

**Minutes of Fifth (5th) IQAC Committee Meeting held on 9th Dec' 2023
at University House, S1 Board Room, Gnanagangothri Campus**

Members Present:

Chairperson: Dr. Kuldeep .K. Raina, Hon'ble Vice Chancellor

Members:

1. Dr. P. N. Razdan, Principal Advisor - Quality Assurance and Excellence Cell, GEF(M)
2. Dr. Govind R Kadambi, Pro Vice Chancellor, Research
3. Dr. G S Venkatesh, Registrar
4. Dr. Medha Y Rao, Dean , Academics
5. Dr. Mumtaj A, Director, IQAC
6. Dr. Nagappa Veerappa B, Head, CEG – TCS
7. Mr. Angadi Virupaksh, Director, CITM
8. Dr. T. Hemanth, Joint Registrar and Director — Admissions
9. Shri CA Udayakumara Shetty, Head, Finance and Accounts
10. Dr. Anitha Ramalingam, CoE
11. Dr. Anbalagan Heroji, Director — Training and Placement
12. Dr. Sharath Kumar, Professor, Head, FMC
13. Ms. Priya Arjun, Assistant Director — Student Affairs
14. Shri. Shivaramu L, Asst. Professor, FET
15. Dr. Niranjana Prabhu, Associate Dean, Research Division
16. Dr. Sreeram Darbha, Director, HR
17. Ms. Parameshwar. S, Chief- QA
18. Mr.Pavan S, Asst. Manager, Office of Registrar
19. Ms. Vijayalakshmi. T, Head, QA
20. Ms. Ashwini S, Executive, QA
21. Ms. Geetha B E, Head, QA

On-line Mode:

1. Dr. K.K. Raina, Hon'ble Vice Chancellor
2. Ms. Varsha S, Alumni (2020 – 2022)

Meeting Recorded Details available in the following links:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGE3ZTA5NDctOGQwMi00YzZkLWFkZWQTYWRjMjMjZkYTNh%40thread.v2/0?context=%7b%22id%22%3a%22e038180b-0021-401f-83a9-a2d45acee0dc%22%2c%22Oid%22%3a%2264ab0369-ba76-4ebd-ad97-60c6a61c1fbc%22%7d

Grant of Leave of Absence:

1. Dr. Om Prakash Kharbanda, Pro Vice Chancellor, Health Sciences
2. Dr. Krishnamurthy Jayanna, Dean, Office of Research & Innovation
3. Dr. Shalini C Nooyi, Principal and Dean, RMC
4. Dr. Jagannathrao Venkatrao Desai, Dean, FET

Call to Order and Quorum:

The meeting was called by Hon'ble Vice Chancellor at 11.30 AM in S1 Board Room of University House at Gnanagangothri campus.

With sufficient quorum being present the proceedings of the meeting were commenced by the Chairperson

Welcome and Overview:

Prof. K. K. Raina, Vice Chancellor and Chairperson, IQAC welcomed the members and invitees to the IQAC Committee Meeting and granted the leave of absence for members who could not attend the meeting due to some of their prior engagements. Chairperson extended hearty welcome to new members. He introduced Dr. Mumtaj. A, Director-IQAC, RUAS and hoped that we will maintain and sustain all best practices desired by Quality Assurance in all University processes.

Chair granted leave of absence for members who could not attend the meeting due to some of their prior engagements.

Dr. Mumtaj, Director QA, welcomed all the participants and proceeded with the presentation of meeting agendas.

