

MEDI-CAPS UNIVERSITY, INDORE

Minutes of 9th meeting of Internal Quality Assurance Cell

Thursday, July 27, 2023

Date: 30.07.2023

The 9th Meeting of the Internal Quality Assurance Cell was held on July 27, 2023 (Thursday) 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
Dr. D.K. Panda	Pro Vice-Chancellor	Member
Dr. Naveen Dhingra	Registrar	Member
Dr. Sunil D. Upadhyay	Senior Teacher	Member
Dr. V. Ganeshan	Senior Teacher	Member
Dr. Sanjay Jain	Senior Teacher	Member
Dr. Shilpa Tripathi	Senior Teacher	Member
Dr. Ankur Saxena	Senior Teacher	Member
Mr. Sourabh Dave	Nominee from Alumni	Member
Mr. Sanjay Dhare	CFAO	Special Invitee
Ms. Swati Tahiliani	Member of core IQAC team	Special Invitee
Dr. Ruchi Kushwah	Member of core IQAC team	Special Invitee
Dr. Saurabh Jain	Coordinator IQAC	Special Invitee
Dr. A.A. Koser	Director IQAC	Member Secretary

IQAC 9.1 Opening remarks of Chairman

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

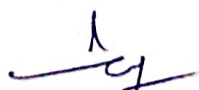
IQAC 9.2 Leave of absence:

The following members were granted leave of absence:

1. Mr. Gopal Agrawal
2. Mr. Palash Garg
3. Dr. Ashok Sharma
4. Mr. Sanjay Tiwari
5. Ms. Unnati Bokhariya

IQAC 9.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 8th IQAC meeting held on January 20, 2023. IQAC committee confirmed the minutes of 8th IQAC meeting.



IQAC.9.4 Action Taken Report of 8th Meeting of IQAC

S.No	Agenda Item	Decisions taken in the Meeting	Responsibility	Action Taken	Remark	Discussion /Targeted timeframe for completion
i.	IQAC 8.4a Signing more MoUs	Calendars to be prepared MoU-wise	Deans/HoDs	Calendars were prepared.	Completed	-
ii.	IQAC 8.4b Installation of display boards of Vision, Mission, PEOs, knowledge walls of departments	It was suggested to get it done before the forthcoming NAAC team visit.	IQAC	Installed in the remaining 6 departments.	Completed	-
iii.	IQAC 8.4c 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 is to be put up to AC.	Registrar	The venue has been identified. It was discussed in the Academic Council.	In Process	Academic Council is yet to finalize.
iv.	IQAC 8.4d Annual Activity Calendar of each department.	Heads are informed for the same. Will be completed before the start of next semester.	HoDs	Departments have already prepared.	Completed	-
v.	IQAC 8.4e 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 next IQAC meeting. Policy is to be put up to AC for approval.	DSW	Policy had been put to AC for approval and later had been discussed in AC	In process	Finalized in AC. Recruitment is expected to be done within two months.

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

IQAC.9.5 Approval Items

No items were there.

IQAC.9.6 Ratification Items

No items were there.

IQAC.9.7 Reporting Items

Academic and Administrative Audits (AAA) of all the teaching and non-teaching departments were done by the IQAC core team from January 16-29, 2023. (Report attached)

IQAC.9.8 Any other item with the permission of the chair.

IQAC.9.8.1 Approved policies to be circulated to all the HoDs

IQAC.9.8.2 University-level FDP is to be resumed on the last Friday of every month.

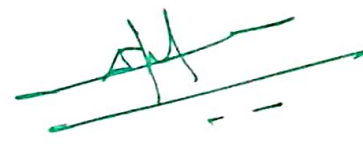
IQAC.9.8.3 Sensitization to fill DMR is to be done by IQAC.

IQAC.9.9 End of Meeting.

The Chair applauded the council members for their keen participation and input for the quality improvement of the University in all aspects.

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


Dr. A.A. Koser
Member Secretary


Dr. Dilip K. Patnaik
Chairperson