

MALWANCHAL UNIVERSITY

INDORE (MADHYA PRADESH)

[Unit of MAYANK WELFARE SOCIETY]

(A Private University Established by the Madhya Pradesh Niji Vishwavidyalay Adhiniyam No.17 of 2007)

Registration no. : MPPU20

University Address :

Index City, NH-59A,
Nemawar Road,
District Indore-452016 (M.P.),
Ph./Fax : 0731-4013656



Corporate Office Address :

104, Trishul Apartment, 5 Sanghi Colony
A.B. Road, Indore-452008 (M.P.)
Email : info@malwanchaluniversity.com
Website : www.malwanchaluniversity.com

Constituent Units : **Index** Medical/Dental/Nursing/Paramedical Institutions

Ref.No: MU/RO/IQAC/2021/132(A)

Date: 01.09.2021

Minutes of IQAC Meeting

The first meeting of the Internal Quality Assurance cell (IQAC) was held on **24/8/2021**. Persons who attended the meeting are as per the list enclosed. Chairperson IQAC, Mr. N. K. Tripathi welcomed the members and delivered his introductory address. He requested all the members for open house discussion on academic excellence. Then the Chairperson invited the attention of the members to quality concerns that should be addressed by IQAC.

Following are the minutes of meeting:

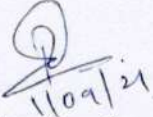
1. Agenda 1: The Director, IQAC Dr. Sudha Shrivastava, welcomed all again to the 1st meeting of IQAC of Malwanchal University, followed by her presentation on vision, mission, objectives, activities and functions of IQAC.
2. Agenda 2: Collaborative activities -Local linkage and community outreach programs and collaborative programs of the University with external agencies/organizations are to be planned and implemented urgently. All HOIs and Ms Deepshika Vinayak to follow up regarding the same.
3. Agenda 3: Promotion of research- Ms. Deepshika Vinayak informed that an academic committee with faculty members from various departments including the Deans of the Faculty, HODs and external experts has been constituted as research advisory committee.
4. Agenda 4: Sensitization regarding NAAC accreditation -All members agreed that an orientation program towards NAAC accreditation needs to be conducted for all faculty members for improving academic quality of the University. Dr Rolly S. Agarwal, Member Secretary IQAC has to arrange the same.
5. Agenda 5: Documentation towards NAAC Accreditation -Copy of annual report of the university should be made available to IQAC committee. An additional copy of publications, awards and achievements of all faculty

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Malwanchal University
Indore (M.P.)

members is to be insisted so as to ensure a copy in IQAC. This has to be conveyed to the HR department of individual institutions.

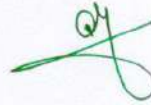
6. Agenda 6: The best practices to be implemented in the University shall be identified. Dr. Sudha Shrivastava, Director IQAC to follow up regarding the same.
7. Dr. Rolly S. Agarwal, IQAC member secretary informed the members regarding finalising the date for the next meeting and it was unanimously decided in the second week of October 2021. The meeting ended with a formal vote of thanks to the chair.



**Member Secretary IQAC
Malwanchal University,
Indore (M.P.)**

Cc:

- Chancellor
- Pro Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- Registrar
- All the concerned members
- File



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Constituent Units : *Index* Medical/Dental/Nursing/Paramedical Institutions

Ref.No. MU/RO/IQAC/2021/154(A)

Date: 13.10.2021

Minutes of IQAC Meeting

The meeting of IQAC was held on 12/10/21. The meeting was presided over by the Vice Chancellor & Chairperson Mr. N.K.Tripathi. Persons who attended the meeting are as per the list enclosed.

At the outset Dr. Rolly S. Agarwal, member Secretary (IQAC) welcomed all the honourable members of the Internal Quality Assurance Cell (IQAC) to the 2nd meeting of the IQAC.

Following are the minutes of the meeting:

- 1) Agenda 1: Review of minutes of 1st IQAC Meeting: It is informed that the 1st IQAC meeting was held on 24th August 2021 at 12.00 pm and the minutes of the first meeting were read and approved by the members.
- 2) Agenda 2: Action taken report on the decisions of the previous IQAC Meeting.

