

## MEDI-CAPS UNIVERSITY, INDORE

### Minutes of meeting of Internal Quality Assurance Cell

Saturday, September 18, 2021

Date: 22.09.2021

Meeting of Internal Quality Assurance Cell was held on September 18, 2021 (Saturday) at 11:00 am at Bosch Center of the University.

Following members attended the meeting:

Name	Designation	Position
Dr. Dilip K. Patnaik	Head of the Institution: Vice-Chancellor	Chairperson
Mr. Gopal Agrawal	Nominee from Governing Body	Member
Mr. Palash Garg	Nominee from Governing Body	Special Invitee
Dr. D.K. Panda	Pro Vice-Chancellor	Member
Dr. Sanjay Jain	I/C 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. V. Ganeshan	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. A.A. Koser	Director IQAC	Member Secretary

### **IQAC 3.1 - Opening remarks of Chairman**

The meeting was formally opened by the Chair by welcoming all the members and invitees. Thereafter, new members were welcomed, and all the members introduced themselves.

Member Secretary and Director IQAC was requested to apprise the members about the meeting agenda and IQAC activities taking up for the overall quality enhancement of the University.

All the members were welcomed by Member Secretary.

### **IQAC 3.2 Leave of absence:**

Following members were granted leave of absence:

1. Dr. Sanjay Jain - I/C Registrar
2. Mr. Naman Jain - Student, CSE
3. Dr. S.C. Sharma - Director, Acropolis, Indore

### **IQAC. 3.3 Confirmation of Previous meeting of IQAC**

No comments /observations have been received on minutes of the 2<sup>nd</sup> IQAC meeting.

IQAC committee confirmed the minutes of 2<sup>nd</sup> IQAC meeting.

### **IQAC – 3.4 Action Taken Report**

**IQAC 3.4.1 To review the work done by IQAC since its inception and identification of gap area.**

<b>S.No.</b>	<b>Agenda</b>	<b>Responsible Person</b>	<b>Action Taken</b>
1	Awareness about different accreditations and ranking frameworks	IQAC	In progress
2	SWOT analysis of the departments and identification of gap area	IQAC	In progress
3	Conduction of five Academic and Administrative Audits (AAA)	IQAC	Completed



	Preparation of SoPs/policies like Curriculum Development & Revision, IPR, Innovation & Incubation, Newsletter, Research promotion and incentives, Internship, Professional Ethics, MoM for BoS, Mentorship, Antiplagiarism policy and many more	IQAC	Completed
5	Participation in a series of workshops on NAAC accreditation initiated by Hon'ble Governor of MP	IQAC	Completed
6	Preparation of NBA accreditation for MBA and B.Tech.-EC programs	IQAC	Draft SSR & SAR prepared. Gap area identified
7	Preparation and submission of a detail five-year Road Map for the University	IQAC	Completed
8	Organization of an interdepartmental student competition "Vision-2025" to involve the students in the academic and administrative activities by giving a platform to record their views	IQAC	Completed
9	IQAC's handholding of the departments in preparation of their Vision, Mission, PO, PEO, PSO and mapping with CO	All HODs	Completed
10	IQAC's handholding in preparation of learning assessment tools and measuring attainment as per Bloom's Taxonomy	All HODs	Completed
12	Active Participation in various rankings and results: Ranked 1 Amongst Top Private Institute in Central India by i3RC Times Engineering 2019 Ranked 1 in Placements & Graduating Outcomes in Central India Outlook Survey 2019 Ranked 1 in M.P. & 41 in India by i3RC Times Engineering Survey 2018 Only Private University of MP Ranked under 150 in India MHRD NIRF Ranking 2017 University with **** Rating by MHRD's Institution Innovation Cell 2019 Ranked 1 Amongst Top Private Institute in Central India by i3RC Times Engineering 2020, Ranked 32 <sup>nd</sup> Placements in All India by i3RC Times Engineering 2021	IQAC	Continuous process. In progress
13	Receipt of ISO Certification	IQAC	Completed
14	Reformation of examination system and improvement in transparency as and when needed	Exam	Referred to Academic Council
15	Reporting of collaborations with academia and industries	IQAC	Completed
16	Induction of Medi-Caps Innovation and Incubation Cell (MIIC)	IQAC	Completed
17	Conduction of Workshop on Outcome Based Education (OBE) by RSCOE under UGC-NAAC Paramarsh scheme	IQAC	Completed

## **IQAC 3.5 Approval Items**

### **IQAC 3.5.1 Formation of Planning and Monitoring Board**

**IQAC Recommendations:** The IQAC committee discussed and recommended to constitute Planning and Development Board as per Statute of University, to the Board of Management for approval.

### **IQAC 3.5.2 Inclusion of two non-gradual credits/semester for extracurricular and co-curricular activities:**

**IQAC Recommendations:** The IQAC committee discussed and recommended the Inclusion of two non-gradual credits/semester for extracurricular and co-curricular activities to the Academic Council for approval.

### **IQAC 3.5.3 Creation posts other than university ordinance: DOAA (Dean of Academic Affairs), DOFA (Dean of Faculty Affairs), DORA (Dean of Research Affairs), DOSA (Dean of Student Affairs):**

**IQAC Recommendations:** The IQAC committee discussed and recommended the creation of certain posts at present not mentioned in university ordinance DOAA (Dean of Academic Affairs), DOFA (Dean of Faculty Affairs), DORA (Dean of Research Affairs) and DOSA (Dean of Student Affairs) to the Board of Management for approval. It was informed that DORA (Dean of Research Affairs) and DOSA (Dean of Student Affairs) are already functional, in different capacity. Registrar was advised to revise the ordinance and get it approved by M.P. Private University Regulatory Commission.

### **IQAC 3.5.4 Energy, Green and Environment audits.**

**IQAC Recommendations:** The IQAC committee discussed and advised Director IQAC to prepare SOP for three audits i.e., Energy, Green and Environment.

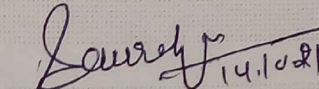


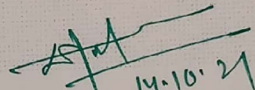
**IQAC 3.6 Any other item**

The Chair appreciated active participation of the members in a healthy discussion and their inputs. It was requested to all the members to come up with some plan in the next meeting on how to increase the perception of the university. Mr. Yatish Mathur suggested to convene IQAC meeting monthly for next 3 months.

**IQAC 3.7 End of meeting.**

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

*for*  14.10.21  
Dr. A.A. Koser  
Director IQAC & Member Secretary

 14.10.21  
Dr. Dilip K. Patnaik  
Vice-Chancellor and Chairperson