# MEDI-CAPS UNIVERSITY, INDORE

## Minutes of 8th meeting of Internal Quality Assurance Cell

## Thursday, January 19, 2023

**Date: 20.01.2023**

8th Meeting of Internal Quality Assurance Cell was held on January 19, 2023 (Thursday) at 11:00 a.m. at the University Board Room.

Following members attended the meeting:

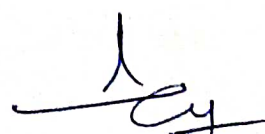| Name | Designation/Capacity | Position |
| --- | --- | --- |
| Dr. Dilip K. Patnaik | Head of the Institution: Vice-Chancellor | Chairperson |
| Dr. D.K. Panda | Pro Vice-Chancellor | Member |
| Dr. Naveen Dhingra | Registrar | Member |
| Dr. Sunil D. Upadhyay | Senior Teacher | Member |
| Dr. V. Ganeshan | Senior Teacher | Member |
| Dr. Suresh Jain | 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 |
| Dr. Saurabh Jain | Coordinator IQAC | Special Invitee |
| Dr. A.A. Koser | Director IQAC | Member Secretary |

## IQAC 8.1 Opening remarks of Chairman

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

## IQAC 8.2 Leave of absence:

Following members were granted leave of absence:

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

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**IQAC 8.3 Confirmation of Previous meeting of IQAC**

No comments /observations have been received on minutes of the 7th IQAC meeting held on July 08, 2022. IQAC committee confirmed the minutes of 7th IQAC meeting.

**IQAC.8.4 Action Taken Report of 7th Meeting of IQAC**

## Action Taken Report (ATR) of 7<sup>th</sup> Meeting of IQAC

| S.No. | Agenda Item | Decision taken in the Meeting | Responsibility | Action Taken | Remark | Discussion/Targeted timeframe for completion |
|---|---|---|---|---|---|---|
| i. | IQAC 7.4a<br><br>Signing more MoUs | Calendars to be prepared MoU wise | Deans/HoDs | Calendar preparation is going on for most of the MoUs. | In Process | It was informed that a google sheet had already been circulated amongst all departments for submission of MoU wise activity calendar. It was also decided that merely framing calendars, would not be sufficient. Everyone should try to make most of the MoUs functional. Last date for information collection was decided to be January 30, 2023. Then DoCA and DoPA would sit together to plan further. |
| ii. | IQAC 7.4b<br><br>Installation of display boards of Vision, Mission, PEOs, knowledge walls of departments | It was suggested to get it done before forthcoming NAAC team visit. | IQAC | Installed in 11 departments. | In Process, | Informed to be installed in remaining 6 departments by 30<sup>th</sup> January, 2023 |
| iii. | IQAC 7.4c | Policy and formation to be | IQAC/ | IQAC has submitted the | Completed | - |

| | | Formation of student council | put up in the AC meeting | DSW | proposal to AC meeting and had been approved in AC meeting | | |
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| iv. | IQAC 7.4d<br><br>Implementation of remaining SOPs/policies | It was decided to put up all the remaining policies for approval in next Academic council. | IQAC | IQAC has submitted to AC meeting | Policies have been approved in AC meeting. | It was asked to mention the number and put approved policies/SoPs with minutes of the meeting as an annexure. If any existing regulation needs to be amended in accordance with newly made SoPs, it may be done. |
| v. | IQAC 7.4e<br><br>Guest house facility for alumni | It was discussed that the proposed guest house would not available only for alumni. Rather, the guest house facility would be available to all the stack holders on payment basis. A proper system to be developed for its utilization and maintenance. It was reported that the facility would be created by September or October 2022. | Registrar | Facility creation has been done. More resources to be created later. | Completed. | Forwarded to DoPA for further action |
| vi. | IQAC 7.4f | It was suggested to generate revenue by | Deans/HoDs | Deans/HoDs are working on it. | Continue process | It was suggested to include such programs in their |

