

Lady Doak College, Madurai – 2
Internal Quality Assurance Cell
Minutes of the IQAC Meeting (Internal) held on 22.08.2024

Venue: Clapp Hall

Time: 10.00 a.m.

- Prayer by Dr. C. Jessie Ranjitha Jebaselvi, Chaplain
- Introductory Remarks by Dr.R. Beulah Jeyashree, Principal and Secretary

Principal welcomed the external experts and internal members and encouraged all to work together as one team and move from success to significance. In her welcome address, she addressed the NIRF ranking issue. She requested everyone to cooperate well and do a good performance during the year so that the college can be placed within 100 ranks in the coming years. She added that the college has taken initiatives to draft and implement the Institutional Development Plan as per the UGC guidelines. The documentation centre that has been established in May 2024 would aid in the said process effectively. Principal requested the centres to collaborate with the central govt. agencies to boost up the image of the college and improve the perception score in the NIRF ranking. She also insisted on getting insights from other institutions with better NIRF ranking and to add IIC logo in the respective programmes organised by the centres, offices and departments.

- Approval of the minutes of the External meeting held on 25.03.2024
When minutes were displayed, the Principal insisted on incorporating the changes in a typed manner and then put up the final copy of the minutes for approval.
- Matters arising from the minutes of the External meeting held on 25.03.2024

Action taken report:

Convenors/Coordinators presented their action taken report

DSA: Discussion with Coursera indicates that they are ready to design customized courses. Students are to register in selected online courses. Departments are in the process of framing courses to offer in upcoming years.

CCM: Questionnaire work on digital literacy is going on. The UNESCO literacy global questions are also included. Data collection in this regard will be over by November 2024. The questionnaire has been validated. Initiatives are being taken and students and faculty are encouraged to participate in contests.

CES: Trimming of existing palm tree got completed. Mr. Natarajan takes care of Herbal Garden from 10.00a.m. – 1.00p.m. Herbal Garden needs a lot of revamping. Planting of the palm tree seedlings to be done in the main campus as well as in the satellite campus.

PE: Inauguration of Health and Fitness club is planned during August, 2024. Students will be sent to workshops, seminars and sports clinics around November 2024 as they are free during that time. Since huge funds are invested in sports, workshops can be organised in the college

ISC: ISC to coordinate with LiFE; SUSS - MoU was not possible due to certain issues with cooperation and finance which would be sorted out during the upcoming meeting.

CIT: Documentation centre has been implemented successfully with the help of the Principal. The departments, centres and offices take more efforts in updating their data.

LIBRARY: Got ISSN number and the faculty are requested to use it. Regarding placements, the departments must seriously collect data from the alumnae. Faculty to maintain good relationships with the alumnae. Faculty are expected to engage the alumnae whenever they visit the campus, even during Sundays. More alumnae are to be encouraged to come to the campus to know about the developments that are taking place in the campus. The alumnae who are willing to help the college are to be identified and approached.

CHRD: Panimanaikalvi in association with LiFE has been documented.

IQAC: Initiatives have been taken to set up Institutional benchmarking based on UGC guidelines with reference to number of publications, conduct of national/ international seminars and research leading to innovation; The challenges which are identified in the documentation processes will be addressed. Few discussions were done with the Principal, AQAR coordinators, and the CIT coordinator and templates were generated for documentation purposes. A discussion was carried out with the Principal post NIRF ranking. Further discussions will be made with the Deans of Academic Affairs and the other administrators. The AQAR coordinators had meetings with the AQAR convenors and members along with IQAC coordinators to guide them for data collection for the year 2023-2024.

