

# **MEDI-CAPS UNIVERSITY, INDORE**

## **Minutes of 12<sup>th</sup> meeting of Internal Quality Assurance Cell (Draft)**

**Friday, February 14, 2025**

**Date: 14.02.2025**

The 12<sup>th</sup> Meeting of the Internal Quality Assurance Cell was held on Friday, February 14, 2025, at 10:30 a.m. at the Conference Hall 'A Block'.

The following members attended the meeting:

<b>Name</b>	<b>Designation/Capacity</b>	<b>Position</b>
Prof. Dilip K. Patnaik	Head of the Institution: Vice-Chancellor	Chairperson
Mr. Palash Garg	Nominee from Governing Body	Special Invitee
Prof. Birajashis Pattnik	Pro Vice-Chancellor	Member
Prof. P. Siluvainathan	Registrar	Member
Prof. Swagata Gupta	Nominee from reputed research bodies	Member
Mr. Shailesh Mishra	Nominee from Employers/Industrialists/ Stakeholders	Member
Prof. Sunil D. Upadhyay	Senior Teacher	Member
Prof. V. Ganeshan	Senior Teacher	Member
Prof. Shilpa Tripathi	Senior Teacher	Member
Prof. Pramod S. Nair	Senior Teacher	Member
Prof. Preeti Jain	Senior Teacher	Member
Prof. Priyamvada Tiwari	Senior Teacher	Special Invitee
Prof. Kalyan Sahoo	Senior Teacher	Special Invitee
Prof. Sourabh Dave	Nominee from Alumni	Member
Mr. Sanjay Dhare	CFAO	Special Invitee
Mr. Tanish Vyas	Nominee from Students	Member
Prof. Saurabh Jain	Coordinator IQAC	Special Invitee
Prof. A.A. Koser	Director IQAC	Member Secretary

### IQAC 12.1 Opening remarks of Chairman

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

### IQAC 12.2 Leave of absence:

The following members were granted leave of absence:

1. Mr. Gopal Agrawal
2. Ms. Saloni Garg
3. Dr. Sanjay Jain

### IQAC 12.3 Confirmation of Previous meeting of IQAC

No comments /observations have been received on minutes of the 11<sup>th</sup> IQAC meeting held on October 04, 2024. IQAC board confirmed the minutes of 11<sup>th</sup> IQAC meeting.

### IQAC.12.4 Action Taken Report of 11<sup>th</sup> Meeting of IQAC

S. No.	Agenda Item	Decisions taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
i.	<b>IQAC.11.5.1</b> Creation of some new positions: Prof. In-Charge Consultancy,  Prof. In-Charge, Career Counselling Cell, Prof. In-Charge Indian Knowledge System, Research Coordinator	Dean of Planning Affairs to put up the proposal in Academic Council	Dean of Planning Affairs	It has been discussed in the Academic Council.	Completed	Instead of just putting courses specific to IKS, the feel of IKS should be included in almost every course. IQAC was given the responsibility to restructure the syllabus to include IKS feeling in every course and get BoS approval. It was suggested that first part of each course should be taken on IKS features. Initiatives taken by Government of India for IKS content were advised to be referred also to highlight content of IKS in existing syllabus.

S. No.	Agenda Item	Decisions taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
ii.	<b>IQAC.11.5.3</b> Organising more parents' meetings	Dean Engineering along with Prof In-charge Mentorship had been given the responsibility to do the needful and put up the proposal in Academic Council.	Dean Engineering along with Prof In-charge Mentorship	SoP has been prepared and will be put up for approval in next Academic Council.	Ongoing	<p>It was proposed to involve parents in placement activities. They should get aware about presence and activities of Career Development Centre. Parents representatives should be included in IQAC.</p> <p>Operational detail of a data parking software which is being developed by the students, was explained and discussed for improvement further. Survey data was presented. It was suggested to finalise data points in ERP with clarity. It was reported that parents' meetings would be planned on Saturdays. It was also advised to get the software ready by May 2025 and present in next IQAC meeting. Alumni mentor-mentee system detail was also presented. It was advised to present the SoP of alumni mentor-mentee mapping in next IQAC meeting. Prof. In-charge Mentorship was asked to find out why few students had been visiting health centre almost daily during last 3-4 months.</p>

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S. No.	Agenda Item	Decisions taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
iii.	<b>IQAC.11.5.5</b> Boys' hostel capacity to increase	Dean of Planning Affairs and Registrar had been given the responsibility to do the needful and put up the proposal in Academic Council	Dean of Planning Affairs and Registrar	The proposal had been put in AC for approval.	Completed	Concrete plan to be prepared by June-July 2025.
iv.	<b>IQAC.11.5.6</b> Award for best performing teaching department in Academic and Administrative Audit	Director IQAC had been given the responsibility to do the needful and put up the proposal in Academic Council for reporting	Director IQAC	It has been discussed in the Academic Council.	Ongoing	SoP of benchmarking to be approved and publicised. Departments doing better could mentor new departments for their AAA preparations.
v.	<b>IQAC.11.5.7</b> Approval to apply for NBA for programs B.Tech. (EC, ME, EE, IT, CE), B.Pharm, MCA and MBA	The above matter after discussion was decided to forward to Academic Council for reporting	Director IQAC	Ready to put up in next Academic Council	Ongoing	---
vi.	<b>IQAC.11.5.8</b> Inclusion of CDC in No-dues norm of the students	It was decided that Alumni cell and mentors would be better channels to collect the same. The above matter was closed with a suggestion to Alumni cell and Prof. In charge Mentorship Program to work for the same.	Alumni cell and Prof. In charge Mentorship	Decision has been conveyed	Completed	Alumni cell was advised to share yearbook data with teaching departments, IQAC and Registrar office.

