

MEDI-CAPS UNIVERSITY, INDORE

Minutes of 10th meeting of Internal Quality Assurance Cell

Wednesday, February 21, 2024

Date: 22.02.2024

The 10th Meeting of the Internal Quality Assurance Cell was held on Wednesday, February 21, 2024 at 11:00 a.m. at the University Board Room.

The following members attended the meeting:

Name	Designation/Capacity	Position
Dr. Dilip K. Patnaik	Head of the Institution: Vice-Chancellor	Chairperson
Mr. Palash Garg	Nominee from Governing Body	Special Invitee
Ms. Saloni Garg	Nominee from Governing Body	Special Invitee
Dr. D.K. Panda	Pro Vice-Chancellor	Member
Dr. P. Siluvainathan	Registrar	Member
Dr. Ashok Sharma	Nominee from reputed research bodies	Member
Dr. Sunil D. Upadhyay	Senior Teacher	Member
Dr. V. Ganeshan	Senior Teacher	Member
Dr. Preeti Jain	Senior Teacher	Member
Dr. Shilpa Tripathi	Senior Teacher	Member
Mr. Sourabh Dave	Nominee from Alumni	Member
Mr. Tanish Vyas	Nominee from Students	Member
Ms. Swati Tahiliani	Member of core IQAC team	Special Invitee
Dr. Saurabh Jain	Coordinator IQAC	Special Invitee
Dr. A.A. Koser	Director IQAC	Member Secretary

IQAC 10.1 Opening remarks of Chairman

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

IQAC 10.2 Leave of absence:

The following members were granted leave of absence:

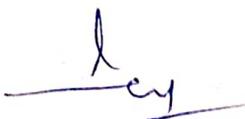
1. Mr. Gopal Agrawal
2. Mr. Sanjay Tiwari
3. Dr. Sanjay Jain
4. Dr. Pramod S. Nair
5. Mr. Sanjay Dhare
6. Dr. Ruchi Kushwah

IQAC 10.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 9th IQAC meeting held on July 27, 2023. IQAC board confirmed the minutes of 9th IQAC meeting.

IQAC.10.4 Action Taken Report of 9th Meeting of IQAC

S. No.	Agenda Item	Decisions taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
i.	IQAC 5.8.1 Creation of Hall of Fame	It was agreed upon to build an additional dedicated hall of 2000-3000 sq.ft. for the purpose before NAAC peer team visit (tentative) in October 2022. Matter was forwarded to AC.	Registrar	It was discussed in the Academic Council.	In Process	To form a committee and complete the work within three months. OSD to the chancellor/ Director Branding and Promotions/Registrar would take care. N block old MIIC office was discussed as one of the choices for it. Director IQAC was asked to finalize the location. It was also discussed to build a new hall above A block conference hall. It was also proposed by a member to place a digital version of Hall of Fame on our website for better



						reachability and ease of frequent updations. Director Branding and Promotion was given the responsibility.
ii.	IQAC 6.8.6 Appointment of student counsellor and faculty counsellor.	It was informed that part-time counsellor would be available in the university health centre on every alternate day of the week. It was suggested to DSW to sensitize faculty members and students and to prepare a SoP and present in the next IQAC meeting. Policy is to put up to AC for approval.	DoSA	The policy had been put in AC for discussion and approval.	In process	It was informed that from March 01, 2024, a counsellor would join.

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

IQAC.10.5 Approval Items

It was proposed to place a digital version of Hall of Fame on our website for better reachability and ease of frequent updations. Director Branding and Promotion was given the responsibility.

IQAC Recommendation: The above matter after discussion was decided to forward to Academic Council.

IQAC.10.6 Ratification Items

“Gender Audit Report” and “Strategic Plan” were put up for approval in Governing Body. The reports had been approved and submitted with NAAC SSR. Those were shown and discussed upon in the meeting.

IQAC.10.7 Reporting Items

IQAC.10.7.1 As a part of NAAC application process, Institutional Information for Quality Assessment (IIQA) was submitted on October 16, 2023, and was approved by NAAC on November 01, 2023

IQAC.10.7.2 Further, after approval of IIQA, NAAC SSR had been submitted on December 13, 2023.

IQAC.10.7.3 Data Validation and Verification (DVV) process and Student Satisfaction Survey (SSS) had been started after December 13, 2023. On December 15, 2023, a clarification was received from NAAC, and it was replied on December 27, 2023. Declaration of DVV result was awaited.

