



MEENAKSHI

ACADEMY OF HIGHER EDUCATION & RESEARCH

DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT, 1956

Minutes of Meeting of Internal Quality Assurance Cell

The 4th Meeting of Internal Quality Assurance Cell of Meenakshi Academy of Higher Education and Research, Deemed-to-be University for the academic year 2021-2022 was held on a virtual platform on 15th February 2022 at 10.30 AM, due to the COVID pandemic situation. The following are the members of the Internal Quality Assurance Cell of MAHER.

The Google Meet link for the meeting was <https://meet.google.com/apq-ecir-yfb>

S No	Name of the Member	Designation	Role in IQAC
1.	Dr. Neelakandan R S	Vice-Chancellor	Chairperson
2.	Dr. Krithika C	Registrar	Registrar
3.	Mrs Jayanthi Radhakrishnan	Rector	Management member
4.	Dr. Sharma	Former Vice Chancellor, Singhania University	Distinguished Educationist
5.	Dr. Mohantha	Former Professor and Head of Pharmacy Department, Annamalai University	Distinguished Educationist
6.	Dr. Rajasekhar K V	Dean, MMCHRI	Member
7.	Dr. Velmurugan N	Principal, MADC	Member
8.	Dr. Fabiola Dhanraj M	Principal, AMCON	Member
9.	Dr. Sumathi	Principal, MCON	Member
10.	Prof Parthasarathy R	Principal, FPT	Member
11.	Dr. Shanthi V	Principal, FHS	Member
12.	Dr. Elangovan R	Principal, FYST	Member
13.	Dr. Sasi Kumar A	Principal, FAHS	Member
14.	Dr. Deepa S	Principal, FOT	Member
15.	Dr. Shyam Sivasamy	Professor, MADCH	IQAC Director, MAHER
16.	Dr. Srividhya	Associate Professor, MADCH	Member

17.	Dr. Ponnazhagan K	Assistant Professor, MMCHRI	Member
18.	Dr. Manoj Prabhakar	Associate Professor, MADC	Member
19.	Dr. Anitha R	Assistant Professor, MADC	Member
20.	Dr. Jaiganesh I	Associate Professor, MADC	Member
21.	Dr. Burnice Nalina Kumari C	Associate Professor, MADC	Member
22.	Dr. Manodh P	Professor, MADC	Member
23.	Dr. Protyusha Guha Biswas	Assistant Professor, MADC	Member
24.	Dr. Srinivasan B	Controller of Examinations, MAHER	Member
25.	Mr. Mallick Sabeer Ahmed	Finance Officer	Member
27.	Dr. Sureka V	Dean Research, MAHER	Member
28.	Dr. Arunagirinathan N	Academic Officer, MAHER	Member
29.	Dr. Ursula Sampson	Professor and Head, MMCHRI	IQAC Coordinator, MMCHRI
30.	Mr. Harihara Subramanian	Assistant Professor, FPT	IQAC Coordinator, FPT
31.	Dr. Lambodaran G	Vice Principal, MADCH	Alumni
32.	Dr. Vijay	CEO, Optimal Oncology	Employer
33.	Dr. Manoj	PG student, MADCH	Student representative
34.	Mrs. Anitha	Asst Professor, FHS	IQAC Coordinator, FHS

Leave of absence: 3 members

The IQAC Director informed the chair that the quorum was complete and the meeting could start. The Vice Chancellor welcomed all the members to the meeting and called upon the IQAC Director to assume the charge and take forward the proceedings. The IQAC Director read out the agendas one by one for discussion and approval.

Agenda 1: To consider minutes and action taken for the previous IQAC meeting held on 06.12.2021.

The IQAC Director highlighted the minutes and action taken report of the IQAC Meeting held on 06.12.2021.

The action taken report of the 3rd IQAC Meeting for the year 2021-2022 was approved.

Agenda 2: Discussion regarding the quality initiatives of IQAC MAHER for the upcoming quarter.

The IQAC Director informed the members that the information was being submitted in DCS Portal for NIRF as well AISHE and expressed confidence to complete the process by end of February 2022. He requested the NIRF Nodal Officer and NIRF Coordinator to complete uploading the details in the NIRF portal well in advance. He also informed that the IQAC is planning to conduct two programmes as an IQAC quality initiative in the upcoming quarter related to ISO certification.

The IQAC Director highlighted the plan of action for IQAC in the forthcoming quarter and narrated the agendas to be discussed in the meeting.

Agenda 3: Quality initiatives related to curricular aspects in the last quarter and plan of action for the next quarter.

The IQAC Director called upon Dr Srividhya to present the agenda. She proposed that all constituent colleges conduct value added course (VAC) based on the feedback. The Dean/ Vice Principal (Academics) of the constituent colleges were requested to finalize the list of VACs based on feedback from stakeholders. Furthermore, the external experts suggested that the Heads of the constituent colleges conduct field visits for the students outside of their curriculum. In addition, new faculty members need to be trained on Course outcome (CO) and Program outcome (PO) attainment. The IQAC Director proposed to conduct a workshop on CO and PO and method of calculating attainment. After a brief discussion, the members unanimously agreed to the proposal.

It was suggested to conduct the proposed VACs in all constituent colleges. It was accepted to make arrangements for field visits for students outside the curriculum.

