



**MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH**  
(MEENAKSHI UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956 vide Notification No.F.9-5/2002-U.3, dt.31.03.2004)

**Minutes of the 4<sup>th</sup> IQAC Meeting for 2017-2018**

**Venue:** MAHER Board Room

**Date:** 23.04.2018

**Time:** 10.30 A.M-12.30 P.M

<b>MEMBERS</b>	<b>STATUS</b>
Prof. Dr. Geetha Prakash, Vice-Chancellor	Present
Dr. M. Chandrasekar, Vice Principal, MMCHRI	Present
Mr. S. Varadarajan, Member-BOM MAHER	Present
Mr. Santhanam, Registrar	Present
Dr. G. Valli, Controller of Examinations	Present
Dr. Sivapathasundharam B, IQAC-Coordinator	Present
Dr. Rajendran	Present
Dr. R. Muthulakshmi	Present
Dr. M. Ganesan	Present
Prof. K. Saraswathi	Present
Dr. Fabiola M. Dhanaraj	Present
Dr. Neelambikai	Present
Dr. N. Ambalavanan	Apologies
Dr. Karunakaran	Present
Dr. K. Parimala	Present
Dr. Jaideep Mahendra	Present
Dr. S. Natarajan	Apologies
Mr. S. Varadarajan	Present
Dr. K. V. Rajasekhar	Apologies
Dr. Velmurugan	Present
Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present
Mr. Vivekananda Potti	Present
Mr. C.K. Chandrasekar	Present

Mrs. Meenakshi	Present
Dr. Urusula Sampson	Present

The IQAC-Coordinator informed the chair that the quorum was complete and the meeting could start. The Chairman all the senior administrative officials and members to the meeting and called upon the IQAC-Coordinator to take forward the proceedings.

**The IQAC-Coordinator read out the action taken report on the agendas approved in the previous meeting that held on 31.01.2018**

S. No	Agenda	Action taken
1	Improvement of admission of students in Faculty of Allied Health Sciences.	Formulation of strategies done to improve admissions in Faculty of Allied Health Sciences; call for admission was given in leading newspapers and college websites; important college activities including placement of students were highlighted adequately; emphasis was laid on the location of the college to attract more students to the Faculty of Faculty of Allied Health Sciences.
2	Strategies to attract meritorious and qualified faculties.	The ranking and profile of the university was highlighted with call for faculty members in university website and leading newspapers to attract talented and qualified faculty members from around the country; faculty members were selected after a rigorous interview session by the selection committee.
3	Review of awards/ fellowships/ recognition received by the faculty members.	Circular was issued to submit a thorough list of the awards, recognition and fellowships received by the faculty members with proper evidence for the same; a consolidated list from all constituent units were submitted to the university with a copy to the IQAC.
4	Status of extension and outreach activities	Dr. Urusula Sampson insisted on the importance of monitoring the outreach and extension activities; she also suggested to adopt nearby villages under the NSS scheme of the Government as it held an important value for

		NAAC accreditation as well. All members agreed and appreciated this suggestion; the existing extension and outreach activities were reviewed; 2 villages within 10 kms were decided to be adopted by the medical college under NSS; detailed report was produced in the university regarding all the activities carried out in those villages.
5	Revenue generated from consultancy projects of university.	The finance officer submitted a detailed report regarding the revenue generated from the consultancy and R&D projects in the University; a team was appointed to formulated strategies to improve the reach of the services offered by the university, thereby improving the generation of revenue from the same.

**With the permission of Chairperson, the IQAC-Coordinator read out the agendas one by one for discussion and approval**

S.No.	Agenda	Action to be taken	Responsible person
1	To plan for the Academic audit	Vice Chancellor suggested to form a committee to audit academic activities in all constituent units	IQAC Coordinator to circulate the document format for the academic audit to the Dean and Principals of the constituent colleges. The Dean and Principals to follow up and ensure smooth completion of audit.
2	Feedback form for Student Satisfaction survey	To get honest and constructive feedback from all students regarding curriculum and course, understanding of classes, and teachers	Dr. N. Arunagirinathan - Academic officer to design relevant feedback forms and circulate among the constituent colleges. The Dean and Principals to ensure that students participate in the survey.
3	To review the reports from Patient Management Software	To review the deficiencies highlighted in the software. To be tailored to specific requirements.	Dr. N. Ambalavanan, Principal, MADC to submit the detailed report on the deficiencies of the software. Also, to look for the suitable alternate vendors.
4	Grants for faculty members presenting in international	Academic officer proposed grants (Registration & travel allowance) for faculty	Mr. Santhanam, Registrar to send circular and collect the required details for the same. Finance Officer to allocate budget

	conferences	members who present their research works in international conferences	for the same.
5	Equipment purchases in Medical and Dental college	Principal of Dental college recommended the purchase of dental chairs and other required equipment's for meeting the requirements of the growing clinical materials	Principal-Dental College to identify suitable vendors and get quotations. Purchase officer to process the quotations for purchase.

The Vice Chancellor 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.

**VICE CHANCELLOR**  
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