

प्रज्ञानं ब्रह्म



Manipal

INSPIRED BY LIFE

# Annual Quality Assurance Report (AQAR)

**2013 -14**

**Melaka Manipal Medical College  
(Manipal Campus)**



Submitted to

**Manipal Academy of Higher Education**

Manipal 576104, Karnataka

# Vision

A world class educational centre in a multicultural environment.

# Mission

Global Leadership in Human Development;  
Excellence in Education and Healthcare.

# Annual Quality Assurance Report (AQAR) in Accredited Institutions (Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

**(Please Note: AQAR is to be prepared for the Academic Year i.e., from July to June. You are requested to prepare 2 separate reports for the academic years 2013-14 & 2014-15 respectively)**

## **The Annual Quality Assurance Report (AQAR) of the IQAC**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### **Part – A**

**AQAR for the year (for example 2013-14)**

2014

### **I. Details of the Institution**

1.1 Name of the Institution

MELAKA MANIPAL  
MEDICAL COLLEGE

1.2 Address Line 1

Near Manipal.edu building

Address Line 2

Madav Nagar

City/Town

Manipal, Udupi

State

KARNATAKA

Pin Code

576104

Institution e-mail address

office.mmmc@manipal.edu

Contact Nos.

+91 820 2922519; +91 820 2571201

Name of the Head of the Institution:

Dr Ullas Kamath

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2002	5 yrs
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(E.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Manipal Academy of Higher Education

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University  NA

University with Potential for Excellence  UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="31"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="34"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Space identified for central store. Creation of the store is in progress.
- Water and electricity consumption data collected. Staff awareness regarding importance of water conservation and less electricity utilization is being done
- Department of Pharmacology organised a Hands-on workshop on basic techniques of molecular biology on 11th October 2014. Training was provided to 24 faculty members.
- Path-Theater, an initiative of the department of Pathology was held in October 2014. This unique contest tests not just the conceptual understanding but also its application to dramatics.
- Community service under Huluran Kasih - Our students make themselves free and available to render voluntary services to the underprivileged members of the society through our student based reach out program Huluran Kasih .
- Students and faculty of MMMC are members of haemophilia society which conducts annual camps for haemophilia patients

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Creation of a central store.</li> <li>• Better utilization of available infrastructures.</li> <li>• Strategy for reduction of power &amp; water consumption to be formed.</li> </ul>	<ul style="list-style-type: none"> <li>• Space identified for central store. Creation of the store is in progress.</li> <li>• Water and electricity consumption data collected.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure. Attached Annexure iii

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	<b>1</b>			
PG				
UG	<b>2</b>			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>3</b>			
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	<b>3</b>

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, Minor revisions were done.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>152</b>	<b>29</b>	<b>19</b>	<b>35</b>	<b>69</b>

2.2 No. of permanent faculty with Ph.D.

<b>30</b>
-----------

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>29</b>	-	<b>19</b>	-	<b>35</b>	-	<b>69</b>	-	<b>152</b>	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	<b>1</b>	--
----	----------	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>44</b>	<b>29</b>	<b>10</b>
Presented papers	<b>44</b>	<b>27</b>	<b>9</b>
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Active learning is emphasized in the curriculum. Self-Directed Learning (SDL), Problem Based Learning (PBL), Case Based Learning (CBL), audio-visual aids and practical sessions are part of teaching learning methods.

PBL: Students are introduced to a conceptually and clinically significant topic, presented in the format of a case scenario. PBL is conducted in two sessions. In the first session (brain storming session), cases are given and the students work together to analyze the problem and clarify difficult terms, identify key issues, formulate a hypothesis, and list the learning objectives. In the second session (presentation session), which is conducted after a week, students present the specified learning objectives.

The mode of teaching makes use of both traditional blackboard teaching and modern techniques such as power point presentations with good use of quality images and videos. Students can access audiovisual learning materials prepared by faculty members in the health sciences library of the university.

Case based learning: Using cases (real or paper based), to enhance the critical thinking and reasoning is extensively used in laboratory based learning sessions.

Team based learning: To inculcate the spirit of collaborative and cooperative learning, some topics are conducted using the team based learning approach.

Gaming: To make learning fun and to enhance retention, methods like crosswords, puzzles and other gaming approaches have been incorporated.

