



# 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 2019-2020 (Quarter 1)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 19.06.2019 <b>Time:</b> 10.30 a.m-1.00 p.m	
<b>Chairperson</b>		Prof. Dr. R.S. Neelakandan,	
<b>Coordinator</b>		Prof. Dr. B. Sivapathasundaram	
<b>Members</b>		<b>Status</b>	
Prof. Dr. R.S. Neelakandan, Vice-Chancellor, MAHER		Present	
Prof. Dr. B. Sivapathasundaram, Member & HOD, Dept of Oral & Maxillofacial Pathology, MADC		Present	
Mr. S. Varadarajan, Member-BOM MAHER		Present	
Prof. Dr.S.Rajasekar, Registrar		Present	
Dr. Senthamarai, Controller of Examinations, MAHER, Chennai, Member-Administrative officer		Present	
Dr. Urusula Sampson, Vice Principal & Head- Bio-chemistry, MMCHRI		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	Apologies
Dr. M. Ganesan	Present	Dr.Jaideep Mahendra	Present
Prof. K. Saraswathi	Apologies	Dr. S. Natarajan	Present
Mrs. Fabiola M. Dhanaraj	Present	Dr.R.Elangovan	Present
Dr.M.Thangavel	Present	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Present	Mr. Vignesh	Apologies
Dr. Manoj Prabhakar	Apologies	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof.Sumathi	Present		





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## **IQAC meeting Agenda 2019-2020 (Quarter 1)**

1. Introduction of courses under AYUSH
2. Commencement of the Department of Yoga Sciences and Therapy
3. Plan for phased replacement of regular lights to LED lights for saving of electricity in bills.
4. Identify a new vendor for disposal of E-waste.
5. Biometric for maintaining attendance of Teaching and Non-Teaching staff members of MAHER campus.
6. Any other matter with the permission of chair.





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## IQAC Minutes of Meeting & Action Taken Report 2019-20 (Quarter1)

Issue	Action to be taken	Responsible person	Action taken from 20.06.2019 to 22.10.2019
Introduction of courses under AYUSH	Dr. N.Arunagirinathan, suggested that courses under the AYUSH may be started at MAHER as there is good potential for the fields under the AYUSH.	Dr. Fabiola M. Dhanraj, Principal, AMCON	Few bachelor degree courses started in AMCON (Nursing college) under AYUSH ( Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy)
Commencement of the Department of Yoga Sciences and Therapy	Dr. K. Revathi suggested that since Yoga is a much-wanted field in the society, courses specific to Yoga may be conducted under a separate faculty. Vice Chancellor mentioned that it was a good suggestion and informed that the selection committee can be informed to look for the appropriate faculty to be appointed for the initiation of the same.	Dr. R. Elangovan, Professor and Head-FYST	Interview for selection of faculty conducted and the report is forwarded to registrar & VC to finalise the candidates
Plan for phased replacement of regular lights to	Hon'ble Vice chancellor suggested that the new	Dr. S. Rajasekar, Registrar, MAHER,	40% of lighting in constituent institutes are changed to LED. Actions





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LED lights	constructions by MAHER are being placed with LED light fitting. He also suggested that a phase by phase replacement of all the existing lights could also be done by LED lights. Dr. Fabiola M. Dhanraj informed that this is also important and lies in line with the NAAC criteria.		taken to convert the rest of lights to LED in next one year.
Identify a new vendor for disposal of E-waste	Mr. Ranjith Kumar – (HOD, Dept. of Computer Science, FHS) enquired regarding the status of the E-waste disposal.	Dr.N.Arunagirinathan, (Academic Officer, MAHER)	A new vendor has to be identified for the same and the search for an appropriate vendor is on process.
Biometric for maintaining attendance	Hon'ble Vice chancellor advised the board regarding issue of Biometric for maintaining attendance of Teaching and Non-Teaching staff members of MAHER campus	Dr.S.Rajasekar, Registrar, MAHER	New biometric machines installed at the entrances of all departments of university





