



# MEENAKSHI

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

## 3<sup>rd</sup> Minutes of IQAC Meeting for 2019-2020

The 3<sup>rd</sup> meeting of the IQAC was held on 06.06.2020 in a virtual platform. The following are the members of the Internal Quality Assurance Cell. The meeting was held between 11.00 AM to 01.30 PM. The meeting was presided by the Chairperson of the IQAC, Dr. R.S Neelakandan.

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

<b>Agenda</b>	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

<b>Agenda</b>	<b>Action taken for the previous minutes of meeting of IQAC</b>
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 criteria to ensure seamless compilation of data for 2<sup>nd</sup> 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</p>

	<p>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>		
<b>Agenda</b>	<b>Action to be Taken</b>	<b>Responsible Person</b>	<b>Target</b>
<p>To apply for COVID-19 Testing Centre for the Virology lab at MMCHRI campus</p>	<p>Vice-Principal MMCH&amp;RI 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>	<p>Dr. Ursula Sampson, Vice Principal &amp; Head, Biochemistry, MMCHRI to monitor the process</p>	<p>30.06. 2020</p>
<p>To conduct online classes in the wake of COVID 19 pandemic</p>	<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,</p>	<p>Heads of the Constituent Colleges</p>	<p>To initiate the process at the earliest</p>

	who will also be willing for giving such webinars.		
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	<p>The current scenario, admissions will essentially be an online process. Dr. V. 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>	Website Coordinator	June 2020

<p>Plans for Practical Classes &amp; Examinations</p>	<p>Dr. Ursula Samson suggested that the classes may be taken in micro groups since the practical procedures need to be covered. 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 in times of COVID 19 pandemic which would be duly Implemented across all disciplines of MAHER after getting approval from the BOM.</p>
<p>Training program for E-content Development</p>	<p>The IQAC coordinator highlighted the need to acquire skills in e-content creation and development to facilitate online learning  It was suggested that Commonwealth Institute, UK offers such training and they can be approached</p>	<p>Registrar to identify the feasibility of conducting the training program and conduct at the earliest</p>	<p>July 2020</p>
<p>Training on using Online platforms for taking classes</p>	<p>Academic officer informed that most faculty members expressed their difficulty in using online platforms for conducting lecture classes  The members suggested that a training program be conducted to train the faculty members on using online platforms</p>	<p>Academic officer</p>	<p>June 2020</p>

<p>COVID 19 awareness programs – Precautions to be taken</p>	<p>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</p>	<p>Heads of the Constituent Colleges</p>	<p>July 2020</p>
<p>Quality initiatives to be undertaken during the COVID 19 pandemic</p>	<p>Members suggested that strict compliance to COVID 19 protocol to be adhered as a part of quality initiative. To sponsor PPE for all students To provide sanitizer dispenser at strategic points</p>	<p>Heads of the Constituent Colleges</p>	<p>With immediate effect.</p>
<p>Submission of AQAR 2018-2019</p>	<p>The Chairperson asked the progress make in preparation of AQARs. IQAC Coordinator replied that due to lockdown imposed by COVID 19, the work was staggered.  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>With immediate effect</p>

  
**Dr R S Neelakandan**  
**Chairperson IQAC**

**VICE CHANCELLOR**  
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