he is going abroad and proceeding on leave for three weeks i.e. from July 23, 2016 to Aug 14, 2016. Dr. Zishan Husain Khan, Hony. Dy. Director is requested to look after the functioning of IQAC during this period, on approval of the Vice Chancellor.



4. Students' Feedback Forms:

It was apprised that Students' Feedback offline Forms numbering 11,257 have been entered in the excel format. Further, about 500 online Students' Feedback Forms were also received. The committee discussed and recommended that Dr. Shehzad Hasan, Hony. Asstt. Director and Dr. Mansaf Alam, Hony. Dy. Director shall review and evaluate both online and offline forms which will be discussed in the next IQAC meeting.

5. Academic Audit and Annual Quality Assurance Report (AQAR)

It was discussed that Academic Audit of the Academic Departments/Centres shall be planned from 3rd /4th week of September, 2016 onwards by constituting various teams. But prior to take up the academic audit, the committee emphasized that Annual Quality Assurance Report (AQAR) forms may be sent to the concerned Departments/Centres for their feedback which are available on NAAC website. Further, the forms may be downloaded and classified as per the Departments/Centres by giving them a deadline for filling up and sending back to IQAC. These forms may be used by the Academic Audit Teams to be constituted for audit purpose. The committee authorized Dr. Zishan Husain Khan, Hony. Dy. Director to supervise the job.

The Meeting ended with a vote of thanks to the Chair.



(Prof. Shafeeq Ahmad Ansari)

Hony. Director - IQAC

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