

10th INTERNAL QUALITY ASSURANCE CELL MEET

Date & Time: *December 14, 2022 at 10.00 am*

Venue: *Board Room, IV floor, MAHE Manipal*

Agenda:

1. Review / follow up of actions from previous IQAC meeting
2. Review of actions initiated based on NAAC peer team observations
3. Review of Qualitative /Quantitative Metrics.
4. Best practices sharing and new initiatives
5. Review / approval of the Annual Quality Assurance Report
6. Review of Academic and Administrative audit outcomes (if conducted during the period)
7. Stakeholder Inputs (Suggestions for improvement)
8. Activities Planned for the year and their Progress
9. Agenda for Academic Council
10. Any other matter with the permission of the chair

Attendance as per the attendance register

Discussion:

Vice Chancellor chaired the meeting and welcomed all the members. He also announced the two good news about MAHE winning IMC RBNQA MQH Trophy for presenting the Best Practice “Paperless examination using Exam Pad (E-Pad)” in the recently held competition and getting Rank no. 1 in India and 121 in the World in UI Green Metric World University Ranking 2022. Registrar MAHE was present on this occasion. Director, Compliance / Coordinator, IQAC continued the proceedings as per the agenda.

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
1	Review / follow up of actions from previous IQAC meeting	<p>Discussion Point: To make 20% MOOCS courses mandatory in all institutions by the next academic year. VC also suggested that gradually we should enhance the weightage up to 40% MOOCS courses as per regulatory body guidelines, wherever possible.</p> <p>Status: Revised draft policy has been re submitted to Pro Vice Chancellor (Medical and Dental Science) on 10th December 2022 for approval.</p>	On approval it will be presented in the academic council for ratification	Dy. Registrar Academics	Next ACM

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		<p><i>Guidelines for assessment of students taking Coursera courses is mentioned in the draft MOOC's policy</i></p> <p><i>Registrar Evaluation explained how MOOCS courses can be integrated with our curriculum, which will increase our usage of SWAYAM courses</i></p> <p><i>Director Quality said that, our faculty should also contribute by developing course contents for SWAYAM, which will give us additional points in NIRF Ranking</i></p>	<p>VC suggested discussing with Director Online Education to see how the course contents developed for Online education can be modified and submitted to SWAYAM portal for uploading</p> <p>TAPMI may also develop content for its online MBA program meeting the requirements of SWAYAM portal.</p> <p>Also, our open electives can be converted into SWAYAM courses</p> <p>To discuss the above points in the next HOIs meet</p>	<p>Directors - Online Education Director & Quality</p> <p>Director TAPMI</p> <p>Registrar's office</p>	<p>June 30 2023</p> <p>-do-</p> <p>Next HoIs meet</p>
		<p>Discussion Point: To implement barrier-free access to facilities for the differently abled in all the</p> <p>Status: Dr. Raghavendra Holla presented the details of phase-wise completion plan of the implementation of barrier-free access to differently-abled.</p>	<p>VC suggested to take it on a priority basis and complete barrier-free access to all the buildings including common area, patient area etc latest by June 30, 2024</p>	<p>Committee for empowerment of Persons with disabilities</p>	<p>June 30, 2024</p>

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		<p>Discussion Point: 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 - It was suggested to hold separate meetings with Heads of concerned constituent units with low admissions to discuss the proposed intake matrix</p> <p>Status: Director Compliance presented the analysis of intake and admissions of unregulated courses, wherein we could fill only 64% of the seats.</p>	Suggested to forward the analysis report to Pro VC's with a request to discuss with the HoIs and try to reduce the intake where the seats are not filled for the courses started before 2019-20	Pro VCs	Before the next admission cycle starts
		<p>Discussion Point: VC said that, autonomy of evaluation is not that they are outside the ambit of academic audit. It is the responsibility of Evaluation dept. to do audit of autonomous college and ensure compliance to the examination guidelines of University. A fresh circular to be sent to all the autonomous units about the scope of autonomy.</p> <p>Status: A separate meeting with the stakeholders of all major institutions are being scheduled. To start with one visit in every academic year is planned.</p>	<p>VC suggested that Evaluation and Admission Audit need to be conducted on annual basis across all campuses of MAHE in addition to Academic audit. Registrar to inform MAHE Dubai about conducting Academic audit, Evaluation audit and Admission audit at least once a year, with representatives from parent campus.</p> <p>Pro VC (Med. & Dental Sciences) insisted that all the internals and final examination data of constituent units with autonomy in evaluation need to be kept at Registrar Evaluation office. Also, transcripts to be given in University letterhead</p>	PVCs / Registrar HOIs of constituent units with Autonomy in Evaluation including Dubai Campus	Yearly activity Continuous
		<p>Discussion Point: Student complaints /grievances about evaluation - Registrar suggested that, Paper seeing is to be facilitated before grading, for the sake of transparency and also to reduce the re-evaluation related grievances.</p>	Registrar Evaluation said that this suggestion needs to be further discussed in separate forum, as students have to stay back in campus after the exams and this may create some operational problems inside the campus	Registrar Evaluation to call for separate meeting	January 31,2023

