



MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH
(MEENAKSHI UNIVERSITY)

(Established under section 3 of the UGC Act, 1956 vide Notification No.F.9-5/2002-U.3, dt.31.3.2001)

Ref: MAHER

Date : 11.06.2016

To:

The members

Sir/Madam

Sub: Meenakshi Academy of Higher Education and Research (Meenakshi University) – IQAC –
Constituted-meeting convened;

Ref: MAHER/.....dated

I am by direction to state that the 4th IQAC Meeting of Meenakshi Academy of Higher Education and Research (Meenakshi University) is convened at 11 am on 18.06.16 in the Board Room of this University. I am request you to kindly make it convenient to attend the meeting.

Registrar

Copy to COE/FO/Director (Research)

12, Vembuliamman Koil Street, West K K Nagar, Chennai – 600078, Tamil Nadu, India.

Tel: 91-44-2364 3955/2364 3956, fax:91-44-2364 3958/2364 2006

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MAHER UNIVERSITY

IV- IQAC Minutes of Meeting held on 18.06.2016

MEMBERS PRESENT

1	Dr.Geetha Prakash M.D., Vice Chancellor,MAHER(Head of the institution)	Chairperson
2	Dr.P.R.Thenmozhivalli, Dean, MMCHRI,Enathur, Kanchipuram	Senior Administrative Officer
3	Dr.M.Chandrasekar, Vice Principal, MMCH&RI,Enathur, Kanchipuram	Coordinator of NAAC
4	Dr.R.S.Neelakandan,Principal,MADC, Maduravoyal, Chennai.	Administrative Member
5	Dr.C.Fabiloa,Principal, MCON,Mangadu, Chennai.	Member
6	Dr.N.Velmurugan,Professor & HOD of Conservative Dentistry,MADC	Member
7	Dr, Titus Thomas Kuttappan,Professor of Oral Surgery, MADC	Member
8	Dr.K.V.Rajasekar, Professor & HOD Radiology, MMCH&RI, Kanchipuram	Member
9	Mrs.Jemima Jayakumari, Assoc.Prof and N.S.S Coordinator, MAHER	Member
10	Thiru.Varadarajan,Former Director of Technical Education(Nominee of the Management)	Member
11	Mr.Ramki,II BDS,MADC, Chennai (Students Nominee)	Member
12	Dr.Harish,MMCH&RI, Enathur, Kanchipuram (Alumini)	Member
13	Thiru.Karthick,Placement Officer, Meenakshi College of Engineering	Member



MAHER UNIVERSITY

AGENDA for 4th IQAC Meeting on 18.06.2016

- 1. Functions of IQAC**
- 2 Action plans of Administrative Audit**
- 3 Academic Audit**
- 4 Examination and Evaluation Reforms**
- 5 ICT in Teaching**
- 6 Towards a Zero waste campus**
- 7 Evaluation process**
- 8 Academic Performance Index**
- 9 Student Facilities**



MAHER UNIVERSITY, (T.S.)

Internal Quality Assurance Cell (IQAC)

Meenakshi Medical College Hospital and Research Institute



Internal Quality Assurance Cell 2015-2016



Minutes of Meeting (4th Meeting Date:- 18.06.2016)



Dean

Meenakshi Medical college Hospital and Research Institute, Enathur ,
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Institution Track Id: TNUNGN11418



MAHER UNIVERSITY

Minutes of IQAC 4th meeting held on 18.06.2016

The IQAC meeting of MAHER (MU) was held at 11 am on 18/06/16 in the Board Room of MAHER (MU) under the chairmanship of Dr.Geetha Prakash, Vice Chancellor.

The Vice Chancellor welcomed the members of the IQAC committee meeting. She then requested IQAC committee Co-ordinator Prof.Dr.M.Chandrasekhar to highlight the work ahead and the activities of the year.

The Minutes of the previous meeting was confirmed.

The Vice chancellor welcomed the IQAC members and request the IQAC coordinator to initiates the procedures.