- Presentation of Action Plans for the academic year 2024-2025

Title	Area of Deliberation/ Points brought forward by	Discussion	Suggestion
<u>Curricular Aspects,</u> <u>Teaching Learning &</u> <u>IDP</u> Dean of Academic Affairs	- Restructuring of the UG & PG programme by integrating TANSCHÉ and UGC curricular framework for higher education and presenting in the forthcoming Board of Studies meeting and the passing the same in the Academic Council Meetings - the odd semester Boards of studies will be held between 02.09.2024 and 06.09.2024 and the Academic council on 18.10.2024. The odd semester Boards of studies will be held between 17.02.2025 and 21.02.2025 and the Academic council on 27.03.2025 - Computing the CO & PSO attainments with the Formative Continuous Assessments and Summative Examination for 2022 (Sem. V & VI), 2023 (Sem. III & IV) and 2024 (Sem. I & II) batches of UG. 2023 (Sem. III & IV) and 2024 (Sem. I & II) batches of PG. - Organizing Faculty Development Programs (FDPs) to Support Effective Course Design and Implementation – FDP on Design Thinking, FDP on Cyber Security and FDP on	Regarding BOS, the Principal asked for approval of university nominees and Dr. A.S. Priscilla replied that it has not come yet. Dr. S. Padmaja asked whether Feedback must be edited and Dr. A.S. Priscilla responded that it was edited recently and so to retain the same. Dr. T. Mowna Sundari expressed that proper feedback was not received on a few theory courses, lab courses and projects because of problems with project mapping. Dr. A. S. Priscilla suggested having personal talk with students to get the interim feedback instead of a structured one. When the Principal asked for student representatives' opinion on the informal feedback, they agreed. Dr. R. Jeyakodeeswari added that the feedback on faculty need not be presented in the meetings.	Principal asked the Deans of Academic Affairs to follow up the approval of university nominees for Boards of studies. The Principal asked IQAC to look forward to 360-degree feedback after discussing with her. She suggested that the reporting authority (HoD), Co-teachers and students will account for 360-degree analysis. IQAC was asked to guide the faculty to get interim feedback

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	Service-Learning course design through various centres • Conducting a National Conference on Innovative Pedagogical approaches and Evaluation Reforms with Centre for Communication and Multimedia • Planning for International MoU through the International Study Centre • Introduction of B.Sc. Data Science by Department of Computer Science. • Analysis of End of semester – course wise feedback by Students and Faculty		informally after CA2 and plan accordingly.
Centre for Communication and Multimedia	• Designing online courses - Workshop and passing in the Even semester Board of Studies • Arranging Techno-sharing sessions on recent trends using AI tools • OER policy- awaiting approval • Digital competency of students and faculty- assessing through Questionnaire	Principal asked CCM to collect details on various aspects of the college, such as, for example, "Why were the hostels named after people?" etc., Dr. T. R. Sivapriya said that the students should photoshoot the campus as a competition to know more and to document the information about the college.	Dr. S. Padmaja suggested Cyber training to all faculty in a techno-sharing session. Principal suggested that faculty must attend the sessions periodically.

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	• Encouraging students to participate in competitions • TV in all rooms in 2024-2025 • Trainings for all AV club students • Digital enablers – Currently college uses MOODLE LMS, online study material; video documentation of course; documentation and storage of data in a better way • Smart classrooms to facilitate online teaching • Entering into MoU with SWAYAM Plus	Dr. T. R. Sivapriya said that the Techno-sharing sessions could be recorded and made available for further reference.	
Controller of Examinations	• Conducting the Regular Summative and Supplementary Examinations-November 2024 in the month of November. The registration for the same will be done in the last week of August 2024 and that of the Result Passing Board for the Odd Semester 2024-2025 in December 2024.	-	Principal insisted on conducting the suggested workshop for faculty at the end of September 2024 and to enable better question setting for the odd semester (2024-2025) and requested CIT to help the Controller of Examinations in this regard.
	• Conducting the Regular and Supplementary Examinations-April 2025 in the month of April 2025. The registration for the Supplementary Examinations will be done in the month of January 2025 and that of the Result Passing Board for the		Principal requested COE to go for a Question bank by the end of the year 2024-2025.

