



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

Details of the Collaborative Activities under Functional MoUs/Linkages

Collaborating Institute: My Academic Centre (DBDA Solutions), Bangalore

Year of MoU:2020

Activities:

Online Thesis Submission Platform for PG and PhD students

A workflow for the thesis submission right from the synopsis stage was designed and developed in discussion with the faculty from Yenepoya (Deemed to be University) by My Academic Center (DBDA Solutions), Bangalore

Training:

Mr. Subranshu from DBDA solutions completed part-I of roll out plan and Hands on training to all HODs and PG guides of all the constituent colleges.

ATTESTED

Dr. Mangadhara Somayaji K S
Registrar
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University Road, Deralakatte
Mysore, Karnataka.

Details of activities conducted by My Academic Centre (DBDA) for the year 2020-2021

Date	Name of the Event	Topics Covered	Name of the College/Centers	Mode of Session (Online/Offline)	Number/Details of Participants
18.Jun.2020	To discuss about the Online Theses Management platform	How to use the myAcademic.Center platform, a demonstration with an existing workflow	Principals & vice principals of constituent colleges, HoDs, CoE, Quality and IT Head, Librarian	Online	Faculty-50+, and few others like IT Head, Librarian
25.Jun.2020	Discussion with Dr. Vinitha Pai	To understand the specific workflow for PhD program	PhD Program office	Online	Dr. Vinitha Pai
10.Aug.2020	Meeting with the DD-Quality, Dy. CoE and the DD-PhD	- Input on University/ college/ dept/ program/ review committee (BoS, SRB, YEC) structure for customization - How reviewers and examiners are approved, etc.	At the board room next to Chancellor's office	In person (offline)	Dr. Arun, Dr. Mallika, Dr. Vinitha Pai
12.Aug.2020	Hands on training to IT staff	- The activities of Inst-Admin-faculty and student bulk upload, etc.	ICT staff	In person	Mr. Rajesh, Ms. Nasreen and another staff member
13.Aug.2020	Meeting with Mr. Rajesh	- Escalation handling - Time windows to put the platform on "Maintenance mode" - Options/ tools IT team will require	At the board room next to Chancellor's office	In person	Mr. Rajesh Karkera
7.Oct.2020	Discussion with CoE	On the implementation plan	CoE office	In person	CoE, Asstt. CoEs, Superintendent

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Date	Name of the Event	Topics Covered	Name of the College/Centers	Mode of Session (Online/Offline)	Number/Details of Participants
8.Oct.2020	Discussion with the Vice-Principals of YMC, YDC	Standardization of the workflow process for PG programs, participation by faculty members	Vice-Principals of YMC and YDC	In person (at the CoE dept. board room)	Dr. Arun, Mr. Rajesh, Vice-Principals YMC & YDC, Dr. Mallika
9.Oct.2020	With Prof. Shenoy (YDC) and his colleagues	Demonstration of how to use the platform	At the office of Prof. Shenoy (at YDC)	In person	Prof. Shenoy, his colleagues (3 or 4) and his Executive Assistant
10.Oct.2020	Presentation & Demo to Faculty members of YMC (Session-I)	Demonstration of how to use the platform	YMC	Online (from Yenepoya)	YMC faculty members (100+ joined the session)
10.Oct.2020	Presentation & Demo to Faculty members of YDC (Session-II)	Demonstration of how to use the platform	YDC	Online (from Yenepoya)	YDC faculty members (50+ joined the session)
3 rd & 4 th weeks of Oct, 2020	Many sessions at different department with faculty members & PG students	Hands-on, addressing the questions on the platform	YDC & YMC, at different departments	In person	Typical size was 5 to 10, either faculty members or students, or more students and a few faculty members
3.Nov.2020	Demo and interactions with the CoE staff	Demo of the current functionalities and understanding the CoE process better	At the board room of the CoE Department	In person	CoE, Dy. CoEs, Superintendent, CoE office staffs

