

Yenepoya (Deemed to be University)

Internal Quality Assurance Cell

Action taken report of the 17th IQAC meeting held on 16th April 2019 at 11.00am at the IQAC Board Room

1.	Minutes of the 17 th IQAC meeting held on 16 th April 2019.	Approved
2.	Action taken report of the 17 th IQAC meeting held on 16 th April 2019.	Noted
3.	Progress on the In-Pods software Outcome Based Education (OBE).	<p>An order has been placed with Inpods India Pvt.Ltd, Bangalore for implementing Cloud Based OBE and QBMS platform Inpods amounting to Rs.11,00,000/-</p> <p>Two sessions for sensitizing on the proposal were held on 17th of July and 21st of August 2019.</p>
4.	Progress on KRAMAH Software for Auditing and preparing template for NAAC scoring	Though the result of the pilot study by uploading the data for the year 2017-18 was to be made available by 15 th June 2019 the college coordinators had requested for time for collecting and uploading the data with related documents. Hence the last date was been extended till 30 th August 2019. The training on uploading of the data will be carried out from 16 th to 20 th September 2019
5.	<p>Establishment of Centres:- Centre for International Relations</p> <p>Centre for Professional Development</p>	Approved at the BOM held on 24 th of May 2019. A report of the progress is attached in Annexure No.1
6.	<p>Status of Ranking of our University with:-</p> <p style="padding-left: 20px;">a) National Institutional Ranking Framework (NIRF)</p> <p style="padding-left: 20px;">b) Atal Ranking of Institutions on Innovation(ARIIA)</p>	<p>Steps have been initiated in this regard and a proposal for the establishment of the Publication and Research Integrity Division @ENEPOYA (PRIDE) has been submitted which is placed in the Agenda for discussions. A preliminary meeting in this regard has been conducted and this matter will be placed at the next BOM meeting.</p> <p>We are participating and have registered for ARIIA -2020 ranking. The status on submission of data is furnished in Annexure No.1. Mr. Asim has been nominated as the Nodal Officer. He has attended the first orientation session in Bangalore on 5th August 2019. One of the staff from IQAC is working on the collection and compilation of data.</p>

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7.	Proposal to conduct a workshop for the non teaching staff on “Administration Reforms and e-governance in Higher Education Institutions”.	Workshop has been conducted on 8 th of August 2019 and the report is attached in Annexure No.2
8.	Status of the identified gaps on NAAC key indicators and suggest methods for implementation.	<p>A session for the Medical faculty members was held by the Pro Vice Chancellor (Monitoring Committee) on 13th July 2019.</p> <p>Committees have been constituted for some of the criterions and policies to be framed for implementation. The status of the policies is being taken up for discussions in Agenda No. 10.</p>
9.	Implementation of the Feedback forms based on the revised NAAC Manual for Health Science Universities	Feedback forms have been circulated to the Principals of constituent colleges and forwarded to the departments for implementation through the IT department.
10.	To take note of UGC letter D.O.F.No.18-33(Kerala)/2018(L) dated 12 th March 2019 in respect of clause 6.0.11 of UGC (Minimum Qualification for Appointment of Teachers & Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulation,2010.	Noted for implementation
11.	Report on the various sessions regarding NAAC accreditation conducted to the staff of Homeopathy and Ayurveda Colleges	Taken note.
12.	Conduct of Academic and Administrative Audit (AAA) and short listing of the panel.	The names of the panel members have been shortlisted. Action yet to be initiated.

ANNEXURE NO. 1
of
Action taken report

**Agenda No. 5. Establishment of International
Relations, Centre for Professional
Development & Atal Ranking of Institutions on
Innovation Achievements (ARIIA)**

5. Establishment of Centres:

Centre for International Relations: The Centre for International Relations has been approved at the meeting of the Board of Management.