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	Even Semester 2024-2025 in May 2025 ● Conducting the Comprehensive e-Assessment for II PG students in March 2025 and the Annual e-Assessment for I, II & III UG students in April 2025 along with their summative examinations. PG valuation will be done by the external examiners and the transparency for both regular and supplementary examinations will be given to students by uploading the scheme of valuation in the automation portal for both ODD and EVEN semesters 2024-2025 ● Organising a need-based workshop for upskilling faculty in February 2025 to enhance the efficacy of question setting and evaluation process. ● Performing a result analysis of the students' performance in the academic year 2024-2025 which will enable them to gauge the academic performance and evolve evaluation reforms accordingly. ● Maintaining a comprehensive Question Bank to meet NAAC criteria and IDP (Institutional		

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	Development Plans). The CIT will lead the creation of a module to facilitate the entry of questions into the Question Bank. Only validated questions will be entered. The entry portal will include information about who created and validated each question to ensure proper documentation and accountability.		
<u>Research Innovation and Extension & IDP</u> Research and Development Cell	• Funding for seed project guidelines and revised research scholars' guidelines to be updated on the website • Faculty registration in ORCID. • Training the Teaching, NTS, and external participants for using High end equipments • Conducting a workshop on proposal writing and project writing to be conducted by the departments for their students • Conducting IPR training with CED. • Associating with the JX Miller Library for publications in ASPIRE Journal	Dr. Ann Nirmala Carr said that the IIC registration was under consideration. Dr. A.S. Priscilla insisted on a form for equipment usage. Dr. D. Joy Marjorie Annal pointed out that there were no standards fixed and requested for a list. Dr. S. K. Suja added that the equipment was not available for projects. Dr. S. K. Suja requested all to include the college Id while publishing their papers and acknowledge the funding agencies for the purpose of entering in AQAR.	Principal suggested conducting an orientation programme for faculty on product/process patent filing and asked IQAC and the R & D Cell to coordinate the programme. Principal insisted that the R & D cell send the rules for equipment usage to faculty.

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		Dr. A. S. Priscilla said that the college Id could be added to personal Id as dual Id was acceptable for publication.	
Part V Extension Programme Activities	• Establishing Anti-drug platform club; plantation activities along with CES to increase green cover of college and other selected places; create collaboration with GH for Blood bank related activities and setup WhatsApp group; organizing camps to offer health care; MoU with Kalpataru – ‘Giving for a cause’ initiative; include physical fitness program • Organising PE – International YOGA Day; orientation program, organising tournaments, competitions to faculty; establishing Health and Fitness club in August 2024; activities for faculty also; conducting sports clinic • facilitating NCC – Official visit, tree plantation, palm plantation in satellite campus etc.	Ms. M.Lakshmi informed that the college has framed MoU for Malaipatti and Velichanatham. Dr. K. Sujatha said that there were plans to add more such villages. In this regard, Dr. A. S. Priscilla asked to focus on SGDs also. Principal insisted that the adoption of the village should not be for camping purposes alone. Dr. K. Sujatha replied that she would instruct the Part V faculty on that. Principal inquired about the NTS competition and questioned if it was too early. Dr. T. Shanthameena said that it was the external participants who requested to prepone the competitions. Mrs. P. Kasthuri added that the external participants expect earlier communications.	Part V in charge to identify more villages for adoption and to include SGDs while planning. Physical education department to conduct an in-depth training for self defence.

