



**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.31.03.2004)

**Minutes of the 2<sup>nd</sup> IQAC Meeting 2017-2018**

**Venue:** MAHER Board Room

**Date:** 30.10.2017

**Time:** 11.00 A.M-1.00 P.M

<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	Present
Dr. Sivapathasundharam B, IQAC-Coordinator	Present
Dr. Rajendran	Present
Dr. R. Muthulakshmi	Present
Dr. M. Ganesan	Apologies
Prof. K. Saraswathi	present
Mrs. Fabiola M. Dhanaraj	Present
Dr. Neelambikai	Apologies
Dr. N. Ambalavanan	Present
Dr. Karunakaran	Present
Dr. K. Parimala	Present
Dr. Jaideep Mahendra	Present
Dr. S. Natarajan	present
Mr. S. Varadarajan	Present
Dr. K. V. Rajasekhar	Apologies
Dr. Velmurugan	Present
Mr. Vignesh	Apologies
Dr. Manoj Prabhakar	Apologies
Mr. Vivekananda Potti	Present
Mr. C.K. Chandrasekar	Present

Mrs. Meenakshi	Present
Dr. Urusula Sampson	Present

The IQAC-Coordinator informed the chair that the quorum was complete and the meeting could start. The Chairman welcomed all the senior administrative officials and members to the meeting and called upon the IQAC-Coordinator to take forward the proceedings.

**The IQAC-Coordinator read out the action taken report on the agendas approved in the previous meeting that held on 24.07.2017**

Agenda	Action taken
Review of consultancy project activities	The members were informed that various consultancy opportunities have been identified and implemented including biopsy, immunohistochemistry and special staining, Central research lab facilities, 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 had been done for IQAC evaluation.
Assessment of student mentoring programs	The detailed report on the mentoring programs was presented before the members for their perusal and opinion. The effectiveness of the programs was analyzed 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.

Faculty Research and Publication Analysis	The members opined that most of the publications in 2015-17 were in the indexed journals; the faculty members 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	Quotations were received from 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 analyzed, following this the detailed report was sent to university for further actions with a copy to the IQAC
Proposal for MOUs with National and International universities	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> </ul>
Enhancement of library facilities	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 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.
Preparation for 2 <sup>nd</sup> Cycle of NAAC Accreditation	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 and acquire data from all institutes as per the requirement; fortnightly meetings with IQAC director is being conducted for their scrutiny and inputs.
Feedback Analysis and Action Taken	All the constituent colleges were asked to submit the feedback analysis obtained from all the stakeholders. Based on the relevant suggestions, action taken report to be prepared and implemented in the upcoming year.
National level conference in MADC (Dental College)	A National level conference on “Interdisciplinary Oral Rehabilitation” is planned and will be organized 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, organization of scientific sessions, food etc.; a blueprint of the planning and execution of the conference is formed for smooth conduction of the National Conference.

**With the permission of Chairperson, the IQAC-Coordinator read out the agendas one by one for discussion and approval**

S. No	Agendas	Action to be taken	Responsible person
1	Submission of Annual Quality Assurance Report (AQAR)	Vice chancellor suggested to form a task force to submit AQAR by September 2018	IQAC Coordinator to identify suitable members to be the part of task force and initiate the process to submit AQAR
2	Installation of CCTV in all the constituent colleges	Dr. Urusula Sampson urged the importance of CCTV surveillance in all constituent	Mr.Santhanam-Registrar to direct the maintenance team and

		units to ensure safety within the campuses.	purchase officer to identify of facilities needed for CCTV installation and identify suitable vendors to initiate the process.
3	Implementation 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 retractions due to plagiarism issues.	Director-Research and Controller of Examinations to ensure all the articles from MAHER and its constituent college to undergo plagiarism checking before submitting to the journals for publications.
4	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 to arrange IRB committee meetings once in 3 months.
5	E-library facility in all constituent colleges	Citing the utility of E-library in dental college as an example, the VC urged upon the necessity of installing a fully functional E-library in all the constituent institutes.	Dr. Karunakaran – Research Director to coordinate with librarian and make necessary arrangements to establish fully functional E-library.
6	Wi-Fi facilities at Different campuses	Registrar advised the board Regarding improving the	The IT team to coordinate with the Principals of the

	of the institute	bandwidth of the Internet connection in the University and provide free Wi-Fi facility to staff and students of all constituent colleges.	constituent colleges and the internet service providers to study the feasibility. The Finance officer was instructed to take actions regarding the same.
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The Vice Chancellor asked the members if there were any more matters that they would like to discuss. Since there was no other matter, he thanked the members of the meeting for their active participation in all the deliberations and valuable suggestions.



  
Vice Chancellor

**Dr. Geetha Prakash,**  
Chairperson, IQAC MAHER.