S.No	Matters brought forward by / Suggestions given by	Subject/issue	Outcome of Discussion
1	Presented by Vice Chancellor	IQAC composition Functions of IQAC	<ol style="list-style-type: none">1. Vice Chancellor welcomed the new members of IQAC. The composition of the new IQAC for this year was presented. Composition appended. App. I2. The functions and role of IQAC in sustaining the quality of the academic programmes of the college was highlighted and reinforced.
		Status report	The status report of the action plans for the year 2015-2016 was presented. Status report appended.

S.No	Matters brought forward by / Suggestions given by	Subject/issue	Outcome of Discussion
2	Presented by Coordinator NAAC	Administrative Audit Administrative	The action plans for this year was presented. The process flow charts for the departments, centres and library to be completed by the end of Oct 2016. 2. A team comprising members from each department and office to be formulated to conduct regular audit.
3	Presented by coordinator NAAC	Academic Audit	1. Course files will be created in a standard template created by computer operator. The course teachers to upload the content in these e-files. The task to be completed by Sep 2016 under phase-1 of college MIS process 2. After the automation process is over, e-audit will be conducted for the every six months of the academic year. 3. External academic audit has to be planned at the end of 2016 or beginning of 2017 academic year. Prior to the audit, the departmental self-evaluation reports to be generated for the years 2014-2015, 2015-2016 and 2016-2017.
4	Presented by Vice Chancellor	Examination and Evaluation Reforms	1. Question Bank for descriptive questions and multiple choice questions will be created for all batches of undergraduate courses and P.G courses 2. Contribution of external examiners should be included in the question bank.
5	Presented by Vice Chancellor	Evaluation process	1. Evaluation of Internal assessment will be done through five continuous assessments. Mark entry will be done manually and later year will be entered into the database. 2. The declaration by the parents is mandatory and hence the departments should get the form duly signed by the parents of all the students.

S.No	Matters brought forward by / Suggestions given by	Subject/issue	Outcome of Discussion
6	Presented by Coordinator NAAC	Towards a Zero waste campus	<p>1. Awareness on food wastage to be created by the students of MMCH & RI.</p> <p>2. An awareness to operate all the air conditioners at an optimum temperature of 24°C will be given.</p> <p>3. The green belt of the college will be increased.</p> <p>The following suggestions were given to minimize and manage waste in the campus.</p> <p>4. Waste generated to be discarded regularly through Kanchipuram Municipal Corporation. The removal of garbage bins should be monitored by the students of hostel and security at the back gate.</p> <p>Organic composting yard to be revived.</p>
7	Presented by Coordinator NAAC	ICT in Teaching	<p>1. A workshop could be planned by a team on "21st century lesson plans can be organized in Nov. 2016 or January 2017.</p> <p>2. The e-content prepared by each department in the previous years should be released as early as possible.</p> <p>3. The coordinator should enable the teachers to prepare their classroom teaching resources as an e-content and promote e-learning.</p>
8	Presented by Coordinator NAAC	Academic Performance Index	<p>1. FDP courses to be removed for the award of points as it is mandatory for all the teachers to undergo training.</p> <p>2. The final API format to be discussed with coordinator who will be visiting the college for a orientation program be given scores in API.</p> <p>3. A centralized course feedback by the students to be adopted. IQAC will collect the feedback formats followed by each department and evolve a common feedback through MEU.</p>

9	Presented by Coordinator NAAC	Student Facilities	A more spacious common room for student was recommended in (Male/Female) all three constituent colleges.
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The meeting ended with thanks to the Chair.



MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH
(MEENAKSHI UNIVERSITY)

(Established under section 3 of the UGC Act, 1956 vide Notification No.F.9-5/2002-U.3, dt.31.3.2001)

Ref: MAHER/

Date : 09.08.2016

To:

The members

Sir/Madam

Sub: Meenakshi Academy of Higher Education and Research (Meenakshi University) – IQAC –
Constituted-meeting convened;

Ref: MAHER/_..... dated

I am by direction to state that the 5th IQAC Meeting of Meenakshi Academy of Higher Education and Research (Meenakshi University) is convened at 11 am on 16.08.16 in the Board Room of this University. I am request you to kindly make it convenient to attend the meeting.

Registrar

Copy to COE/FO/Director (Research)

12, Vembuliamman Koil Street, West K K Nagar, Chennai – 600078, Tamil Nadu, India.