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		Dr. S. Sriilatha asked whether a Workshop on Indian war heroes could be conducted. Dr. T. Shanthameena agreed. Principal said that on Kargil Day, when the resource person asked about the importance of the day, the students answered it wrong and so the Self-defence training should be conducted in depth.	
Centre for Life Frontier Engagement	conducting projects focussed on SDGs; orientation and training program; Signing MoU with Voice Trust; renewal of collaboration with Mr. S. Venkatesan; registration for UNAI Hub, online course development, conducting Open House	Principal said that the college must focus on SDGs to increase the perception of the college at international level.	Principal insisted on selecting projects directed towards SDGs and the college to focus on specific SDGs like Kristu Jayanthi college. Principal and Dr. C. Jessie Ranjitha Jebaselvi suggested organising Service-Learning training in association with Christian Activity Centre and CUAC.
Student Exchange and other Exchange programmes	- organising International students exchange program at different institutions; Service learning – SUSS program as attended by the Principal - international service-learning program- attended by 6 international students international collaboration	Dr. K. Suganya shared that the Oberlin Shansi fellow for the current year was Ms. Caris Kanthi Gross. She also said that the College offers scholarships for international students. Dr. S. Mercy Packiam suggested having an interaction with the	Principal and Dr. C. Jessi Ranjitha Jebaselvi asked ISC to remove celebration of Halloween party, thanksgiving party etc and rather focus on academic activity. Dr. A.S. Priscilla, asked ISC to explore possibilities of Micro

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	relation to semester exchange program, service-learning program, micro degree program, celebration of special days conducting club activities	students who want to apply. Dr. K. Suganya replied that a study abroad fair was conducted with students who have already gone abroad.	degree program with other institutions.
Centre for Entrepreneurship Development	- Usage of University incubation centres and possibility of establishing MoU with them; integrating practical skills with theory through industry consultations; initiating self-employment by generating ideas; conduct of 25 vocational courses; efforts to establish pre-incubation centres by submitting proposals. - Introducing knowledge-based certificate courses.	Principal asked about the campus waste management system. Dr. A.S. Priscilla asked to check for NSDC certificate courses. Dr. Ann Nirmala Carr said that the .Start-up pre-incubation centre proposal would be submitted in the next call. Dr. S.K. Suja insisted that the vocational courses must pass through the CPEC, and Board of studies before its commencement.	Principal suggested planning for research projects relating to waste management.
Centre for Women's Studies	Organising faculty workshops, students' workshops, production of short films/ documentaries, evidence-based research through OSS etc.	Principal enquired about the NSQF courses. Dr. A.S. Priscilla said that a course would be considered as a NSQF course only if it was passed and assessed by the relevant Skill Sector Council.	Principal asked the centre to prepare a brochure for the NSQF courses and promote them among students in the college and increase the enrollment.

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		Dr. S. Sangaranachiar expressed her willingness to work along with WSC on NSQ courses.	
<u>Infrastructure and Learning Resources & IDP</u> Centre for Information Technology	• Maintaining a centralized reports system based on NAAC, NIRF, Principal's report. • Developing Service Register for SF faculty similar to aided faculty • Helping bursar office by proper automation • Automation with AI pertaining to asset management systems, admission, cloud computing etc. • Implementation of Smart Lighting Systems- Automated Lighting: Lady Doak College has implemented automated On/Off lights to enhance energy efficiency on campus and • Automatic printer counting using IoT is a practical solution looking to optimize printer usage, reduce costs, and improve resource management		CHRD will work with Part V, Vice-Principal and give input for developing Service register for SF faculty.

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JX Miller Memorial Library	• Taking lectures about library resources, digital library, plagiarism etc. • Encouraging friends of library - Book club, quiz club and UPSC Study circle members • Purchasing as much as books quoted in academic council booklet	Principal asked to remove question bank work from the library action plan and insisted the library be kept attractive . Dr. S. Sangaranachiar requested to allow the alumnae to access the library resources through online mode.	Library to collaborate with institutions or libraries in the form of MoU. Dr. S.K. Suja said that audio source and space for visually challenged students to be arranged at the library and Dr. C. Jessie Ranjitha Jebaselvi, suggested that those facilities be kept throughout irrespective of the admission of such students. Dr. S. Sangaranachiar agreed and said that the audio CDs were already in place. Dr. M. Mercy Packiam suggested including all scholars as compulsory members of the library.
<u>Student Support and Progression & IDP</u> Deans of Student Affairs	• Conducting reorientation and orientation programs • Goal setting and achieving them – session for students. • Demonstrating the college automation portal • Providing accommodation for 60% of out station students inside the campus. allotting Anandha Hall for Scholars. • Conducting fresher's welcome program, triune celebrations,	Dr. C. Jessie Ranjitha Jebaselvi shared that about 11 Manipur students have been relocated as requested by Fr. Jacob.	Dr. C. Jessie Ranjitha Jebaselvi and Principal insisted on arranging a Crash program for Manipuri girls. Principal suggested that DSA should work with IQAC to establish a Quality circle. Dr. C. Jessie Ranjitha Jebaselvi insisted that students and faculty washing vessels at the

