

Action Taken Report

Presented at the IQAC Meeting held on 31st May 2023

Ref: Minutes of IQAC Meeting dated 14^h December 2022

Observations/Discussion	Action to be Taken	Responsible Person	Target Date	Action Taken /Status
Agenda 1: Review / follow up of actions from previous IQAC meeting				
To make 20% MOOCS courses mandatory in all institutions by next academic year.	Draft Policy to be presented in ACM for approval	Deputy Registrar Academics	ACM January 2023	Presented and approved.
	Director Online Education to see how the course contents developed for Online education can be modified and submitted to meet SWAYAM portal requirements .	Director Online Education & Dir. Quality	June 30, 2023	Work in Progress. Shortlisted few open electives and mapped with existing SWAYAM courses. Inviting the Expression of Interest (EOI) from faculty members.
	TAPMI may also develop content for its online MBA program meeting the requirements of SWAYAM portal.	Director – TAPMI	June 30,2023	Pending. To follow-up with Director TAPMI
	Open electives can be converted into SWAYAM courses – To discuss in the next HOIs meet	Registrar’s Office	Feb 2023	Discussed at the Hols meeting held on February 10, 2023
To implement barrier-free access to facilities for the differently	Before next NAAC visit, all our buildings should be differently abled	Committee for empowerment of Persons with disabilities	June 30, 2024	In phase 1 & 2, construction of PWD access toilets in 17 buildings and

<p>abled in all the buildings</p>	<p>friendly - Time bound implementation to be reviewed & presented in next IQAC meeting</p>			<p>ramp as per NBC norms is completed .It is planned to have access audit of a sample building in July 2023 with expert team and to proceed with all the buildings in Phase 3 & 4. Suggestion for expert team will be collected from external expert in next CEPD meeting</p>
<p>To analyse the demand for unregulated PG courses for last three years and re-fix the intake as the average of last three years' admissions.</p>	<p>Suggested to forward the analysis report to Pro VC's with a request to discuss with the Hols and try to reduce the intake where the seats are not filled for the courses started before 2019-20</p>	<p>Pro VC s</p>	<p>Before the next admission cycle starts</p>	<p>Analysis report submitted to Pro VC s . Action taken : Technology & Science: This matter was discussed with Director Admission and communicated to concerned HOIs to fix the intake based on previous years admission. Since these are not regulated programs, the intake can be flexible. B'lore campus: An internal meeting was held with the concerned heads (Director-SMI, Dean-MIRM and HOD-MCHP Bengaluru) along with Pro VC and Deputy Director Admissions. In the</p>

				<p>meeting it has been decided for dropping or amalgamation of academic programmes with an enrolment rate of less than 50% over the last three years (most of these programmes are from SMI and are at the master's level). This process will be completed before the commencement of admission activities for the AY 2024-25 and necessary approvals will also be taken from the respective BoS and Academic Council. In case if any of these programmes are regulated by any regulatory bodies, then it will be taken to them and necessary approvals will be taken during the approval process of AY 2024-25</p>
<p>Autonomy of evaluation and internal controls, at constituent units of MAHE covering all its campuses.</p>	<p>Evaluation and Admission Audit need to be conducted on annual basis across all campuses of MAHE in addition to Academic audit. Registrar to inform MAHE Dubai about conducting</p>	<p>PVCs / Registrar</p>	<p>Yearly activity</p>	<p>Process audits related to Academics, Admissions and Evaluation in MAHE Dubai was completed in March 2023. Comprehensive Academic Audits completed on May</p>

	<p>Academic audit, Evaluation audit and Admission audit at least once a year, with representatives from parent campus.</p> <p>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 Registrar Evaluation office. Also, transcripts to be given in University letterhead</p>	<p>HOIs of constituent units with Autonomy in Evaluation including Dubai Campus</p>	<p>Continuous</p>	<p>23 & 24, 2023 – Conducted by Directors – Quality & Compliance</p> <p>Only ICAS & MCH have responded ICAS - System in place MCH - Currently discussions are underway with the HoI with regard to internals and final examination data being kept at the Registrar Office. Transcripts are being given in the University Letterhead. Will follow up with other institutions</p>
<p>With reference to 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>This suggestion to be further discussed in separate forum. Registrar Evaluation to coordinate the discussion.</p>	<p>Registrar Evaluation to call for separate meeting</p>	<p>January 31,2023</p>	<p>For the programs governed by the 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 1. Institution already implemented the proposal –MSIS.</p>

