

SEVENTH INTERNAL QUALITY ASSURANCE CELL MEET

Date & Time: May 4, 2021 at 10.00 am

Venue: Online – Microsoft Teams platform

Agenda:

1. Review / follow up of actions from previous IQAC meeting
2. Review of actions initiated based on NAAC peer team observations (2016) (Modified to Review of Qualitative /Quantative Metrics (these will also cover those metrics relevant to Peer Team Observations)
3. Best practices sharing and new initiatives
4. Review / approval of the Annual Quality Assurance Report
5. Review of Academic and Administrative audit outcomes (if conducted during the period)
6. Stakeholder Inputs (Suggestions for improvement)
7. Activities Planned for the year and their Progress
8. Agenda for Academic Council
9. Any other matter with the permission of the chair

Attendance as per online attendance register downloaded from Teams platform

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 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	<p>Discussion Point: Arranging Academic audit –</p> <ul style="list-style-type: none"> • Audit of SSR • Preparation of Academic Audit Formats • Depts/Institutions/University <p>Discussion: VC suggested that the academic audit formats should be available in the Integrated data governance system</p>	<ul style="list-style-type: none"> • Academic audit of NAAC SSR compiled was conducted on March 29th through cross audit performed by Criteria Teams • Academic audit Formats are prepared and under review of PVC (HS) • Approved formats will be circulated to all constituent units with a calendar to conduct the audits and forward the agenda (if any) for Academic Council discussion. 	Pro VC –HS & Director Compliance	June 30, 2021

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		<p>Discussion Point: To create a document explaining the credit system at MAHE and its comparison with European, Australian, UK and US systems</p> <p>Discussion: VC suggested to initially focus on UGC regulated programs and emphasized that this exercise should facilitate student mobility. Pro VC and Registrar suggested incorporating the credit transfer details in the MoU with foreign university partners and consider standardizing the student learning time in credit calculation, at least by considering the standards followed by peers within the country.</p> <p>VC suggested to consider inputs from the UGC guidelines regarding transfer of credits from foreign universities.</p>	Deputy Registrar (Academics) and Registrar Evaluation will present their report in a separate meeting to VC, Pro VC and Registrar .	Registrar (Evaluation) / Dy. Registrar Academics.	Jun. 30, 2021
		<p>Discussion Point: All MAHE Institutions need to offer consultancies to outsiders to increase the revenue generation.</p> <p>Discussion: Pro VC suggested to form a small committee to study the strengths of the institutions and identify the consultancies that can be offered.</p> <p>VC suggested that all the consultancies offered need to be publicised on MAHE website. Also constituent units need to explore the industry connections provided by the directorate under Prof Raviraja and identify consultancy opportunities ..</p> <p>VC also suggested that HoIs need to consider offering consultancy services within their units as a KRA</p>	<p>Formation of Committee</p> <p>Publicity on website by constituent units.</p> <p>Consultancy to be considered as KRA by HoIs</p>	<p>Registrar to form and notify the committee</p> <p>HoIs / Heads of MAHE Teaching depts</p> <p>-do-</p>	<p>May 31, 2021</p> <p>After recommendation of Committee</p> <p>Immediate basis</p>

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		<p>Discussion Point: To rename Conference fund as “Research fund” or “Faculty Development fund” - Purpose of renaming is to facilitate better utilisation of fund</p> <p>Discussion: <i>Director Research had discussion with Finance who opined that it could be considered as Faculty Development fund.</i></p>	HR to initiate revising the name of policy accordingly.	HR in coordination with Director Research	June 30, 2021
		<p>Discussion Point: To make 20% MOOCS courses mandatory in all institutions by next academic year.</p> <p>Discussion: <i>VC suggested to have a time bounded project within next 3-4 weeks which involves studying the status of offering of MOOCS in various programs of MAHE, to know where we stand and prepare a roadmap to ensure at least 20% implementation of the same. Pro VC suggested to prepare a template to capture this information.</i></p>	Deputy Registrar Academics in consultation with Registrar Evaluation will prepare a template and circulate the same to constituent units. After receiving the data from constituent units, it will be analyzed and presented to VC, Pro VC and Registrar. Implementation roadmap will be prepared in consultation with constituent units to reach the 20% target.	Dy. Registrar Academics & Registrar Evaluation	June 30, 2021
		<p>Discussion Point: To analyze the demand for unregulated PG programs 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.</p> <p>Discussion: <i>The study is in progress. Preliminary analysis related to Intake v/s Actual admission was done based on last 3 years data for UGC regulated PG programs. It was observed that intake re-fixing may be required in 50 out of 114 programs. Director, Compliance has identified the programs and has proposed suggestive intake based on average of last 3 years admission as suggested in last IQAC meeting. After approval of Pro-VC, it will be discussed with HoIs of concerned constituent units and Director Admissions.</i></p>	Director Compliance to discuss the proposed intake with Pro VC HS. On approval of the proposal, meeting of HOIs of concerned constituent units will be called to discuss the re-fixing of intake. After concurrence, the re-fixed intake will be conveyed to Director Admissions	Pro VC HS /HoIs/Director or Compliance/ Director Admissions	May 31, 2021

