Action Taken Report

Presented at the IQAC Meeting held on 28TH Sept. 2023

Ref: Minutes of IQAC Meeting dated 31st May 2023

Observations/Discussion	Action to be Taken	Responsible Person	Target Date	Action Taken /Status
Agenda 1: Review / follow up of actions from previous IQAC meeting				
Director Online Education to see how the course contents developed for Online education can be modified and submitted to SWAYAM portal for uploading	To follow up and complete the process at the earliest	Director Online Education	Before Next IQAC	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 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. This will be completed by 31st October 2023
Course contents developed by TAPMI for its Online MBA program can be	Develop content for its online MBA program meeting the requirements	I/C Director TAPMI/Director Online Education	Before Next IQAC	TAPMI is developing content for the Online MBA (BKFS) program in partnership with

modified and submitted to SWAYAM portal for uploading	of the SWAYAM portal.			the Directorate of Online Education, MAHE. However, not initiated the process of modifying the same for the SWAYAM portal. Progress to be reported in next IQAC meeting.
To implement barrier-free access to facilities for the differently abled	1. Review the CEPD committee and include the members from all the campuses.	Pro VC Tech	Aug 31st, 2023	The new committee has been formed by considering the representatives from various campuses of MAHE .
	2. Annual plan for CEPD to be prepared.	CEPD Committee	Aug 31st, 2023	
	3. Access audit of sample building to be completed in July 2023	- Do -	July 31st, 2023	Actions related to Point number 2 to 5 will be initiated shortly.
	4. Prepare a Checklist and get a survey report for every building from all the campuses	- Do -	Aug 31st, 2023	Action taken to be reviewed in next IQAC meeting.
	5. By 2026, all the buildings should be made barrier-free	- Do -	Dec. 31st, 2026	
Reduce Student complaints /grievances about evaluation	To introduce paper seeing for PG programs initially and if it is feasible, can be introduced in UG programs Progress to be reported in the next IQAC meeting	Registrar Evaluation	Before Next IQAC	MIT Manipal has taken the initiative for piloting it for the next exam cycle. It will be considered for other constituent units after studying the success of the above exercise. Progress to be reviewed in next IQAC meeting .

Transcripts are to be given on University letterhead	To standardize the transcript format and use the same for all constituent units.	Registrar Evaluation	Before Next IQAC	Effort is on. It may take some more time in centralizing the issue of Transcript. Status to be reviewed after April 1,2024.
GLP / GCLP accreditation	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.	Director – Research	Aug 31st, 2023	DoR requested Dr. Srikala Baliga, KMC, Mangalore Chairperson of the existing committee to resume and accelerate the activity. As an initial attempt MCOPS was selected and the following two sites were identified: **Animal house (CARF) Analytical laboratories at MCOPS** Internal committee members from MCOPS ,nominated to investigate the feasibility of certification , concluded that the certification is not advisable. Next course of action -Laboratory of Pharmaceutics and Pharmaceutical Analysis (upon functioning) will be considered for accreditation. External expert's advice to be taken

				for considering Laboratory of Pharmaceutics and Pharmaceutical Analysis for the said accreditation
Around 15 Focused areas have been identified in different disciplines including Social Sciences by DoR	To identify focused groups for these identified areas and to work on it. This group will also collaborate with outsiders also. This needs to be driven by Pro VCs and can be a program for the longer-term i.e., 10-15 years	Director – Research/Pro VC's	Review status before Next IQAC	Focused groups are 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 meeting.
Installing Sanitary napkin vending machines	Take some concrete action in this regard by 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.	Director General Services	Aug. 31st , 2023	Currently pending. Initially one vending machine will be installed as a pilot project. Action to be taken by Oct 31,2023.
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	Director - Research	May, 2025	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)
Explore opportunities to have study	This issue needs to be discussed in the next HoIs meet	Registrar	Next HoIs meet	**Incoming Students**:

abroad programs in unregulated courses. Curriculum to be flexible to facilitate SAP. Also, attendance should be given to students going for SAP who are attending the classes in the other country.				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 has to design the curriculum to ensure flexibility for students to opt for SAP at foreign universities and facilitate smooth credit transfer acceptance. **The update on this will be made by the Director – International Collaborations during the next Academic and Administrative Meeting of MAHE**
Recognition from regulatory bodies in foreign countries.	MCOPS to perform the cost benefit analysis for ACPE accreditation . Finance will not be a constraint for such accreditation.	Principal MCOPS	Before Next IQAC	MCOPS presented the Cost Benefit Analysis of ACPE Certification for its PharmD program and concluded that it is not feasible .
	MCHP to identify international	Dean, MCHP	Before Next IQAC	Commission on Accreditation of