2.7 Total No. of actual teaching days

During this academic year

305

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

We have double valuation system with on screen marking system

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

23

30

2.10 Average percentage of attendance of students

97.50%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBBS	889	13.05				80.88
BDS	147	51				99

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

By providing inputs, regular audits and collecting / analysing students feed backs

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	20
Faculty exchange programme	2
Staff training conducted by the university	173
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03			
Technical Staff	05			

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

We give prominence to research at MMMC, Manipal Campus even though ours is primarily a teaching institute . Our faculty members actively take part in conferences, publish papers and bag grants to make a mark in scientific and medical education research. We also have a few national and international research collaboration. Manipal University also offers various incentives for furthering research activities which are available to faculty members of our college. There are conference grants, endowment chairs focussing on research and we have a unique system of flexi holiday for one Saturday in a month for faculty members who publish research articles.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			01	
Outlay in Rs. Lakhs			Rs.19 Lakhs	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			01	
Outlay in Rs. Lakhs			Rs. 5,21,500/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	148	32	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	38	38	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		Shantha Biotechnics Ltd	Rs. 19 lakhs	Yes
Minor Projects	01	BRNS	Rs.5,21,500/-	Yes
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the				

University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs 20,21,500/-	

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	--	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year: Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
	05					01

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

22

25

3.19 No. of Ph.D. awarded by faculty from the Institution

02

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: NA

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: NA

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: NA

University level  State level

National level  International level

3.24 No. of Awards won in NCC: NA

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Community service under Huluran Kasih - Our students make themselves free and available to render voluntary services to the underprivileged members of the society through our student based reach out program Huluran Kasih .
- Students and faculty of MMMC are members of haemophilia society which conducts annual camps for haemophilia patients

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1		Management	1
Class rooms	7		Management	7
Laboratories	8		Management	8
Seminar Halls	12		Management	12
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	02		Management	02
Value of the equipment purchased during the year (Rs. in Lakhs)	16,31,627/-		Management	
Others				

#### 4.2 Computerization of administration and library

##### a)MMMC Library Facility

The Melaka Manipal Medical College (Manipal Campus) Library is equipped with approximately 1600 books and other resources. It can accommodate 50 users at a time. The faculty library's collection includes books on Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, General Medicine and Medical Education & Training. New material, in paper is constantly being purchased for the library. It is accessible to all the faculty members during departmental hours on all working days. The faculty can also borrow books between 9.00 am to 4.00 pm during working days. Faculty members and students have access to the air conditioned Health Sciences Library of the University which has large numbers of latest editions of textbooks, journals, e-journals, internet facility, photocopying and e-books

##### b) Internet facilities for staff and students

Staff: Available in cabins and office (Academic section)

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1500		100		1600	
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	320		30		350	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	315							
Added	23							
Total	338							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Nil

4.6 Amount spent on maintenance in lakhs:

i) ICT	
ii) Campus Infrastructure and facilities	11, 77,507.12/-
iii) Equipments	3,470,414/-
iv) Others	
<b>Total:</b>	<b>4,647,921.12 /-</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The information about SIS is given in student brochure and the same will be conveyed during orientation

Any new information comes on SIS will be informed to the class through announcements

5.2 Efforts made by the institution for tracking the progression

Every month internal audit is done and following which MRM is held in which academic related issues such as student results, faculty ration, and publications are reviewed and tracking of institutional progression is done

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1148			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	446	39		702	61

No	%
702	61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio 1.007

Dropout % -1.21

competitive examinations (If any)

No. of students beneficiaries

5.5 No. of students qualified in these examinations NA

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement :NA

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-			

5.8 Details of gender sensitization programmes

We are planning to have gender sensitisation workshop in the institute

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support: Nil

	Number of students	Amount
Financial support from institution	-	
Financial support from government	-	
Financial support from other sources	-	
Number of students who received International/ National recognitions	-	

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision- A world class educational centre in a multicultural environment  
Mission –Global Leadership in Human Development, Excellence in Education and Health Care

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Inputs from the existing medical curricula in India and Malaysia is taken with consultation with Malaysian health officials and medical educationists to define a curriculum that meets the health needs of the community and which would address the issue of social accountability

6.3.2 Teaching and Learning

The learning objectives are provided to students and faculty members at the beginning of the academic year. The curriculum is constructively aligned so that the teaching learning activities and assessment ensures the attainment of the objectives envisaged. The institution also collects extensive feedback from students time to time.

