

MEDI-CAPS UNIVERSITY, INDORE

Minutes of 5th meeting of Internal Quality Assurance Cell

Wednesday, December 22, 2021

Date: 03.01.2022

5th Meeting of Internal Quality Assurance Cell was held on December 22, 2021 (Wednesday) at 11:00 a.m. at the University Board Room.

Following members attended the meeting:

Name	Designation/Capacity	Position
Dr. Dilip K. Patnaik	Head of the Institution: Vice-Chancellor	Chairperson
Mr. Palash Garg (attended online)	Nominee from Governing Body	Special Invitee
Dr. Ankur Saxena	Registrar	Member
Dr. S.C. Sharma	Nominee from reputed research bodies	Member
Mr. Yatish Mathur	Nominee from Employers/Industrialists/Stakeholders	Member
Dr. Sunil K. Upadhyay	Senior Teacher	Member
Dr. R.S. Tare	Senior Teacher	Member
Dr. Suresh Jain	Senior Teacher	Member
Dr. Harish Bapat	Senior Teacher	Member
Dr. Preeti Jain	Senior Teacher	Member
Dr. Shilpa Tripathi	Senior Teacher	Member
Dr. Shweta Rathi	Senior Teacher	Member
Mr. Sourabh Dave	Nominee from Alumni	Member
Ms. Unnati Bokhariya	Nominee from Students	Member
Dr. Saurabh Jain	Coordinator IQAC	Special Invitee
Dr. Archana Chaudhary	Co-Coordinator IQAC	Special Invitee
Dr. Sanjay Dhare	CFAO	Special Invitee
Dr. A.A. Koser	Director IQAC	Member Secretary

IQAC 5.1 Opening remarks of Chairman

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

IQAC 5.2 Leave of absence:

Following members were granted leave of absence:

1. Mr. Gopal Agrawal
2. Dr. D.K. Panda
3. Dr. Sanjay Jain

IQAC 5.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 4th IQAC meeting held October 26, 2021.

IQAC committee confirmed the minutes of 4th IQAC meeting.

IQAC.5.4 Action Taken Report

Action Taken Report (ATR) of 4 th Meeting of IQAC						
S. No.	Agenda Item	Decision taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
I	IQAC-4.4.1a SWOT analysis presentation	HoDs would present the SWOT very soon as per the availability of management	IQAC	HoDs have revised their presentations, have shared with IQAC and are ready to present	In progress	SWOT presentation is scheduled from 10 th to 15 th January 2022
II	IQAC 4.4.1b QIP plans for faculty	QIP may be started for faculty members to pursue Ph.D. from the institutions of national and international repute	Deans/HoDs	Referred to Academic Council.	Completed	-
III	IQAC 4.4.1c and IQAC 4.5.3 MoUs details	MoUs to be signed with academic institutes and industries.	Deans/HoDs	MoUs have been signed with Path India, RSCoE Pune, SGSITS Indore, Weblength Infonet Pvt. Ltd Bangaluru, CodeQuotient Pvt.	By the end of January 2022, 8-10 more MoUs are targeted	It was suggested to plan month-wise activities with the Universities and Industries

				Ltd., Punjab, Infosys. MoUs with SATI Vidisha, RGPV Bhopal, IIT Indore, Vikram University Ujjain are in pipeline		where MoUs have been signed.
IV	IQAC 4.4.1d NITTTR training for faculty	Soon NITTTR and other external agencies would support in training faculty members of MU. Train the trainers on software/tools.	Dr. R.S. Tare	NITTTR FDP on induction is planned from January 10 to 21, 2022. Infosys training on soft skills has also been planned during January 03-14, 2022.	Completed	It was informed that Rs. 8.5 Lakhs are being spent on the training of 30 faculties. These trained faculties would serve as trainer for other faculties.
V	IQAC 4.4.1e Encourage Faculty for referring reputed journals	Faculty members and students must be encouraged to access IEEE/other reputed journals and take complete advantage of library at IIT Indore after MoU. Encourage faculty to take membership of IE India. Library time can be extended in evening.	Prof. In-Charge Library	Faculty members have been sensitized. MoU with IIT Indore is in pipeline. Deans of faculties are planning to make it compulsory for the students of all the streams to publish research paper in referred journals as a part of their final year project work.	In Process (Will be completed by end of January 2022)	-

