



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 1st IQAC Meeting 2017-2018

Venue: MAHER Board Room

Date: 24.07.2017

Time: 11:00 AM – 1:00 PM

MEMBERS	STATUS
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	Apologies
Prof. K. Saraswathi	Present
Mrs. Fabiola M. Dhanaraj	Present
Dr. Neelambikai	Apologies
Dr. N. Ambalavanan	Present
Dr. Karunakaran	Present
Dr. K. Parimala	Present
Dr. Jaideep Mahendra	Present
Dr. S. Natarajan	Present
Mr. S. Varadarajan	Present
Dr. K. V. Rajasekhar	Apologies
Dr. Velmurugan	Present
Mr. Vignesh	Apologies
Dr. Manoj Prabhakar	Apologies
Mr. Vivekananda Potti	Present
Mr. C.K. Chandrasekar	Present

Mrs. Meenakshi	Present
Dr. Urusula Sampson	Present
Dr M Chandrasekar	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.

S. No.	Agenda	Action to be taken	Responsible Person and Action Taken
1.	To approve the minutes of the meeting of the previous IQAC meeting	The members of the meeting unanimously approved the minutes of the previous IQAC meeting.	
2.	Review of Consultancy Projects	Vice-Chancellor requested Dr M Chandrasekar to present the report on the consultancy opportunities as discussed in the previous meeting	Dr M Chandrasekar informed the members of the meeting that a committee has been formed with members from all the constituent colleges; various consultancy opportunities have been identified and implemented including biopsy, immunohistochemistry and special staining, Central research lab facilities, Cleft and Craniofacial center and other investigative procedures; the above mentioned services have been made open to students and patients from other colleges, hospitals and independent practitioners etc.; proper documentation regarding the exchange of data along with revenue generated to be done for IQAC evaluation
3.	Assessment of student mentoring programs	The Chairperson requested the Academic Officer to present the report	Dr.Rajendran, Academic Officer presented a detailed report on the mentoring programs for perusal and opinion of members. The effectiveness of the programs was analysed and the heads of all institutions were urged to improve the staff-student ratio in mentoring system; the mentors were asked to produce a report every month following

			mentoring session with their mentees; the mentors would allot a specific day for the slow-learning mentees in need for extra attention; the mentors could also counsel them in case of personal problems which may hamper their educational quality; the members also urged upon the need to conduct interesting and educative topics for the Interns in terms of career development by inviting qualified speakers from across the country.
4.	Faculty Research and Publication Analysis	To review and analyse the detailed publication analysis from 2015 to 2017	Dr Karunakaran, Research Director presented the publication analysis report. The members opined that most of the publications in 2015-17 were indexed; the faculty were advised to publish in journals with better impact factors; also, the Director of research planned a seminar on "Publishing research work in quality journals" for benefit of all students and faculty members; an incentive of Rs. 5000 was decided to be awarded to faculty members for publications and citations in indexed journals
5.	Implementation of Patient Management Software	The Vice Chancellor requested to submit quotations for patient management software from various vendors and analyse them based on the needs, services required and feasibility of installation.	Dr Amabalavan N, Principal, MADCH briefed the members about the action taken. Quotations were received by various vendors, three of which were shortlisted after careful scrutiny. An Excel sheet was prepared highlighting the differences between each; the utility and feasibility of the software was also analysed.
6.	Proposal for MOUs with National and International Universities	Registrar suggested drafting of proposals for MOUs with govt/ non-govt institutions to aid in development of the constituent units.	Mr Santhanam, Registrar presented the list of MOUs that were undertaken with various significant Govt./Non-Govt. institutes <ul style="list-style-type: none"> • Central Council for Research in Siddha (CCRS) • Central Industrial Security Force Regional Training Center

			<ul style="list-style-type: none"> • International Cleft lip and Palate Foundation
7.	Enhancement of library facilities	To update the library facilities, add important journal subscriptions and scientific databases and encourage the students and staffs to actively utilise the E-resources	Dr Rajendran, Academic Officer highlighted the members about the action taken. All departments were asked to give a list of important books, journals etc. as per their requirement, the list was submitted to the Head of the Institution following which they were purchased; important national and international journals subscriptions were reviewed and renewed if required, several scientific databases were added; E-library was developed and made fully functional with online subscription to various national / international journals and access to pdf version of several important textbooks and scientific databases from various departments.
8.	Preparation for 2 nd Cycle of NAAC Accreditation	VC suggested to form a separate NAAC committee comprising of one member from all constituent institutes to prepare for the NAAC re-accreditation process.	A core NAAC committee constituting one faculty from each constituent institutes formed; the committee has reviewed all the strengths and lacunae of the University and formed a SWOC analysis; the core team has appointed faculty members from different constituent colleges to assimilate and acquire data from all institutes as per the requirement; fortnightly meetings with IQAC director is being conducted for their scrutiny and inputs.
9.	Proposal for organizing a national level conference in MADCH	To conduct a national level conference on interdisciplinary oral rehabilitation.	Dr Ambalavanan N presented the proposal for organizing a national level conference titled National level conference on “Interdisciplinary Oral Rehabilitation” at MADCH. An estimate of the budget has been submitted to the University; separate teams have been formed to oversee the functioning of various aspects of the conference such as invitation to the delegates and speakers, printing of brochures, allotment and management of funds, registration, organisation of scientific sessions, food etc.; a

			blueprint of the planning and execution of the conference is formed for smooth conduction of the National Conference.
10.	Targets achieved /in progress with regard to ASPIRE 2025	The Vice-Chancellor requested the IQAC Coordinator to update the members with regard to ASPIRE 2025	<p>The IQAC Coordinator highlighted the actions undertaken</p> <ol style="list-style-type: none"> 1. Provision of financial support to faculty members for attended academic programmes like conferences, seminars, workshops 2. Provision of financial support to faculty members for availing membership of professional organizations. 3. Teaching staff who have contributed to institution's growth have been felicitated with commendation awards and cash prize

As there were no other matters for discussion, the Chairperson thanked all the members and concluded the meeting.


VICE CHANCELLOR
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Vice Chancellor

Dr Geeta Prakash
Chairperson. IQAC MAHER