



## MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Declared as Deemed to be University under section 3 of the UGC Act, 1956)

### IQAC Minutes of Meeting 2019-2020 (Quarter 1)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 19.06.2019	
		<b>Time:</b> 10.30 a.m-1.00 p.m	
<b>Chairperson</b>		Prof. Dr. R.S. Neelakandan,	
<b>Coordinator</b>		Prof. Dr. B. Sivapathasundaram	
<b>Members</b>		<b>Status</b>	
Prof. Dr. R.S. Neelakandan, Vice-Chancellor, MAHER		Present	
Prof. Dr. B. Sivapathasundaram Pro-VC, MAHER,		Present	
Mr. S. Varadarajan, Member-BOM MAHER		Present	
Prof. Dr.S.Rajasekar, Registrar		Present	
Dr.Senthamarai, Controller of Examinations, MAHER, Chennai, Member-administrative officer		Present	
Dr. Urusula Sampson, Vice Principal & Head- Bio- chemistry, MMCHRI		Present	
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>
Dr. N. Arunagirinathan	Present	Dr.K.Revathi	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	apologies
Dr. M. Ganesan	Present	Dr.Jaideep Mahendra	Present
Prof. K. Saraswathi	Apologies	Dr. S. Natarajan	present
Mrs. Fabiola M. Dhanaraj	Present	Mr. S. Varadarajan	Present
Dr.M.Thangavel	Present	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	present	Mr. Vignesh	Apologies



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Dr. Manoj Prabhakar	Apologies	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof.Sumathi	Present	Dr.R.Ealangovan	Present

### IQAC meeting Agenda 2019-2020 (Quarter 1)

1. Confirmation of MoM of Previous IQAC meeting
2. Introduction of courses under AYUSH
3. Commencement of the Department of Yoga Sciences and Therapy
4. Plan for phased replacement of regular lights to LED lights
5. Identify a new vendor for disposal of E-waste.
6. Monitoring of MoUs and student exchange opportunities.
7. Biometric for maintaining attendance of Teaching and Non-Teaching staff members of MAHER campus.
8. Review of placement opportunities for FHS students.
9. Any other matter with the permission of chair.



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### IQAC Minutes of Meeting & Actions Taken Report 2019-20 (Quarter1)

Issue	Action to be taken	Responsible person	Action taken
Introduction of courses under AYUSH	Dr. N. Arunagirinathan, suggested that courses under AYUSH may be started at MAHER as there is good potential for the fields under AYUSH.	Dr. Fabiola M. Dhanraj, Principal, AMCON	The feasibility in terms of facilities and infrastructure was assessed for starting courses under AYUSH; a detailed report was presented to the University with a blueprint of the infrastructure and amenities required; few bachelor degree courses started in AMCON (Nursing college) under AYUSH ( Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy); advertisement for faculty requirement was put up in leading newspapers and university website; requirement of faculty has been done after interview by the requirement team.
Commencement of the Department of Yoga Sciences and Therapy	Dr. K. Revathi suggested that since Yoga is a much-	Dr. R. Elangovan, Professor and Head-FYST	Advertisement for the requirement of faculty members given in all leading newspapers and university



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	sought after field in the society, courses specific to Yoga may be conducted under a separate faculty; Vice Chancellor approved and appreciated the suggestion and instructed the selection committee to look for appropriate faculty to be appointed for the initiation of the same.		website; Interview for selection of faculty conducted and the report is forwarded to registrar & VC to finalise the candidates; quotes for necessary equipment procured from the vendors and analysed; 2 best quotes forwarded to the University for further actions.
Plan for phased replacement of regular lights to LED lights	Vice chancellor suggested that the new constructions of MAHER be placed with LED light fitting. He also suggested a phase by phase replacement of all the existing lights by LED lights. Dr. Fabiola M. Dhanraj	Dr. S. Rajasekar, Registrar, MAHER,	The new constructions in MAHER campus are installed with LED lights; 40% of lighting in constituent institutes are changed to LED; the rest of the lights will be converted to LED in next one year; Finance officer has been provided with all the expenditure report with a copy to the Vice Chnacellor.