We have appointed a Consultant for International Collaborations to work on collaborations with International agencies, Governments or Educational Institutions for various courses and services run by the University. So far 7 delegations have visited Yenepoya and 7 MoUs have been entered into as detailed below:-

Sl.No.	Name of the organisation	Date of signing	Period	Nature of Collaboration
1	Rwanda High Commission, New Delhi	5 th August 2019	4 th August 2024	Educational, Health and skill Development.
2	Malawi High Commission, New Delhi	22 nd July 2019	21 st July 2024	
3	St. Albert's College of Medicine and Health Sciences, Ghana, Africa	17 th June 2019	2019-2024	
4	St. Albert's College of Medicine and Health Sciences, Ghana, Africa	17 th June 2019	2019-2024	
5	Penetecost University College, Ghana	17 th June 2019	2019-2024	
6	Ghana India Trade Advisory Chamber, Ghana	17 th June 2019	2019-2024	
7	GHANA Health Service, Accra, Ghana	18 th March 2019	2019-2024	

Centre for Personality and Professional Development Centre has been approved at the meeting of the Board of Management held on 24th of May 2019. At present the Centre is functioning with one Coordinator at the IQAC Office.

Three programs have been rolled out by the Centre for the Non teaching staff of the Medical College and University and students of Yenepoya Medical and Physiotherapy Colleges during the last three months.

Ascend Language Proficiency Course is a 6 months course. 54 Non teaching staff (SDA and FDAs) are being trained.

Modules covered for Non teaching staff are :-

1. Communication- Types, Process, Barriers and Ways to overcome communication barriers.
2. Basic English Grammar: Parts of Speech, Preposition- Types of Prepositions.
3. Tenses- Types and Exercises. Subject Verb Concord. Adjectives & Verbs- Types and forms.
4. Articles- Definite and indefinite articles, exercises on it.
5. Question Tags- Various exceptions in question tags. Active and Passive Voice.
6. Reading skills.

Yenepoya Medical College: One month foundation course has been completed for 150 MBBS students of 1st MBBS. The details of the modules are furnished below:-

Modules covered for 1st MBBS students of Yenepoya Medical College:-

1. Communication:
2. Types, Process, Barriers and Ways to overcome communication barriers.
3. Cross Cultural Communication.
4. Small Talk. Role plays
5. Tenses- exercise
6. Subject Verb Concord.
7. Prepositions, Reading Skills.
8. Written Communication.
9. Body language.
10. Self Confidence
11. Public Speaking Skills
12. Poetry: The Solitary Reaper and The Road Not Taken
13. Debate and Humorous Speech Contest
14. Importance of Scholastic life

Yenepoya Physiotherapy College: 59 students of 1st year BPT course are undergoing Basic Communication skills. The details of the modules are as below:-

Modules for the students of Yenepoya Physiotherapy College :-

1. Communication, Process of Communication. Types of Communication:
Interpersonal Communication, Intrapersonal Communication.
Barriers of Communication. How to Overcome Communication Skills.
2. Grammar: Parts of Speech, Articles, Subject Verb Concord.
Prepositions, Tenses.
3. Importance of Public Speaking and Body language.

The library at the Centre is equipped with 15 books.

Future proposed Programs.

Yenepoya Medical College.

1. After successfully completing the foundation course, English communication skills will continue for students for the next three months as usual mainly focusing on grammar, reading, writing and listening skills. To make students aware of the importance of English language in professional life. Training will also be given in following basic etiquette and leadership program.
2. Training program for Faculty (staff) on soft skills to be organized.
3. Plan to start a Toastmasters club in the campus.

Yenepoya University - Non teaching staff

- Ascend Language Proficiency course which has already begun will be continuing for the next three months.
- Successfully completed 1 module focusing on the need of Communication and basic grammar skills.
- Module on vocabulary building is going on and would continue with writing and basic conversation skills.
- Plan to organize a book review and movie review contest for all the non teaching staff undergoing training.

Yenepoya College of Physiotherapy

- Basic communication skills has been going on for the physiotherapy students and the same will continue.
- Main focus is on all aspects of the English language constituting grammar, communication, writing skills.

