

### Minutes of the 9<sup>th</sup> meeting of IQAC held on 22-06-2023

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the chamber of Director IQAC on 22.06.23. The following were present:

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| 1. <b>Prof. Ali Raza Moosvi</b><br><i>Vice chancellor, KBN University</i>  | Chairman        |
| 2. <b>Prof. Romate John</b><br><i>Head – Dept. of Psychology &amp;<br/>Former Director – IQAC,<br/>Central University of Karnataka, Kalburgi</i>       | External Expert |
| 3. <b>Dr. Indu Swati</b><br><i>Academic Registrar, ESIC Hospital - Kalburgi</i>  | External Expert |
| 4. <b>Prof. Ruksar Fatima</b><br><i>Registrar (i/c), KBN University</i>  | Special Invitee |
| 5. <b>Prof. Nishath Arif Hussaini</b><br><i>Professor Department of English &amp;<br/>Dean, Faculty of Humanities and Languages<br/>KBN University</i> | Member          |
| 6. <b>Prof. S.K. Mohd. Azam</b><br><i>Dean – Faculty of Engineering and Technology<br/>KBNU</i>  | Special Invitee |
| 7. <b>Dr. Siddesh B. Sirwar</b><br><i>Dean – Faculty of Medical Sciences,<br/>KBN University</i>   | Special Invitee |
| 8. <b>Dr. Rajshree Palladi</b><br><i>Dean – Research, KBNU &amp;<br/>Professor, Dept of OBGY,<br/>Faculty of Medical Science,<br/>KBN University</i>   | Member          |
| 9. <b>Dr. Chandrakala</b><br><i>Professor&amp; Head, Dept of General Medicine,<br/>Faculty of Medical Sciences,<br/>KBN University</i>                 | Member          |
| 10. <b>Dr Bilal Ahmed Mir</b><br><i>Professor and HoD (i/c) , Dept of Microbiology,<br/>Faculty of Medical Sciences<br/>KBN University</i>             | Member          |

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| <p><b>11. Dr. Zama Moosvi</b><br/> <i>Professor, Dept of Dentistry &amp;<br/> Faculty, Department of Forensic Medicine,<br/> Faculty of Medical Sciences, KBN University</i></p>           | <p>Member</p>                 |
| <p><b>12. Dr. Nand Kishore Shinde</b><br/> <i>Associate Professor,<br/> Department of General Surgery,<br/> Faculty of Medical Sciences, KBNU</i></p>                                      | <p>Member</p>                 |
| <p><b>13. Dr Saba Nazneen Khan</b><br/> <i>Associate Professor, Dept of Biochemistry,<br/> Faculty of Medical Sciences, KBN University</i></p>   | <p>Member</p>                 |
| <p><b>14. Dr. Maroof</b><br/> <i>Associate Professor<br/> Dept of Electronics &amp; Communication<br/> Engineering<br/> Faculty of Engineering and Technology,<br/> KBN University</i></p> | <p>Member</p>                 |
| <p><b>15. Mr. Adarsh Singh Thakur</b><br/> <i>MBBS Student, Faculty of Medical Sciences,<br/> KBN University</i></p>   | <p>Student representative</p> |
| <p><b>16. Dr. Mohd Abdul Baseer</b><br/> <i>Director IQAC &amp;<br/> Head – Department of Community Medicine,<br/> Faculty of Medical Sciences,<br/> KBN University</i></p>                | <p>Member – Secretary</p>     |

The Director IQAC initiated the meeting by welcoming the members and the Hon'ble Vice Chancellor. He thanked them for their time and presented the following Agenda for discussion:

1. Approval of the Minutes of the 8<sup>th</sup> Meeting of the IQAC
2. Presenting an overview of NAAC Accreditation process.
3. Adopting quality parameters of university.
4. Appointment of criteria wise coordinator.
5. Appointment of department wise coordinator.
6. Any other matter with permission of the Chairman.

The agenda was then taken up for discussion.

**Item 1****Approval of the Minutes of the 8<sup>th</sup> meeting of the IQAC**

The Vice Chancellor informed that consequent to the completion of the term of the IQAC and its Director, Dr. Siddesh Sirwar, Dr. Baseer has been appointed as the Director IQAC which has been reconstituted. He thanked the services rendered by the earlier IQAC. The Minutes of the last meeting held were confirmed.