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	leadership program, medical checkup, ID card photo capturing, PTM, assembly programs and college events, and competitions by cabinet. • Providing scholarships – both governmental and non-governmental and work scholarships	Dr. K. Sujatha informed about the Part V programs planned for Manipuri students. Dr.S.Padmaja enquired about the CEPT exam for Manipuri girls. Principal said that they must complete all requirements. When Dr. S. Padmaja asked about the fee, the Principal said that the college would bear it.	campus be avoided to prevent water wastage and clogging. Dr. S. Sangaranachiar said that the voice level for mike in JXM is to be adjusted, so that the program arranged will not interfere with the functioning of the library. Principal suggested the CEPT exam for the Manipuri girls and Dr.S.Beulah Mabel was asked to follow it up. Dr. C. Jessie Ranjitha Jebaselvi suggested the Deans of Student Affairs conduct an orientation programme for the manipuri girls and Dr. T.Mowna Sundari replied that they already have made arrangements with the counselling unit and student cabinet for that.

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Career Guidance and Placement Cell (CGPC) & PRO	• Arranging PAN cards for students. • Informing alumnae about recruitment. • Conducting training programs on numerical and logical reasoning, and soft skills and employability skills • Conducting placement drives – Off campus details are/will be shared among alumnae through group mail Id/WhatsApp group with the help of CIT, Department's faculty advisor, CGPC and alumnae faculty In charge	Dr. T. Mowna Sundari informed that arrangements for PAN cards could be done like the previous year. Principal asked CGPC in-charge to find the interests of students before calling for interviews and to use students for arranging the interviews. Dr.S.Padmaja enquired whether the programmes were mentioned in the Linkedin. Dr.S.Sangara Nachiar replied that it was done	Principal suggested publicising the programs in newspapers along with other media. Dr. S. Padmaja suggested adding a campus connect page in the college website. Principal suggested CGPC to get the details of the appointments offered to students. It should also take an undertaking from the students if they would take up the job or not, to keep the employers from getting disappointed
<u>Governance Leadership and Management</u> Internal Quality Assurance Cell (IQAC)	• Designing templates based on the UGC guidelines for IDP for HEI's and providing to the Head of the department for the preparation of the Road Maps. • Launching a 'Quality Circle' involving the student cabinet and student volunteers to maintain discipline, cleanliness and develop cultural awareness	-	-

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	Conducting the Administrative Audit for all Offices and Centres • Conducting orientation on consultancy activities to faculty along with R&D cell and workshop on patent filing to faculty along with IIC • Evolving 360 degree feedback system for all faculty along with CHRD		
Centre for Human Resource Development	• Arranging workshops for teaching staff and non-teaching faculty. • Reviewing organizational structure • Generating Job description and requirements – accordingly appoint • Conducting feedback analysis	-	-
Institutional Development Officer	• Branding and Digital marketing campaign • Conducting seminars, workshops etc. • Streamlining with different media. • Creating donor database from alumna database • Fundraising and collaboration for satellite campus	Principal inquired whether the office had contacted anyone regarding marketing and branding. She also insisted on talking to Ms. Brindha and then doing so accordingly.	-