				<p>2. MIT has decided to implement from academic year 2023-2024 onwards</p> <p>3. Status of other institutions will be reported once they decide on the plan of implementation</p>
To track closely parameters related to Curricular Aspects (Metrics 1.1.2/1.2.2/1.2.3) in comparison with peers	It was suggested that changes in teaching pedagogy, evaluation etc. can be considered as a revision along with changes in syllabus contents .	Dy. Registrar Academics	Continuous	Draft template prepared for tracking changes in pedagogy and assessment
To apply for GLP / GCLP accreditation	Labs identified and suggested . VC suggested to go ahead with the accreditation	Principal MCOPS and Dean KMC Manipal	Dec31 ,2023	Both institutions expressed reservations to apply for accreditation. DoR to take up fresh gap analysis and identify the labs for GLP/GCLP accreditation and proceed further.
For better utilisation of intra-mural funds, to form 10-15 focus research groups .	<p>DOR need 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>This may be discussed in next Hols meeting</p>	<p>Director Research</p> <p>Registrar</p>	<p>January 2023</p> <p>Feb 2023</p>	<p>The areas have been identified from different disciplines including social sciences (about 15 research areas)</p> <p>Discussed at the Hols meeting held on February 10, 2023</p>
Installation of Sanitary napkin vending machine	To explore the feasibility	Director Services Gen.	Before next IQAC Meet	Installation Pending. It was suggested to

and Disposable machine in all the floors of Girls Hostels				consider 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.
MOOCS policy	On approval to be presented in the academic council for ratification	Dy. Registrar (Academics)	ACM January 2023	MAHE policy on adoption of MOOCs in the curriculum approved in the 73rd Academic Council meeting on 28th January 2023
NSQF Guidelines	On receiving the feedback from Hols, incorporate the changes and to be presented in Academic council	Dy. Registrar (Academics)	ACM January 2023	Recommendations were approved in the 73rd Academic Council meeting on 28th January 2023

Agenda 2: Review of actions initiated based on NAAC peer team observations - Peer Team Report 2022 Observations

Criteria3 Research outcomes in terms of publications, extramural projects, patents, startups have been there and figures provide evidence of the existence of research environment. For further exploration, thrust area-based research groups should be identified for more effective	Action to be initiated to identify thrust areas and to create more awareness on UN SDG goals. It was suggested to incorporate this in Advance Research Methodology teaching.	Director Research	Before Next IQAC Meeting	Thrust areas are identified. Awareness on UN SDGs has been incorporated in the newly developed research methodology course framework and communicated to all institutions through Registrar's office
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product/process development and commercialization of such research outcomes.				
Criteria5 Few International students are admitted in some of the programmes.	<p>While revising curriculum, global expectations need to be captured and few courses need to be included which will attract International students . This may be implemented through Curriculum Conclaves involving our foreign partner universities.</p> <p>Similar to the international collaboration involving BSc Nursing program , 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>HOIs</p> <p>HOIs – MCHP & MCOPS</p>	<p>Continuous</p> <p>Continuous</p>	<p>8 Colleges (MIC, ICAS, MSAP, MCON, MSLS, MCODS M'lore, MCHP & KMC M'lore) & 1 Center of Excellence (MCH) have responded. To Follow-up with other constituent units .</p> <p>MCOPS expressed reservations considering the cost involved. It was suggested to explore any such opportunities irrespective of the cost involved for review by the management. In case of MCHP , action has been initiated and international accreditation body is identified. Initial discussions are in progress. Status will be reported in next IQAC</p>
Address the 11th SDG (Sustainable cities & Communities) by	To take lead and make our curriculum flexible to facilitate SAP.	Registrar	Next HOIs meet.	To be discussed at the next Hols meeting

increasing more Sandwich programs. Eg “semester/year-abroad” program for global exposure and retention of the students to prevent the brain drain from the communities	Issues related to attendance to be given for students going for SAP (who are attending the classes there) needs to be discussed in next Hols meet. To have a University level curricular conclave involving Hols or other faculty/officials working on curricular aspects	Registrar	Next Hol meeting	It was decided that Pro Vice-Chancellors concerned will take this initiative forward, as appropriate.
Integrated Dual Degree Program with partnership from industry may be offered	To have conclave with foreign universities regularly in which Dy. Registrar will also participate and explore the possibilities of more and more dual degree programs	Director Int. Collaborations	Continuous	Conclave is planned during 2023 ICAS Orientation. Dy. Registrar will be invited for the same.
Institute should encourage more inclusivity in terms of admitting specially abled students.	To publicize that our campus is disabled-friendly in our website.	Registrar	Immediate	Initiated the process of uploading campus disabled-friendly details in the University website.
Agenda 3 Review of Qualitative /Quantative Metrics				
Review of Qualitative and Quantitative Metrics	Compilation of AQAR 2022-23 and Review based on the compiled data/information.	Director Compliance	Next IQAC meeting	AQAR 2022-23 preparation process will start from July 2023 onwards.