	accreditation body . Finance will not be a constraint for such accreditation.			Allied Health Education Programs (CAAHEP) standards and guidelines including processing fees (Accreditation fee $600, Review Application fee $1500, Site visit Coordination fee $1500) have been reviewed. Discussion to finalize the number of programs to be involved considering the fee structure will be held from January 2024 to April 2024
UGC's new UG curriculum framework for General Education degrees.	To start with by identifying the gaps in MAHE's UG General education programs in relation to the proposed framework under its various verticals like Humanities, Social Science, and Management on the one side, Technology and Science, and Health Sciences on the other side under the respective Pro VCs and try to align with the new framework. Both Deputy Registrars – Academics to take	Deputy Registrars & Respective Pro-VCs	Before Next IQAC	Gaps were identified in the number of credits for: • Minor specialisation courses • Ability enhancement c ourses • Summer Internship • Multidisciplinar y courses The same will be addressed in the respective BoS meetings. The following activities may be considered for the beyond-classroom workload:

	the lead in this regard. Also, as per the framework, 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			• 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 spent on these activities can be quantified by the faculty and the submissions may be assessed and graded.

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

Already presented the Peer team recommendations and actions taken report in the earlier meetings

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	Will be presented after the compilation of AQAR 2022-23 (compilation process has already been initiated)

Agenda 4. Best Practices Sharing and New Initiatives

Compilation of Best Practices	Following suggestions to be documented as Best Practices.	Director-Compliance	By Next IQAC	Pending will be discussed in next IQAC . Few more suggestions were received : 1.YLDP

	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)			2.Projects focused on SDGs 3.SICB projects.
New Initiatives:	Present new initiatives by IQAC	QA Team	MRM before the IQAC .	Presented and discussed in the MRM held in Aug 2023

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 has already been started and is under process

Agenda 6. Review of Academic and Administrative audit outcomes (if conducted during the period)				
Process Audit and Academic Audit in MAHE Dubai campus.	Conduct the audit and submit report .	QA Team	Before Next IQAC Meeting	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.

Agenda 7. Suggestions for Improvements /Stakeholders inputs				
Student MSAP Conducting Environment / Stability and	Dr. Raghavendra Holla to oversee this project and Ms	Dr. Raghavendra Holla/ Ms Kushi (Student)	Dec. 31st, 2023	Students from MSAP were not available due to

Energy audits at all the MAHE buildings as a student project	Kushi (Student) to lead this project with some 8-10 other students. To start with Academic buildings and Student Housing			examination and there after vacation. Dr Raghavendra Holla will contact them and update the status in next IQAC meeting .
Student MIT Starting open electives on Professional Ethics	Agreed to include in the Open Electives on Life skills	Deputy Registrar Academics-Tech	Next AY	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 the second year of their studies. Deputy Registrars reported that Courses on Professional ethics are available in most of the disciplines.
Agenda 8.Activities Planned for the year and their progress				
Status of Completion of Activities Planned by IQAC	ISO Internal Auditor training	QA Team	March 31, 2023	One batch completed on Jan. 23-25, 2023
	NAAC Mock peer team visit to Mahaveera College Moodabidri	QA team	Before January 31,2023	Completed on Jan. 12, 2023
	NAAC Mock peer team visit to MGM College Udupi	QA Team	Before end of Feb ,2023	Completed on Feb 14, 2023

	ISO Recertification	QA Team	March 31, 2023	Completed on March 27- April1, 2023
	Workshop on QS rankings	QA Team	31st May ,2023	Held on 9th May 2023
	Academic Audit @ MAHE Dubai campus	QA Team	31st May 2023	Completed on May 23-24, 2023
	Application to AICTE for program approvals	QA Team	As per AICTE timelines	Complete
	NAAC AQAR 2022-23	IQAC / Criteria wise Team	Dec. 31, 2023	Under Process
	Data Submission to QS, THE, NIRF & other rankings	QA Team	As per Ranking Timelines	Under Process

Agenda 9. Agenda for Academic Council

Nil

Agenda 10. Any other matter with the permission of chair

The COO suggested reviewing and updating all the processes and procedures once in two years	As per suggestion	HoIs / HoDs / Director Quality	Once in two years	Communication was sent to all the constituent units on 08/09/2023

Sd/-

Director / Coordinator, Internal Quality Assurance cell