Minutes of Meeting of Internal Quality Assurance Cell

The 1st IQAC Meeting of Meenakshi Academy of Higher Education and Research for the academic year 2021-22 was held on a virtual platform on 22nd July 2021 at 10.30 AM, due to the COVID pandemic situation. The Google Meet Link for the meeting was meet.google.com/cks-opgb-naq The following members attended the meeting.

S No	Name of the Member	Designation	Role in IQAC
1.	Dr. Neelakandan R S	Vice-Chancellor	Chairperson
2.	Dr.Krithika C	Registrar	Registrar
3.	Mrs Jayanthi Radhakrishnan	Rector	Management Member
4.	Dr.Sharma J	1Former Vice Chancellor, Singhania University	Distinguished Educationist
5.	Dr.Mohantha	Former Professor & Head of Pharmacy Department, Annamalai University	Distinguished Educationist
6.	Dr. Rajasekhar K V	Dean, MMCHRI	Member
7.	Dr. Velmurugan N	Principal, MADC	Member
8.	Dr. Fabiola Dhanraj M	Principal, AMCON	Member
9.	Dr. Sumathi	Principal, MCON	Member
10.	Dr. Parthasarathy	Principal, FPT	Member
11.	Dr. Shanthi V	Principal, FHS	Member
12.	Dr. Elangovan R	Principal, FYST	Member
13.	Dr. Thangavel M	Principal, FAHS	Member
14.	Dr. Ida	Associate Professor, FOT	Member
15.	Dr. Shyam Sivasamy	Professor, MADC	IQAC Coordinator

16.	Dr.Srividhya	Associate Professor, MADC	Member
17.	Dr.Ponnazhagan K	Associate Professor, MMCHRI	Member
18.	Dr.Manoj Prabhakar	Associate Professor, MADC	Member1
19.	Dr.Anitha R	Associate Professor, MADC	Member
20.	Dr.Jaiganesh I	Associate Professor, MADC	Member
21.	Dr.Burnice	Associate Professor, MADC	Member
22.	Dr.Manodh P	Associate Professor, MADC	Member
23.	Dr.Srinivasan B	Controller of Examination, MAHER	Member
24.	Mr.Mallick Sabeer Ahmed	Finance Officer	Member
25.	Dr.Revathi	Director of Research, MAHER	Member
26.	Dr.Arunagirinathan N	Academic Officer, MAHER	Member
27.	Dr.Ursula Sampson	Professor and Head, MMCHRI	IQAC Coordinator, MMCHRI
28.	Mr.Harihara Subramanian	Assistant Professor, FPT	IQAC Coordinator, FPT
29.	Dr.Lambodharan G	Vice Principal, MADC	Alumni
30.	Dr.Vijay	CEO,Optimal Oncology	Employer
31.	Dr.Riyaz Mohammed	PG student, MADC	Student representative
32.	Dr.Anitha Logaranjani	Associate Professor	IQAC Coordinator, MADC
33.	Mrs.Jemima Jeyakumari	Associate Professor	IQAC Coordinator, AMCON
34.	Dr.Subbulakshmi Y	Associate Professor	IQAC Coordinator,FYST
35.	Mrs.Anitha	Asst Professor, FHS	IQAC Coordinator,FHS

Leave of absence: None

The IQAC Coordinator informed the chair that the quorum was complete and the meeting could start. The Vice Chancellor welcomed all the members and special invites to the meeting and called upon the IQAC Director to assume the charge and take forward the proceedings.

The IQAC Director read out the agendas one by one for discussion and approval.

Agenda 1: To consider minutes and action taken for the previous IQAC Meeting held on 20.04.2021

The IQAC Director highlighted the minutes and action taken report of the IQAC Meeting held on 20.04.2021

The action taken report of the1st IQAC Meeting for the year 2021-2022 was approved

Agenda 2: To consider the request for extending the time to submit SSR due to COVID-10 pandemic

The IQAC Coordinator highlighted the impact the COVID pandemic on the functioning of educational institutions. As a result of challenges and unprecedented circumstances, the IQAC coordinator briefed the members about the difficulty in completing the report on time as the last date for submission is 17.07.2021

It was suggested to seek extension for submitting the SSR.