				Will review the progress of the same in the next IQAC
Agenda 4. Best Practices Sharing and New Initiatives				
Compilation of Best Practices	Suggestions invited	Director-Compliance	----	The following suggestions to be documented as Best Practices. 1.Strategic intervention for sustainability (in consultation with Pro VC S& P) 2. Student-run project Environment & Energy audit in all MAHE buildings (in consultation with Dr Raghavendra Holla)
New Initiatives:	--	--	--	Presented and discussed in the MRM held on Feb. 27 & 28, 2023. Details available in the Quality office
Agenda 5. Review / approval of the Annual Quality Assurance Report				
AQAR for 2022-23 to be submitted	Compilation of AQAR 2022-23	IQAC Coordinator	Dec 2023	AQAR for 2022-23 –compilation process will start in the month of July 2023
Agenda 6. Review of Academic and Administrative audit outcomes (if conducted during the period)				
Conduct of Academic and Administrative Audits.	Process Audit and Academic Audit in MAHE Dubai campus. Academic Audit of MAHE Main campus, off campuses at Bengaluru/Jamshe dpur after	Registrar Evaluation / Director Admissions/Deputy Registrar Academics /Director Quality/Director Compliance	May 31,2023/ December 31,2023	Process Audit and Academic Audit in MAHE Dubai campus is completed in March and May 2023 respectively. AQAR compilation will start from July 2023 onwards.

	compilation of AQAR			Academic Audits will be scheduled in Oct/Nov 2023, tentatively.
Agenda 7. Suggestions for Improvements /Stakeholders inputs				
Students MCH <ul style="list-style-type: none"> WGSHA can conduct training for all students on the theme 'simple cooking for healthy living' along with awareness of how to reduce food waste. This may reduce consumption of junk food and food waste in canteens/hostels. 	<p>An open elective for self-cooking for preparing basic foods like roti, dal, chawal etc. through WGSHA can be offered. Registrar to discuss with Principal WGSHA</p>	Registrar & Principal WGSHA	Before next IQAC	The matter has been discussed with the Principal, WGSHA, on January 6, 2023 and he has agreed to offer "basic cooking" as open elective from AY 2023-24
KMC Manipal <ul style="list-style-type: none"> Expressed concern over internships/observer ship abroad 	To discuss this issue in next Hols meet	Registrar's office	Next Hols meet	Discussed at the Hols meeting held on February 10, 2023
MIT Manipal <ul style="list-style-type: none"> Suggested having a central coaching facility for competitive examinations/civil services at the University using the pool of in-house experts which will be 	<p>Student Affairs to drive this initiative of mentoring for competitive /civil services examinations by in house experts and alumni . Compilation of list of in-house experts</p>	Director Student Affairs	Continuous	Already Identified around 50 inhouse resources persons for conducting coaching classes for competitive examinations like UGC NET/KSET, GATE, NEET Entrance, Public

available for all the students across the University				Administration, Health Care, Facing interviews, English language, Verbal Ability, Mathematics, Pharmacy, Pathology and so on
<p>MIC</p> <p>•Alumni Guest Lecture organized in each course in the college is most helpful, as the alumni will share their thoughts on how to prepare for placement, placement opportunities available, work culture in the industry etc.</p>	To be replicated in all the institutions	Hols / Heads of MUTD	Continuous	Colleges (MIC, ICAS, MSAP, MCON, MSLS, MCODS M'lore, MCHP & KMC M'lore) & 1 Center of Excellence (MCH) have responded. To follow-up with others.

Agenda 8. Activities Planned for the year and their progress

Status of Completion of Activities Planned by IQAC	ISO Internal auditor training	QA Team	Jan 31, 2023	One batch of training has been conducted on Jan 23 to 25., 2023. 24 staffs have been qualified as an Internal Auditors
	NAAC Mock Peer team visit to Mahaveera College Moodabidri	-do-	By Mid-January, 2023	Held on Jan 12th, 2023
	NAAC Mock Peer team visit to MGM College, Udupi	-do-	By Mid-February 2023	Held on 14th Feb 2023
	ISO Recertification	-do-	April, 2023	Completed in March 2023
	Academic Audit at MAHE Dubai Campus	-do-	May 2023	Held on May 23 & 24, 2023

	Application to AICTE for approval of programs of WGSHA, Dept of Design, MSIS and Online education at MAHE Manipal campus and closure of MIM Program and Progressive closure of IPM program at MAHE Manipal.	-do-	For the AY 2023-24, as per AICTE schedule	Application submitted as per schedule . AICTE Scrutiny committee meeting held on May 19th for Online Education and on May 28th for programs of WGSHA, MSIS, Design & MIM. Scrutiny committee has submitted its recommendation to AICTE
	NAAC – AQAR 2022-23 submission	-do-	Dec 31, 2023	Will start data compilation from July 2023 onwards
	Integrated Data Governance System	-do-	Dec 31, 2023	In progress
	NIRF – India Ranking 2022 analysis and review to plan the strategy for next year	-do-	Before Submission	Completed
	Data submission for QS, THE, NIRF & other rankings for next year rankings	-do-	As per Ranking Schedule	Process will start from Sept. – October 2023 onwards.

Agenda 9. Agenda for Academic Council

Nil

Agenda 10. Any other matter with the permission of chair

Nil

Sd/-

Director / Coordinator, Internal Quality Assurance cell