

**MEDI-CAPS UNIVERSITY, INDORE**

**Minutes of 6<sup>th</sup> meeting of Internal Quality Assurance Cell held on  
Wednesday, March 30, 2022**

**Date: 01.04.2022**

6<sup>th</sup> Meeting of Internal Quality Assurance Cell was held on March 30, 2022 (Wednesday) at 11:00 a.m. at the University Board Room.

Following members attended the meeting:

<b>Name</b>	<b>Designation/Capacity</b>	<b>Position</b>
Dr. Dilip K. Patnaik	Head of the Institution: Vice-Chancellor	Chairperson
Mr. Palash Garg	Nominee from Governing Body	Special Invitee
Dr. D.K. Panda	Pro Vice-Chancellor	Member
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 D. Upadhyay	Senior Teacher	Member
Dr. R.S. Tare	Senior Teacher	Member
Dr. Suresh Jain	Senior Teacher	Member
Dr. Sanjay 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
Mr. Sanjay Dhare	CFAO	Special Invitee
Ms. Unnati Bokhariya	Nominee from Students	Member
Dr. Naveen Dhingra	Coordinator IQAC	Special Invitee
Dr. Saurabh Jain	Coordinator IQAC	Special Invitee
Dr. A.A. Koser	Director IQAC	Member Secretary

### IQAC 6.1 Opening remarks of Chairman

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

### IQAC 6.2 Leave of absence:

Following members were granted leave of absence:

1. Mr. Gopal Agrawal

### IQAC 6.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 5<sup>th</sup> IQAC meeting held on December 22, 2021. IQAC committee confirmed the minutes of 5<sup>th</sup> IQAC meeting.

### IQAC.6.4 Action Taken Report of 5<sup>th</sup> Meeting of IQAC

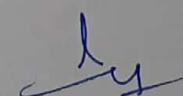
S.No.	Agenda Item	Decision taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
I	IQAC-5.4a SWOT analysis presentation	HoDs to present the revised SWOT	IQAC	SWOT presentations were conducted from 10 <sup>th</sup> to 15 <sup>th</sup> January 2022	Completed . Based on revised SWOT of department , University identified its SWOT.	SWOT of university to be completed by April 15, 2022
II	IQAC 5.4b Signing more MoUs	It was suggested that more MoUs to be signed with academic institutes and industries.  It was suggested also to plan month-wise activities with the Universities and Industries	Deans/HoDs	MoUs have been signed with Path India, RSCoE Pune, SGSITS Indore, Weblength Infonet Pvt. Ltd Bangaluru, CodeQuotient Pvt. Ltd., Punjab, Infosys, RGPV Bhopal, IIT	Completed the target of signing a good number of MoUs. Now separate activity calendars are being prepared for all the MoUs to take maximum possible	Separate activity calendars to be prepared by 30 <sup>th</sup> of April 2022.

		where MoUs have been signed.		Indore, Gandak University, Nepal, and Vikram University Ujjain.	benefit.	
III	IQAC 5.4c Training for faculty	a. NITTTR offline FDP on induction was planned from January 10 to 21, 2022.  b. Infosys training on soft skills has also been planned during January 03-14, 2022.	IQAC	a. Due to Covid related restrictions and precautions NITTTR offline FDP on induction had been postponed.  b. Infosys training on soft skills was conducted during January 03-14, 2022.	a. NITTTR training is reschedule in June 2022  b. Faculty members were benefited and now are using the skills they learnt in the teaching-learning process.	b. As per the policy of a Infosys, each trained teacher would train 100 students. Apart from that all the trained teachers would train other faculty members. Schedule for both the activities to be finalized.
IV	IQAC 5.4d Encourage Faculty for referring reputed journals	a Encourage faculty to take membership of IE India.  b Library time can be extended in evening. Faculty can be allowed to use library on Saturdays and Sundays, if requested. Director IQAC to plan with HoDs to encourage faculty members.  c It should be	Prof. In-Charge Library	a Faculty members have been sensitized.  b Library timings have been extended till 7:00 pm daily.  c Deans of other faculties have made it compulsory for the students of all the streams to publish research paper in referred	a. Completed b. Completed c. Discussed and in process	c. Dean Mgmt. and Commerce informed that it is not viable to make it mandatory from current academic year. Other Deans too were not sure to make it mandatory for UG programs. For PG programs, it can be implemented. IQAC was advised to discuss the matter in Academic Council and bring it again to IQAC.

