MANIPAL
ACADEMY *of* HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

13ᵗʰ INTERNAL QUALITY ASSURANCE CELL MEET

Date &Time: **March 7, 2024 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 the meeting and the Director, Compliance / Coordinator, IQAC welcomed all and 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	TAPMI to initiate the process of using the contents of their online courses for submission to SWAYAM portal Status: TAPMI offers only one online program, which is the MBA-BKFS program. This is delivered in the synchronous or live mode, hence the sessions are ongoing and are not suitable for loading on the Swayam Platform. The Swayam Platform is suitable for asynchronous learning. Online MBA Programs at MAHE delivered in the asynchronous mode are not managed by TAPMI	DoE to upload the contents of the online programs on SWAYAM portal	Director, Online Education	Report progress By next IQAC

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		currently. They are managed by the Directorate of Online Education.			
		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 as of 28/9/23:** *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.* **Present status:** • MIT and MCOPS has shown the papers before grading. • Attempt will be made to implement the same in other institutes as applicable. **Suggestions** The Pro Vice Chancellor of Technology and Science suggested that students should be provided with their scores via mail before getting a chance to review their answer papers. This way, students can make an informed decision on whether they need to see the papers or not	Registrar Evaluation will seek a report on this initiative from both MIT and MCOPS and see whether this has reduced their revaluation requests. Also he will call for a review meeting with top Management and plan further action .	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 as of 28/9/23:** Effort is on. It may take 6 more months' time in centralizing the issue of Transcript. **Present status:** • Request for sample transcripts from all constituent institutes are made.	Transcripts must be issued under the University's name, seal, and signature, as well as the signature of the Head of Institution. The implementation status of this is to be reported in the next IQAC meeting	Registrar (E)	Next IQAC meeting

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		• Effort for standardization is initiated			
		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 as of 28/9/23:** *Around 15 Focused groups were identified from three different streams and activities are ongoing. The way forward for these groups needs to be planned.* **Present status:** *Right now, 9 groups have been formed, out of which seven focused groups have started working. They have identified the members in groups and defined their objectives and way forward.* *Other groups are also being constituted.*	DOR to report the progress in the next IQAC	Director Research	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:** The sanitary pads vending machine has been installed at Marena and KMC Library in front of ladies washrooms and currently in use.. **Suggestion** VC suggested installing 10 more machines at various locations, including the Mangalore campus, this year.	Installation of machines in Manipal and Mangalore campus .	DGS	Next IQAC

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		Discussion Point: 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 **Status as of 28/9/23**: *Yet to be started* **Present status**: Couldn't take it up as Dr Holla couldn't contact the student. **Suggestions** Dr Holla suggests transferring this to the DGS office, as it is being handled by the DGS team / Dy. Director (Environment Sustainability). Dr. Shailesh has been recommended to lead this student project by the Pro VC of Tech & Science and will share his contact details with the DGS for further action Also, VC suggested, moving forward, we should go for sensor-based switches by next year and a flow controller for all the taps	DGS to contact Pro VC Tech and Sciences and seek details of Dr Shailesh. Director MIT to be informed about assignment of this project to Dr Shailesh DGS to explore installation of sensor based switches and flow controller for water taps . Report status in next IQAC	Pro VC – Tech & Science\/DGS DGS	Next Financial year-end (i.e., 31/3/25) By Next IQAC
		Discussion Point: Design Student Suggested installing an incinerator to dispose of the sanitary pads, which is also environment-friendly DGS to look into this suggestion for implementation and also requested the student to share the details of the equipment with the DGS **Status**: No action. Following the present system of disposing through Bio Medical Waste	--	--	--