6. b) **Atal Ranking of Institutions on Innovation:-**

We have registered for ARIIA 2020. The data that is required for the Pre-Qualifier section has been submitted.

MHRD organised orientation sessions on ARIIA 2020 to explain the guidelines and application procedure for getting the educational institution listed for the 2020 edition of the Atal Ranking of Institutions on Innovation Achievements (ARIIA). The orientation session for Karnataka region was held at Amrita College of Engineering, Bangalore on 5th August 2019 and was attended by the ARIIA Nodal Officer of the University.

The participation for the rankings is divided into two steps:-

1. Submission of Pre - Qualifier Data (Deadline 25th Aug 2019)
2. Submission of Complete Data (Deadline 30th Sep 2019)

The data to be submitted is divided into two groups,

1. Parameter Wise Data (Non-Financial Details)
 - a. Program Conducted by Institute Related to IPR, Entrepreneurship / Start-ups & Innovation
 - b. Courses on Innovation, IPR and Entrepreneurship Development Offered During the Academic Period 2018-19
 - c. Innovation, Pre-Incubation & Incubation Centre/Facilities exists in campus
 - d. Technology Commercialization / Transfer
2. Parameter Wise Data (Financial Details)
 - a. Programs And Activities On IPR, Innovations, Start-Up And Entrepreneurship(Financial Details)
 - b. Innovation, Pre-Incubation and Incubation Facilities, Services and Supports(Financial Details)
 - c. Technology Commercialization / Transfer (Financial Details)

Annual Calendar of Activities has been drawn and activities are being conducted as per the time line.

ANNEXURE NO. 2
of
Action taken report

**Agenda No. 7. Proposal to conduct a workshop
for the non-teaching staff on “Administration
Reforms and e-governance in Higher
Education Institutions”**



**YENEPOYA
(DEEMED TO BE UNIVERSITY)
Recognized under Sec. 3(A) of the UGC Act 1956
Accredited by NAAC with 'A' Grade
Organized by**

Internal Quality Assurance Cell (IQAC), Yenepoya (Deemed to be University)

Internal Quality Assurance Cell (IQAC) had organised a lecture workshop titled “Administrative Reforms and Governance in Higher Education Institutions” for the non teaching staff of Yenepoya (Deemed to be University) on 8th of August 2019 from 9.30a.m. to 1.30p.m.



The workshop started with the invocation and lighting of the lamp. Mrs. Lily Chandran, Superintendent, IQAC welcomed the audience. The Guest of Honour, Prof. M Abdul Rahiman, Higher Educational Advisor, spoke on the importance and purpose of organising lecture workshops every year for the non teaching staff of the University.

Hon'ble Vice Chancellor, Dr. M.Vijayakumar laid stress on the importance of quality processes in the Governance aspects and total Quality Management of the Institution. He also highlighted about the importance of such workshops to be organised in the institution. Ms. Calida Royce D'Souza, Co-ordinator, Centre for Personal and Professional Development proposed the vote of thanks.



The first session was taken by Dr. M.S. Moodithaya titled “Governance and Financial Management in Higher Educational Institutions”. Dr. Moodithaya focussed on the three important aspects such as curriculum development, teaching learning methodology and research and extension activities at the University level. He gave several examples

based on his experience how each of these three parameters governs the Institutional excellence at International levels.

He also stressed on the processes to be put in place rather than individualised. He also highlighted the importance of creation of an Organogram, Vision, Mission and fixing up responsibility and powers at various organisational levels. The competency of each of the authority can be utilised in delegating and decentralisation of the processes in order to bring in effective changes based on the Vision, Mission, Strategic plan and Action plan needs to be drawn which should be specific, measurable, attainable and time bound.

He laid stress upon the mobilisation of finances for managing the Institution apart from student fee. He stated that the Institution should focus more on endowment funds, research funds, hostels and other resources.

