MEDI-CAPS UNIVERSITY, INDORE

Minutes of 4th meeting of Internal Quality Assurance Cell

Tuesday, October 26, 2021

Date: 28.10.2021

4th Meeting of Internal Quality Assurance Cell was held on October 26, 2021 (Saturday) at 11:00 am at the University Board Room.

Following members attended the meeting:

Name	Designation/Capacity	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. 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
Mr. Sourabh Dave	Nominee from Alumni	Member
Ms. Unnati Bokhariya	Nominee from Students	Member
Dr. Saurabh Jain	Coordinator IQAC	Special Invitee
Dr. Archana Choudhary	Co-Coordinator IQAC	Special Invitee
Dr. A.A. Koser	Director IQAC	Member Secretary

IQAC 4.1 Opening remarks of Chairman

The meeting was formally opened by the Chair by welcoming all the members and invitees. Thereafter, new members who could not attend the previous meeting, were introduced, and welcomed.

Member Secretary and Director IQAC was requested to apprise all the attendees about the meeting agenda and IQAC activities.

All the members were welcomed by Member Secretary.

IQAC 4.2 Leave of absence:

Following members were granted leave of absence:

1. Dr. D.K. Panda   - Pro Vice-Chancellor
2. Dr. Shweta Rathi   - Senior Teacher
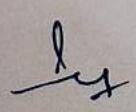
IQAC 4.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 3rd IQAC meeting held September 18, 2021.

IQAC committee confirmed the minutes of 3rd IQAC meeting.

IQAC 4.4 Action Taken Report

IQAC 4.4.1 Review of the work done by IQAC since 3rd IQAC meeting held on September 18, 2021.

Action Taken Report (ATR) of 3rd Meeting of Academic IQAC					
Agenda Item	Decision taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
IQAC-3.4.1a	Update about SWOT analysis of the departments to the University management and all the other stakeholders	IQAC	Emailed to HoDs to present revised SWOT	In Process	HoDs would present the SWOT very soon as per the availability of management
IQAC 3.4.1b	More of the departments should run masters and doctoral programs	Deans /HoDs	Referred to Academic Council	In Process	Apart for Agriculture and Pharmacy, all the departments are eligible to run PG programs. These two departments would become eligible their one

					batch of UG students pass out.
IQAC 3.4.1c	Faculty members should be encouraged more to pursue Ph.D. from the institutions of national and international repute	Prof. In-Charge Research/Deans/ HoDs	Referred to Academic Council	In Process	QIP may be started for faculty members to pursue Ph.D.
IQAC 3.4.1d	Seed money with a capping of 3 Lac. (@1 Lac. Per annum) might be given to the researchers. The policy to be communicated to the faculty members. IQAC board must council and encourage the faculty members in this regard.	Prof. In-Charge Research /IQAC	As per University Regulation-55, communicated to HoDs	Completed	Faculty members have been apprised about it. HoDs are motivating them to plan and apply. If faculty members are not taking enough interest in availing seed money and taking benefits, policy must be reviewed in terms of indemnity bond and other terms. If any faculty member who has received seed money, leaves before completion of the research project, he/she should return the amount. The project would be transferred to the concerned

					department including all the liabilities and assets. Consortium of 4-5 faculty members can be formed to upscale the size of the project. Seed money can be added. If anyone faculty members leaves in between, that would not hamper the project that much.
IQAC 3.4.1e	Freedom to be given to faculty members by allocating less academic load and giving more academic leaves	Prof. In-Charge Research /Deans/HoDs	Referred to Board of Management	In Process	Meetings have been done IIT Indore. IIT Indore has agreed to share the resources (access to library, research journals and labs) for faculty members of MU. MoU in this regard is being signed very soon. Vehicle facility would be provided by MU as and when needed to go to IIT Indore. RGPV has also agreed to share limited resources. MoU would be

					signed in a month's time. It was suggested to initiate the same with IIM Indore.
IQAC 3.4.1f	More full-time research scholars should join the departments for doing Ph.D. They should be given stipend and their Ph.D. course work should be based on research courses. It was suggested to offer TA ship to the Ph.D. research scholars.	Prof. In-Charge Research /Deans/HoDs	Referred to Board of Management	In Process	-
IQAC 3.4.1g	Quality teachers should be recruited to become eligible research guides	Deans /HoDs	Referred to Board of Management	In Process	Taken care about it since last 6 months in recruitment process
IQAC 3.4.1h	Every faculty member should do and publish research in referred journals. They might start their research journey by implementing research done in good research papers to counter teething problem & to get insights and then start doing their own research. All the faculty members must be trained on basic	Dr. R.S. Tare/ Prof. In-Charge Research	Workshop opportunities/proposals are being sought after	In Process	The detailed plan was reported. Soon NITTTR and other external agencies would support in training faculty members of MU. Train the trainers on software/tools.

