Action Taken Report

Presented at the IQAC Meeting held on 14ʰ December 2022

Ref: Minutes of IQAC Meeting dated 20th July 2022

Observations/Discussion	Action to be Taken	Responsible Person	Target Date	Action Taken /Status
Agenda 1: Review / follow up of actions from previous IQAC meeting				
All MAHE Institutions need to offer consultancies to outsiders to increase the revenue generation	• Director Research to facilitate meeting of the group of faculties with Director Finance. • Group of Faculties to submit report. • Discussion of Report with Management and Approval • Finalizing and Website update	*Director Research and Faculty group / HoIs*	Sept. 30, 2022	The consultancy policy is being framed with a focus on the areas included as consultancy. This policy has encompassed the needs of almost all the institutions' stakeholders from different institutions The first draft of the policy will be presented shortly to VC All institutional websites have added a tab on consultancy data
To make 20% MOOCS courses mandatory in all institutions by next academic year.	Draft Policy to be reviewed and approved for implementation. Forward for Academic Council approval. Monitored for implementation by Deputy Registrar Academics.	Deputy Registrar (Academics)	Aug 13th, 2022	Draft policy has been reviewed by Pro Vice Chancellor (Medical and Dental Science) and Registrar Evaluation . Based on their inputs draft policy has been revised. Revised draft policy has been re submitted to Pro Vice Chancellor (Medical and Dental Science) on 10th December 2022 for approval. On approval it will be presented in the next academic council for ratification

To implement a barrier free access to facilities for the differently abled. 100% achievement	Committee to review the signage and ensure proper implementation of acceptable terminology. Time-bound implementation to be reviewed & presented in the next IQAC meeting in Sept 2022	Committee for empowerment of Persons with disabilities	Aug 13th ,2022 Next IQAC	Work in progress in phases. Full completion is expected by June30, 2024
To analyse the demand for unregulated PG courses for last three years and re-fix the intake as the average of last three years' admissions. in consultations with concerned HoIs.	Discussions with all concerned stakeholders . To refix for 2023 admissions cycle . Analytics to be presented in IQAC	Pro VC and Director Admission	Aug 13TH ,2022	Analytics presented by Director Compliance in IQAC . HoIs will refix the intake in consultation with Pro VCs . Deadline : January 2023
Reduction in Average number of days from the date of last semester-end/ year- end examination to the date of declaration of results . Audit of institutions with autonomy in evaluation	Registrar /Registrar evaluation to call for a meeting with HOIs/Heads of Teaching Depts	Registrar /Registrar Evaluation	Aug 13th, 2022	Informed all HoIs /Heads of Teaching Depts . Evaluation Audit will be scheduled along with Academic and Admission audit from next cycle for all constituent units at main, off and offshore campuses
Reduction in Average percentage of student complaints /grievances about evaluation against the total number of students appeared in the examination during last 5 years.	Registrar Evaluation to look into the suggestion given by Registrar for possible implementation and report status in next IQAC meeting . Review of NAAC Criteria 2 metrics for improvement.	Registrar Evaluation Director Compliance	 Next IQAC	The process is being initiated for PG programs where regulators are permitting. Reviewed all the NAAC parameters connected with evaluation and analytics of our NAAC Reaccreditation - 2022 was forwarded to Dy. Registrar Evaluation by

				Compliance dept to follow up on the areas for improvement.
Introduction of Gender Equity policy in MAHE.	Policy launch and communication	Dy. Director HR	August 15, 2022	Policy launched on Aug. 24, 2022 and communicated to all the colleges through email on Aug. 25, 2022
Review of implementation of existing Code of Conduct for students, teachers and admin/staff .	Documentation of Awareness session on Code of Conduct and Monitoring through Committees.	Director Student Affairs / Dy. Director HR	Next IQAC	• Monitoring committee for conducting awareness sessions on the code of conduct is in place in all institutions. • Discussion with HR is in progress to form a monitoring cell at MAHE • As documentation for Professional ethics for students/faculty is not in place, all institutions will be asked to prepare the same for their respective professions.
	Documentation on Training on Professional Ethics for students/faculty	HoIs	Continuous	
Review of Metrics 1.1.2/1.2.2/1.2.3 along with peer comparison	Dy Registrar Academics to report performance analysis in next IQAC meeting .	Dy Reg. Acad.	Next IQAC	Metrics are being monitored in comparison with peers. The same was presented in the IQAC meeting.
Metric 2.4.2: Increase in % of fulltime teachers as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils during the year	Centre for Doctoral Studies to monitor on continuous basis. Review in next IQAC meeting.	Deputy Director CDS	Next IQAC Meeting	After ignoring clinicians for PhD guideship, the present achievement value would be 46.32%
Metric 4.2.4: Teaching Hospital /	To form a committee to study which lab	Registrar	Aug 13th ,2022	A Committee has been formed on