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		<p>Status: The process is being initiated for PG programs where regulators are permitting.</p>			
		<p>Discussion Point: Metrics 1.1.2/1.2.2/1.2.3 - To track closely in comparison with peers</p> <p>Status: Being monitored in comparison with peers. Comparison presented</p>	It was suggested that changes in teaching pedagogy, evaluation etc. can be considered as a revision alongwith changes in syllabus contents .	Dy. Registrar Academics	Continuous
		<p>Discussion Point: Metric 4.2.4: Teaching Hospital / Clinical Laboratory accreditation by any National Accrediting Agency - To form a committee to study which lab can apply for GLP / GCLP accreditation</p> <p>Status: A Committee has been formed headed by Dr Shrikala Baliga, Associate Dean, KMC, Mangaluru on August 12, 2022. The Committee's recommendation is as below: Two laboratories that could have potential to undergo GLP certification- Analytical Laboratory, MCOPS and Animal House, MAHE. Analytical Laboratory is already performing many tests from Pharmaceutical companies and Animal Testing and maintenance requires GLP certification.</p>	VC suggested to go ahead with the accreditation	Principal MCOPS and Dean KMC Manipal	Dec31 ,2023
		<p>Discussion Point: VC said that, all the intra mural funds to be monetized and recorded including scholarship for PhD scholars. Also, have to form 10-15 focus research groups for increase in intra mural funds, and it should happen from top down only, as it doesn't happen bottom up</p> <p>Status :</p>	<p>VC suggested that DOR need to identify at least 10 focus areas for Research at the beginning of the year. The focus area should include Social science also.</p> <p>This may be discussed in next HoIs meeting</p>	<p>Director Research</p> <p>Registrar</p>	<p>January 2023</p> <p>Next HoI meet</p>

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		Grant office has been established to disseminate grant related information and facilitate grant applications processes of researchers of MAHE. In addition, Mentor Board constituted at the level of Directorate of Research with top researchers of MAHE as members help junior researchers in grant writing.			
		<p>Discussion Point: VC suggested that, Sanitary napkin vending machine and Disposable machine to be installed in all the floors of Girls Hostels</p> <p>Status Currently all institutional buildings and ladies hostels have a separate collection bin with central disposal mechanism – The waste is collected by Govt. approved vendor and disposed along with other biomedical wastes generated on campus. Provision of disposable machines is not recommended, this was done keeping in mind the operational aspects, power consumption, emission/ ash generation.</p> <p>About Vending machine, VC asked the feedback from female students residing in hostel, who were present in the IQAC meeting. One Student opined that, vending machine is not a requirement in Hostel. Students suggested that the vending machine may be installed in common areas like Library, near wash room, common room etc. for emergency use only</p>	DGS to explore the feasibility	Director Gen. Services	Before next IQAC Meet
2	Review of actions initiated based on NAAC peer team observations - Peer Team Report 2022 Observations	Director Compliance presented the NAAC Peer team 2022 observations & recommendations and actions taken report			