S. No.	Recommendation of Committee	Action taken
1.	Local linkage and community outreach programs and collaborative programs of the University with external agencies/organizations are to be planned and implemented urgently.	Ms. Deepshika Vinayak informed the committee that the MOU with other universities and institutes are under progress.
2.	Promotion of research.	Pro- Vice Chancellor Dr. Ram Ghulam Razdan informed members that research advisory committee meeting has been conducted on 26 th August 2021 and a research methodology

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		workshop is being organised in third week of this month.
3.	An orientation program towards NAAC accreditation needs to be conducted for all faculty members for improving academic quality of the University.	Hard and soft Copy of NAAC Health Science University manual has been circulated to all constituent colleges. Presentation regarding all the criteria's and their weight ages was given by Dr. Rolly S. Agarwal in the current meeting.
4.	Copy of Annual Report of the University should be made available to IQAC	The annual report has been received by IQAC cell.
5.	An additional copy of publications, awards and achievements of all faculty members is to be insisted so as to ensure a copy in IQAC	Records updated by the HR section of constituent colleges.
5.	The best practices to be implemented in the University shall be identified.	Dr. Sudha Shrivastava briefed the committee regarding the same.

- 3) Agenda 3: Conduction of academic and administrative audits on annual basis. In order to improve the academic and administrative performance of the Institution, the distinguished members discussed in depth the current status of academics, administrative procedures, and student activities. The members advocated for conducting the internal administrative and academic audits of all the constituent colleges.
- 4) Agenda 4: To decide plan of action for NAAC SSR Preparation: Dr.Sudha Shrivastava, Director IQAC suggested to prepare a plan of action for NAAC SSR preparation on all the individual criterions. Nodal officers and all criterion heads should interact with their fellow members for final preparation. The committee members recommended that nodal officers to follow up regarding the SSR preparation work with criteria 1-3 discussion in the next meeting including qualitative and quantitative questions.
- 5) Agenda 5: Maximum utilisation of LMS System: All faculty members and students should utilise the LMS platform and mentors should sensitize the students towards the same.

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6) Agenda 6: To initiate E-Governance in administration for administrative reforms: Mr. Christopher, Registrar informed that digitization of administration is important and is needed for smooth functioning of administration activities like service record of the employees, leave records etc. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, training & placements and higher education records. IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities. It was decided to migrate the faculty and student data on the institutional ERP system.

7) Dr. Rolly S. Agarwal, IQAC member secretary proposed the date for the next meeting and it was unanimously decided in the second week of January. The meeting ended with formal vote of thanks.


13/10/21. Dr. Rolly S. Agarwal.

**Member Secretary IQAC
Malwanchal University,
Indore (M.P.)**

Cc:

- Chancellor
- Pro Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- Registrar
- All the concerned members
- File



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Constituent Units : Index Medical/Dental/Nursing/Paramedical Institutions

Ref.No. MU/RO/IQAC/2022/11(A)

Date: 15.01.2022

Minutes of IQAC Meeting

The meeting of IQAC was held on 12/01/22. The meeting was presided over by the Vice Chancellor & Chairperson Mr. N.K.Tripathi. Persons who attended the meeting are as per the list enclosed.

Dr. Rolly S. Agarwal IQAC member secretary welcomed the members. Chairperson IQAC addressed the members & requested the members to give full support to the NAAC Program, to raise the standards of higher education in terms sustenance and enhancement of the quality of education being provided in this university.

Following are the minutes of the meeting:


- 1) Agenda 1: Review of minutes of last IQAC Meeting: It is informed that the previous IQAC meeting was held on 12/10/21 at 12.00 pm and the minutes of the meeting were read and approved by the members.
- 2) Agenda 2: Action taken report on the decisions of the previous IQAC meeting

S.No.	Recommendation of Committee	Action taken
1.	The members advocated for conducting the internal administrative and academic audits of all the constituent colleges.	The format for academic and administrative handbook has been circulated to all HOs by the IQAC committee and their suggestions and feedback are awaited.
2.	To decide plan of action for NAAC SSR Preparation.	All nodal officers and criteria in charges for NAAC criterion 1 to 3 have been informed to attend the meeting today.
3.	Maximum utilisation of LMS	Faculty members and students

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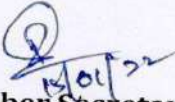
	System	are being motivated and sensitised regarding the same. Workshops for e-content creation are being organised at the institute level.
4.	To initiate e-Governance in administration for administrative reforms	The HOIs informed that HR and student section of constituent institutions are updating the data on the ERP software and login ids for all have been generated.

