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22/11/2019

Subject: Approved Minutes of the 4th Meeting of the Internal Quality Assurance Cell (IQAC), HBNI held on 4th September, 2019 at Council Hall, HBNI, Anushaktinagar, Mumbai

Enclosed herewith please find the approved copy of the Minutes of 4th meeting of the IQAC, HBNI held on 4th September, 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. S. Laskar	Nodal Officer, TMC	Member
4. Prof. G. Ravikumar	Head, SIRD, BARC	Member
5. Prof. D. K. Maity	Associate Dean, HBNI	Member
6. Shri A. K. Narang	Head, HRD & KM, HWB	Member
7. Prof. S. Mukhopadhyay	Head, Seismology Division, BARC	Member
8. Shri Vishnu Prasad S.	Registrar, IMSc	Member
9. Mrs. Neena Bopaiah	Principal, AECS No.-5, Mumbai	Member
10. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
11. Dr. B. Chandrasekar	Registrar, HBNI	Invitee
12. Prof. A. K. Dureja	Associate Dean, HBNI	Member Secretary

Minutes of 4th meeting of Internal Quality Assurance Cell (IQAC)

Minutes of the fourth meeting of the Internal Quality Assurance Cell (IQAC), HBNI held at Council Hall, HBNI, Anushaktinagar, Mumbai on 4th September, 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. Shri Vishnu Prasad S	Registrar, IMSc	Member
6. Mrs. Neena Bopaiah	Principal, AECS No.-5, Mumbai	Member
7. Shri Sandeep K. C.	Ph.D. Student, HWD, BARC	Member
8. Dr. B. Chandrasekar	Registrar, HBNI	Invitee
9. 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. S. Laskar	Nodal Officer, TMC	Member
3. Prof. G. Ravikumar	Head, SIRD, BARC	Member

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

In his introductory remarks, Vice Chancellor dealt with an action plan for achieving high quality in all activities, and improvement in academic performance through various measures. He emphasized that HBNI should set up long term targets for progress, and work towards achieving them, through robust plans. A quality policy has to be framed for HBNI. The domains where quality has to be implemented include Curriculum design and improvement, teaching, learning and evaluation processes, research, innovation, extension and collaboration, infrastructure and learning resources, student support and progression and institutional value as well as best practices. For each domain, we need to define parameters where we want to see improvement, and which need monitoring. We have to define mechanism for monitoring; we have to formulate a mechanism for feedback, and the specific



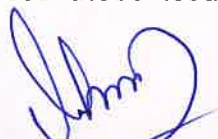
questions for feedback depending upon our goals. We also need to establish a follow-up mechanism to ensure that we remain on track.

Vice Chancellor indicated that actions have already been initiated on preparation of some of the policy documents, and these would be discussed during the current meeting.

M.2: Feedback from stakeholders

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 ensure 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. Well-structured questionnaire were 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". 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 includes (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 does put in any 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. These were tabulated and put up before the Council of Management (CoM), along with the actions HBNI would take to address these issues, in consultation with



CIs/OCC, Boards of studies and Standing Committee of Deans. The suggestions made by CoM will be implemented to enhance quality of learning at HBNI.

M.3: Parameters to be used in Questionnaire

The current feedback has been obtained based on a set of questions which are relevant for each of the stakeholders i.e. Students, Faculty members, Alumni and Parents. VC informed the Cell that they can go through the questionnaire critically and then give their feedback for improving the questions asked. VC informed that we should give clear milestones for students. There was a discussion on anonymous feedbacks. Right now, name needs to be revealed. The cell was informed that IMSc could not participate in the feedback due to unavailability of Anunet connection. Registrar, IMSc agreed to take action on this. The committee discussed that we need to devise mechanisms to increase the participation of students in the feedback process. It was agreed upon that such feedback questionnaire may be made available through Google Docs also so that more students can access this. This was already done for Alumni and Parents.