Agenda No.	Agenda Item, Minutes and Resolution	Annexures									
IQAC 5.2	<p>To Approve the Minutes of 4th IQAC meeting held on 27th Aug.2023. The Minutes of the Meeting were circulated to the members of IQAC for their inputs on 7th Oct.2022 and no comments were received.</p> <p>Resolution: In view of no comments received, Chair in consent with all the members approved the 4th IQAC Minutes of Meeting.</p> <p>The Chair signed the copy of Minutes of 4th IQAC Meeting</p>	Attached copy of 4 th IQAC Meeting MoM									
IQAC 5.3	<p>To consider the Action taken Report on the matters arising from the 4th IQAC meeting held on 27th Aug.2023. Director, QA presented action taken on the actionable items as below:</p> <table border="1"> <thead> <tr> <th>Agenda No.</th> <th>Actionable item</th> <th>Action Taken</th> </tr> </thead> <tbody> <tr> <td>IQAC 4.2</td> <td>Chair mandated IQAC Coordinators nominated in all Faculties to be included in all future IQAC meetings</td> <td>One IQAC member coordinator identified from each Faculty / School for effective documentation.</td> </tr> <tr> <td>IQAC 4.3</td> <td> <ul style="list-style-type: none"> To appraise on findings from Internal AAA Report from auditors To initiate ISO: 21001-2018 certification in Jan 2023 </td> <td> <ul style="list-style-type: none"> Internal audit committee constituted by Hon'ble Vice Chancellor - met thrice in the year 2022-23 and the details of the audit reports were presented. It was appraised to the Committee that ISO: 21001-2018 certification Process is initiated and will be completed by March 2024. </td> </tr> </tbody> </table>	Agenda No.	Actionable item	Action Taken	IQAC 4.2	Chair mandated IQAC Coordinators nominated in all Faculties to be included in all future IQAC meetings	One IQAC member coordinator identified from each Faculty / School for effective documentation.	IQAC 4.3	<ul style="list-style-type: none"> To appraise on findings from Internal AAA Report from auditors To initiate ISO: 21001-2018 certification in Jan 2023 	<ul style="list-style-type: none"> Internal audit committee constituted by Hon'ble Vice Chancellor - met thrice in the year 2022-23 and the details of the audit reports were presented. It was appraised to the Committee that ISO: 21001-2018 certification Process is initiated and will be completed by March 2024. 	<p>Annexure 1</p> <p>Annexure 2</p>
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	IQAC 4.4 Appraise on NIRF 2023 Ranking and 2024 Rankings		In NIRF 2023 Rankings - following were the ranks achieved in different categories: Dental: 14 th , Pharmacy: 65 th and Medical: 43 rd Efforts and processes are maintained to further improve the NIRF rankings in the years ahead. Measures are taken to submit NIRF 2024 under 7 categories, and the last date of submission is 5 th Jan. 2024.	Annexure 3
	IQAC 4.6	<ul style="list-style-type: none"> • NBA - BHM • NBA - Pharmacy 	<ul style="list-style-type: none"> • NBA accreditation obtained for BHM offered by FHMCT for duration of 3 years effective from 2022. • Faculty of Pharmacy (FPH) is required to submit SAR draft for NBA Accreditation for the program, Bachelor of Pharmacy (B. Pharm). • Dr. P.N. Razdan, Principal Advisor, QAEC, GEF(M), informed to apply for the Pre Qualifier after initial draft of SAR is ready. • Registrar informed the Committee that by end of Jan.2024, initial draft of SAR will be submitted for peer review and based on the status, final date of submission will be finalized. • Chair, instructed that the final draft of SAR to be submitted by first week of Jan.2024 for internal review 	Annexure 4
Resolution : The members of the Board reviewed and deliberated the Action Taken Report on matters arising on MoM of the 4 th IQAC meeting and based on all discussion, the Committee approved the Action Taken Report.				
Ratification Agenda				
IQAC 5.4	To Ratify Feedback Action Taken Report for the academic year 2022-23 on the following: Director QA, presented the feedback analysis and Action Taken Report from all stakeholders for the academic year 2022-23. The feedback form has been changed for various stakeholders for the year 2023-24 in accordance with the NAAC requirement and the revised Feedback forms will be presented in the next IQAC meeting. The Committee ratified Feedback Action Taken Report and bring this matter in the next Academic Council Meeting.			Annexure 5