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		<p>Discussion Point: Revenue generated through consultancy needs to be improved</p> <p>Discussion: Pro VC, HS suggested to explore consultancies within the group institutions. Director Research informed that, they are using PURE platform to increase the visibility of the faculty expertise for offering consultancy and the facilities / infrastructure available in the campus is also updated in the platform for information of outsiders. VC suggested that all HoIs should continuously encourage their departments to explore consultancy, keep KRAs in terms of consultancy revenue generated, for themselves and monitor the same. Younger and middle age faculties need to be encouraged to involve in the same. QA to review the performance on quarterly basis.</p>	<p>HoIs to identify consultancy opportunities and encourage faculties in their institutions to explore the same. These consultancy services need to be given wide publicity.</p> <p>QA will capture the performance of constituent units in terms of consultancy revenue generated and report it to MAHE Management</p>	<p>HoIs / Heads of MAHE Teaching depts</p> <p>QA Team</p>	<p>Continuous</p> <p>July 1,2021</p>
		<p>Discussion Point: To implement a barrier free access to facilities for the differently abled.</p> <p>Discussion: Pro VC updated the status and said that a meeting will be scheduled shortly to ensure that, all the necessary barrier free access facilities are made available. VC informed Director GS and Director Projects to take any such projects on priority basis.</p>	<p>Meeting to review status to be conducted.</p>	<p>Pro VC HS and Committee - Convenor</p>	<p>May 15th, 2021</p>
2	Review of Qualitative /Quantitative Metrics	<p>Discussion Point: Presented the Qualitative and Quantitative metrics as suggested by the Vice Chancellor in the last meeting.</p> <p>Discussion: VC informed that, moving forward, AQAR will be the most important document in NAAC accreditation and in our next</p>	<p>Reviewed and Actions suggested.</p> <p>HoIs to note and ensure compliance</p>	<p>Respective Criteria leaders</p> <p>HoIs / Heads of MAHE</p>	<p>By Next IQAC meeting</p> <p>AQAR 20-21 onwards</p>

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		<p>reaccreditation there may be no need for SSR compilation. The consolidated AQARs of 5 years will be considered as SSR by NAAC. Hence, requested all the HoIs to ensure utmost care while preparing AQAR henceforth.</p> <p>Pro VC also suggested that, henceforth Annual report can be prepared by each institution using the format of AQAR and IoE five pillars</p>	Annual Report format to be reviewed and restructured as per AQAR and IoE five pillars	Teaching depts QA Team/ Nodal Officer -IoE	Next Annual Report
		<p>Discussion Point: 1.1.2 (Quantitative metric)- Percentage of Programmes where syllabus revision was carried out during the last five years .</p> <p>Discussion: Pro VC suggested to make a policy to have a Curriculum conclave in all the institutions at least once in two years, involving, Students, external members like industrialists, parents, alumni, external subject experts etc.</p>	<p>Policy to be prepared and circulated.</p> <p>HoIs to implement</p>	<p>Dy. Registrar to draft policy and circulate</p> <p>HoIs / Heads of MAHE Teaching depts</p>	<p>May 31, 2021</p> <p>Continuous</p>
		<p>Discussion Point: 1.1.1 (Qualitative metric) – Outcome analysis of POs and COs to be performed for all programs .</p> <p>Discussion: VC suggested to have a Half day workshop on Outcome analysis of POs and COs</p>	Half day workshop on Outcome Analysis of POs and COs	Registrar Evaluation to arrange	July 31, 2021
		<p>Discussion Point: 2.4.5 (Quantitative metric) - Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government /</p>	Criteria Leader ,Dr Madhukar Mallya and team will revisit the data presented and sensitise the constituent units .	Criteria 2 Team	May 15, 2021

