

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING II – (External) – 30.11.2015
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

➤ Dr. A.S. Priscilla led the gathering in prayer.

Subject / issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
Introductory Remarks	Dr. A. Mercy Pushpalatha	Principal welcomed all the external members of IQAC, the internal members, students and non-teaching staff. The two new alumnae representatives of IQAC were introduced. 1. Ms. Akila S., Rtd. Senior Scientist (Mathematics) 2. Dr. D. Laura Dameris Chellajothi, Assistant Professor in English, Bharathidasan University (English)	-
Release of Science Instrumentation Catalogue		The catalogue on college Science Instrumentation and special laboratory facilities was released in the meeting and a copy was given to all the external members. The soft copy of the same will be uploaded in the college website soon.	The soft copy will be handed over to CIT for uploading.
Passing of the minutes of the previous external meeting held on 21.04.2015 and matters brought forward.	1. Mr. Nawas Babu 2. Dr. A. Mercy Pushpalatha 3. Mr. Nagaraja Prakasam	Minutes of the meeting Appended I. Examination and evaluation reforms: 1. The examination system should develop all the skills of the students incrementally from year I to III including higher level problem solving skills. 2. The section –H questions are of very high level and designed for high performers only, in a course. 3. But, more number of students should be motivated to attempt section –H.	The existing question paper pattern comprises of questions to test all skills. CPEC can take necessary steps to enhance the number of section –H performers.

Subject / issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
	Mr. Nagaraja Prakasam	Analysis of Students' skills at entry and exit levels: Name of three external agencies was given to outsource this activity. 1. Pratham 2. Metric stream 3. Acer	Necessary steps can be taken in the next academic year.
		Towards zero waste campus Dustbins with programmed weighing machines can be installed in the hostel to measure the food wastage per day and to sensitise the students about each ones contribution towards the wastage. Water wastage can also be audited similarly.	CES can take necessary steps.
Passing of the minutes of the previous external meeting held on 30.11.2015 and matters brought forward.	All the external members	Industry and Institute Business models The following suggestions were given to strengthen the industrial linkages of each department of the college. <ul style="list-style-type: none"> ➤ A thoroughly validated database on subject specific industries to be created with all the necessary details. ➤ The industries should be classified suitably to match with the thrust areas of each department of the college. ➤ The college PRO, CED and the individual departments should work in a complementary pattern to create such a validated database. A separate office can be created to strengthen the linkages. ➤ The database in a proper format should be opened up for all the Departments and students to browse through. ➤ The database should enable a student to choose an industry of her choice, contact the nodal person and apply for internships through proper channel. Credits can be given for such student internships. ➤ Student internships should be made mandatory. 	IQAC to take necessary steps to implement the suggested action plans.

Subject / issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
	<p>Dr. A. Mercy Pushpalatha</p>	<ul style="list-style-type: none"> ➤ Institutional brand is very important to attract suitable industrial partners. The outcome of LiFE program can help towards creating “LDC Brand”. ➤ This will help to strengthen consultancy services to be offered by Lady Doak College to the industrial partners. <p>A concrete action plan based on the above suggestions to be brought forward for the next meeting.</p>	<p>Activities of LiFE office can also be oriented towards developing linkages and credible community partners.</p>
<p>Placement details of students was presented</p>	<p>Ms. R. Vidyalakshmi</p> <ol style="list-style-type: none"> 1. Mr. Nawas Babu 2. Dr. A. Mercy Pushpalatha 3. Mr. Nagaraja Prakasam 4. Dr. D. Laura Dameris Chellajothi 5. Dr. A. Mercy Pushpalatha 	<p>Statistics on campus placement for the batch 2014-15 was presented. (PowerPoint Appended II and III)</p> <ol style="list-style-type: none"> 1. The Directorate General of Training (DGT) under the Ministry of skill development and entrepreneurship has an exclusive website (www.dget.nic.in) which provides graduate apprentice training under various discipline. The students can register and use the facility. 2. The number of students who take up the campus placement offers is very low. Most of the students do not prefer to go for a job. 3. The exact reason for the poor response of the students towards employment should be analysed. A systematic study can be done to identify the reason towards this attitude of the students. 4. Women professionals from different sectors can be invited to address the students and motivate them. 5. An Institutional study can be undertaken to explore the declining interest of the graduates to get employed even after getting a placement offer through campus interview. 	<ol style="list-style-type: none"> 1. PRO to take necessary steps to disseminate this information among students. 5. The study can be undertaken as student project. Department of Social Sciences can be contacted.