	minimum skills on one or more software tools like CST, MATLAB etc. More workshops could be conducted on these tools regularly. It was asked to come up with the proposals to train the faculty members on required software tools for research				
IQAC 3.4.1i	Conduct few workshops on how to prepare and apply for a research project and apprise about various funding agencies	Dr. S.D. Upadh yay	Workshops are being planned	Completed	A workshop had been conducted. 65 faculty members attended. Report & feedback would be submitted within 10 days. It was suggested to circulate the PPT to all the faculty members.
IQAC 3.4.1j	Include a greater number of reputed research journal in the library.	Prof. In-Charg e Librar y	Process is expedited	In Process	RGPV has agreed to share JGATE for engineering and management streams. Therefore, MU should save the money of purchasing the same and use it otherwise. Faculty members and students must

					journals as a part of their final year project work.
IQAC 3.4.1k	It was suggested to communicate the analysis of the results of semester-wise student feedbacks to the teachers and HoDs	Dr. Suresh Jain/P VC	Process is initiated	In Process	The result and action to be shown in next meeting of IQAC board.
IQAC 3.4.11	Poor NIRF ranking in the aspects of research publication, patents, research projects and perception was reported	IQAC	Work is expedited	In Process	More collaborations with academic institutions/industries/research firms to be ensured.

Collaborations with RSCoE Pune and AITR Indore to be done within a month.

Ideas to be taken from many unconventional topics to increase the visibility especially in non-engineering areas.

IQAC with departments to invite vendors/suppliers to showcase them our strengths and initiate collaborations. |

| | | | | | be encouraged to access IEEE/other reputed journals and take complete advantage of library at IIT Indore after MoU.

Faculty members can take help of the librarian in downloading desired research papers.

Encourage faculty to take membership of IE India.

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.

MU have UGC's National Digital Library.

It should be made compulsory for the students of all the streams to publish research paper in referred |
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IQAC 3.5.1m	Formation of Planning and Monitoring Board	IQAC	Proposal was put up and the Board has been formed	Completed	-
IQAC 3.5.2n	Inclusion of two non-gradial credits/semester for extracurricular and co- curricular activities	IQAC	Proposal was put up and inclusion has been done	Completed	-
IQAC 3.4.1o	More emphasis on Outcome Based Learning (OBE)	IQAC	Outcome Based Learning (OBE) has been incorporated and stakeholders are sensitised	Completed	-
IQAC 3.4.1p	Continue filling NAAC SSR	IQAC	Regular meetings with IQAC coordinators are being done. Notice & schedule for the same are being circulated.	In Process	-
IQAC 3.4.1q	Implementation of NEP	IQAC	Next year	In Process	NEP implementation is not mandatory in 2021-22. UGC is frequently making changes in it. Once it becomes stable, MU would implement from 2022-23
IQAC 3.4.1r	University Prospectus preparation	IQAC	Draft is ready	In Process	-
IQAC 3.5.3s	Creation of the posts at present not mentioned in university ordinance:	IQAC	Referred to Board of Management	In Process	-

	DOAA (Dean of Academic Affairs) DOFA (Dean of Faculty Affairs) DORA (Dean of Research Affairs) DOSA (Dean of Student Affairs)				
IQAC 3.4.1t	Installation of display boards in various teaching & non-teaching departments to display Vision, Mission, PEOs, knowledge walls etc. Creation of dedicated IQAC portal for IIQA purpose of NAAC	IQAC	Planning is being done	In Process	It was suggested to expedite the work.
IQAC 3.4.1u	Data parking software for accreditations and ranking	IQAC	Demonstrations of different readymade solutions available in the market are being invited regularly. Discussions on turnkey solutions are in process	In Process	-
IQAC 3.4.1v	Dynamic revision of course file	IQAC	Working out with RSCoE Pune	In Process	Medi-Caps Share just like Slideshare is under preparation, in which faculty members can place their flip classes, advance study material, PPTs etc. Work is