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		Government-recognized agencies / registered professional associations / academies during the last five years . Discussion: <i>VC suggested to have a relook at the data presented, as it appeared to be under reported . Suggested to look into the recognitions aspect more minutely and sensitize the constituent units .</i>			
		Discussion Point: 2.5.1 (Quantitative metric) - Average number of days from the date of last semester-end/ year-end examination to the date of declaration of results. Discussion: <i>Registrar Evaluation said that moving forward once the SLCM is fully implemented, results can be declared within 4-5 days after examination.</i> <i>VC suggested to fix the target of less than 10 days.</i>	SLCM to be fully implemented Target to be fixed at less than 10 days	Registrar Evaluation /Director -IT	Continuous
		Discussion Point: 2.5.2 (Quantative Metric)- Average percentage of student complaints /grievances about evaluation against the total number of students appeared in the examination during last 5 years . Discussion: <i>VC suggested to monitor consistency of evaluation. Answer Key/Schemes to be more detailed to ensure more accuracy. HoIs need to consider this as KRA for improvement.</i>	Consistency of Evaluation need to improve. Registrar Evaluation to monitor, report constituent units which do not comply and HoIs to consider it as their KRA to reduce the variation in evaluation.	Registrar Evaluation / HoIs / Heads of MAHE Teaching depts	Continuous
		Discussion Point: 3.2.3 (Quantitative Metric) - Ratio of research projects/clinical trials per teacher funded by government/industries and non-government agencies during the last five years Discussion: <i>VC suggested that this should be the KRA for HoIs</i>	HoIs to monitor on quarterly basis	HoIs / Heads of MAHE Teaching depts	Continuous

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		<p>Discussion Point: 3.4.5 (Quantitative) - Average Number of research papers per teacher in the approved list of Journals in Scopus / Web of Science/ PubMed during the last five calendar years</p> <p>Discussion: <i>VC suggested this should be the KRA for HoIs. Collaborative efforts with sister institutions and top 50 universities in the country need to be initiated.</i></p>	Collaborations with external institutions /sister institutions (belonging to MEMG) leading to publications. HoI to take this up as a KRA.	HoIs / Heads of MAHE Teaching depts / Directorate of Research	Continuous
		<p>Discussion Point: 3.4.6 (Quantitative) - Average number of research papers per teacher in the approved list of Journals notified in UGC-CARE list during the last five calendar years</p> <p>Discussion: <i>VC suggested that this should be the KRA for HoIs</i></p>	Collaborations with external institutions /sister institutions (belonging to MEMG)leading to publications . HoI to take this up as a KRA.	HoIs / Heads of MAHE Teaching depts. / Directorate of Research	Continuous
		<p>Discussion Point: 3.4.8 (Quantitative) - Bibliometric of the publications during the last five calendar years based on average Citation Index in Scopus/ Web of Science .</p> <p>Discussion: <i>VC suggested this should be the KRA for HoIs. Focus on quality of publications will improve this metric. MAHE's focus on publishing in Q1/Q2 journals will yield results over a period of time.</i></p>	HoIs to monitor quality of publications and take this up as a KRA	HoIs / Heads of MAHE Teaching depts	Continuous
		<p>Discussion Point:5.1.3 (Quantitative) - Average percentage of students benefited by guidance for competitive examinations and career advancement offered by the Institution during the last five years.</p> <p>Discussion: <i>VC observed that, this data looks under reported. Suggested Director, MIT to cross verify their data through their Placement head , as a large chunk of this data comes from MIT. Also, to look whether third year students data is also included, as placement activities start from III year itself at MIT</i> <i>Also, he suggested that since Career guidance cell is a must in every institution, we need to demand quarterly activities report from them</i></p>	<p>Cross verification of data by MIT</p> <p>Submission of Quarterly activity report from career guidance cells in constituent units in prescribed format</p>	<p>Director MIT</p> <p>HoIs / HODs /Director, Compliance</p>	<p>May 20, 2021</p> <p>Continuous</p>

