

11th INTERNAL QUALITY ASSURANCE CELL MEET

Date & Time: May 31, 2023 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. Pro VCs, Registrar & COO were 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: Director Online Education to see how the course contents developed for Online education can be modified and submitted to the SWAYAM portal for uploading</p> <p>Status: <i>Work in Progress. Shortlisted a few open electives and mapped them with existing SWAYAM courses. Inviting the Expression of Interest (EOI) from faculty members.</i></p>	Director Online Education to follow up and complete the process at the earliest	Director Online Education	Next IQAC

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		TAPMI may also develop content for its online MBA program meeting the requirements of the SWAYAM portal.	Director TAPMI to do the needful in consultation with Director Online Education	Director TAPMI / Director Online Education	Next IQAC
		<p>Discussion Point: To implement barrier-free access to facilities for the differently abled - VC Suggested that, before the next NAAC visit, all our buildings should be differently-abled friendly - Time-bound implementation to be reviewed & presented in next IQAC meeting</p> <p>Status: In phases 1 & 2 construction of accessible toilets for PWD in 17 buildings and ramp as per NBC norms is completed It is planned to have an access audit of a sample building in July 2023 with an expert team and to proceed with all the buildings in Phase 3 & 4. Suggestions for the expert team will be collected from external experts in the next CEPD meeting</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 from all the campuses 5. New projects to be ensured barrier-free in the design stage itself. 6. By 2026, all the buildings should be made barrier-free. 	<p>Pro VC-Tech</p> <p>CEPD committee</p> <p>-do-</p> <p>-do-</p> <p>Director Projects</p> <p>CEPD Committee</p>	<p>Next IQAC</p> <p>Aug. 31, 2023</p> <p>-do-</p> <p>July 31, 2023</p> <p>Aug. 31, 2023</p> <p>Continuous</p> <p>Dec. 31, 2026</p>
		<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> <p>Status: For the programs governed by regulatory bodies such as NMC, DCI, INC, PCI, COA, etc., the proposal of showing the answer scripts may not be possible. However, some of the institutions under AICTE, UGC are at different stages of implementation</p> <p>1. Institution already implemented the proposal –MSIS.</p>	<p>Suggested to introduce paper seeing for PG programs initially and if it is feasible, can be introduced in UG programs</p> <p>Progress to be reported in the next IQAC meeting</p>	Registrar Evaluation	Next IQAC

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		<p>2. MIT has decided to implement from the academic year 2023-2024 onwards</p> <p>3. Status of other institutions will be reported once they decide on the plan of implementation</p>			
		<p>Discussion Point: VC suggested that Evaluation and Admission Audit be conducted annually across all MAHE campuses in addition to the Academic audit. Registrar to inform MAHE Dubai about conducting Academic audits, Evaluation audits and Admission audits at least once a year, with representatives from the parent campus.</p> <p>Status: Academic Audits were conducted on May 23 & 24, 2023 at the Dubai campus by Directors – Quality & Compliance. The report will be submitted to the top management</p>	<p>To submit the audit report</p> <p>VC suggested having academic audit at Bengaluru and Jamshedpur campuses also</p>	<p>Directors – Q&C</p> <p>Registrar</p>	<p>July 15, 2023</p>
		<p>Discussion Point 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 the Registrar Evaluation office. Also, transcripts are to be given on University letterhead</p> <p>Status: <i>Only ICAS & MCH has responded</i> <i>ICAS- System in place</i> <i>MCH- Currently discussions are underway with the HoI with regard to internals and final examination data being kept at the Registrar’s Office. Transcripts are being given on the University Letterhead</i></p>	<p>To standardize the transcript format and use the same for all colleges</p>	<p>Registrar (E)</p>	<p>Next IQAC</p>
		<p>Discussion Point: GLP / GCLP accreditation – Formed a committee headed by Dr Shrikala Baliga, Associate Dean, KMC, Mangaluru to study and recommend which</p>			