		<p>Faculty can be allowed to use library on Saturdays and Sundays, if requested. Director IQAC to plan with HoDs to encourage faculty members.</p> <p>It should be made compulsory for the students of all the streams to publish research paper in referred journals as a part of their final year project work.</p>				
VI	<p>IQAC 4.4.1f</p> <p>Feedback of teachers</p>	<p>It was suggested to communicate the analysis of the results of semester-wise student feedbacks to the teachers and HoDs.</p>	<p>Dr. Suresh Jain/PVC</p>	<p>Process was informed by PVC.</p>	<p>Completed</p>	<p>It was discussed and agreed upon to collect two feedbacks from students, in a Semester, after checking the feasibility.</p>
VII	<p>IQAC 4.4.1g</p>	<p>Ideas to be taken from many unconventional topics to increase the visibility especially in non-engineering</p>	<p>IQAC</p>	<p>HoDs have been sensitized.</p>	<p>Completed</p>	<p>It was suggested to add the list of activities being conducted.</p>

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		areas. IQAC with departments to invite vendors/suppliers to showcase their strengths and initiate collaborations.				
VII I	IQAC 4.4.1h University Prospectus	University Prospectus preparation	IQAC	Copy draft prepared	Final approval awaited	Expected to be released in January 2022.
IX	IQAC 4.4.1i Creation of the posts (DOAA, DOFA, DORA, DOSA)	Creation of the posts at present not mentioned in university ordinance: DOAA (Dean of Academic Affairs) DOFA (Dean of Faculty Affairs) DORA (Dean of Research Affairs) DOSA (Dean of Student Affairs)	IQAC	Referred to GB	Completed	Approved in Governing Body and posts have been created.
X	IQAC 4.4.1j Installation of display boards of Vision, Mission, PEOs, knowledge	Installation of display boards in various teaching & non-teaching departments to display Vision, Mission, PEOs, knowledge walls etc.	IQAC	Work is in progress. HoDs have come up with requirements against some of the display boards. Remaining boards would soon be finalized by them after ongoing shifting of	In Process (will be done in two months' time)	The work would be completed by February 28, 2021.

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	e walls of departments			buildings.		
XI	IQAC 4.4.1k Purchase of Data parking software	Purchase of Data parking software for accreditations and ranking	IQAC	Demonstrations of different CRM available in the market have been taken. Final price negotiation is going on.	In Process (It is expected to purchase the software within a month's time)	It was suggested to purchase the software from the vendor which is providing off-line training and continuous support for maintenance.
XII	IQAC 4.4.1l Revision of course file	Dynamic revision of course file	IQAC	Revision has been made. Deans, HoDs and Faculty members have been explained about it on December 7, 2021. The revised one would be implemented from July 2021 onwards.	Completed	-
XII I	IQAC 4.4.1m Formation of student council	Formation of student council as per UGC norms	IQAC/DS W	Policy has been implemented. Final formation is under process.	In Process (Will be completed by end of January 2022)	Progress of the work was discussed.
XI V	IQAC 4.4.1n Energy, Green and Environment audits	Proposals from external agencies for Energy, Green and Environment audits had been called and M/S Sustainable Academe, Mumbai had been given the contract. Audit work is going on. It was planned to show	IQAC	Audit work is still going on.	In Process (Is likely to be completed within a month or two)	Reports would be shared in next meeting.

		the reports in next IQAC meeting.				
XV	IQAC 4.4.1o Appreciation letters to faculty members	Information was called from departments for giving appreciation letters to faculty members for research, Ph.D. completion, Consultancy etc	IQAC	Listing have been done. Template of appreciation letter has been finalized. The same would be given within a fortnight's time.	In Process (The same would be given a fortnight's time)	It was discussed to facilitate these faculties during annual day. For Best Teacher Award, SOP should be made. There should be no bar for applying for Best Teacher Award.
XV I	IQAC 4.4.1p Implementation of SOPs/policies	Implementation of SOPs/policies <ul style="list-style-type: none"> ▶ Student Council ▶ Student Welfare ▶ Research ▶ Anti-Plagiarism ▶ IPR ▶ Newsletter ▶ MoM of BoS ▶ Research-Incentive for publication, ▶ Research Journal ▶ Promotional Development ▶ Field Visits and Projects ▶ Consultanc 	IQAC	Following SoPs/policies have been approved and are under implementation: <ul style="list-style-type: none"> ▶ Student Council ▶ Student Welfare ▶ Research ▶ Anti-Plagiarism ▶ IPR ▶ Newsletter ▶ MoM of BoS <p>These policies are under preparation and/or approval</p> <ul style="list-style-type: none"> ▶ Research-Incentive for publication, ▶ Research Journal ▶ Promotional Development ▶ Field Visits and 	In Process (Remaining policies would be put up for approval in next Academic Council)	Policies have been shared and shall be finalized by January 2022.