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	Criteria 3	<p>Research outcomes in terms of publications, extramural projects, patents, startups have been there and figures provide evidence of the existence of research environment. For further exploration, thrust area-based research groups should be identified for more effective product/process development and commercialization of such research outcomes.</p> <p>Action taken: Awareness of the UN SDG goals is going on at institutional level. The researchers are made aware of these goals and based on that they link their research areas to these goals. Focusing on the thrust areas and linking to UNSDGs which include areas of national and global importance would increase the research outcomes in terms of publications, grants and patents</p>	To create more awareness on UN SDG goals, it was suggested to incorporate this in Advance Research Methodology teaching	Director Research	Before Next IQAC Meeting
	Criteria 5	<p>Few International students are admitted in some of the programmes</p> <p>Action taken: Director International Collaborations is organizing regular meetings in the constituent units to share each others best practices and identify new opportunities. Apart from that office of International Affairs and Collaborations is tracking the MOUs for implementation.</p>	<p>VC suggested that while revising curriculum , global expectations need to be captured and few courses need to be included which will attract International students . This may be implemented through Curriculum Conclaves involving our foreign partner universities.</p> <p>VC also suggested that, similar to the international collaboration involving BSc Nursing program , we should ensure that atleast some of our Allied Health programs and Pharmacy programs need to get recognition from regulatory bodies in foreign countries, so that, foreign students can come here to study and have hassle-free employment opportunities in their country</p>	HoIs HoIs – MCHP & MCOPS	Continuous Continuous
	Criteria 7	Limited supports for students coming from weak Socio-economic background to continue their education	VC said that MAHE is committed to provide scholarships to support students with weak socio -economic background and this year 61	----	----

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			crores INR have been earmarked for scholarship. Going forward probably in next five years it would increase up to 150 crores INR		
		Address the 11th SDG(Sustainable cities & Communities) by increasing more Sandwich programs. Eg “semester/year-abroad” program for global exposure and retention of the students to prevent the brain drain from the communities	VC suggested that we have ample opportunities to have study abroad programs in the unregulated courses. We have to take lead and make our curriculum flexible to facilitate SAP. Also attendance should be given for students going for SAP who are attending the classes there. This issue needs to be discussed in next HoIs meet Registrar suggested to have a University level curricular conclave involving HoIs or other faculty/officials working on curricular aspects	Registrar's office	Next HoIs meet
		Efforts and mechanisms to be worked out to attract high quality faculty to bring in conceptual based learning with research and applied orientation	MAHE recruits only high-quality faculty members with PhDs from reputed institutions Diversity in faculty recruitment is maintained MAHE also encourages appointment of Asst. Prof. Research with additional incentives	//////////	//////////
		Integrated Dual Degree Program with partnership from industry may be offered	Dy. Registrar presented the list of some dual degree programs. Registrar suggested that Director International Collaborations will have conclave with foreign universities regularly in which Dy. Registrar will also participate and explore the possibilities of more and more dual degree programs.	Director Int. Collaborations	Continuous

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			VC supported the above point and also announced that, Year 2023 will be observed as Year of Internationalization at MAHE and Director International Collaborations will drive this initiative	-do-	
		Institute should encourage more inclusivity in terms of admitting specially enabled students	Student representative from MCH suggested that we should publicize that our campus is disabled-friendly in our website. This suggestion was welcomed by VC	Registrar	Immediate
3	Review of Qualitative /Quantitative Metrics.	Will be discussed/reviewed in the next meeting after compiling the AQAR 2021-22	--	Director Compliance	Next IQAC meeting
4	Best practices sharing and new initiatives	<p>Compiled the following best practices that were suggested in the last MRM and also got clarified from NAAC that we can submit any two Best practices at the end of 5 years</p> <ol style="list-style-type: none"> 1. VSO 2. Student Support Center 3. Energy Savings 	--	--	--
		<p><u>Discussion Point:</u> New Initiatives:</p> <p>Was presented and discussed in the MRM held on Sept. 5 & 6, 2022. Details available in the Quality office</p>	-----	-----	-----

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5	Review / approval of the Annual Quality Assurance Report	AQAR for 2021-22 –compilation under process, even though we are not required to submit to NAAC this year	To review the report in IQAC after compilation. .	IQAC Coordinator	Next IQAC meeting
6	Review of Academic audit outcomes (if conducted during the period)	Academic Audit will be conducted after completion of AQAR 2021-22 compilation	As discussed,	IQAC Coordinator	February 28 ,2023
7	Stakeholders inputs/Suggestions for Improvement	<p>Discussion Point: Inputs from Stake holders:</p> <p>Students:</p> <p>Manipal Centre for Humanities (MCH)</p> <ul style="list-style-type: none"> WGSHA can conduct training for all students on the theme ‘ simple cooking for healthy living’ alongwith awareness of how to reduce food waste . This may reduce consumption of junk food and food waste in canteens/hostels . <p>Manipal College of Dental Sciences (MCOADS)</p> <ul style="list-style-type: none"> Satisfied with the Academics and the facilities offered at MAHE Campus. <p>KMC Manipal</p> <ul style="list-style-type: none"> Satisfied with all academic and admin processes. Have no issues. But expressed concern over internships/observer ship abroad <p>MIT Manipal</p> <ul style="list-style-type: none"> Suggested having a central coaching facility for competitive examinations/civil services at the University using the pool of in-house experts which 	<p>VC suggested that we can have an open elective for self-cooking for preparing basic foods like roti, dal, chawal etc. through WGSHA – Registrar to discuss with Principal WGSHA</p> <p>--</p> <p>To discuss this issue in next HoIs meet</p> <p>VC said that this is a good suggestion and said that Student Affairs should drive this initiative of mentoring for competitive /civil</p>	<p>Registrar & Principal WGSHA</p> <p>--</p> <p>Registrar's office</p> <p>Director Student Affairs</p>	<p>Before next IQAC</p> <p>Next HoIs meet</p> <p>Continuous</p>

