



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: 27.08.2018	Time: 10:30 AM – 1:00 PM
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 – MADCH, MAHER, Chennai, Member		Present	
Mr. S. Varadarajan, Member-BOM MAHER		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

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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• Sensitization of HODs and faculty regarding compilation of data for UGC Inspection• Revision of format of student feedback• Review of Patient Management Software• Proposal for establishment of Incubation Centre in Medical College Campus	



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		<ul style="list-style-type: none"> • Proposal to start international student cell • Library – Inclusion of more journals 	
Issue/Report Findings/Conclusions	Action to be Taken	Responsible Person	Action Taken during 28.08.2018 to 27.11.2018
Review/Follow up Actions of previous meeting	Vice Chancellor suggested to conduct workshops on Intellectual Property Rights(IPR) to promote awareness on patent filing and publications, copyrights etc. among faculty members	Dr. Nandakumar, Registrar	Workshop conducted on IPR & Patent Filing and Research Methodology to sensitise the faculty members on IPR, patent, copyright filing and publication procedures.
UGC Inspection	Vice Chancellor suggested to initiate the process of data collection from all constituent institutes of MAHER, compile and consolidate the data into proper report format for the	Dr. K.Revathi, Director Research	A pro forma for data collection and compilation was formulated with regard to various aspects; coordinators for data collection and handover to the University



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	upcoming UGC Inspection		coordinator were identified in each constituent colleges.
Student Feedback Mock survey for Student satisfaction survey	A comprehensive feedback form for all stakeholders to be designed based on multiple parameters to take feedback on curriculum, teaching-learning and faculty members	Dr. N. Arunagirinathan – Academic officer	The Feedback form for different stakeholders are designed to collect relevant feedback; MAHER conducted an Awareness week between 5.9.2018 and 12.9.2018 to sensitize the students on student satisfaction survey; mock survey was conducted among students on curriculum which was carefully analysed.
Patient Management Software	Deficiencies highlighted in the software. To be tailored to specific requirements.	Dr. N. Ambalavanan, Principal, MADC	A detailed report on the deficiencies of the software was produced to the University; the changes required in the software have also been conveyed to admin;



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			the quotation for hardware sought from several vendors out of which few were shortlisted and submitted to the University for further actions.
Incubation Centre	Vice Chancellor suggested the establishment of an incubation centre for promoting start-ups at Medical college campus.	Dr. Revathi, Director Research	An Incubation centre has been established at the Medical college campus; workshop was organised for the faculty members and students of all constituent colleges to sensitise everyone about start-ups and availability of incubation centre in the institution; an in-charge for innovation and incubation was appointed as the head of the incubation centre in Medical college; quarterly reports were to be submitted by the in

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			charge to the research director.
Proposal to start international student cell	Vice chancellor suggested the set -up of a cell for attracting international students	Dr. Nandakumar, Registrar	International students need to be enrolled in the Institution for increasing the diversity and profile of the institute; one faculty from each constituent college constituted the international student cell; strategies devised to attract international students; report submitted to IQAC office for their perusal and recommendations
Library enhancement	Vice chancellor advised on enhancement of the University and college libraries by subscription to High Impact Journals, e-learning resources and scientific databases as	Dr. Revathi, Director Research	A list of top 10 high impact journals was prepared by each constituent colleges and submitted to the University for approval; workshop on e-learning content preparation was

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	recommended by various specialities		conducted by IQAC and the faculties were instructed to prepare quality e-learning content which would be uploaded on the University scientific databases; the faculties and students were sensitised on the effective use of repositories in the university database.
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Minutes of IQAC Meeting 2018-19 (Quarter 2)

Venue: MAHER Board Room		Date: 28.11.2018		Time: 10:30 AM – 1:00 PM	
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 – MADCH, MAHER, Chennai, Member		Present			
Mr. S. Varadarajan, Member-BOM MAHER		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	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		

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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• Finalizing & Uploading data on NIRF Portal.• Conducting Student Satisfaction Survey in constituent colleges.• Collation of data for UGC Inspection.• Submission of University data on AISHE portal• Improve clinical infrastructure to meet clinical demands• MoUs for Research	



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Issue/Report Findings/Conclusions	Action to be Taken	Responsible Person	Action Taken during 29.11.2018 to 26.03.2019
Review/Follow up Actions of previous meeting	Academic Audit specifically with regards to Indexed Publications by Faculty	Dr. Revathi, Director Research	Faculty members instructed to create ORCID account for uniformity; they were instructed to publish in high impact indexed journal, specifically Pubmed, Scopus; the publication list of all faculty members to be procured from all constituent colleges and overall citation (h-index) to be analysed with submission of the report to IQAC office.
Uploading Data on NIRF Portal	Vice Chancellor advised the IQAC office to verify the data thoroughly before uploading on the NIRF portal	Dr. Nandakumar, Registrar	Through scrutiny and verification of the data was done and upload by IQAC office; MAHER university acquired 100 th place in NIRF ranking.