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MAHER UNIVERSITY

V- IQAC Minutes of Meeting held on 16.08.2016

MEMBERS PRESENT

1	Dr.Geetha Prakash M.D., Vice Chancellor,MAHER(Head of the institution)	Chairperson
2	Dr.P.R.Thenmozhivalli, Dean, MMCHRI,Enathur, Kanchipuram	Senior Administrative Officer
3	Dr.M.Chandrasekar, Vice Principal, MMCH&RI,Enathur, Kanchipuram	Coordinator of NAAC
4	Dr.R.S.Neelakandan,Principal,MADC,Maduravoyal,Chennai.	Administrative Member
5	Dr.C.Fabiloa,Principal, MCON,Mangadu,Chennai.	Member
6	Dr.N.Velmurugan,Professor & HOD of Conservative Dentistry,MADC	Member
7	Dr, Titus Thomas Kuttappan,Professor of Oral Surgery, MADC	Member
8	Dr.K.V.Rajasekar, Professor & HOD Radiology, MMCH&RI, Kanchipuram	Member
9	Mrs.Jemima Jayakumari, Assoc.Prof and N.S.S Coordinator, MAHER	Member
10	Thiru.Varadarajan,Former Director of Technical Education(Nominee of the Management)	Member
11	Mr.Ramki,II BDS,MADC, Chennai (Student's Nominee)	Member
12	Dr.Harish,MMCH&RI, Enathur, Kanchipuram (Alumini)	Member
13	Thiru.Karthick,Placement Officer, Meenakshi College of Engineering	Member



MAHER UNIVERSITY

AGENDA for 5th IQAC Meeting on 16.08.2016

1. Improvement of academic and administrative performance.
2. Teaching plan for faculty members.
3. The collection of student's feedback
4. Academic and administrative audit.
5. Activities of Alumni Association
6. Publications by faculty members
7. Progress about SWOT.



MAHER UNIVERSITY



Internal Quality Assurance Cell 2015-2016



Minutes of Meeting (5th Meeting Date:- 16.08.2016)

By

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Institution Track Id: TNUNGN11418



MAHER UNIVERSITY

Minutes of IQAC 5th Meeting held on 16.08.2016

The IQAC meeting of MAHER (MU) was held at 11 am on 18/06/16 in the Board Room of MAHER (MU) under the chairmanship of Dr.Geetha Prakash, Vice Chancellor.

The Vice Chancellor welcomed the members of the IQAC committee meeting. She then requested IQAC committee Co-ordinator Prof.Dr.M.Chandrasekhar to highlight the work ahead and the activities of the year.

The Minutes of the previous meeting was confirmed.

The Coordinator placed before the house the action taken report on the resolutions adopted in the earlier meetings. He informed that the following steps have been continued and initiative taken in recent times by different administrative units of the constituent colleges.

- i) Student's feedback on teachers & courses regularly taken
- ii) The introduction of CBSE system in the Medical, Dental and Nursing subjects was discussed elaborately and it was decided that all the subjects in the MBBS, BDS and Nursing courses are important for becoming a health professional. There cannot be electives in Medical subjects as each subject are inter related and very essential for holistic learning and practice. CBCS system can be introduced for the PG courses and its feasibility can be discussed by forming a committee of senior experts in the field.
- iii) Integrated Ph.D courses to be started in all Ph.D. programmes of the University.
- iv) Capacity expansion and augmentation of infrastructure facility for all academic department has been undertaken. Pre/Para clinical departments to be shifted to new building in view of increased no. of seats to 250 in the Medical college

- v) The total networking of entire University is in the process and should be continued very successfully in the future.
- vi) The University has revamped the transport services for the student's and other student support services have been strengthened.

1. Improvement of academic and administrative performance.

The meeting discussed the measures undertaken for improvement of academic and administrative performance in the University. The members participated in the discussion and expressed satisfaction about the functioning of the IQAC in the quality sustenance effort in the University. Vice chancellor expressed his satisfaction in particular about the achievement in the field of teaching-learning and research in the University during the last 2 years. She suggested that appropriate measure needs to be taken for implementation of decisions taken in several academic and administrative bodies. After detailed discussion the members adopted the following resolutions.

