



डॉ. ए. के. दुरेजा

सह संकायाध्यक्ष

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Subject: Approved Minutes of the 5<sup>th</sup> Meeting of the Internal Quality Assurance Cell (IQAC), HBNI held on 5<sup>th</sup> December, 2019 at Council Hall, HBNI, Anushaktinagar, Mumbai

Enclosed herewith please find the approved copy of the Minutes of 5<sup>th</sup> meeting of the IQAC, HBNI held on 5<sup>th</sup> December, 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. D. K. Maity	Associate Dean, HBNI	Member
4. Prof. S. Mukhopadhyay	Head, Seismology Division, BARC	Member
5. Prof. S. Laskar	Nodal Officer, TMC	Member
6. Shri Vishnu Prasad S	Registrar, IMSc	Member
7. Shri A. K. Narang	Head, HRD & KM, HWB	Member
8. Prof. G. Ravikumar	Head, SIRD, BARC	Member
9. Mrs. Neena Bopaiah	Principal, AECS No.-5, Mumbai	Member
10. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
11. Prof. Raja Shekhar B.	Pro Vice-Chancellor, Univ. of Hyderabad	Invitee
12. Prof. B.K. Dutta	Institute Chair Professor, HBNI	Invitee
13. Prof. B.S. Tomar	Institute Chair Professor, HBNI	Invitee
14. Prof. S. Basu	Associate Dean, HBNI	Invitee
15. Dr. B. Chandrasekar	Registrar, HBNI	Invitee
16. Prof. A. K. Dureja	Associate Dean, HBNI	Member Secretary

**Minutes of 5<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC)**

Minutes of fifth meeting of the Internal Quality Assurance Cell (IQAC), HBNI held at Council Hall, HBNI, Anushaktinagar, Mumbai on 5<sup>th</sup> December, 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. D. K. Maity	Associate Dean, HBNI	Member
4. Prof. S. Mukhopadhyay	Head, Seismology Division, BARC	Member
5. Prof. S. Laskar	Nodal Officer, TMC	Member
6. Shri Vishnu Prasad S	Registrar, IMSc	Member
7. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
8. Prof. Raja Shekhar B.	Pro Vice-Chancellor, Univ. of Hyderabad	Invitee
9. Prof. B.K. Dutta	Institute Chair Professor, HBNI	Invitee
10. Prof. B.S. Tomar	Institute Chair Professor, HBNI	Invitee
11. Prof. S. Basu	Associate Dean, HBNI	Invitee
12. Dr. B. Chandrasekar	Registrar, HBNI	Invitee
13. 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. Prof. G. Ravikumar	Head, SIRD, BARC	Member
3. Mrs. Neena Bopaiah	Principal, AECS No.-5, Mumbai	Member

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

Vice Chancellor welcomed all the participants to the meeting and indicated that the suggestions of members of IQAC are important in improving the processes in HBNI and welcomed inputs from one



and all. He also stated that the exercise of feedback from faculty, students, parents and alumni showed areas of strength as well as areas where there is scope for improvement. In November 2019, as a part of science outreach program HBNI, in association with Chemistry Group, BARC, organized a function to celebrate the concluding function of the International Year of periodic table, at Convention Centre, Anushaktinagar. The meeting was attended by over 400 school children, in addition to faculty and research scholars of HBNI. Prof. C.N.R. Rao and Dr. (Mrs.) Rao both addressed the gathering. In addition, there was also a lecture by Prof. Mugesh of IISc, Bangalore, recent recipient of the Infosys award.

VC also mentioned that the accreditation of HBNI by NAAC expires in May, 2020, and steps are being taken to submit the Self Study report as a part of the re-accreditation process.

### **M.2: Feedback Analysis and discussion of parameters needing attention for Improvement**

Prof P. D. Naik, Dean, HBNI briefed the committee about the feedback mechanism being followed at HBNI. HBNI obtains feedback from its various stakeholders, on a regular basis. This ensures that the programs, processes, infrastructure, facilities and environment in its Central Office as well as the CIs/OCC are conducive for healthy growth and also to ensure that HBNI can meet its objectives with which it was established. A well-structured questionnaire was prepared for all these stakeholders. With this in view, a feedback survey was conducted from a) students b) faculty members c) parents and d) alumni.

The stakeholders were requested to provide feedback, online, based on a set of specific questions. These questions were based on the specific domains where feedback from the stakeholder will be of high value. The stakeholders were requested to give marks ranging from 0 (strongly disagree) to 4 (strongly agree). Considering the diversity with regard to programs and processes, the stakeholders also had the option of marking "Not Applicable" when necessary. The response given by all stakeholders of a particular category (student/ faculty/ alumni/ parent) was averaged. A score of 0 to 1 was treated as "Unsatisfactory", 1 to 2 as "reasonably good i.e. needs improvement", 2 to 3 as "very good" and 3 to 4 as "excellent". With allowing access of the questionnaire through Anunet and google-doc, the response is about 30%. Dean briefed the cell that almost one third of the students, who gave their feedback, recommended that the curriculum needs to be revised. Similar number of students feel that the curriculum should also be looked at from the point of view of employability. Dean informed that the steps are being taken to increase the interaction with the industry. This will not only give exposure



to students but increase the chances of their employment. Prof. Laskar discussed about various possible programmes that would increase the employment opportunities for students.