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Date	Name of the Event	Topics Covered	Name of the College/Centers	Mode of Session (Online/Offline)	Number/Details of Participants
5.Nov.2020	Hands-on training for HoDs of YMC – to complete Guide Allocation to PG students on myAcademic.Center platform	Helped HoDs (or their representatives) to complete Guide Allocation to PG students	YMC Academic Block, lecture hall with gallery	In person	HoDs (/rep) of OBG, Anaesthesia, Ophthalmology, Biochemistry, Forensic Medicine, Community Medicine (other HoDs were busy)
7.Nov.2020	Hands-on training for HoDs of YMC – to complete Guide Allocation to PG students (two sessions)	Helped HoDs (or their representatives) to complete Guide Allocation to PG students	Physiology Demo Room, 1st Floor, YMC Academic Block	In person	HoD (/rep) of Pathology, Pediatrics and Pediatrics PG students (other HoDs were busy)
09.Nov.2020	Presentation at YNC	Characteristics of myAcademic.Center platform, role specific dashboard, workflow for thesis management	YNC board room	In person	Dr. Arun, the Principal, Vice- Principal, HoDs and faculty members of YNC
11.Nov.2020	Presentation at YPC	Characteristics of myAcademic.Center platform, role specific dashboard, workflow for thesis management	YPC presentation hall (Mudipu campus)	In person	Dr. Arun, the Principal and faculty members of YPC
11.Feb.2021	Orientation about myAcademic.Center to PG students of YPC	Presentation and demo of myAcademic.Center platform	For PG students of 2020 batch of YPC	Online	Mostly MPT students and few faculty members
23.Feb.2021	Orientation about myAcademic.Center to PG students of YNC	Presentation and demo of myAcademic.Center platform	For PG students of YNC	Online	Mostly MSc Nursing students and few faculty members

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Date	Name of the Event	Topics Covered	Name of the College/Centers	Mode of Session (Online/Offline)	Number/Details of Participants
26.Apr.2021	Workshop on "Integrating Research & Education in Healthcare Profession"	How myAcademic.Center platform supports research and collaboration	Conference organized by YPT&AHCP College	Online (I did not travel because of Covid restrictions)	Mostly PG students of YPT&AHCP College and faculty members
18.Jun.2021	Feedback on CoE workflow from Dr. Jeevan (Dy. CoE)	Functionalities of CoE workflow	At the CoE office	Online	Dr. Jeevan Raj
20.Sep.2021	Feedback on PhD workflow from Prof. Vinitha Pai, Director PhD Program	- Steps covered in the workflow - New requirements (Dept-Admin plus few other)	At Yenepoya Research Center	In person	Dr. Vinitha Pai
21.Sep.2021	Feedback on modified CoE workflow from Dr. Jeevan	Steps covered in the CoE workflow	At the CoE office	In person	Dy. CoE (Dr. Jeevan), Superintendent
22.Sep.2021	Meeting with Prof. Chatra, Vice-Principal, YDC	- Roll-out plan for the new batch - Backend upload of data of previous batches	At the office of Prof. Chatra at YDC	In person	Prof. Chatra
23.Sep.2021	Meeting with Prof. Aswini & Prof. Abhay, Vice-Principals of YMC	- Roll-out plan for 2021 batch - Backend upload of data of previous batches	At the office of Vice-Principals, YMC	In person	Prof. Aswini & Prof. Abhay
23.Sep.2021	Meeting with Dr. Ravichandra	- Roll-out plan for the new batch	At the Psychiatric OPD room of Medical College Hospital	In person	Dr. Ravichandra
24.Sep.2021	Discussion on the roll-out plan for 2021 batch and backend upload of previous batch	- Roll-out plan for the new batch - Requirement of allowing Dept-Admin	At YNC board room and at the office of the Principal	In person	Dr. Leena, Dr. Janet, Dr. Ibrahim