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	informed that this in fact is important and lies in line with the NAAC criteria.		
Identify a new vendor for disposal of E-waste	Mr. Ranjith Kumar – (HOD, Dept. of Computer Science, FHS) insisted the importance of a proper E-waste disposal system and enquired about the status of arrangement of E-waste disposal in the university.	Dr. N. Arunagirinathan, (Academic Officer, MAHER)	Identification of a vendor for E-waste collection and disposal has been done; detailed report on the procedure and quotation is submitted to the University for further actions.
Review of placement opportunities for FHS students	Vice chancellor suggested to review the placement record of students from FHS and insisted to strategizing placement even for low merit students	Mr. S. Varadarajan, Member-BOM MAHER	A detailed list of placement of FHS students in the last 5 years was formulated and submitted to the Vice chancellor with a copy to the IQAC office; newer collaborations were decided to be undertaken with industries and companies for placement of students even with low merit.



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Monitoring on MoUs and student exchange opportunities	The existing MoUs are to be reviewed with report of newer MoUs with other universities, industries, research bodies or other organisations	Prof. Dr. S.Rajasekar, Registrar	The existing MoUs were satisfactorily reviewed. A list of newer MoUs were presented: <ul style="list-style-type: none"> <li>• Indian Medical Research Association</li> <li>• Vellore Institute of Technology</li> <li>• Baltimore school of dentistry</li> <li>• HMS Medical Systems</li> <li>• S.S.Bio Research Solutions</li> <li>• Presto Advertising</li> <li>• Foliage Media</li> <li>• Catalysts Rehabilitation centre</li> </ul>
Biometric for monitoring attendance	Vice chancellor advised the board regarding the utility of Biometric for maintaining attendance of Teaching and Non-Teaching staff	Registrar, MEHAR	New biometric machines installed at the entrances of all departments of university; fingerprint and face recorded by the technical team of MAHER; all staff members sensitised on the usage of biometrics of recording attendance.



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	members of MAHER campus		
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### IQAC Minutes of Meeting 2019-20 (Quarter 2)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 16.09.2019		<b>Time:</b> 11:00 AM – 1:00 PM	
<b>Chairperson</b>		Prof. R.S. Neelakandan			
<b>Coordinator</b>		Prof.Dr.B.Sivapathasundaram			
<b>Members</b>		<b>Status</b>			
Mrs. Jeyanthi Radhakrishnan(Rector, MAHER)		Present			
Prof. R.S. Neelakandan, Vice-Chancellor		Present			
Prof. Dr. B. Sivapathasundaram Pro-VC, MAHER		Present			
Mr. S. Varadarajan, Member-BOM MAHER		Present			
Prof. Dr. S.Rajasekar, Registrar		Present			
Dr.Senthamarai Controller of Examinations, MAHER, Chennai, Member-administrative officer		Present			
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		Present			
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>		
Dr. N. Arunagirinathan	Present	Dr.K.Revathi	Present		
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present		
Dr. M. Ganesan	Apologies	Dr. Jaideep Mahendra	Present		
Prof. K. Saraswathi	Present	Dr. S. Natarajan	Present		
Mrs. Fabiola M. Dhanaraj	Present	Mr. S. Varadarajan	Present		
Dr.M.Thangavel	Present	Dr.K.V. Rajasekhar	Present		

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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	Apologies	Mrs. Meenakshi	Present
Prof. Sumathi	Present	Dr.R.Ealangovan	Present
<b>Agenda</b>		<ul style="list-style-type: none"><li>• Confirmation of MoM of Previous IQAC meeting.</li><li>• Publication analysis</li><li>• Teacher student ratio analysis</li><li>• Conduction of Feedback on Curriculum by Students, Alumni, Employees, Faculty, Parents</li><li>• Awareness workshop for National Institution ranking framework methodology</li><li>• Conduction of Faculty Development Program</li><li>• Introduction of Outcome Based Education in Allied Health Science and Faculty of Humanity and Sciences Programmes of the university and introduction of SCORM</li><li>• Conduction of energy audit</li><li>• Identification of alternate sources of energy in the university campus</li></ul>	



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Issue/Report Findings/Conclusions	Action to be Taken	Responsible Person	Action Taken
Publication analysis	Vice Chancellor suggested to conduct a detailed evaluation and analysis on the research and publication activities of faculties from all the constituent institutes of MAHER from 2018-2020	Dr. K.Revathi, Research Director	Research Director informed that most faculty publications are been done in indexed journals; Circular has been sent to the Heads of all the constituent colleges to procure a detailed list of publications in indexed as well non indexed journals from all the departments; a consolidated list sent to the Research Director for the final analysis; final report to be produced to the Vice Chancellor and the IQAC office.
Teacher student ratio analysis	A list of full time teachers (Professors, Associate prof, Assistant prof, Lecturers) to be formulated to evaluate the teacher student ratio and determine the adequacy	Prof. Dr. S.Rajasekar, Registrar	A list of only full time teachers was obtained from all the constituent colleges and the teacher student ratio was evaluated; it was found to be adequate.

