

LADY DOAK COLLEGE, MADURAI

Minutes of the AQAR Meeting

Date: 14.08.2023

Time: 3.15p.m.

Venue: IQAC office

Members Present:, Dr .R. Nimma Elizabeth, Dr. T. Felicia Shirley, Dr. R. Jeyakodeeswari, Dr. S. Narmatha., Dr. S. K. Suja, Dr. V. Dhanalakshmi, Ms.S.Vrushaa

Agenda:

Discussion about AQAR data 2023-24

Matters discussed:

1. Criteria convenors need to study and understand the contents and templates of AQAR and then brief the same clearly to all their members.
2. Criteria convenors should meet their members periodically for updating and fixing deadlines for each task.
3. Whenever any complaints are raised about any member who is not performing her work properly must be intervened in by the respective convenors and solved immediately. All the unsolved issues to be brought to the knowledge of the coordinators then and there.
4. The convenors must meet with CIT and Tech team during September 2023 to discuss and solve the issues if any.
5. The faculty in charge of the write-ups should go through the existing write-ups and update them. The content of the write-ups to be corrected multiple times to check with grammar and relevancy. They oversee getting it approved from the concerned authorities.
6. Evidence for the data to be received and validated in terms of both quality (that satisfies all requirements) and quantity (no. of copies) and then finalized.
7. Accessibility to data templates could not be given to everyone except the coordinators/convenors of AQAR
8. AQAR to be uploaded by the end of November 2023.

Felicia Shirley

IQAC Co-ordinator(s)
LADY DOAK COLLEGE
Madurai - 625 002

AQAR Meeting - 14.08.2023

Venue: IQAC Office

Time: 12.30 p.m.

S.No.	Name of the Faculty	Designation	Signature
1.	Dr. Nimma Elizabeth	Former AQAR Coordinator	Nimma Elizabeth
2.	Dr. P. Felicia Shirley	IQAC Coordinators	Felicia
3.	Dr. R.Jeyakodeeswari		R. Jeyakodeeswari
4.	Dr. S.K. Suja	AQAR Coordinators	S.K. Suja
5.	Dr. Dhanalakshmi V		Dhanalakshmi V
6.	Dr. Narmatha		Narmatha
7.	Ms. Vrushaa S		Vrushaa S