



MEENAKSHI

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

2nd IQAC Minutes of Meeting for 2019-2020

The 2nd meeting of the IQAC was held on 29.01.2020 at Board Room, MAHER campus. The following are the members of the Internal Quality Assurance Cell. The meeting was held between 10.00 AM to 12.30 PM. The meeting was presided by the Chairperson of the IQAC, Dr. R.S Neelakandan.

Venue: MAHER Board Room		Date: 29.01.2020		Time: 10:00 AM – 12:30 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			
Members	Status	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 Jibu George	Present		
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		

Dr. Elangovan R	Present	Mr. Vignesh	Present
Dr. Manoj Prabhakar	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 discuss regarding the 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
	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	<p>A consolidated list of publications was prepared by the Research Director and the final report 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.</p> <p>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.</p> <p>Training program on methodology adopted in NIRF was organized.</p>

	<p>Academic officer submitted the reports of the short courses conducted for students in the previous year to the IQAC office</p> <p>IQAC coordinator informed that the energy audit and environment audit were underway and is likely to be completed in one month</p> <p>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</p> <p>IQAC Coordinator informed that the compilation of data for the AQARs were underway and that it will be completed in two months</p> <p>NIRF nodal officer informed that submission of data for NIRF 2020 is underway</p> <p>IQAC coordinator informed that compilation of data for AISHE 2019-20 is complete.</p>		
AGENDA	RESPONSIBLE PERSON	ACTION TO BE TAKEN	TARGET DATE
<p>To inform the members regarding preparedness of the institution for participation in NIRF 2020</p>	<p>NIRF Nodal officer</p>	<p>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.</p>	<p>March 2020</p>
<p>To upgrade the ICT facilities across all colleges/units</p>	<p>IT Department, MAHER</p>	<p>Dr. Muthulakshmi highlighted that the ICT infrastructure may be improved further by</p>	<p>February 2020</p>

		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.	
To discuss about methods to improve collaborative initiatives	Registrar	Prof. S. Rajasekar, to explore the possibility of signing MOUs with educational institutions, industries within and outside the country for research, student and faculty interaction; He was also asked to review the status of the existing MoUs	Next IQAC Meeting
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

<p>To inform the members regarding preparedness of the institution to submit the SSR</p>	<p>IQAC coordinator</p>	<p>IQAC coordinator informed about the Expiry of NAAC accreditation and asked the members to make the necessary steps for timely submission of SSR</p> <p>To form working groups for each of the 7 criteria of NAAC to make compilation process more systematic</p>	<p>February 2020</p>
<p>To inform the members regarding the submission of data for AISHE 2019-20</p>	<p>Academic Officer</p>	<p>Academic officer to peruse the data compiled for AISHE 2019-20 and ensure timely submission</p>	<p>March 2020</p>
<p>To discuss regarding the measures adopted to improve the research output at MAHER</p>	<p>Director IQAC</p>	<p>To propose various methods to improve the research output.</p> <p>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</p>	<p>February 2020</p>
<p>To discuss regarding the staff welfare measures initiated</p>	<p>Registrar</p>	<p>The list of all the welfare measures that are currently implemented to be reviewed and furnish the details of beneficiaries under</p>	<p>February 2020</p>

		each welfare scheme	
To discuss regarding students support system for the present year	Registrar	It was proposed to initiate newer scholarship scheme to students based on merit and demand. The Registrar to prepare the proposal listing the eligibility criteria for availing the new scholarship scheme.	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 lights being carried out Proposal to introduce new programs is being discussed in the Academic Council for approval Automation of Library initiated	Next IQAC Meeting


Dr. R. S. Neelakandan
Chairperson IQAC

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