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		<p>will be available for all the students across the University</p> <p>MIC</p> <ul style="list-style-type: none"> Alumni Guest Lecture organized in each course in the college is most helpful, as the alumni will share their thoughts on how to prepare for placement, placement opportunities available, work culture in the industry etc. <p>Teacher rep: No suggestion</p>	<p>services examinations by in house experts and alumni</p> <p>This can be replicated in all the institutions</p> <p>--</p>	<p>HoIs / Heads of MUTD</p> <p>--</p>	<p>Continuous</p>

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8	Activities Planned for the year and their Progress	<p><u>Discussion Point: Activities Planned and their status</u></p> <table border="1"> <thead> <tr> <th>Activity name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>NAAC Reaccreditation</td> <td>12 member Peer team visited main campus on May 23 – 25, 2022, and re – accredited with A++ Grade with CGPA 3.65</td> </tr> <tr> <td>ISO Internal auditor training</td> <td>One Batch Completed. One more batch of training will be conducted shortly</td> </tr> <tr> <td>Orientation on Academic audit</td> <td>Completed</td> </tr> <tr> <td>Integrated Data Governance system</td> <td>Under progress</td> </tr> <tr> <td>NAAC Mock Peer team visit at SMU</td> <td>Held on July 23 – 26, 2022</td> </tr> <tr> <td>NIRF – India Ranking 2022 analysis and review to plan the strategy for next year</td> <td>Will be arranged Institution wise shortly</td> </tr> <tr> <td>NAAC Mock Peer team visit to Vijaya College Mulky</td> <td>Held on April 4, 2022</td> </tr> <tr> <td>Handholding MGM College to prepare them for NAAC Peer team visit</td> <td>Completed Sept. 26, 2022</td> </tr> <tr> <td>NAAC Mock Peer team visit to MGM College Udupi</td> <td>Held on November 29, 2022</td> </tr> <tr> <td>NAAC Reaccreditation</td> <td>12 member Peer team visited main campus on May 23 – 25, 2022, and re – accredited with A++ Grade with CGPA 3.65</td> </tr> </tbody> </table>		Activity name	Status	NAAC Reaccreditation	12 member Peer team visited main campus on May 23 – 25, 2022, and re – accredited with A++ Grade with CGPA 3.65	ISO Internal auditor training	One Batch Completed. One more batch of training will be conducted shortly	Orientation on Academic audit	Completed	Integrated Data Governance system	Under progress	NAAC Mock Peer team visit at SMU	Held on July 23 – 26, 2022	NIRF – India Ranking 2022 analysis and review to plan the strategy for next year	Will be arranged Institution wise shortly	NAAC Mock Peer team visit to Vijaya College Mulky	Held on April 4, 2022	Handholding MGM College to prepare them for NAAC Peer team visit	Completed Sept. 26, 2022	NAAC Mock Peer team visit to MGM College Udupi	Held on November 29, 2022	NAAC Reaccreditation	12 member Peer team visited main campus on May 23 – 25, 2022, and re – accredited with A++ Grade with CGPA 3.65	QA Team	Continuous
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9	Agenda for Academic council	<ol style="list-style-type: none"> MOOCS policy NSQF Guidelines 	<ol style="list-style-type: none"> On approval to be presented in the academic council for ratification 	Dy. Registrar (Academics)	Next ACM																						

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			2. On receiving the feedback from HoIs, incorporate the changes and to be presented in Academic council		
10	Any other matter with the permission of the chair	Nil			

The meeting was adjourned with the closing remarks by Vice Chancellor. He said that it was a very nice long productive meeting and thanked every body for active participation especially student representatives for their constructive suggestions and said that we have made substantial progress.

Sd/-

Director Compliance / Coordinator, Internal Quality Assurance cell