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

14ᵗʰ INTERNAL QUALITY ASSURANCE CELL MEET

Date & Time: **December 18, 2024 at 2.30 pm**   *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 introduced the new members of the cell and student representatives 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	Suggested DoE to upload the contents of the online MBA programs on SWAYAM portal Status: The Director of Online Education informed us that it's quite a long process, but they have started it. And they have to submit an expression of interest. The government also supports this with some grants for developing the program. So, they have started discussions with faculties to actually onboard certain proposals for developing online courses. But the existing what they are having they are not able to	Suggested to consider niche areas for developing new courses. For, e.g. on the health science side, Public Health, Nursing & Allied Health would probably be the best options. We need to make a beginning with at least few courses to make our presence felt.	Director, Online Education	Report progress By next IQAC

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		convert and directly put it into SWAYAM. So they are working on this.			
		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. Same was introduced at MIT and MCOPS 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 Status: Three to four schools on the Bangalore campus, are onboard now Need to resolve scheduling issues to prevent delays and ensure academic calendars align before announcements to students. MTMC Jamshedpur has the needed infrastructure; KMC Mangalore needs a computer centre, which will be budgeted for. With more machines, we can implement activities at KMC Mangalore and KMC Manipal.	Registrar Evaluation informed that from the next exam cycle, will introduce paper seeing in more institutions and over next one year roll this out across all the institutions.	Registrar Evaluation	Next Exam cycle
		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: Since it is the rollout phase of the new SLCM, all these features are going to be part of the new SLCM. Transcripts will be printed in the university letterhead with the signature of the Registrar of Evaluation as well as the HOI of the institution.	As discussed,	Registrar (E)	July/Aug. 2025

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		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. **Present status**: Pro VC (Tech. & Science) informed that, *they have already identified 9, and it is going to be more than 15.*	To go ahead with another 5-6 areas	DoR	
		Discussion Point: Installing 10 more Sanitary napkin vending machines in Manipal & Mangalore campus. **Status:** QR code enabled vending machines were decided to be installed. By end of January, will be installing 10 machines in MAHE campus and 2 in Mangalore campus.	Suggested to do it in Bangalore, Jamshedpur and TAPMI campuses also.	DGS	Feb. 2025
		Discussion Point: Conducting Environment / Stability and Energy audits at all the MAHE buildings **Present status**: successfully installed sensor-based corridor lighting in Two major Blocks. In the next fiscal year, we plan to install sensor-based corridor lighting in two more major hostels blocks. Star Rating for Buildings based on EnPI – Kwh/ sq Mtr/Year. 5 Star: 72 Buildings 4 Star: 30 Buildings 3 Star: 10 Buildings 2 Star: 08 Buildings 1 Star: 02 Buildings Flow-restricted taps, which were initiated in 2023, will continue.	Suggested extending sensor-based lighting in all the hostel areas and replacing the taps with flow restrictors.	DGS	To update the status in the next IQAC meeting

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		Completed Buildings: 13 Water Savings: 25 to 30 % per building.			
		<u>Discussion Point</u>: Conducting Academic audit at Bangalore & Jamshedpur campuses <u>Status</u>: The Bangalore campus has submitted a self-study report. Based on this, the audit will be conducted on Dec. 20, 2024	To conduct as per the plan.	Directors Quality & Compliance	
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.	<u>Discussion</u> 2.1.1. Percentage of seats filled against seats reserved for various categories as per applicable reservation policy – Percentage of seats filled above 90 would get full points	VC said that, this may need a more focused approach. Also, when the second session admission starts in January, things may improve	--	--
		2.1.2. Student Demand Ratio applicable to programmes where state / central common entrance tests are not conducted – Number of applications need to be improved	It was informed that this is a common phenomenon in a multidisciplinary University. Some initiatives have been taken in this regard and it may take time to improve.	--	--
		3.1.2. The institution provides seed money to its teachers for research. – Seed money utilization need to be improved	VC suggested that the DoR team need to verify, once again, along with the Finance team, the financial data reported for Criteria 3.1.2 and confirm the same with him	DOR and Finance office	Immediate
		3.4.4 Average number of Ph.D/ DM/ M Ch/ PG Degree in the respective disciplines received per recognized PG			

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		teacher of the Institution during the last five years – Here improvement is there but not up to the mark	It was informed that, from next year onwards, there may be substantial improvement	--	--
		3.5.2 Revenue generated from consultancy and clinical trials during the year 2023-24 (INR in Lakhs) – Little bit improvement required	VC suggested that the DoR team need to verify, once again, along with the Finance team, the financial data reported for Criteria 3.5.2 and confirm the same with him	DOR and Finance office	Immediate
		4.2.4 Is the Teaching Hospital / Clinical Laboratory accredited by any National Accrediting Agency? NABH accreditation NABL accreditation International accreditation like JCI., ISO certification of departments /Institution GLP/GCLP – We have all the accreditations except GLP/GCLP	COO informed that we can upgrade the Animal house and consider the same for this accreditation	Pro VC Health Sciences, COO and Director Research	By Next IQAC
		6.3.2 Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years	VC suggested for a comprehensive review of the policy including increasing provision for membership fee for Professional bodies	Registrar	By next IQAC
4	Best practices sharing and new initiatives	IQAC Coordinator informed the members that the following Best practices will be showcased in the AQAR 23-24. 1. "Internationalization" 2. "Nasha Mukth Abhiyaan"	Approved	Director Compliance	AQAR 23-24
		Discussion Point: New Initiatives Presented and discussed in the MRM held on Sep. 12, 2024. Details available in the Quality office	For information	-----	-----

