



MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

Declared as Deemed to be University under Section 3 of the UGC Act 1956

IQAC Minutes of Meeting 2017-2018 (Quarter 1)

Venue: MAHER Board Room		Date: 28.06.2017	
		Time: 10.00 a.m-12.00 p.m	
Chairperson		Prof. (Dr.) Geetha Prakash	
Coordinator		Dr. M. Chandrasekar	
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, MAHER, Chennai, Member-Administrative officer		Present	
Dr. Urusula Sampson, Vice Principal & Head- Bio-chemistry,		Present	
Members	Status	Members	Status
Dr.Rajendran	Present	Dr.Karunakaran	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present
Dr. M. Ganesan	Present	Dr.JaideepMahendra	Present
Prof. K. Saraswathi	Apologies	Dr. S. Natarajan	Apologies
Mrs.Fabiola M. Dhanaraj	Present	Dr.K.V. Rajasekhar	Present
Dr.Neelambikai	Present	Dr. Velmurugan	Present
Dr. N. Ambalavanan	Present	Dr.Harish	Apologies
Dr. K. Srinivasagalu	Present	Mr. C.K. Chandrasekar	Present
Mr.Lambodaran	Apologies	Mrs. Meenakshi	Present
Mr. Vivekananda Potti	Present	Dr.Sivapathasundaram	present
Prof.Sumathi	Present		





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Agenda (Quarter 1) 2017-18

- Confirmation of the minutes of previous meeting
- Preparation for forthcoming UGC inspection.
- Adoption of measures for improving the mentoring programs.
- Motivating the faculty for quality Research & Publication.
- Proposal for implementation of patient management software in faculty of dentistry (Meenakshi Ammal Dental College).
- To plan a National level conference on interdisciplinary oral rehabilitation.
- Preparation for Re-accreditation process.
- Planning of MOU
- Updating library facilities.
- Any other matter with the permission of chair.





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IQAC Minutes of the Meeting and Actions Taken Report (Quarter 1)

Issue	Action to be taken	Responsible person	Action taken during 29.06.2017 to 21.11.2017
UGC Approval process (for the status of deemed to be university)	Hon'ble Vice-chancellor suggested to form a task force to organize the forthcoming UGC inspection for the approval process	Dr.Rajendran – academic officer	Task force constituted, one faculty from all constituent institutes formed and the requirements for UGC inspection are articulated
Faculty Research Publication Analysis	Detailed publication analysis from 2015 to 2017 to be carried out.	Dr. Karunakaran – Research Director	Most of the publications in 2015-17 were indexed. The faculty were advised to publish in journals with better impact factors. Also the director of research planned a seminar on "Publishing research work in quality journals".
Implementation of Patient Management Software	To analyse quotations from different companies and check the feasibility of the utility of the products in dental college	Dr.Ambalavanan – Principal MADC	Three quotations from different IT firms were received, analysed and sent to university for further actions
Planning of MOUs	Registrar suggested planning for various forms of MOU with other govt/ non-govt institutions regarding the development of the constituent institutes.	Mr.Santhanam, Registrar	2 MOUs with ESI were suggested to vice chancellor.
Updating library	To update the library	Dr.Rajendran –	List of essential





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facilities	facilities and to enhance the students and staffs to actively utilise the E-library facilities	Academic officer	international/ national journals required in all constituent institutes were collected and purchased.
Re-accreditation process	Hon'ble VC suggested to form a separate NAAC committee comprising of one member from all constituent institutes	Dr.M. Chandrasekar, Vice Principal, MMCHRI – IQAC coordinator	Core committee constituting one faculty from all constituent institutes formed and the requirements for re-accreditation & inspection are formulated
Students Mentoring programs	To assess the efficiency of ongoing mentoring program	Dr. Rajendran – Academic officer	Effectiveness of the mentoring program is analysed and the heads of all institutions were urged to improve the staff- student ratio in mentoring system
National level conference in MADC (Dental College)	To conduct a National level conference on interdisciplinary oral rehabilitation.	Dr. Ambalavanan – Principal, MADC	National level conference on “Interdisciplinary Oral Rehabilitation” is planned and to be organised at dental college.