<p>IQAC 5.5</p>	<p>To ratify Annual e-Governance report for the year 2022-23 It was brought to the notice of the committee, the details of e - Governance report for the academic year 2022-23.</p> <p>Dr. P.N. Razdan, Principal Advisor, QAEC, GEF(M), suggested Director, CITM to strengthen the report with financial details incurred for the e - Governance activities in the next IQAC Meeting. It was suggested by the Committee to maintain a separate e-Governance book.</p> <p>The Committee ratified the Annual e-Governance report for the year 2022-23.</p>	<p>Annexure 6</p>
<p>IQAC 5.6</p>	<p>To ratify admission details for the year 2022-23 It was brought to the notice of the committee that as per the approval given by the BOG, the sanctioned intake of the students for the academic year 2022-23 was 3273 against which a total of 2578 students were admitted giving 76% of student admission.</p> <p>The Committee recommended IQAC to send this matter for discussions and deliberations in the next Academic Council Meeting regarding closure of the programmes in which intake has reduced drastically from last three years.</p> <p>The Committee has suggested to go for BCA and MCA Courses which have more demand in present scenario and proposed to discuss this matter in the Academic Council Meeting.</p> <p>The Committee ratified admission details for the year 2022-23.</p>	<p>Annexure 7</p>
<p>IQAC 5.7</p>	<p>To ratify the approval of Long Term Vision Document (2023-28) It was brought to the notice of the committee that the Long Term Institutional Development Plan (Vision Document) for five years (from the Academic Year 2023-28) was approved in the Board of Governors in its meeting held on 28th November 2022. Director, QA presented the Ten major goals mentioned in the development of vision document.</p> <p>It was suggested by the Committee to maintain a separate book of Long Term Vision Document (2023-28).</p> <p>The Committee ratified the approval of Vision document (2023-28)</p>	<p>Annexure 8</p>
<p>IQAC 5.8</p>	<p>To ratify the constitution of IQAC committee for the year 2023-24 It was brought to the notice of the Committee that the IQAC Committee was reconstituted based on the NAAC guidelines and also in view of the members who left the institution.</p> <p>Registrar summarized the Committee constitution and welcomed the external members of the Committee. The tenure of the committee is for three years.</p> <p>Registrar welcomed and thanked the external invitee from industry, Dr. Nagappa Veerappa Bakkannavar Head, CEG-TCS, for accepting to be the member and requested for continuous support to achieve excellence in quality processes. Registrar also welcomed and thanked Ms. Varsha, the Alumni, for accepting to be the member of the IQAC Committee.</p>	

	<p>Also, Registrar brought to the notice of the committee that the tenure of the committee is for three years.</p> <p>The Committee ratified the constitution of IQAC committee for the year 2023-24.</p>	
Reporting Agenda		
IQAC 5.9	<p>Report on NAAC SSR submitted on 21st Nov 2023</p> <p>It was brought to the notice of the committee that MSRUAS has submitted NAAC Self Study Report on 21st November 2023.</p> <p>Registrar thanked Hon'ble Vice Chancellor, Dr. Razdan, Principal Advisor, QAEC, GEF(M), all Deans and Directors, functional heads, criteria leaders and their allotted teams inclusive of both teaching and non-teaching staff for their efforts in preparation and submission of NAAC Self Study Report.</p> <p>The outcomes will be shared with IQAC in the next meeting.</p>	Annexure 9
IQAC 5.10	<p>Report on sanctioned intake and admission details for the year 2023-24</p> <p>It was brought to the notice of the committee that the sanctioned intake of the students for the academic year 2023-24 is 3443. So, 2364 students are admitted resulting in 69% of admission as on date. However, admissions are still on-going for some of the PG Programmes and lateral entry UG programmes. Director – Admission informed that the University can expect to reach around 80% in overall admissions.</p> <p>The complete details of admissions made for 2023-24 will be submitted in the next IQAC meeting.</p> <p>The Committee informed Director of Admissions to present detailed information for the year 2023-24 admissions with statistical analysis in the next IQAC Meeting.</p>	Annexure 10
IQAC 5.11	<p>Report on Audited Financial Statement for the year 2022-23</p> <p>It was brought to the notice of the committee that the External Auditors have Audited the Financial Statements of MSRUAS.</p> <p>Head, Finance and Accounts presented the major heads of finance, highlighted Income and Expenditure details and summary of Audited financial statement for the year 2022-23.</p>	Annexure 11
IQAC 5.12	<p>Matters from Controller of Examinations (CoE)</p> <p>It was brought to the notice of the committee on:</p> <ul style="list-style-type: none"> • Initiatives taken to improve the assessment processes • Result Analysis 2023-24 • Details of 8th Convocation <p>Committee appreciated CoE for maintaining the duration of result declaration within twelve days of the last examination date and also declaring result of first year MBBS within 48 hours of the completion of last examination.</p> <p>Dr. Razdan, Principal Advisor, QAEC, GEF(M), suggested to develop a separate SOP guideline based on NMC for all the Health Science Programmes Assessment.</p>	Annexure 12