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Conduction of Feedback on Curriculum by Students, Alumni, Employees, Faculty, Parents	Prof. B. Sivapathasundharam suggested the conduction of feedback on course and curriculum from all the stakeholders of the Institute; all the members agreed with the suggestion	Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI	Feedback form formulated with relevant open ended questions to procure honest feedback from the students, faculty, parents, alumni and employees; thorough analysis was done, lacunae identified and reforms were made.
Awareness workshop for National Institution ranking framework (NIRF) methodology	Vice chancellor advised IQAC office to conduct an awareness and sensitisation workshop for NIRF data requirement and methodology for all constituent colleges	Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI	Workshop was conducted by IQAC for creating awareness among faculties of all constituent colleges regarding all NIRF parameters, requirements and submission process; dental college instructed to initiate the NIRF data collection process.
Conduction of Faculty Development Program	IQAC suggested the conduction of Faculty development programs in various departments	Prof. Dr. S.Rajasekar, Registrar	Following FDPs were conducted by IQAC: <ul style="list-style-type: none"> <li>Faculty Development Program on “how to improve our immunity naturally and age related disorders solutions based on</li> </ul>



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			<p>traditional siddha system, Yoga and diet” given by Dr. R.Nithya, Chennai</p> <ul style="list-style-type: none"> <li>• Faculty Development Program on “Yoga – Reconditioning of Psycho-physiological mechanism” given by R.Sudha, Chennai</li> <li>• Faculty Development Program on “naturopathy and yoga to fight COVID-19” given by Dr.Rukmani, Annamalai Nagar</li> </ul>
Introduction of Outcome Based Education in Allied Health Science and Faculty of Humanity and Sciences Programmes of the university and	SCORM (Shareable Content Object Reference Model) and Outcome based education model to be introduced in AHS and FHS for compliance of E-content development and LMS	Dr.Senthamarai Controller of Examinations, MAHER, Chennai, Member-administrative officer	Faculty members of AHS and FHS sensitised by IQAC through 1 day workshop on the working of SCORM and outcome based education model for easy compliance of e-learning and Learning Management Software; faculty members were

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introduction of SCORM			encouraged to implement it in their day to day teaching learning process.
Conduction of energy audit	To conduct energy audit for the university campus of MAHER	Prof. Dr. B. Sivapathasundaram Pro-VC, MAHER	A team was formulated to conduct a thorough analysis of energy flow in the university; a detailed report was submitted to the university; areas of over usage and opportunities to conserve electricity were identified and plans to conserve electricity was formulated accordingly.
Identification of alternate sources of energy in the university campus	Vice chancellor emphasized on installation of alternate energy sources in the University as a responsibility towards the society.	Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI	All the members agreed to the suggestion unanimously. Solar energy panels were decided to be installed in the university campus; biomass energy generation would also be initiated; a committee was formed to plan and carry forward actions on the same.



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### IQAC Minutes of Meeting 2019-20 (Quarter 3)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 29.01.2020		<b>Time:</b> 11:00 AM – 1:00 PM	
<b>Chairperson</b>		Prof. R.S. Neelakandan			
<b>Coordinator</b>		Prof.Dr.B.Sivapathasundaram			
<b>Members</b>		<b>Status</b>			
Mrs. Jeyanthi Radhakrishnan(Rector, MAHER)		Present			
Prof. R.S. Neelakandan, Vice-Chancellor		Present			
Prof. Dr. B. Sivapathasundaram Pro-VC, MAHER		Present			
Mr. S. Varadarajan, Member-BOM MAHER		Present			
Prof. Dr. S.Rajasekar, Registrar		Present			
Dr.Senthamarai Controller of Examinations, MAHER, Chennai, Member-administrative officer		Present			
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		Present			
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>		
Dr. N. Arunagirinathan	Present	Dr.K.Revathi	Present		
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present		
Dr. M. Ganesan	Apologies	Dr. Jaideep Mahendra	Present		
Prof. K. Saraswathi	Present	Dr. S. Natarajan	Present		
Mrs. Fabiola M. Dhanaraj	Present	Mr. S. Varadarajan	Present		
Dr.M.Thangavel	Present	Dr.K.V. Rajasekhar	Present		