- 3) Agenda 3: Criteria wise discussion of Matrices as per the NAAC Manual for Health Science Universities – All key indicators pertaining to criteria 1 to criteria 3 were discussed in depth. Strengthening and documentation of activities for slow and fast learners were emphasized the academic program. The students have to be encouraged to take value added courses both in online and offline mode.
- 4) Agenda 4: Organisation and Conduction of alumni activities: Chairperson IQAC opined that a strong alumni association provides a support network of former graduates who will in turn help to raise the profile of the university. The aim of organising the alumni activities is to allow students to interact and strengthen their lifetime bonds with their alma mater. All members were in favour of organisation of the first alumni meet of Malwanchal University.
- 5) Agenda 5: To discuss feedback from various stakeholders: Members raised their concerns and reservations regarding the process of collecting the feedback, the confidentiality of the collected data and the process of the analysis of the data. The following decisions are taken:
1. To collect student feedback regarding the curriculum and teaching learning process after sensitizing the students and explaining the importance of the same. Mentors to take appropriate action regarding the same to ensure timely completion of the same. Data analysis to be conveyed to HOIs for ensuring improvements and amendments as needed.
 2. The teachers entrusted with the duty of collecting feedback will be assisted by IQAC members.




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- 6) Agenda 6: Any other matter with permission of chair: IQAC director, Dr. Sudha Shrivastava mentioned that activities leading to institutional excellence to be emphasized. Minutes of important meetings held, e-copies of awards, NABH, NABL, ISO certifications, SOPs' of constituent colleges to be documented and copy to be forwarded to IQAC.
- 7) Dr. Rolly S. Agarwal, IQAC member secretary proposed the date for the next meeting and it was unanimously decided in the second week of April 2022. The meeting ended with formal vote of thanks.


Member Secretary IQAC
Malwanchal University,
Indore (M.P.)

Cc:

- Chancellor
- Pro Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- Registrar
- All the concerned members
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Constituent Units : Index Medical/Dental/Nursing/Paramedical Institutions

Ref.No. MU/RO/IQAC/2022/108(A)

Date: 15/4/2022

Minutes of IQAC Meeting

The Meeting of the internal quality assurance cell (IQAC) was held on 12/4/22. Persons who attended the meeting are as per the list enclosed.

Pro - Vice Chancellor chaired the meeting. Director, IQAC welcomed all the members to the meeting and continued the proceedings as per the agenda.

Following are the minutes of the meeting:

- 1) Agenda 1: Review of minutes of last IQAC meeting: It is informed that the previous IQAC meeting was held on 12/10/21 and the minutes of the meeting were read and approved by the members.
- 2) Agenda 2: Action taken report on the decisions of the previous IQAC Meeting

S.No.	Recommendation of Committee	Action taken
1.	Criteria wise discussion of Matrices (criteria 1-3) as per the NAAC Manual for Health Science Universities.	Nodal officers presented the Qualitative and Quantitative metrics as suggested by the Vice Chancellor in the last meeting.
2.	Organisation and Conduction of Alumni Activities.	Registrar informed all the members that first alumni meet of Malwanchal university is being organised in the month of May and all the alumni are being contacted telephonically and through e-mail.
3.	Feedback from various stakeholders	Feedback forms links have been displayed on the website and the mentors are ensuring

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		timely completion of the feedback process.
4.	Activities leading to leading to Institutional excellence to be emphasized.	Dr. G.S. Patel, Dean IMCHRC informed that preparations for NABH accreditation were going on in full swing with utmost care towards adherence to patient care standards.

3) Agenda3: Criteria wise discussion of Matrices as per the NAAC Manual for Health Science Universities (Criteria 4- Criteria 7)- All key indicators pertaining to Criteria 1 to Criteria 3 were discussed in depth.

5.1.3 (Quantitative) - Average percentage of students benefited by guidance for competitive examinations and career advancement offered by the Institution during the last five years. Discussion: VC observed that, as only two batches of outgoing students are there, there is less data pertaining to this indicator. Also, he suggested that career counselling activities must be enhanced in every institution, for both undergraduate and postgraduate students.

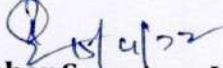
7.1.10 (Quantitative) - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard HOIs to ensure that

- The Code of Conduct is widely circulated
- There is a committee to monitor adherence to the Code of Conduct
- Institution organizes professional ethics programmes for students, teachers, administrators and other staff
- Annual awareness programmes on Code of Conduct are organized.

4) Agenda 4: To review the status and audits on eco-friendly measures adopted by the university: Dr. Sudha Shrivastava, Director IQAC informed all the members about the green audit report. Pro Vice Chancellor, Dr. Ram Ghulam Razdan informed all present that university is planning week long celebration on the occasion of "World Environment Day." The theme of the program is "Clean, Green and Waste-free campus". Posters regarding environmental awareness and plastic ban policy to be displayed in the campus.