- IQAC.10.7.4** IQAC team, along with all the internal stakeholders, was preparing for the forthcoming NAAC visit. The visit was expected to take place in March 2024.
- IQAC.10.7.5** As a part of the preparation, the IQAC team was sensitizing the departments/offices about the documentation and other requirements of the NAAC visit. Frequent visits, audits and handholding sessions were being organized. Thorough checking of the documentation was being done. Special focus was laid on course files, students' continuous valuation records, DMR, lab manuals, lab stock and maintenance registers, logbooks, outcome attainments etc. Separate sessions were being taken for the faculty members of various departments.
- IQAC.10.7.6** Academic and Administrative Audits (AAA) were planned for all the departments from January 29, 2024, to February 06, 2024. These audits were going to be done for the odd semester (July-December 2023) of the academic year 2023-24.
- IQAC.10.7.7** In view of the forthcoming NAAC visit and for the betterment of the university at large, the development of some physical facilities had been initiated by IQAC. Those facilities were either started or being developed. Those included:
- Installation of 10 Twin Dustbins (with stand) at various blocks
 - 2 Wheelchair procurement
 - 5 Sanitary Napkin Machine procurement and installation
 - 6-seater E-cart (Golf cart) procurement
 - Installation of an Open Gym at playground area
 - Installation of QR Scanner for giving feedback/suggestions easily
 - Installation of Sign/direction boards in every nook and corner of the campus
 - Placement of Bed and Mirror in Girls common rooms
 - Procurement of Additional sport kits
 - Establishment of Yog center- It was agreed upon to finish the work by March 15, 2024. Responsibility would be with Director Branding and Promotion.
 - Establishment of Art gallery- It was agreed upon to do the needful as soon as possible. It was proposed by a few members to establish it on the walls of corridors of F block on the way to the major auditorium. Protection of the articles was discussed as a potential threat in doing so. Responsibility would be with Director Branding and Promotion.
 - Establishment of AV center cum Lecture capturing- It was suggested to install a cassette AC instead of wall AC. But it was informed that the idea wouldn't be feasible and hence no changes would take place. Responsibility would be with OSD to the chancellor.
 - Establishment of Lab as a Museum-Remaining work of additional electrical points was decided to be done by the end of March 2024. Chief Administrative Officer would be responsible.
 - Additional Book Publication by faculty



- Increasing Library sitting capacity- It was reported that the capacity had been increased to 500.
- Installation of Interactive Panel Boards
- Installation of Audio System for the classroom- Director IQAC was asked to identify the rooms/halls for the installation.
- Establishment of Central Instrumentation Centre.

IQAC.10.7.8 IQAC coordinator Dr. Saurabh Jain visited Bhopal to represent university by attending a workshop conducted by MPPURC at Kushabhau Thakrey Auditorium. The workshop was on the topic of “Implementation of Digi Locker and Academic Bank of Credits (ABC)”. Along with knowing about the intricacies and technicalities, queries and issues in the smooth implementation of were shared with the team of resource persons. The visit proved very fruitful, especially in resolving our queries. (Report)

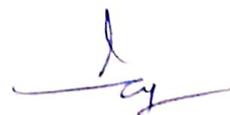
IQAC.10.8 Any other item with the permission of the chair.

IQAC.10.8.1 Student representative informed that the facility of teacher-student communication through ERP or website was inappropriate. Revamping was required. A live attendance checking facility for the students was also requested. It was informed by the chairman that a beta version of one mobile App would be released to address all such issues very soon. It was suggested to the IQAC core team to use & test the App first and give feedback. It was requested by the student representative to let the students use and test the App too for better feedback.

IQAC.10.8.2 Alumni representative was requested to update about activities and issues of alumni cell. Briefing about events like alumni talks, industry visits, plantation drives, city chapters, and alumni meets was apprised. Information about Alumni mentorship programs, alumni scholarships, and sponsorships was also given. It was also informed that alumni contribute as BoS members too. The office of the Alumni Cell was informed to be under construction in the Training and Placement block and it was apprised to be completed by the end of March 2024.

IQAC.10.8.3 It was informed that Director Corporate Relations was taking care of feedback from industries. The work would be completed in 3-4 months.

IQAC.10.8.4 Important suggestions and insights about preparations of forthcoming NAAC team visit were shared by the nominee from reputed research bodies. Complete details of two-day visit were shared and a tentative plan for the same was apprised.



IQAC.10.9 End of Meeting.

The Chair appreciated the council members for their keen participation and input for the quality improvement of the University in all aspects. Next meeting was decided to be kept after three months.

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