MEDI-CAPS UNIVERSITY, INDORE

THE AGENDA FOR MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
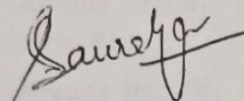
MEETING-NOTICE

To

All the members of IQAC

Dear Sir/Madam,

It is my pleasure to inform you that a meeting of the Internal Quality Assurance Cell of Medi-Caps University, Indore is scheduled to be held on 20-08-2018 at 03:00 PM in the Board Room of the University. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 13-08-2018

(Dr. Saurabh Jain)

Director, IQAC

Encl: The brief-agenda of the meeting

Copy to the following for information, please :

1. The Hon'ble Chancellor / the Pro-Chancellor
2. The Vice Chancellor
3. The Registrar
4. All the members

The following agenda-items shall be discussed in the meeting of IQAC that has been scheduled to be held on 20-08-2018 at 03.00 PM in the Board Room of the University:

Agenda Item-01: To discuss how to stimulate the academic environment for promotion of quality of teaching-learning and research in the university. Further to facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. To optimize and integrate modern methods of teaching and learning

Agenda Item-02: To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the University. To further initiate the process of setting quality benchmarks/ parameters for the various academic, administrative, research, consultancy, practical training and extension activities of the university

Agenda Item-03: To work out the mechanism for ensuring timely, efficient and periodic-progressive performance of academic, administrative, financial, research and extension activities on regular basis and accreditation of university or specific academic programs

Agenda Item-04: To devise and/or revise the process of documentation of the various programs/activities leading to quality improvement

Agenda Item-05: To devise and/or revise the process of dissemination of all relevant information to all stakeholders for sensitizing them on the various quality parameters of higher & technical education

Agenda Item-06: To devise and/or revise the mode of ensuring the credibility of teaching, learning, evaluation, examination procedures through regular but internal academic, administrative and physical audits on annual basis

Agenda Item-07: To discuss on suggesting further necessary action required for various quality parameters

Agenda Item-08: To explore the possibilities of research sharing and networking with other institutions in India and abroad for quality evaluation, promotion and sustenance

Agenda Item-09: To devise the mechanism for the wider publicity, timely promotion and aggressive-cum-competitive marketing of university's academic and research strengths to all stakeholders' especially potential scholars and students

Agenda Item-10: To discuss the exact role of IQAC. Indicative functions are mentioned as under. To further discuss to elaborate the procedure for execution of the tasks and to add few more points, if required

Indicative role of University level IQAC:

1. The plan of action to be chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year
2. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality. Collect and furnish information received from departments through MIS
3. AAA (Academic Administrative Audit), yearly

4. Participation in NIRF
5. ISO certification-Renewal
6. BOS meetings (MOM, ATR etc), frequently
7. Academic Council & Department Council meetings (MOM, ATR, Vision, Mission, PO, PSO, CO, mapping, Students' evaluation and assessment scheme & formats)
8. FDP/Faculty Orientation Programs/Staff training/UGC – Faculty Improvement Programme, Induction Programmes for newly recruited teachers etc. organized by IQAC at university level
9. Organize Leadership/Management training for all educational administrators
10. Organize training programmes for the students on soft skills, communication skills, entrepreneurship, ethics etc.
11. Organize Induction programmes for the newly inducted students
12. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

13. Arrangement for feedback response on quality-related institutional processes from:
    ➢ Alumni,
    ➢ Employers,
    ➢ Students (on Academics & Administration)
    ➢ Other Stakeholders
14. New inter-disciplinary programs started (Diploma/UG/PG)
15. Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
16. Details regarding
    ➢ Interdisciplinary projects,
    ➢ Industry sponsored projects,
    ➢ University sponsored projects,
17. Revenue generation: Fund to UTD from CAS, UGC, DST, CSIR, DSIR etc
18. Budget: University
19. Linkages, Collaborations
20. Collaborative research programs
21. T & P record-keeping
22. Alumni association activities-especially tracking of alumna's progress after completion of the course.
23. Community services -NSS, adoption of few villages for exchange of knowledge and overall social/economic betterment of the village communities etc
24. Improvement in library services
25. Collect and furnish information in AQAR (Annual Quality Assurance Report) yearly as per guidelines and parameters of NAAC and its SWOT analysis
26. Collect and furnish information in NAAC-SSR yearly and SWOT analysis
27. Collect and furnish information in NBA-SAR yearly and SWOT analysis
28. Obtain SIRO (Scientific and Industrial Research Organization) recognition from DSIR-DST. Govt. of India
29. MOM, notice file, attendance, activity record of
    ➢ Grievances Redressal cell (for faculty and students)
    ➢ Anti-ragging committee & squad
    ➢ Proctorial board

