



Minutes of the Meeting and Action Taken Report

The fourth meeting of the Internal Quality Assurance Cell of Meenakshi Academy of higher Education and Research for the academic year 2023-24 was held on 25.04.2024 as per the details given below:

Time: 2.00 P.M to 3.30 P.M

Venue: Board Room, MAHER

The agenda for the meeting is given below

Function of IQAC	Description of the Function	Agenda Points discussed and Resolution passed	Action to be taken
F1	Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution	1.1 : To discuss and approve quality benchmarks related to various academic and administrative activities for the upcoming quarter (April to June) The quality benchmarks were approved	College and Institutional IQAC to disperse the information to the concerned cells/Committees
F2	Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process	To conduct e-content training program for the faculty members newly recruited in the previous quarters. It was decided to conduct one e-content training programs in each institute to train the newly appointed faculty members	Heads of the Constituent Colleges to make the necessary arrangements for conducting the e-content training program and send the schedule of the same
F3	Arrangement for feedback response from students, parents and other stakeholders on quality-related	To collect feedback from stakeholders by the end of academic year It was approved to collect	IQAC to do the necessary steps and prepare the online portal for collecting feedback

	institutional processes	feedback form through online portal at the end of academic year	
F4	Organization of inter and intra-institutional workshops, seminar on quality related themes and promotion of quality circles	Permission to conduct quality related program in June 2024 Two programs were planned for the upcoming quarter and the same was approved.	Central IQAC to plan the events after obtaining proper approval
F6	Acting as nodal agency of the HEI for coordinating quality related activities, including adoption and dissemination of best practices	6.1 : To discuss about the current status of the best practice initiated towards improvement of research and innovation The initiatives taken to improve research and innovation were reviewed. It was suggested that providing APC charges will improve the number and quality of publications further	It was decided to discuss in the relevant committees regarding the proposal to provide APC charges
F7	Development of quality culture in the institution through Academic and Administrative audits	7.1 : To seek approval for conducting Academic and Administrative audit on a regular basis from the upcoming academic year It was resolved to conduct Academic and Administrative Audit in a periodic manner from the next academic year	IQAC to identify Audit parameters and prepare Audit templates after consultation with various cells/committees/statutory body requirements



Member Secretary



Chairman IQAC