Agenda 4: Quality initiatives related to teaching, learning and evaluation in the last quarter and plan of action for the next quarter.

The IQAC Director called upon Dr Ponnazhagan K to present the agenda. He proposed that a Mentorship program Coordinator be appointed for systematic monitoring of the mentorship programs in all constituent colleges. A mentor-mentee logbook (Bounded Book) for the Institutional level to be prepared wherein the roles and responsibilities of the Mentor and Mentee would be elaborated with the proper documentation of Mentee Card, Mentor Annual Calendar, Assessment, and Attendance Card, and report card of the Mentor-Mentee meet. The members agreed to all the proposals after a brief discussion.

It was suggested to appoint a Central Mentorship program coordinator who would monitor the mentor-mentee programme.

Agenda 5: Quality initiatives related to research, innovation and extension in the last quarter and plan of action for the next quarter.

Dr Manoj presented the following proposals:

Formation of a Publication Monitoring Committee to scrutinize and oversee the quality of the articles including plagiarism check, publication in indexed journals and appropriate insertion of the affiliation of the authors.

All heads of the institution were requested to identify Institution- Industrial Collaborative activities involving research, student/ faculty exchange programs and increase Extension/ outreach activities outside the college campus in collaboration with NSS.

The members discussed and opined that every staff member should have a minimum of two publications per year. Publication incentives should be revised to encourage research culture among faculty members, The external experts agreed to the suggestions and added that incentives may be revised every three years according to the publication policy.

It was suggested to implement the suggestions following discussion with the Board of Management.

Agenda 6: Quality initiatives related to infrastructure in the last quarter and plan of action in the next quarter.

The IQAC Director called upon Dr Jaiganesh to present the agenda. He proposed to increase the percentage of ICT enabled classrooms by 80% in Faculty of Humanities and Science. Upgradation of the media center to build a dedicated space for e-content development was proposed. Signage and emergency boards as per Occupational Safety and Health Administration (OSHA) standards were proposed for implementation. In addition, the Heads of the constituent colleges were requested to improve and document the library resources, NPTEL, Swayam courses, and MOOC Platform utilization by students and faculty members. Proposal for a Wifi-enabled campus for MAHER and all its constituent colleges was also made. The external members further emphasized the importance of documenting the utilization rate of e-resources and improving the student to computer ratio. The members discussed and opined that these were indeed crucial and they were agreed to be discussed with the Board of management.

It was suggested to implement the suggestions following discussion with the Board of Management.

Agenda 7: Quality initiatives related to student support and progression in the last quarter and plan of action in the next quarter

Dr Burnice presented the following proposals for consideration and approval:

1. Conduction of a minimum of one capability enhancement program in modules for students benefit.
2. Conduction of monthly Career Guidance Program
3. Campus Placement Drives in FHS, FPT, MADC
4. One intercollege sport/Cultural event each year
5. Enhancement of alumni engagement
6. Initiating Institutional Endowment, Student Exchange programs

The external experts suggested framing a policy for attracting students involved in sports which will in turn aid in the promotion of sports activity in MAHER. The members agreed to the proposals after a brief discussion.

It was suggested to approve conduction of capability enhancement and career guidance programs in all constituent colleges; MoUs were decided to be signed between companies to conduct placement drives in the Institutions.

Agenda 8: Quality initiatives related to governance and leadership in the last quarter and plan of action in the next quarter

Dr Manodh proposed that the strategic plan is being implemented in phased manner. He further presented the proposal to organize and attend professional development programs, faculty development & administrative training programs for the teaching and non-teaching employees of all constituent colleges. The external experts highlighted that the prospective plan should be in line with the Vision & Mission of MAHER. They further suggested that a SOP for good governance should be framed and a handbook containing all policies should be circulated amongst all constituent colleges. The members discussed and agreed to the proposals.

It was approved to conduct the programs for staff and to create the calendar for the same.

Agenda 9: Quality initiatives related to environmental sustainability in the last quarter and plan of action in the next quarter

Dr Anitha presented the proposal of phased installation of energy-efficient sensor LED lights in order to reduce power consumption in MAHER campus. The member further proposed the conduction of one environment-friendly activity per year outside the campus in each constituent college. The external experts suggested the installation of sensor-based lights in some areas to which the Registrar informed that it has already been approved by the management and will be installed

It was suggested to approve the installation of energy-efficient LED lights in all campuses of MAHER and the Heads of the Institutions agreed to engage the students in eco-friendly initiatives.

Agenda 10: Any other matter with the permission of the chair

The external experts advised undertaking of initiatives to promote gender equity and awards exclusively for women in order to encourage women faculty members and employees. The members agreed to this suggestion and welcomed it unanimously. The Registrar suggested that organizing an event for celebrating women employees on the Founder's Day.

The Chairperson requested the Heads of constituent units to prepare themselves for Academic and Administrative Audit that is planned to be held by the end of academic year 2021-22 and to collect the feedback related to curriculum. The experts opined to collect e-feedback forms as an eco-friendly measure which was unanimously accepted.

The Chairperson asked the members if there were any more matters that they would like to discuss. Since there was no other matter, he thanked the members of the meeting for their active participation in all the deliberations and valuable suggestions.


Dr R S Neelakandan
Chairperson, IQAC MAHER

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