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		<p>Discussion Point: 5.4.1 (Qualitative) - The Alumni Association/Chapter (registered and functional) has contributed significantly to the development of the Institution through financial and other support services during the last five year</p> <p>Discussion: <i>Pro VC highlighted the requirement of NAAC for registered Alumni association.</i></p> <p><i>VC advised that, moving forward, we need to think of registration of Alumni association. However, we also need to understand pros & cons before we go ahead</i></p>	Review the pros and cons of registering alumni association/chapter.	Registrar	By next IQAC meeting
		<p>Discussion Point: 7.1.10 (Quantitative) - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard</p> <ul style="list-style-type: none"> • The Code of Conduct is displayed on the website • There is a committee to monitor adherence to the Code of Conduct • Institution organizes professional ethics programmes for students, teachers, administrators and other staff • Annual awareness programmes on Code of Conduct are organized <p>Discussion: <i>VC suggested to review the existing code of conduct document by benchmarking with some of the best institutions and make it more comprehensive.</i></p> <p><i>Dr. Neeta Inamdar suggested to revisit the student dress code posted in MAHE website, as it may be sensitive to international students</i></p>	Quarterly report highlighting activities reinforcing /improving the code of conduct need to be submitted to Compliance by constituent units. Coverage includes compliance to prescribed code of conduct by Students, Faculty, and non-teaching staff. Also to review existing code of conduct benchmarking with peers.	HoIs / Heads of MAHE Teaching depts / Directorate of Research / Registrar Evaluation/H R /Director Student affairs /Chief Wardens- MAHE Hostels	By Next IQAC meeting

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
3	Best practices sharing and new initiatives	<p><u>Discussion Point:</u> Best Practices:</p> <ol style="list-style-type: none"> 1. Curriculum Conclaves involving all stakeholders for Design and Development of Curriculum 2. Student Centric Methods in Teaching, Learning and Evaluation with focus on experiential learning, deployment of innovative pedagogies 3. Comprehensive Research policy and Performance Management system leading to improvement in Quality of Research output. 4. Effective Deployment of IT in all Admin and Academic Processes 5. Improving Alumni data management using MS Teams for effective retrieval of data at various locations 6. Transparent HR practices and effective employee welfare measures at MAHE <p><u>Discussion</u> Registrar Evaluation suggested to add Digitization of Examination process as one of the best practices</p>	////////	////	////
		<p><u>Discussion Point:</u>New Initiatives:</p> <p>Presented and available in the IQAC office.</p>	////	////	////
4	Review / approval of the Annual Quality Assurance Report	<p><u>Discussion Point:</u> Submission of AQAR for 2019-20</p>	Submitted	IQAC Coordinator	Completed
5	Review of Academic audit outcomes (if conducted during the period)	<p><u>Discussion Point:</u> ISO Surveillance audit NCs</p>	Action taken presented with root cause analysis.	QA	Completed
		<p><u>Discussion Point:</u> Observations of cross audit of NAAC SSR by the Criteria wise teams. Observations along with action taken report were tabled</p>	Action taken presented for all the observations	Criteria Leaders	Completed

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
6	Stakeholders inputs/Suggestions for Improvement	<p>Discussion Point: Inputs from Stake holders:</p> <p>Students: Student Representative from MIT reported concerns related to following areas:</p> <ul style="list-style-type: none"> • End semester offline/online exams already conducted. • Uncertainty about the completion of semester and its impact on further activities including internships. • Conduct of Lab exams • Communications from Academic section • Revaluation/Grading <p>• Student rep. from MIC Manipal emphasized the requirement of latest upgraded equipment in the institute for practical subjects. For e.g., Camera</p> <p>• MCH Student asked to assist the students in getting back original certificates, hostel advance etc., as they do not know whom to contact during the pandemic period, when all the students are at their home</p> <p>Discussion: Pro VC observed that the academic concerns by the student representative from MIT were during the pandemic period when the academics in most of the institutions in India/abroad were facing aberrations. When asked whether there were any concerns before the pandemic period, the student mentioned that it was going smoothly at that point of time.</p> <p>The concerns were noted and will be shared with HoIs for further action.</p>	VC has 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 / HODs	By Next IQAC meeting