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		<p>lab can go for this accreditation. The committee recommended the Analytical lab, MCOPS and Animal house for the accreditation</p> <p>Status: <i>MCOPS Manipal</i></p> <p>1. The present laboratory infrastructure, the ambience is not conducive for GLP certification.</p> <p>2. GLP certification restricts the number of research students for research activities, which will hamper our training in connection with academics. This is applicable to both MCOPS and animal house facilities</p>	<p>Suggested to DoR to set up a committee to do an internal gap analysis as per the requirements of GLP/GCLP accreditation and go for the accreditation.</p>	<p>Director Research</p>	<p>Aug. 31, 2023</p>
		<p>Discussion Point: VC suggested that DOR needs 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>Status: Discussed in the HoIs meet held on 10/2/23.</p> <p>Around 15 Focused areas have been identified in different disciplines including Social Science by DoR</p>	<p>Suggested to identify focused groups for these identified areas and to work on it. This group will also collaborate with outsiders also.</p> <p>This needs to be driven by Pro VCs and can be a program for the longer-term i.e., 10-15 years</p>	<p>Director Research / Pro VCs</p>	<p>Review status in next IQAC</p>
		<p>Discussion Point: DGS to explore the feasibility of installing Sanitary napkin vending machines in common areas like the Library, near the washroom, common room, etc. for emergency use only</p> <p>Status: Not yet installed.</p>	<p>VC suggested taking some concrete action in this regard by installing the vending machines at least in 4 common areas like Library, Washrooms, MARENA etc, as a pilot project. This facility is only for emergency use.</p>	<p>DGS</p>	<p>Aug. 31, 2023</p>

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		<p>Discussion Point: To create more awareness of UN SDG goals, it was suggested to incorporate this in Advance Research Methodology teaching</p> <p>Status: This has been incorporated in the newly developed research methodology course framework and communicated to all institutions through the Registrar's office</p>	VC suggested that we need to ensure that, around 75% of our publications need to be linked to SDGs in the next 2 years	Director Research	May 2025
		<p>Discussion Point: VC suggested that we have ample opportunities to have study abroad programs in unregulated courses. We have to take the lead and make our curriculum flexible to facilitate SAP. Also, attendance should be given to students going for SAP who are attending the classes there. This issue needs to be discussed in the next HoIs meet</p> <p>Status: Will be discussed in the next HoIs meet</p>	To discuss in the next HoIs Meet	Registrar	Next HoIs meet
		<p>Discussion Point: Should ensure that at least 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> <p>Status: MCOPS said that the cost for ACPE accreditation is too high and it does not assure the registration of Pharmacists anywhere in the world</p> <p>MCHP has initiated the action and international accreditation body is identified and initial discussions held</p>	<p>VC said that Finance should not be a constraint. If it is feasible, we should go for it</p> <p>To go ahead</p>	<p>Principal MCOPS</p> <p>Dean MCHP</p>	Next IQAC

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		<p><u>Discussion Point:</u> The Registrar suggested having a University level curricular conclave involving HoIs or other faculty/officials working on curricular aspects.</p> <p><u>Status:</u> It was decided that Pro Vice-Chancellors concerned will take it forward, as appropriate</p>	<p>Suggested to have a brainstorming session with some national and International subject experts in the conclaves.</p> <p>Registrar Evaluation said about the new guidelines that were published in April 2023 by UGC related to the UG curriculum framework for General Education degrees. For this, VC suggested to start with by identifying the gaps in our UG General education programs in relation to the proposed framework under our various verticals like Humanities, Social Science, and Management on the one side, Technology and Science, and Health Sciences on the other sides under the respective Pro VCs and try to align with the new framework. Both Deputy Registrars – Academics to take the lead in this regard.</p> <p>Also, as per the latest guidelines, discuss and define what constitutes the beyond classroom workload for a student, how we quantify it, how we assess those activities and what is acceptable activity to be considered</p>	Deputy Registrar – Academics (Health Science / Technology) and Respective Pro VCs	Next IQAC
2	Review of actions initiated based on NAAC peer team observations - Peer Team Report 2022 Observations	Presented the Peer team recommendations and actions taken report in the last meeting held on Dec. 14, 2022. Further suggestions by the IQAC on the actions taken are discussed in agenda point no. 1 and presented the status	For information	--	--
3	Review of Qualitative /Quantitative Metrics.	AQAR 2022-23 preparation process will start from July 2023 onwards.	To review the progress of the same in the next IQAC	Director Compliance	Next IQAC meeting

