<u>SIXTH INTERAL QUALITY ASSURANCE CELL MEET</u>

*Date &Time*: **December 23, 2020 at 2.30 pm**          *Venue*: **Senate hall, 3rd floor, manipal.edu**

*Agenda*:

1. Review / follow up of actions from previous IQAC meeting
2. Review of actions initiated based  on NAAC peer team observations (2016)
3. Best practices sharing and new initiatives
4. Review / approval of the Annual Quality Assurance Report
5. Review of Academic audit outcomes (if conducted during the period)
6. Stakeholders inputs
7. Activities Planned for next year
8. Any other matter with the permission of the chair


Attendance as per the attendance register

**Discussion:**

Vice Chancellor chaired the meeting, Pro Vice Chancellor – Health Sciences  and Registrar were present on this occasion, Director, Compliance / Coordinator, IQAC welcomed all the members to the meeting.

| Sl. No. | Agenda Point | Discussion | Action | Responsibility | Target date |
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| 1 | Review / follow up of actions from previous IQAC meeting | Arranging Academic audit – | To conduct after completing the SSR at University level.  VC suggested that, each institution should conduct academic audit  of all its academic processes regularly including examination process.  It should be conducted  on a quarterly at department level, half yearly at Institute level and yearly at University level. This can  be a simple exercise with some 5-6 parameters.  Also, the report of the same needs to be tabled in Academic council. | Director, Compliance   HoDs / HoIs at Institute level and Director Compliance at Univ. level | Before Mar. 31, 2021   Checklist /SOP by Dec 31. Implementation from Jan 2021 . Calendar to be prepared and sent to University , |

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| | | | This will be implemented from calendar year 2021. Checklist along with SOP will be prepared by University and circulated to institutions for implementation. Implementation of OBE to be part of Academic Audit. | | |
| | | Clarity on No. of credits to be fixed per course . . | VC suggested to create a document explaining the credit system at MAHE and its comparison with European ,Australian ,UK and US systems . This may also be required in implementation of NEP2020 guidelines in terms of accepting inward/outward credit transfer from Academic Bank of Credit or from foreign universities towards grant of degree. | Registrar – Evaluation / Dy. Registrar Acd. | Mar. 31, 2021 |
| | | To develop a process flow of functioning of the MRM & IQAC meets | Director Compliance presented the the process flow which was duly approved | -- | -- |
| | | To give more publicity to the various consultancy services offered by different departments of MIT | VC suggested that, not only MIT, all our Institutions needs to offer consultancies to outsiders to increase the revenue generation. University will come out with a new policy on consultancy services which will give clarity on the subject. | **All the HoIs** | **After the policy is circulated** |
| | | To rename Conference fund as "**Research fund**" or "**Faculty Development fund**" - Purpose of renaming is to facilitate utilizing this fund not only for attending conference, but also for other research related activities. Hence, the new nomenclature should combine all the related activities | To consider this while revising the policy | Director Research | March 31,2021 |

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| 2 | Review of actions initiated based on NAAC peer team observations (2016) | Presented and discussed actions taken on all the points raised by NAAC Peer team. However, Vice Chancellor gave the new suggestions for the following points: | Reviewed | Respective process owners | In progress |
|  |  | • Should explore making use of MOOCs (Massive Online Open Courseware) and online resources for enhancing learning. | VC suggested to make 20% MOOCS courses mandatory in all institutions. However, Registrar Evaluation opined that, Coursera evaluation is weak and hence, it can be used only for blended learning. NTPEL / SWAYAM platforms are fairly good | HoIs | By next Academic Year |
|  |  | Demand Ratio to PG & Research programs is low in most of the departments – As 1/3 of the PG seats are unfilled, it was suggested to analyze 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. | • Director, Compliance to collect the data from Admissions and submit it to Pro VC – HS, for re-fixing the intake | Director Compliance / Director Admissions | Jan. 31, 2021 |
|  |  | • Revenue generated through consultancy needs to be improved | • Pro VC , HS suggested to explore consultancies within the group institutions | Directorate of Research | Continuous |
|  |  | • Research & Development facilities need to be enhanced across the disciplines | • VC suggested to highlight the availability of information on PURE portal to support this point. | Directorate of Research | ----- |
|  |  | • To implement a barrier free access to facilities for the differently abled | • PVC ,HS will review the actions taken in this regard and discuss with the committee . Implementation in hostels identified for showcasing during NAAC peer team visit to be discussed with PVC and taken up on priority basis . | PVC ,HS ,Director General Services | January 31,2020 |

