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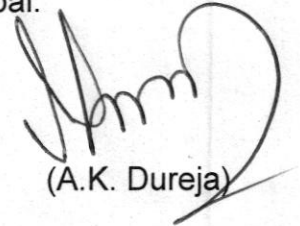
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Ref. HBNI/IQAC/3rd Meeting/2019/1301

30/09/2019

Subject: Approved Minutes of the 3rd Meeting of the Internal Quality Assurance Cell (IQAC),
HBNI held on 24th June, 2019 at Council Hall, HBNI, Anushaktinagar, Mumbai

Enclosed herewith please find the approved copy of the Minutes of 3rd meeting of the IQAC,
HBNI held on 24th June, 2019 at Council Hall, HBNI, Anushaktinagar, Mumbai.



(A.K. Dureja)

Chairman and Members of IQAC

1. Prof. P. R. Vasudeva Rao	Vice Chancellor, HBNI	Chairman
2. Prof. P. D. Naik	Dean, HBNI	Member
3. Prof. S. Laskar	Nodal Officer, TMC	Member
4. Prof. G. Ravikumar	Head, SIRD, BARC	Member
5. Prof. D. K. Maity	Associate Dean, HBNI	Member
6. Shri A. K. Narang	Head, HRD & KM, HWB	Member
7. Prof. S. Mukhopadhyay	Head, Seismology Division, BARC	Member
8. Shri Vishnu Prasad S.	Registrar, IMSc	Member
9. Mrs. Neena Bopaiah	Principal, AECS No.-5, Mumbai	Member
10. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
11. Prof. A. K. Dureja	Associate Dean, HBNI	Member Secretary

Minutes of 3rd meeting of Internal Quality Assurance Cell (IQAC)

Minutes of the third meeting of the Internal Quality Assurance Cell (IQAC), HBNI held at Council Hall, HBNI, Anushaktinagar, Mumbai on 24th June, 2019 is as follows.

Present:

1. Prof. P. R. Vasudeva Rao	Vice Chancellor, HBNI	Chairman
2. Prof. P. D. Naik	Dean, HBNI	Member
3. Prof. S. Laskar	Nodal Officer, TMC	Member
4. Prof. G. Ravikumar	Head, SIRD, BARC	Member
5. Prof. D. K. Maity	Associate Dean, HBNI	Member
6. Prof. S. Mukhopadhyay	Head, Seismology Division, BARC	Member
7. Mrs. Neena Bopaiah	Principal, AECS No.-5, Mumbai	Member
8. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
9. Prof. A. K. Dureja	Associate Dean, HBNI	Member Secretary

Members who could not attend:

1. Shri A. K. Narang	Head, HRD & KM, HWB	Member
2. Shri Vishnu Prasad S	Registrar, IMSc	Member

M.1: Welcome address and opening remarks by VC, HBNI

Vice-Chancellor, HBNI explained to all the members the important role played by Internal Quality Assurance Cell (IQAC) in promoting a quality culture in the institution and devising various mechanisms for quality improvement. He welcomed active participation, comments and suggestions from all the participants.

He informed the members that HBNI secured 17th place among the Universities in the NIRF 2019 exercise. He explained that this represents good improvement in the relative performance of HBNI, but there is further scope for improvement in the rank.



He informed that during the Foundation day celebration held on 3rd June, awards were given to outstanding students in doctoral and post-graduate programs. Using the endowment provided by J.B.Joshi Research Foundation, awards were also given for innovative research. For the first time, a newsletter of HBNI to highlight various developments, news items, awards and honours, etc., was launched and the first issue was released during the Foundation Day Function. These represent important quality initiatives.

HBNI has plans to start and organize various value addition programs for the benefit of the students as well as faculty members, these were discussed in the meeting.

M.2 and M.3: IQAC Terms of reference and NAAC requirements by Dean, HBNI

Prof P D Naik, Dean, HBNI briefed the committee about the genesis of forming IQAC. He explained that it is mandatory to have functional Internal Quality Assurance Cell to assess the functioning of university and to suggest better practices for improvement of academic standards. This committee should meet frequently and the minutes of meeting should be uploaded on the institute's website. An annual report (AQAR) should be uploaded on NAAC website after obtaining due approvals from institute's governing council. IQAC performs a very important role for maintaining academic and administrative standards of a university.

M.4: Discussion

a) Curriculum design and delivery:

Course curriculum of various CIs/OCC was discussed and the committee came to the conclusion that only training school courses may not be sufficient for PhD students. We need to develop some of the courses of 600/700 levels. Like NPTEL courses, we want to expand it to retired faculty members. Lectures can be recorded and made available for students. This will give them flexibility of time to view it as per their convenience.

b) Flexibility in the curriculum:

The Cell noted that the choice-based credit system is already in place across CIs/OCC of HBNI.



c) Examination/Evaluation system:

There was a discussion on continuous assessment and examination pattern. The Cell was apprised that the training school apex committees do look into these aspects but we need to put emphasis on periodical assessment.

d) Quality improvement strategies:

The cell discussed on quality improvement strategy for maintaining academic integrity, certification regarding plagiarism check (Similarity check etc.). The cell discussed about quality improvements in certificates issued to students in terms of introduction of photograph and Quick Response (QR) code. Target has been set as introduction of photograph in the certificates by next meeting and QR code in the meeting after that.

e) Innovation and best practices:

The cell discussed about innovative and best practices regarding the research programmes. It was informed to the cell that now we are insisting on at least one person in the Doctoral Committee from other institution. It was also informed that with the help of video-conferencing system now it is convenient for outside DC member to participate in the meetings.

VC suggested to have some courses on Foreign languages. Head, SIRD informed that he can find out about the possibility of getting a faculty for German language. We can have MoU with French institutions or other foreign language institutions. Prof. Laskar suggested to first do a survey to understand the requirement for foreign language courses.

It was also suggested to develop some short courses on skill development e.g. on COMSOL, MATLAB, Lab View etc. VC reiterated that we need to have some courses on communication skills as well.

f) Organisation of conferences/research scholars' meet:

To enhance the interaction among research scholars, a programme has been initiated so that research scholars from one institution can visit other CI/OCC.



g) Faculty development initiatives:

The Cell was informed that Prof. S. Basu, Associate Dean, HBNI is organizing a course on Neutron Crystallography. In addition to students doing research in this direction, it would be helpful for other faculty members as well. Prof. Laskar said that the younger faculty members should be encouraged to attend such courses. VC enquired Prof. Laskar if he can take some courses on issues related to Cancer and Radiation awareness. He agreed to deliver lectures on these topics.

h) Student support services and mechanisms:

Prof. S. Mukhopadhyaya suggested to ask for write ups from students for Newsletter etc. so that they can write and publish creative things. Ms. Neena Bopaih suggested that such value addition courses (Scientific and Technical English writing) would be of importance for the student's future prospects. VC informed the committee that current science has some courses, we can talk to them and organize such courses.

i) Alumni cell:

The Cell discussed about creation of Placement and Alumni Cell at university level for better coordination among CIs/OCC.

j) Outreach programmes:

VC informed the Cell about various outreach programme being conducted by HBNI e.g. 125 years of Prof. S. N. Bose and Prof. Meghnad Saha, Celebration of International year of the Periodic Table. Mrs. Neena Bopaiah was requested to help us in organizing such programmes where students from AEES can participate in a big way. Prof. Laskar was requested to help us organizing cancer awareness programme.