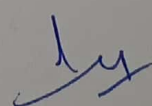


		made compulsory for the students of all the streams to publish research paper in referred journals as a part of their final year project work. It was targeted to be completed by end of January 2022		journals as a part of their final year project work.		It was also suggested that instead of paper publication, UG students of other than engg streams can publish articles in local newspaper/other media. It would increase our publicity and help us in outreach and perception. Reporting in ORCID etc also would help in publicity. It was suggested that all such changes should be informed to Controller of Examinations for adoption.
V	IQAC 5.4e University Prospectus	University Prospectus preparation	IQAC	Prepared and approved	Completed	-
VI	IQAC 5.4f Installation of display boards of Vision, Mission, PEOs, knowledge walls of departments	To be done in by the end of February 2022	IQAC	Work is still in progress. HoDs have come up with requirements. Vendors have been called and final negotiations are going on.	In Process, would be completed till mid-April 2022	It was targeted to complete, for Department of EC, by April 15 and for remaining departments by the end of April 2022. It was also suggested that students and faculty members should be aware of Vision/Mission. It was suggested to refer the matter to AC to include questions

						on university and department Vision/Mission and PEO/PO/PSO in the question papers with appropriate weightage.
VII	IQAC 5.4g Purchase of Data parking software	It was suggested to purchase the software from the vendor which is providing off-line training and continuous support for maintenance.	IQAC	Purchased and being used	Completed	-
VIII	IQAC 5.4h Formation of student council	Formation of student council as per UGC norms was to be completed by the end of January 2022	IQAC/DSW	Policy has been implemented and final formation is in process	In process. Would be formed till mid-April 2022	It was informed that the formation would be done by mid of April 2022. Various student Club presidents would be included as ex-officio.
IX	IQAC 5.4i Energy, Green and Environment audits	It was planned to show the reports in next IQAC meeting.	IQAC	Audit work is still going on.	In Process (Is likely to be completed by the end of April 2022)	It was decided to share the certificate in next meeting.
X	IQAC 5.4j Appreciation letters to faculty members for completing PhD	It was planned to be completed by the mid of January 2022	IQAC	Everything is ready. Faculty members would be appreciated during annual fest.	Completed	-
XI	IQAC 5.4k Implementati	It was decided to put up remaining	IQAC	These policies are under	In Process	Discussed to be completed by referring to our



	on of remaining SOPs/policies	policies for approval in next Academic council.		preparation and/or approval <ul style="list-style-type: none"> <li>▶ Research-Incentive for publication,</li> <li>▶ Research Journal</li> <li>▶ Promotional Development</li> <li>▶ Field Visits and Projects</li> <li>▶ Consultancy</li> </ul> Categorization of students and action		ordinances/regulations.
XII	IQAC 5.4l Students' information tab to be created in students' ERP login for easy and convenient access to all the notices and circulars	It was suggested to IQAC to work with the website administrators to create appropriate tabs for easy and convenient access to all the notices and circulars. It was decided to complete the work by the end of January 2022.	IQAC/Student nominee	IQAC has called few meetings of website administrators.  Channel App is being used on trial basis.	In Process as major overhauling is going on in university website	Channel App is to be used with HoDs on trial basis, in a class as pilot project and final year students' placement group.
XIII	IQAC 5.4m Guest house facility for alumni	Registrar office to create it soon	Registrar/IQAC	Note has been given to Registrar office. Facility creation is in	In process, expected to be completed till mid-May 2022	It was reported to be completed on time.





