Action Taken Report

Presented at the IQAC Meeting held on 26th March   2022

Ref: Minutes of IQAC Meeting dated 4th May 2021

Observations/ Discussion	Action to be Taken	Responsible Person	Target Date	Action Taken
Agenda 1: Review / follow up of actions from previous IQAC meeting				
Arranging Academic Audits	• Academic Audit formats (Dept/Institutions/University)prepared to be reviewed and approved by Pro-VC (HS) • Approved formats to be circulated to all constituent units with a calendar to conduct audits and forward the agenda(if any) for Academic Council discussion.	Pro -VC(HS) & Director Compliance	June 30,2021	Completed Completed. All constituent units were informed about the frequency of audits to be conducted and submit reports to QA dept of MAHE
To create a document explaining the credit system at MAHE and its comparison with European ,Australian ,UK and US Systems	Deputy Registrar (Academics) and Registrar Evaluation to present their report in a separate meeting to VC ,Pro VC and Registrar	Deputy Registrar(Academics) /Registrar Evaluation	June 30 ,2021	The document was prepared, presented to MAHE leadership and circulated for feedback from various stakeholders as advised by University leadership. Draft Policy presented to IQAC on 26th March 2022.
All MAHE Institutions need to offer	Formation of Committee to study the strengths of the institutions and identify the consultancies that can be offered	Registrar	May 31,2021	Committee was formed and submitted its report on July 26, 2021 and also made presentation to MAHE

consultancies to outsiders to increase the revenue generation .	Publicity about consultancy on website	HoIs/HoDs of MAHE TDs	After recommendation of Committee	leadership team, including the Heads of the functional Departments concerned on August 20, 2021. This is under discussion. Committee chairman reported status in IQAC meeting .
To rename Conference fund as 'Research fund 'or 'Faculty Development Fund'	HR to revise the name of the policy accordingly .	HR in coordination with Director Research	June 30,2021	Pending . Status reported to IQAC . .
To make 20% of MOOCS courses mandatory in all institutions by next academic year	To capture the status of MOOC courses offered in various constituent units,Deputy Registrar Academics in consultation with Registrar Evaluation will prepare a template and circulate the same to constituent units. After receiving and analyzing the data ,it will be presented to MAHE Management . Implementation Road map will be prepared in consultation with constituent units to reach 20% target	Deputy Registrar Academics and Registrar Evaluation	June 30 ,2021	Template for capturing data regarding the use of MOOCs has been prepared in consultation with Registrar Evaluation and circulated to the constituent units. Data is being compiled. Status was reported by Deputy Registrar Academics to IQAC .
To analyse the demand for unregulated PG programs for last three years and re-fix the intake as the average of the last three years admissions,to	Director Compliance to discuss the proposed intake with Pro VC HS and after approval of proposal ,meeting of concerned HOIs to be called to discuss re-fixing of intake .After concurrence re-fixed intake to be conveyed to Director Admissions.	Pro VC HS ,HoIs ,Director Compliance ,Director Admissions	May 31,2021	With inputs from Director Admissions ,Director Compliance has prepared analytics of unregulated PG programs alongwith proposed intake . This was discussed with Pro VC and presented to IQAC .

increase demand ratio.				
Revenue generated from consultancies to be improved	QA will monitor consultancy revenue generated and report to MAHE Management	QA Team	Quarterly basis	Consultancy Revenue is monitored and reported to MAHE Management .
To implement barrier free access to facilities for the differently abled.	Committee to meet and review status	Pro VC HS and Committee Convenor	May 15th ,2021	Committee is meeting at periodic intervals to review status . Following facilities provided in 2 Phases **Phase 1** **15 toilets** for differently abled and **3 ramps** were taken up in various academic and hostel buildings of Mangalore(**7**) and Manipal(**8**) campus in first phase. **Phase 2** **9 toilets** for differently abled **and 1 ramp** has been taken up at various buildings of Manipal Campus.
Agenda 2 Review of Qualitative /Quantative Metrics				
1.1.2 (Qn)Syllabus Revision	Policy on Curriculum Conclave to be developed and implemented	Deputy Registrar Academics	May 31,2021	Policy on Curriculum Conclave was approved by Academic Council during the meeting on Sep. 11, 2021 (69th ACM)
1.1.1 (Ql)Orientation on Outcome Analysis of POs and COs	Registrar Evaluation to conduct half day workshop	Dy. Registrar (Academics)	July 31,2021	Registrar Evaluation reported that it has been completed.
2.5.1 (Qn)Average	• Full Implementation of SLCM	Director IT/Registrar Evaluation	Continuous	1. SLCM implementations across all Health Sciences (HS) and non-HS institutions are

