

Action Taken Report

Presented at the IQAC Meeting held on 7TH March 2024

Ref: Minutes of IQAC Meeting dated 28th Sept., 2023

Observations/Dis cussion	Action to be Taken	Responsible Person	Target Date	Action Taken /Status
Agenda 1: Review / follow up of actions from previous IQAC meeting				
DOE is developing guidelines for submission of expression of interest to develop MAHE MOOCS (in line with SWAYAM guidelines) and creating a separate page (with info on all national coordinators and the procedure to submit EOI) for submission of EOI. After rolling out these guidelines, DOE will conduct workshops for select faculty members (who have submitted EOI) to create a proof of concept (POC) to be submitted to national coordinators.	This will be completed by 31st October 2023	Director Online Education	31 st Oct 2023	This work was delayed due to other priorities of the department and the resignation of the resource who was handling website of the department. However, required webpage for Directorate of Online Education is now ready. DOE will shortly roll out the communication to institutes for expression of interest.
Course contents developed for Online education can be modified and submitted to SWAYAM portal	TAPMI to initiate the process of using the contents of their online courses for submission to SWAYAM portal	I/C Director TAPMI/Director Online Education	Report Progress by next IQAC	TAPMI offers only one online program, which is the MBA-BKFS program. This is delivered in the

<p>for uploading. TAPMI to develop content for its online MBA program meeting the requirements of the SWAYAM portal.</p> <p>Status as on 28/9/23: TAPMI is developing content for the Online MBA (BKFS) program in partnership with the Directorate of Online Education, MAHE. However, not initiated the process of using the content for the SWAYAM portal</p>				<p>synchronous or live mode, hence the sessions are ongoing and are not suitable for loading on the Swayam Platform. The Swayam Platform is suitable for asynchronous learning.</p> <p>Online MBA Programs at MAHE delivered in the asynchronous mode are not managed by TAPMI currently. They are managed by the Directorate of Online Education.</p>
<p>To implement barrier-free access to facilities for the differently abled</p> <p>It was suggested to:</p> <ol style="list-style-type: none"> 1. Review the CEPD committee and include the members from all the campuses. 2. Annual plan for CEPD to be prepared. 3. Access audit of sample building to be completed in July 2023 4. Prepare a Checklist and get a survey report for every building 	<p>New Committee to address points 2-5 as per timelines.</p>	<p>CEPD</p>	<p>To review in the next IQAC Meeting</p>	<p>Point no. 1 to 4 completed.</p> <p>Annual plan ready.</p> <p>Checklist for access audit prepared based on international standards.</p> <p>University building was selected for sample access audit. Report will be submitted shortly</p>

<p>from all the campuses</p> <p>5. By 2026, all the buildings should be made barrier-free.</p> <p>A new committee has been formed by considering the representatives from various campus. Point number 2 to 5 will be initiated shortly.</p>				
<p>Student complaints /grievances about evaluation. It was suggested to introduce paper seeing for PG programs initially and if it is feasible, can be introduced in UG programs.</p> <p>MIT Manipal to take up the initiative to pilot it for the next exam cycle. It will be considered for other constituent units after studying the success of the above exercise. Suggested that the pilot project should be structured robustly in such a way that, it should not bring</p>	<p>Registrar Evaluation to complete the pilot project and present outcome to IQAC</p>	<p>Registrar Evaluation</p>	<p>Next IQAC meeting</p>	<ul style="list-style-type: none"> • MIT and MCOPS have shown the papers before grading. • Attempt will be made to implement the same in other institutes as applicable.

any complications to students, evaluators, or institutions				
<p>Transcripts are to be given on university letterhead. It was suggested to standardize the transcript format and use the same for all colleges.</p> <p>Status on 28th Oct 2023: Effort is on. It may take 6 more months' time in centralizing the issue of Transcript.</p>	Registrar Evaluation to monitor and report status in next IQAC	Registrar Evaluation	April 1, 2024	<ul style="list-style-type: none"> Request for sample transcripts from all constituent institutes are made. Effort for standardization is initiated
<p>Around 15 Focused groups were identified from three different streams and activities are ongoing. Way forward for these groups need to be planned.</p>	DOR to report status in next IQAC	Director – Research	Report status in next IQAC	<p>Seven focused groups identified have started working. They have identified the members in groups and defined their objectives and way forward. Other groups are also being constituted.</p>
<p>Installing Sanitary napkin vending machines in 4 common areas like Library, Washrooms, MARENA etc, as a pilot project. This facility is only for emergency use.</p> <p>Status on 28th Oct 2023 :Not yet installed.</p>	DGS said that he would install one vending machine immediately	Director General Services	Oct 31, 2023	The sanitary pads vending machine has been installed at Marena and KMC Library in front of ladies washrooms and currently in use.

<p>Create more awareness of UN SDG goals. Need to ensure that, around 75% of our publications need to be linked to SDGs in the next 2 years</p>	<p>DOR To disseminate the analyzed SDG-related research information among all the colleges</p>	<p>Director Research</p>	<p>Immediate Basis</p>	<p>SDG-related research information, particularly publication, has been analyzed and this data has been communicated to all the constituent institutions and departments of MAHE.</p>
<p>Conducting Environment / Stability and Energy audits at all the MAHE buildings as a student project .Dr. Raghavendra Holla to oversee this project and Ms Kushi (Student) to lead this project with some 8-10 other students. To start with Academic buildings and Student Housing Yet to be started</p>	<p>Dr Raghavendra Holla will update the status in next IQAC meeting</p>	<p>Dr. Raghavendra Holla</p>	<p>Next IQAC meet</p>	<p>As students did not show interest , Dr Holla suggested transferring this project to the DGS office, as it is being handled by the DGS team / Dy. Director (Environment Sustainability).</p>
<p>UGC's new UG curriculum framework for General Education degrees.</p>	<p>Deputy Registrars to inform Constituent units to initiate action related to following suggestions :</p> <ol style="list-style-type: none"> 1. More and more language courses should be offered to students 2. Explore opportunities for a short-term inter- 	<p>Deputy Registrars Academics</p>	<p>Immediate basis</p>	<p>1,2. It will be informed to the constituent units during the workshop on Curriculum and credit framework for undergraduate programs planned on March 7th 2024. 3 It is being discussed in the BOS meetings and was oriented to the HOI's during the</p>