Agenda 3: Introduction of academic flexibility based on feedback

The academic officer of MAHER informed that the feedback on curriculum was collected for the academic year 2020-21. He said that many academicians opined to increase academic flexibility in programs offered in FPT & FOT.

It was recommended to introduce choice Based Credit System in the faculty members of BPT, MPT and FOT.

Agenda 4: Proposal to provide commendation awards to faculty members

The IQAC Coordinator presented the proposal of providing the faculty members with commendation awards in the form of cash prize, certificate and memento based on their contribution to outreach & undergraduate research. The members opined that this would be a great initiative not only for recognition of the deserving faculty members but also as a promotion of research activities in the Institution. The Registrar instructed to create a template for the names of the faculty members based on the criteria for giving the Commendation awards.

It was recommended to approve providing the commendation awards to the faculty members.

Agenda 5: Integration of libraries of all constituent colleges with remote access

The IQAC Coordinator proposed the integration of libraries of all constituent colleges and update the existing AutoLib software. He further added that remote access should be provided

in the form of a mobile application. The Register also added that it is to be incorporated into the official website of MAHER. The members agreed to this proposal after a brief discussion.

It was resolved to approve the integration of the libraries in all constituent colleges with the launching of mobile software.

Agenda 6: To conduct placement drives across all the disciplines of MAHER

The placement officer proposed to consider organizing placement drives across all disciplines of MAHER to increase the employability of the graduates of MAHER and its constituent colleges. The Principal, FYST added that MoUs may also be signed between the potential placement companies and the Institution to offer mutual benefit to both parties. The members opined that personality development and grooming workshops may be conducted for the students that would be beneficial for them during the placement drives. The members unanimously agreed to this proposal with the Vice Chancellor instructing all the Heads of the Institutions to identify reputed placement companies that could be attracted to the respective Institutes.

It was resolved to approve conducting placement drives across all disciplines.

Agenda 7: To plan for renewal of ISO certification

The IQAC Coordinator presented the proposal for renewal of the ISO certification as it is getting expired. The ISO requested all members of IQAC to initiate the process and prepare the necessary documents.

It was resolved to approve to renew the ISO certification of MAHER.

Agenda 8: Proposal to conduct quality initiatives with regard to teaching learning process

The IQAC Coordinator emphasized the importance of orienting the faculty members who actively engage in teaching to modern pedagogical techniques.

It was suggested to conduct programme and workshops on teaching learning processes.

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.

MEENAKSHI
ACADEMY OF HIGHER EDUCATION & RESEARCH
DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT, 1956

Minutes of Meeting of Internal Quality Assurance Cell

The 2nd IQAC Meeting of Meenakshi Academy of Higher Education and Research was held on a virtual platform on 12th October 2021 at 10.30 AM, due to the COVID pandemic situation. The following members attended the meeting.

S No	Name of the Member	Designation	Role in IQAC
1.	Dr. Neelakandan R S	Vice-Chancellor	Chairperson
2.	Dr. Krithika C	Registrar	Registrar
3.	Mrs. Jayanthi Radhakrishnan	Rector	Management Representative
4.	Dr. Sharma J	Former Vice Chancellor, Singhania University	Distinguished Educationist
5.	Dr. Mohantha	Former Professor & Head of Pharmacy Department, Annamalai University	Distinguished Educationist
6.	Dr. Rajasekhar K V	Dean, MMCHRI	Member
7.	Dr. Velmurugan N	Principal, MADC	Member
8.	Dr. Fabiola Dhanraj M	Principal, AMCON	Member
9.	Dr. Sumathi	Principal, MCON	Member
10.	Dr. Parthasarathy R	Principal, FPT	Member
11.	Dr. Shanthi V	Principal, FHS	Member
12.	Dr. Elangovan R	Principal, FYST	Member
13.	Dr. Sasi Kumar A	Principal, FAHS	Member
14.	Dr. Ida	Associate Professor, FOT	Member
15.	Dr. Shyam Sivasamy	Professor, MADC	IQAC Coordinator, MAHER
16.	Dr. Srividhya	Associate Professor, MADC1	Member
17.	Dr. Ponnazhagan K	Assistant Professor, MMCHRI	Member
18.	Dr. Manoj Prabhakar1	Associate Professor, MADC	Member
19.	Dr. Anitha R	Assistant Professor, MADC	Member
20.	Dr. Jaiganesh I	Associate Professor, MADC	Member
21.	Dr. Burnice	Associate Professor, MADC	Member
22.	Dr. Manodh P	Professor, MADC	Member
23.	Dr. Protyusha Guha Biswas	Assistant Professor, MADC	Member
24.	Dr. Srinivasan B	Controller of Examinations, MAHER	Member