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|  | Revenue generation by the departments | conducting FDP, VAC, STTP, consultancy etc. Some of the internships were conducted. |  |  |  | department activity calendar. |
| vii. | IQAC 7.4g<br><br>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. | Regist rar | The venue has been identified. It was discussed in Academic Council. | In Process | Forwarded to DoPA for further action |
| viii. | IQAC 7.4h<br><br>Mock NAAC visit of RSCoE Pune team in May 2022 first half | Three members from RSCoE visited in the month of October. | IQAC | Team gave their valuable suggestion s to the coordinators. All coordinators have implemented the suggestions. | Completed | - |
| ix. | IQAC 7.4i<br><br>Dean's List | It was discussed and agreed upon that five students may be chosen from each department in a particular year/semester. The proposal is to be put up to AC. | Regist rar | SOP was prepared and discussed in AC meeting. From odd semester of 2023-2024, it will be implemented. | Completed | - |
| x. | IQAC 7.4j<br><br>Faculty training in writing patent/rese | DoRA is to take care of faculty training in writing patent/research | DoRA and Planni ng & Devel | Work is still to be done. | In process | It was reported that two workshops on research proposal for funding |

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| | arch paper/copy write/articl e | paper/copywrite/ article. Such training programs are suggested to be conducted separately for each faculty. | opmen t Board | | | through AICTE and UGC had been conducted. One workshop on IPR was organised by IQAC. It was agreed upon that 5-6 proposals per department to be prepared in advance to get ready as soon as grant under any scheme goes live. Along with seed money research proposals for getting internal university funding to be prepared (at least one per department) all such proposals to be prepared by March 31, 2023. |
| xi. | IQAC 7.4k 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 | Department activity calendars should synchronise with university activity calendar. Department activity calendars should be submitted to the office of Registrar and to be published by it. |
| xii. | IQAC 7.4l Appointme nt of student | It was informed that part-time counsellor would be | DSW | Policy had been put to AC for approval and later had been | In process | |

| | | counsellor and faculty counsellor. | 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. | | discussed in AC | | |
|---|---|---|---|---|---|---|---|
| xiii. | IQAC 7.4m<br><br>Alumni-mentor assignment | It was informed that alumni are coming forward for it. Though the number is less at the moment, it is targeted by the alumni association to improve the linkages. | IQAC | | The process has been initiated. | Completed | It was reported that alumni had recently contributed Rs. 60 Lakh for lab development. It was also reported that the number of Alumni-Alma matter associations were increasing. More alumni were taking part in such activities through various city chapters. Alumni association should give the inputs of alumni to IQAC board. Alumni meet should be organised in university campus itself, not through city chapters. It was |

| | | | | | | also discussed not to keep alumni meet with convocation. It was agreed upon to schedule the alumni meet in January one week after the commencement of classes of even semester. |
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The Action taken report was discussed and approved by the committee.

**IQAC.8.5**   **Approval Items**

**Submission of NAAC SSR:** It was discussed and agreed upon by all to include year 2022-23 instead of 2017-18 in our NAAC SSR. It was decided to apply for NAAC accreditation in July 2023.

**IQAC.8.6**   **Ratification Items**

No items were there.

**IQAC.8.7**   **Reporting Items**

**IQAC.8.7.1**   NITTTR training (July 2022) (Report)

**IQAC.8.7.2**   UpGrad campus live lecture (September 2022) (Report)

**IQAC.8.7.3**   Review meeting for NAAC by RSCoE, Pune (September 2022) (Report)

**IQAC.8.7.4**   Expert lecture on NEP (November 2022) (Report)

**IQAC.8.7.5**   NITTTR training by trainers in their respective department **(Report)**

**IQAC.8.7.6**   Department Management Register (Report)

**IQAC.8.7.7**   EDUSPOT meeting was held recently.

**IQAC.8.7.8**   MDP "The Aagaz" on January 07-08, 2023. (Report)

**IQAC.8.8**   **Any other item with the permission of the chair.**

**IQAC.8.8.1** Approved polies to be circulated to all the HoDs

**IQAC.8.8.2** University level FDP to be resumed on last Friday of every month.

**IQAC.8.9    End of Meeting.**

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

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