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Date	Name of the Event	Topics Covered	Name of the College/Centers	Mode of Session (Online/Offline)	Number/Details of Participants
24.Sep.2021	Discussion on the roll-out plan for 2021 batch and backend upload of previous batch	- Modifications required for the workflow - Hands-on training (or w/s) required for the 2021 batch	At YPT&AHCP College – at the office of Dr. Sunita and then in the library	In person	Dr. Sunita, Dr. Mudasir, Ms. Liba Sara
25.Sep.2021	Hands-on trial at the CoE dept	CoE office staff under the supervision of the CoE & Dy. CoE carried	At the CoE Department	In person	CoE, 2 Dy. CoEs, Superintendent, all CoE staffs
27.Sep.2021	Meeting with Dr. Harishchandra, HoD, Gn Surgery & Convener, BoS for Clinical Surgical	- Confirmation for the PG workflow for MD, MS - Roll-out plan for the new batch	At the office of HoD, General Surgery at the Medical College Hospital block	In person	Dr. Harishchandra
28.Sep.2021	Meeting with Dr. Mallika, Professor, YDC	- Confirmation for the PG workflow for MDS	At the board room of YDC	In person	Dr. Mallika
29.Sep.2021	Meeting with Mr. Rajesh Karkera, Director ICT	- “Dept-Admin” privileges - Modification of the URL to get the login page of myAcademic.Center platform	At the office of Mr. Rajesh	In person	Mr. Rajesh
29.Sep.2021	Meeting with Dr. Hari Kishore Bhat, Member Secretary, Yenepoya Ethics Committee-2	- To clarify certain steps of ethical clearance workflow - Suggested to have an online meeting along with the Member Secretary of YEC-1	At the office of YEC-2 (-2 of YDC block)	In person	Dr. Hari Kishore Bhat

Note: Meetings/ interactions where 30 mins or more time was spent have been added in the above table.

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Quality YU <quality@yenepoya.edu.in>

Agreement with My Academic Centre(DBDA Solutions), Bangalore for implementation of the online thesis platform for PG program – 2020-2021

1 message

Quality YU <quality@yenepoya.edu.in>

Thu, Dec 17, 2020 at 11:52 AM

To: Farhaad Yenepoya <yenepoya@outlook.com>, Director Finance Office <yenoffice@yenepoya.edu.in>, "financeofficer@yenepoya.edu.in" <financeofficer@yenepoya.edu.in>

Dear Sir,

With regard to the above program Mr. Subranshu from DBDA Solutions was in the campus for the period from October 3rd to November 6th, 2020 for completion of part-1 of the roll-out plan and hands on training has been imparted to the HODS, PG guides of all the constituent colleges.

The training has been imparted through online help and demo videos, one to one training and personal interaction to explain the steps to the guides and students. Currently all the colleges are operating the thesis through this mode. BOS and Ethics models will be connected soon.

The usage statistics by the students and the faculty members of Yenepoya (Deemed to be University), as on 11th December 2020 is as follows:-

- > The total number of students submitted at least the dissertation topic is **31**, which is around 28% of the students who have been assigned a Guide, or about 22% of the total number of students added on the platform.
- > The number of students who have been assigned the guide is **109**, around 76% of students added on the platform.
- > The number of Yenepoya students added on the platform is **143**.
- > The number of students logged in at least once on the platform is **60**, which is about **42%** of the total number of students (143) added on the platform.
- > The number of faculty members logged in at least once on the platform is **65**, about **18%** of the total number of faculty members (357) added on the platform.

10
105
143

As informed earlier based on the proposal it was agreed upon between both the parties, to offer a year of free trial to us but the expenses of training in Mangalore would be borne by us. Accordingly we are required to pay the expenses as follows:-

1. Travel : His own car self driven from Bangalore to Mangalore and return	: 7,500.00
2. Accommodation : We have provided with boarding and lodging Facilities at our Guest house	
3. Honorarium : 28 days @ Rs.2,000/- per day (excluding Sundays and General holidays)	: <u>56,000.00</u>
	<u>63,500.00</u>

Mr. Subranshu has utilized his own transport for commuting to University and Guest house during his stay at the University.

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Report of the hands-on session for HoDs at Yenepoya Medical College on 7th November 2020

HoD/representative of the HoD of two departments attended the session.

- 1) Dr. Prema, HoD of Pathology: allotted guides to all students.
- 2) Dr. Sahana of Paediatrics : steps from the Demo Institute was demonstrated.

HoDs for ENT and Microbiology could not attend due to prescheduled work

The coordinator of the program for Medical College Hospital was asked to forward the power point presentation to the office of the HODs whom he considered to be deemed fit.