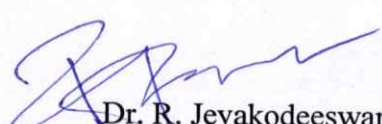
Title	Area of Deliberation/ Points brought forward by	Discussion	Suggestion
	Adherence to essential legal and regulatory mandates		
<u>Institutional Values and Best Practices</u> Centre for Environmental Studies	- Skill training, eco-film festival, FDP, guest lecture, observing national environmental days. - Initiating smart campus through dismantling e-waste, and reduction of electricity usage	Principal advised the team not to include the completed tasks in action plans. Dr. S. Padmaja asked to include the energy audit in the plan. Dr.A.S.Priscilla asked about the implementation of the audit and the Principal informed that all the three audits were completed but not yet implemented.	-
Counselling Centre	- Organising programs on Logo designing, Mental health improvement, Movie screening - Arranging for a creative writing program - Strengthening advisor and advisee system - Offering value added courses	-	-
Centre for Music	- Providing certificates for training in musical theatre - Entering into MoU with Trinity college	-	-

ABSTRACT:

S.No.	Activities	Responsibility	Action Taken
1.	Follow up on the approval of the university nominee for the Board of Studies (BOS).	Deans of Academic Affairs	
2.	Look forward to implementing 360-degree feedback.	Internal Quality Assurance Cell & Centre for Human Resource Development	
3.	Guide faculty to gather informal interim feedback after Continuous Assessment 2 and adjust their plans accordingly.	Internal Quality Assurance Cell	
4.	Organize a techno-sharing session to provide cyber training for all faculty members.	Centre for Communication and Multimedia	
5.	Plan a workshop in February 2025 to help faculty improve their question-setting skills, with assistance from CIT.	Controller of Examinations Centre for Information Technology	
6.	Organize an orientation session for faculty on the patenting of products and processes.	R & D Cell Internal Quality Assurance Cell	
7.	Send the instrument usage rules to all faculty members.	R & D Cell	

S.No.	Activities	Responsibility	Action Taken
8.	Identify additional villages for adoption and ensure that Sustainable Development Goals (SDGs) are integrated into the planning process.	Part V office	
9.	Organize an in-depth self-defence training session.	Physical Education Department	
10.	Select projects aligned with the Sustainable Development Goals (SDGs) and ensure that Lady Doak College focuses on a specific SDG.	Centre for Life Frontier Engagement	
11.	Organize Service-Learning training in collaboration with ISC and CUAC.	Centre for Life Frontier Engagement	
12.	Explore the possibilities of offering a Micro Degree program in collaboration with other institutions.	ISC	
13.	Propose research projects relating to waste management.	Centre for Entrepreneurship Development	
14.	Prepare a brochure to promote the course and increase enrolment, ensuring its viability.	Centre for Women's Studies	
15.	Collaborate with Part V office and the Vice-Principal to provide input for developing the service register for SF faculty.	Centre for Human Resource Development Centre for Information Technology	

S.No.	Activities	Responsibility	Action Taken
16.	Collaborate with institutions or libraries through formal agreements, such as Memoranda of Understanding (MoUs).	JX Miller Memorial Library	
17.	Plan for an audio source and dedicated space for visually challenged students at the library.	JX Miller Memorial Library	
18.	Make it compulsory for all scholars to be registered as members of the library.	JX Miller Memorial Library	
19.	Arrange a crash program specifically for girls from Manipur.	Deans of Student Affairs	
20.	Collaborate with IQAC to establish a Quality Circle.	Deans of Student Affairs Internal Quality Assurance Cell	
21.	Publicize the programs in newspapers and other media channels to increase visibility and outreach.	Career Guidance and Placement Cell (CGPC) & PRO	
22.	Add a "Campus Connect" page to the college website to enhance communication and engagement.	Career Guidance and Placement Cell (CGPC) & PRO Centre for Information Technology	


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