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## IQAC Minutes of Meeting 2019-2020 (Quarter 2)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 23.10.2019 <b>Time:</b> 10.30 a.m-1.00 p.m	
<b>Chairperson</b>		Prof.Dr. R.S. Neelakandan,	
<b>Coordinator</b>		Prof. Dr.B. Sivapathasundaram	
<b>Members</b>		<b>Status</b>	
Mrs. Jayanthi Radhakrishnan (Rector, MAHER)		Present	
Prof.Dr. R.S. Neelakandan, Vice-Chancellor, MAHER		Present	
Prof.Dr.B.Sivapathasundaram, Member & HOD, Dept of Oral & Maxillofacial Pathology, MADC		Present	
Mr. S. Varadarajan, Member-BOM, MAHER		Present	
Prof. Dr.S.Rajasekar, Registrar		Present	
Dr.Senthamarai, Controller of Examinations, MAHER, Chennai, Member-Administrative officer		Present	
Dr. Urusula Sampson, Vice Principal & Head- Bio-chemistry, MMCHRI		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	Present	Dr.Jaideep Mahendra	Present
Prof. K. Saraswathi	Present	Dr. S. Natarajan	present
Mrs. Fabiola M. Dhanaraj	Present	Dr.R.Elangovan	Present
Dr.M.Thangavel	Present	Dr.K.V. Rajasekhar	Apologies
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Apologies	Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Apologies
Prof.Sumathi	Present		





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## **IQAC meeting Agenda 2019-2020 (Quarter 2)**

1. Research department to promote its activities in all the disciplines across MAHER
2. To introduce paperless office system
3. To encourage Eco friendly measures in canteen and mess
4. Re-accreditation process for NAAC
5. Updating the Maher website
6. Any other matter with the permission of chair.





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## IQAC Minutes of Meeting & Action Taken Report 2019-20 (Quarter 2)

Issue	Action to be taken	Responsible person	Action Taken during 24.10.2019 to 28.01.2020
Research department to promote its activities	Dr.Velmurugan, asked for the status of research contributions by various departments in MAHER. For which the Research Director presented the number of publications in the last quarter and also discussed the list of ongoing research.	Dr.K.Revathi Research Director	FDP conducted to guide the students and faculty to publish their research papers in indexed journals
To introduce paperless office system	Hon'ble Vice chancellor urges the importance of introducing paperless office system in all constituent institutes	Dr.S.Rajasekar, Registrar , MAHER	All circulars are sent through email to all faculty and students of the respective institutes
To encourage Eco friendly measures in canteen and mess	Prof.Dr.B.Sivapathasundaram insisted on avoiding the single use plastics in all constituent institute's mess and canteens..Dr. Fabiola M. Dhanraj informed that this is also important and lies in line with the NAAC criteria.	Dr. N. Arunagirinathan, MAHER, Chennai( Academic Officer), Member-Administrative officer	Disposable plates and tumblers are replaced by stainless steel reusable one. Also canteens are monitored regarding the use of biodegradable items ( palm leave plates and







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			reusable ceramic or ss tumblers)
Reaccreditation process for NAAC	Hon'ble Vice chancellor enquired about the stage of reaccreditation process happening in various institutes	Dr.B.Sivapathasundaram - IQAC co-ordinator	All the faculty incharge of reaccreditation committee reported with the progress
Updating the MAHER website	Rector suggested to update the university website	Dr.S.Rajasekar, Registrar, MAHER	MAHER constituent colleges websites were updated with a new look and details.







