

Action Taken Report

Presented at the IQAC Meeting held on 20th July 2022

Ref: Minutes of IQAC Meeting dated 26th March 2022

Observations/ Discussion	Action to be Taken	Responsible Person	Target Date	Action Taken
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.	Committee Chairman to complete the process of identifying areas in which consultancies can be offered to outsiders and ensure it is publicized in website	Committee Chairman- Director, Research	June 30, 2022	The mails had been sent to HOI s and a meeting with institutional coordinators was held. Following this - MCOPS, MCODES, DOC and MSLS have updated their website by including consultancy tab on website. A faculty group created to coordinate and complete the task by Sept 30,2022
To make 20% MOOCs courses mandatory in all institutions by next academic year.	Road Map to be prepared by Deputy Registrar Academics	Dy. Registrar Academics	June 30, 2022	Draft policy regarding adoption of MOOCs in the curriculum submitted to Registrar for advice on June 17 th , 2022. Policy to be presented in Academic council of September 2022.
Revenue generated through consultancy needs to be improved	Policy on Revenue Sharing from consultancy to be revisited.	Director, Research/Chairman Committee	June 30, 2022	Details of consultancy revenue has been obtained from finance and a meeting has been scheduled with the institutes to discuss about the modification of revenue sharing policy. Amendment process and discussions are going on and it will take some more time to modify the policy after involving all the stakeholders
To implement a barrier free access to facilities	Terminology and Signages to be verified across the campus	Pro VC Med. & Dental Sciences	April 30,2022	Phase – 1 completed. Phase 2 - Biochemistry & KMC Office – Work in progress, Physiology Building – work yet to be started. (Report is

for the differently abled.		and Committee - Convenor		available with Compliance office). PWD Committee to ensure verification is completed by August 13 th , 2022. Time bound implementation of barrier free access to be reviewed in next IQAC meeting
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. So that, demand ratio will increase in these programs. - Director, Compliance to collect the data from Admissions and submit it to Pro VC – HS, for re-fixing the intake	Director Admissions in Coordination with Pro VC M & D Sciences will convene the meetings.	Director Admissions /HOIs/HODs	Before 2022 Admission Intake	Programs with poor intake have been identified. Dr PLNG will initiate a discussion by Aug 13 th with the Hols of concerned constituent units.
Average number of days from the date of last semester-end/ year- end examination to the date of declaration of results.	Registrar Evaluation to identify the constituent units which contribute to delay in declaration of results on time	Registrar Evaluation	April 30,2022	<ol style="list-style-type: none"> 1. All the HOIs have been sensitised regarding the seriousness of this with respect to NAAC accreditation. 2. SLCM implementation is in progress for health sciences programs too. Once it is in place, result declaration could happen only in a few days after last exam. 3. Corrective steps are being taken to get the results published within 15 days of completion

				of examination and It is expected that the target will be achieved by the next evaluation cycle
Registrar Evaluation had suggested to revise target to 10 days after 100% implementation of SLCM. SLCM implementations across all Health Sciences (HS) and non-HS institutions are completed and they are in standard support phase. SLCM Support is managed by a combination of MAHE and a team from partner company (Corporate Serve). MAHE Admissions function has been operating on a legacy system and not in SLCM. Admission module implementation in SLCM will begin from April 2022 including integration with NPF (No Paper Form) and	Registrar to convene meeting related to SLCM issues.	Registrar	April 15 , 2022	<p>An initial meeting with MAHE functional Departments concerned has been conducted on May 9, 2022, chaired by the Vice-Chancellor.</p> <p>The meeting(s) with the Hols/ HoDs concerned were held on 15th and 16th June 2022, chaired by the Vice-Chancellor.</p> <p>Advised to give the training to those who face the problems / issues and review meeting to be conducted after 3 months</p>

<p>the target for delivery is 6 months. SLCM at TAPMI is under implementation by the internal MAHE SLCM team. Target for completion is – July 2022</p> <p>MAHE BLR campus and MTMC – SLCM implementation is yet to start</p>				
<p>Average percentage of student complaints /grievances about evaluation against the total number of students appeared in the examination during last 5 years.</p>	<p>Registrar Evaluation to monitor</p>	<p>Registrar Evaluation</p>	<p>Continuous</p>	<p>Registrar Evaluation has advised Hols to sensitize the faculty to achieve the goal of maintaining the result changes after reevaluation less than 1 %. It is continuously monitored</p>
<p>Explore deploying resources on virtual platform for industries</p>	<p>Committee Chairman to do the needful.</p>	<p>Director, Research-Chairman MAHE Consultancy Committee</p>	<p>June 30, 2022</p>	<p>The Consultancy Coordinators and HOIs have been asked to put the consultancy services on their institutional websites to increase visibility and have more consultancy options</p> <p>The following institutes have updated- MCODS, MCOPS, DOC and MSLS. A faculty group has been formed to monitor completion of this task by Sept30,2022.</p>