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25.	Mr. Mallick Sabeer Ahmed	Finance Officer	Member
26.	Dr. Revathi	Director of Research, MAHER	Member
27.	Dr. Sureka	Dean Research, MAHER	Member
28.	Dr. Arunagirinathan N	Academic Officer, MAHER	Member
29.	Dr. Ursula Sampson	Professor and Head, MMCHRI	IQAC Coordinator, MMCHRI
30.	Mr. Harihara Subramanian	Assistant Professor, FPT	IQAC Coordinator, FPT
31.	Dr. Lambodharan G	Vice Principal, MADC	Alumni
32.	Dr. Vijay	CEO, Optimal Oncology	Employer
33.	Dr. Manoj	PG student, MADC	Student Representative
34.	Dr. Anitha L	Associate Professor	IQAC Coordinator, MADC
35.	Mrs. Jemima	Associate Professor	IQAC Coordinator, AMCON
36.	Dr. Subbulakshmi	Associate Professor	IQAC Coordinator, FYST
37.	Mrs. Anitha	Asst Professor, FHS	IQAC Coordinator, FHS

Leave of absence: None

The IQAC Director informed the chair that the quorum was complete and the meeting could start. The Vice Chancellor welcomed all the members to the meeting and called upon the IQAC Director to assume the charge and take forward the proceedings. The IQAC Director read out the agendas one by one for discussion and approval.

Agenda 1: To consider minutes and action taken for the previous IQAC meeting held on 22.07.2021.

The IQAC Director highlighted the minutes and action taken report of the IQAC Meeting held on 22.07.2021

The action taken report of the1st IQAC Meeting for the year 2021-2022 was approved

Agenda 2: To increase Inter Disciplinary Courses across all disciplines

The IQAC Director proposed to consider and approve the introduction of inter-disciplinary courses across all disciplines of MAHER to provide a broad and holistic learning environment to the students of this Institute. The Principal, MADC opined that this inclusion and flexibility in the education structure would benefit the students and provide them with an expansive scope of job opportunities. The Chairperson and members also agreed to the proposal and added that this initiative would be in line with the National Education Policy (NEP) 2020 and would attract more students to the Institution.

The agenda was suggested to approve the inclusion of interdisciplinary courses across all disciplines of MAHER. The Heads of the Department and Institutions were asked to make the necessary steps to identify the disciplines with which their specialty can collaborate for inter disciplinary teaching

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Agenda 3: To provide seed money to faculty members for research projects

The Research Director proposed that the quality and quantity of research is improving as reflected in h index and number of publications. She proposed to increase the budget for seed money to improve the quantity of research. It was resolved to discuss on this aspect in BOR.

It was suggested to approve the proposal for provision of seed money grant to faculty members for research projects.

Agenda 4: To attract more funded research projects

The IQAC Coordinator proposed that the faculty members and researchers should be motivated to attract more funding for research projects from Governmental and non-Governmental organizations. The members agreed to the proposal and suggested that workshops and hands-on training program should be conducted on research methodology and grant writing which would be beneficial for the attraction of funds from various governmental and non-governmental funding agencies.

It was suggested to extend support towards the faculty members and researchers which would help them to attract more funded research projects from various agencies.

Agenda 5: To increase ICT enabled classrooms across all disciplines

The IQAC Director presented the proposal to consider and approve increasing ICT facilities in the classrooms of all constituent colleges of MAHER as it is one of the main resources of teaching and learning process in the present day curricula in all educational institutions. The members agreed to this proposal and the Chairperson instructed the Finance Officer to identify vendors and obtain quotations for the same.

It was resolved to increase ICT-enabled classrooms in all constituent colleges across MAHER.