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date												
		<p>Alumni / Industry rep:</p> <p>Mr. Srikanth Bhat, MIT Alumni and Industry rep from Manipal.Net suggested that MAHE and its constituent units can explore deploying resources on virtual platform for industries . For example ,Virtual lab at MIT may be made available to Industries nearby for some cost, which will help them in this pandemic situation</p> <p>Teacher rep:</p> <p>Dr. Neeta Inamdar suggested introduction of Gender Equity policy in MAHE .</p>	<p>Committee formed for identifying consultancy opportunities among constituent units will look into the inputs given by Mr Srikant Bhat and submit their recommendations.</p> <p>Registrar to initiate a separate discussion in this regard.</p>	<p>Committee for Consultancy</p> <p>Registrar /HR</p>	<p>By Next IQAC Meeting</p> <p>By Next IQAC meeting</p>												
7	Activities Planned for the year and their Progress	<p><u>Discussion Point: Activities Planned and their status</u></p> <table border="1"> <thead> <tr> <th>Activity name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ISO Surveillance audit for 9K, 14K & 50K standards</td> <td>Completed</td> </tr> <tr> <td>NAAC Reaccreditation</td> <td>IIQA submission under process</td> </tr> <tr> <td>Application to AICTE for approval of programs of MIM, WGSMA, Design, MSOIS, IPM and Online education at MAHE Manipal campus name</td> <td>Successfully submitted</td> </tr> <tr> <td>Application to AICTE for approval of programs of MIT Bengaluru and Shristi Manipal Institute of Arts ,Design and Technology at Bengaluru campus under MAHE Bengaluru campus .</td> <td>Successfully submitted</td> </tr> <tr> <td>NEP implementation plan</td> <td>Plan submitted</td> </tr> </tbody> </table>		Activity name	Status	ISO Surveillance audit for 9K, 14K & 50K standards	Completed	NAAC Reaccreditation	IIQA submission under process	Application to AICTE for approval of programs of MIM, WGSMA, Design, MSOIS, IPM and Online education at MAHE Manipal campus name	Successfully submitted	Application to AICTE for approval of programs of MIT Bengaluru and Shristi Manipal Institute of Arts ,Design and Technology at Bengaluru campus under MAHE Bengaluru campus .	Successfully submitted	NEP implementation plan	Plan submitted	QA Team	Continuous
Activity name	Status																
ISO Surveillance audit for 9K, 14K & 50K standards	Completed																
NAAC Reaccreditation	IIQA submission under process																
Application to AICTE for approval of programs of MIM, WGSMA, Design, MSOIS, IPM and Online education at MAHE Manipal campus name	Successfully submitted																
Application to AICTE for approval of programs of MIT Bengaluru and Shristi Manipal Institute of Arts ,Design and Technology at Bengaluru campus under MAHE Bengaluru campus .	Successfully submitted																
NEP implementation plan	Plan submitted																

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		Data submission for THE WUR, QS WUR and NIRF	Completed		
		Integrated Data Governance system	Pilot study initiated with two institutions		
		Integrated Data Governance user training for pilot study institutions	Completed		
		ISO Internal auditor training	Planned		
		Orientation on Academic audit	Under process		
		Quality Mandate implementation	Plan prepn under process		
8	Agenda for Academic council	<p>Discussion Point: Agenda for Academic Council</p> <p>It was suggested that agenda which is common across the University or a group of institutions / faculty or between campuses will be proposed through the IQAC . Few examples : Timeline for Results ,Outcome Analysis of OBE , Credit system</p>	Deputy Registrar Academics will identify agenda points to be presented in Academic Council and include the same in the coming Academic Council meeting .	Deputy Registrar Academics	
9	Any other matter with the permission of the chair	<p>Discussion Point: Any other points/suggestions</p> <p><i>It was suggested by Dr Vinod Nayak that data related to Alumni initiated Student exchange programme (Metric 5.4.2) need to be captured on a timely basis .</i></p>	Constituent Units to report such exchanges. Office of International Affairs need to capture such exchanges . Office of Alumni Relations to capture such information.	HoIs/ Director International Collaborations/Director Alumni Relations	By Next IQAC Meeting

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

Sd/-

Director / Coordinator, Internal Quality Assurance cell