Introduction of Gender Equity policy in MAHE	HR to submit the policy to MAHE Management	Deputy Director HR	April 15, 2022	Expected to be released by August 15 th ,2022
Review of Existing Code of Conduct for students, teachers and admin/staff	Review of Code of Conduct for teaching/non-teaching staff	Deputy Director HR	June 30 , 2022	A monitoring committee needs to be formed to oversee this. Status will be reviewed by next IQAC meeting.
Monitoring activities reinforcing /improving the code of conduct.	Follow-up with other constituent units	QA Team	Continuous	Reported by 18/40 constituent units
Data related to Alumni initiated student exchange programme (metric 5.4.2) need to be captured on a timely basis	Monthly coordination meetings to track the status	Director Alumni Relations ,Director International Collaborations and Constituent unit representatives	On monthly basis from April 2022	The administrative staff of both departments regularly interact & update each other on monthly basis whenever such information available. Alumni Office also sends an email to Alumni coordinators of each institution and collects the information, if available. ➤ Jan 2021 to Dec 2021 total number of student exchange program held through our alumni was 11 and Jan 2022 to till date the number is 2 .
Agenda 2 Review of Qualitative /Quantative Metrics				
Metrics 1.1.2/1.2.2/1.2.3	To be monitored in comparison with peers	Deputy Registrar Academics	Continuous	Being monitored in comparison with peers. Comparison is available at compliance office
Metric 1.3.3 % of students who successfully completed the value-added courses imparting transferable	Deputy Registrar to follow up with constituent units	Dy Reg. Acad. & Hols	July 30, 2022	<ul style="list-style-type: none"> Faculty members will advise students to take up more value added courses (including Coursera & courses offered by MAHE institutions) to enhance their knowledge, improve their chances of

and Life skills offered during the year				<p>placement and higher studies in institutions abroad</p> <ul style="list-style-type: none"> • More options of audit courses will be encouraged • Will be followed up in the BoS meetings regarding encouraging students to take up more value added courses
Metric 2.4.2: % of fulltime teachers as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils during the year	Deputy Director CDS to follow-up in consultation with Hols	Deputy Director CDS/Hols	June 30 , 2022	The eligibility criteria have been relaxed for co-guide ship to improve the % of full-time faculty as guides.
<u>Metric 2.6.1</u> Attainment of stated learning outcomes /graduate attributes, giving widely publicity through the website and other documents.	Integration of COs/POs in Assessment Process and giving wide publicity in website and documentation. Deputy Registrar Academics to monitor on regular basis	Nodal Officers/Hols/ Deputy Registrar Academics	Continuous	<ul style="list-style-type: none"> • Most institutions have displayed the POs and PEOs on their webpage, those which are yet to do so are being followed up • Extent of Integration of CO/POs in assessment will be monitored in the BoS Meeting • Library, Geopolitics, Dept. of Science, DAMP, MCBP, MIT BLR, CIMR Etc have not displayed on the website. Some of the institutions have not uploaded for all the programmes they offer.
Metric 3.6.2	To be monitored in comparison with peers	Nodal Officers /HOIs	Continuous	Being regularly monitored. Exact data will be presented after compiling AQAR for 21-22
Metric 4.2.4: Teaching Hospital / Clinical Laboratory	To call for a separate meeting to discuss about GLP / GCLP accreditations	Director Compliance	April 15 , 2022	Meeting has been conducted with Dr. Shrikala on 5 th July, 2022. Director Compliance & Pro VC – M&D Science are studying the guidelines. It