### 6.3.3 Examination and Evaluation

In MMMC, department educational objectives are outcome based. Assessment procedures are aligned with educational objectives (learning outcomes) and teaching methods followed. The learning outcomes in must know, nice to know and desirable to know area have been identified based on their importance to clinical practice in primary health care condition and 75% of questions in essay come from must to know area and rest from other two areas. We set the questions based on a specification table which provides a fair and balanced coverage of the subject matter in both the semesters including in theory and practicals.

Each new question paper undergoes a rigorous and critical review by all faculty of the individual department before being approved.

Each examination has an essay component (Paper I) with 10-12 short essay questions of total 60 marks and multiple true/false question paper (Paper II) of 120 marks. Short essay question test students' subject knowledge, comprehension and application of this knowledge in solving clinical problems. The multiple true/false question paper is an objective method of evaluation which tests the students' ability to discriminate between the correct and the incorrect statements and provides a broader coverage of the subject matter.

Objective structured practical examinations (OSPE) are used to assess the practical skills. The students are observed performing important biochemical tests and questions also test their interpretive skills.

#### 6.3.4 Research and Development

Faculty members of MMMC are actively involved in research in the core areas of Radiation Induced Damage, Neurophysiology, Bleeding disorders, Molecular epidemiology of infectious agents, Antenatal health Adolescent health and Anti-inflammatory activities of newer drugs etc. Numbers of MMMC faculty are involved in ongoing funded projects from national and international funding agencies. MMMC faculty also collaborating with other International Institutions/Labs for R&D projects. Many MMMC faculty members are also fellows of Foundation for advancement of international medical education and research (FAIMER). They contribute in faculty development activities in India and abroad by functioning as faculty for FAIMER.

The institution and the University provides financial support to the faculty members for attending national and international workshops, training programs and other continuing professional development activities

The institution also conducts in house professional development programs and orientation programs regularly

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

##### a) Library

###### MMMC Library Facility

The Melaka Manipal Medical College (Manipal Campus) Library is equipped with approximately 1600 books and other resources. It can accommodate 50 users at a time. The faculty library's collection includes books on Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, General Medicine and Medical Education & Training. New material, in paper is constantly being purchased for the library. It is accessible to all the faculty members during departmental hours on all working days. The faculty can also borrow books between 9.00 am to 4.00 pm during working days. Faculty members and students have access to the air conditioned Health Sciences Library of the University which has large numbers of latest editions of textbooks, journals, e-journals, internet facility, photocopying and e-books

##### b) Internet facilities for staff and students

Staff: Available in cabins and office (Academic section)

Students: In Health sciences library

b) Total number of class rooms – 9 Class rooms (Each with 200 capacity) & 12 PBL rooms (each with 25 capacity)

d) Class rooms with ICT facility and 'smart' class rooms- 9

e) Students' laboratories - 7

f) Research laboratories - 1

### 6.3.6 Human Resource Management

Training the departmental staff through workshops for office etiquette and netiquette.  
Taking feedback from time to time to improve the overall functioning of the office

### 6.3.7 Faculty and Staff recruitment

Full time faculty (FT) are all faculty members who are considered by the medical school to be in the full-time faculty, whether funded by the medical school directly or supported by affiliated institutions and organization. Include full-time faculty members based in affiliated hospitals, in schools of basic health sciences, and research faculty. The criteria for appointment, evaluation and promotion of faculty members at Manipal are more implicit and the guidelines of Manipal University are followed.

### 6.3.8 Industry Interaction / Collaboration

-

### 6.3.9 Admission of Students

Selected students are admitted at MMMC, Melaka and are sent to Manipal in two groups. The registration formality in Manipal is done on the next day of their arrival. The registration is being done in two days and on the third day there will be an orientation programme for the students. For the registration the following documents will be given to the student : Profile card, State Bank India Application Form, Student Details Form, Bonafide Certificate, Temporary Identity Card, Eligibility Certificate, SP Registration Form, Booklet regarding Hostel Rules .On the third day there will be an Orientation Programme. The regular classes will start from the fourth day onwards.

