![MANIPAL ACADEMY of HIGHER EDUCATION (Institution of Eminence Deemed to be University) INSPIRED BY LIFE]

12th INTERNAL QUALITY ASSURANCE CELL MEET

Date & Time: **September 28, 2023 at 10.30 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:

The Vice-Chancellor chaired and initiated the meeting by congratulating all members on MAHE's significant improvement in THE World University Ranking 2024 - moving to the band of 601 to 800 from 801 to 1000. He urged everyone to continue working hard to maintain progress and strive towards a spot in the top 500.. 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	**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 **Status**: *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*	This will be completed by 31st October 2023	Director Online Education	31st October 2023

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		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			
		Course contents developed for Online education can be modified and submitted to SWAYAM portal for uploading. TAPMI to develop content for its online MBA program meeting the requirements of the SWAYAM portal. Status: *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*	TAPMI to initiate the process of using the contents of their online courses for submission to SWAYAM portal .	In charge Director TAPMI / Director Online Education	Report progress By next IQAC
		Discussion Point: To implement barrier-free access to facilities for the differently abled. It was suggested to: 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. By 2026, all the buildings should be made barrier-free. Status: *A new committee has been formed by considering the representatives from various campus. Point number 2 to 5 will be initiated shortly.*	New Committee to address points 2-5 as per timelines.	CEPD	To review in next IQAC meeting

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		Discussion Point: 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. **Status:** *MIT Manipal has taken 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.* **Suggestion:** *VC suggested that the pilot project should be structured robustly in such a way that, it should not bring any complications to students, evaluators, or institutions*	Registrar Evaluation to complete the pilot project and present outcome to IQAC	Registrar Evaluation	Next IQAC meeting
		Discussion Point Transcripts are to be given on university letterhead. It was suggested to standardize the transcript format and use the same for all colleges. **Status:** Effort is on. It may take 6 more months' time in centralizing the issue of Transcript.	Registrar Evaluation to monitor and report status in next IQAC	Registrar (E)	April 1, 2024
		Discussion Point: GLP / GCLP accreditation . It was 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. **Status :** *Director Research informed that MCOPS reported constraints in going for above accreditation for Animal House and Analytical lab .* *The committee suggested considering a new location for accreditation, Laboratory of Pharmaceutics and Pharmaceutical Analysis (upon its functioning) after taking advice from an external expert.*	External expert's advice to be taken for considering Laboratory of Pharmaceutics and Pharmaceutical Analysis for the said accreditation .	Principal MCOPS	Upon functioning of the said lab

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		Discussion Point: Around 15 Focused areas have been identified in different disciplines including Social Science by DoR. It was suggested to identify focused groups for these identified areas and to work on it. These groups will also collaborate with outsiders. This needs to be driven by Pro VCs and can be a program for the longer-term i.e., 10-15 years **Status:** *Around 15 Focused groups were identified from three different streams and activities are ongoing. Way forward for these groups need to be planned.*	DOR to report status in next IQAC	Director Research	Report status in next IQAC
		Discussion Point: 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. **Status:** Not yet installed.	DGS said that he would install one vending machine immediately.	DGS	Oct 31, 2023
		Discussion Point: 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 **Status:** *Ongoing (5998 scholarly outputs are under 16 SDGs. The highest is in SDG 3: Good health and wellbeing – 3594 publications and the lowest in SDG 1: No Poverty – 44 publications)* **Suggestion:** *To disseminate the analyzed SDG-related research information among all the colleges*	DOR to disseminate the information	Director Research	Immediate basis
		Discussion Point: VC suggested to tap the ample opportunities to have study abroad programs in unregulated courses. He felt that we must take the lead and make our curriculum flexible to facilitate SAP. Also, attendance should be given to students going for SAP	This update will be presented by the Director – International Collaborations during the next Academic and Administrative Meeting of MAHE.	Director Int. collaborations	Next HoI meet

