

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING I – 11.8.2014
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting - I

- Dr. Helen Mary Jacqueline led the gathering in prayer.
- Minutes of the previous meeting was presented (copies were given to external examiners) and passed.

| Matters brought forward by / Suggestions given by | Subject/issue | Discussion | Action to be taken / Follow-up of suggestions | Person(s) / Centre In-charge |
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| Mrs. Srilatha | Action Taken Report (ATR) | Action taken report based on the previous minutes of the Internal Quality Assurance Cell meeting held on was presented . (ATR appended) | Passed | - |
| Mrs. Srilatha | Status Report | Status Report of the Internal Quality Assurance Cell plans for the year 2013-2014 was presented (Report appended) | Passed | - |
| Mrs. Vidyalakshmi | Analysis of alumnae feedback (2012-2013 batch) taken on Graduation day | An analysis of the feedback received from the students was compiled and presented. (Analysis report appended) | | Ms. Vidhyalakshmi, Placement Officer. |
| <u>SUGGESTIONS</u> | | | | |
| Mr. NawasBabu | | <ul style="list-style-type: none"> ➤ A few Departments had 50 % of the alumnae as unemployed and not pursuing higher education. ➤ Some of the students are not taking up the offer letters after placement . | The format to be changed to get the correct picture about the students who are not doing anything and showing whether their choice is forced or not. | |
| Mr. Nagaraja Prakasam | | <ul style="list-style-type: none"> ➤ Analysis can be done about the job got by the student through placement (Dream job or not?) | During the first year of study, | |

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| Principal Dr. Nagammai | | <ul style="list-style-type: none"> ➤ Information on the results of students who have cleared National and International competitive exams should include the following: <ul style="list-style-type: none"> ✓ UG and PG results separately ✓ Number Appeared and passed ✓ All national level competitive exams in all subject disciplines such as CPT, ICWA to be added | identification of the students' strength and skill sets to be done and can be nurtured appropriately. | |
| Mr. NawasBabu Mr. Nagaraja Prakasam and Dr. Nagammai | ANALYSIS OF STUDENTS' SKILL SETS | <ul style="list-style-type: none"> ➤ Classification of students at entry level based on their skill sets and interest. (higher education, business,or job). Then the specific skill of each student can be developed through different oppurtunities. ➤ To enhance employability of the students, college can evolve a mechanism to award a degree with the core subject supported by a certfiicate proving students' strong areas of skills. | Career Guidance cell to evolve a mechanism for this issue. Follow up to be taken. | Career Guidance and Placement Cell Curriculum Planning and Evaluation Cell and Deans of Academic Affairs. |
| Dr. C.D. Lethi | ROLE OF IQAC | <ul style="list-style-type: none"> ➤ Quality Document to be prepared for different areas including checks and corrections in fall- in- standards. ➤ Internal Quality Assurance Cell meetings with the internal members alone can be conducted periodically. ➤ External Members of Internal Quality Assurance Cell can be periodically updated with the progress of the annual activities. ➤ The Quality measures taken up Internal Quality | Suggestions will be taken up | Internal Quality Assurance Cell Principal |

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| | | Assurance Cell to be presented in the Management Board. | | |
| <p>Mrs. V.Sridevi</p> <p><u>SUGGESTIONS</u></p> <p>Principal</p> <p>Dr. C.D. Lethi</p> <p>Mr. Nawas Babu</p> | <p>Administrative Audit and Academic Audit</p> | <p>The Annual plans of the Internal Quality Assurance Cell for the year 2014-2015 was presented under thirteen different themes of activity. (Plans appended)</p> <ul style="list-style-type: none"> ➤ Orientation on Administrative Audit to all staff members of the various offices and centres. ➤ Non compliances to be categorized as major / minor. (Intentional / unintentional errors) ➤ Report of the audit to be presented in the Managemnet Board meeting. | <p>Suggestions Accepted</p> | <p>Internal Quality Assurance Cell</p> <p>Principal</p> |
| <p>Ms. Margaret JCAR</p> <p>Principal</p> | <p>Students' Feedback on courses</p> <p>Online Grievance for students</p> | <ul style="list-style-type: none"> ➤ Students do not take feedback seriously as some teachers ask the students to write their names. ➤ The students have to register their grievances using their register numbers as passwords and nobody has registered last year as they are afraid of disclosing their identity. | <p>Dean of Student Services to orient the student cabinet accordingly.</p> <p>Reinforce through student cabinet that student identity will not be disclosed. Separate mail id with a password for the students will be created through which the students register their grievances.</p> | <p>Dean of Student Services and Student cabinet</p> <p>CIT & Principal</p> |
| <p>Mr. Nagaraja Prakasam</p> | <p>Single Window Admission</p> | <ul style="list-style-type: none"> ➤ Visit to other Institutions which are successfully implementing this process and suggestions to be presented in Internal Quality Assurance Cell. | <p>Suggestion accepted.</p> | <p>VP, Dr. Mary Esther Rani & CIT</p> |
| <p>Mr. Nagaraja Prakasam</p> | <p>MIS</p> | <ul style="list-style-type: none"> ➤ MIS for the college to be designed based on user defined problems. ➤ Elaborate data entry to be made and all reports can be | <p>CIT can benchmark with Institutions that have successfully implemented MIS for their Functioning.</p> | <p>CIT</p> |