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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	Apologies	Mrs. Meenakshi	Present
Prof. Sumathi	Present	Dr. R. Ealangovan	Present
<b>Agenda</b>		<ul style="list-style-type: none"> <li>• Confirmation of MoM of Previous IQAC meeting.</li> <li>• IT infrastructure for FHS</li> <li>• Smart boards for Classrooms</li> <li>• MOUs for research and faculty interaction</li> <li>• Sensitisation on new NAAC Health Science Manual</li> <li>• NAAC criterion wise Working group formation</li> <li>• Documents compilation for next cycle of the NAAC accreditation</li> </ul>	
<b>Issue/Report Findings/Conclusions</b>	<b>Action to be Taken</b>	<b>Responsible Person</b>	<b>Action Taken</b>
IT infrastructure for FHS	Dr. K. Revathi presented the request by the Faculty of Humanities and Sciences for enhancement of their existing computer labs with more	Principal, FHS	Dr. R.S. Neelakandan, informed that the request for purchase has been forwarded as this is a priority; the quotations have been received



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	Computers with increase in the Wi-Fi bandwidth		from various computer vendors and 2 have been shortlisted after careful scrutiny ; internet providers have also been contacted for increasing the bandwidth of Wi-Fi for the University
Smart Boards in Classrooms	Dr.Mithun, highlighted that the ICT infrastructure may be improved further by increasing the number of Smart boards in the classrooms enabling e-classrooms in the campus for interactive and web based teaching-learning methods	Dr. N. Arunagirinathan – Academic officer	Dr. Jaideep Mahindra suggested the formulation of a phase wise plan which is to be presented to the Board of Management for approval and further actions; workshops have been conducted by IQAC to sensitise faculty members on web based teaching and learning methods and development of e-content.
Monitoring of activities regarding MoUs	To increase MOUs with educational institutions, industries within and outside the state for research and faculty interaction; review the status of the existing MoUs	Prof. Dr. S.Rajasekar, Registrar	Dr. Rajasekar (Prof. Radiology) highlighted the existence of a number of research and scientific interactions between our institution and other institutions. He suggested



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			conversion of the same to MOUs so that the interactions can be made in a more authentic way; this suggestion was unanimously lauded and approved; the existing MoUs have been reviewed.
Sensitisation on new NAAC Health Science Manual	The Vice chancellor requested the IQAC director to arrange for a workshop to sensitise the NAAC core team of the University and all constituent colleges in regards to the new NAAC health science manual	Dr. B. Sivapathasundhar am, Pro VC, MAHER	An elaborate workshop was conducted by IQAC over a period of two days for sensitisation of the NAAC core tea on the new NAAC health science manual and proceedings.
NAAC criterion wise Working group formation	To form working groups for each of the 7 criterion of NAAC to make the data collection, documentation and compilation process more systematic and fool-proof.	Prof. Dr. S.Rajasekar, Registrar	NAAC working groups for each criteria were formulated with faculty members from all constituent institutions; an In charge has been appointed for each of the working groups; detailed weekly report is being given to IQAC office by the heads of each criterion.



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Preparation for NAAC accreditation process	Dr.Velmurugan N informed about the upcoming cycle of NAAC inspection and suggested sensitisation of all the departments to send the necessary updated documents to the IQAC at the earliest.	Prof.Dr.B.Sivapat hasundharam Pro-VC, MAHER	Circulars forwarded to constituent colleges to provide data to IQAC at the earliest as per the prepared proforma; webinar conducted on sensitisation of all departments on the requirements and data collection,
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### Minutes of IQAC Meeting 2019-20 (Quarter 4)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 27.05.2020		<b>Time:</b> 10:30 AM – 1:00 PM	
<b>Chairperson</b>		Prof. R.S. Neelakandan			
<b>Coordinator</b>		Prof. Dr.B.Sivapathasundaram			
<b>Members</b>		<b>Status</b>			
Mrs. Jeyanthi Radhakrishnan(Rector, MAHER)		Present			
Prof. R.S. Neelakandan, Vice-Chancellor		Present			
Prof.Dr.B.Sivapathasundaram Pro-VC, MAHER		Present			
Mr. S. Varadarajan, Member-BOM MAHER		Present			
Prof. Dr. S.Rajasekar, Registrar		Present			
Dr.Senthamarai Controller of Examinations, MAHER, Chennai, Member-administrative officer		Present			
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		Present			
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>		
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.M.Thangavel	Apologies	Dr.K.V. Rajasekhar	Present		
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present		