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IQAC Minutes of Meeting 2017-2018 (Quarter 2)

Venue: MAHER Board Room		Date: 22.11.2017	
		Time: 11.00 a.m-1.00 p.m	
Chairperson		Prof.(Dr.)Geetha Prakash	
Coordinator		Dr.M. Chandrasekar	
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, MAHER, Chennai, Member-Administrative officer		Present	
Dr. Urusula Sampson, Vice Principal & Head- Bio-chemistry,		Present	
Members	Status	Members	Status
Dr.Rajendran	Present	Dr. Karunakaran	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present
Dr. M. Ganesan	Apologies	Dr.JaideepMahendra	Present
Prof. K. Saraswathi	present	Dr. S. Natarajan	present
Mrs. Fabiola M. Dhanaraj	Present	Dr.K.V. Rajasekhar	Apologies
Dr. Neelambikai	Apologies	Dr.Velmurugan	Present
Dr. N. Ambalavanan	Present	Dr.Harish	Present
Dr. K. Srinivasagalu	Present	Mr. C.K. Chandrasekar	Present
Mr.Lambodaran	Present	Mrs. Meenakshi	Present
Mr. Vivekananda Potti	Present	Dr.Sivapathasundaram	present
Prof.Sumathi	Apologies		





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IQAC Agenda 2017-2018 (Quarter 2)

1. Confirmation of the minutes of previous meeting 28.06.2017
2. Submission of AQAR for the year 2017-18
3. Installation of CCTV cameras at identified locations in all constituent institutes of the university.
4. Proposal for implementation of plagiarism software URKUND for post graduate research purposes
5. IRB committee meeting to be conducted every three month for (University/Constituent Colleges)
6. Enhancement of Wi-Fi Facility in dental & medical colleges.
7. E-library facilities in all constituent institutes.
8. Any other agenda with the permission of chair.





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IQAC Minutes of the Meeting & Actions Taken Report (Quarter2)

Issue	Action to be taken	Responsible person	Action taken during 23.11.2017 to 20.04.2018
Submission of AQAR	Hon'ble Vice chancellor suggested to form a task force to submit AQAR by September 2018	Dr. Rajendran – Academic officer	Task force constituted, one faculty from all constituent institutes formed and the requirements for UGC inspection are articulated
Installation of CCTV	Dr.Urusula Sampson urged the importance of CCTV surveillance in all constituent institutes	Mr.Santhanam, Registrar	Three quotations from different electronic firms were analysed and sent to vice chancellor for further actions
Implementation of plagiarism software URKUND	COE explained the importance of research and rising plagiarism issues in publishing the research. COE suggested the full fledged use of plagiarism software URKUND in the constituent institutes.	Dr.G.Valli, Controller of Examinations, MAHER	Urkund software demonstration given to all eligible guides of post graduates/Ph.D. The software can now be used by all faculty and students of all constituent institutions with prior approval from COE
IRB committee	Academic officer advised to conduct IRB committee meeting once in three months in all constituent colleges.	Dr. Rajendran – Academic officer	IRB meetings are planned to be conducted in every quarters of an academic year
E-library	Principal of dental college urged the	Dr.Karunakaran – Research Director	List of journals to be subscribed for e-library is





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	importance of electronic access of various international journals & hence to improve the e library facilities.		collected from all institutes collected and quotations for subscription sought from three different vendors.
Wi-Fi facilities at the different campuses	Registrar advised the board regarding improving the free Wi-Fi facility to staff and students of all constituent colleges and advised the financial officer to take actions regarding	Dr. Rajendran – Academic officer	The need for Wi-Fi facility in all constituent institutes were analysed and proposal for the same is submitted to the registrar





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IQAC Minutes of Meeting 2017-2018 (Quarter 4)

