



## 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)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 28.06.2017	
		<b>Time:</b> 10.00 a.m-12.00 noon	
<b>Chairperson</b>		Prof.( Dr.) Geetha Prakash	
<b>Coordinator</b>		Dr. M. Chandrasekar	
<b>Members</b>		<b>Status</b>	
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	
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>
Dr. N. Arunagirinathan	Present	Dr.Karunakaran	Present
Dr. R. Muthulakshmi	Present	Dr. K. Parimala	Present
Dr. M. Ganesan	Present	Dr. Jaideep Mahendra	Present
Prof. K. Saraswathi	Apologies	Dr. S. Natarajan	Apologies
Mrs. Fabiola M. Dhanaraj	Present	Mr. S. Varadarajan	Present
Dr. Neelambikai	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	Dr.Sivapathasundaram	Present



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### **Agenda (Quarter 1) 2017-18**

- Confirmation of the minutes of previous meeting
- Preparation for forthcoming UGC inspection.
- Review of consultancy project activities.
- Assessment of student mentoring programs.
- Faculty Research and Publication Analysis.
- Proposal for implementation of patient management software in faculty of dentistry (Meenakshi Ammal Dental College).
- Planning a National level conference on interdisciplinary oral rehabilitation in Meenakshi Ammal Dental College
- Preparation for Re-accreditation process.
- Planning MOU with various National and International Institutes/industry/research lab/corporate house
- Enhancement of library facilities.
- Miscellaneous issues 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
Confirmation of the previous minutes of meeting		Members of IQAC	Read and approved
UGC Approval process (for the status of deemed to be university)	Vice chancellor suggested to form a task force for meticulous organisation of the forthcoming UGC inspection for acquiring the deemed to be status of the university.	Dr. Rajendran – academic officer	Dr. Rajendran informed the members in the meeting that the UGC task force has been constituted with one faculty member from each constituent institutes; the requirements for UGC inspection have been articulated with vivid documentation of the resources from each institution. The task force is responsible for overseeing the entire functioning and produce weekly reports to Dr. Rajendran who will then update the Vice Chancellor with a copy to the IQAC office.

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Review of consultancy project activities	Vice Chancellor requested Dr. M. Chandrasekhar and Dr. Neelakandan to present the report on the consultancy opportunities as discussed in the previous meeting.	Dr. M. Chandrasekhar and Dr. Neelakandan	The in-charges informed the members of the meeting that a committee has been formed with members from all the constituent colleges; various consultancy opportunities have been identified and implemented including biopsy, Immunohistochemistry and special staining, Central research lab facilities, Cleft and Craniofacial center and other investigative procedures; the above mentioned services have been made open to students and patients from other colleges, hospitals and independent practitioners etc.; proper documentation regarding the exchange of data along with revenue generated is been done for IQAC evaluation.
Assessment of student mentoring programs	To assess the efficiency of the ongoing mentoring	Dr. Rajendran – academic officer	The detailed report on the mentoring programs was presented before the members

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	<p>programs and discuss strategies to improve these programs</p>		<p>for their perusal and opinion. The effectiveness of the programs was analysed and the heads of all institutions were urged to improve the staff-student ratio in mentoring system; the mentors were asked to produce a report every month following mentoring session with their mentees; the mentors would allot a specific day for the slow-learning mentees in need for extra attention, the mentors could also counsel them in case of personal problems which may hamper their educational quality; the members also urged upon the need to conduct interesting and educative topics for the Interns in terms of career development by inviting qualified speakers from across the country.</p>
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Faculty Research and Publication Analysis	To review and analyse the detailed publication analysis from 2015 to 2017	Dr.Karunakaran- Research Director	The members opined that 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” for benefit of all students and faculty members; an incentive of Rs. 5000 was decided to be awarded to faculty members for publications and citations in indexed journals
Implementation of Patient Management Software	The Vice Chancellor instructed to acquire quotations for patient management software from various vendors and analyse them base on the utility of the products in dental college, cost and	Dr. Ambalavanan Principal – MADC	Quotations were received by various vendors, three of which were shortlisted after careful scrutiny. An Excel sheet was prepared highlighting the differences between each; the utility and feasibility of the software was also analysed, following this the detailed report was sent to university for further