Clinical Laboratory to undergo GLP/GCLP accreditation	can apply for GLP / GCLP accreditation.			August 12, 2022. The Committee's recommendation is as below: Two laboratories that could have potential to undergo GLP certification- Analytical Laboratory, MCOPS and Animal House, MAHE. Analytical Laboratory is already performing many tests from Pharmaceutical companies and Animal Testing and maintenance requires GLP certification.
5.1.3 Increase Average percentage of students benefited by guidance for competitive examinations and career advancement offered by the Institution 5.2.2 Increase Average percentage of placement /self-employed /professional services of graduating students 5.2.3 Increase Percentage of the graduates in the preceding academic year, who have had progression to higher education . To be monitored in comparison with peers	To discuss this in the next Acd. & Admn Heads meet, as an important deliverable by HoIs	Office of the Registrar	Next Acd. & Admn Heads meet	The matter has been discussed at the Academic and Administrative Heads Committee meeting held on August 26, 2022.

Metric 7.1.2: Installing Biogas plant as an alternate source of energy.	Derrick to make a study and suggest suitable locations.	Director Gen. Services / Mr. Derrick I Joshua	Nov. 30, 2022	Keeping in mind the generation of food waste and reuse feasibility. One food court shall be fitted with biogas plant. One proposal has been received, awaiting one more ,after which technical and commercials shall be studied for implementation.
Agenda 2: Review of actions initiated based on NAAC peer team observations - Peer Team Report 2022 Observations				
Action to be taken related to the NAAC peer team observations in Peer Team report. .	Observations to be forwarded to all constituent units /functional depts ATR will be presented in the next IQAC meeting	Director Compliance /IQAC Coordinator	By Next IQAC meeting	ATR presented in IQAC meeting of Dec14th ,2022.
Agenda 3 Review of Qualitative /Quantative Metrics				
Review of Qualitative and Quantitative Metrics	Compilation of AQAR 2021-22 and Review based on the compiled data/information.	Director Compliance	Next IQAC meeting	AQAR 2021-22 compilation is still under process. Will be presented in next IQAC meeting.
Agenda 4. Best Practices Sharing and New Initiatives				
Compilation of Best Practices:	Following to be documented. 1. VSO 2. Student Support Center 3. Energy Savings	VSO Coordinator/ Dir. Student Affairs/ DGS / Mr Derrick	Aug. 31, 2022	Completed
New Initiatives:	To be presented and discussed in the September 2022 MRM.	Team QA	Sept 2022	Presented and discussed in the MRM held on Sept. 5 & 6, 2022. Details available in the Quality office
Agenda 5. Review / approval of the Annual Quality Assurance Report				
AQAR for 2021-22 to be submitted by Dec 31 ,2022	Compilation of AQAR 2021-22	IQAC Coordinator	Sept. 30, 2022,	NAAC has clarified that MAHE need not submit AQAR for 21-

				22 as this was the re-accreditation period
Agenda 6. Review of Academic and Administrative audit outcomes (if conducted during the period)				
Conduct of Academic and Administrative Audits.	ISO audits to be conducted as per calendar Academic Audits to be conducted after completion of AQAR 2021-22,as follows Internal: October 2022 External: November 2022	Director Quality /Compliance	As per ISO audit calendar and Oct. 31 & Nov. 30, 2022	ISO audits conducted as per calendar. Not conducted the Academic audits, as the AQAR 21-22 is still in compilation stage. Status will be presented in next IQAC meeting.
Agenda 7. Suggestions for Improvements /Stakeholders inputs				
Students: • **Manipal Centre for Humanties (MCH)** Suggestion : It would be good if the institution could conduct some remedial programs for slow learners.	This point needs to be noted and discussed in next HoI Meeting	Registrar's office	Next HoIs meet	This matter has been discussed at the Academic and Administrative Committee meeting held on August 26, 2022.
•Manipal College of Dental Sciences (MCODS) Manipal: Suggestions: • Few Improvements in infrastructure • Provision of designated area for interns to sit • Financial support by MAHE for the National conference being organized by their institution	Dean MCODS Manipal to discuss with VC about these suggestions	Dean, MCODS Manipal	By Aug 13th, 2022	Discussed with Vice Chancellor

