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Ref. No.: HBNI/AKD/IQAC_1st Meeting/2017/50

6th January, 2017

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

Enclosed herewith please find the approved copy of the Minutes of 1st meeting of the IQAC, HBNI held on 19th 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 19th 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 1st 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


06/01/17

17th 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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- Operational features of the IQAC
- Expectation from the IQAC
- Part – A of the Annual Quality Assurance Report (AQAR)
- Part – B of the AQAR: Curricular Aspects; Teaching, Learning and Evaluation; Research, Consultancy and Extension; Infrastructure and Learning Resources; Student Support and Progression; Governance, Leadership and Management; Innovations and Best Practices; Plans of Institution for next year.

M.4.1: Curriculum Design and Delivery

Course curriculums being pursued at various CIs/OCC were discussed. Broadly these can be put in two categories. The first one is the courses run under the aegis of BARC Training Schools which are designed and approved by discipline-wise Training School Committees and subsequently an Apex Committee headed by a senior scientist at the level of Director. In the second category, the courses are designed and approved by various Standing Academic Committees at CI/OCC level.

The course curriculums of both the categories in various disciplines are reviewed by corresponding Boards of Studies of HBNI. The Boards of Studies ensure appropriateness of the academic content consistent with high standard and uniformity across the CIs / OCC.

Benchmarking:

There was a discussion on bench-marking of the course curriculum. Members opined that the courses are largely in the areas related to Nuclear Science & Technologies and allied fields. These are specifically designed and are thus unique at the national level. The course curriculums are also designed keeping in view of the Departmental programmes and national requirements. While appreciating the above points, the committee members suggested that latest world-wide developments and breakthroughs may be considered during the revision of courses in future.

Multi-disciplinary Courses:

The members also noted that many of the courses are multi-disciplinary emanating from the inherent nature of the Nuclear Science and Technology programmes. These multi-disciplinary courses are



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effectively conducted by the in-house availability of advanced scientific and technical infrastructure as well as faculty members who are leading experts in the respective fields.

ICT related:

The members expressed that to take more advantage of vast experience of faculty members and infrastructure facilities in different CIs/OCC, the students may be encouraged to take courses at other CIs/OCC. Towards this goal, CIs /OCC may be encouraged to make available video-recording of some of the courses. The committee suggested that to begin with each CI/OCC may implement this with one course in the next academic year.

M.4.2: Flexibility in the Curriculum**Choice Based Credit System:**

There was a discussion on implementation of choice based credit system. The members noted that choice based credit system is already in place across CIs/OCC of HBNI. This is essentially because all the courses are reviewed and credits are assigned in a centralized manner by the discipline-specific Boards of Studies of HBNI. The members also suggested that exchange of information regarding ongoing courses at different CIs/OCC may be enhanced.

Elective Courses:

All the course curriculums are structured under three broad categories viz. 1) Fundamental courses, 2) Core courses, and 3) Elective courses. Under the category of Elective courses, a number of courses are offered from which students may make their choices based on their interest and credit requirements.

M.4.3: Examination / Evaluation System

Members noted that the evaluation system in BARC Training Schools at various places follow a continuous assessment system involving periodically conducted examinations. This system has got well established over a period of more than five decades. Courses are taught and examinations are conducted



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in a trimester system. Depending on the nature of the course, practicals are assigned to support theoretical learning, using versatile experimental facilities available in various CIs/OCC.

In case of pre-doctoral courses run by various other CIs, the evaluation system is also based on continuous assessment. Here periodically given assignments are assessed, followed by the end term examination in a semester system.

In both the categories, the examination papers have suitable mix of objective and subjective type of questions. The evaluation is done on absolute basis. Due weightage is given to student seminars and periodic viva-voce examinations.

In all the CIs/OCC, minimum marks required to pass the examination of a particular subject is 50% and that for aggregate of all the subjects is 60%. In case of academic progress under Health Sciences, the guidelines given by corresponding statutory bodies are followed.

The courses conducted in Health Sciences discipline include classroom teaching with due emphasis on hands-on practices.

In general, the Doctoral theses are examined by a comprehensive set of examiners drawn from the Institute and other reputed Institutes at national and international level. The examiners are selected by a number of authorities including Doctoral Committee, Board of Studies, Dean, and Vice Chancellor, adhering to the guidelines issued by statutory bodies from time to time. For doctoral students, 11-point criterion issued by UGC is followed.

