

## Minutes

Minutes of the second meeting of Internal Quality Assurance Cell (IQAC), HBNI held at Council Hall, HBNI, Anushaktinagar, Mumbai on 20<sup>th</sup> April, 2018.

### **Present:**

1. Prof. P. R. Vasudeva Rao	Vice Chancellor, HBNI	Chairman
2. Prof. B. K. Dutta	Dean, HBNI	Member
3. Prof. A. P. Tiwari	Head, HRDD, BARC	Member
4. Prof. G. Ravikumar	Head, SIRD, BARC	Member
5. Prof. A. Chakrabarti	Dean Academic (L), SINP	Member
6. Shri A. K. Narang	Head, HRD & KM, HWB	Member
7. Prof. D. K. Maity	Associate Dean, HBNI	Member
8. Prof. S. Mukhopadhyay	Head, Seismology Division, BARC	Member
9. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
10. Prof. A. K. Dureja	Associate Dean, HBNI	Member Secretary

### **Members who could not attend:**

1. Prof. (Ms.) S.V. Chiplunkar,	Director, ACTREC, TMC	Member
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### **M.1: Welcome Address and Opening remarks by VC, HBNI**

Welcoming the members to the meeting, Vice Chancellor mentioned that IQAC is an important mechanism for continuous enhancement of both academic as well as administrative processes in HBNI. This forum would generate ideas on analysis of the performance of the University as a whole, performance of students as well as performance of faculty. Such analysis would provide a good idea of the Strength, Weaknesses, Opportunities and Threats and enable us to take necessary steps to further strengthen the mechanisms and processes. A number of initiatives on all these aspects have been taken by HBNI in the past year, and these would be discussed in the meeting. VC welcomed suggestions from all the members on these aspects.

VC also mentioned that the performance of HBNI as a whole can be assessed by analysing the ranking given by NIRF and the NAAC scores under various heads. It was decided to carry out such an analysis and take measures for necessary improvements.

### **M.2: Faculty Performance Assessment**

In order to assess the performance of faculty members, the Cell was of the opinion that performance parameters need to be defined. Dean informed that a faculty performance format has been evolved by the Central Office and sent to all Dean Academics for data collection.

### **M.3: Student Performance analysis**

There was a discussion on analyzing the student's performance in terms of the tenure of completion of their PhD programme. The committee was of the opinion that this data will help us in knowing the number of students completing the PhD programme in minimum time. This will also help us in getting the average time required for completion of the academic programs in different disciplines in various CIs/OCC. In addition, the reasons for students dropping out (if any) from various academic programmes should be discussed.

The committee opined that gender ratio of the students should also be assessed. In addition, the number of differently-abled students pursuing various academic programmes should be highlighted.

### **M.4: Scientometry**

Publications of the faculties of HBNI may be categorized in two types. First type of publications which is based on the thesis presented by the students doing PhD under them: where student is a co-author of the paper. The second type of publications are based on faculty's own research field other than student's thesis under him/her. Compiling and analyzing the publication data on the above basis will highlight the distribution between the two categories and also the average publications per thesis at various disciplines as well as from various CIs/OCC. It was opined that based on the analysis of the publication data, a decision can be evolved whether to increase the minimum requirement of publication for submission of synopsis/thesis.

**M.5: Feedback Mechanisms**

The Cell was of the opinion that a strong feedback mechanism will help in identifying the issues faced by students as well as faculty members. This will help us in understanding the level of satisfaction of students. Such feedback should also be taken from the passing out students.

**M.6: Learning process**

The students should be encouraged to utilize the online courses available through NPTEL and other knowledge portals. The contents of these courses may also be utilized for devising the syllabus for self-study courses. The Cell noted that a Digital Learning Monitoring Cell has been formed in HBNI with the Dean as the Convener, and this cell would facilitate this scheme. In order to utilize the expertise available in various CIs/OCC, Information and Communication Technology (ICT) based solutions should be looked for. HBNI students get benefitted from the institutions with which HBNI has MoUs. This happens through attending specialized courses and taking faculty members as co-guides from these institutions.

**M.7: Optional, non-credit Courses**

The Cell was of the opinion that students should be exposed to extra-curricular courses in the field of management, humanities, foreign language etc. in collaboration with other institutions.

**M.8: Advanced courses**

The members of the Cell opined that HBNI should have specialized courses for

- a) HBNI students, employees of other non-CI DAE units and AERB
- b) Institutions outside DAE e.g. Industrial Analytical Chemistry etc.

**M.9: Reducing time for review of thesis by finetuning procedures**

The Cell was informed that in some of the cases the time required for review of the thesis is longer. In order to fine tune the procedures, it was suggested that the following measures may be taken:

- a) Doctoral Committee may be suggested to give list of eight examiners instead of current practice of six.
- b) Board of Studies may be suggested to recommend list of six examiners instead of current practice of four.

- c) Taking concurrent consent from all potential examiners and arriving at a decision on the thesis based on the recommendations of majority of the examiners.

**M.10: Administration and accounts:**

In order to monitor the progress and expedite the processing of files, Integrated Management System (IMS) should be utilized. Vice Chancellor informed the Cell that online payment of fees has been started from 1<sup>st</sup> of April 2018. It was also pointed out that file tags have been introduced to facilitate monitoring of the academic programmes by recording the milestones.

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