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## IQAC Minutes of Meeting 2019-20 (Quarter 3)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 29.01.2020 <b>Time:</b> 11:00 a.m – 1:00 p.m	
<b>Chairperson</b>		Prof. R.S. Neelakandan	
<b>Coordinator</b>		Prof. Dr. B. Sivapathasundaram	
<b>Members</b>		<b>Status</b>	
Prof. R.S. Neelakandan, Vice-Chancellor		Present	
Mrs. Jayanthi Radhakrishnan (Member-Management-MAHER)		Present	
Prof. Dr. B. Sivapathasundaram, Member & HOD, Dept of Oral & Maxillofacial Pathology, MADC		Present	
Mr. S. Varadarajan, Member-BOM MAHER		Present	
Prof. Dr. S.Rajasekar, Registrar		Present	
Dr.Senthamarai, Controller of Examinations, MAHER, Chennai, Member-Administrative officer		Present	
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		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. Jaideep Mahendra	Present
Prof. K. Saraswathi	Present	Dr. S. Natarajan	Present
Mrs. Fabiola M. Dhanaraj	Present	Dr.R.Elangovan	Present
Dr.M.Thangavel	Present	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Present	Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present	Mr. C.K. Chandrasekar	Apologies
Mr. Vivekananda Potti	Apologies	Mrs. Meenakshi	Present
Prof. Sumathi	Present		





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## **IQAC meeting Agenda 2019-2020 (Quarter 3)**

- Confirmation of MoM of Previous IQAC meeting.
- IT infrastructure for FHS
- Smart boards for Classrooms
- MoUs for research and faculty interaction
- Documents compilation for next cycle of the NAAC accreditation





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Issue/Report Findings/ Conclusions	Action to be Taken	Responsible Person	Action Taken during 30.01.2020 to 26.05.2020
IT infrastructure for FHS	Dr. K. Revathi (Research Director, MAHER) presented the request by the Faculty of Humanities and Sciences for enhancement of their existing computer labs with more Computers	Principal, FHS	Dr. R.S. Neelakandan (Vice Chancellor, MAHER) informed that the request for purchase has been forwarded as this is a priority.
Smart Boards in Classrooms	Dr.Mithun (Community Medicine), Member presented that the ICT infrastructure can be improved further by increasing the number of Smart boards in the campuses.	Dr. N. Arunagirinathan – Academic officer	Dr. Jaideep Mahindra, (Professor, MADC) informed that phase wise plan can be presented to the Board of Management for the same.
MoUs for Faculty research & interaction	To increase MOUs with educational institutions, industries within and outside the state for research and faculty interaction	Dr. S. Rajasekar, Registrar	Dr. Rajasekar (Prof. Radiology) insisted that a lot of research and scientific interactions are being done by our institutions with other institutions. The same can be converted to MOUs so that the interactions can be made in a more authentic way.
Documents for NAAC accreditation	Dr.Velmurugan N, (Professor, MADC) informed that the next cycle of NAAC inspection is coming up and hence all the departments may be sensitized to send the necessary updated documents to the IQAC at the earliest.	Prof. Dr. B. Sivapatha sundaram, Member & HOD, Dept of Oral & Maxillofacial Pathology	Circulars forwarded to constituent colleges to provide data to IQAC at the earliest as per the prepared proforma.





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## Minutes of IQAC Meeting 2019-20 (Quarter 4)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 27.05.2020	
		<b>Time:</b> 10:30 a.m – 1:00 p.m	
<b>Chairperson</b>		Prof. R.S. Neelakandan	
<b>Coordinator</b>		Prof. Dr. B. Sivapathasundaram	
<b>Members</b>		<b>Status</b>	
Mrs.Jayanthi Radhakrishnan(Rector, MAHER)		Present	
Prof. R.S. Neelakandan, Vice-Chancellor		Present	
Prof. Dr.B. Sivapathasundaram Pro-VC, MAHER		Present	
Mr. S. Varadarajan, Member-BOM MAHER		Present	
Prof. Dr. S.Rajasekar, Registrar		Present	
Dr.Senthamarai, Controller of Examinations, MAHER, Chennai, Member-Administrative officer		Present	
Dr.Urusula Sampson, Vice Principal & Head, Biochemistry, MMCHRI		Present	
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>
Dr. N. Arunagirinathan	Present	Dr.K.Revathi	Present
Dr. R. Muthulakshmi	Apologies	Dr. K. Parimala	Present
Dr. M. Ganesan	Present	Dr. Jaideep Mahendra	Present
Prof. K. Saraswathi	Present	Dr. S. Natarajan	Apologies
Mrs. Fabiola M. Dhanaraj	Present	Dr.R.Elangovan	Present
Dr.M.Thangavel	Apologies	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Present	Mr. Vignesh	Present
Dr. Manoj Prabhakar	Present	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof. Sumathi	Present		