	COE presented the list of 1856 graduates who will be conferred degrees in the 8 th Convocation and 37 certificates in B. Voc Programme.	
IQAC 5.13	<p>Report on Research Innovation Council (RIC) committee for the year 2022-23 to till date.</p> <p>It was brought to the notice of the committee from Research and Innovation Council (RIC), the details of capacity building activities, publication details, , sponsored research, Seed funding, patents, H-Index, Research collaborations, MoUs, etc.</p> <p>Discussion focused on strategies to improve publications, H- index, , collaborative efforts, challenges facing in improving impact factor, H-Index, getting quality Ph. D students, use of social media etc., The global impact with respect to Research and Innovation activities was deliberated at length.</p> <p>Mr. Nagappa, External member, IQAC, suggested to establish self-evaluative mechanism to improve on all Research activities.</p>	Annexure 13
IQAC 5.14	<p>Report on Placement activities</p> <p>It was brought to the notice of the committee that the Director of Placement was appointed, and the process of placement has been strengthened. On campus placement is strengthened by inviting reputed companies to participate in placement processes.</p> <p>Director, Training and Placement, presented Faculty wise placements for the year 2023, details of salary range and distribution etc.</p> <p>Dr. Razdan, Principal Advisor, QAEC, GEF(M), suggested to give details on students gone for higher studies and also about self-employed entrepreneurs as usually Health Science students become self-employed, and Registrar suggested to get their DCI / MCI registered number which will be useful for data providing in all Accreditations.</p> <p>Registrar, requested the external member to help in conducting Career Counseling workshops and related placement activities.</p> <p>The external member Dr .Nagappa suggested to invite Alumni from Corporates, etc., to give guest lecture as a part of motivational activity. The buddy effect is sometimes inspirational and impactful.</p> <p>The Committee informed Director, TPO to present the graphical statistical data of placement activities including No of Placements and median salary ranges in all the 13 faculties in the next IQAC Meeting</p>	Annexure 14
IQAC 5.15	<p>Report on student support and extra-curricular activities for the year 2022-23</p> <p>It was brought to the notice of the committee that Directorate of Student Affairs, conducted many cultural activities, sports activities, NSS, service to society activities, student club activities, hostel activities etc. in the year 2022-23.</p> <p>Further IQAC was informed that in line with the UGC requirements, a "Student Wellness Centre" has been established at Ramaiah Teaching Hospital and Counselors are appointed for counseling to the students who require this intervention.</p>	Annexure 15


