MEDI-CAPS UNIVERSITY, INDORE

Minutes of 11th meeting of Internal Quality Assurance Cell (Draft)

Friday, October 04, 2024

Date: 14.10.2024

The 11th Meeting of the Internal Quality Assurance Cell was held on Friday, October 04, 2024 at 11:00 a.m. at the Conference Hall 'A Block'.

The following members attended the meeting:

Name	Designation/Capacity	Position
Prof. Dilip K. Patnaik	Head of the Institution: Vice-Chancellor	Chairperson
Mr. Palash Garg	Nominee from Governing Body	Special Invitee
Ms. Saloni Garg	Nominee from Governing Body	Special Invitee
Prof. D.K. Panda	Pro Vice-Chancellor	Member
Prof. P. Siluvainathan	Registrar	Member
Prof. Swagata Gupta	Nominee from reputed research bodies	Member
Mr. Shailesh Mishra	Nominee from Employers/Industrialists/Stakeholders	Member
Prof. Sunil D. Upadhyay	Senior Teacher	Member
Prof. V. Ganeshan	Senior Teacher	Member
Prof. Preeti Jain	Senior Teacher	Member
Prof. Sourabh Dave	Nominee from Alumni	Member
Mr. Sanjay Dhare	CFAO	Special Invitee
Mr. Tanish Vyas	Nominee from Students	Member
Prof. Priyamvada Tiwari	Senior Teacher	Special Invitee
Prof. Kalyan Sahoo	Senior Teacher	Special Invitee
Prof. Saurabh Jain	Coordinator IQAC	Special Invitee
Prof. A.A. Koser	Director IQAC	Member Secretary

IQAC 11.1 Opening remarks of Chairman

The meeting was opened by the Chair by welcoming all the members and invitees. New members were introduced.

IQAC 11.2 Leave of absence:

The following members were granted leave of absence:

1. Mr. Gopal Agrawal
2. Dr. Sanjay Jain
3. Dr. Shilpa Tripathi

IQAC 11.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 10th IQAC meeting held on February 21, 2024. IQAC board confirmed the minutes of 10th IQAC meeting.

IQAC.11.4 Action Taken Report of 10th Meeting of IQAC

S. No.	Agenda Item	Decisions taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
i.	IQAC 5.8.1 Creation of Hall of Fame	It was agreed upon to build an additional dedicated hall of 2000-3000 sq.ft. for the purpose before NAAC peer team visit. The matter was forwarded to AC. It was also proposed to place a digital version of Hall of Fame on our website for better reachability and ease of frequent updates. Director of Branding and Promotion was given the responsibility. The matter after discussion was decided to forward to Academic Council.	Registrar	It had already been discussed in the Academic Council.	Completed	It was reported that despite building an additional dedicated hall, a wall of frame head already stablished at 'F block'. University website was being overhauled and digital hall of frame had been planned.

ii.	IQAC 6.8.6 Appointment of student counsellor and faculty counsellor.	It was informed that part-time counsellor would be available in the university health center on every alternate day of the week. It was suggested to DSW to sensitize faculty members and students and to prepare a SoP and present in the next IQAC meeting. Policy is to put up to AC for approval. It was informed that from March 01, 2024, a counsellor would join.	DoSA	The policy had been put in AC for discussion and approval. The counsellor has been appointed.	Completed	It was reported that the work of appointment of student counsellor and faculty counsellor had been done.
iii.	IQAC.10.8.1 Teacher-student communication	The student representative informed that the facility of teacher-student communication through ERP or website was inappropriate. Revamping was required. A live attendance checking facility for the students was also requested. It was informed by the chairman that a beta version of one mobile App would be released to address all such issues very soon. It was suggested to the IQAC core team to use & test the App first and give feedback. It was requested by the student representative to let the students use and test the App too for better feedback.	IQAC	The IQAC core team used & tested the App. Student representatives also used and tested the App. The App did not appeal much. The better alternative was found to	Completed	Dean Engineering and Dean of Planning Affairs were given the responsibility to explore the solution and put up within one month time.

				continue using Whats App & E-Mail		
iv.	IQAC.10.8.2 Alumni Cell	The office of the Alumni Cell was informed to be under construction in the Training and Placement block and it was apprised to be completed by the end of March 2024.	Registrar	Construction in the Training and Placement block has been completed. The Alumni cell has started its operations from there.	Completed	It was reported that the work was completed.