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Student Satisfaction Survey	Vice Chancellor insisted on conduction of online survey for student satisfaction, the results of the survey and a detailed report were asked to be tabled in order to identify lacunae in system and take measures accordingly	Dr. N. Arunagirinathan – Academic officer	The outcome of the survey has been documented with a detailed reported and presented to the university; it has been utilized to analyse the lacunae in curriculum, teaching learning and other relevant aspects pertaining to students and the gaps were filled between the expectations of students and the services rendered to them by the institution.
Collation of Data for UGC Inspection	Registrar suggested to prepare presentation highlighting the essential the different dimensions of quality in the University	Dr. Nandakumar, Registrar	Detailed reports from all constituent units were collected and compiled; Presentation prepared and finalized after getting approval from the management; the strengths and quality of the university were



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			highlighted with proper documentation.
Submission of Data on AISHE Portal	IQAC was advised to thoroughly scrutinise and verify the data before uploading on AISHE portal	Dr. N. Arunagirinathan – Academic officer	All data is successfully uploaded on the AISHE portal to promote transparency in work culture.
Improve clinical infrastructure to meet clinical demands	Vice chancellor recommended the enhancement of clinical infrastructure for betterment of patient care, provide advanced facility to the students as well as for attraction of international students	Dr. N. Ambalavannan	Proposal to establish departments of super speciality courses such as Surgical Oncology, Oncology, Forensic Dentistry and Implantology in dental college was placed before the members; department of Emergency Medicine, Transplant medicine was proposed for medical college; detailed report and quotations for equipments for artificial intelligence and robotics surgery have been submitted to the

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			University for further actions
MoUs	Emphasis was laid on the need to have more number of MoUs with National and International institutes of Eminence for research and development.	Dr. Revathi, Director Research	Following MoUs were finalized by the institution: <ul style="list-style-type: none">• University of Toronto, Canada• Indian Council of Medical Research, National Institute of Epidemiology• Swami Vivekananda Yoga Anusandhana Samsthana• Kidwai Cancer Institute, Bangalore• INS Rajali Arakonam• IMRA Consultancy Services• Metal Testing Center

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			<ul style="list-style-type: none">• Impetus Healthcare Skills Private Limited• Sri Sankara Arts Science College• Organisation for Industrial Spiritual Cultural Development (OISCA)
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Minutes of IQAC Meeting 2018-19 (Quarter 3)

Venue: MAHER Board Room		Date: 27.03.2019		Time: 10:30 AM – 1:00 PM	
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 – MADCH, MAHER, Chennai, Member		Present			
Mr. S. Varadarajan, Member-BOM MAHER		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		

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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. ChanDr.asekar	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 • Diversification of courses under FHS • Guides for PhD Scholars • Herbal Garden, MAHER • Introduction of LMS software and ICT in teaching-learning 	
Issue/Report Findings/Conclusions	Action to be Taken	Responsible Person	Action Taken during 28.03.2019 to 18.06.2019
Review/Follow up Actions of previous meeting	Report on Publication and overall citation analysis	Dr. Revathi, Director Research	List of publications in indexed journals was collected from Medical,

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			Dental and Nursing colleges and submitted to the University with a copy to the IQAC office; overall citation h-index was also analysed and reported to the university.
Research Scholars recruitment	Recruitment of Research Scholars for CRL, MAHER Campus was advised; enhance the quality of research projects in CRL	Dr. Nandakumar, Registrar	Unanimously resolved to take up Full Time Research Scholars for CRL, MAHER campus; Advertisements for recruitment put up in leading newspapers, university website and social media handles; the research director was urged upon overseeing quality and meaningful research generation from CRL.
Equipment for CRL Lab, MAHER	Director of Research suggested the need to purchase RT-PCR, ELISA Reader and	Dr. Revathi, Director Research	Vice chancellor approved of buying the required equipments for CRL. Quotations were sought

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	Washer for CRL to improve the facilities offered in CRL which would help to attract research scholars from around the world		from several research equipment suppliers and evaluated thoroughly following which it was submitted to the University for further actions.
Programmes under FHS	Vice Chancellor suggested to expand the existing programmes in FHS by including additional programmes in other spheres of higher education	Dr. N Arunagirinathan– Academic officer	The demand and requirement of courses were analysed by a team appointed by the academic officer; a reported was prepared and presented to the Vice Chancellor and IQAC office; courses such as PG Diploma, Diploma and certificate course in liberal arts, technology etc. were introduced under FHS
Guides for PhD Scholars	A lack of adequate number of guides for Ph.D. pursuing candidates was highlighted	Dr. Revathi, Director Research	A list was asked to be prepared by each constituent colleges in regards to faculty members who have

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			fulfilled the required criteria for PhD guides; Resolved to award guide ships to full time teachers of constituent college with the required eligibility criteria to guide Ph.D. students.
Herbal Garden at MAHER university Campus	Proposal was made to establish Herbal Garden at MAHER Campus	Prof. R.S. Neelakandan, Vice-Chancellor	A list of herbal plants was drawn up with identification of a suitable location within MAHER campus for establishment of the garden; quotation was procured from several vendors out of which 2 vendors were shortlisted for setting up and maintenance of the garden; a detailed report has been submitted to the University for approval.
Virtual Technology for Classes	To identify suitable Learning Management System (LMS) for	Dr. Nandakumar, Registrar	Annual/Semi- Annual Subscription charges for 3 LMS platforms compared;

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	teaching learning activities; to conduct hands on workshop for effective use of Moodle (LMS) Platform among faculty members and introduction of ICT for teaching and learning		Quotation submitted and approved for availing MOODLE Platform for LMS; hands on workshop conducted for use of the LMS platform and implementation of e-learning through ICT; LMS coordinator appointed from each constituent college for LMS related issues.
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