2nd IQAC Minutes of Meeting for 2019-2020

Venue: MAHER Board Room		Date: 29.01.2020	Time: 10:00 AM – 12:30 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 inform the members regarding status of NIRF 2020
	To upgrade the ICT facilities across all colleges/units
	To discuss about methods to improve collaborative initiatives
	To arrange for an awareness program to sensitize the members of the IQAC at institution as well as Constituent College level regarding the

	new Health Science Manual
	To inform the members regarding preparedness of the institution to submit the SSR
	To inform the members regarding the submission of data for AISHE 2019-20
	To discuss the quality initiatives to improve research output
	To discuss regarding the staff welfare measures initiated
	To discuss regarding the students support system for the present year
	To inform the members regarding progress made with respect to ASPIRE 2025
	Any other matter

AGENDA	ACTION TAKEN
Discussion on Action taken for the minutes of the previous IQAC Meetings	A consolidated list of publications was prepared by the Research Director and the fdreport was produced to the Vice Chancellor and the IQAC office. The analysis showed that the H index of the institution was low and needs improvement. Further, the number of publications needs improvement. It was suggested to improve the seed money given to faculty members to encourage them to do research and to recommend the same to the BoR and BoM. Dr. Arunagirinathan informed that the Action taken report of feedback analysis was prepared. He said that the suggestions were compiled and the necessary action including revision of curriculum, introduction of new programs were being discussed in the respective bodies. Training program on methodology adopted in NIRF was organized. Academic officer submitted the reports of the short courses conducted for students in the previous year to the IQAC office IQAC coordinator informed that the energy audit and environment audit were underway and is likely to be completed in one month IQAC coordinator of MMCHRI informed that NABL and NABH training program were conducted to various stakeholders in

multiple session as a quality initiative of the IQAC

IQAC Coordinator informed that the compilation of data for the AQARs were underway and that it will be completed in two months

NIRF nodal officer informed that submission of data for NIRF 2020 is underway

IQAC coordinator informed that compilation of data for AISHE 2019-20 is complete.

AGENDA	RESPONSIBLE PERSON	ACTION TO BE TAKEN	TARGET DATE
To inform the members regarding status of NIRF 2020	NIRF Nodal officer	NIRF nodal officer informed that the data compilation for NIRF 2020 is completed. He said that the portal has some changes and hence, the training program was very useful to complete the process. He informed that the date for submission of data in the DCS portal is extended till March 2020.	March 2020
To upgrade the ICT facilities across all colleges/units	IT Department, MAHER	Dr. Muthulakshmi highlighted that the ICT infrastructure may be improved further by increasing the number of Smart boards and other ICT facilities in the classrooms. The IT department of MAHER to take stock of the current situation and suggest the number of smart boards, projectors and Internet connections required to have 100% ICT enabled classrooms.	February 2020

	Registrar	Prof. S. Rajasekar, to explore the possibility of signing MOUs with educational institutions, industries within and outside the country for research and faculty member interaction; He was also asked to review the status of the existing MoUs	Next IQAC Meeting
To discuss about methods to improve collaborative initiatives			
To arrange for an awareness program to sensitize the members of the IQAC at institution as well as Constituent College level regarding the new Health Science Manual	IQAC coordinator	To arrange for a workshop to sensitize the IQAC members to the new NAAC health science manual To identify a suitable resource person with rich experience who can explain the nuances of the New health Science Manual of NAAC	February 2020
To inform the members regarding preparedness of the institution to submit the SSR	IQAC coordinator	IQAC coordinator informed about the Expiry of NAAC accreditation and asked the members to make the necessary steps for timely submission of SSR To form working groups for each of the 7 criteria of NAAC to make compilation process more systematic	February 2020

	Academic Officer	Academic officer to peruse the data compiled for AISHE 2019-20 and ensure timely submission	March 2020
To inform the members regarding the submission of data for AISHE 2019-20			
To discuss regarding the staff welfare measures initiated	Director Research	To propose various methods to improve the research output. Publication incentive to be revised Budget for Seed money for research to be improved Sensitization of students and staff on research methodology by conducting workshops	February 2020
To discuss regarding the staff welfare measures initiated	Registrar	Registrar to list the welfare measures that are currently implemented and furnish the details of beneficiaries under each welfare schem	February 2020
To discuss regarding students, support system for the present year	Registrar	It was proposed to award MAHER scholarship to students based on merit and demand. The Registrar to prepare the Draft listing the eligibility criteria for availing this scholarship.	February 2020
To inform the members regarding progress made with respect to ASPIRE 2025	IQAC Coordinator	Energy audit and environment Audit is likely to be completed by February 2020 Phased conversion to LED	Next IQAC Meeting

		lights being carried out Proposal to introduce new programs is being discussed in the Academic Council for approval Automation of Library initiated	

Dr R S Neelakandan
Chairperson IQAC