Overall results indicate that all the stakeholders are generally happy with teaching and learning processes and other aspects covered by the questionnaire, while there is still a good scope for improvement. In particular, the students are very happy with the research infrastructure, the learning aspect and the committed efforts of the faculty members. The points where the average feedback score was less than 2.5 include (1) Revision in the course curriculum (2) Sufficient number of courses to enhance the employability and encourage to take up entrepreneurial activities (3) Examination system of the course creates undue stress and (4) Hostel and other infrastructure facilities available at CIs/OCC. It was noted that 95% of the faculty members would recommend HBNI to others.

### **M.3: Revision of Curriculum**

As brought out in the feedback analysis, the cell opined that we need to introduce more courses having direct bearing on employment. It was suggested that in designing such courses, the association of Alumni would be helpful in understanding the gap between academia and industry. The cell was also of the opinion that we need to organize academic audit of the CIs/OCC. In addition, there is a need to focus on development of soft skills and skills relevant for employment. The cell also emphasized to have potential employers on the advisory board so that academic programmes can be tuned for the better alignment with industry requirements. Prof. Raja Shekhar informed the cell that University of Hyderabad is following the practice of having one complete semester of internship for two-year masters' programme. He also suggested to have online feedback mechanism for each and every course as well. The cell opined that the feedback evaluation committee should also look into the question paper as well as evaluation mechanism.

### **M.4 and M.5: Discussion on evaluation of attainment factor of an academic programme and on course outcome**

As mandated by NAAC, the attainment factors for various programmes need to be defined. However, the calculation of these factors is quite a complex process. This involves clearly defining the course outcome and its relation with programme outcome with a well-defined weightage factor. Programme specific outcome and course outcome for all the programmes and the courses have already been specified. On deliberation, it was decided to start with the attainment factor, which will be derived from



the average percentage of marks obtained in all the examination. The cell decided that the outcome of this deliberation will be discussed in HBNI Academic Committee (HAC).

#### **M.6: Discussion on Faculty Induction and Student Induction**

As per UGC norms, we need to have a faculty induction and student induction programme every year. The cell was briefed that student induction programmes are being conducted at various CIs/OCC at the time of admission. This year it has been planned to induct all faculty members who have been recognized by HBNI in last six months. These faculty members will be briefed about the academic programmes and various academic processes in addition to an introduction to Academic Ordinances. The cell was informed that this event has been planned for 20<sup>th</sup> of December, 2019. Henceforth, faculty members will be inducted in the system twice a year.

#### **M.7: Discussion on uploading theses on Shodhganga/INFLIBNET**

As mandated by UGC, all the theses should be uploaded on the Shodhganga/INFLIBNET web-portal. The cell was briefed about the progress made so far. In total, 887 PhD theses have been uploaded so far and the work is continuing. The cell directed to finish the uploading of all the PhD theses before the next meeting.

#### **M.8: Discussion on uploading of certificates on CDSL portal**

National Academic Depository is an online store house of academic awards lodged by the academic institutions in digital format. It makes academic awards available online on 24x7 mode and helps in validating their authenticity, their safe storage and retrieval. The cell was briefed that based on the recommendation of Academic Council and approval of Council of Management, HBNI had entered into a contract with CDSL for this purpose. We have uploaded all the doctoral degrees awarded by the institution till date. Including all other academic programmes, a total of 3954 degrees/diplomas have been uploaded till date and work is progressing well.

#### **M.9: Discussion on admitting Foreign students**

Vice-Chancellor briefed the cell that as per the letter received from DAE, four of our CIs/OCC have been given permission by the department to admit foreign students who would come through ICCR fellowship. There was a discussion on methodology to adjudge the quality of incoming students from the point of view of their domain knowledge as well as their proficiency in the language of instruction of



HBNI institutions i.e. English. Prof. Rajasekhar informed the cell that University of Hyderabad recognized TOEFL/IELTS score as far as language proficiency is concerned. Based on the deliberation in the cell, a proposal will be put up to Academic Council in the forthcoming meeting.

**M.10: Discussion on core values**

Prof. Raja Shekhar being Director, IQAC at University of Hyderabad reiterated that IQAC is the body of a University which is primarily responsible for maintaining quality of academic programmes, developing vision, mission of the institution. The draft of the document on core values was discussed and approved by the IQAC for display in the website and communication.

**M.11: A brief presentation on IMS**

Prof. Dureja made a brief presentation on Integrated Management System (IMS). This system has been developed to have a consolidated database for all the students and faculty members. All the functionaries of HBNI have been given various roles in the system. Based on their roles, they are able to view or edit the data. All the documents related to a user of the system are also scanned and uploaded in the system so that decisions can be taken online. This will eventually help in digitization of all the academic processes and reduced paper work.

**M.12: Any other item with the permission of the Chair**

As there were no more items, the meeting concluded with thanks to the chair and special thanks to Prof. Raja Shekhar B. for accepting invitation from HBNI to attend the meeting and sharing the knowledge.

A handwritten signature in black ink, appearing to be 'J. M. B.', is centered on the page.