The Action taken report was discussed and approved by the board.

IQAC.11.5 Approval Items

IQAC.11.5.1 Creation of some new positions:

a. Prof. In-Charge, Consultancy: Look for constancy opportunities.
b. Prof. In-Charge, Career Counselling including Competitive Exam Guidance Cell: Establish cell to provide guidance for GATE, CAT, Civil Services, NET, SLET, State Government exams etc.
c. Prof. In-Charge, Indian Knowledge System: Integration of IKS in curriculum
d. Research Coordinator: UG student-PhD Scholars mapping, help in all research activities, ssupport to Dean of Research Affairs
e. CTC Coordinator: Technical training, soft skill training, Mock interviews etc especially in view of placement drives & entrepreneurship opportunities, support to CTC.

IQAC Discussion: IQAC discussed about creation of above-mentioned positions. It was agreed upon that creation of positions a, b, c and d was justified. For position of CTC coordinator, it was denied.

IQAC Recommendation: The Dean of Planning Affairs had been given the responsibility to do the needful and put up the proposal in Academic Council.

IQAC.11.5.2 E-content development of non-gradial courses to run them in the timing beyond regular time-table.

IQAC Discussion: IQAC discussed and agreed upon the idea of development of course-content not just for non-gradial courses but for the maximum number of the courses abiding NEP and UGC recommendations too. HoDs had been given the responsibility to expedite the work. Establishment of recording studio was appreciated. Members believed that launching online course and MOOC courses would certainly improve our perception among the society. It was also reported that the course template had already been shared with all. Some courses had already been developed and would be ready for launch soon.

IQAC Recommendation: The above matter after discussion was decided to forward to Academic Council for reporting.

IQAC.11.5.3 Organising more parents' meetings.

IQAC Discussion: IQAC discussed the need and nature of the parent-teacher meetings. It was finalised that the student mentors might arrange the same for the parents of their mentees as they used to be in touch with the parents.

IQAC Recommendation: Dean Engineering along with Prof In-charge Mentorship had been given the responsibility to do the needful and put up the proposal in Academic Council.

IQAC.11.5.4 Adaption of Double Degree program scheme.

IQAC Discussion: IQAC discussed the concept in detail and agreed principally to work in that direction.

IQAC Recommendation: Dean of Planning Affairs was given the responsibility to plan and put up the scheme to Academic Council for final approval.

IQAC.11.5.5 Boys' hostel capacity to increase.

IQAC Discussion: It was agreed that the need was justified but as our campus-1 had saturated in terms of space and university did not wish to reduce the green/open area, no additional building could be planned. It was also proposed to look for the possibility of an additional floor on the existing boys' hostel building.

IQAC Recommendation: Dean of Planning Affairs and Registrar had been given the responsibility to do the needful and put up the proposal in Academic Council.

IQAC.11.5.6 Award for best performing teaching department in Academic and Administrative Audit.

IQAC Discussion: It was agreed by all to start ranking system of the departments based on their performance in AAA for creating a healthy competition amongst departments to perform better for the betterment of university.

IQAC Recommendation: Director IQAC had been given the responsibility to do the needful and put up the proposal in Academic Council for reporting.

IQAC.11.5.7 Approval to apply for NBA for programs B.Tech. (EC, ME, EE, IT, CE), B.Pharm, MCA and MBA.

IQAC Discussion: It was agreed by all to work for NBA accreditation and apply for as many departments as possible.

IQAC Recommendation: The above matter after discussion was decided to forward to Academic Council for reporting.

IQAC.11.5.8 Inclusion of CDC in No-dues norm of the students.

IQAC Discussion: It was discussed and agreed by all that the idea would not be able to give a better solution for the collection of data against student progression.

IQAC Recommendation: Alumni cell and mentors would be better channels to collect the same. The above matter was closed with a suggestion to Alumni cell and Prof. In charge Mentorship Program to work for the same.

IQAC.11.6 Ratification Items

No items were there.

IQAC.11.7 Reporting Items

IQAC.11.7.1 In the process of NAAC application, Institutional Information for Quality Assessment (IIQA) was submitted on October 16, 2023, and approved by NAAC on November 01, 2023

IQAC.11.7.2 Further, after approval of IIQA, NAAC SSR had been submitted on December 13, 2023.

IQAC.11.7.3 Data Validation and Verification (DVV) process and Student Satisfaction Survey (SSS) had been started after December 13, 2023. On December 15, 2023, a clarification was received from NAAC, and it was replied on December 27, 2023.