**Item 2****Presenting an overview of NAAC Accreditation process.**

The Vice Chancellor, while welcoming the members, outlined the importance of the IQAC which is mandated by the National Assessment and Accreditation Council (NAAC). He appraised the members that the University completes five years of its existence in August 2023 and has to begin the process of seeking NAAC accreditation. The IQAC primarily has two important roles to play:

1. Function as a nodal body to propose and set quality benchmarks for the University so that it evolves into an institution that has well established and quantitative structures that contribute to institution building on the parameters of excellence.
2. To put in place a mechanism to exhaustively collect and collate information on the criteria mandated by NAAC. This is a voluminous exercise that has to be undertaken in a structured and time-bound fashion. The IQAC will play a critical role to oversee and guide this exercise to bring it to a successful conclusion in a time bound way so as to enable the University to prepare and submit its Self-Study Report as per the NAAC proforma.

The IQAC unanimously resolved to adopt and work towards these aims in a positive and time-bound fashion.

**Item 3****Adopting quality parameters of university.**

The members had a detailed discussion on the topic. It was unanimously agreed that the research profile of the University has to be enhanced and strengthened and that a system be put in place that facilitates, encourages and rewards research initiatives of faculty members and students. In this connection, the following specific suggestions were received:

Member	Suggestion
Prof. Romate John	<ol style="list-style-type: none"> <li>1. To provide funds for research and to award certificates of appreciation to faculty and staff who publish quality research papers. An appropriate amount as a token of appreciation too could be considered if appropriate. However, the University should prescribe a list of journals that are SCOPUS indexed and published in peer reviewed referred journals.</li> <li>2. More intra university academic activities to be started that includes MoU, collaborations, student and faculty exchange etc.</li> </ol>

	<ol style="list-style-type: none"> <li>3. To encourage more international students to study in the KBN University.</li> <li>4. To improve the social networking of the University.</li> <li>5. To improve the visibility of the university through branding and appropriate PR exercises.</li> </ol>
Dr. Indu Swathi	The FMS can consider observing national days according to WHO and also to conduct health related interviews in radio and build up social networking platform in KBNU.
Dr. Baseer	to adopt more field practices, community outreach activity from all the faculties of KBN university
Prof. Nishath Arif Hussaini	Conduct of more cultural activities and sports meets annually in the university and to invite other institutes to partner and participate in such activities.
Dr. Maroof	To give the open access of our research work done by the faculties of KBNU.
Dr. Rajashree Palladi	Funding for research could be provided by the university that should be based on impact factor and criteria of research.
Dr Bilal Ahmed Mir	Faculty to be encouraged to take up PhDs and research works. Student feedback on teachers to be collected block wise for medical students, yearly for art and science students, and semester wise for engineering students.
Dr. Chandrakala	Patient footfall to be increased in the hospital by bringing in more outreach
Dr. Zama Moosvi	<ol style="list-style-type: none"> <li>I. Student feedback to be structured and made compulsory.</li> <li>II. Library infrastructure to be strengthened, especially in terms of online database access.</li> <li>III. Improve the quality of food in cafeteria.</li> <li>IV. Encourage faculty to enroll for part-time Ph.D. in-house.</li> <li>V. Encourage faculty to attend national / international seminars of recognized and reputed bodies / associations / institutions and provide some funds for travel in case they are presenting papers / are resource persons.</li> </ol>
Dr. Nand Kishore Shinde	Separate funding of research work for the university to be allotted and also insisted to make our own journal of university.

Dr. Saba Nazneen Khan	Completion of BCBR to be made compulsory and time-bound and linked to award of annual increments. yearly increments.
Mr. Adarsh Singh Thakur	Requested to improve the quality of food in canteen and proper maintenance of the lecture halls, washroom and library.

The Hon'ble VC thanked the members for their contributions and suggestions. He observed that the suggestions received can be broadly classified under three major heads;

1. Development and maintenance of physical infrastructure
2. Adopting systems and structures to improve research profile
3. Strengthening the social engagement and outreach of the University

In this connection, he appraised the members of the work initiated to address each of these concerns as under;

Area of Concern	Work Initiated by the University
Development and maintenance of physical infrastructure	<ol style="list-style-type: none"> <li>I. An office of the Dean, Campus Planning and maintenance established.</li> <li>II. The office is taking up maintenance and repair work in a phased-wise manner.</li> </ol>
Adopting systems and structures to improve research profile	<ol style="list-style-type: none"> <li>I. Dean Research appointed.</li> <li>II. All members of the faculty issued institutional email id's so that they can correspond and submit research proposals / projects / papers.</li> <li>III. The University has already subscribed to 56 Medical Journals (35 National and 15 International) in April 2023 for the FMS at an annual cost of Rs.32 lakhs.</li> <li>IV. Budgetary allocation and outlay for the year 2023-24 has been prepared and approved by the Hon'ble Chancellor. Amount has been earmarked for Seminars / Conferences / CME etc. and Departments are being encouraged to conduct the same.</li> <li>V. About five Departments have already come forward and availed this opportunity and more are to respond.</li> </ol>