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	feasibility of installation		actions with a copy to the IQAC office.
Proposal for MOUs with National and International universities	Registrar suggested planning for various forms of MOU with other govt/ non-govt institutions to aid in development of the constituent institutes.	Mr. Santhanam, Registrar	Following MOUs were undertaken with various significant Govt./Non Govt. institutes: <ul style="list-style-type: none"> <li>• Central Council for Research in Siddha (CCRS)</li> <li>• Central Industrial Security Force Regional Training Center</li> <li>• International Cleft lip and Palate Foundation</li> <li>• Coastal Steels</li> </ul>
Enhancement of library facilities	To update and uplift the library facilities, add important journal subscriptions and scientific databases and encourage the students and staffs to	Dr.Rajendran academic officer	All departments were asked to give a list of important books, journals etc. as per their requirement, the list was submitted to the Head of the Institution following which they were purchased; important national and international journal

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	actively utilise the E-library facilities		subscriptions were reviewed and renewed if required, several scientific databases were added; 2 scanner, copier and printer machines were installed in the library for ease of students and faculty members; E-library was developed and made fully functional with online subscription to various national/international journals and access to pdf version of several important textbooks and scientific databases from various departments.
Re-accreditation process	VC suggested to form a separate NAAC committee comprising of one member from all constituent institutes to prepare for the NAAC re-accreditation process.	Dr.M.Chandersekar, Vice Principal, MMCHRI – IQAC coordinator	A core NAAC committee constituting one faculty from each constituent institutes formed; the committee has reviewed all the strengths and lacunae of the University and formed a SWOC analysis; the core team has appointed faculty members from different constituent colleges to assimilate

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			and acquire data from all institutes as per the requirement; fortnightly meetings with IQAC director is being conducted for their scrutiny and inputs.
National level conference in MADC (Dental College)	To conduct a National level conference on interdisciplinary oral rehabilitation.	Dr.Ambalavanan – Principal MADC	A National level conference on “Interdisciplinary Oral Rehabilitation” is planned and will be organised at the dental college; an estimate of the budget has been submitted to the University; separate teams have been formed to oversee the functioning of various aspects of the conference such as invitation to the delegates and speakers, printing of brochures, allotment and management of funds, registration, organisation of scientific sessions, food etc.; a blueprint of the planning and execution of the conference is formed for smooth conduction of the National Conference.

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### IQAC 2017-2018 (Quarter 2)

<b>Venue:</b> MAHER Board Room		<b>Date:</b> 22.11.2017	
		<b>Time:</b> 11.00 a.m-1.00 p.m	
<b>Chairperson</b>		Prof.Dr.Geetha Prakash	
<b>Coordinator</b>		Dr.M.Chandersekar	
<b>Members</b>		<b>Status</b>	
Prof.Dr.Geetha Prakash, Vice-Chancellor		Present	
Dr.M.Chandersekar, 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	
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>
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	Mr. S. Varadarajan	Present
DrNeelambikai	apologies	Dr.K.V. Rajasekhar	Apologies
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	Present	Mr. Vignesh	Apologies

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Dr. Manoj Prabhakar	Apologies	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof.Sumathi	Present	Dr.Sivapathasundaram	Present

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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 22.05.2018
Confirmation of the previous minutes of meeting		Members of IQAC	Read and approved
Submission of Annual Quality Assurance Report (AQAR)	Vice chancellor suggested to form a task force to submit AQAR by September 2018	Dr. Rajendran – academic officer	Task force was constituted with one faculty from all constituent institutes; the requirements for formulating an impressive AQAR was analysed and the task force team has started collecting and consolidating data from all constituting institutes towards the same
Installation of CCTV	Dr. Urusula Sampson urged the importance of CCTV surveillance in all constituent institutes	Mr.Santhanam-Registrar	Quotations were received by various electronic firm vendors, three of which were shortlisted after careful scrutiny. An Excel sheet was prepared highlighting the differences between each; the image quality, recording duration and efficiency and location based on feasibility were also



