

Internal Quality Assurance Cell
Jamia Millia Islamia

**Minutes of the Meeting of the IQAC
held on 22.06.2021 at 11:00 a.m.**

File No.: JMI/IQAC/MoM/25/2021

Date : 25.6.2021

An Online meeting of the IQAC was held on 22.6.2021 under the Chairmanship of the Vice Chancellor. The meeting was attended by the following officials.

1. Prof. Najma Akhtar	Hon'ble Vice-Chancellor
2. Dr. Nazim Husain Jafri	Registrar, JMI
3. Dr. Renu Batra	Finance Officer, JMI
4. Prof. M. Kasim	Hony. Deputy Director, IQAC
5. Prof. Z. A. Ansari	Member, IQAC
6. Dr. S. K. Naqvi	Member, IQAC
7. Dr. M. Irfan Qureshi	Asstt. Director, Member IQAC
8. Dr. Nisar Khan	Asstt. Director, Member IQAC
9. Dr. Mohd. Mohsin	Asstt. Director, Member IQAC
10. Dr. Ravins Dohare	Asstt. Director, Member IQAC
11. Dr. Saif Siddiqui	Asstt. Director, Member IQAC
12. Mr. Hari Narayan	Section Officer, IQAC
13. Mr. Sharafat Ali	Statistical Assistant, IQAC
14. Mr. Vikar Ahmad	DEO, IQAC

The meeting started with welcome of the Vice Chancellor and other officials. The Vice Chancellor appreciated the outstanding contributions of Late Prof Shafiq Ahmad Ansari, Former Hony. Director IQAC, to Jamia Millia Islamia, and specially for bringing the University to forefront of national and international rankings. A two minutes silence was observed to pray for the departed.

Following deliberations and decisions took place in the meeting.

1. Prof M Kasim, Hony. Dy Director IQAC made a presentation on the status of ongoing NAAC process. He briefed that all activities related to Quantitative Assessment are already over and stand accepted by NAAC. Now NAAC Peer Team Visit (PTV) for Qualitative Assessment is planned. The PTV couldn't be planned earlier due to the situation arising out of Covid Pandemic.
2. The tasks related to IQAC, Departments/Centres and other Administrative Offices to be completed for readiness of the University before NAAC PTV were also discussed.
3. It was decided that about three months' time is adequate to complete the pending works and holding Mock exercise and thereafter the NAAC PTV can be scheduled.

4. It was agreed that a communication to this effect may be sent to NAAC, however the VC desired that it may checked that it should not result in any adverse consideration by the NAAC. *[Action :IQAC]*
5. A Budget for various activities of IQAC towards NAAC PTV needs to be allocated. The FO suggested that a small group be constituted to work out the budget requirement to speed up the sanction process. *[Action :IQAC]*
6. The VC desired that Observations and Recommendations of earlier NAAC be shared with concerned offices, to ensure ATR and compliance. *[Action :IQAC]*
7. The Registrar assured that all necessary works to spruce up the overall outlook of the campus will be taken up on priority. He informed that maintenance is an ongoing activity however essential maintenance activities related to infrastructure that need to be completed before the NAAC PTV may be identified and the consolidated requirement may then be submitted to ensure timely action. *[Action :IQAC/Nodal Officers of Deptt/Centres]*
8. The Finance Officer assured to consider essential maintenance related and other budgetary requirements for PTV. She advised that such requirement may be consolidated, to ensure prioritizing allocation subject to available funds. *[Action :IQAC]*
9. It was pointed out by Prof Zubaida Ansari, based on previous NAAC PTV experience, that issues related to construction of Animal House and Central Library presentation to Peer Team need to be given attention. The Grading system mentioned on the marksheets needs to made simple and clear. *[Action :IQAC]*
10. Prof Zubaida Ansari also informed that the Peer Team may be presented a Guard of Honour as part of their welcome to the University. A Cultural Event presented by students of the University is to also be hosted on the evening of the First Day of Peer Team Visit. This would need to be planned well in advance. *[Action : DSW]*
11. A Film for NAAC PTV is under preparation. It was informed that most shooting for the Film is complete. Script finalization, Voice Over and final editing is yet to be completed. *[Action :IQAC]*
12. JMI is a Clean and Green Campus. It has been highlighted in SSR. It was suggested that Clean and Green facilities/ provisions on the campus may be reflected in the campus through appropriate hoarding/plates etc. *[Action :Building Deptt]*
13. The pending works to be taken up by IQAC are to be prioritised and a timeline be worked out. Some important tasks at hand are:

- (i). Printing of Sets of SSR and Evidence of SSR (about a lakh pages each) and binding them criteria wise. The VC advised that this work may be outsourced and can be carried at JMI by the agency under close monitoring. It will result in saving man-hours and expedite the work.
- (ii) AQAR for 2019-20 is to be finalized and submitted to NAAC
- (iii) Academic Audit 2019-20 and 2020-21
- (iv) ATR on last NAACs observation to be consolidated
- (v) Presentations of VC, Registrar, Finance Officer, COE, IQAC
- (vi) Common presentation template for Dept/Centres
- (vii) Administrative audit for 2019-20 and 2020-21
- (viii) Feedback Analysis 2019-20 to be uploaded on JMI website
- (ix) Students feedback – 2020-21, students need to be sensitised on feedback and may be approached through email, SMS etc. involving concerned Deptt/Centre
- (x) Preparation of Guidelines for Nodal Officers of Deptt/Centres for PTV
- (xi) Timelines Bar Chart to be worked out for various activities
- (xii) Report on Welfare Schemes of University for students and staff

The meeting ended with vote of thanks to the Chair and other esteemed attendees.



(Prof. M Kasim)
Hony. Dy. Director, IQAC

Copy for kind information to:

1. Secy. VC
2. PS Registrar/ FO/CoE
3. All Members IQAC
4. Section Officer, IQAC