Prof. Mukhopadhyay pointed out the importance of Alumni in the process of improving the overall quality. He also suggested to increase the interaction among peers for better results. VC informed that this problem needs to be tackled more carefully in big organisations like BARC. In smaller institutions like TMC(ACTREC), students are very well connected. They themselves conduct Research Scholar's meet every year. In medium size institutions like IGCAR also the students are interacting well.

M.4: Code of Ethics

The cell discussed the draft document on "Code of Ethics". The cell unanimously agreed for the zero tolerance policy of HBNI for any form of academic dishonesty. The term "Unethical Practice" was discussed and some of the important points were listed in the document. The steps needed to insure Academic Integrity was discussed. As an outcome, a document on "Code of Ethics" was prepared and is enclosed here as Annexure-I.



M.5: Code of conduct of Faculty

The cell discussed the draft document on "Code of Conduct of Faculty". As almost half the faculty members of HBNI play dual role as a member of the mission orientation programme as well as a research supervisor of students, they need to endeavor to do justice to both of these roles. The committee deliberated on the draft and the final version is enclosed here as Annexure-II.

M.6: Other Functions of IQAC

The cell discussed on the various aspects of IQAC and concurred on the following points for improving the quality in a HEI.

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution

The meeting concluded with thanks to the chair.



Annexure - I



Code of Ethics



August, 2019

HOMI BHABHA NATIONAL INSTITUTE

(A Deemed to be University u/s 3 of UGC Act, 1956 & an Aided Institution of the DAE, Govt. of India)

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Homi Bhabha National Institute

Code of Ethics

Preamble:

Homi Bhabha National Institute was created by Department of Atomic Energy by academically integrating ten of its institutions under its administrative control. One more (NISER) was added subsequently as an Off-campus centre of HBNI. Ethics and integrity have been the core values of DAE institutions and HBNI, from its inception, has taken all necessary steps in ensuring these qualities among its faculty and students. HBNI is committed to fostering an environment of academic rigour and ethical values. This note describes the policy elements of HBNI with regard to ethics and integrity.

This code of ethics shall apply to all the faculty members, students, research scholars and supporting staff. The CIs/OCC of HBNI have articulated a Code of Ethics, which will be binding on the staff members and students of those organizations, in addition to the Code of Ethics outlined here.

Merit:

Merit is, and shall be, at the heart of every decision making in HBNI. Starting from admissions, examination and evaluation system, recognition of faculty, award of degrees and all related processes, merit is given the highest level of consideration. No extraneous considerations are encouraged in any decision-making process.

Academic Integrity:

HBNI has zero tolerance for any form of academic dishonesty.

Students as well as faculty shall always adhere to the highest standards of academic integrity. Any incidence of unethical practice will adversely impact the standing and reputation of the Institute, besides providing undue disadvantage to a section of students/faculty, and therefore, every student and faculty of the institute is responsible for maintaining a high standard of ethics and shall take proactive steps to maintain such standards and never abet any unethical practice.

In the process of interpretation of data, preparation of research papers / reports or making presentations, they shall always ensure that due credit is given for other's work, and in no circumstances, indulge in plagiarism.



Students and faculty shall also resist and bring to the notice of the appropriate authority, any instance of plagiarism or unethical practice observed by them.

Unethical Practice:

The term "Unethical practice" shall include all of the following, but not limited to the following:

1. Copying the report or publication of others substantially or in part, and including in one's own publication or report, without due acknowledgement.
2. Deliberately submitting parts of the same work to same or different journals/ conferences, with the aim of increasing number of publications.
3. Interpreting data selectively by deliberately ignoring part of the data, in order to reach a pre-determined conclusion.
4. Misrepresenting personal particulars including educational qualifications / academic performance in order to gain admission to an academic program.
5. Forging or altering certificates issued by HBNI or fabricating certificates.