	In order to inculcate leadership among the students, a Student Council has also been established, composition was presented.	
IQAC 5.16	<p>Report on the details of Scholarship Programs under Ten different schemes from the year 2023-24</p> <p>It was brought to the notice of the committee that the different scholarship schemes including "M S Ramaiah Memorial Scholarship Scheme" was provided as financial assistance to weaker section / socially deprived / meritorious students.</p> <p>IQAC Committee appreciated the efforts of the Asst. Director-Student Affairs and their team towards Scholarship measures implemented.</p>	Annexure 16
IQAC 5.17	<p>Report on number of Teaching faculty and Non-Teaching Staff for the year 2023-24</p> <p>It was brought to the notice of the committee that Board of Governors(BoG) has approved 743 teaching faculty members, 649 non-teaching and 735 technical staff for the academic year 2023-24.</p> <p>Registrar appraised the Committee that performance appraisal process for both Teaching and Non – teaching staff was completed for the year 2022-23 as per the procedure of Performance Appraisal System. He further informed that a committee was constituted to review it and the new Appraisal Performance Proforma which will be effective for 2023-24. It is more analytical with quantitative performance parameters.</p>	Annexure 17
IQAC 5.18	<p>To report about National Institutional Ranking Framework (NIRF) 2024 rankings for the various quality parameters:</p> <p>It is brought to the notice of the committee that applications are invited by NIRF for awarding ranks for the year 2024. MSRUAS intends to apply for NIRF Rankings in the following categories:</p> <p>1) Dental 2) Pharmacy 3) Medical 4) Engineering 5) Overall, 6) Innovation 7) Research</p> <p>The last date for applying is 5th of January 2024 and the process of data collection is in progress and data will be uploaded after review from the leadership team.</p>	
IQAC 5.19	<p>To discuss Action Plan for preparation of AQAR 2023-24.</p> <p>It was brought to the notice of the committee that IQAC Cell has initiated the process of preparing Annual Quality Assurance Report (AQAR) in line with the new guidelines set by the NAAC.</p> <p>Director, QA informed that data related to AQAR will be collected on monthly basis to monitor the progress from all the stakeholders.</p> <p>The Committee suggested that IQAC to be the nodal point for all data collection and dissemination with approval from the leadership team.</p> <p>Any data to be submitted to regulatory bodies, Accreditations, Rankings, Ratings, Surveys and any other related to be routed only through IQAC.</p>	Annexure 18
Items for Approval		

<p>IQAC 5.20</p>	<p>To approve the IQAC Annual Report for the year 2022-23 It was brought to the notice of the committee that IQAC cell has conducted various activities for the year 2022-23, listed below and IQAC Annual Report was presented for approval. Director, IQAC presented the details of the activities conducted by IQAC for the year 2022-23. The activities are listed as under:</p> <ol style="list-style-type: none"> 1. AICTE extension of approval for the year 2023-24 2. Pharmacy Council of India extension of approval for the year 2023-24 3. National Medical Commission extension of approval for MBBS Programme and PG Programmes for the year 2023-24 4. AISHE data for the year 2023-24 uploaded 5. AAA activity completed for the year 2022-23 (3 academic and 2 administrative audits) 6. NIRF ranking for Dental, Medical and Pharmacy obtained <p>Director-QA informed to conduct four IQAC meetings per year in the months of March, June, September and December.</p> <p>Resolution : The Committee approved the IQAC Annual Report for the year 2022-23</p>	<p>Annexure 19</p>
<p>IQAC 5.21</p>	<p>Any other matter with the permission of the Chair Dr. Sharath, Professor and Head, Faculty of Management and Commerce, presented the proposal of the Developmental plan of FMC for approval from Chair, IQAC. The proposals were,</p> <ul style="list-style-type: none"> • Institutional Developmental Plan for 2023-27 • Vision - Mission and PEOs for the Programme MBA • Industry Council exclusively for FMC <p>The IQAC has suggested that it needs more deliberations and asked to submit a detailed document on this matter in the next IQAC meeting for discussion.</p>	
	<p>Chair, thanked all the members for their active participation and concluded the meeting.</p>	

There being no further business the Chairperson declared the meeting adjourned by unanimous consent.


Signature with Date

Dr. Mumtaj
Member Secretary, IQAC


Signature with Date 15/12/23

Prof. K. K. Raina
Vice Chancellor
Chairperson, IQAC

Director - Quality Assurance
M. S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Vice Chancellor
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