### 6.4 Welfare schemes for

Teaching	Medicare, Grievance cell, M-FIRE
Non-teaching	Medicare/ESI, Grievance cell, M-FIRE
Students	<ul style="list-style-type: none"><li>• Student Mentorship Schemes</li><li>• Student Counselling Centre</li></ul>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	TUV Rheinland	Yes	ISO
Administrative	Yes	TUV Rheinland	Yes	ISO

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Onscreen marking system has been used for marking university exams

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

An initiative has been taken through mu alumni coordination centre to get feed back from alumni of MMMC

#### 6.12 Activities and support from the Parent – Teacher Association

-

#### 6.13 Development programmes for support staff

MMMC club for Faculty Initiative for Recreation and Empowerment is being planned

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

Opening of ECO club, an environmental conscious club has been initiated

### **Criterion – VII**

#### **7. Innovations and Best Practices**

##### 7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

Department of Pharmacology organised a Hands-on workshop on basic techniques of molecular biology on 11th October 2014. Training was provided to 24 faculty members.

Path-Theater, an initiative of the department of Pathology was held in October 2014. This unique contest tests not just the conceptual understanding but also its application to dramatics.

##### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

Space identified for central store.  
Creation of the store is in progress.  
Water and electricity consumption data collected.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

ANNEXURE i –Mentored student projects

ANNEXURE ii - Professional and Personal Development

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Awareness regarding Importance of water conservation and less electricity utilization is being done

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

#### **Strengths**

- Manipal Brand is well known in Malaysia in the field of higher education. It is synonymous with quality and innovation, This is the most important strength of MMMC.
- Six stranded integrated curriculum including modules on Doctor, Patient, Health, Community and Environment (DPHCE) and personal and professional development (PPD).
- Hybrid curriculum incorporating conventional and active learning strategies such as problem-based learning (PBL), self-directed learning (SDL) and case-based learning (CBL)
- Excellent team of dedicated & competent faculty members who always give their best(click).
- Unique model of sustainable Indo-Malaysian collaboration for health professions education
- Clinical exposure in both the campuses, giving diverse international clinical perspective
- Accessibility to well-equipped clinical skills laboratory, Digitalised lab and anatomy dissection hall
- Mentorship scheme for supporting and guiding students
- Governance and Leadership: Efficient and transparent administrative processes
- Empowering faculty across the cadres through delegation of administrative and academic responsibilities creating a sense of ownership
- Implementation of integrated management system (quality and environment management systems)

- Innovative Practices: Curricular innovations that enhance student participation (PBL, CBL), research competencies (MSP), peer assisted learning (SDL) along with PPD
- Clinically oriented assessment strategies including objective structured practical examination (OSPE) and objective structured clinical examination (OSCE).
- Regular feedback from Malaysian and Indian external examiners on the curriculum and examination process

**Weaknesses:**

- Difficulty in getting feedback from stakeholders as majority of the stakeholders are from Malaysia.
- Student population not diverse .
- Research is confined to basic sciences .

**Opportunities:**

- Our credible experience in delivering a curriculum that meets international standards can be utilized to participate in international exchange programs.
- To have Consultancy services in health professions education.
- To have accreditation from qualifying agencies of other South East Asian countries
- Use of ICT in assessment of essay papers to make the process less time consuming

**Challenges**

- Mushrooming of medical schools in Malaysia.
- To sustain the student intake in the future.
- To strengthen the competency of graduates to practice medicine in global settings.

## **8. Plans of institution for next year**

Future plans of the institution.

To get prepared for Malaysian Qualifications Agency (MQA) visit

Deputy convener for IRC to be nominated

Regular Meeting of non-teaching staff will be initiated.

Curriculum review and review of assessment system to be initiated.

Environment club to be formed

Faculty club to be formed

Fire mock drill was planned for every 6 months

Name Dr. Annamma Kurien

Name Dr. Ullas Kamath

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## Annexure i

### Mentored Student Project (MSP)

All MMMC Phase I Stage II and BDS year 2 students are required to pursue a project involving in-depth study of an area of interest and prepare a written references report of scholarly substance. Whether the project is conducted in the laboratory, clinic or in the field, it should deal with a well-defined problem or be designed problem or be designed to test a particular hypothesis. The project is conducted under guidance of faculty member.