Strengthening the social engagement and outreach of the University	The Hon'ble Chancellor has already approved a proposal from Dr. Zama Moosvi for the weekly publication of a health bulletin in the KBN Times. This initiative to be properly institutionalized.
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Apart from, and in continuation to, the above and based on the suggestions received the IQAC unanimously resolves as under:

1. Each and every faculty member to publish a minimum of one research articles till March 2024 failing which Annual Grade increment will not be issued. In case the article is not actually published by a Journal, proof of acceptance shall suffice. Such publication should be in a peer-reviewed and indexed journal with reasonable impact factor The Faculty-wise Journal criteria are as below:
  - a. FMS: Medline, Pub Med Central, Citation index, Sciences Citation index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) The author must be amongst first three or should be the Corresponding author.
  - b. FENT, Faculty of Science: SCOPUS, Springer, Elsevier, IEEE, UGC Care list (Q1,Q2,Q3) as approved and amended from time to time in the current year, Web of Science
  - c. Faculties of Languages/ Arts, Humanities & Social Sciences/ Commerce & Management / Education / Law: UGC Care List as approved and amended from time to time in the current year
2. All dissertations / projects / thesis submitted in the final year at UG and PG level, as applicable, across all Faculties to be submitted to the Examination Branch for a plagiarism check report of not more than 10% in TURNITIN.
3. Dr. Zama Moosvi to be made Coordinator for the social engagement and outreach initiative of the University to publish an article every week in the KBN Times. The coordinator is empowered to send emails to all the faculty members of the FMS who should write a 300-word limit article on common ailments and their remedies. The article should be in English, written in plain language for understanding of a lay person and it will carry the contact details of the faculty concerned along with their OPD timings at the KBNTGH so that more people are attracted to the hospital. The space in the newspaper and days of week to be finalized in consultation with the Editor, KBN times.
4. It was felt that student representation to be increased so that a total of four students are part of the IQAC, including the present nominee. The Deans, FENT and FLH are required to submit a panel of two students each from their faculty, keeping in mind gender equality, to the Director IQAC so that suitable nomination may be made. The nomination to be based on merit and history of disciplined behavior. **This may be done by 15<sup>th</sup> July 2023.**

**Item 4****Appointment of criteria wise coordinator**

The NAAC prescribes 07 Criteria under which detailed information has to be collected. The formats for the same were provided to the members for their perusal. After this and a detailed discussion, it was unanimously resolved to appoint the following as the Criteria-wise coordinators;

Sl. No	NAME	DESIGNATION	DEPARTMENT	FACULTY	NAAC Criteria
1	Dr Rafiya Gulmoher	Assistant Professor	Computer Science Engineering	Engineering & Technology	<b>Criteria I - Curricular Aspects</b>
2	Dr Shilpa Pradhan	Associate Professor	Microbiology	Medical Sciences	<b>Criteria II - Teaching-Learning and Evaluation</b>
3	Dr Bilal Ahmed	Professor	Microbiology	Medical Sciences	<b>Criteria III - Research, Innovations and Extension</b>
4	Dr Jibrán Anwar	Assistant Professor	Anaesthesiology	Medical Sciences	<b>Criteria IV - Infrastructure and Learning Resources</b>
5	Dr Saba Nazneen	Associate Professor	Biochemistry	Medical Sciences	<b>Criteria V - Student Support and Progression</b>
6	Mr Nadeem Pasha	Assistant Professor	Civil Engineering	Engineering & Technology	<b>Criteria VI - Governance, Leadership and Management</b>
7	Dr Fahmida Shaikh	Assistant Professor	Zoology	Arts & Sciences	<b>Criteria VII - Institutional Values and Best Practices</b>

The above are appointed initially for a period of one year. The Director, IQAC is authorized to recommend any changes based on work output and efficiency.