Subject / issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
Progress of the Action Plans for the year 2015-2016 was presented.			
Administrative and Academic Audit	Dr. V. Sridevi	External administrative and academic audit to be conducted next academic year. The date and external panel members to be finalized this year.	-
Management Information System	Mr. Nagaraja Prakasam	All internal communications should be only through electronic media. The usage of paper for communication should be reduced due to the automation process and the reduction can also be quantified.	-
Towards Energy Efficient campus	<ol style="list-style-type: none"> 1. Mr. Nawas Babu 2. Mr. Nagaraja Prakasam 3. Mr. Nawas Babu 	<ol style="list-style-type: none"> 1. Timers can be installed to switch the brightness of lighting devices during day and night. Energy efficient devices are available in the market and old lighting systems can be replaced with such devices. 2. Longman, a Mumbai based solar panel Installation Company can be contacted for further details. 3. Pricing for solar power installations is constantly decreasing due to government subsidies. Hence the college can carefully work out the terms and conditions before finalizing the company for the project. 	CES to do the follow-up in consultation with Bursar
Life Frontier Education (LiFE)	<ol style="list-style-type: none"> 1. Mr. Nawas Babu 2. Dr. C.D. Lethi 3. Mr. Nagaraja Prakasam 4. Mr. Nawas Babu 5. Dr. A. Mercy Pushpalatha 	<ol style="list-style-type: none"> 1. The industries can also be invited to participate in the LiFE program of college which will cater to their corporate social responsibilities. 2. Societal impact analysis can be done after three years of implementation of LiFE program. 3. The LiFE activities can be linked with employment opportunities for students. Other institutions / organisations which have successful community service models can be studied and emulated alongwith LDC life program. Examples: Auroville, Pondicherry, Dhan Foundation and other models can be identified. 4. The themes of LiFE can be aligned with the themes of Smart City project of Madurai. 5. The LiFE program can be a model for other higher education institutions in future. 	LiFE Centre to do the follow-up

Subject / issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
Industry _ Institute linkages	1. Mr. Nawas Babu 2. Dr. S. Akila	1. Kitchen gardening and Food products from millets can be offered as skill based courses under the vocational program. 2. Awareness on the use of pesticide free organic food products can be given to the students	CED can take up the suggestions
Academic Performance Index (API)	Dr. D. Laura Dameris Chellajothi and Dr. C.D. Lethi	The API format given by UGC can also be considered as it is the recognized format. Both the formats (UGC and LDC) can be used to get the data regarding the performance of the faculty members.	Principal will take necessary steps for the implementation of API
ICT	Dr. C.D. Lethi	LDC should create e- course content and develop more online courses	CCM Coordinators to be informed.

Approval of the Minutes by the Members

Name Of The Person	Designation	Signature
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	
Management Board		
Dr. C.D. Lethi	Associate Professor (Retd.) Department of Zoology Holy Cross College, Trichy	
ALUMNAE		
Ms. Akila S.	Rtd. Senior Scientist (Flight Dynamics) Division of Indian Space Research Organization, ISRO Satellite Centre, Bangalore 560 017	
Dr. D. Laura Dameris Chellajothi	Assistant Professor in English Bharathidasan University Tiruchirappalli - 620 024	
INTERNAL MEMBERS		
Dr. Christianna Singh Department of Economics	Vice-Principal	
Dr. P. Vanitha Malarvizhi Department of Commerce	Bursar	

Dr. Geetha Kanagaraj Department of English	Dean of Academic Affairs (Humanities)	
Dr. Carmel Richard Department of Mathematics	Dean of Academic Affairs (Sciences)	
Dr. RM. Nagammai	Controller of Examinations	
Dr. Helen Mary Jacqueline Department of Economics	Dean of Student Services	
Dr. S. Srisudha Department of Botany	Joint Convener, CPEC	
Dr. M. Valliammal Department of History	Joint Convener, CPEC	
Dr. Rachel Regi Daniel Department of Botany	Co-ordinator, Centre for Entrepreneurship Development	
Ms. K. Suganya Department of Economics	Assistant Co-ordinator, Centre for Entrepreneurship Development	
Ms. S. Padmaja Department of Physics	Joint Coordinator, Centre for Information Technology	
Ms. Pitchumani Angayarkanni Department of Computer Sciences	Joint Coordinator, Centre for Information Technology	
Ms. Priyadharshini Rajendren Department of Zoology	Co-ordinator, Centre for Environmental Studies	
Ms. Anita Christine Tiphagne Department of Social Science	Co-ordinator, International Programmes	
Dr. A.S. Priscilla, Department of Zoology	Co-ordinator, Life Frontier Engagement	
Dr. P.S. Bindu Department of Physics	Co-ordinator, Research Culture Promotion Cell	

Dr. S. Sangaranachiar	Librarian	
Ms. Vidhyalakshmi	Placement Officer	
ADMINISTRATIVE STAFF		
Ms. S. Mary Ponmany	Superintendent (SG)	
Mr. K. Sathiya Nesan	Campus Manager	
STUDENT REPRESENTATIVES		
Ms. S. Asha Priyadarshini III B.Sc. Physics	President, Student Council	
Ms. Fatima Safana M. III B.Com. - CA	JCAR, Chairperson, Student Council	