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## IQAC meeting Agenda 2019-2020 (Quarter 4)

- Confirmation of MoM of Previous IQAC meeting.
- To plan, implement standards and necessary infrastructure to apply for recognition as a COVID-19 testing centre.
- Introducing Webinars for department across MAHER in light of the COVID 19 Pandemic to prevent disruption of classes
- Webinars involving specialist international faculty also to be conducted in areas of demand.
- Reconstitution of new IQAC committee
- Website renovation to be undertaken since in the current scenario, admissions have to be more of an online process
- Planning and preparation of schedules for campus practical classes and examinations for the same to be conducted as per the guidelines and time period instructions of the UGC and the Central government.





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Issue/Report Findings/ Conclusions	Action to be Taken	Responsible Person	Action Taken during 28.05.2020 to 16.10.2020
COVID-19 Testing Centre	Vice-principal MMCH&RI suggested that we could apply for the recognition as a certified centre for COVID – 19 testing.	Dr. Ursula Sampson, Vice-principal MMCH&RI	Dr. K. Revathi supported the suggestion and informed that the concerned department will be preceding to prepare and apply for the same.
Webinars - Classes	Introduction of Virtual Classes through Webinars across various departments of MAHER in light of the COVID 19 Pandemic to prevent disruption of classes.	Dr. N. Arunagirinathan – Academic officer	Prof. Dr.S.Rajasekar, Registrar assured that a schedule for webinars will be prepared taking into account the ideal time duration and also sequencing of classes to reduce strain for the students.
Webinars – Engagement of International Faculty	Dr. Jaideep Mahindra suggested that webinars by international faculty may be arranged during this COVID 19 crisis for the students, and this will also be an opportunity for the students to have an exposure to international faculty who will also be willing since the sessions are short and saves them time and cost of travelling. The forum welcomed the suggestion.	Dr. Velmurugan, Professor and HoD- Conservative Dentistry, MADC	Dr.Velmurugan stated that a list of interesting topics with the respective international speakers will be finalized and invited.







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Reconstitution of new IQAC committee	Prof. Dr. B.Sivapathasundaram, Pro-VC informed that the term for the present IQAC is coming to an end and the new committee has to be constituted. The suggestions for the same were welcomed.	Prof.Dr.B.Sivapathasundaram Pro-VC, MAHER	Dr. R.S. Neelakandan, VC informed that a circular would be sent to the respective departments and institutions for suggestions.
Website renovation	Website renovation to be undertaken since in the current scenario, admissions have to be more of an online process. Dr. V. Shanthi informed that the likelihood of more candidates applying for admissions online would be more this year since there will be travel restrictions. Hence the University website needs to be revamped and requires a new look and updated process in place.	Prof. Dr .B. Sivapathasundaram Pro-VC, MAHER	Mrs. Thavamani suggested that a new person has taken charge of the IT functioning and the same will be updated regarding this suggestion.
Plans for Practical Classes & Examinations	Practical classes and examinations for the same to be conducted as per the guidelines and instructions of the UGC and Central government. 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	Dr. S. Rajasekar, Registrar	Members unanimously agreed to implement all the suggested measures.







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	<p>candidates to be split into micro groups to prevent gatherings and maintain social distancing norms. Dr. Mithun Kumar suggested that it would be appropriate to follow the norms provided by the government authorities on the same keeping in consideration the spread of the pandemic and the health of the students and the faculty.</p>		
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