



MEENAKSHI

ACADEMY OF HIGHER EDUCATION AND RESEARCH
(Deemed to be University under section 3 of UGC act 1956)

3rd Minutes of IQAC Meeting for 2019-2020

Mode : Online meeting		Date: 06.06.2020	Time: 11:00 AM - 1:00 PM
Prof. Dr. R.S. Neelakandan		Present	
Prof. Dr. B. Sivapathasundaram		Present	
Mrs. Jayanthi Radhakrishnan (Rector, MAHER)		Present	
Mr. S. Varadarajan,		Present	
Prof. Dr. S.Rajasekar		Present	
Dr. Senthamarai,		Present	
Members	Status	Members	Status
Dr. N. Arunagirinathan	Present	Dr. K. Revathi	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present
Dr. M. Ganesan	Apologies		
Prof. K. Saraswathi	Present	Dr. S. Natarajan	Present
Mrs. Fabiola M. Dhanaraj	Present	Dr. Divya R	Present
Dr. M. Thangavel	Present	Dr. K. V. Rajasekhar	Present
Dr. N. Ambalavanan	Present		
Dr. Ursula Sampson	Present	Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present	Dr. Elangovan R	Present

Agenda	Discussion on Action taken for the minutes of the previous IQAC Meetings
	To apply for COVID-19 Testing Centre for the Virology lab at MMCHRI campus
	To conduct online classes in the wake of COVID 19 pandemic
	E-content development training program for faculty
	Training on using Online platforms for taking classes

	COVID 19 – Quality initiatives to prevent spread of infection
	COVID 19 awareness programs – Precautions to be taken
	Quality initiatives to be undertaken during the COVID 19 pandemic
	Staggering of work due to COVID 19 lockdown

Agenda	Action taken for the previous minutes of meeting of IQAC		
Discussion on Action taken for the minutes of the previous IQAC Meetings	<p>NIRF nodal officer informed that the data has been successfully uploaded in the DCS portal</p> <p>The required number of projectors, Smart boards, computers and audio-visual aids were procured as required for the new lecture halls established in various constituent colleges</p> <p>The registrar gave a detailed review of the MoUs that are signed by the Institution along with its functional status. He also said that 7 new MoUs have been signed/under process in 2020</p> <p>A sensitization program on New Manual for Health Sciences was organized by the IQAC as planned. A total of 63 faculty members attended the program</p> <p>The IQAC coordinator informed that Working committee was formed for each criterion to ensure seamless compilation of data for 2nd cycle of SSR. The following members from the constituent colleges were identified for the task: Dr. Manoj Prabhakar, Dr. Burnice, Dr. Shyam S, Dr. Manod, Dr. Ponnazhagan, Dr.Muninathan, Mrs. Anitha, Dr. Ursula Sampson, Dr. Parimala, Prof. Fabiola M Dhanraj.</p> <p>The Academic Officer informed that AISHE 2019-20 was completed and submitted on time.</p> <p>The draft of the MAHER Scholarship Scheme and the SOP to avail it was presented by the Registrar</p> <p>The Registrar also presented the list of beneficiaries under various Staff Welfare Schemes</p>		
Agenda	Action to be Taken	Responsible Person	Target
To apply for COVID-19 Testing	Vice-Principal MMCH&RI	Dr. Ursula Sampson, Vice Principal &	June 2020

Centre for the Virology lab at MMCHRI campus	<p>suggested that we could apply for the recognition as a Certified Centre for COVID – 19 testing and generate consultancy</p> <p>All the members appreciated and approved the idea; the concerned Department in Medical College to draft the proposal and submit to get Approval from the Institution</p>	Head, Biochemistry, MMCHRI to monitor the process	
To conduct online classes in the wake of COVID 19 pandemic	<p>All the members suggested that online classes need to be conducted to complete the portions.</p> <p>Chairperson instructed to follow the directions received from UGC from time to time.</p> <p>Dr. Arungirinathan suggested that webinars by international faculty may be arranged 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 giving such webinars.</p>	Heads of the Constituent Colleges	To initiate the process at the earliest
To draw SOP and Code of Conduct for online classes	The Chairperson said that code of conduct to be followed by students and staff was prepared and the same needs to be adhered.	IQAC Coordinator to inform all the constituent colleges regarding the Code of Conduct for Online Classes	June 2020
Website renovation	The current scenario, admissions will essentially be an online process. Dr. V.	Website Coordinator	June 2020

	<p>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 has provisions to obtain online applications.</p> <p>A website content providing team to be created with members from each constituent colleges who will be in-charge of providing suitable contents about the respective colleges</p> <p>Vendors to be identified regarding website designing; quotations be procured and forwarded to the University for approval</p>		
<p>Plans for Practical Classes & Examinations</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.</p> <p>Dr. Fabiola. M. Dhanraj suggested that the candidates may be split into micro groups to prevent gatherings and maintain social distancing norms.</p>	<p>Academic Officer and COE to take appropriate measures</p>	<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</p>

			in times of COVID 19 pandemic which would be duly implemented across disciplines of MAHER after getting approval from BOM.
Training program for E-content Development	<p>The IQAC coordinator highlighted the need to acquire skills in e-content creation and development to facilitate online learning</p> <p>It was suggested that Commonwealth Institute, UK offers such training and they can be approached</p>	Registrar to identify the feasibility of conducting the training program and conduct at the earliest	July 2020
Training on using Online platforms for taking classes	<p>Academic officer informed that most faculty members expressed their difficulty in using online platforms for conducting lecture classes</p> <p>The members suggested that a training program be conducted to train the faculty members on using online platforms</p>	Academic officer	June 2020
COVID 19 awareness programs – Precautions to be taken	The members suggested to conduct COVID -19 awareness program to general public as a part of institutional social responsibility. The members suggested that the constituent colleges take the initiative both in online and offline platform	Heads of the Constituent Colleges	To implement after due consideration to Govt protocols
Quality initiatives to be undertaken	Members suggested that strict compliance to COVID	Heads of the Constituent Colleges	At the earliest

<p>during the COVID 19 pandemic</p>	<p>COVID 19 protocol to be adhered as a part of quality initiative. To sponsor PPE for all students , staff who work on patients To do triaging of patients who attend the OP/IP Ensure strict adherence to COVID prevention protocol To prevent any mass gathering To harness the potential of online platforms for all kinds of academic deliberations To provide sanitizer dispenser at strategic points</p>		
<p>Submission of AQAR 2018-2019</p>	<p>The Chairperson asked the progress made in preparation of AQARs. IQAC Coordinator replied that due to lockdown imposed by COVID 19, the work was staggered.</p> <p>The Chairperson advised the members to take all necessary precautions while reporting to work place and to maintain social distancing. He further requested the IQAC members to complete the work at the earliest as the institution is due to submit the SSR.</p>	<p>IQAC Coordinator, MAHER</p>	<p>Next IQAC meeting</p>



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Chairperson IQAC



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