				process		
XIV	IQAC 5.7.1 Creation of Staff Welfare Fund	It was discussed to be created from the internal earnings of the University.	CFAO/Registrar	Created	Completed	It was informed that the bank account has been opened. The fund is not going to be used for loan facility but for financial support.
XV	IQAC 5.7.3 Vision document of the departments	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	The practice had been started from January 2022. Departments have been sensitized to use the same for their progress.	Completed	It was suggested to replace the term monthly vision with monthly activity plan.
XVI	IQAC 5.7.4 Revenue generation by the 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	IQAC	To be discussed in 6 <sup>th</sup> IQAC meeting dated March 30, 2022	In process	It was suggested to generate revenue by conducting FDP, VAC, STTP, consultancy etc. Utilizing idle resources and leasing existing resources whenever possible are some other means. Apart from monetary benefits, CSR activities can also be initiated for improving visibility. It was

		would be provided. Council appreciated it. The same was planned to be discussed in detail in the next IQAC meeting. Members were requested to come up with their ideas				informed to all members to send their suggestions in this regard to IQAC.
XVII	IQAC 5.8.1 Creation of 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.	Registrar	The venue has been identified.	In Process	It has to be discussed in Academic Council. It was suggested to establish it near admission building which is a high footfall area.

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

**IQAC.6.5 Approval Items**

No items were there.

**IQAC.6.6 Ratification Items**

No items were there.

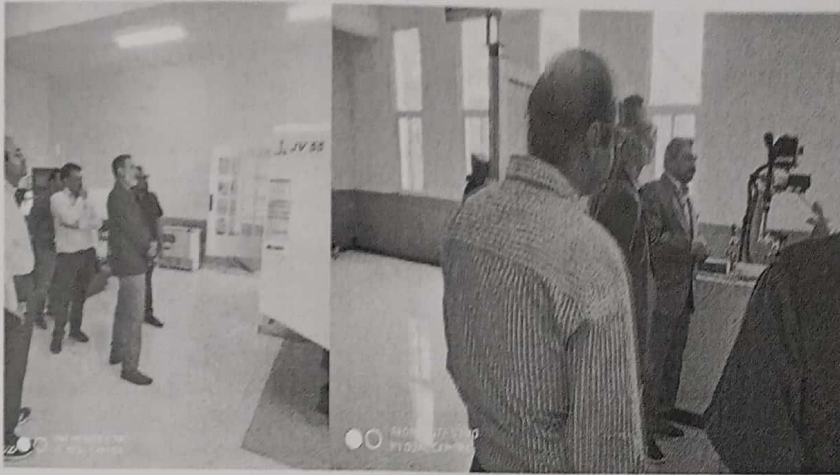
**IQAC.6.7 Reporting Items**

**IQAC.6.7.1 Visit by delegates of Poornima University, Jaipur**

Director IQAC and Coordinator IQAC of Poornima University Jaipur visited Medi-Caps University on March 03, 2022, to seek guidance in their



accreditation process. Ideas were exchanged regarding best practices of both the institutions. AMS, that is being used by MU, was explained to them in detail during the visit.

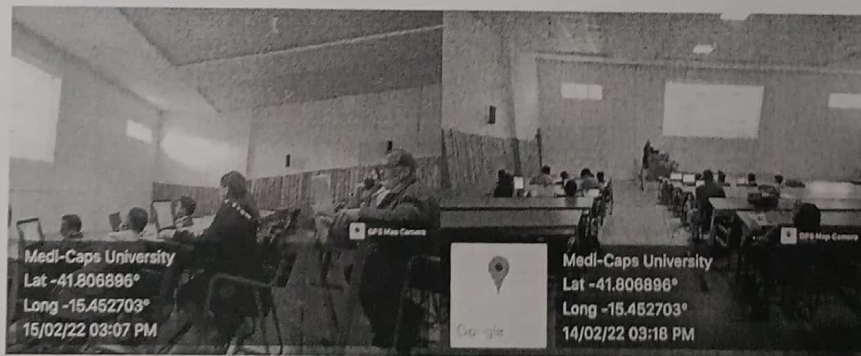


#### **IQAC.6.7.2 Inpods AMS Training Program**

Department and University data collectors and approvers of NAAC SSR were trained by Inpods during January-February 2022.

