

Action Taken Report

Presented at the IQAC Meeting held on 4th May ,2021

Ref: Minutes of IQAC Meeting dated 23rd December 2020

Observations/Discussion	Action to be Taken	Responsible Person	Target Date	Action Taken /Status
Agenda 1: Review / follow up of actions from previous IQAC meeting				
Arranging Academic audit	<ul style="list-style-type: none"> • Audit of SSR • Preparation of Academic Audit Formats • Depts/Institutions/ University 	QA Team	March 31,2021 Dec31,2020 April -Oct 2021	Completed Formats under review Calendar will be shared after Formats are issued .
To create a document explaining the credit system at MAHE and its comparison with European, Australian, UK and US systems	Collate information and develop document	Deputy Registrar (Academics) and Registrar Evaluation	March 31,2021	Under Process, will be presented to VC, Pro VC and Registrar in separate meeting .
All MAHE Institutions needs to offer consultancies to outsiders to increase the revenue generation.	Constituent units to identify potential and publicize	Hols	Ongoing	A Committee will be formed to help constituent units to identify and publicize consultancy areas.
To rename Conference fund as "Research fund" or "Faculty Development fund"	Discussion with Finance and HR	Director Research	March 31,2021	Discussion completed. Decided to call it as Faculty Development Fund. HR to take further action .
VC suggested to make 20% MOOCS courses mandatory in all institutions by next academic year.	Include MOOCS in curriculum	Hols	July - August,2021	Deputy Registrar Academics in consultation with Registrar Evaluation will prepare a template and circulate the same to constituent units . After receiving the data from constituent units, it will be analyzed and presented to VC,Pro VC and Registrar . Implementation roadmap will

				be prepared in consultation with constituent units to reach the 20% target.
To analyse the demand for unregulated PG courses for last three years and re-fix the intake as the average of last three years' admissions. So that, demand ratio will increase in these programs	Identify UGC regulated PG programs with unfilled seats	Director Compliance and Director Admissions	Jan 31,2021	Director Compliance to discuss the proposed intake with Pro VC HS. On approval of the proposal, meeting of HOIs of concerned constituent units will be called to discuss the refixing of intake. After concurrence, the re-fixed intake will be conveyed to Director Admissions
Revenue generated through consultancy needs to be improved.	Hols to explore opportunities within group.	Hols	Ongoing	Hols to identify consultancy opportunities and encourage faculties in their institutions to explore the same. These consultancy services need to be given wide publicity. QA will capture the performance of constituent units in terms of consultancy revenue generated and report it to MAHE Management
To implement a barrier free access to facilities for the differently abled	To do gap analysis and implement	Committee	January 31-2021	Meeting to review status to be conducted by May 15th ,2021
Agenda 2 Review of Qualitative /Quantative Metrics				
1.1.2 (Quantative metric)Percentage of Programmes where syllabus revision was carried out during the last five years .	Syllabus Revision to be carried out in programs on regular basis	Hols	By Academic Year 2021-22	Implemented in most of the programs. Institutions will be instructed to organize curriculum conclaves every two years. Policy will be prepared and circulated by Deputy Registrar Academics.
1.1.1 (Qualitative metric) – Outcome analysis of POs and COs to be performed for all programs.	Outcome Analysis of POs and COs to be performed	Hols	Ongoing	Half day workshop on Outcome Analysis of POs and COs will be conducted by Registrar Evaluation

2.4.5 (Quantitative metric) - Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the last five years	Encourage faculties to participate, report any recognitions received	Hols	Ongoing	The data presented appears to be under reported. Criteria 2 Team will sensitize the constituent units and revisit the data compiled.
2.5.1 (Quantitative metric) - Average number of days from the date of last semester-end/ year- end examination to the date of declaration of results .	Reduction in time taken to declare results	Hols /Registrar Evaluation	Ongoing	Registrar Evaluation said that moving forward once the SLCM is fully implemented, results can be declared within 4-5 days after examination. It was decided to fix the target as less than 10 days .
2.5.2 (Quantative Metric)- Average percentage of student complaints /grievances about evaluation against the total number of students appeared in the examination during last 5 years .	Ensure Consistency in evaluation. Answer Key/Schemes to be more detailed to ensure more accuracy. Hols need to consider this as KRA for improvement.	Hols /Registrar Evaluation	Ongoing	Consistency of Evaluation need to improve. Registrar Evaluation to monitor, report constituent units which do not comply and Hols to consider it as their KRA to reduce the variation in evaluation.
3.2.3 (Quantitative Metric) - Ratio of research projects/clinical trials per teacher	Faculty to be encouraged to apply for funding. This should be the KRA for Hols	Hols	Ongoing	Hols to monitor on quarterly basis

funded by government/industries and non-government agencies during the last five years				
3.4.5 (Quantitative) - Average Number of research papers per teacher in the approved list of Journals in Scopus / Web of Science/ PubMed during the last five calendar years	Faculty to be encouraged to publish . Hol to take this up as a KRA.	Hols /Directorate of Research	Ongoing	Collaborations with external institutions /sister institutions (belonging to MEMG) leading to publications. Hols to monitor.
3.4.6 (Quantitative) - Average number of research papers per teacher in the approved list of Journals notified in UGC-CARE list during the last five calendar years	Faculty to be encouraged to publish. Hol to take this up as a KRA.	Hols /Directorate of Research	Ongoing	Collaborations with external institutions /sister institutions (belonging to MEMG) leading to publications. Hols to monitor.
3.4.8 (Quantitative) - Bibliometric of the publications during the last five calendar years based on average Citation Index in Scopus/ Web of Science.	Focus on quality of publications will improve this metric. MAHE's focus on publishing in Q1/Q2 journals will yield results over a period. Hols to consider this metric as KRA	Hols/Directorate of Research	Ongoing	Hols to monitor quality of publications and take this up as a KRA
5.1.3 (Quantitative) Average percentage of students benefited by guidance for competitive examinations and career advancement offered by the Institution during the last five years.	Compilation of data by Career guidance cell	Hols	Ongoing	Data presented appeared underreported .It was Suggested to Director , MIT to cross verify their data through their Placement head , as a large chunk of this data comes from MIT. Also, to look whether third year students data is also included, as placement activities start from III year itself at MIT Career guidance cell in every institution. need to submit quarterly activities report .