Dr. A.M.Khan, Registrar, Mangalore University spoke about how e-governance can be implemented for the effective management of Higher Educational Institutions. Dr. Khan outlined available software's for admissions, conduct of examinations, asset management, file management, student management, faculty management, resource management, alumni management, management of collaborations, MoU, staff management and work management (Civil) and how all these processes can be integrated and the system can be made paperless.

He also stressed on online allocation of budget, expenditure, settling of bills within the stipulated time. He also informed about the different servers available and the challenges faced by the staff in implementing such e-governance methods. At the end he also spoke how to overcome challenges for e.g. using different training sessions.

Mr. Anil D'Souza, Sr. Manager (HR), Manipal Academy of Higher Education spoke about Management of diversity through inclusion, Enhancing creativity and innovation, Rewards and recognition, Managing dissent, Goal setting, Career Management, Assessment and Development Centres, Employee exit Management, achieving operational excellence and importance of brand building.

He also spoke about out of the box thinking, mentoring, coaching and guiding and managing different mind sets and leadership qualities. He gave specific examples how human resource of the Institution plays a pivotal role in achieving Institution's vision mission.

A total of 161 non teaching staff participated in the Lecture workshop. Feedback was obtained from the participants and analysis drawn.



Analysis of Feedback Form

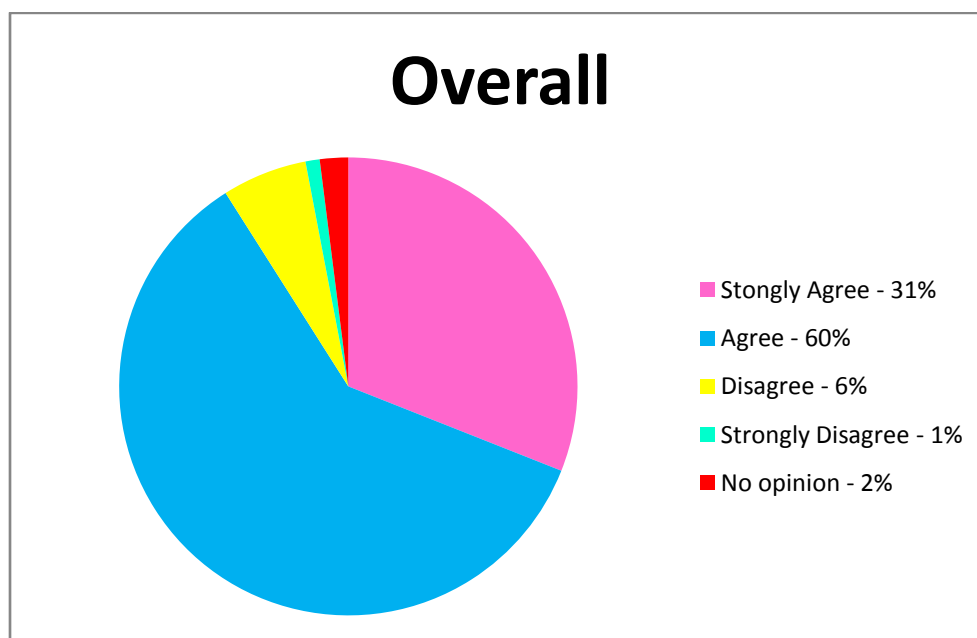
Lecture Workshop on “Administrative Reforms and Governance in Higher Education Institutions” on 8th August 2019