Agenda 6: Proposal for introduction of alumni engagement software

The IQAC Director proposed to consider and approve the introduction of an alumni engagement software that would provide an interactive network for the alumni of MAHER. The members opined that distinct alumni may be invited for mentorship programs for students and could also be given recognition by means of awards on Founder's Day/ Convocation. The members agreed to this proposal and instructed the Finance Officer to identify vendors and obtain quotations for the alumni engagement software.

It was suggested to introduce alumni engagement software.

Agenda 7: Proposal for Academic and Administrative Audit (AAA)

The IQAC Coordinator presented the agenda to conduct an academic and administrative audit forthe Institution for the period of 2020-2021. The Chairperson informed that he would inform the Chancellor on the same and instruct the Heads of the Institutions as well as administrative heads to prepare the same accordingly.

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It was suggested to hold the initiation of the AAA process until obtaining regarding the same.

Agenda 8: To initiate compilation and documentation of data for AQAR and NIRF

The Registrar requested all the coordinators of the constituent colleges to initiate the collection, compilation and documentation for submission of AQAR and NIRF Ranking. The IQAC was instructed to provide the constituent colleges with the template and the list ofrequired data for AQAR and NIRF documentation.

It was resolved to initiate the data collection and documentation process for AQAR and NIRF submission after receiving the template from Central IQAC team.

Agenda 9: Quality initiatives related to research

To inculcate a culture of research, the IQAC Coordinator requested the members to forward a proposal to organize programmes to motivate the faculty on various aspects of research.

It was suggested to organize programs related to research as a part of quality initiative.

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.

Minutes of Meeting of Internal Quality Assurance Cell

The 4th Meeting of Internal Quality Assurance Cell of Meenakshi Academy of Higher Education and Research, Deemed-to-be University for the academic year 2021-2022 was held on a virtual platform on 15th February 2022 at 10.30 AM, due to the COVID pandemic situation.

The Google Meet link for the meeting was https://meet.google.com/apq-ecir-yfb

The following members attended the meeting.

S No	Name of the Member	Designation	Role in IQAC
1.	Dr. Neelakandan R S	Vice-Chancellor	Chairperson
2.	Dr. Krithika C	Registrar	Registrar
3.	Mrs Jayanthi Radhakrishnan	Rector	Management member
4.	Dr. Sharma	Former Vice Chancellor, Singhania University	Distinguished Educationist
5.	Dr. Mohantha	Former Professor and Head of Pharmacy Department, Annamalai University	Distinguished Educationist
6.	Dr. Rajasekhar K V	Dean, MMCHRI	Member
7.	Dr. Velmurugan N	Principal, MADC	Member
8.	Dr. Fabiola Dhanraj M	Principal, AMCON	Member
9.	Dr. Sumathi	Principal, MCON	Member
10.	Dr. Parthasarathy	Principal, FPT	Member
11.	Dr. Shanthi V	Principal, FHS	Member
12.	Dr. Elangovan R	Principal, FYST	Member
13.	Dr. Sasi Kumar A	Principal, FAHS	Member
14.	Dr. Ida	Associate Professor, FOT	Member
15.	Dr. Shyam Sivasamy	Professor, MADC	IQAC Director, MAHER
16.	Dr. Srividhya	Associate Professor, MADC	Member

17.	Dr. Ponnazhagan K	Assistant Professor, MMCHRI	Member
18.	Dr. Manoj Prabhakar	Associate Professor, MADC	Member
19.	Dr. Anitha R	Assistant Professor, MADC	Member
20.	Dr. Jaiganesh I	Associate Professor, MADC	Member
21.	Dr. Burnice Nalina Kumari C	Associate Professor, MADC	Member
22.	Dr. Manodh P	Professor, MADC	Member
23.	Dr. Protyusha Guha Biswas	Assistant Professor, MADC	Member
24.	Dr. Srinivasan B	Controller of Examinations, MAHER	Member
25.	Mr. Mallick Sabeer Ahmed	Finance Officer	Member
26.	Dr. Revathi K	Director of Research, MAHER	Member
27.	Dr. Sureka V	Dean Research, MAHER	Member
28.	Dr. Arunagirinathan N	Academic Officer, MAHER	Member
29.	Dr. Ursula Sampson	Professor and Head, MMCHRI	IQAC Coordinator, MMCHRI
30.	Mr.Harihara Subramanian	Assistant Professor, FPT	IQAC Coordinator, FPT
31.	Dr. Lambodharan G	Vice Principal, MADC	Alumni
32.	Dr. Vijay	CEO, Optimal Oncology	Employer
33.	Dr. Manoj	PG student, MADC	Student representative
34.	Mrs. Anitha	Asst Professor, FHS	IQAC Coordinator, FHS