The MSP has the following objectives:

- a. To encourage students to participate in the faculty supervised student project.
- b. To help the student gain an appreciation of research methodology and to encourage the development of critical thinking skills.
- c. To allow individual aspects of the 'core' curriculum of the first two years to be studied in greater depth.
- d. To offer students abundant opportunities to expand and enhance their education beyond the required curriculum.
- e. To provide self-directed learning experience and develop knowledge and skills that are essential for life-long learning.
- f. To provide opportunities for students to problem solve to analyze data and to use library facilities.
- g. To create an opportunity for students to write and present scientific work.

The MSP is scheduled for one semester during Phase I Stage IIA of the programme to commence in semester 3 and to be submitted in semester 4.

Motivation to engage in a student research project may come from several sources. A student may simply want limited exposure to research in order to better understand the research process. Some student may welcome the opportunity to work with a specific faculty member in an area of personal interest.

The research may take the form of a laboratory research, record study, case study, field project or some other activity.

The research plan should answer the following questions:

- What do you intend to do?
- Why is the work important?
- What has already been done?

- Refer page no. 14 for the time line for various activities related to MSP.
- In collecting material for the project you will have to refer to a variety of sources; for example, textbooks, reviews articles, and original papers in scientific journals and the internet.
- Plan the outline of the project and prepare the protocol as per the instructions given by MSP coordinators and your mentor. The hard copy of the protocol should be submitted to MSP coordinators for the approval by the institutional Research committee (IRC).
- In addition, permission from Ethics Committee is required to conduct the study.

## **Annexure ii**

### **Professional and Personal Development(PPD) Module**

MMMC Manipal Campus has designed a “development strand” to support students' transition through medical education which will enable them to take responsibility of their holistic development.

The PPD module at MMMC is aimed to

- Reflect on what it means to be a medical student and develop strategies to facilitate a smooth transition into the medical course
- Hone their study skills by identifying their learning styles
- Become familiar with teaching, learning and assessment strategies of the course
- Help them learn skills of team-building and conflict management
- Develop social and collegiate networks for holistic development
- Learn research skills and carryout a project independently
- Learn to communicate effectively especially in a clinical setting

The content was designed to include essential components of medical professionalism. Knowledge and skills related to professional responsibilities of a doctor were identified and mapped with the content and methods of delivery. They focused mainly on generic and humanistic skills required for a practicing doctor.

Educational methods that aim in the development of professional behavior need to be diverse in their design and delivery. The pedagogic tools used in this module are designed to help the learner acquire propositional knowledge (facts, theories, concepts), personal knowledge (acquired through experience, information, interpretations, intuitions) and process knowledge (knowing how to accomplish a task, including meta-processing and reflection). Apart from plenaries and lectures by experts, small group discussions and inquiry-based self-directed learning methods are frequently employed. Problem based learning (PBL) sessions are conducted while dealing with topics related to pain, palliative care and end of life care. The use of on line discussion groups are utilized in bioethics and research methodology units.

The introductory session in the first year is followed by units that focus on professionalism, medical humanities, student learning, bioethics, team building, communication skills and leadership. Workshops on mentorship, time management, and stress management are included in the subsequent units. Movies that deal with history of medicine, medical humanities, altruism, end of life care and positive leadership are also shown and discussed.

The PPD sessions in the second year focus largely on research methodology as students embark on a research project which is a mandatory course requirement during this phase. In semester 5 the PPD units deal with spoken Kannada, empathy, critical thinking, palliative care and communication skills especially within a clinical setting. All sessions are designed based on the principles of adult learning and are characterized by active student engagement.

We have also invested resources to offer a comprehensive range of activities in the form of societies, community service and volunteering. Students are encouraged to recognize the value of these activities as a part of their overall development.

A programme on academic mentoring, based on regular meetings with a faculty who will assist in personal and professional development of the student through motivational appraisal is already in place at the MMMC campus. Faculty mentors also act as research guides in a unique form of project based learning called mentored student project (MSP).