**Item 5****Appointment of Department-wise NAAC coordinators**

Based on the recommendations received from the Deans and after discussion, the following are proposed to be appointed as Department-wise coordinators for collecting information in a time-bound manner. The criteria coordinators shall share the proforma for the information to be collected under the different heads which has to be collected and compiled by the Department coordinators for their respective departments. The Director IQAC to coordinate this effort so that the data is collected in a time-bound fashion.

Sl. No	NAME	DESIGNATION	DEPARTMENT	FACULTY
1	Dr. Humeira Zainab	Assistant professor	Anatomy	Medical Sciences
2	Dr Abida Farheen	Assistant professor	Physiology	Medical Sciences
3	Mrs. Swati	Tutor	Biochemistry	Medical Sciences
4	Dr Arshiya Tazeen	Assistant professor	Microbiology	Medical Sciences
5	Dr Sudharani	Assistant professor	Pathology	Medical Sciences
6	Dr. Zainab Gazala	Associate Professor	Pharmacology	Medical Sciences
7	Dr Khaja Azizuddin Junaidi	Assistant professor	Forensic Medicine	Medical Sciences
8	Dr Chetana Singode	Assistant professor	Community Medicine	Medical Sciences
9	Dr. Shivasharn Hosalli	Assistant professor	Anaesthesiology	Medical Sciences
10	Dr Deepika	Assistant professor	ENT	Medical Sciences
11	Dr Amogh Harsoor	Assistant professor	Ophthalmology	Medical Sciences
12	Dr Sumangala	Assistant professor	General Medicine	Medical Sciences
13	Dr Vajreshwari	Assistant professor	General Surgery	Medical Sciences
14	Dr Farhat Kazim	Assistant professor	OBGY	Medical Sciences
15	Dr Ravi Chavan	Assistant professor	Paediatrics	Medical Sciences



16	Dr. Girish Keri	Assistant professor	Orthopaedics	Medical Sciences
17	Dr Anant Dhothre	Assistant professor	Radiology	Medical Sciences
18	Dr Humaira Ansari	Senior Resident	Dermatology	Medical Sciences
19	Dr Rubeena Naaz	Tutor	Chest & TB	Medical Sciences
20	Dr Mohd Munawar	Associate Professor	Psychiatry	Medical Sciences
21	Dr Juhi Shabnum Bendigeri	Assistant professor	Dentistry	Medical Sciences
22	Dr. Athiya	Assistant professor	English	Faculty of Languages
23	Dr. Jahan Ara Kudsi	Assistant professor	Bio Technology	Faculty Of Sciences
24	Dr. Vinod Kumar Patil	Assistant Professor	Food & Nutrition	Faculty Of Sciences
25	Dr. Javed Akhtar	Assistant Professor	MCJ	Faculty Of Arts, Humanities and Social Sciences
26	Dr. Shazia Farheen	Assistant Professor	Physics	Faculty Of Sciences
27	Dr.Maimuna Begum	Assistant Professor	Urdu	Faculty of Languages
28	Dr. Tilak Gasti	Assistant Professor	Chemistry	Faculty Of Sciences
29	Mr. Abdul Razak	Assistant Professor	Commerce	Faculty of Arts
30	Ms. Lubna Tanveer	Assistant Professor	Law	Faculty of Commerce
32	Dr. Heena Mubeen	Assistant Professor	Zoology	Faculty Of Sciences
33	Dr. Seema Jabeen	Lecturer	Mathematics	Faculty Of Sciences
34	Amreen Anjum	Assistant Professor	Computer science Engineering	Engineering & Technology
35	Ms. Zohra Fatima	Assistant Professor	Electronics and Communication	Engineering & Technology
36	Mr. Syed Kashif Hussain	Assistant Professor	Aeronautical Engineering	Engineering & Technology

37	Ms. Asiya Masarath	Assistant Professor	Applied Sciences	Engineering & Technology
38	Mr. Syed Arafath	Assistant Professor	Civil Engineering	Engineering & Technology
39	Dr. Md Nasir Ali	Assistant Professor	Mechanical Engineering	Engineering & Technology
40	Ms. Kaveri	Assistant Professor	Biomedical Engineering	Engineering & Technology
41	Dr. Sridar Bagali	Assistant Professor	Petrochemical Engineering	Engineering & Technology
42	Dr Raafiya Gulmeher	Assistant Professor	Geoinformatics	Engineering & Technology

The above are appointed initially for a period of one year. The Director, IQAC is authorized to recommend any changes based on work output and efficiency.



**Director IQAC  
KBN University**

**Director  
IQAC  
Khaja Bandanawaz University  
Kalaburagi**