Total number of Participants – 161

Total number of feedback forms collected – 154

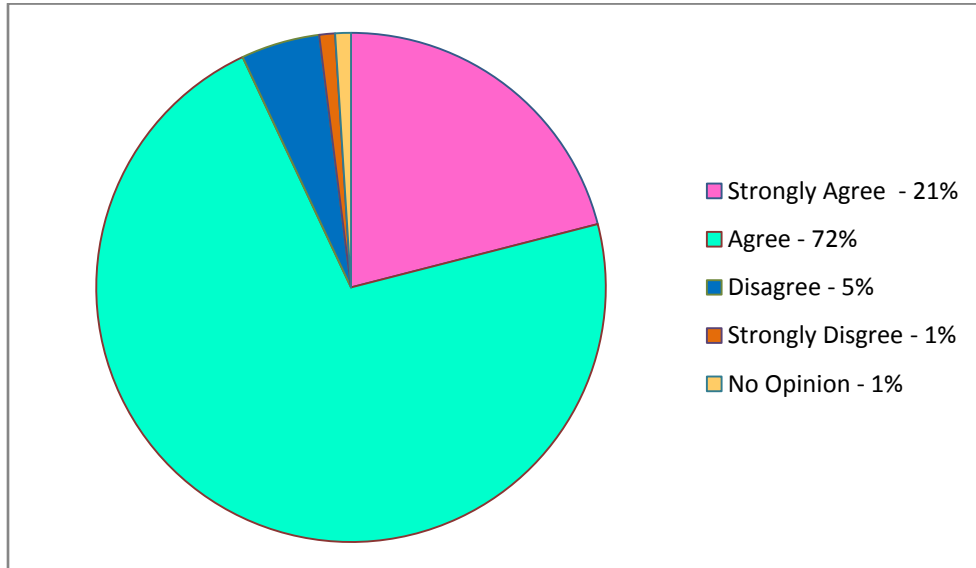
Sl. No	Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree	No opinion
1	The workshop met my expectations	33	110	8	1	2
2	The content was helpful	53	89	10	1	1
3	The level of the workshop was appropriate	52	89	5	4	4
4	The speakers had a good understanding of the topics	76	69	8	1	0
5	The workshop was worth my time	36	94	18	3	3
6	The length of the workshop was appropriate	33	100	10	3	8