IQAC.11.7.4 IQAC team, along with all the internal stakeholders, prepared for the NAAC peer team visit. The visit took place in May 2024. Before the visit, The IQAC team kept on sensitizing the departments/offices about the documentation and other requirements of the NAAC visit. Frequent visits, audits and handholding sessions were organized. Thorough checking of the documentation was being done. Special focus was laid on course files, students' continuous valuation records, DMR, lab manuals, lab stock and

maintenance registers, logbooks, outcome attainments etc. Separate sessions were held for the faculty members of various departments.

IQAC.11.7.5 The result of NAAC accreditation process was declared, and Medi-Caps University has been awarded a score of 3.18 out of 4 with "A" grade. Though, is a respectable score in the first cycle, an appeal against the result and fairness of evaluation process had been filed. The result is still awaited.

IQAC.11.7.6 Academic and Administrative Audits (AAA) were conducted for all the teaching and non-teaching departments/sections/cells in July-August 2024. These audits were done for the even semester (January-June 2024) of the academic year 2023-24.

IQAC.11.7.7 For the betterment of the university, some physical facilities have been developed. These include:

- Installation of 10 Twin Dustbins (with stand) at various blocks,
- 5 Wheelchair procurement,
- 5 Sanitary Napkin Machine procurement and installation,
- 6-seater E-cart (Golf cart) procurement,
- Installation of an Open Gym at playground area,
- Installation of QR Scanner for giving feedback/suggestions easily,
- Installation of Sign/direction boards in every nook and corner of the campus,
- Placement of Bed and Mirror in Girls common rooms,
- Procurement of Additional sport kits,
- Establishment of Yog center,
- Establishment of Art gallery,
- Establishment of AV center cum Lecture capturing,
- Establishment of Lab as Museum,
- Additional Book Publication by faculty,
- Increasing Library sitting capacity,
- Installation of Interactive Panel Boards,
- Installation of Audio System for classroom,
- Establishment of Central Instrumentation Centre etc.

IQAC.11.7.8 Events conducted by IQAC

1. Awareness Sessions on NBA Accreditation was conducted on 11th -13th June 2024 for all HoDs
2. Awareness Sessions on NBA Accreditation was conducted on 26th June 2024 for all faculties.
3. "Understanding Intellectual Property Rights (IPR): Safeguarding Innovation and Creativity" was conducted on 28th June 2024 for all Deans, HoDs and faculties members.
4. Awareness Sessions on Academic & Administrative Audit (AAA) was conducted on 06th August 2024, for all non-teaching staff.
5. Awareness Sessions on National Education Policy 2020 was conducted on 09th September 2024 for all faculties.
6. Seminar on Outcome Based Education was conducted on 12th September 2024 for all faculties.

7. Awareness Sessions on Outcome Based Education and Course File preparation was conducted on 13th September 2024 for all newly joined faculty.

IQAC.11.8   Any other item with the permission of the Chair

IQAC.11.8.1   IQAC core team was commended for its efforts for improving the teaching-learning environment of the university which also resulted in a good NAAC grade. It was proposed that IQAC core team should venture in the consultancy services for accreditations for colleges/universities pan India.

IQAC Discussion: It was discussed and agreed by all to start the consultancy. IQAC core team was suggested to prepare the proposal and proceed further.

IQAC Recommendation: The above matter after discussion was decided to forward to Academic Council for reporting.

IQAC.11.8.2 It was proposed to start a hostel for the trainees at the campus. Many departments like Agriculture could train the candidates from out of university under different schemes.

IQAC Discussion: It was discussed that present campus had been saturated for space and no additional building could be planned but at campus-2.

IQAC Recommendation: The above matter after discussion was decided that Dean Planning & Development and CFAO to plan and put up the proposal in BoM.
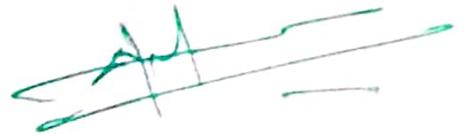
IQAC.11.9   End of Meeting.

The Chair appreciated the council members for their keen participation and input for the quality improvement of the University in all aspects. Next meeting was decided to be kept after three months.

The meeting ended with a vote of thanks to the Chair.

Dr. A.A. Koser
Member Secretary and Director IQAC

Dr. Dilip K. Patnaik
Vice-Chancellor and Chairperson