Steps for Ensuring Academic Integrity:

1. All research papers to be communicated to the journals and papers / reports to be presented in various fora shall be checked for plagiarism.
2. All thesis and reports submitted to the University shall be subjected to plagiarism check using appropriate tools and certified to be free from plagiarism before forwarding the same to the Central Office.
3. **Authorship:** The list of authors should include only those faculty or students who have significantly contributed to the work reported, and not merely provided facilities or financial support. The main or lead author should also ensure that no person who contributed to the work reported in the paper is ignored without appropriate acknowledgement.
4. In dealing with students, faculty members will have merit, and only merit, as the consideration, and will not permit any other factors to influence their decision or judgement.
5. The Guide shall inculcate healthy academic practices and train the student to make measurements carefully, interpret the data without bias, and prepare reports/paper on his own without reproducing from any other source.
6. On noticing any unethical practice on the part of the student, the Chairman and members of the Doctoral Committee shall unhesitatingly take steps to stop such practice and take suitable remediation measures and also initiate necessary action on the student.



Annexure - II

Code of Conduct for HBNI Faculty

The faculty of HBNI are drawn from eminent institutions of the Department of Atomic Energy. They are expected to adhere to the highest standards of conduct, in keeping with the eminence of the institution. The following document briefly describes a code of conduct for the faculty of HBNI.

1. **General:** The faculty of HBNI will always endeavour to maintain high standards of research. They will behave with other faculty and students, staff of their institutions as well as common public in a manner that illustrates the high emphasis placed by HBNI on merit, ethics, compassion towards weaker sections of the society and a healthy respect for other faculty.
2. Where the faculty member has been bestowed the title by HBNI, he will always bear in mind the importance of his dual role – a member of a mission oriented organisation who has to meet the targets set by his institution, and a mentor and guide to the student registered under him. He will endeavour to do justice to both these roles to the best of his ability.
3. The faculty will abide by the ordinances of HBNI in letter and spirit. He will carry out all his duties as a teacher /guide with emphasis on academic rigor. In dealing with students, merit and merit alone will guide all his decisions.
4. The faculty member will always endeavour to advance his knowledge and career through ethical practices.
5. The faculty member will resist any attempt from any quarters, to indulge in unethical practices, and will not hesitate to bring such practice to the notice of the competent authorities.
6. **Unacceptable conduct:** The following acts will be considered as constituting "Unacceptable Conduct", and those indulging in such acts are liable for suitable action by HBNI (e.g. Withdrawal of the title of faculty of HBNI), in addition to administrative actions that may be taken by the concerned CI/OCC. It may please be noted that this list is an illustrative list. Any act that has the potential to damage the reputation of HBNI, undue advantage/disadvantage to a particular individual or has potential to cause disharmony will be considered as an Unacceptable Conduct.



- 6.1 Failure to meet the responsibilities of instruction
- 6.2 Failure in holding classes and conducting examinations as per schedule
- 6.3 Permitting influence of any factors other than merit, in evaluating the student's performance
- 6.4 Not adhering to time schedules in academic activities
- 6.5 Violation of the University policy, including the pertinent guidelines
- 6.6 Indulging in harassment of any type, including sexual harassment, for arbitrary or personal reasons.
- 6.7 Deliberately withholding information on any deficiency including medical deficiency, for personal advancement
- 6.8 Unauthorized use of the seal of the University for personal matters
- 6.9 Unethical claim of authorship of papers, covering work to which he/she has not made any significant contribution
- 6.10 Coercing a student or fellow worker to acknowledge him/her for any contribution which he has not made.

Code of conduct for functionaries of HBNI

The functionaries of HBNI include Deans(Academic), Deans(Student Affairs), Nodal Officers, Associate Deans, Dean, Registrar, Vice Chancellor.

1. The functionaries of HBNI shall so conduct themselves as to set examples of academic integrity, exhibit a quest for knowledge, and pursue merit and compassion as guiding principles of interactions with the community of students and faculty members.
2. They must constantly strive to identify innovations and improvements in processes so as to provide avenues to students to excel in diverse domains, and to advance in their career
3. They shall convey decisions on various issues without undue delay, especially where such delay can be detrimental to career prospects of students.
4. They shall encourage a participatory management system wherein the stakeholders can make suggestions for improvement and also share criticism when required.
5. They shall show special considerations to the physically challenged, the weaker sections of the society and female students and design mechanisms that would help them to make progress in their academic pursuits.