Overall Feedback:-

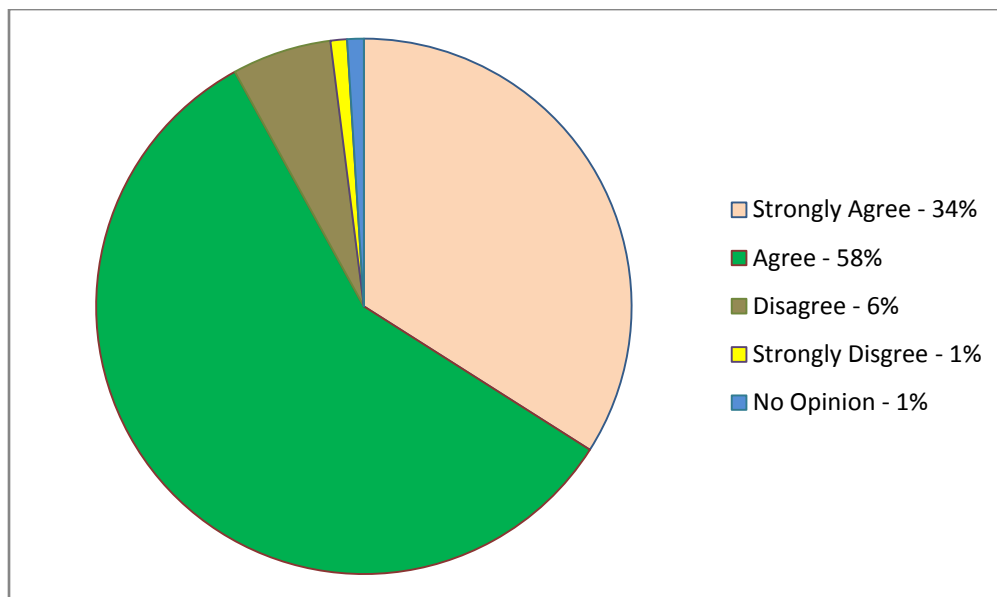


Criteria wise analysis:-

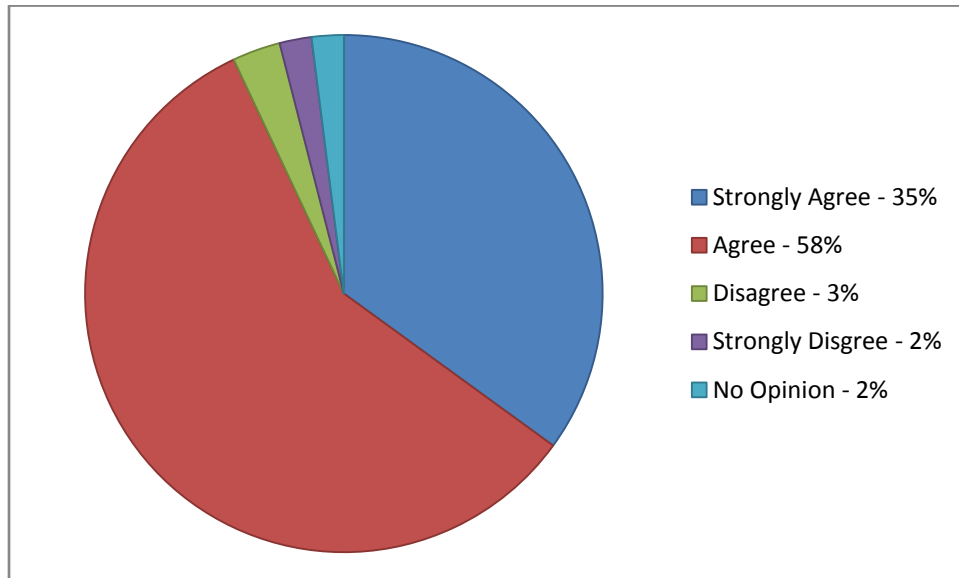
1. The workshop met my expectations.



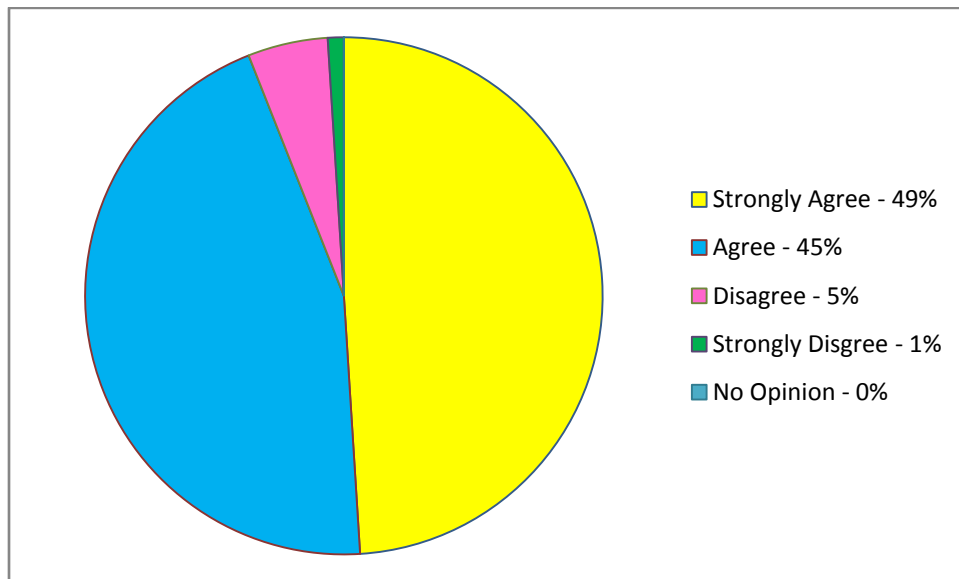
2. The content was helpful.