Leave of absence: 3 members

The IQAC Director informed the chair that the quorum was complete and the meeting could start. The Vice Chancellor welcomed all the members to the meeting and called upon the IQAC Director to assume the charge and take forward the proceedings. The IQAC Director read out the agendas one by one for discussion and approval.

Agenda 1: To consider minutes and action taken for the previous IQAC meeting held on 06.12.2021.

The IQAC Director highlighted the minutes and action taken report of the IQAC Meeting held on 06.12.2021.

The action taken report of the 3ʳᵈ IQAC Meeting for the year 2021-2022 was approved.

Agenda 2: Discussion regarding the quality initiatives of IQAC MAHER for the upcoming quarter.

The IQAC Director informed the members that the information was being submitted in DCS Portal for NIRF as well AISHE and expressed confidence to complete the process by end of February 2022. He requested the NIRF Nodal Officer and NIRF Coordinator to complete uploading the details in the NIRF portal well in advance. He also informed that the IQAC is planning to conduct two programmes as an IQAC quality initiative in the upcoming quarter related to examination management and ISO certification.

The IQAC Director highlighted the plan of action for IQAC in the forthcoming quarter and narrated the agendas to be discussed in the meeting.

Agenda 3: Quality initiatives related to curricular aspects in the last quarter and plan of action for the next quarter.

The IQAC Director called upon Dr Srividhya to present the agenda. She proposed that all constituent colleges conduct at least one value added course (VAC) per year. She further explained that a minimum of two VAC is a must for colleges with only undergraduate programs while for the colleges with post-graduate programs, one VAC per department is mandatory. The Dean/ Vice Principal (Academics) of the constituent colleges were requested to finalize the list of VACs based on feedback from stakeholders. Furthermore, the external experts suggested that the Heads of the constituent colleges conduct field visits for the students outside of their curriculum. In addition, owing to the inadequate understanding of Course outcome (CO) and Program outcome (PO) attainment amongst the faculty members The IQAC Director proposed to conduct a workshop on CO and PO and method of calculating attainment. After a brief discussion, the members unanimously agreed to the proposal. She also informed that based on feedback of stakeholders, it has been suggested to start 4 new programmes namely B.Sc. Psychology, B.Sc. Nutrition and Dietectics, B.A. Tamil and M.A. English

It was suggested to conduct the proposed VACs in all constituent colleges. It was accepted to make arrangements for field visits for students outside the curriculum.

Agenda 4: Quality initiatives related to teaching, learning and evaluation in the last quarter and plan of action for the next quarter.

The IQAC Director called upon Dr Ponnazhagan K to present the agenda. He proposed that a Mentorship program Coordinator at the Central level be appointed for systematic monitoring of the mentorship programs in all constituent colleges. A mentor-mentee logbook (Bounded Book) for the Institutional level to be prepared wherein the roles and responsibilities of the Mentor and Mentee would be elaborated with the proper documentation of Mentee Card, Mentor Annual Calendar, Assessment, and Attendance Card, and report card of the Mentor-Mentee meet. The members agreed to all the proposals after a brief discussion.

It was suggested to appoint a Central Mentorship program coordinator who would monitor the mentor-mentee programme.

Agenda 5: Quality initiatives related to research, innovation and extension in the last quarter and plan of action for the next quarter.

Dr Manoj presented the following proposals:

Formation of a Publication Monitoring Committee to scrutinize and oversee the quality of the articles including plagiarism check, publication in indexed journals and appropriate insertion of the affiliation of the authors.

A minimum of two Institution- Industrial Collaborative activities involving research, student/ faculty exchange programs with a mandatory collaboration agreement letter.

Conduction of increased Extension/ outreach activities outside the college campus in collaboration with NSS.