number of days to declare results of term/year end examination . Can be implemented more effectively if SLCM is fully implemented .	• Change target to less than 10 days			completed and they are in standard support phase. 2. Admission module implementation in SLCM will begin from April 2022 including integration with NPF (NoPaperForm) and the target for delivery is 6 months. 3. SLCM at TAPMI is under implementation by the internal MAHE SLCM team. Target for completion is – July 2022. 4. MAHE BLR campus and MTMC – SLCM implementation is yet to start Changed target will implemented after full implementation of SLCM
2.5.2 (Qn) Average percentage of student grievances related to evaluation	Consistency to be monitored by Registrar Evaluation	Registrar Evaluation	Next IQAC meeting	Monitored by Registrar Evaluation and reported to MAHE Management.
5.1.3 (Qn) Average percentage of students benefited by guidance for competitive examinations and career guidance .	Continuous monitoring by QA on quarterly basis	QA team	Continuous	Continuous monitoring done by QA team and reported to IQAC .

5.4.1 (Qn) Requirement of Registered Alumni Association	Review of pros and cons of registering alumni association /chapter	Registrar	Next IQAC meeting	Review done and decision taken about not registering the alumni association .
7.1.10 Review of Existing code of conduct document	Code of Conduct related to • Students • Teachers • Admin /other staff Need to be reviewed ,benchmarked with best institutions and made more comprehensive	Directorate of Research /Registrar Evaluation/HR /Director Student Affairs /Chief Wardens -MAHE Hostels	Next IQAC meeting	Reviews done by various functional departments (as applicable) **Students** • **Evaluation** Existing code of conduct related to examination system is being reviewed and updated periodically. • **Student Affairs** Review of the Code of Conduct , which is already available on our website is in progress .Further students are briefed about the code of conduct in every orientation program. • **Chief Warden – HS/MIT** Review of Code of Conduct for students rests with DSA. **Teachers/Admin/other staff** • **Research** Existing policy is under process of revamping . By June,2022 the new policy will be in place .The first draft is already completed. • **HR** Review of Code of Conduct is under progress.
	Quarterly report highlighting activities reinforcing /improving the code of conduct	QA team	Continuous	QA is continuously monitoring and reported status in IQAC meeting .

	Revisit the student dress code posted in MAHE website considering its sensitiveness to international students	Director Student Affairs	By Next IQAC meeting	Dress Code revisited by Director Student Affairs and observation reported to IQAC.
Agenda 3. Best Practices Sharing and New Initiatives				
Best Practices Sharing	Identify Best Practices	QA Team	Ongoing	Best Practices of MAHE • Curriculum Conclaves involving all stakeholders for Design and Development of Curriculum • Student Centric Methods in Teaching ,Learning and Evaluation with focus on experiential learning ,deployment of innovative pedagogies • Comprehensive Research policy and Performance Management system leading to improvement in Quality of Research output. • Effective Deployment of IT in all Admin and Academic Processes • Improving Alumni data management using MS Teams for effective retrieval of data at various locations • Transparent HR practices and effective employee welfare measures at MAHE • Digitalization of Examinations
New Initiatives	Present the new initiatives, functional department-wise in MRMs	QA Team and Functional Heads	MRMs of Core and Support Depts	The new initiatives were presented in MRMs of Aug 25th /27th in 2021 and Feb 28/March 3rd in 2022.Also in IQAC meeting of March 26th,2022. Departments include Admissions, Alumni, Center for Doctoral Studies, Evaluation, General Services, Hostels MIT, Hostels MAHE, Directorate of Research , International Affairs, ISD, Purchase, Student Affairs and Quality & Compliance

Agenda 4. Review / approval of the Annual Quality Assurance Report				
AQAR Submission	Complete filling of AQAR for AY 2020-21 and seek approval of IQAC	QA Team	Submit By December 31 ,2021	AQAR format changed and deadline was extended to March end . Completed filling AQAR 2020-21 as per new format . AQAR discussed by IQAC . Will be submitted by Deadline .