				·	to be completed one year down the line.
IQAC 3.4.1w	Formation of student council as per UGC norms	IQAC	Proposed has been put up. Discussions with Deans are going on.	Completed	-
IQAC 3.5.4x	Energy, Green and Environment audits	IQAC	Proposals from external agencies are called and discussions are going on	In Process	Reports to be shown in next IQAC meeting.
IQAC 3.4.1y	Steering Committee for Divyangjan – Skill and facility development	IQAC	Note is put up	Completed	-
IQAC 3.4.1z	Inclusion of more UHV courses and coding courses	IQAC	Referred to BoS	Completed	
IQAC 3.4.1aa	Appreciation letters to faculty members for research, Ph.D. completion, Consultancy etc	IQAC	Information has been called from departments and listing is being done	In Process	Shall be done in a month's time
IQAC 3.4.1ab	Implementation of SOPs/policies ▸ IPR & linkages ▸ Research-Incentive for publication, ▸ Research Journal ▸ Promotional Development ▸ Field Visits and Projects ▸ Consultancy ▸ Categorization of students and action ▸ Alumni contribution in curriculum	IQAC	Proposals are being prepared and put up for approval	In Process	Referred to BoS

	and career development				
IQAC 3.4.1ac	University should ensure better quality in terms of projects and internships	IQAC	DSW, Deans and HoDs are continuously working for the betterment	In Process	-

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

IQAC 4.4.2 Submissions from student nominee

a. On the point of making students aware about environment, it was suggested to encourage students about environment consciousness through various means like developing an android app related to that.
b. The above work may be extended as an intern for students.
c. It was reported that the information which is circulated through WhatsApp amongst the students gets mixed and lost eventually. Therefore, an information tab can be created in students' ERP login for easy and convenient access to all the notices and circulars.

IQAC Recommendations: The IQAC committee discussed and recommended student nominee to discuss with Director IQAC to plan the activities.

IQAC 4.4.3 Submissions from alumni nominee

Stay facilities to be provided to alumni, if requested, whenever they come to the university

IQAC Recommendations: The IQAC committee noted and discussed. Concrete plan on the basis the availability of resources will be worked upon.

IQAC 4.5 Approval Items

IQAC 4.5.1   QIP scheme for faculty members to pursue Ph.D. from the institutions of national and international repute

IQAC Recommendations: The IQAC committee discussed and recommended to the Board of Management for approval.

IQAC 4.5.2   Taking benefits of the University's seed money policy:

IQAC Recommendations: The IQAC committee discussed that if faculty members are not taking enough interest in availing seed money and taking benefits, policy must be reviewed in terms of indemnity bond and other terms. If any faculty member who has received seed money, leaves before completion of the research project, he/she should return the amount. The project would be

transferred to the concerned department including all the liabilities and assets. Consortium of 4-5 faculty members can be formed to upscale the size of the project. Seed money can be added. If anyone faculty members leave in between, that would not hamper the project that much.

The IQAC committee discussed and recommended to the Board of Management for approval.

IQAC 4.5.3 Collaborations with RSCoE Pune and AITR Indore

IQAC Recommendations: The IQAC committee discussed and recommended to collaborate with RSCoE Pune and AITR Indore within a month.

IQAC 4.5.4 Dynamic revision of course file and e-content development

IQAC Recommendations: The IQAC committee discussed and planned to start Medi-Caps Share just like Slideshare, in which faculty members can place their flip classes, advance study material, PPTs etc. Work is to be completed one year down the line.

IQAC 4.5.4 Energy, Green and Environment audits.

IQAC Recommendations: The IQAC committee discussed and planned to present the reports of the audits i.e., Energy, Green and Environment in next IQAC committee meeting. Quotations have already been called, comparative has been made and put up.

IQAC 4.6   Reporting Items

It was reported that one of our BBA alumni has developed an app for student learning which included all the important relevant material for focused study.
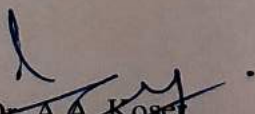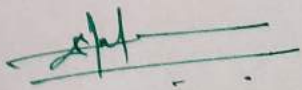
IQAC 4.7   Any other item

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.

IQAC 4.8   End of meeting.

It was discussed and agreed upon to have the next meeting in second half of December 2021.

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

Dr. A.A. Kosel
Director IQAC & Member Secretary

Dr. Dilip K. Patnaik
Vice-Chancellor and Chairperson