



MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

Minutes of IQAC Meeting 2018-19 (Quarter 1)

Venue: MAHER Board Room		Date: 25.08.2018 Time: 10:30 a.m – 1:00 p.m	
Chairperson		Prof. R.S. Neelakandan	
Coordinator		Dr.Urusula Sampson	
Members		Status	
Prof. R.S. Neelakandan, Vice-Chancellor		Present	
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		Present	
Prof.B.Sivapathasundaram, Head-Oral Pathology and Microbiology – MADC, MAHER, Chennai, Member		Present	
Mr Radhkrishnan, Trustee, MAHER, Member-Management		Present	
Dr.G.Valli, Controller of Examinations, MAHER, Chennai, Member-administrative officer		Present	
Prof. Dr.A.Nandkumar., Registrar , MAHER, Chennai, Member-Administrative officer		Present	
Members	Status	Members	Status
Dr. N. Arunagirinathan	Present	Dr.K.Revathi	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present
Dr. M. Ganesan	Present	Dr. Jaideep Mahendra	Present
Prof. K. Saraswathi	Apologies	Dr. S. Natarajan	Apologies
Mrs. Fabiola M. Dhanaraj	Present	Mr. S. Varadarajan	Present
Dr.Neelambikai	Present	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Present	Mr. Vignesh	Apologies
Dr. Manoj Prabhakar	Apologies	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof. Sumathi	Present		
Agenda		<ul style="list-style-type: none"> • Confirmation of MoM of Previous IQAC meeting. • Review / follow up of actions from previous IQAC meeting 	





MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

		<ul style="list-style-type: none"> • Sensitization of HODs and faculty regarding compilation of data for UGC Inspection • Revision of format of feedback from all stakeholders • Review of Patient Management Software • Proposal for establishment of Incubation Centre in Medical College Campus • Library – Inclusion of more journals 	
Issue/Report Findings/ Conclusions	Action to be Taken	Responsible Person	Action Taken from 26.08.2018 to 27.11.2018
Review/Follow up Actions of previous meeting	Hon'ble VC suggested to conduct workshops on IPR to promote awareness on patent filing among faculty	Dr. Nandakumar, Registrar	Workshop conducted on IPR & Patent Filing
UGC Inspection	Hon'ble VC suggested to start compiling data for the upcoming UGC Inspection. Individual reports to be filed from all the constituent colleges.	Dr. Revathi, Research Director	The performa for compiling data with regard to various aspects finalized
Feedback Forms	A comprehensive feedback form for all stakeholders to be designed based on multiple parameters to take feedback on curriculum.	Dr. N. Arunagirinathan – Academic officer	The Feedback form for different stakeholders are designed to collect the relevant feedback.
Patient Management Software	Deficiencies highlighted in the software. To be tailored to specific requirements.	Dr. N. Ambalavanan, Principal, MADC	Changes required in the software conveyed to admin. The quotation for hardware submitted for approval.
Incubation Centre	Hon'ble VC suggested to establish incubation centre at Medical college	Dr. Revathi, Research Director	Incubation centre established at Medical college campus.





MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

	campus.		
Library-Journals	Subscription of High Impact Journals suggested in various specialities	Dr. Revathi, Research Director	A list of top 10 high impact journals prepared by constituent colleges submitted and pending for approval.





MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

Minutes of IQAC Meeting 2018-19 (Quarter 2)

Venue: MAHER Board Room		Date: 28.11.2018 Time: 10:30 a.m – 1:00 p.m	
Chairperson		Prof. R.S. Neelakandan	
Coordinator		Dr.Urusula Sampson	
Members		Status	
Prof. R.S. Neelakandan, Vice-Chancellor		Present	
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		Present	
Prof.B.Sivapathasundaram, Head-Oral Pathology and Microbiology – MADC, MAHER, Chennai, Member		Present	
Mr Radhakrishnan, Trustee, MAHER, Member-Management		Present	
Dr.G.Valli, Controller of Examinations, MAHER, Chennai, Member-Administrative officer		Present	
Prof. Dr.A.Nandkumar., Registrar , MAHER, Chennai, Member-Administrative officer		Present	
Members	Status	Members	Status
Dr. N. Arunagirinathan	Present	Dr.K.Revathi	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present
Dr. M. Ganesan	Present	Dr. Jaideep Mahendra	Present
Prof. K. Saraswathi	Present	Dr. S. Natarajan	Present
Mrs. Fabiola M. Dhanaraj	Present	Mr. S. Varadarajan	Present
Dr.Neelambikai	Apologies	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Present	Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present	Mr. C.K. Chandrasekar	Apologies
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof. Sumathi	Apologies		
Agenda		<ul style="list-style-type: none"> • Confirmation of MoM of Previous IQAC meeting. • Review / follow up of actions from previous IQAC meeting • Finalizing & Uploading data on NIRF Portal. • Conducting Student Satisfaction Survey in 	





MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

Issue/Report Findings/Conclusions	Action to be Taken	Responsible Person	Action Taken from 29.11.2018 to 26.03.2019
			constituent colleges. <ul style="list-style-type: none"> • Collation of data for UGC Inspection. • Submission of University data on AISHE portal • MoUs for Research
Review/Follow up Actions of previous meeting	Academic Audit specifically with regard to Indexed Publications by Faculty	Dr. Revathi, Research Director	Publications in Journals indexed in Scopus. Faculty instructed to create ORCID account for uniformity.
Uploading Data on NIRF Portal	Advised to verify the data thoroughly before uploading.	Dr. Nandakumar, Registrar	MAHER university got 100 th rank in NIRF ranking.
Student Satisfaction Survey	Analyze the results of the survey and a detailed report to be tabled to identify lacunae in system.	Dr. N. Arunagirinathan – Academic officer	The outcome of the survey has been utilized for filling the gaps between the expectation of students and actual services rendered to the students.
Collation of Data for UGC Inspection	Registrar suggested to prepare presentation highlighting the essential data for UGC Inspection Team.	Dr. Nandakumar, Registrar	Detailed reports from all constituent units compiled. Presentation prepared and finalized after getting approval from the management
Submission of Data on AISHE Portal		Dr. N. Arunagirinathan – Academic officer	All data is successfully uploaded on the AISHE portal to promote transparency in work culture.
MoUs	Need to have greater no of MoUs with Institutes of Eminence for research emphasized.	Dr. Revathi, Research Director	MoUs finalized with Kidwai Cancer Institute, Bangalore.





MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

Minutes of IQAC Meeting 2018-19 (Quarter 4)

Venue: MAHER Board Room		Date: 27.03.2019 Time: 10:30 a.m – 1:00 p.m	
Chairperson		Prof. R.S. Neelakandan	
Coordinator		Dr.Urusula Sampson	
Members		Status	
Prof. R.S. Neelakandan, Vice-Chancellor		Present	
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		Present	
Prof.B.Sivapathasundaram, Head-Oral Pathology and Microbiology – MADC, MAHER, Chennai, Member		Present	
Mr Radhakrishnan, Trustee, MAHER, Member-Management		Present	
Dr.G.Valli, Controller of Examinations, MAHER, Chennai, Member-Administrative officer		Present	
Prof. Dr.A.Nandkumar., Registrar , MAHER, Chennai, Member-Administrative officer		Present	
Members	Status	Members	Status
Dr. N. Arunagirinathan	Present	Dr.K.Revathi	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present
Dr. M. Ganesan	Present	Dr. Jaideep Mahendra	Apologies
Prof. K. Saraswathi	Present	Dr. S. Natarajan	Present
Mrs. Fabiola M. Dhanaraj	Apologies	Mr. S. Varadarajan	Present
Dr.Neelambikai	Present	Dr.K.V. Rajasekhar	Apologies
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Present	Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof. Sumathi	Present		
Agenda		<ul style="list-style-type: none"> • Confirmation of MoM of Previous IQAC meeting. • Recruitment of Research Scholars • Procurement of equipment for the recently established CRL, MAHER Campus 	





MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

		<ul style="list-style-type: none"> • New Programmes under FHS • Guides for PhD Scholars • Herbal Garden, MAHER • Online Classes 	
Issue/Report Findings/Conclusions	Action to be Taken	Responsible Person	Action Taken during 28.03.2019 to 18.06.2019
Research Scholars	Recruitment of Research Scholars for CRL, MAHER Campus suggested	Dr. Nandakumar, Registrar	Unanimously resolved to take up Full Time Research Scholars for CRL. Advertisements for recruitment put up in leading newspapers.
Equipment for CRL Lab, MAHER	Director of Research suggested the need to purchase RT-PCR, ELISA Reader and Washer for CRL	Dr. Revathi, Research Director	Approved obtained. Quotations drafted and submitted for necessary approval
Programmes under FHS	Hon'ble VC suggested to include additional programmes under FHS.	Dr. N Arunagirinathan – Academic officer	PG Diploma, Diploma and certificate course programmes introduced under FHS
Guides for Ph.D Scholars	Lack of adequate number of guides for Ph.D candidates	Dr. Revathi, Research Director	Resolved to award guideships to Full Time Teachers of Constituent College who had the required eligibility criteria to guide Ph.D. students.
Herbal Garden, MAHER Campus	Proposal to establish Herbal Garden at MAHER Campus suggested	Prof. R.S. Neelakandan, Vice-Chancellor	The location and list of herbal plants drawn up. Quotation drafted from 2 vendors for setting up and maintenance of the garden. Approval pending.





MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

Virtual Technology for Classes	To identify suitable Learning Management System (LMS) for teaching learning activities	Dr. Nandakumar, Registrar	Annual/Semi-Annual Subscription charges for 3 LMS platforms are compared. Quotation submitted and approved for availing MOODLE Platform for LMS
--------------------------------	--	---------------------------	---