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- 5) Agenda 5: To implement a barrier free access to facilities for the differently abled: Vice Chancellor suggested that acceptable terminology and signage which is internationally approved needs to be used across all campuses. Time bound implementation to be reviewed & presented in next IQAC meeting. Dr. Vijendra Singh to review the progress of the same.
- 6) Agenda 6: Any other matter with permission of chair: Dr. Sanjeev Narang, Pro Chancellor Malwanchal University informed all present regarding workshop on intellectual property rights being organised by the university and requested all HOIs to ensure maximum participation. The brochure and the necessary details will be circulated at the earliest.
- 7) Dr. Rolly S. Agarwal, member secretary IQAC proposed the date for the next meeting and it was unanimously decided in the second Week of July 2022. Meeting was adjourned with the vote of thanks by the Director IQAC.


**Member Secretary IQAC
Malwanchal University,
Indore (M.P.)**


**Registrar
Malwanchal University
Indore (M.P.)**

Cc:

- Chancellor
- Pro Chancellor
- Vice Chancellor
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- All the concerned members
- File

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Constituent Units : *Index* Medical/Dental/Nursing/Paramedical Institutions

Ref.No.MU/RO/IQAC/2022/212(A)

Date:15/07/2022.

Minutes of IQAC Meeting

The meeting of the internal quality assurance cell (IQAC) was held on 13/7/2022. The meeting was presided over by the Vice Chancellor & Chairperson Mr. N.K.Tripathi. Persons who attended the meeting are as per the list enclosed.

Vice Chancellor & Chairperson chaired the meeting. Director, IQAC welcomed all the members to the meeting and continued the proceedings as per the agenda.

Following are the minutes of the meeting:

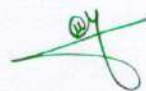
- 1) Agenda 1: Review of minutes of last IQAC Meeting: It is informed that the previous IQAC meeting was held on 12/04/22 and the minutes of the meeting were read and approved by the members.
- 2) Agenda 2: Action taken report on the decisions of the previous IQAC Meeting

S.No.	Recommendation of Committee	Action taken
1.	Criteria wise discussion of Matrices as per the NAAC Manual for Health Science Universities(Criteria 4-7)	Nodal officers presented the Qualitative and Quantitative metrics as suggested by the Vice Chancellor in the last meeting.
2.	To review the status and audits on eco-friendly measures	Dr. Ram Ghulam Razdan informed about the successful conduction of the "world Environment week" with active participation of students and faculty members.

Registrar
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3.	To implement a barrier free access to facilities for the differently abled	Ramp construction has been completed in Index Institute of Dental Sciences and signage's have been displayed in IMCHRC and IIDS. All the other institutions will be covered in second phase of construction.
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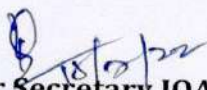
- 3) Agenda 3: To review the status of preparations towards NAAC Accreditation- drafting and editing content for SSR-VC informed that, moving forward, SSR will be the most important document in NAAC accreditation. Hence, requested all the HoIs to ensure utmost care while preparing SSR. The nodal officers to work in close coordination with the IQAC to finalise both qualitative and quantitative matrices. The Director, IQAC shall be vested with all powers to call for all data related to IQAC activities. The Director, IQAC shall submit a master plan for documentation of University records, for presentation before NAAC and other external agencies.
Director IQAC raised a concern that all institutions to prepare themselves for NAAC inspection and no pendency should be there.
- 4) Agenda 4: To discuss the preparation of academic calendar for the next academic year- The chairperson directed all HOIs to prepare the academic calendar for the upcoming session 2022-23 in consultation with Department HoDs and other stakeholders. The academic calendar should be uploaded on the university website also.
- 5) Agenda 5: To enhance consultancy services to increase revenue generation- All Institutions need to offer consultancies to outsiders to increase the revenue generation.VC suggested to the Registrar and all HoIs that they should identify areas in which consultancies can be offered to outsiders and publicizing it in website.
- 6) Agenda 6: Preparation of e - content- Director IQAC informed the house that university develops its' own reservoir of e-content. University has its own media lab for recording of lectures for e- content generation.
- 7) Agenda 7: Any other mater with the permission of the chair- The Hon'ble Pro-Vice-Chancellor suggested to have online training on LMS as well as to encourage teachers to take up interactive sessions in the online mode.
- 8) Dr. Rolly S. Agarwal, member secretary IQAC proposed the date for the next meeting and it was unanimously decided that in view of the filling of

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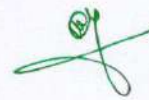
IIQA for NAAC accreditation more frequent meetings may be required. The date for next meeting and the agenda will be communicated after data pertaining to all the qualitative and quantitative matrices has been received by IQAC.

Meeting was adjourned with the vote of thanks by the Director IQAC.


**Member Secretary IQAC
Malwanchal University,
Indore (M.P.)**

Cc:

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