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4	Best practices sharing and new initiatives	<p>IQAC Coordinator requested the members of the committee to suggest which Best practices can be showcased. The following are the suggestions:</p> <ol style="list-style-type: none"> 1. Strategic intervention for sustainability 2. Student-run project Environment & Energy audit in all MAHE buildings 	To showcase the suggested practices as Best practices in the next AQAR after its review in the next IQAC meeting	Director Compliance	Next IQAC
		<p>Discussion Point: New Initiatives:</p> <p>COO informed that MAHE has tied up with Bisleri for making MAHE a Zero Plastic campus as part of their CSR activity</p> <p>DGS informed about a pilot study at MAHE using a device in taps and flush to save water.</p> <p>Others were presented and discussed in the MRM held on Feb. 27 & 28, 2023. Details available in the Quality office</p>	For information	-----	-----
5	Review/approval of the Annual Quality Assurance Report	AQAR for 2022-23 –compilation process will start in the month of July 2023	To review the report in IQAC after compilation.	IQAC Coordinator	Next IQAC meeting
6	Review of Academic audit outcomes (if conducted during the period)	The report of the Process audit conducted by Registrar Evaluation and Deputy Registrar-Academics (Tech) at the Dubai campus was presented	The status of Action taken report on the same will be presented in the next IQAC	IQAC Coordinator	Next IQAC meeting

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7	Stakeholders' Inputs/Suggestions for Improvement	<p>Discussion Point: Inputs from Stakeholders:</p> <p>Students:</p> <p>Manipal School of Architecture and Planning</p> <ul style="list-style-type: none"> Ms. Kushi Singhvi requested for supply of Stationery at a discount price, as the campus store is charging more than the outside shops <p>Ms. Kushi also suggested volunteering herself with other students for conducting Environment / Stability and Energy audits at all the MAHE buildings as a student project</p> <p>KMC Manipal & MCODES Manipal</p> <ul style="list-style-type: none"> Mr. Ayushman Kashyap, KMC & Ms. Novaira Khwaja, MCODES requested for a pharmacy outlet somewhere near Nehru hostel, as there is no pharmacy nearby and the students have to go a long way to get the medicines <p>MIT Manipal</p> <ul style="list-style-type: none"> Tushar Srivastava conveyed the message of most of the students from MIT for a reduction in hostel fees He also requested a pharmacy outlet at MIT campus 	<p>DGS said that a vendor has been identified to open an outlet exclusively for MSAP, who will supply the items at a discounted price</p> <p>The COO also assured that he will see that the stationery items are supplied at a discounted price through the University vendor</p> <p>This was well received by the Vice Chancellor who instructed Dr. Raghavendra Holla to oversee this project and Ms Kushi to lead this project with some 8-10 other students. Also assured that University will help with this project if any funding is required. To start with Academic buildings and Student Housing</p> <p>Clarified that medicines can be dispensed only on Doctor's prescription and hence, to get the prescription, students have to go to hospital and can get the medicines there itself. Other than that, OTC Drugs can be kept in the Hostel itself</p> <p>Clarified that the fees are already subsidized and with the various facilities offered, it is not possible to reduce the charges</p> <p>It was informed that already applied for the</p>	<p>--</p> <p>COO</p> <p>Dr. Raghavendra Holla / Ms. Kushi Singhvi</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p>	<p>--</p> <p>Dec. 31, 2023</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p>