<p>5.4.1 (Qualitative) - The Alumni Association/Chapter (registered and functional) has contributed significantly to the development of the Institution through financial and other support services during the last five year</p>	<p>Registration of Alumni Association/Chapter as per NAAC requirements .</p>	<p>Registrar</p>	<p>Ongoing</p>	<p>Review the pros and cons of registering alumni association/chapter.</p>
<p>7.1.10 (Quantitative) - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard</p> <ul style="list-style-type: none"> • The Code of Conduct is displayed on the website • There is a committee to monitor adherence to the Code of Conduct • Institution organizes professional ethics programmes for students, teachers, administrators and other staff • Annual awareness programmes on Code of Conduct are organized 	<p>Availability of Code of Conduct, its awareness, adherence ,review and display in website</p>	<p>Hols/ Directorate of Research / Registrar Evaluation/H R /Director Student affairs /Chief Wardens- MAHE Hostels</p>	<p>Ongoing</p>	<p>Quarterly report highlighting activities reinforcing /improving the code of conduct need to be submitted to Compliance by constituent units. Coverage includes compliance to prescribed code of conduct by Students, Faculty, and non-teaching staff. Also to review existing code of conduct benchmarking with peers</p>
<p>Agenda 3. Best Practices Sharing and New Initiatives</p>				
<p>Best Practices Sharing</p>	<p>Identify Best Practices</p>	<p>QA Team</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Curriculum Conclaves involving all stakeholders for Design and Development of Curriculum

				<ul style="list-style-type: none"> • Student Centric Methods in Teaching, Learning and Evaluation with focus on experiential learning ,deployment of innovative pedagogies • Comprehensive Research policy and Performance Management system leading to improvement in Quality of Research output. • Effective Deployment of IT in all Admin and Academic Processes • Improving Alumni data management using MS Teams for effective retrieval of data at various locations • Transparent HR practices and effective employee welfare measures at MAHE • Digitalisation of Examination process
New Initiatives by IQAC	Present the new initiatives, functional department-wise in MRM of February 2021	QA Team and Functional Heads	February 2021 MRM	The new initiatives were presented in MRM of Feb 8,9,2021. Also in IQAC meeting of May 4 th ,2021. Departments include Admissions, Alumni, Center for Doctoral Studies, Evaluation, General Services, Hostels MIT, Hostels MAHE, Directorate of Research , International Affairs, ISD, Purchase, Student Affairs and Quality & Compliance
Agenda 4. Review / approval of the Annual Quality Assurance Report				
AQAR Submission	Submission of AQAR 2019-20	QA Team	December 31,2020	Submitted
Agenda 5. Review of Academic and Administrative audit outcomes (if conducted during the period)				
<ul style="list-style-type: none"> • Academic and Administrative Audit Outcomes of internal audit Reviewed in Management Review Meetings of 8th/9th February 2021. • ISO 9001,14001 ,50001, External Audit Non -Conformance and Action Taken reviewed in May 4th ,2021, IQAC meeting . • Review of Outcomes of Academic Audit of NAAC SSR through cross audit by Criteria Teams conducted on March 29th ,2021, presented and reviewed by IQAC. Actions taken presented. 				
Agenda 6. Suggestions for Improvements /Stakeholders inputs				
Students Inputs by Students of MIM, MIC ,MCH ,MCODS(Manipal)	Actions taken need to reported to VC	Hols	January 15 th ,2021	Hols have reported to VC about the action taken by them

to be shared with Hols for necessary action as applicable and feasible . Hols to report to VC about the action planned /taken				
Industry -----				-----
Teachers -----				-----
Agenda 7.Activities Planned for the year and their progress				
Activities Planned	ISO Surveillance audit for 9K, 14K & 50K standards	QA Team	March 2021	Completed
	NAAC Reaccreditation	QA Team	By July 2021	IIQA Submission under process
	Application to AICTE for approval of programs of MIM, WGSHA, Design, MSOIS, IPM and Online education at MAHE Manipal campus name	QA Team	By April 2021	Completed
	Application to AICTE for approval of programs of MIT Bengaluru and Shristi Manipal Institute at Bengaluru campus under MAHE Bengaluru campus name	QA Team	By April 2021	Completed
	NEP implementation plan	Steering Committee	By March 31,2021	Completed and plan submitted
	Data submission for THE WUR, QS WUR and NIRF	QA Team	By March 2021	Submitted
	Integrated Data Governance system	QA Team	By June 2021	Pilot study initiated with two institutions.
	ISO Internal auditor training	QA Team	By June 2021	Planned

	Orientation on Academic audit	QA Team	By May 31,2021	Planned
	Quality Mandate implementation plan	QA Team	By May 31,2021	Plan preparation under process
Agenda 8. Agenda for Academic Council				
Agenda which is common across the University or a group of institutions / faculty or between campuses will be proposed through the IQAC. Deputy Registrar Academics will identify the agenda points to be presented in ACM. Action from next ACM onwards (Sept 2021)				
Agenda 9. Any other matter with the permission of chair				
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Sd/-

Director / Coordinator, Internal Quality Assurance cell