- Women grievances Redressal cell (Members-faculty and students)
- Entrepreneurship development cell (EDC)
- Staff Welfare Committee
- NSS and community services centers
- NCC wing
- T&P cell
- Industry-Institute Partnership (IIP) cell
- Collaboration and MOUs cell
- Research and Innovation Development & Promotion cell
- Information Technology and Knowledge Management Centre
- Values and Ethics Development cell
- Environmental Consciousness and Green Audit Committee
- University yearly Academic Administrative Audit (AAA) committee
- University Academic Calendar preparation and monitoring committee
- Publication centre for journals, web and e-contents, university magazine, department newsletters, prospectus, handbook and department wall magazines
- Equal Opportunity cell
- Gender Sensitization cell
- Health centre
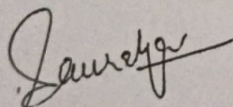- Daycare centre
- Hostel committee

Indicative role of Department level IQAC

1. The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year
2. Arrangement for feedback response on quality-related institutional processes from:
   - Parents,
   - Students on teaching-learning process, various events, expert talks, workshops etc.
   - Student Satisfaction Survey (SSS) on overall institutional performance
3. Organization of Seminars/Conferences/ Workshops/Symposia organized by the IQAC
4. Syllabus Revision: Why, how, when (Learning Outcome based curriculum framework-Curriculum revision at regular intervals)
5. Faculty-Student Ratio, Faculty Qualification & Cadre Ratio, Non-teaching staff details
6. Faculty: Received awards, recognition, fellowships at State, National, International level from   Government, recognized bodies
7. Fund to UTD from CAS, UGC, DST etc
8. Faculty served as experts, chairpersons or resource persons
9. Budget: Department
10. Linkages, Collaborations
11. Collaborative research programs
12. Patents
13. Research Publications
14. JRF, SRF, PDF, Research Associates with fellowship
15. Details of student support mechanism for coaching for competitive examinations (If any)- GATE, GRE, CAT, IAS, PSU, ES etc.

16. Professional society memberships, meetings, activity records, notice file, attendance record MOM, ATR
17. Department library committee- Details of new titles/journals/magazines added/subscribed
18. Department newsletter publication committee
19. Faculty course files
20. Departmental Academic Council (MOM, ATR, Vision, Mission, PO, PSO, CO, mapping)
21. PTM
22. Mentor-ship Scheme (List of mentors-mentees, MOM, ATR)
23. Initiatives undertaken towards faculty development:
    - Refresher courses,
    - UGC – Faculty Improvement Programme,
    - HRD programmes,
    - Orientation programmes,
    - Faculty exchange programme,
    - Staff training conducted by the university,
    - Staff training conducted by other institutions, Summer / Winter schools, Workshops, etc.
24. Details regarding
    - Major projects,
    - Minor projects,
    - Interdisciplinary projects,
    - Industry sponsored projects,
    - University sponsored projects,
    - Student research publications,
    - Research publications
    - Research Projects- Ongoing/completed
25. Furnish information in MIS (Monthly)
26. Furnish information in AQAR (Yearly)
27. Furnish information in NAAC-SSR (Yearly)
28. Furnish information in NBA-SAR (Yearly)
29. Promote links of the students with society/industry such that at least 2/3rd of the students engage in socially productive activities during their period of study.

Agenda Item-11: Any other item with the permission of chair

(Dr. Saurabh Jain)

Director, IQAC

05 of 05

IQAC Meeting Notice

Received by:

1. Shri Gopal Agrawal — Member of the Governing Body - Pro-Chancellor
2. Dr. Sunil K. Somani — Chairperson: Head of the Institution - Vice-Chancellor } *Jessy 18/8/18*
3. Dr. D.K. Panda — Professor
4. Dr. Harish Bapat — Professor
5. Dr. Preeti Jain - Professor *For Sidhwani 18/08/18*
6. Dr. Suresh Jain — Professor *for*
7. Dr. R.K. Agrawal — Professor *for*
8. Dr. Mohd. Ali - Associate Professor
9. Dr. Rajesh Arya — Associate Professor
10. Dr. Prashant Panse- Assistant Professor *for Bhunwley 18/8/18*
11. Dr. Pradyumna Yadav- Registrar *Yadav 18/08/18*
12. Dr. L. D. Arya - Prof. In-Charge, Library
13. Dr. A. A. Kosar — Examination Controller *for*
14. Dr. Deepak Talwar — Dean, Student Welfare
15. Dr. B.M.Singhi — Ex-Professor, MITM, Indore
16. Dr. Pratosh Bansal — Professor IET, DAVV, Indore
17. Ms. Awanee Subedar — Assistant Professor, MU, Indore
18. Mr. Sanjay Chouhan — PMO & Branch Safety Leader, TCS Indore
19. Dr. Saurabh Jain — Director/Coordinator IQAC