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
5	Review/approval of the Annual Quality Assurance Report	Compilation of the AQAR for the period 2023-24 is under progress and will be circulated to the top management shortly	As discussed.	IQAC Coordinator	Before final submission
6	Review of Academic audit outcomes (if conducted during the period)	The academic audit at the Bangalore campus is scheduled for Dec. 20th.	Outcome to be shared with the top management	Directors – Q&C	Jan 31, 2025
7	Stakeholders' Inputs/Suggestions for Improvement	**Discussion Point:** Inputs from Stakeholders: **Students:** **MIT Manipal** • Mr Dillon Asher Almeida expressed his happiness for allowing the paper to be seen before announcing the results. However, he expressed his apprehension over the time allotted for paper seeing, as it is clashing with either make-up exams or labs exams. **TAPMI Manipal** • Ms. Harshita mentioned that her college has a very strict attendance policy. She suggested that it would be beneficial to have regular updates on attendance available on the SLCM portal. Additionally, she proposed the development of a mobile app for the SLCM portal, allowing students to easily access their attendance records and timetables more frequently. This mobile app would be a valuable feature for students regarding attendance management. **KMC Manipal**	It was informed that, from next academic year onwards, the academic calendar will be prepared in such a way that, paper seeing will not clash with make-up exams or lab exams It was informed that, for the first time, SLCM will be implemented at TAPMI, with a launch date set for December 26. This system will provide students with a ready interface to access class schedules and attendance information. Additionally, students' marks will also be available through this interface. This means that all teaching and learning engagements will be accessible, ensuring complete transparency	-- --	

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
		• Ms. Aradhya Mishra indicated that there are no significant concerns regarding academics. The curriculum covers specific topics in designated classes, and everything is proceeding as it should. They also have regular examinations conducted as per schedule. Regarding extracurricular activities, all student organizations are functioning as intended. **MCODS Mangalore** • Mr. Goutam Sanil said that the meeting was informative and since he is a localite, he is not aware about any issues of the hostelites . He said that hostel provide good food, as claimed. **Teacher representative:** • Dr. Vishwanatha H M informed that the meeting was informative and as it was his introductory meeting, he may be in a better position to make any comments in the next IQAC . **Alumni/Industry representative** • Mr. Mayur U. Shetty, CEO of Blackfrog Technologies, suggested that facilitating seed grants allows professors and students to collaborate on solutions. He felt that it may be beneficial to explore possibility of increasing the funding amount for these grants.	-- -- Vice Chancellor asked the teacher representative to also speak with his peers to capture any concerns that needs to be addressed . Vice Chancellor informed that Seed fund is to initially support a pilot project. Later on, the researcher or the group of researchers are supposed to work on and develop a proposal for extra mural funding. Exponentially increasing the seed grant is not possible. If any researcher/s have an	-- -- Teacher Rep --	-- Next IQAC --

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
			excellent research idea for which funding has not been provided, the University has evaluated the same and provided the seed money based on the merit of the case. And also it may be noted that these grants are meant for early researchers at Asst. Professor/ Associate Professor-level and not for accomplished ones like Professor		
8	Activities Planned for the Year and their Progress	Discussion Point: Activities Planned and their status <table><tr><td>Activities planned</td><td>Status</td></tr><tr><td>NAAC – AQAR 2023-24 compilation and submission</td><td>Compilation under progress</td></tr><tr><td>Data submission to QS & THE World Rankings 2026 and QS Sustainability Ranking 2026</td><td>Process has been started</td></tr><tr><td>Academic Audit at Bengaluru & Jamshedpur Campus</td><td>Academic audit at Bengaluru campus will be held on December 20, 2024</td></tr><tr><td>Hand holding MGM College for autonomous status by UGC</td><td>Autonomous status granted by UGC</td></tr><tr><td>ISO Internal Auditor Training program</td><td>Two batches were completed in the month of July, and Fifty three new auditors were added to the pool. Two more batches are planned during Jan. 6-11, 2024</td></tr></table>	QA Team	As per the plan
9	Agenda for Academic council	Nil	--	--	--
10	Any other matter with the permission of the chair	Dr Mangala Pai, Dy. Director Q&C, M'lore campus, requested a Creche facility for the Mangalore campus because a lot of young faculty members are now coming back from maternity leaves and having kids.	The Vice Chancellor suggested Pro Vice Chancellor, Mangalore campus may identify a central location for establishing a creche facility, which would be	Pro VC – M'lore campus	Before next IQAC

Sl. No.	Agenda Point	Discussion	Action	Responsibility	Target date
			beneficial for all female faculty members. Additionally, it was recommended to conduct a survey to determine how many people would be interested in using the facility and the duration of use they would require each day. This information will help us proceed with the creation of the facility.		

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

Sd/-

Director Compliance / Coordinator, Internal Quality Assurance cell