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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 meeting held on Dec. 14, 2022.	For information	--	--
3	Review of Qualitative /Quantitative Metrics.	Already presented to the top management during the review of AQAR 2022-23, held on Dec. 22, 2023	For information	--	--
4	Best practices sharing and new initiatives	IQAC Coordinator requested the members of the committee to suggest the Best practices that can be showcased. The following are some of the best practices suggested. 1. Development of Academic Leadership 2. Succession plan program	To get the details of the best practices suggested from the respective departments.	Director Compliance	Next IQAC
		Discussion Point: New Initiatives Presented and discussed in the MRM held on March 6th, 2024. Details available in the Quality office	For information	-----	-----
5	Review/approval of the Annual Quality Assurance Report	On December 22, 2023, the compiled AQAR for 2022-23 was presented to top management. The suggestions provided were incorporated. Director IQAC asked the chair whether Online Education data to be incorporated in the AQAR for which VC said that, we should not add Online education data for any NAAC reports, as NAAC is not accrediting online education	To remove all the data relating to Online Education in the AQAR 22-23 and submit	IQAC Coordinator	Before April 30, 2024

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6	Review of Academic audit outcomes (if conducted during the period)	An academic and administrative audit will be conducted at the Bengaluru campus shortly. As part of this process, the QA team held a virtual orientation session on academic audit for officials and faculty members of MAHE Bengaluru campus on September 27th, 2023.	To complete the Academic Audit, once the Self-study report is submitted by Bengaluru campus	QA team	Before next IQAC
7	Stakeholders' Inputs/Suggestions for Improvement	**Discussion Point:** Inputs from Stakeholders: **Students:** **Manipal School of Architecture and Planning** • Request for a Stationery shop facility on the college premises. **MIT Manipal** • Requested for a Medical store facility at the campus. **Department of Commerce** • Raised concern over the department running in two different locations as it is creating problems in coordinating various events and club activities • Congestion in the Computer lab in PG block **TAPMI Manipal** • Requested for installation of Sanitary vending machine at TAPMI also **Teacher representative:** Dr Neeta Inamdar suggested for starting Research Writing groups to improve the writing skills/efficacy of the faculties.	Suggested to use MIT campus store till the facility is worked out Informed that, it will be started, once we get the license to start this store It was informed that, Management is aware of this issue and this problem will not be resolved immediately. It will take time This will be reviewed. Will be taken care To forward the framework of this group to DoRto study the feasibility	-- -- -- -- DGS Dr. Neeta Inamdar	--- -- -- -- By Next MRM April 30, 2024

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		She also suggested a conference with a local group on addressing water shortage	Can apply for a project on Rain water harvesting and Conserving the River water under Namami Gange Project		
8	Activities Planned for the Year and their Progress	Discussion Point: Activities Planned and their status		QA Team	As per the plan

Discussion Point for row 8:

Activities planned	Status
NAAC – AQAR 2022-23 submission	Already completed and yet to submit
Data submission to THE World Ranking 2025 and QS Sustainability Ranking 2025	Process has been started
Academic Audit at Bengaluru & Jamshedpur Campus	Conducted orientation session on Academic Audit for the MAHE Bengaluru campus officials and faculty members on 27th Sept. 2023 virtually.
Hand holding MGM College for autonomous status by UGC	Under Process
Awareness sessions on Risk Management and Change Management, at MIT for the administrators, ISO Auditors, Coordinators and other faculty members	Planned on Saturday, 09.03.2024

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9	Agenda for Academic council	Nil	--	--	--
10	Any other matter with the permission of the chair	IQAC coordinator informed the house that the existing Industry/Alumni representative in the IQAC has requested to relieve him from this committee, as he has been a member for the last few years.	Agreed. Suggested adding some one from own incubated companies as the Alumni/Industry representative	IQAC coordinator/ Registrar	May 15, 2024
		VC suggested involving IQAC chairpersons of Bengaluru and Jamshedpur campuses in the Main	To add them to the University IQAC and invite them to the IQAC meetings	-do-	-do-

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		campus IQAC meetings, to stay connected with happenings and expectations of Main campus .	IQAC coordinator to attend as suggested	IQAC coordinator	Continuous
		VC also suggested IQAC coordinator attend the IQAC meetings of Off-campus centers as University representative			
		Pro VC – M'lore campus requested to invite a student representative from Mangalore campus to attend this meeting	Approved. To invite from next meeting onwards	IQAC coordinator	Next meeting onwards

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

Sd/-

Director Compliance / Coordinator, Internal Quality Assurance cell