Minutes of the 3rd IQAC Meeting 2017-2018

Venue: MAHER Board Room

Date: 31.01.2018

Time: 10.30 A.M-12.30 P.M

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	Present
Prof. K. Saraswathi	present
Mrs. Fabiola M. Dhanaraj	Apologies
Dr. Neelambikai	Present
Dr. N. Ambalavanan	Present
Dr. Karunakaran	Present
Dr. K. Parimala	Apologies
Dr. Jaideep Mahendra	Present
Dr. S. Natarajan	present
Mr. S. Varadarajan	Present
Dr. K. V. Rajasekhar	Present
Dr. Velmurugan	Present
Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present
Mr. Vivekananda Potti	Apologies
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 30.10.2017

S. No	Agenda	Action taken
1	Submission of Annual Quality Assurance Report (AQAR)	Task force was constituted with one faculty member from all constituent units; the requirements for formulating an impressive AQAR was analyzed and the task force team has started collecting and consolidating data from all constituting institutes towards the same
2	Installation of CCTV	Quotations were received by various electronic firm vendors, three of which were shortlisted after careful scrutiny. An Excel sheet was prepared highlighting the differences between each; the image quality, recording duration and efficiency and location based on feasibility were also identified and analyzed, following this the detailed report was sent to university for further actions with a copy to the IQAC office.
3	Implementation of Plagiarism software URKUND in the university systems	URKUND software was installed in all systems of the university and constituent institutes; demonstration was given to all eligible guides of post graduates/Ph.D. scholars and faculty members; the software could now be used by all faculty and students of all constituent institutions with prior approval from COE; the library dissertations of all post graduates would have to be checked for plagiarism via URKUND before submission, this step was monumental in an attempt towards reduction of plagiarism; the usage

		report would have to be submitted to the COE and IQAC office every three months.
4	Increasing the frequency of Institutional Review Board (IRB) committee meeting	IRB meetings are being conducted in every quarter of the academic year; the call for research proposals would be announced 3 weeks in prior to the meeting; HODs of all institutional departments will constitute the IRB team who will critically scrutinize each research project and will invite the projects for review; the committee may either accept, reject or suggest revision of certain areas of the project and submit again, the projects will go on floor only after getting approval from the IRB committee; theresearch project list is being documented with a copy to the IQAC office; this will ensure authentic quality research work from all the institutes.
5	E-library facility in all constituent colleges	The other institutes reviewed the quotes sought by dental college while procuring some more quotes from other vendors which were thoroughly scrutinized by the Heads of the Institutions and forwarded to the University for final decision; 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 along with an interesting oeuvre of rare book collection; important national and international journal subscriptions were reviewed and renewed as required, several scientific databases were added; E-library was developed and made fully functional with online repositories for post graduate thesis, online subscription to various national/international journals and access to pdf version of several important textbooks and scientific databases from various departments.
6	Wi-Fi facilities at Different campuses of the institute	The need for Wi-Fi facility in all constituent institutes were analyzed and proposal for the same was submitted to the registrar; proposals for high bandwidth Internet connection were sought from different vendors and the feasible ones were shortlisted and sent to the University for further actions.

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	Improvement of admission of students in AHS.	Vice - Chancellor and the Principal of Faculty of Allied Health Sciences to devise strategies to improve the student admission in Faculty of Allied Health Sciences.	Principal, Faculty of Allied Health Sciences to submit a detailed report of the previous year's admission and also submit a tentative strategic plan to improve admissions.
2	Strategies to attract meritorious and qualified faculties.	Mr. S. Varadarajan insisted on the need to recruit meritorious and qualified faculty members in all disciplines of MAHER and advised to formulate plans for the same.	Mr.Santhanam, Registrar to instruct the Dean and Principals of the constituent colleges to formulate plans to attract meritorious and qualified faculty members in all disciplines of MAHER
3	Review of awards/ fellowships/ recognition received by the faculty members.	Vice chancellor suggested to properly document all the awards and fellowships received by the staff members of all constituent units and to produce a detailed report	Dr. Jaideep Mahendra, Professor was asked to issue circular to submit a thorough list of the awards, recognition and fellowships received by the faculty members with proper evidence for the same. The consolidated data shall be submitted to 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.	Dr. Urusula Sampson, Vice Principal & Head, Bio- chemistry was asked to submit the detailed report on outreach activities

5	Revenue generated from consultancy projects of university.	Vice chancellor enquired about the revenue generated from the consultancy projects and R&D work in the University	Mr. Santhanam Registrar to instruct the Finance Officer to submit detailed report generated from the R&D consultancies. The Vice Chancellor asked the Registrar to formulate a strategic plan to improve the revenue.

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.

VICE CHANCELLOR
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(Deemed to be University),
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West K.K. Nagar, Chennai-600 078.

Vice Chancellor

Dr. Geetha Prakash,

Chairperson, IQAC MAHER.