

## ACADEMIC AND ADMINISTRATIVE AUDIT CERTIFICATE

The External Quality Assurance Cell has conducted Academic and Administrative Audit of the Academic Year 2021-22 for Malwanchal University, Index City, NH-59A, Nemawar Rd, Indore, Madhya Pradesh 452016. The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Academic policies adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework the Departments to ensure that they are in compliance with the applicable regulations, policies and standards.

During the initial planning of the audit, an analysis was conducted in order to identify, evaluate and prioritize the quality parameters in line with the global accreditation standards. The analysis was based upon an examination of the policies, manuals and standards that govern the academic quality and sustainability, on data analysis, and on the results of preliminary interviews with personnel considered key in the academic/administrative management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection, review of the relevant documentation, and interviews. Reliance was placed on the third-party data provided by the institution.

### Statement of Assurance

This audit has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

In our professional judgement, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established Criteria.

Suman Nandy



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AAA

# 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/Pharmacy/Paramedical Institutions**

Ref.No.MU/RO/CIR/2022/02A

Date:-05.01.2022

To,  
All the HOIs/ Section Incharges,  
Malwanchal University,  
Indore (M.P.)

Dear Sir/Madam

This is to inform you that Malwanchal University is conducting an academic cum administrative audit on 18<sup>th</sup> and 19<sup>th</sup> January, 2022. Kindly go through the attached checklist and prepare the documentation accordingly. Schedule of the same is attached.

This is for your kind information and necessary action.

With kind Regards,

  
Registrar  
Malwanchal University,  
Indore (M.P.)

Encl: -

1. Visit Schedule
2. Document checklist.

Cc:

- Chancellor
- Pro Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- All HOIs
- Addl. Registrar
- Director IQAC
- Central Library
- Central Store
- Accounts Department (Through HOI's)
- Research/Ph.D. Section(Through HOI's)
- Student Section (Through HOI's)
- Scholarship Section (Through HOI's)
- HR- Department
- File

## VISIT SCHEDULE

### Day 1

10:30a.m - 12:00 pm	Index Medical College Hospital & Research Centre
12:00 -1:00 pm	Central Library, CRL
1:00 -2:00pm	Lunch Break
2:00- 3:30 pm	All offices of the university

### Day 2

10:00a.m - 11:00 pm	Index Institute of Dental Sciences
11:00 -12:00 pm	Index Institute of Dental Sciences
12:00-1:00 pm	Index Department of Physiotherapy
1:00 -2:00pm	Lunch Break
2:00- 3:00 pm	Index Institute of Pharmacy
3:00-3:30pm	General Campus facilities

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Ref.No.MU/RO/CIR/2022/35A

Date:-07.07.2022


To,  
All the HOIs/ Section Incharges,  
Malwanchal University,  
Indore (M.P.)

Dear Sir/Madam

The findings and recommendations of the Academic and Administrative Audit conducted in January, 2022 are being forwarded.

This is for your kind information and necessary action.

With kind Regards,

  
Registrar  
Malwanchal University,  
Indore (M.P.)

Encl: - Academic and Administrative audit report 2021-22

Cc:

- Chancellor
- Pro Chancellor
- Vice Chancellor
- Pro Vice Chancellor
- All HOIs
- Addl. Registrar
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**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

YEAR-2022


Name of University	Malwanchal University, Indore
Administrative Academic Audit Conducted by	Audit conducted by Audit team of Malwanchal university
Date of Audit	29-01-22

Sr. No.	Institutional Data	
1.	Status of University	Private University
2.	Year of Establishment	2016
3.	Affiliation	UGC
4.	Audit Location	Malwanchal University, Indore
5.	Areas under audit- Constituent units of Malwanchal University	IMCH&RC, IIDS, INC, IDOPT, IIP Index city, NH59-A Nemawar road M.P. 452016

**Academic and Administrative Audit (AAA)**

- Purpose-** The purpose of the academic and administrative audit is to evaluate the performance of the constituent units of Malwanchal University and appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, administration and curricular and extra-curricular activities.
- Process-** A team constituted of IQAC members conducted the Academic and Administrative Audit (AAA) in campus. Auditors reviewed the documents submitted by the institutions and also had direct interaction with the faculty members followed by physical inspection.
- Audit team-**

S.No.	Name	Designation
1.	Dr. Vijendra Singh	Add. Registrar
2.	Mr. R.S Ranawat	Member Management
3.	Mr. R.C. Yadav	Member (society)
4.	Dr. Magesh Kumar	CEO
5.	Dr. Dheeraj Sharma	Asst. Registrar
6.	Dr. S.N Bamne	Member IMCHR
7.	Mr. Shivam Sharma	Non teaching staff
8.	Dr. Rolly S. Agrawal	Secretary IQAC

  
Registrar  
Malwanchal University  
Indore (M.P.)

#### 4. Academic Management

##### Observation:

##### 3.1 Admission Process-

IMCH&RC - Through NEET

IIDS - Through NEET

INC - Institutional level merit basis

IODPT - Institutional level merit basis

IIP - Institutional level merit basis

The admission process is well coordinated by admission committees of constituent units.

3.2 **Enrolment:** Student enrolment is done at university level in proper manner.

3.3 **Syllabi completion:**

There is proper control over timely completion of syllabi monitored by the Board of Studies of the constituent units.