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		who are attending the classes there. This issue needs to be discussed in the next HoIs meet Status: *Incoming Students* *All unregulated programs at MAHE have been listed for study abroad program at MAHE* *https://manipal.edu/mu/about-us/international-collaboration/study-abroad-programs.html* *The brochure has been mailed to all our partners inviting nominations for SAP.* *Outgoing Students* *BoS must design the curriculum to ensure flexibility for students to opt for SAP at foreign universities and facilitate smooth credit transfer acceptance.* *The same will be discussed in the next HoIs meet*			
		<u>Discussion Point</u>: Recognition of programs by regulatory bodies in foreign countries. MCOPS to review ACPE accreditation. MCHP to present their program accreditation plans. <u>Status :</u> *MCOPS presented their cost benefit analysis and suggested that the ACPE certification may not be advisable for PharmD considering the current student strength . It was decided to keep this on hold.* *MCHP has reviewed the Commission on Accreditation of Allied Health Education Programs (CAAHEP) standards and guidelines including processing fees. Discussion to finalize the number of programs to be involved considering the fee structure will be held from January 2024 to April 2024.*	MCHP to report status in May 2024	Dean MCHP	May 2024

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		<u>Discussion Point</u>: 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 <u>Status :</u> *Yet to be started*	Dr Raghavendra Holla will update the status in next IQAC meeting	Dr. Raghavendra Holla	Next IQAC meet
		<u>Discussion Point</u>: Starting open electives on Professional Ethics . It was suggested to include in the Open Electives on Life skills Status : *Mandatory learning course on Promoting Wellness and Resilience – Life Skills Program for all undergraduate students of MAHE has been approved in the 75th ACM. The course will be delivered online.* *Completion of this course shall be mandatory for all students before the end of second year of their studies. Deputy Registrars reported that Courses on Professional ethics are available in most of the disciplines.*	-----	--	--
		<u>Discussion Point</u> UGC's new UG curriculum framework for General Education degrees - Gap Analysis to be prepared. To discuss and define what constitutes the beyond classroom workload for a student, how we quantify it, how we assess those activities and what is an acceptable activity to be considered. <u>Status:</u> Gaps identified in the number of credits for: • Minor specialisation courses • Ability enhancement courses	Deputy Registrars to inform Constituent units to initiate action related to following suggestions : 1.More and more language courses should be offered to students 2.Explore opportunities for a short-term inter-institutional internship of at least two weeks within the university, with the possibility of earning credits wherever the regulations permit. 3. Documentation of beyond classroom activities should be discussed in BoS and to be	Deputy Registrars Academics	Immediate basis

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		• Summer Internship • Multidisciplinary courses Will be addressed in the respective BoS meetings The following activities may be considered for the beyond-classroom workload: • Timed assignments to be submitted through LMS • Mini projects • Field work • Seminar • Self-directed learning • Production of programs for radio and television • Conducting interviews and writing report • Book readings • Case study The time to be spent on these activities can be quantified by the faculty and the submissions may be assessed and graded **Suggestions :** 1. More and more language courses should be offered to students 2. Explore opportunities for a short-term inter-institutional internship of at least two weeks within the university, with the possibility of earning credits. 3. Beyond classroom activities identified above should be discussed in BoS and to be oriented to the HoIs in the next Academic & Admin Heads meet.	oriented to the HoIs in the next Academic & Admin Heads meet.		
2	Review of actions initiated based on	Presented the Peer team recommendations and actions taken report in the meeting held on Dec. 14, 2022.	For information	--	--