M.4.4: Quality Improvement Strategies

The members noted that in some of the CIs, mini projects are also assigned as a part of course curriculum. These projects are carried out under the guidance of senior faculty members. A comprehensive evaluation of these projects is carried out based on submission of project report, presentation of project work and viva-voce examination. The members suggested that this practice may also be adopted at other CIs/OCC wherever applicable.



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The committee members applauded the adherence to academic calendar and timely declaration of results in all the CIs/OCC.

HBNI students may be broadly put in three categories: (a) The students who are employees of DAE (b) The students recruited to BARC Training Schools, (c) Other students who receive fellowships/scholarships. While the first two categories of students have assured placement, the students in the last category look for placement or admission for higher studies towards the end of their academic programmes. It has been generally observed that most of the students are able to get suitable placement/admission. Nevertheless, the committee suggested that placement cells be constituted formally at various CIs/OCC.

The committee felt that administrative processes at CIs/OCC and their communications with HBNI Central Office require improvement. It will be helpful if each CIs/OCC nominates a Nodal Officer towards this purpose. The Vice Chancellor informed that action on this has been initiated.

The members expressed that to take more advantage of expert faculty members and experimental facilities in different CIs, the students may be encouraged to take courses at other CIs. CIs may also consider making available video-recording of some of the courses. The committee suggested that to begin with each CI may implement this with one course in the next academic year.

M.4.5: Innovations and Best Practices

The committee members deliberated and noted that several institution-centric best practices are in place. These include largely decentralized academic governance, timely declaration of results, large number of inter-disciplinary research projects, opportunities to work on high end experimental facilities, MoU with premier national and international institutions, etc.

The committee was informed that HBNI Central Office is working towards implementation of student management software to facilitate efficient communication with CIs/OCC. This will provide quick information access to various stake holders and thereby help in a more transparent governance.



Handwritten signature and date: 06/01/17

The committee also felt that CIs/OCC may put in more efforts towards energy conservation, water harvesting, waste management practices and environment protection for achieving clean and green campuses.

Regarding facility-centric best practices, the committee observed that the faculty members at various CIs/OCC are widely participating in national/international conferences and are publishing their research work in high quality journals. They are also involved in many national and international collaborative research works.

The committee suggested that faculty should be encouraged to post teaching material on web pages of respective CIs/OCC in advance.

The committee members further noted that there are several students-centric best practices being followed. Students are being provided financial support to attend national/international conferences within/outside the country, they are regularly exposed to high end research facilities and have good access to faculty members. Feedback regarding the course material, quality of teaching and examination system is regularly collected to bring academic improvements. A student representative is also a member of the IQAC. As per a recent initiative a Dean Student Affairs has been nominated in each CIs/OCC to provide a variety of support to the students.

M.4.6: Organization of Workshops/Conferences and Research Scholars' Meet

Workshops/Conferences are regularly organized at various CIs/OCC, in which faculty and students participate. Research Scholars Meets have also been started in some CIs and the same are fully organized and managed by the students. The committee appreciated this effort and suggested that this practice should extend to more CIs.

M.4.7: Faculty Development Initiatives:

Faculty members attend national/international conferences/workshops and also participate in organizing such events. They are encouraged to collaborate at national and international level and publish their



Handwritten signature and date: 06/01/17

research work in high quality journals. The faculty members also enjoy merit promotion scheme in the Department.

M.4.8: Student Support Services and Mechanisms

Hostel accommodation is being provided to all students in most of the CIs/OCC. At BARC, Mumbai, to accommodate all the students, a new hostel with an accommodation capacity of 1000 students is under construction to augment the existing hostel facilities. Medical facilities prevailing at various CIs/OCC are also extended to the students.

M.4.9: Alumni Cell

The members opined that Alumni Cells may be opened at various CIs/OCC for improved interaction among the present and former students. ICT methodologies may be employed in this endeavor.

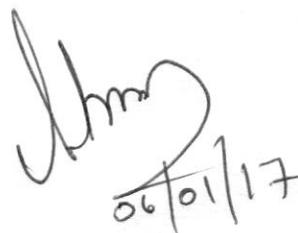
M.4.10: Extension Activities

The members noted that all CIs/OCC are involved in various kinds of outreach programmes. These include visiting schools, organizing exhibition for students, clean and green campus activities. A special mention was made of students at TMC, who are contributing to increase awareness on prevention of cancer and extending healthcare to under-privileged in the area of oncology.

M.4.11: Any other remarks

It was brought to the notice of the members about some faculty members not being able to spend adequate time with the students due to other engagements. It was felt that the interactions between faculty members and students need to be enhanced.

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



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