		<ul style="list-style-type: none"> ▶ y Categorization of students and action ▶ Alumni contribution in curriculum and career development 		<ul style="list-style-type: none"> ▶ Projects ▶ Consultancy ▶ Categorization of students and action 		
XV II	IQAC 4.4.1q Enhance quality in terms of projects and internship	University should ensure better quality in terms of projects and internships. For that, DSW, Deans and HoDs are continuously working for the betterment.	IQAC/Deans/HoDs/DSW	Continuous work has been going on.	Completed	<p>It was informed that policies to ensure quality has been revised.</p> <p>Companies which are listed in MCA and have turnover of more than 10 crore are chosen for student's internship. It was reported that one student has got the internship of Rs. 85,000/- pm and on an average, student are getting minimum 15,000/- pm internship.</p>
XV III	IQAC 4.4.2 Any other matter	It was suggested to encourage students about environment consciousness	IQAC/Student nominee	Student nominee has discussed and given proposal plan to Director IQAC. Few workshops on environment consciousness are	In Process (Will be completed by end of January 2022)	It was reported that the requirements are being discussed with ERP team.

		through android app and information tab to be created in students' ERP login for easy and convenient access to all the notices and circulars. For that, The IQAC committee recommended student nominee to discuss with Director IQAC to plan the activities.		being planned initially. IQAC has called a meeting of website administrators to plan create appropriate tabs for easy and convenient access to all the notices and circulars.		
XI X	IQAC 4.4.3 Any other matter	It was suggested to provide stay facilities to alumni, if requested, whenever they come to the university. It was recommended to make a concrete plan on the basis the availability of resources.	Registrar/I QAC	Note has been received from nominee from alumni. Same is forwarded to Registrar office.	In Process (Expected the facility to be created very soon)	It was discussed and agreed upon that the process of providing guest house for alumni is likely to be completed by June 2022. The IQAC committee noted and discussed. Concrete plan on the basis the availability of resources would be worked upon.

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

IQAC.5.5 Approval Items

No items were there.

IQAC.5.6 Ratification Items

No items were there.

IQAC.5.7 Reporting Items

IQAC.5.7.1 Staff Welfare Funds

Staff welfare fund would be created from the internal earnings of the University.

IQAC.5.7.2 MPVS 2021 conference on Sustainable Habitat Energy, Climate Change & Environment

It was reported that MPVS 2021 conference on Sustainable Habitat Energy, Climate Change & Environment, Dec 23 & 24 Dec 2021 in association with IIT Indore is being organized in the university.

IQAC.5.7.3 Strategy to achieve the Vision of the University

It was reported that to achieve the Vision of Medi-Caps University, short term targets are being decided and for that purpose, a Vision Document has been circulated. This would help to self-assess the progress of university.

IQAC.5.7.4 Revenue Generation by Departments

It was informed that all the performance of all the department would be analyzed in terms of Revenue generation. If any department is found to be performing poor, reasons would be found out and possible solutions would be provided. Council appreciated it. The same would be discussed in details in the next IQAC meeting.

IQAC.5.7.5 Convocation 2021

It was reported that forth convocation of Medi-Caps University was held in university premises on November 21, 2021, in hybrid mode. Chief guest Prof. (Dr) M.P. Punia, Vice-chairman AICTE New Delhi and special guest Prof. Bharat Sharan Singh, President, MPPURC Bhopal graced the event with their valuable presence. Degree certificates were awarded to 1712 UG and PG students. Gold medals were awarded along with degree certificates to 15 topper and meritorious students across all the faculties/programs. 91 top five students across all the programs were called to receive their degree certificates physically. Out of which 60 students attended.

IQAC.5.7.6 Alumni Association activities

It was informed to the Council that the Alumuni fund has been created for helping the needy students Alumni. Till date Rs. 40 Lakhs have been collected.

Alumni Meet-2021 of Medi-Caps University was held in university premises on November 20, 2021, in hybrid mode. 380 alumni could attend the meet physically and 2800 viewed on Mei-Caps YouTube channel during the day's program. In total, 6800 online views were recorded for the meet. Distinguished Alumni award was given to Alumni Mr. Alok Vijayvargiya (2004 batch).

Alumni web-portal has been started. A dedicated tab has also been created on the university's website too. Alumni Association office has also been established and is functional now. Mr. Palash Garg is looking after the office and activities.

IQAC.5.8 Any other item with the permission of the chair.


IQAC.5.8.1 Hall of Fame

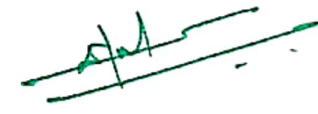
It was suggested to create "Hall of Fame" where all the achievements and developments of Medi-Caps (2000-2021) should be displayed. The Council discussed and agreed upon it.

IQAC.5.9 End of Meeting.

The Chair appreciated the Council members for their participation and inputs for the quality enhancement of the University in terms of Academic, Research and other activities. It was discussed and agreed upon to have the next meeting in March 2022.

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