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		<ul style="list-style-type: none"> Suggested starting open electives on Professional Ethics Raised the issue of attendance for late joining the college due to delay in completion of the internship <p>Department of Commerce</p> <ul style="list-style-type: none"> Mr. Akash suggested starting a student-run cafeteria across the campus with profit sharing between the management & students <p>Teacher rep: Dr Neeta Inamdar suggested more women representation in IQAC or in any other committees and also more and more women representation in University administration</p>	<p>license. Will be opened once we get the license</p> <p>Agreed to include in the Open Electives on Life skills</p> <p>Clarified that this can be adjusted with the 25% non-attendance provision</p> <p>VC suggested to contact Dr Srihari Upadhyaya, CEO MUTBI for incubating this idea</p> <p>Changes are already taking place. Now the Finance, Legal, Student Affairs, M-FIILPE departments are headed by Women leaders as Directors</p>	<p>Dy. Reg. Acad-Tech</p> <p>--</p> <p>--</p> <p>--</p>	<p>Next AY</p> <p>--</p> <p>--</p> <p>--</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>ISO Internal Auditor training</td> <td>One batch of training has been conducted on Jan 23 to 25., 2023. 24 staff have been qualified as Internal Auditors.</td> </tr> <tr> <td>NAAC Mock Peer team visit to Mahaveera College Moodabidri</td> <td>Held on Jan 12th 2023</td> </tr> <tr> <td>NAAC Mock Peer team visit to MGM College, Udupi</td> <td>Held on 14th Feb 2023</td> </tr> <tr> <td>ISO Recertification</td> <td>Completed in March 2023</td> </tr> <tr> <td>Workshop on QS Rankings</td> <td>Held on 9th May 2023</td> </tr> <tr> <td>Academic Audit at MAHE Dubai Campus</td> <td>Held on May 23 & 24, 2023</td> </tr> <tr> <td>Application to AICTE for approval of programs of WGSHA, Design, MSOIS and Online education at MAHE Manipal campus and closure of MIM Program and Progressive closure of IPM program</td> <td>Application submitted. AICTE Scrutiny committee meeting held on May 19th for Online Education and on May 28th for programs of WGSHA, MSIS, Design & MIM. Scrutiny com. has submitted its recommendation to AICTE</td> </tr> <tr> <td>NAAC – AQAR 2022-23 submission</td> <td>Will start data compilation from July onwards</td> </tr> <tr> <td>Data submission for QS, THE, NIRF & other rankings for next year’s rankings</td> <td>The process will start from Sept. – October onwards</td> </tr> <tr> <td>ISO Internal Auditor training</td> <td>One batch of training has been conducted on Jan 23 to 25., 2023. 24 staff have been qualified as Internal Auditors.</td> </tr> </tbody> </table>		Activity name	Status	ISO Internal Auditor training	One batch of training has been conducted on Jan 23 to 25., 2023. 24 staff have been qualified as Internal Auditors.	NAAC Mock Peer team visit to Mahaveera College Moodabidri	Held on Jan 12th 2023	NAAC Mock Peer team visit to MGM College, Udupi	Held on 14th Feb 2023	ISO Recertification	Completed in March 2023	Workshop on QS Rankings	Held on 9th May 2023	Academic Audit at MAHE Dubai Campus	Held on May 23 & 24, 2023	Application to AICTE for approval of programs of WGSHA, Design, MSOIS and Online education at MAHE Manipal campus and closure of MIM Program and Progressive closure of IPM program	Application submitted. AICTE Scrutiny committee meeting held on May 19th for Online Education and on May 28th for programs of WGSHA, MSIS, Design & MIM. Scrutiny com. has submitted its recommendation to AICTE	NAAC – AQAR 2022-23 submission	Will start data compilation from July onwards	Data submission for QS, THE, NIRF & other rankings for next year’s rankings	The process will start from Sept. – October onwards	ISO Internal Auditor training	One batch of training has been conducted on Jan 23 to 25., 2023. 24 staff have been qualified as Internal Auditors.	QA Team	Continuous
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9	Agenda for Academic council	Nil	--	--	--																						

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10	Any other matter with the permission of the chair	The COO suggested reviewing and updating all the processes and procedures once in two years.	As per suggestion	HoIs / HoDs / Director Quality	Once in two years

The meeting was adjourned with the thank you note by Director / Coordinator IQAC.

Sd/-

Director Compliance / Coordinator, Internal Quality Assurance cell