Hands-on session was about 25% effective.

Regards,

Subhranshu

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Minutes of the online meeting held on 18th June 2020

Sub: Digital initiative for Submission of online PG and PhD thesis – Service agreement with MyAcademic.Center.

The meeting was attended by the following faculty members:

1. Dr. Mallika Shetty, Asst. Controller of Examinations
2. Mr. Rajesh Karkera, Dy. Director, ICT
3. Dr. Arun Bhagwath, Dy. Director, QAC
4. Dr. Rekha P.D, Dy Director, YRC
5. Dr. Vinitha R Pai, Dy. Director, Centre for PhD Program
6. Dr. Sham Bhat, Vice Dean, YDC
7. Dr. Laxminaraya Chatra, Associate Dean, YDC
8. Dr. Aswini Dutt, Associate Dean, YMC
9. Ms. Uma Anand, Associate Dean, YNC
10. Dr. Abhay Nirgude, Associate Dean, YMC
11. Dr. Maji Jose, Associate Dean, YDC
11. Dr. Veena Pais, Associate Dean, YPC
13. Dr. Mohammed Guthiar, Professor & HOD, MSW
14. Dr. Ismail B, Professor & HOD, Department of Statistics
15. Dr. Mamatha Pramod, Chief Librarian
16. Dr. Ali K. S. Dy. Librarian
17. Mr. Subhranshu Banerjee, Founder & CEO, MyAcademic Center


The Online demo for implementation of the work flow and training related academic activity for submission of online thesis platform offered by MyAcademic Center for which we have entered into a service agreement on 17th January 2020 followed by the subsequent addendum was conducted on 18th June 2020.

This program is being implemented for the PG and PhD students (MD/MS;MDS;CBCS and PhD;M.Sc;MSW) in the University. The timeline for submission were discussed and the process of workflow was explained. Certain suggestions were given and doubts were clarified.

It was proposed to:

1. Include the new batch of PG and PhD students in this process.
2. Submit the list of Postgraduates and PhD guides with their e-mail ids in the specific format required by MyAcademic.Center in order to create necessary login accounts in the software.
3. This program will be implemented in association with the ICT department and HR under the guidance of the Dy. Director, ICT.

Mr. Subhranshu will be visiting our Institution for finalization of the organization structure required in the process of submission of thesis College/coursewise. Training for the faculty will be done through video conferencing in order to acclimatize the faculty to the new software.


Dr. Arun Bhagwath
Dy. Director, QAC

Dr. Arun Bhagwath
Dy. Director
Quality Assessment & Compliance

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Quality YU <quality@yenepoya.edu.in>

Re: requirement of additional states in the workflow, training to IT team and the rollout plan... [RE: for review - Workflows for managing Academic works at Yenepoya]

Quality YU <quality@yenepoya.edu.in>

Mon, Jun 22, 2020 at 10:24 AM

To: Subhranshu Banerjee <subhranshu.banerjee@myacademic.center>

Dear Subhranshu,

Further to the online meeting held on 18th June 2020, we are enclosing herewith the timeline and 3 notifications of the PG courses wherein the calender of events spell out the timeline for submission of the thesis. As the timeline for the Ph.D.program varies discipline-wise, Dr. Vinitha Pai, Dy. Director has suggested that she be contacted to finalize the workflow timeline for the same separately.

Her contact details are as follows:- Tel. Ph. : Centre - PhD program : +91 824 2203644 or +91 824 2204668 (Ext : 2037)


Email: ddphd@yenepoya.edu.in

We can think of implementation of this program for the next batch of students at Yenepoya, beginning of the academic year. Kindly let us know when will it be possible to come down to Mangalore and train our faculty. Please suggest a couple of alternate dates.

