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Ref. No.: HBNI/AKD/IQAC\_1<sup>st</sup> Meeting/2017/50

6<sup>th</sup> January, 2017

Subject: Approved Minutes of the 1<sup>st</sup> Meeting of the Internal Quality Assurance Cell (IQAC), HBNI held on 19<sup>th</sup> December, 2016 at Council Hall, HBNI, Anushaktinagar, Mumbai

Enclosed herewith please find the approved copy of the Minutes of 1<sup>st</sup> meeting of the IQAC, HBNI held on 19<sup>th</sup> December, 2016 at Council Hall, HBNI, Anushaktinagar, Mumbai.

  
(A.K. Dureja) 06.01.17

#### Chairman, Members and Invitee of the IQAC

1. Prof. P. D. Gupta	Vice Chancellor, HBNI	Chairman
2. Prof. B. K. Dutta	Dean, HBNI	Member
3. Prof. M. Sai Baba	Dean Students Affairs, IGCAR	Member
4. Prof. A. P. Tiwari	Head, HRDD, BARC	Member
5. Prof. (Ms.) S.V. Chiplunkar	Director, ACTREC, TMC	Member
6. Shri. D. P. Patel	P&CD, Nodal Officer, BARC	Member
7. Prof. A. Chakrabarti	Dean Academic (L), SINP	Member
8. Shri A. K. Narang	Head, HRD & KM, HWB	Member
9. Dr. (Ms.) Rama Chari	HBNI Nodal Officer, RRCAT	Member
10. Dr. S. Mukhopadhyay	Head, Seismology Division, BARC	Member
11. Prof. D. K. Maity	Associate Dean, HBNI	Member
12. Prof. A. K. Dureja	Associate Dean, HBNI	Member
13. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
14. Shri Mahasen Gandle	Deputy Registrar, HBNI	Invitee

## Minutes

Minutes of the first meeting of Internal Quality Assurance Cell (IQAC), HBNI held at Council Hall, HBNI, Anushaktinagar, Mumbai on 19<sup>th</sup> December, 2016.

### Present:

1. Prof. P. D. Gupta	Vice Chancellor, HBNI	Chairman
2. Prof. B. K. Dutta	Dean, HBNI	Member
3. Prof. M. Sai Baba	Dean Students Affairs, IGCAR	Member
4. Prof. A. P. Tiwari	Head, HRDD, BARC	Member
5. Prof. (Ms.) S.V. Chiplunkar	Director, ACTREC, TMC	Member
6. Shri. D. P. Patel	P&CD, Nodal Officer, BARC	Member
7. Prof. A. Chakrabarti	Dean Academic (L), SINP	Member
8. Shri A. K. Narang	Head, HRD & KM, HWB	Member
9. Prof. D. K. Maity	Associate Dean, HBNI	Member
10. Prof. A. K. Dureja	Associate Dean, HBNI	Member
11. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
12. Shri Mahasen Gandle	Deputy Registrar, HBNI	Invitee
13. Dr. Avichal Kapur	Registrar, HBNI	Member Secretary

### Members could not attend:

1. Dr. (Ms.) Rama Chari	HBNI Nodal Officer, RRCAT	Member
2. Dr. S. Mukhopadhyay	Head, Seismology Division, BARC	Member

### M.1: Welcome Address and Opening remarks by VC, HBNI

Prof. P.D. Gupta, Vice Chancellor, HBNI welcomed all the participants attending 1<sup>st</sup> meeting of the Internal Quality Assurance Cell (IQAC), HBNI. VC briefed the members about two distinct achievements of the HBNI made in previous two years. The first achievement is in getting NAAC (National Assessment and Accreditation Council) Accreditation with a CGPA of 3.53 on a four point scale at 'A' grade valid for a period of 5 years from 11/05/2015. The second achievement is in getting

  
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17<sup>th</sup> rank in University Category in the India rankings 2016 of Ministry of Human Resource Development, Government of India.

VC appreciated everyone who are associated with the HBNI directly and indirectly for their contributions in growth of HBNI resulting in setting up of quality benchmarks and excellence in HBNI. VC mentioned that all the 11 institutions under academic umbrella of the HBNI are continuously improving in terms of quality of Curriculum Design and Delivery, Teaching-Learning processes, Examination/Evaluation Methodology, Projects, Research and other related academic quality indicators.

VC said that IQAC will provide support in improving academic and administrative performance of the HBNI on continuous basis and urged members to deliberate as per the terms of references. He also said that the Central Office, HBNI in co-ordination with the IQAC members, and Deans-Academic / Nodal Officers, CIs/OCC shall work towards timely submission of Annual Quality Assurance Report.

### **M.2: IQAC Terms of reference by Dean**

Prof. B.K. Dutta, Dean briefed the genesis of constituting HBNI IQAC. He explained that NAAC team members visit a university campus after a period of 5-years following first visit. During this period of 5-years, it is always desirable that an internal committee should be responsible for monitoring and improving academic and administrative functioning of the university. Keeping such objective in mind, NAAC has made it mandatory to form IQAC in every institute/university after first accreditation. IQAC should meet quarterly and minutes of meeting must be uploaded in institute web portal. Based on such minutes, an annual report should be submitted to NAAC after obtaining due approval from institute authorities. It is expected that when NAAC team visits the institute after a period of 5-years, all such annual reports will be made available to them. This shows IQAC need to play an extremely important role to improve academic and administrative quality of the institute.

### **M.3: Presentation by Registrar**

Dr. Avichal Kapur, Registrar, HBNI made a detailed presentation on the general aspects of IQAC based on the following points.

- IQAC Objectives
- IQAC Functions



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