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			identified and analysed, following this the detailed report was sent to university for further actions with a copy to the IQAC office.
Implementation of plagiarism software URKUND in the university systems	COE explained the importance of research and rising plagiarism issues in publication of research. COE suggested the full-fledged use of plagiarism software URKUND in the constituent institutes to maintain the authenticity of the published articles and avoid unfortunate rejections and	Dr.G.Valli, Controller of Examinations, MAHER	URKUND software was installed in all systems of the university and constituent institutes; demonstration was given to all eligible guides of post graduates/Ph.D scholars and faculty members; the software could now be used by all faculty and students of all constituent institutions with prior approval from COE; the library dissertations of all post graduates would have to be checked for plagiarism via URKUND before submission, this step was monumental in an attempt towards reduction of plagiarism; the usage report would have to be submitted to the COE and IQAC office every three months.



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	retractions due to plagiarism issues.		
Increasing the frequency of Institutional Review Board (IRB) committee meeting	Academic officer advised to conduct IRB committee meeting once in three months in all constituent colleges.	Dr.Rajendran – academic officer	IRB meetings are being conducted in every quarter of the academic year; the call for research proposals would be announced 3 weeks in prior to the meeting; HODs of all institutional departments will constitute the IRB team who will critically scrutinise each research project and will invite the projects for review; the committee may either accept, reject or suggest revision of certain areas of the project and submit again, the projects will go on floor only after getting approval from the IRB committee; the research project list are being documented with a copy to the IQAC office; this will ensure authentic quality research work from all the institutes.
E-library facility in all constituent colleges	Citing the utility of E-library in dental college as an example, the VC urged upon	Dr.Karunakaran – Research Director	The other institutes reviewed the quotes sought by dental college while procuring some more quotes from other vendors which was thoroughly scrutinised by the Heads of the

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	<p>the necessity of installing a fully functional E-library in all the constituent institutes.</p>		<p>Institutions and forwarded to the University for final decision; all departments were asked to give a list of important books, journals etc. as per their requirement, the list was submitted to the Head of the Institution following which they were purchased along with an interesting oeuvre of rare book collection; important national and international journal subscriptions were reviewed and renewed as required, several scientific databases were added; E-library was developed and made fully functional with online repositories for post graduate thesis, online subscription to various national/international journals and access to pdf version of several important textbooks and scientific databases from various departments.</p>
<p>Wi-Fi facilities at different campuses of the institute</p>	<p>Registrar advised the board regarding improving the bandwidth of the</p>	<p>Dr. Rajendran – academic officer</p>	<p>The need for Wi-Fi facility in all constituent institutes were analysed and proposal for the same was submitted to the registrar; proposals for high bandwidth Internet connection</p>



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	<p>Internet connection in the University and provide free Wi-Fi facility to staff and students of all constituent colleges; the financial officer was instructed to take actions regarding the same.</p>		<p>was sought from different vendors and the feasible ones were shortlisted and sent to the University for further actions.</p>
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<b>Venue:</b> MAHER Board Room		<b>Date:</b> 14.2.2018	
		<b>Time:</b> 10.30 a.m-12.30 p.m	
<b>Chairperson</b>		Prof.Dr.Geetha Prakash	
<b>Coordinator</b>		Dr. M. Chandarsekar	
<b>Members</b>		<b>Status</b>	
Prof.Dr. Geetha Prakash, Vice-Chancellor		Present	
Dr. M. Chandarsekar, 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	
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>
Dr. Rajendran	Present	Dr. Karunakaran	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	Mr. S. Varadarajan	Present
Dr. Neelambikai	Present	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	apologies	Mr. Vignesh	Apologies

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Dr. Manoj Prabhakar	Apologies	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof.Sumathi	Present	Dr. Sivapathasundaram	Present

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### **IQAC Meeting Agenda (Quarter 3) 2017-2018**

1. Confirmation of the minutes of previous meeting held on 22.11.2017.
2. Improvement of admission of students in AHS.
3. Strategies to attract meritorious and qualified faculties.
4. Review of awards/fellowships/recognition received by the faculties.
5. Status of extension and outreach activities.
6. Revenue generated from consultancy projects of university.
7. Any other agenda with the permission of chair.