Regards,

Dr. Arun A. Bhagwath
Professor, Yenepoya Research Center
Dy. Director, Quality Assessment & Compliance
Yenepoya (Deemed to be University), University Road,
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Karnataka, India
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[Quoted text hidden]

2 attachments **Chronology for submission of thesis.docx**
14K **Notifications-calender of events.pdf**
693K

ATTESND

Dr. Jangadhara Somayaji K S
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**Minutes of the meeting held on 04.03.2020 at 02.30 p.m in the
Board Room of the Vice Chancellor**

Members Present

1. Registrar
2. Dy. Director, QAC
3. Dy. Director , YRC
4. Dy. Director , IT Section
5. Dy. Librarian, Central Library
6. Assistant Registrar
7. Dr.Yashodhar P. Bhandary, Assistant Director, Ph.D programme
8. **NAAC Co-ordinators from each Constituent Colleges – (1each) :**
 - 1) Dr. Aswini Dutt .R, YMC
 - 2) Ms. Umarani J, Prof YNC
 - 3) Ms. Veena Pais, Associate. Prof, YPC
 - 4) Dr. Laxinarayan Sonde, Reader , YDC
 - 5) Mr.Mahammad Shahid, Associate. Prof, YIASC&M
 - 6) Dr. Manodeep Chakraborty, Associate.Prof, YPC&RA
 - 7) Dr. Shubada V.I Prof. YAMCH
 - 8) Dr. Jenita Rosario Fernandes, Prof. YHMCH

Agenda: Researgence (Support for NAAC, NIRF Research Publications, Citation, h-Index) online Demo

1. Online Demo was viewed by the members.
2. It was felt that it is an useful software to take a stock of the publications from the faculty affiliated to Yenepoya, to build their profile and also help the faculty to select appropriate journals to publish their research
3. It was decided to get the quotation so as to take this forward.


REGISTRAR

Copy to:

All the above members

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**Minutes of the meeting held on 13.02.2020 at 12.00 noon in the
Board Room of the Vice Chancellor**

Members Present

1. Vice Chancellor
2. Registrar
3. Controller of Examinations
4. Principal, YMC
5. Principal, YDC
6. Principal, YNC
7. Principal, YPC
8. Principal, YPCRC
9. Principal, YAMCH
10. Principal, YHMCH
11. Principal, YIASC&M
12. Chief Librarian
13. Dy. Librarian
14. Dy. Director, YRC
15. Dy. Director, PhD Programme
16. Asst. Controller of Examinations
17. Mr. Rajesh Karkera IT Section
18. Mr. Vinod Kumar, Supdt. Controller of Examinations

Members Excused

1. Dy. Director, QAC

Agenda: Revised roll Plan – [Re : agreement to access to myAcademic Centre]

Proceedings:

In view of certain issues related to the security of the data, it was decided to have an internal meeting among the Dy. Director IT, Dy. Director QAC University officials before accepting the rollout plan.


REGISTRAR

Copy to:

All the above members

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Ref: No. Y/REG/ACA/Meeting Notice/2020

29.02.2020

NOTICE

The meeting of the following officials is convened on Tuesday 03.03.2020 at 11.00 a.m.
in the Board Room of the Vice-Chancellor

Agenda: Regarding myAcademic Centre

1. Vice Chancellor
2. Registrar
3. Controller Examinations
4. Prof. M. Abdul Rahiman
5. Dy. Director, QAC
6. Dy. Director, IT Section
7. Assistant Registrar


REGISTRAR


To:

All the above members

Copy to:

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ATTESTED


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To Whom It May Concern

This is to state that **Yenepoya** (Deemed to be University), Mangalore has signed an MoU on 17.01.2020 with **DBDA Solutions LLP** to use its EdTech platform **myAcademic.Center** for ease of management of thesis work, process compliance and real time monitoring of progress, and for online evaluation of thesis by the Controller of Examinations.

In last more than one year the program specific PG workflows have been deployed in thirty-three departments which offer PG courses across four constituent colleges, viz., Yenepoya Medical College, Yenepoya Dental College, Yenepoya Nursing College and Yenepoya Physiotherapy and Allied Healthcare Professions College.

All faculty members and PG students of 2020 were onboarded, online and hands-on trainings were conducted for all departments, including hands-on workshop for the staffs of CoE department.

Yours sincerely,

SUBHRANSHU
BANERJEE

Digitally signed by
SUBHRANSHU BANERJEE
Date: 2021.12.11 16:33:03
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.....
(SUBHRANSHU BANERJEE)

Founder and CEO,
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