accreditation by any National Accrediting Agency				was decided to constitute a committee to identify the labs to be accredited for this accreditation. It was suggested to explore MIV, MSLS, MCBR for this accreditation.
Metric_4.3.5 E-content resources used by teachers/students	Sensitisation of constituent units about E-PG Patshala by Deputy Registrar Academics	Deputy Registrar Academics	April 15 ,2022	Letter regarding the utilization of e-PG Pathshala has been circulated to all the colleges through the Registrar's office on 20 th June, 2022
Metrics 5.1.3/5.2.2/5.2.3	To be monitored in comparison with peers	Nodal Officers /HOIs	Continuous	Data will be presented once the AQAR for 21-22 is compiled
Metric 7.1.2: The Institution has facilities for alternate sources of energy and energy conservation measures	Director General Services to check and update.	DGS	April 15 , 2022	FIVV Bio Gas Plant is a demo unit and currently non-functional. However, it is available at ASARE. It has been instructed to DGS to explore installing few units in MIT campus.
Agenda 3. Best Practices Sharing and New Initiatives				
Best Practices Sharing	Best Practices:	QA	Ongoing	Suggested to explore following as Best practices of MAHE <ul style="list-style-type: none"> • VSO • Student Support Center • Energy Savings
Agenda 4. Review / approval of the Annual Quality Assurance Report				
AQAR Submission	Complete and Submit AQAR for 2020-21	QA	March 31 , 2022	Submitted on 2 nd April 2022
Agenda 5. Review of Academic audit outcomes (if conducted during the period)				
<ul style="list-style-type: none"> • NAAC Internal Mock audit conducted from May 2 – 7, 2022. All the observations were sent to concerned institute to take necessary actions for closure of the observations -Completed 				

- NAAC External Mock audit conducted on May 16 & 17, 2022. Shared the audit findings among the auditee institutes for closure of the findings - Completed

Agenda 6. Suggestions for Improvements -Stakeholders inputs

Students

<p>Inputs from Stake holders:</p> <p>Students:</p> <ul style="list-style-type: none"> • Student Representative from MCODES Mpl reported dissatisfaction in SLCM and opined that earlier software SIS was more user friendly. • Student rep. from MIM Manipal expressed dissatisfaction with format of feedback on faculty. The student also informed that due to some issues in SLCM , they were not able to access results in SLCM for two weeks 	<p>These inputs will be shared with Hols for necessary action as applicable and feasible . Hols to report to VC about the action planned /taken</p>	<p>Respective Hols / HODs</p>	<p>June 30, 2022</p>	<p>The meeting(s) with the Hols/ HoDs concerned were held on 15th and 16th June 2022, chaired by the Vice-Chancellor. Advised to give the training to those who face the problems / issues and review meeting to be conducted after 3 months</p> <p>Format of feedback will be reviewed and rectified if needed before next cycle. The issue related to the SLCM was brought to the notice of the service providers and the same has been resolved.</p>
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after announcement of results				
Industry				
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Teacher				
Dr. Neeta Inamdar raised the issue about Employee need perception Also suggested representation from Faculty of Humanities, Liberal Arts and Social Sciences in DoR to coordinate, facilitate and improve research output.	One faculty to be identified for coordinator ship	Registrar	April 30 ,2022	Dr. Jagriti Gangopadhyay – has been appointed as Research Coordinator
Agenda 7.Activities Planned for next year				
NAAC Reaccreditation	PTV to be completed	QA	May 2022	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	Organize Internal Auditor Training	QA	June 2022	One Batch Completed. One more batch of training will be conducted shortly
Integrated Data Governance system	Test and Implement the IDG system developed. Review of status on March 29 th ,2022	QA	June 30 ,2022	Status reviewed as scheduled. Advised by VC to carry out the pilot implementation in one institution each in Manipal/Mangalore campus. Under progress.
NIRF	India Ranking 2022 analysis and review - to plan the strategy for next year	QA	July 30 th /Aug 30 th /Sept 30 th	Will be arranged Institution wise shortly
Agenda 8. for Academic Council				

Document on Credit System at MAHE	Will be presented in ACM of May 2022 subject to implementations of suggestions by IQAC	Deputy Registrar Academics	ACM May 2022	MAHE guidelines for Academic Semester Credit System was approved in the 71 st ACM on May 16, 2022
Agenda 9. Any other matter with the permission of chair				
Vice chancellor spoke about Peer Team visit for NAAC reaccreditation and suggested to have a meeting of all the Heads of Institutions/Functional Heads at the earliest. Also suggested to prepare a presentation to orient the colleges about what is expected from the colleges during Peer team visit along with suitable checklists. It was suggested to have Mock audits before the actual Peer Team visit to prepare the institutions.	Arrange a meeting of HOIs/Functional Heads and prepare PowerPoint presentation, checklists and arrange Mock Audits as suggested	QA	April 10, 2022	Completed

Sd/-

Director / Coordinator, Internal Quality Assurance cell