### **IQAC Minutes of the Meeting & Actions Taken Report (Quarter 3)**

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Issue	Action to be taken	Responsible person	Action taken during 23.11.2017 to 13.02.2018
Confirmation of the previous minutes of meeting		Members of IQAC	Read and approved
Improvement of admission of students in AHS.	Vice chancellor advised the Principal of AHS to devise strategies to improve the student admission in AHS	Mrs. Fabiola M. Dhanaraj	Formulation of strategies done to improve admissions in AHS; call for admission was given in leading newspapers and college websites; important college activities including placement of students were highlighted adequately; emphasis was laid on the location of the college to attract more students to the faculty of AHS.
Strategies to attract meritorious and qualified faculties.	Mr. S. Varadarajan insisted on the need to recruit	Mr. Santhanam, Registrar	The ranking and profile of the university was highlighted with call for faculty members in

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## MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

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	meritorious and qualified faculties in all disciplines of MAHER and advised to formulate plans for the same.		university website and leading newspapers to attract talented and qualified faculty members from around the country; faculty members were selected after a rigorous interview session by the selection committee.
Review of awards/fellowships/recognition received by the faculties.	Vice chancellor suggested to properly document all the awards and fellowships received by the staff members of all constituent colleges and produce a detailed report	Dr. Jaideep Mahendra, Professor, MADC	Circular was issued to submit a thorough list of the awards, recognition and fellowships received by the faculty members with proper evidence for the same; a consolidated list from all constituent colleges was submitted to the university with a copy to the IQAC.



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Status of extension and outreach activities	Dr. Urusula Sampson insisted on the importance of monitoring the outreach and extension activities; she also suggested to adopt nearby villages under the NSS scheme of the Government as it held an important value for NAAC accreditation as well.	Dr. Urusula Sampson, Vice Principal & Head- Bio-chemistry,	All members agreed and appreciated this suggestion; the existing extension and outreach activities were reviewed; 2 villages within 10 kms were decided to be adopted by the medical college under NSS; detailed report was produced in the university regarding all the activities carried out in those villages.
Revenue generated from consultancy projects of university.	Vice chancellor enquired about the revenue generated from the consultancy projects and	Mr. Santhanam, Registrar	The finance officer submitted a detailed report regarding the revenue generated from the consultancy and R&D projects in the

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	R&D work in the University		University; a team was appointed to formulate strategies to improve the reach of the services offered by the university, thereby improving the generation of revenue from the same.
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### IQAC Minutes of Meeting (Quarter 4) 2017-2018

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<b>Venue:</b> MAHER Board Room		<b>Date:</b> 23.05.2018	
		<b>Time:</b> 10.30 a.m-12.30 p.m	
<b>Chairperson</b>		Prof.Dr.Geetha Prakash	
<b>Coordinator</b>		Dr. M. Chandерsekar	
<b>Members</b>		<b>Status</b>	
Prof.Dr. Geetha Prakash, Vice-Chancellor		Present	
Dr. M. Chandерsekar, 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	
<b>Members</b>	<b>Status</b>	<b>Members</b>	<b>Status</b>
Dr. Rajendran	Present	Dr. Karunakaran	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	Mr. S. Varadarajan	Present
Dr. Neelambikai	Present	Dr.K.V. Rajasekhar	Present
Dr. N. Ambalavanan	Present	Dr.Velmurugan	Present
Dr. K. Srinivasagalu	apologies	Mr. Vignesh	Apologies
Dr. Manoj Prabhakar	Apologies	Mr. C.K. Chandrasekar	Present
Mr. Vivekananda Potti	Present	Mrs. Meenakshi	Present
Prof.Sumathi	Present	Dr. Sivapathasundaram	Present