*Key*

S. No.	Agenda Item	Decisions taken in the Meeting	Responsibility	Action Taken	Remark	Discussion/Targeted timeframe for completion
vii.	<b>IQAC.11.8.1</b> IQAC core team to venture in the consultancy services for accreditations for colleges/universities pan India.	It was proposed that IQAC core team should venture in the consultancy services for accreditations for colleges/universities pan India. IQAC core team was suggested to prepare the proposal and proceed further in academic council.	Director IQAC	Ready to put up in next Academic Council	Ongoing	---
viii.	<b>IQAC.11.8.2</b> Establishment of a hostel for the trainees at the campus	Dean Planning & Development and CFAO to plan and put up the proposal in BoM.	Dean Planning & Development and CFAO	The proposal was put up but has been declined.	Completed	

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

#### **IQAC.12.5 Approval Items**

No items are there.

#### **IQAC.12.6 Ratification Items**

No items are there.

#### **IQAC.12.7 Reporting Items**

**IQAC.12.7.1** Faculty Development Program (FDP) on “Outcome Based Education (Outcome Mapping & Attainment)-Phase-1” was conducted from September 30-October 05, 2024, for all faculty members.

**IQAC.12.7.2** On the basis on their FDP attendance, punctuality, and performance in examination (Quiz), 38 faculty were shortlisted and interviewed. Out of that 16 were recognized to become “**Master Trainers**” (Level I & Level II) for OBE training task.

**IQAC.12.7.3** Faculty Development Program (FDP) on “Outcome Based Education (Outcome Mapping & Attainment) Phase-2” was conducted on November 27-28, 2024, for all HoDs, Deans & faculty members.

**IQAC.12.7.4** On the based on their FDP attendance, punctuality, and performance in examination (Quiz), 17 faculty were shortlisted and interviewed. Out of that 6 were

recognized to become “**Master Trainers**” (Level I & Level II) for OBE training task.

- IQAC.12.7.5** Training on course file for all the selected master trainers was conducted on 1st January 2024.
- IQAC.12.7.6** Training on Academic & Administration Audit (AAA) for all the selected master trainers was conducted on 2nd January 2024.
- IQAC.12.7.7** NAAC AQAR for the academic year 2023-24, was prepared in October-December and was submitted in the end of December 2024.
- IQAC.12.7.8** UGC 12(B) online inspection took place on December 13-14, 2024. Preparatory mock online audits were held on December 11-12, 2024.
- IQAC.12.7.9** AAA for the session July-Dec 2024, were conducted from January 13 to February 14, 2025. This time, all the cells/offices/clubs were being audited.
- IQAC.12.7.10** A ranking framework for AAA for the session July-Dec 2024 is being started. Departments are being encouraged to do well in audits.
- IQAC.12.7.11** For the years 2024-25 and 2025-26, Green/Environment/Energy Audits are scheduled to be conducted in February 2025. University has these audits done since last 4 years.
- IQAC.12.7.12** MPPURC 9(B) inspection took place on February 03, 2025. Preparatory mock drill was held on January 31, 2025.

**IQAC.12.8 Any other item with the permission of the Chair**

**IQAC.12.8.1** Improvement in hygiene in washrooms

**IQAC Discussion:** The issue was discussed.

**IQAC Recommendation:** It was advised to the Registrar office to comply and report in next IQAC meeting.

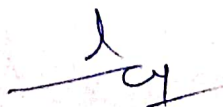
**IQAC.12.8.2** It was proposed to take additional feedback from the students in the mid of the semester besides the end semester feedback for timely improvement of the system.

**IQAC Discussion:** It was discussed that the same was being done on regular basis by mentors and QR scanners were also there for giving feedback at any time.

**IQAC Recommendation:** Need of the proposed feedback was not justified.

**IQAC.12.8.3** Skill development program (on 25 identified life skills) started for the first-year students was reported.

**IQAC Discussion:** It was appreciated.



**IQAC Recommendation:** It was advised to include more skills and implement for the all the students.

**IQAC.12.8.4** Revision of vision statement of the university

**IQAC Discussion:** It was suggested to include "Society ready students" in the vision of the university.

**IQAC Recommendation:** It was advised to DoPA and IQAC to do the needful.

**IQAC.12.8.5** Graphical presentation of improvement in departments

**IQAC Discussion:** It was suggested to show graphical presentation of improvement in departments.

**IQAC Recommendation:** It was advised to IQAC team to show in the next IQAC meeting.

**IQAC.12.9** 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