#### **IQAC6.7.3 Course-File presentation and grooming sessions**

Faculty members of all the departments were called to present and discuss their course files of session 2021-22. All the departments had separate grooming and discussion session of 2 hours each in between January 31 to February 16, 2022. During these sessions, IQAC team helped them to understand the new course file format. Important issues of OBE like PO, PSO, CLO, CO their mapping, structure of a question paper, attainment of outcomes etc. were explained in detail. All were guided by Honorable Vice-Chancellor too.



#### **IQAC.6.7.4 FDP on Advanced Concept of Outcome Based Education**

An online 5-day FDP on "Advance Concepts of OBE" was organized by IQAC from February 17 to 21, 2022. Total 346 faculty members attended and benefited.

Following was the brief program schedule:

Day 1: Quality Assurance and Program Design Concepts: As per NEP 2020 and NAAC criteria 1 Curricular aspects, designing a program based on the principles of outcomes-based education. A case study approach of top-down design of the programs

Day 2: Top-down Program Design: Knowledge dimensions and curriculum design. Cognitive process and balancing the expectations of students' academic performance

Day 3: Course Outcomes Design: Model of Cognitive process (Revised Bloom's taxonomy) for CO designing. Using the above model for designing the measurable Cos. Showing compliance with NBA accreditation's Criteria 3

Day 4: Questions Design to Measure Cos: Using the above model for designing the questions. Outcomes-based assessments questions paper design & Use of technology. Importance of Meta-cognitive knowledge related assessments

Day 5: CO-PO Attainment Computation and Outcomes Analysis: Thresholds, Target, and CO Attainment computation. COs attainment analysis. PO outcomes computation and batch-wise analysis. Student performance gap analysis and designing remedial actions

#### **IQAC.6.7.5 Awareness Programs on UGC & AICTE funding schemes**

A Webinar on 'Awareness on Financial Assistance Scheme of AICTE' was organized by IQAC on 02 February 2022. Total 215 participants attended the Webinar. Another webinar on 'Awareness on Financial Assistance Scheme of UGC' was organized by IQAC on 16 February 2022. Total 120 participants attended the FDP. Various funding opportunities by AICTE & UGC were explained to all the faculty members.

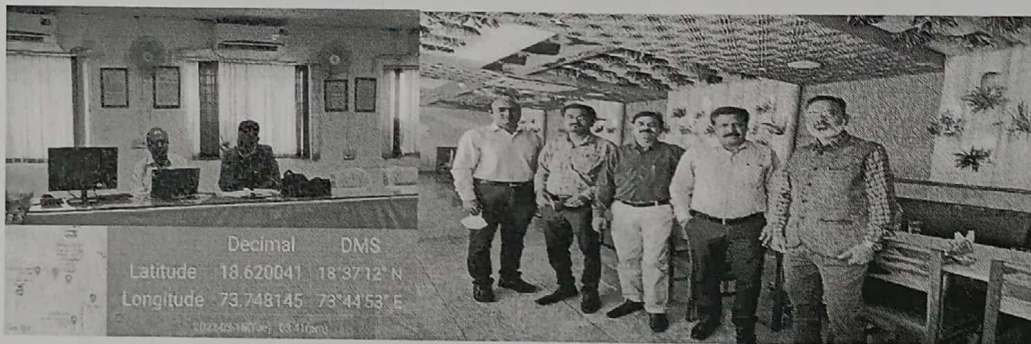
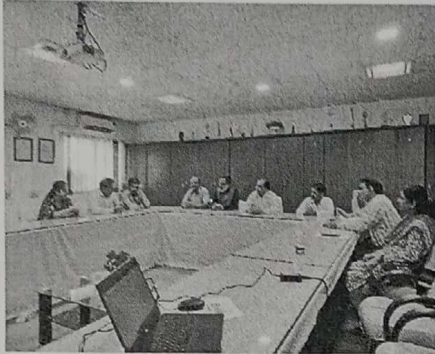


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### **IQAC.6.7.6 IQAC Team Visit JSPM's RSCoE Pune**

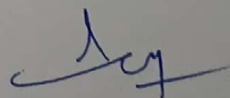
IQAC team visited mentor institute JSPM's RSCoE Pune to discuss and assess the status of NAAC SSR preparation work on March 15-16, 2022. Valuable inputs were taken, and work had been realigned accordingly after coming back. The work is expected to be completed till end of April 2022. Thereafter, a Mock NAAC visit would be planned in May 2022 first half.