	<p>institutional internship of at least two weeks within the university, with the possibility of earning credits wherever the regulations permit.</p> <p>3. Documentation of beyond classroom activities should be discussed in BoS and to be oriented to the Hols in the next Academic & Admin Heads meet</p>			academic and administrative heads meeting held on 20th February 2024.
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Agenda 2: Review of actions initiated based on NAAC peer team observations - Peer Team Report 2022 Observations

Already presented the Peer team recommendations and actions taken report in the earlier meetings

Agenda 3 Review of Qualitative /Quantative Metrics

Review of Qualitative and Quantitative Metrics	Will be presented after the compilation of AQAR 2022-23 (compilation process has already been initiated)	Director Compliance	Next IQAC meeting	Already presented to the top management during the review of AQAR 2022-23, held on Dec. 22, 2023
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Agenda 4. Best Practices Sharing and New Initiatives

Compilation of Best Practices	<p>IQAC Coordinator requested the members of the committee to suggest the Best practices that can be showcased for the AQAR 23-24</p> <p>Following are some of the best</p>	Director-Compliance	To explore other best practices and discuss in the next IQAC meeting and finalize	-----
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	practices suggested 1. YLDP 2. Projects focused on SDGs 3. SICB Projects			
New Initiatives:	Present new initiatives by IQAC	QA Team	MRM before the IQAC .	• Presented and discussed in the MRM held on March 6 th , 2024.
Agenda 5. Review / approval of the Annual Quality Assurance Report				
AQAR for 2022-23 –compilation process has already been started and is under process	To review the report after the compilation of AQAR 2022-23	IQAC Coordinator	Next IQAC Meeting	Compiled AQAR for the period 2022-23 was presented to the top management on Dec. 22, 2023 and the various suggestions given were incorporated
Agenda 6. Review of Academic and Administrative audit outcomes (if conducted during the period)				
QA team Conducted an orientation session on Academic Audit for the MAHE Bengaluru campus officials and faculty members on 27 th Sept. 2023 virtually.				
Agenda 7. Suggestions for Improvements /Stakeholders inputs				
Input from MSAP Student: Request for canteen facility in the college premises	It was informed that design for the structure is under process. Based on the student strength and viability, canteen will be started	Director MSAP/COO		The design proposed by MSAP consultancy cell has been shared to project office, MAHE for further process.
Input from MCODS Manipal Student: Requested for a campus store for Dental materials, instruments etc., as the only vendor at Manipal is charging for these items heftily	Suggested that materials like teeth can be procured by college itself and given to the students freely as per their requirement	Dean MCODS - Mpl/Mlr	Immediate	As per the recommendation, from the 2024-2025 second year BDS batch of students, typhodont teeth will be given to the students from the college

<p>Input from DOC Manipal Student:</p> <p>Informed about the scarcity of classrooms in the Commerce dept and also requested orientation on various clubs and internship opportunities available at MAHE</p>	<p>IQAC coordinator/Head of Commerce informed that Management is in the process of providing additional space. Necessary orientation related to various clubs and internship opportunities will be provided at the earliest</p>	<p>Head of Commerce</p>	<p>Immediate</p>	<p>Additional space provided and now we have adequate space/class rooms for managing the current requirement of classes. Faculty coordinators of various clubs, internship coordinators and student representatives of various clubs are deployed for orienting students in their class rooms, orienting through social media and also through all exchange users tool of MAHE. Students will also be oriented during induction programme.</p>
<p>Design Student Suggested installing an incinerator to dispose of the sanitary pads, which is also environment-friendly</p>	<p>DGS look into this suggestion for implementation and also requested the student to share the details of the equipment with the DGS</p>	<p>DGS</p>	<p>Immediate</p>	<p>Student has not shared the details</p>

Dr Neeta Inamdar suggested that the University may consider coming out with a Comprehensive Research Assessment Framework for research quality assessment for its impact on the public	DOR to address the suggestion and present in next IQAC	Director Research	Next IQAC Meeting	The first meeting with this agenda has been held and a researcher from DES has been identified to start the initiative.
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Agenda 8. Activities Planned for the year and their progress

Status of Completion of Activities Planned by IQAC	NAAC AQAR 2022-23 submission	QA Team	Continuous	Already presented to the top management during the review of AQAR 2022-23, held on Dec. 22, 2023 and yet to submit
	Data Submission to QS, THE Impact, NIRF & other rankings	QA Team	As per Ranking Timelines	Completed
	Academic Audit @ Bengaluru and Jamshedpur Campus	QA Team	As per mutually agreed schedule	Conducted orientation session on Academic Audit for the MAHE Bengaluru campus officials and faculty members on 27 th Sept. 2023 virtually.
	Hand holding MGM College for autonomous status by UGC	QA Team	As per UGC timelines	Under Process
	Data submission to THE Awards Asia 2024	QA Team	As per THE guidelines	Submitted and our application is shortlisted
	Application to AICTE for program approvals	QA Team	As per AICTE timelines	EOA Application submitted

Agenda 9. Agenda for Academic Council

Nil

Agenda 10. Any other matter with the permission of chair

Nil

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Director / Coordinator, Internal Quality Assurance cell