The members discussed and opined that every staff member should have a minimum of two publications per year. Publication incentives should be revised to encourage research culture among faculty members, The external experts agreed to the suggestions and added that incentives may be revised every three years according to the publication policy. In addition, they also suggested to establish additional NSS units to accommodate more student volunteers.

It was suggested to implement the suggestions following discussion with the Board of Management.

Agenda 6: Quality initiatives related to infrastructure in the last quarter and plan of action in the next quarter.

The IQAC Director called upon Dr Jaiganesh to present the agenda. He proposed to increase the percentage of ICT enabled classrooms by 80% in Faculty of Humanities and Science. Upgradation of the media center to build a dedicated space for e-content development was proposed. Signage and emergency boards as per Occupational Safety and Health Administration (OSHA) standards were proposed for implementation. In addition, the Heads of the constituent colleges were requested to improve and document the E-Pg pathshala, NPTEL, Swayam courses, and MOOC Platform utilization by the faculty members. Proposal for a Wifi-enabled campus for MAHER and all its constituent colleges was also made. The external members further emphasized the importance of documenting the utilization rate of e-resources and improving the student to computer ratio. The members discussed and opined that these were indeed crucial and they were agreed to be discussed with the Board of management.

It was suggested to implement the suggestions following discussion with the Board of Management.

Agenda 7: Quality initiatives related to student support and progression in the last quarter and plan of action in the next quarter

Dr Burnice presented the following proposals for consideration and approval:

1. Conduction of a minimum of one capability enhancement program in modules for students benefit.
2. Conduction of monthly Career Guidance Program
3. Campus Placement Drives in FHS, FPT, MADC
4. One intercollege sport/Cultural event each year

5. Enhancement of alumni engagement by initiating Institutional Endowment, Student Exchange programs

The external experts suggested framing a policy for attracting students involved in sports which will in turn aid in the promotion of sports activity in MAHER. They also advised the inclusion of the NRI students of MAHER as foreign students by framing appropriate by-laws and attracting foreign students by conducting orientation programs for them. The members agreed to the proposals after a brief discussion.

It was suggested to approve conduction of capability enhancement and career guidance programs in all constituent colleges; MoUs were decided to be signed between companies to conduct placement drives in the Institutions.

Agenda 8: Quality initiatives related to governance and leadership in the last quarter and plan of action in the next quarter

Dr Manodh proposed that the annual strategic perspective plan should be placed in meeting of the Board of Management for its approval. He further presented the proposal to organize and attend professional development programs, faculty development & administrative training programs for the teaching and non-teaching employees of all constituent colleges. The external experts highlighted that the prospective plan should be in line with the Vision & Mission of MAHER. They further suggested that a SOP for good governance should be framed and a handbook containing all policies should be circulated amongst all constituent colleges. The members discussed and agreed to the proposals.

It was suggested to review and approve the strategic plan at the earliest; the programs were approved to be organized by the Heads of the Institutions and the SOP for good governance was decided to be drafted and circulated amongst all constituent colleges.

Agenda 9: Quality initiatives related to environmental sustainability in the last quarter and plan of action in the next quarter

Dr Anitha presented the proposal of phased installation of energy-efficient sensor LED lights and BLDC fans in order to reduce power consumption in MAHER campus. The member further proposed the conduction of one environment-friendly activity per year outside the campus in each constituent college. The external experts suggested the installation of sensor-based lights in some areas to which the Registrar informed that it has already been approved by the management and will be installed shortly.

It was suggested to approve the installation of energy-efficient LED lights and BLDC fans in all campuses of MAHER and the Heads of the Institutions agreed to engage the students in eco-friendly initiatives.

Agenda 10: Any other matter with the permission of the chair

The external experts advised undertaking of initiatives to promote gender equity and awards exclusively for women in order to encourage women faculty members and employees. The members agreed to this suggestion and welcomed it unanimously. The Registrar suggested that organizing an event for celebrating women employees on the Founder's Day.

The Principal, FYST requested a document enlisting all the requirements from each criterion which was agreed to be sent by the IQAC team.

The Chairperson requested the Heads of constituent units to prepare themselves for Academic and Administrative Audit that is planned to be held by the end of academic year 2021-22 and to collect the feedback related to curriculum. The experts opined to collect e-feedback forms as an eco-friendly measure which was unanimously accepted.

The Chairperson 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.