### **IQAC.6.8 Any other item with the permission of the chair.**

#### **IQAC.6.8.1 National Science Day Celebration- 2022 celebration**

Director IQAC appraised the members about the celebration of National Science Day. The day was celebrated on February 28, 2022. All the departments showcased their USPs by displaying live projects, charts, models, patents etc. For having a healthy competition amongst them, few awards were also given by the university to the departments. The whole event was coordinated by Dr. Pramod Nayar with the help of the students under the guidance of faculty members. The event was funded by MPCST.





### **IQAC.6.8.2 Approval to include AY 2021-22 and exclude AY 2016-17 in NAAC SSR**

It was discussed and approved to include AY 2021-22 instead of AY 2016-17. This would improve our chances to get a better score in NAAC assessment.

### **IQAC.6.8.3 Dean's List**

It was proposed to introduce the concept of Dean's list. Top five students doing better in academics and extra and co-curricular activities from each program every semester may be included in the list. It is an honour to a student to be included in the list and certainly motivate and create healthy competitive environment amongst the students and bring out the best in them. The students can proudly mention the accolade in their CV. It was decided to put up the idea in Deans' council for discussion on SoP and bring the same to IQAC again.

### **IQAC.6.8.4 Faculty training in writing patent/research paper/copywrite/article**

It was discussed to create a cell under DoPA for the same. Deans' council would approve whether to have a cell to guide the faculty members in writing or not.

### **IQAC.6.8.5 Annual Activity Calendar of each department**

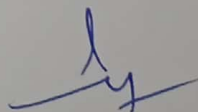
It was discussed and agreed upon to create annual activity calendar by each department. It was suggested to take annual academic calendar as base and include departmental events in it. Monthly activity plan that the departments are already preparing should be reflected in the annual activity calendar.

### **IQAC.6.8.6 Appointment of student counsellor and faculty counsellor**

The work was forwarded to DSW

### **IQAC.6.8.7 Professional body memberships by faculty members**

It was discussed that taking professional body memberships can not be made mandatory for faculty members. It is the decision of an individual as membership fees is associated with it.



#### **IQAC.6.8.8 Alumni-mentor assignment**

It was discussed to associate alumni with students. Per 10-20 interested students one interested alumni can be associated. Willingness of the alumni and students can be collected through google forms. Thereafter, alumni can be asked to plan the activity Members were asked to share their suggestions with Director IQAC. These would be discussed in next IQAC meeting.

#### **IQAC.6.8.9 Student Yearbook**

It was proposed to collect the details of all the final year students (section-wise) in form of the yearbook. A digital copy can be prepared and shared with all the concerned students. Sections like about me, batch photograph, messages etc can be incorporated.

#### **IQAC.6.8.10 Collection of data for preparing program booklets**

It was informed that the University website already has most of the relevant information that is required for making program booklets. HoDs can take information from there while preparing program booklets. These booklets are to be kept on website for accreditation purpose.

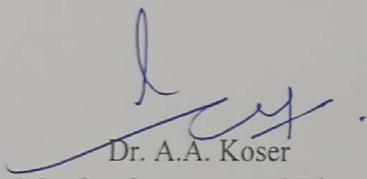
#### **IQAC.6.8.11 Conclave by T&P in April 2022**

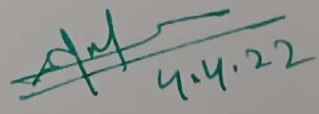
It was informed that a conclave cum job fair would be organized on April 13, 2022. T&P officers, students and parents of many colleges/universities would visit.

#### **IQAC.6.9 End of Meeting.**

The Chair applauded the council members for their keen participation and inputs for the quality improvement of the University in all the aspects.

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