2. Teaching plan for faculty members.

Teaching plan for faculty members and annual plan for the academic department needs to be effectively monitored by Deans/Principal of the Constituent colleges. As per earlier decision the teaching plan need to be submitted by all faculty members to the HOD at the beginning of the year. Similarly the annual plan of the department shall be finalized in the departmental committee meeting. Both annual plan and teaching plan shall be submitted to the respective Deans/Principal with a copy to the IQAC office. Further the faculty members will circulate a copy of teaching plan to all the student's and display in the notice board.

3. The collection of student's feedback

The collection of student's feedback system needs to be assessed in true spirit. It is suggested that measures should be taken to collect student's feedback through online system from the next semester. For assessment of the present system of collection of student's feedback a committee is to be constituted with the following members:

- i) Dr. Velmurugan of MADC
- ii) Dr. Vijaya of MMCH & RI
- iii) Dr. Vidya of MCON

The committee shall submit a report on the restructuring of student's feedback system along with online facilities to the Vice Chancellor with in a period of three month.

4. Academic and administrative audit.

The meeting discussed in detail about the academic and administrative audit to be undertaken in the University as per earlier decision. After detailed discussion it was decided that Dr. Thyagarajan shall be invited from SRMC during the month of Dec 2016 for undertaking the said audit. The academic and administrative audit shall be undertaken as per NAAC guidelines. It is decided that Prof. John Titus of MADC shall be the Coordinator for the ensuing academic and administrative audit. The Coordinator shall take necessary steps in this regard in consultation with IQAC Coordinator of the University.

5. Activities of Alumni Association

The member discussed about the activities of Alumni Association at the University/department level. The Coordinator appraised the house that in many of the departments the alumni association are non-functional. The meeting unanimously resolved to nominate Dr. Harish from Community Medicine, MMCH&RI to coordinate the matter relating to functional University level Alumni Association as per the provisions of the Ordinance. It is also decided that a separate window shall be opened in the MAHER University website for registration of alumni. Further the meeting suggested that possibilities of depositing alumni registration fee online be explored with any scheduled commercial bank.

6. Publications by faculty members

The meeting discussed the issues pertaining to publications by faculty members in referred and index journal as per the guideline of UGC 2010. In pursuance of provisions of UGC regulations 2010 the meeting suggested that an exhaustive list of journals be prepared by all the academic department and it should be uploaded in the Constituent Colleges website at the earliest.

The meeting discussed the issue relating to the use of ICT in teaching, learning and research for the qualitative academic development of the University. The meeting suggested that a comprehensive list be prepared with a vision for qualitative academic development through more and more use of ICTs.

7. Progress about SWOT.

The coordinator (IQAC) informed the members that various meetings have been

conducted for the SWOT analysis and draft proformas for SWOT are under preparation. In the coming academic session in the month of sep. and oct.2016 SWOT is proposed to be conducted for which cooperation of all stake holders will be solicited.

The meeting ended with thanks to the Chair.

particulars	SNS
Student Information	1
Registration	2
Fee Collection / payment Gateway	3
Course listing	4
Student Attendance	5
Staff Management	6
Staff Attendance	7
Exam management	8
Result Declaration	9
Course Completion status tracker	10
Convocation Management	11
Course Repository	12
Compliance Management	13
User Management	14
Payroll Management	15
Library management	16
Reports	17
SMS Integration	18
Email Integration	19
Education Management	20
Alumni	21
NAAC module	22
NIRF Module	23
Inventory Management	24

- 1, Do not use personal laptops for official use.
2. Do not use personal Email for official communication.
3. Do not use a pen drive or other external device to transfer the data.
4. Do not save any information in hard drive and save it in cloud (G - suite Drive)
5. Communication between Faculties and students only through official Email and if the faculties or students are not having official Email, please contact the technical Team for further help.
6. As we are planning to move towards a paperless office, avoid taking unnecessary printouts. As all the computers are networked, use the Canon copier for printing purposes. Avoid using small printers and System Administrators are requested to remove all inkjet printers.
7. System Administrators are requested not to allow external computers to