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## **MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH**

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### **IQAC Meeting Agenda (Quarter 4) 2017-2018**

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1. Confirmation of the minutes of previous meeting held on 14.2.2018
1. Academic audit arrangements
2. Feedback form for conducting Student Satisfaction survey
3. NIRF committee formation and planning
4. Equipment purchase in Meenakshi Ammal dental & Medical colleges.
5. Grants for faculty members presenting research papers in international conferences
6. To encourage students and faculty members MOOCs Courses available on SWAYAM platform
7. Issue vehicle passes for faculty
8. Any other matter with the permission of chair.

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

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Issue	Action to be taken	Responsible person	Action taken during 24.05.2018 to 26.08.2018
Confirmation of the previous minutes of meeting		Members of IQAC	Read and approved
Academic audit	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 who will be responsible for collecting and consolidating all the required data for the audit; an internal audit team will be formed to conduct a mock audit and formulate a SWOC analysis following which necessary amends will be made; the report regarding the same is submitted to the Registrar
Feedback form for Student Satisfaction survey	To get honest and constructive feedback from all students regarding curriculum and	Dr. N. Arunagirinathan – academic officer	Feedback forms from all students are obtained via student friendly online portal and analysed thoroughly; the students are provided with the privilege of animosity in order

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	course, understanding of classes, and teachers.		to receive their honest feedback which are used constructively for enhancing the quality of academic pursuits in the institution; the reports are forwarded to the vice chancellor
NIRF committee	Dr.Ambalavanan –Principal Meenakshi Ammal dental college urged the importance of NIRF ranking to display the quality and profile of an institute; he also advised to form a task force .	Mr.Santhanam, Registrar	A NIRF committee has been constituted with one faculty from all constituent institutes; the requirements for NIRF were reviewed and plans were formulated for proper collection and consolidation of documents; weekly update is being given to the VC.
MOOCs Courses. on SWAYAM platform	Principal of FHS explained the importance of MOOC courses that are available in SWAYAM	Dr. N. Arunagirinathan – academic officer	The MOOC courses available on SWAYAM platform were reviewed; the members opined that these value added courses should indeed be taken up by the students and faculty members;

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	and requested the permission of the board to approve the courses for the students.		one faculty member from each institute was nominated to be the Single point of contact (SPOC); on duty was decided to be given on SWAYAM courses exam dates; the medical and dental students were instructed to take up courses provided by NPTEL.
Grants for faculty members presenting in international conferences	Academic officer proposed grants ( registration & travel allowance) for faculty who present their research works in international conferences	Mr.Santhanam, Registrar	Registration and travel allowance were sanctioned by the Vice Chancellor towards presentation of research work/ guest lectures in international conferences; this would also be highlighted in the university website and the faculty member would be congratulated by the Chancellor for bringing laurels to the University
Equipment purchase in Medical and Dental college	Principal of Dental college recommended the purchase of dental chairs and	Dr. N. Arunagirinathan – academic officer	Quotations were sought from several dental chair and equipment vendors, out of which two vendors were shortlisted; the best price was procured after



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	other required equipments for meeting the requirements of the growing clinical materials		careful negotiation; the quotations were forwarded to university for further actions.
Vehicle passes for faculty members	VC opened the topic of issue of vehicle passes to faculty members of all constituent colleges and instructed the financial officer to take necessary actions regarding the same	Mr.Santhanam, Registrar	The members lauded this proposal, following which vehicle passes have been issued to all faculty in university campus; the same was advised to be followed in other constituent institutes; any faculty member in need of this pass would have to provide a letter to the institution office which would then be forwarded to the university; upon approval by the concerned authority, the vehicle pass would be issued.





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