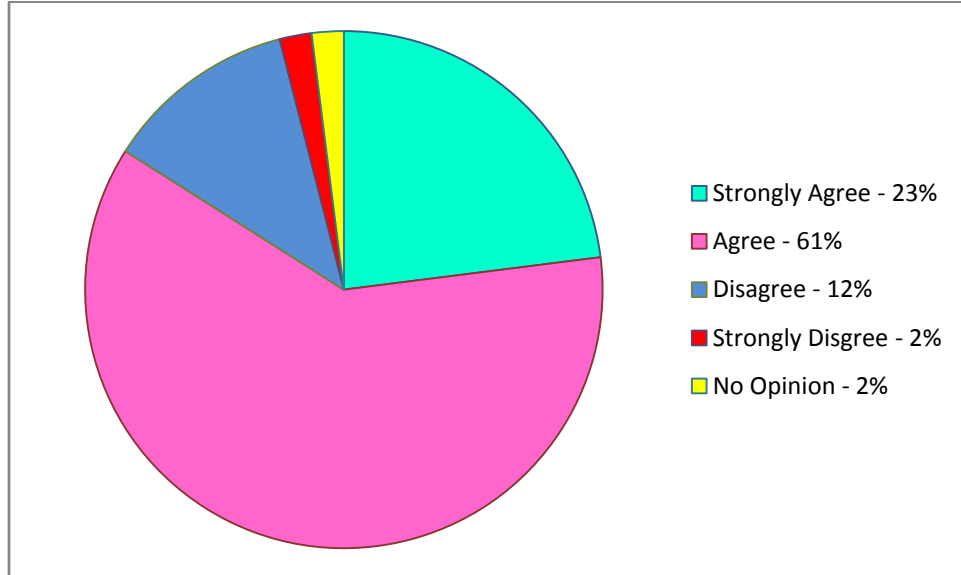
3. The level of the workshop was appropriate.



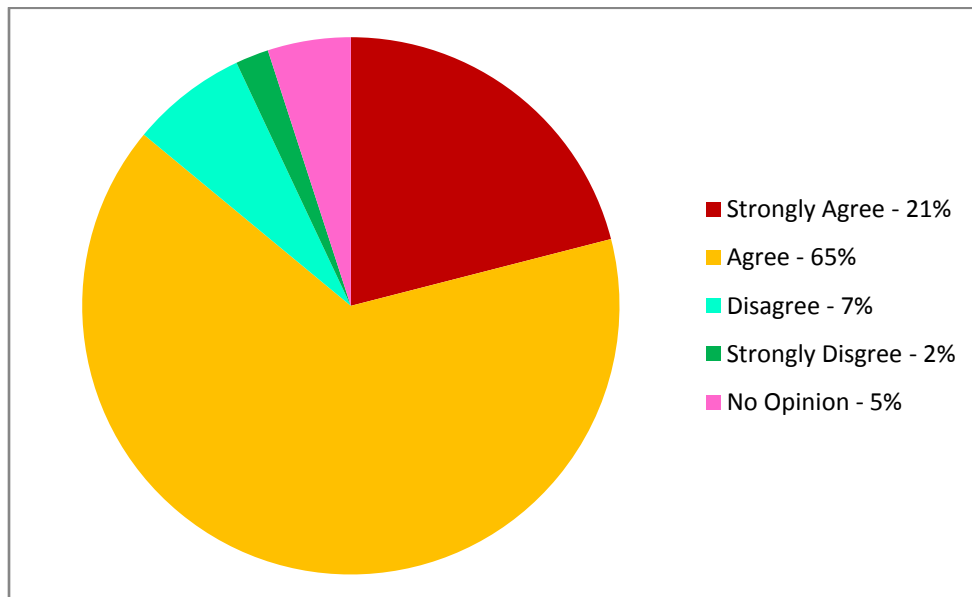
4. The speakers had a good understanding of the topics.



5. The workshop was worth of my time.



6. The length of the workshop was appropriate.



Overall Feedback:-

Sl. No.	Feedback
1.	Hands on Session / Sessions on Soft skills as a Workshop
2.	Can be completed in the less schedule
3.	Increase the time of Sessions and for discussion
4.	Not much Useful for hospital non teaching staff