##### 3.4 Examination:-

Conducted after declaration of result

Examinations are conducted timely. CEO maintains schedule of examinations. The results are declared timely. Student's grievance regarding evaluation is handled promptly and efficiently and transparency is maintained in the examination and evaluation process.

##### 3.5 Student's Feedback:-

Mechanism for collecting student's feedback for all courses is in place and conducted by IQAC. The overall issues recognized in the feedback are analysed and discussed at departmental, institute and university levels.. The inputs are communicated to the teachers by HOD/Dean/Principal.

##### 3.6 Mentoring System:-

The mentoring system in each department is structured.

##### 3.7 Student/Teacher ratio:-

Student/Teacher ratio is maintained as per regulatory body guidelines.

### **3.8 Faculty Training:-**

Faculty is well trained. FDPs are regularly conducted.

### **3.9 Research/Workshops/Seminar/CMI:-**

PG student's research, department level workshop, seminar & CMI are conducted.

### **3.10 Publication:-**

Publications by faculty are done. There is a need to enhance publications in Scopus and PubMed Indexed Journals.

## **5 -Academic Practices:-**

- Most of the teachers use appropriate teaching methods.
- Institutions have ICT enabled classrooms.
- Institutions have constituted various committees to conduct student's activities.
- New entrants are evaluated for their strength internal assessment programs.
- Remedial classes are provided to needy students.
- Scholarship record is maintained.

### **Recommendations:-**

- More emphasis on e-content generation needs to be placed by different departments.
- The state of research and innovation in the university needs improvement.
- Faculty members need to be motivated to publish in Scopus or UGC CARE listed journals to improve citations and visibility.
- Alumni participation in improvement activities needs to be enhanced.
- Consultancy, collaborations and industrial visits need to be enhanced.

## **6-Infrastructure: -**

- Good infrastructural facilities, ICT enabled classrooms, hostels, gymnasium and sports facilities are available. There is need of face lift of old hostel buildings.
- NABH accredited Hospital, NABL accredited molecular lab. ISO standardised Dental and Medical Hospital are available.
- Well equipped library with e-library facility and internet connectivity. Facility has open access to students and faculty members.

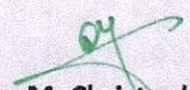
## **7-Administration:-**

- De-centralization and participative management are evident.

- The university has visionary management, well defined goals and strategic plans.
- E-governance is introduced and university website is regularly updated.
- Various committees such as Internal complaint committee, Anti-ragging committee, Student welfare committee, Code of conduct monitoring committee, College council, Hostel Committee, etc. are functional. Their meeting are conducted regularly and minutes maintained.
- Environment and green audit committees are functional.
- IQAC is functioning as per NAAC guidelines and conducts follow up and review of action plans.

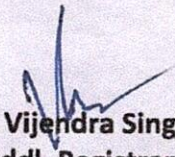
Recommendation:-

- Placement cell needs to be geared up.



**Dr. M. Christopher**  
**Registrar**  
**Malwanchal University**

Registrar  
Malwanchal University  
Indore (M.P.)



**Dr. Vijendra Singh**  
**Addl. Registrar**  
**Malwanchal University**

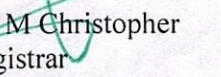


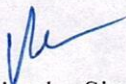
## Academic and Administrative Audit 2021-22

S.No.	Recommendations	Closure
1.	There is a need to enhance publications in Scopus and Pubmed Indexed Journals.	Faculty Members have to be encouraged to enhance the efforts into research and increase the number of publications. The ongoing research projects are intended for publication on completion.
2.	More emphasis on e-content generation needs to be placed by different departments.	E content generation workshops to be organised for the benefit of the faculty members.
3.	Alumni participation in improvement activities needs to be enhanced.	Alumni meet to be organised. Dr. Rajendra Singh has been entrusted with the responsibility of the same.
4.	Consultancy, collaborations and industrial visits need to be enhanced.	All institutions to initiate the efforts for enhancing the collaborative activities.
5.	There is need of face lift of old hostel and college buildings.	Infrastructure enhancement and facelift have been initiated for IMCH&RC and Index Nursing college.
6.	Conduction of extra-curricular activities to be enhanced.	The conduction of activities had been hampered due to COVID-19 Pandemic and the same have been resumed.

The Academic Audit Report 2021-22 had suggested to bring about more improvement in the area of placements. During the period of COVID-19, there were few placements as not many companies came forward with good jobs. Also majority of the students wanted to go for further studies. Therefore, they did not want to take up the jobs offered to them after graduation. Though, there has been an improvement in number of internships during the same period. With regard to contribution of the faculty to research work, there has been an increase in the students-faculty projects which have covered wide range of areas too. Also, the department had organised a Webinar on Research Methods and Techniques to give opportunities to the students and faculty to learn new methods and techniques for their research endeavours. The Department also plans to organise more FDPs & Webinar and participate in them as resource persons too. Starting a blog for the Department is also in the process. The Department is committed towards its growth and holistic development

Also, some of our faculty members are Mentors to student research projects that helps to inculcate research culture among students also. We hope to get a larger number of publications to our credit in the coming session.

  
Dr. M Christopher  
Registrar  
Malwanchal University

  
Dr. Vijendra Singh  
Addl. Registrar  
Malwanchal University