Venue: MAHER Board Room		Date: 21.04.2018 Time: 10.30 a.m-12.30 p.m	
Chairperson		Prof.(Dr.) Geetha Prakash	
Coordinator		Dr.M.Chandersekar	
Members		Status	
Prof.(Dr.) Geetha Prakash, Vice-Chancellor		Present	
Dr.M.Chandersekar, Vice Principal, MMCHRI		Present	
Mr. S. Varadarajan, Member-BOM MAHER		Present	
Mr.Sanathanam, Registrar		Present	
Dr.G.Valli, Controller of Examinations, MAHER, Chennai, Member-Administrative officer		Present	
Dr. Urusula Sampson, Vice Principal & Head- Bio-chemistry,		Present	
Members	Status	Members	Status
Dr.Rajendran	Present	Dr.Karunakaran	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Apologies
Dr. M. Ganesan	Present	Dr.JaideepMahendra	Present
Prof. K. Saraswathi	Present	Dr. S. Natarajan	present
Mrs. Fabiola M. Dhanaraj	Present	Dr.K.V. Rajasekhar	Present
Dr.Neelambikai	Present	Dr.Velmurugan	Present
Dr. N. Ambalavanan	Present	Dr.Harish	Present
Dr. K. Srinivasagalu	Apologies	Mr. C.K. Chandrasekar	Present
Dr. Manoj Prabhakar	Apologies	Mrs. Meenakshi	Present
Mr. Vivekananda Potti	Present	Dr.Sivapathasundaram	present
Prof.Sumathi	Present		





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IQAC Meeting Agenda (Quarter 4) 2017-2018

1. Confirmation of the minutes of previous meeting 22.11.2017
2. Arranging Academic audit
3. Feedback / survey of Student Satisfaction
4. NIRF committee
5. Equipment purchase in Meenakshi Ammal Dental & Medical Colleges.
6. Grants for faculty presenting research papers in international conferences
7. To encourage students MOOCs Courses available in SWAYAM platform
8. Issue vehicle passes for faculty
9. Any other matter with the permission of chair.





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IQAC Minutes of the Meeting & Actions Taken Report (Quarter 4)

Issue	Action to be taken	Responsible person	Action taken during 22.04.2018 to 24.08.2018
Academic audit	Hon'ble VC suggested to form a committee to audit academic activities in all constituent institutes	Mr.Santhanam, Registrar	Academic audit committee is formed in all institutes and the report regarding the same is submitted to registrar
Feedback / Student satisfaction survey	To get feedback from all students	Dr.Rajendran – Academic officer	Feedback forms from all students collected and analysed and the report is forwarded to Hon'ble Vice Chancellor
NIRF committee	Dr.Ambalavanan – Principal Meenakshiammal dental college urged the importance of NIRF and advised to form a task force .	Mr.Santhanam, Registrar	A committee is constituted; one faculty from all constituent institutes formed and the requirements for NIRF was elaborated to the registrar.
MOOCs Courses	Principal of FHS explained the importance of MOOCs available in SWAYAM & requested the permission of the board to approve the courses for the students of FHS.	Dr.Rajendran – Academic officer	All relevant courses in SWAYAM were analysed & approved by the vice chancellor
Grants for faculty – international	Academic officer proposed grants (Mr.Santhanam,	The grants needed for the





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conferences	registration & travel) for faculty who present their research works in international conferences	Registrar	proposal was sanctioned .
Equipment purchase	Principal of dental college recommended the purchase of dental chairs and other equipments for the different labs of the college	Dr.Rajendran – Academic officer	Quotations from two different dental chair suppliers were analysed and the permission was granted for the purpose. The quotations were forwarded to university.
Vehicle pass	Hon'ble VC advised the board regarding issue of vehicle passes to faculty of all constituent colleges and advised the financial officer to take actions regarding .	Mr.Santhanam, Registrar	Vehicle pass are given to all faculty in university campus and the same was advised to be followed in other constituent institutes.