PPD team at MMMC come from diverse backgrounds and include physicians, administrators, researchers, biostatisticians, philosophers, psychologists, educationists, public health specialists, theatre personnel, management experts and students from Manipal campus.

Besides the invited experts, college faculty and mentors play an active role in delivery and assessment of this module. Reliable assessment of student activities in a PPD module requires attention to a range of different measures. Assessment is mainly achieved through reflective portfolios. The group activities and discussions are also graded. Communication skills are assessed in OSCE.

### Annexure iii

## ACADEMIC CALENDAR

### APRIL 2014 (BATCH 34) - Phase I Stage I

Block	Duration	From	To
Basic concepts, Skin, Muscle, Bones, Joints and Blood	10 weeks	Apr 14, 2014	June 20, 2014
Cardiovascular System, Respiratory System, GIT, Nutrition and Hepatobiliary System	10 weeks	June 21, 2014	Aug 27, 2014
<b>Vacation</b>	<b>4 weeks</b>	<b>Aug 28, 2014</b>	<b>Sep 28, 2014</b>
Endocrine, Reproduction, Kidney and Electrolytes	10 weeks	Sep 29, 2014	Dec 5, 2014
Central Nervous System, Special senses and Molecular biology	10 weeks	Dec 6, 2014	Feb 13, 2015
Study time for University Examination		Feb 14, 2015	Mar 6, 2015
<b>University Examination</b>		<b>Mar 7, 2015</b>	<b>Mar 22, 2015</b>
<b>Vacation</b>		<b>Mar 23, 2015</b>	<b>Apr 19, 2015</b>
<b>Commencement of classes for Stage IIA</b>		<b>Apr 20, 2015</b>	

#### Note:

There will be an examination at the end of each block. All the four block examinations will be considered for the calculation of Internal Assessment.

## ACADEMIC CALENDAR

### SEPTEMBER 2013 (BATCH 33) - Phase I Stage I

Block	Duration	From	To
Basic concepts, Skin, Muscle, Bones, Joints and Blood	10 weeks	Sep. 19, 2013	Nov. 29, 2013
Cardiovascular System, Respiratory System, GIT, Nutrition and Hepatobiliary System	10 weeks	Nov. 30, 2013	Feb.7, 2014
<b>Vacation</b>	<b>4 weeks</b>	<b>Feb. 8, 2014</b>	<b>Mar. 9, 2014</b>
Endocrine, Reproduction, Kidney and Electrolytes	10 weeks	Mar. 10, 2014	May 16, 2014
Central Nervous System, Special senses and Molecular biology	10 weeks	May 17, 2014	July 25, 2014
Study time for University Examination		July 26, 2014	Aug. 15, 2014
<b>University Examination</b>		<b>Aug. 16, 2014</b>	<b>Sep. 1, 2014</b>
<b>Vacation</b>		<b>Sep. 2, 2014</b>	<b>Sep.28, 2014</b>
<b>Commencement of classes for Stage IIA</b>		<b>Sep. 29, 2014</b>	

**Note:**

There will be an examination at the end of each block. All the four block examinations will be considered for the calculation of Internal Assessment.

## MARCH 2013 (BATCH 32) - Phase I Stage IIA

Block	Duration	From	To
Basic concepts, Infection, Inflammation, Blood, Immune and Neoplasia	12 weeks	Mar 24, 2014	June 13, 2014
CNS, ANS, Special Senses, Endocrine, Skin, Muscle, Bones and Joints	10 weeks	June 14, 2014	Aug 22, 2014
Vacation	<b>4 weeks</b>	<b>Aug 23, 2014</b>	<b>Sep 21, 2014</b>
GIT, Hepatobiliary System, Cardiovascular and Respiratory Systems	11 weeks	Sep 22, 2014	Dec 05, 2014
Endocrine, Reproduction, Kidney and Electrolytes	6 weeks	Dec 06, 2015	Jan 16, 2015
Study time for University Examination		Jan 17, 2015	Feb 06, 2015
<i>University Examination</i>		<b>Feb 07, 2015</b>	<b>Feb 25, 2015</b>
Vacation		<b>Feb 26, 2015</b>	<b>Mar 29, 2015</b>
Classes for Phase I Stage IIB begin		<b>March 30, 2015</b>	

### NOTE:

- There will an examination at the end of each block for all subjects except Forensic medicine.  
All the four block examinations will be considered for the calculation of Internal Assessment for all subjects.