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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	Dr.R.Ealangovan	Present
<b>Agenda</b>		<ul style="list-style-type: none"><li>• Confirmation of MoM of Previous IQAC meeting.</li><li>• To plan, implement standards and necessary infrastructure to apply for recognition as a COVID-19 testing centre.</li><li>• Introducing Webinars and online classes for department across MAHER in light of the COVID 19 Pandemic to prevent disruption of classes</li><li>• Webinars involving specialist international faculty also to be conducted in areas of demand.</li><li>• Reconstitution of new IQAC committee</li><li>• Revamping of University Website for ease of online admission process</li><li>• Planning and preparation of schedules of in campus practical classes and examinations conduction as per the guidelines and time period instructions of UGC and the Central government.</li></ul>	





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Issue/Report Findings/Conclusions	Action to be Taken	Responsible Person	Action Taken
COVID-19 Testing Centre	Vice-principal MMCH&RI suggested that we could apply for the recognition as a certified centre for COVID – 19 testing.	Dr. Ursula Sampson, Vice Principal & Head, Biochemistry, MMCHRI	All the members appreciated and approved of the idea; the concerned department of medical college has been informed to draft the proposal and submit to the concerned authority after getting approval from the University.
Webinars and Online Classes	Introduction of Virtual Classes through Google meet across various departments of MAHER in light of the COVID 19 Pandemic to prevent disruption of classes; regular webinars and online clinical society meetings to be conducted for benefit of the students; sensitisation of faculty members on online	Dr. N. Arunagirinathan – Academic officer	Prof. Dr. S.Rajasekar, Registrar assured that a schedule for webinars will be prepared taking into account the ideal time duration and schedule; systematic time table for online classes to be prepared to reduce strain for the students; faculty members will be sensitised on the recommended online class apps for ease of conducting online classes



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	class apps and their usage.		
Webinars – Engagement of International Faculty	Dr. Jaideep Mahindra suggested that webinars by international faculty may be arranged during the COVID 19 crisis for the benefit of students, as this will be an opportunity for the students to have exposure to international faculty, who will also be willing for the webinars owing to the short duration of sessions and no hassle of travelling. The forum welcomed the suggestion.	Dr.Velmurugan, Professor and HoD- Conservative Dentistry, MADC	Dr. Velmurugan instructed all the departments to submit a list of novel and interesting topics for the webinars with names of reputed international speakers from their respective fields who can likely be invited. The finalised list shall be submitted to the university with a copy to the IQAC office.
Reconstitution of new IQAC committee	Prof. B. Sivapathasundaram, Pro-VC informed that	Prof.Dr.B.Sivapathasundaram Pro-VC, MAHER	As per the instruction of Vice Chancellor, a circular would be drafted and sent to the



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	<p>the term for the present IQAC is coming to an end and a new committee has to be constituted. The suggestions for the same were welcomed.</p>		<p>respective departments and institutions for suggestions regarding the same.</p>
<p>Website renovation</p>	<p>Website renovation to be undertaken since in the current scenario, admissions will essentially be an online process. Dr. V. Shanthi informed about the increased likelihood of candidates applying for admissions online this year due to the travel restrictions because of COVID lockdown. Therefore it was pivotal that the University website be revamped with a new</p>	<p>Prof.Dr.B.Sivapathas undharam Pro-VC, MAHER</p>	<p>A website content providing team has been proposed to be created with members from each constituent colleges; they will be in charge of providing suitable contents about their respective colleges with updated faculty list, infrastructure and facilities detail etc.; Mrs. Thavamani informed that a new person has taken charge of the IT functioning and the same will be updated to them; vendors will be identified regarding website designing; quotations will be procured and</p>



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	look and made fully functional at the earliest		forwarded to the University for final decision.
Plans for Practical Classes & Examinations	<p>Practical classes and examinations for the same to be conducted as per the guidelines and instructions of the UGC and Central government.</p> <p>Dr. Ursula Samson suggested that the classes may be taken in micro groups since the practical procedures need to be covered in person. Dr. Fabiola M. Dhanraj suggested that the candidates may be split into micro groups to prevent gatherings and maintain social distancing norms.</p> <p>Dr.Mithun suggested</p>	Prof. Dr. S.Rajasekar, Registrar	<p>The members unanimously agreed to implement all the suggested measures. A SOP was suggested to be drafted for conduction of practical classes and examinations in times of COVID 19 pandemic which would be duly implemented across all disciplines of MAHER after getting approval from the University.</p>



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	that it would be appropriate to follow the norms provided by the government authorities on the same keeping in mind the spread of the pandemic and the health of the students and the faculty.		
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