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| | | generated from this database. ➤ Suggested use of MIS software like AGILE. | | |
| Mr. Nagaraja Prakasam | Towards Zero waste campus. | IIM Bangalore and Christ University can be benchmarked for this activity. | Suggestion accepted | CES |
| Mr. Nagaraja Prakasam Mr. Nawas Babu | Industry- Institute Business model. | <ul style="list-style-type: none"> ➤ Real time projects/ problems in the local area can be taken up to evolve as models. ➤ To create Network for successful models. ➤ Rather than having a business model for each Department, five problems can be identified under different segments and made interdisciplinary. ➤ To be integrated with curriculum. Each department can invite an Industrialist to give a guest lecture for the possible courses offered during a particular semester. | <p>Suggestions accepted</p> <p>Curriculum Planning and Evaluation Cell can evolve amethod to integrate the suggestion in the curriculum.</p> | <p>Centre for Entrepreneurship Development</p> <p>Curriculum Planning and Evaluation Cell</p> |

Approval of the Minutes by the Members of IQAC

| Name Of The Person | Designation |
|--|---------------------------|
| Dr. A. Mercy Pushpalatha, Principal & Secretary | Chairperson |
| Dr. V. Sridevi Department of Chemistry | Co-ordinator |
| Mrs. S. Srii Latha Department of Commerce | Assistant Co-ordinator |

| EXTERNAL EXPERTS | |
|---|--|
| Dr. V. Alagappan | Former Registrar, Madurai Kamaraj University, Madurai |
| Mr. Nawas Babu | Proprietor, A.K.Knitwears, Madurai |
| Mr. Nagaraja Prakasam | Director, Indian Angel Network, Bangalore |
| Dr. C.D. Lethi | Associate Professor (Retd.) Department of Zoology Holy Cross College, Trichy |
| ALUMNAE | |
| Ms. Usha | Proprietor, Deepam Library, Madurai |
| Ms. B. Rajeswari | Assistant Manager (Retd.), Bank Of India, Madurai |
| INTERNAL MEMBERS | |
| Dr. Dr. W. Isabel Department of Zoology | Vice-Principal |
| Dr. P. Vanitha Malarvizhi Department of Commerce | Bursar |
| Dr. Geetha Kanagaraj Department of English | Dean Of Academic Affairs (Humanities) |
| Mrs. Carmel Richard Department of Mathematics | Dean Of Academic Affairs (Sciences) |

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|---|---|
| Dr. RM. Nagammai | Controller Of Examinations |
| Mrs. T.R. Sivapriya Department of Computer Sciences | Additional Controller Of Examinations |
| Dr. Helen Mary Jacqueline Department of Economics | Dean Of Student Services |
| Ms. A. Japhne Department of Computer Sciences | Assistant Dean Of Student Services |
| Dr. T. Margaret Department of Commerce | Senatus Secretary |
| Dr. Srisudha Department of Botany | Joint Convener CPEC |
| Dr. Christianna Singh Department of Economics | Joint Convener CPEC |
| Dr. Mercy Packiam Department of History | Secretary, Faculty Association |
| Ms. S. Padmaja Department of Physics | Joint Coordinator, Centre For Information Technology |
| Mrs. Pitchumani Angayarkanni Department of Computer Sciences | Joint Coordinator, Centre For Information Technology |
| Dr. S. Sangaranachiar | Librarian |
| Ms. Vidyalakshmi | Placement Officer |

| ADMINISTRATIVE STAFF | |
|---|------------------------------------|
| Ms. S. Mary Ponmany | Superintendent (SG) |
| Mr. K. Sathiya Nesan | Campus Manager |
| STUDENT REPRESENTATIVES | |
| Ms. Arularasi. R (12TAM005) III B.A. Tamil | President, Student Council |
| Ms. Margret John (12COM034) III B.Com. | JCAR, Chairperson, Student Council |