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	NAAC peer team observations - Peer Team Report 2022 Observations				
3	Review of Qualitative /Quantitative Metrics.	Will be presented after the compilation of AQAR 2022-23	As discussed	Director Compliance	Next IQAC meeting
4	Best practices sharing and new initiatives	IQAC Coordinator requested the members of the committee to suggest the Best practices that can be showcased for the AQAR 23-24. Following are some of the best practices suggested; 1. YLDP 2. Projects focused on SDGs 3. SICB projects	To explore other best practices and discuss in the next IQAC meeting and finalize.	Director Compliance	Next IQAC
		<u>Discussion Point: New Initiatives</u> Presented and discussed in the last MRM held on Aug 21st & 22nd , 2023. Details available in the Quality office	For information	-----	-----
5	Review/approval of the Annual Quality Assurance Report	AQAR for 2022-23 – compilation is still in process	To review the report after compilation.	IQAC Coordinator	Next IQAC meeting
6	Review of Academic audit outcomes (if conducted during the period)	Academic and Administrative audit conducted at MAHE Dubai campus in the month of May 2023 by QA team and submitted the audit report to MAHE Top management and Dubai campus. Awaiting compliance report.	For information	-----	-----

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7	Stakeholders' Inputs/Suggestions for Improvement	<u>Discussion Point:</u> Inputs from Stakeholders: **Students**: **Manipal School of Architecture and Planning** • Request for canteen facility in the college premises.	Informed that design for the structure is under process. Based on the student strength and viability, canteen will be started.	Director MSAP/ COO	---
		• Suggestion for having collaborative projects of students from different MAHE constituent units like the hackathon recently organized with MCODS Manipal	Informed that, Students collaborative projects is most welcome. Suggested to come out with proposals and University will support if it is feasible.	Students	Ongoing basis
		MCODS Manipal • Requested for a campus store for Dental materials, instruments etc., as the only vendor at Manipal is charging for these items heftily	COO asked the list of requirements. Based on the numbers, will negotiate with the local vendor, and fix the rates. Also, materials like teeth can be procured by college itself and given to the students freely as per their requirement	Students Deans – MCODS Mpl & M'lore	Immediate Immediate
		MIT Manipal • Suggested showing the answer scripts online to avoid students staying back in campus after completion of their exams. • Briefed about conducting activities relating to G20, SDGs etc. in the coming mega student event – Techtathva.	This request was categorically declined by both Registrar Evaluation and Vice-Chancellor, as there is an opportunity of abuse of information using social media platforms	--	---
		Department of Commerce • Informed about the scarcity of classrooms in the Commerce dept and also requested orientation on	IQAC coordinator/Head of Commerce informed that Management is in the process of providing additional space.	--	--

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		various clubs and internship opportunities available at MAHE	Necessary orientation related to various clubs and internship opportunities will be provided at the earliest .	Head ,Dept of Commerce	Immediate
		Department of Design • Suggested installing an incinerator to dispose of the sanitary pads, which is also environment friendly	VC suggested DGS look into this suggestion for implementation and also requested the student to share the details of the equipment with the DGS	DGS	Immediate
		TAPMI Manipal • Briefed about TAPMI's mandatory course "SEVA" which incorporate activities based on SDGs, wherein student groups work on projects with local entrepreneurs.	----		
		Teacher rep: 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

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8	Activities Planned for the Year and their Progress	**Discussion Point: Activities Planned and their status**		QA Team	Continuous
		NAAC – AQAR 2022-23 submission — Compilation under process			
		Data submission for QS, THE, NIRF & other rankings for next year rankings — Process starts from October onwards			
		Data submission for THE Impact Ranking — SDG-wise teams have been formed, and preliminary meetings were held to compile data for each SDG.			
		ISO Internal auditor training — Will be scheduled shortly for another batch			
		ISO Recertification — Completed in March 2023			
		Academic Audit at Bengaluru and Jamshedpur Campuses — Will be conducted shortly			
		Hand holding MGM College for autonomous status by UGC — Initial meetings held			
		Data submission to THE Awards Asia 2024 & FICCI Excellence Awards — FICCI HE Excellence awards application submitted and selected for Final Jury round presentation to be held on Sep. 29, 2023 THE Awards Asia 2024 application will be submitted shortly			
9	Agenda for Academic council	Nil	--	--	--
10	Any other matter with the permission of the chair	Nil	--	--	--

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

Sd/-

Director Compliance / Coordinator, Internal Quality Assurance cell