Agenda 5. Review of Academic audit outcomes (if conducted during the period)

- Academic and Administrative Audit Outcomes of internal audit were reviewed in Management Review Meetings of Aug 25th /27th in 2021 and Feb 28/March 3rd in 2022.
- ISO 9001,14001 ,50001, External Audit Non -Conformances for the audit conducted by TUV Rheinland during March 7-11,2022, was presented to IQAC. Action Taken will be reviewed in next IQAC meeting.
- Review of Outcomes of Academic Audits conducted at constituent units- Status was reported to IQAC . The outcomes were reviewed, and institutions informed to submit ATR

Agenda 6. Suggestions for Improvements -Stakeholders inputs

Students

Inputs by Students of MIT , MIC ,MCH to be shared with HoIs for necessary action as applicable and feasible . HoIs to report to VC about the action planned /taken	Actions taken need to reported to VC	HoIs	By Next IQAC meeting	Action taken reported to VC .

Industry

Explore deploying resources on virtual platform for industries .	Committee for Consultancy to identify the resources that can be deployed on virtual platform	Committee for Consultancy	By Next IQAC	PURE platform is utilised for showcasing MAHE strengths with the possibilities of attracting consultancy offerings. Similar other platforms have also been assessed.

Teacher

Introduction of Gender Equity policy in MAHE	Registrar to initiate a separate discussion in this regard	Registrar	By Next IQAC meeting	The Human Resource Department is in the process of developing Gender Equity Policy and it will be submitted to the Management by April 15, 2022.

Agenda 7.Activities Planned for next year

NAAC Reaccreditation	Submit IIQA and after its approval complete further accreditation formalities	QA Team	By July 2021	IIQA was submitted on 1st June 2021. It was approved on Aug 12,2021. SSR was submitted on Oct 7 ,2021. DVV queries were addressed. Dates for Peer Team visit are proposed in the NAAC portal .
ISO Internal Auditor training	Plan and Schedule ISO Internal auditor training	QA Team	Before Next audit cycle	40 Auditors were trained in the month of Jan. 2022
Orientation on Academic Audit	Feedback collected from Institutions about the Academic Audit formats	QA Team	Continuous	Feedback collected from Nodal officers. They were comfortable with the format and were informed to suggest any changes/improvements if they identify in future audits .
Quality Mandate implementation	Preparation of plan	QA Team	By Next IQAC Meeting	All Task Forces and Activities identified as per Mandate and are under implementation .
Orientation on Outcome Analysis of POs/COs	Half day Workshop	Registrar Evaluation	July 31,2021	Registrar Evaluation reported that it has been completed .

Agenda 8. for Academic Council

Credit System at MAHE	Prepare policy document and get it approved at Academic Council after discussion in IQAC	Deputy Registrar (Academics)	By Next IQAC meeting	Policy on credit system prepared. Discussed in the IQAC meeting.

To make 20% MOOC courses mandatory in all institutions	Deputy Registrar Academics to prepare implementation road map and present in Academic Council	Deputy Registrar Academics	June 30 ,2021	Template for capturing data regarding the use of MOOCs has been prepared in consultation with Registrar Evaluation and circulated to the constituent units. Data is being compiled. Status reported in IQAC meeting .
Agenda 9. Any other matter with the permission of chair				
Data related to Alumni initiated student exchange programme (metric 5.4.2) need to be captured on a timely basis	OIAC to in association with Office of Alumni affairs and constituent units need to capture Student exchanges initiated by alumni on a timely basis	HoIs/Director International Collaborations ,Director Alumni Relations	Report progress in next IQAC meeting	Office of Alumni Affairs in coordination with Office of International Affairs and Collaborations(OIAC) and constituent units are continuously monitoring this .

Sd/-

Director / Coordinator, Internal Quality Assurance cell