# Melaka Manipal Medical College (Manipal Campus)

## ACADEMIC CALENDAR

### September 2012 (Batch 31) - Phase I Stage IIA (REVISED)

Block	Duration	From	To
Basic concepts, Infection, Inflammation, Blood, Immune and Neoplasia	12 weeks	Sept 23, 2013	Dec. 12, 2013
CNS, ANS, Special Senses, Endocrine, Skin, Muscle, Bones and Joints	10 Weeks	Dec. 13, 2013	Feb. 20, 2014
Vacation	<b>4 weeks</b>	<b>Feb. 21, 2014</b>	<b>Mar. 23, 2014</b>
GIT, Hepatobiliary System, Cardiovascular and Respiratory Systems	11 weeks	Mar. 24, 2014	June 05, 2014
Endocrine, Reproduction, Kidney and Electrolytes	7 weeks	June 06, 2014	July 24, 2014
Study time for University Examination		July 25, 2014	Aug. 13, 2014
<i>University Examination</i>		<b>Aug.14,2014</b>	<b>Aug. 31, 2014</b>
Vacation		<b>Sep. 01, 2014</b>	<b>Oct. 02, 2014</b>
Classes for Phase I Stage IIB begin		<b>Oct. 03, 2014</b>	

#### NOTE:

- There will an examination at the end of each block for all subjects except Forensic medicine.
- All the four block examinations will be considered for the calculation of Internal Assessment for all subjects.

**FACULTY OF DENTISTRY, MMMC, MANIPAL**  
**ANNUAL ACADEMIC CALENDER**  
**BATCH 6, YEAR 1**  
**(2014 – 2015)**

**October 9, 2014 Orientation**

<b>Block</b>	<b>Duration</b>	<b>From</b>	<b>To</b>
I	10 weeks	October 10, 2014	December 20, 2014
II	10 weeks	December 22, 2014	February 28, 2015
<b>Mid term Vacation</b>	3 weeks	March 1, 2015	March 22, 2015
III	9 weeks	March 23, 2015	May 23, 2015
IV	9 weeks	May 25, 2015	July 25, 2015
<b>Study time for University examination</b>		July 26, 2015	August 11, 2015
<b>University examination</b>		August 12, 2015	August 29, 2015
<b>Annual Vacation</b>		August 30, 2015	October 11, 2015
<b>Classes for Year 2 begins</b>		October 12, 2015	

**Note :**

1. There will be an examination at the end of each block for all subjects
2. All the four block examinations will be considered for the calculation of Internal Assessment for all subjects
3. Classes will be there on Saturdays
4. Eligibility for University examination is 90% attendance in the subject
5. Present for all the classes on the first day after vacation.

**As on 30.05.2014**

**FACULTY OF DENTISTRY, MMMC, MANIPAL**  
**ANNUAL ACADEMIC CALENDER**  
**BATCH 5, YEAR 2**  
**(2014 – 2015)**

<b>Block</b>	<b>Duration</b>	<b>From</b>	<b>To</b>
I	10 weeks	September 15, 2014	November 22, 2014
II	10 weeks	November 24, 2014	January 31, 2015
<b>Mid term Vacation</b>	3 weeks	February 1, 2015	February 22, 2015
III	9 weeks	February 23, 2015	April 25, 2015
IV	9 weeks	April 27, 2015	June 26, 2015
<b>Study time for University examination</b>		June 27, 2015	July 15, 2015
<b>University examination</b>		July 16, 2015	August 1, 2015
<b>Annual Vacation</b>		August 2, 2015	September 17, 2015
<b>Classes for Year 3 begins</b>		September 18, 2015	

**Note :**

1. There will be an examination at the end of each block for all subjects
2. All the four block examinations will be considered for the calculation of Internal Assessment for all subjects
3. Classes will be there on Saturdays
4. Eligibility for University examination is 90% attendance in the subject
5. Present for all the classes on the first day after vacation.



## **Achievements and Recognitions**

- Accreditation from Malaysian Qualifications Agency (MQA)
- 6 star ratings from My Quest (2012-2015): Ministry of Higher Education, Malaysia in the category of private institutions