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| 3 | Best practices sharing and new initiatives | **Best Practices:**<br><br>1. S.H.I.F.T (Sustained, Holistic Impact for Tomorrow)<br>2. Data Security | ------ | ----- | ----- |
|  |  | **New Initiatives:**<br><br>1. Workshop on "QS Rankings - MAHE Directors and QMRs from constituent units participated in the workshop – Dec. 30, 2019<br>2. Orientation on "Implementation of OBE<br>- For HoIs of Technical, Management and Humanities - Feb. 27, 20<br>- For HoIs of Faculty of Health Sciences – Mar. 7, 20<br>3. Training on Risk Management - Online training program on "Awareness on Risk & Opportunity and Implementation" by Mr. ALN Rao on Nov. 11, 2020 - 249 Internal auditors and QMRS attending this training<br>4. Strategy for NIRF ranking - NIRF ranking analysis of constituent colleges were held and strategy to improve the rank in the next cycle were discussed<br>5. SSR compilation - 8 weekly meetings were held with NAAC Criteria leaders to discuss and review the progress made on compilation of NAAC SSR for reaccreditation | ------ | ----- | ----- |
| 4 | Review / approval of the Annual Quality Assurance Report | AQAR for 2018-19 is complete and will forward to the top management for approval<br><br>**AQAR 2020-21**<br>Permission of IQAC was sought for getting the Annual Quality Assurance Report filled by the concerned process owner from 2021 onwards, instead | As discussed<br><br><br><br>Approved | Director, IQAC | Jan. 7, 2021 |

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| | | of Quality & Compliance Dept. collecting the data and uploading. This will speed up the process and also ownership of the filled data will be with concerned process owner ,who will be responsible for its accuracy and completeness. | | | |
| 5 | Review of Academic audit outcomes (if conducted during the period) | Not Applicable for this meeting as audit yet to be conducted | -- | -- | - |
| 6 | Stakeholders inputs | Inputs from Stake holders:<br><br>**Students**:<br>• Student rep. from KMC Manipal said that, everything on campus is going well. Even during the clinical postings, all the norms of social distancing is maintained and students as well as patient and patient party are complying to all the norms. And regarding the theory lectures, we have the option to attend them online or offline according to our convenience, and it's not mandatory that we go only offline or online, i.e. we can decide this on the basis of the topic taught on that particular day. We just had our sessional examinations, and it was conducted nicely, taking care of all the norms. Rest everything is going smoothly, and we don't have any problems as of now, everything is on point.<br>• Student rep. from MIM Manipal said that, everything has been pretty good so far with regards to the academics. I do have a few suggestions, the student should be encouraged to take part in various activities which will help student to build leadership and management skills. Like other colleges we should too be allowed and encourage to | VC noted the inputs . These inputs will be shared with HoIs for necessary action as applicable and feasible . HoIs to report to VC about the action planned /taken . | Respective HoIs | January 15th ,2021 |

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| | | have management feast. This is what does not happen at MIM.<br>Secondly, holding various activities like industrial visits should be provided so the student understand the real time study of process that happen in an industry. Even small industry is good for a study. Most important MAHE should conduct placement for students all over MAHE because here I only see that only specific colleges like MIT receive good placement others do not. Most of the colleges in MAHE are not even recognised by many companies<br>• Student rep. from MIC Manipal complained about lack of communication from college and University during the COVID pandemic<br>• MCH Student requested to reduce the 90% compulsory attendance requirement<br>• MCODS Manipal student said that, they need a CAD CAM machine, which is available at MCODS Mangalore but not here at Manipal. He also suggested to increase International exchange programs for BDS students.<br>• MIM Student suggested that the college should focus on 2$^{nd}$ year MBA students and address communication gap during Pandemic .<br>• MIT student appreciated the guidance given by college for writing research papers . | | | |
| 7 | Activities Planned for the year and their Progress | • NAAC mock audit<br>• Submission of NAAC SSR for reaccreditation<br>• Roll out of Data Governance system | | | |

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| 8 | Any other matter with the permission of the chair | Nil | | | |

Meeting was adjourned with the vote of thanks by the Director / Coordinator, IQAC.


Sd/-

**Director / Coordinator, Internal Quality Assurance cell**