• Hands on training on CAD / CAM				
•KMC Manipal Suggestion : Providing sanitary napkin disposable machine /vending machine at Hostels.	To explore the suggestion	Dir. Gen Service & Dir. Student Affairs	By Next IQAC	Provision of disposable machines is not recommended, keeping in mind the operational aspects, power consumption, emission/ ash generation. It was suggested to explore vending machine in few designated areas to address emergency needs
•MIT Manipal .Suggestions : • Need more clarity about Evaluation process. • Address SLCM issue to enable students to see results on time. • Address concern about the non-allocation of Program electives for the fourth-year students even though the classes are due to commence from 25th July 2022	Dr. Preetham ,Deputy Registrar Academics to convey the issues to MIT Director	Dr. Preetham Kumar	Immediately	Communicated on July 20, 2022
<mark>Alumni / Industry rep</mark> Suggestion: Consultancy extended by MAHE constituent units to be made known to the industries through website/portal	Suggestion to be addressed by the group that is allotted this project .	Faculty Group of Prof Jeevan, Dr Naveen and Dr Vikram	By Next IQAC	All institutional websites have added a tab on consultancy data
<mark>Teacher rep:</mark> Dr. Neeta Inamdar suggested to				

centrally establish Research Method Center under Directorate of Research, which will help PG Students, PhD scholars and faculty members	MAHE DoR to discuss and inform status in next IQAC meeting	Director Research	By Next IQAC	There are multiple courses on various aspects of research from PSPH which can be extended to PGs.

Status of Completion of Activities Planned	NAAC Reaccreditation	QA Team	As per the dates fixed by NAAC	12 member Peer team visited main campus on May 23 – 25, 2022, and re – accredited with A++ Grade with CGPA 3.65
	ISO Internal auditor training	-do-	January 31, 2023	One Batch Completed. One more batch of training will be conducted on Jan. 23-25, 2023
	Orientation on Academic audit	-do-	April 30, 2022	Completed on April 22, 2022
	Integrated Data Governance system	-do-	June 30,2023	Under progress
	NAAC Mock Peer team visit at SMU	-do-	July 2022	Completed . July 23 – 26, 2022
	NIRF – India Ranking 2022 analysis and review to plan the strategy for next year	-do-	Last week of December 2022.	Will be arranged Institution wise shortly

1. MOOCS policy - On approval by PVC ,to be presented in the academic council for ratification

2. NSQF Guidelines- On receiving the feedback from HoIs, incorporate the changes and to be presented in Academic council

To study implementation of National Skill Qualification framework	Registrar to form a committee involving 4 people from all faculties, who need to recommend how to implement this	Registrar	August 31, 2022	A Committee has been formed on August 9, 2022. The Committee has submitted its final report on October 27, 2022. The same has been shared with the HoIs / HoDs MAHE

				Teaching Departments for their perusal and to give feedback/ inputs.
Request for implementation of dress code by students visiting messes .	To discuss in HoIs meet	Registrar's office	Next Acd. & Admn Heads meet	The matter related to Dress Code for students has been discussed at the Academic and Administrative Committee meeting held on August 26, 2022.
Implementing the dress code for foreign students	To discuss with Heads of constituent units	All HoIs & Heads of Teaching depts..	Next Acd. & Admn Heads meet	As decided in the Academic and Admin meeting, Director Student Affairs (DSA) convened a meeting, chaired by the Registrar, with student council members of all institutes of MAHE and gathered their inputs. The DSA will discuss with the Registrar and Vice-Chancellor and finalize the same.
Reservation over Allied health students wearing OT scrubs as Uniforms and without changing going to hotels, travel in buses etc	Director Student Affairs to look into this and discuss with Dean, MCHP	DSA	Immediate basis	Discussed

Sd/-

Director / Coordinator, Internal Quality Assurance cell