

# **LADY DOAK COLLEGE, MADURAI**

## **Minutes of AQAR Meeting**

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### **Criteria V STUDENT SUPPORT AND PROGRESSION**

**Date: 05.12.2023**

**Time: 2.30 p.m. to 3.15 p.m.**

**Venue: Clapp Hall**

**Convened by:**

**Dr. Christianna Singh**

Principal and Secretary,  
Lady Doak College, Madurai

**&**

**Admin team**

**Criteria V Coordinator:** Mrs. V. Dhanalakshmi

**Criteria V Convenor** :Dr. K. Sujatha

**Members:**

Ms. A. Japhne, Dr. Shanthameena, Dr. S. Uma, Ms. Deepa N, Ms. Yogalakshmi, Dr. Rosy D, Dr. Esther Elizabeth Grace, Ms. V. Meenakshi and Dr. Abirami, P

#### **Meeting Agenda**

- The meeting started with a prayer by Dr. Rani Rosaline, Assistant Chaplain
- AQAR Criteria V presentation

| <b>Subject/ Issue</b> | <b>Discussions</b>                                                                      | <b>Decisions</b>                                                                             | <b>Action taken/ to be taken</b> |
|-----------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------|
| Criterion V           | Dr. Sujatha K. presented the matters related to Criterion V in front of the admin team. | <b>The principal suggested changing the numbers in the following order:</b><br>Applied – 757 | Will be included                 |

| Subject/ Issue | Discussions                                                                                                                                                  | Decisions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action taken/ to be taken                                          |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                | <ul style="list-style-type: none"> <li>5.1.1. No. of students benefitted by scholarships and freeships provided by the government during the year</li> </ul> | <p>Sanctioned – 666</p> <p>Yet to receive - 91</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                    |
|                | <ul style="list-style-type: none"> <li>5.1.5</li> </ul>                                                                                                      | <b>The PPT provided in metric 5.1.5 was asked to be shared with the Principal.</b>                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Shared the file</b>                                             |
|                | <ul style="list-style-type: none"> <li>5.2.1</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>Dr. Sujatha and Ms. A. Japhne asked for clarification regarding whether previous-year batch students who got placement during 2022–23 needed to be included or not. The admin team suggested including them.</li> <li>Ms. A. Japhne asked for one more clarification from the admin team. If the outgoing student gets placement after May 2023, their information will be included in the next year's AQAR.</li> </ul>                                                | <ul style="list-style-type: none"> <li>Will be included</li> </ul> |
|                | <ul style="list-style-type: none"> <li>5.2.3</li> <li>5.2.3.2</li> </ul>                                                                                     | Dr. Sujatha requested that the admin team suggest identifying the number of students who appeared in the various competitive exams. The principal suggested approaching the alumni from the 2017–18 batch of students and getting the necessary information. The outgoing students should be approached for a minimum of five years to get regular information. For the same reason, final-year students should be oriented. It can be done via the alumnae office and implemented at the departmental level. |                                                                    |
|                | 5.3.2. (Write-up)                                                                                                                                            | <ul style="list-style-type: none"> <li>Inter-Collegiate Meets should be replaced with Inter-Collegiate Meet.</li> <li>Programs should be replaced with Programmes after outreach.</li> <li>To include Independence Day and Republic Day in the AQAR, NIRF and NAAC, Dr. Marie Serena Mcconnell suggested keeping a special theme for the day. Then it</li> </ul>                                                                                                                                              | <ul style="list-style-type: none"> <li>Will be included</li> </ul> |

| Subject/ Issue | Discussions    | Decisions                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action taken/ to be taken                                        |
|----------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
|                |                | <p>will become a special day. It can be considered a special programme.</p> <ul style="list-style-type: none"> <li>• Azadi Ka Amrit Mahotsav can be included in the write-up.</li> <li>• The Board of Studies (before the Academic Council) can be added to the write-up.</li> </ul>                                                                                                                                                                               |                                                                  |
|                | 5.4.1 Write-up | <ul style="list-style-type: none"> <li>• The description should be written in British English (UK).</li> <li>• The following words are to be replaced as <ul style="list-style-type: none"> <li>• utilizes - <b>utilises</b></li> <li>• utilized - <b>utilised</b></li> <li>• organizes – <b>organises</b></li> <li>• Self-finance – Self-financed</li> </ul> </li> <li>• The name of the resource person needs to be removed</li> <li>• Ms. Sagunthala</li> </ul> | <ul style="list-style-type: none"> <li>• Will be done</li> </ul> |

Sd:-  
Dr. K. Sujatha  
Criterion V, Convenor

**Criteria VI**  
**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

Date: 05.12.2023

Time: 3.20 p.m.

Venue: Clapp Hall

Members Present: Dr. G. Sofia, Ms. Koperundevi G, Ms. M. Keerthana, Dr. S. Mahalakshmi, Ms. Alice Eliza Sherina  
Dr. M. Sharmila Banu & Dr. T. Kayalvizhi

Agenda:

- The meeting started with a prayer by Dr. Rani Rosaline, Assistant Chaplain
- AQAR Criteria VI presentation

The following changes were suggested by the Principal, Vice-Principal, The Bursar and other administrators on 5th Dec 2023 at Clapp Hall.

**6.1 Institutional Vision and Leadership**

**6.1.1**

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

- 1.Organogram - Counselling unit to be changed as counselling centre
- 2.Change of language from English US to English UK
- 3.Check the alignment of the write up
- 4.Senatus can be mentioned in the same place

### **6.1.2**

The effective leadership is reflected in various institutional practices such as decentralization and participative management

- 1.It was mentioned that case study was included
- 2.confirmed whether the sports day committee list can be included
- 3.It was mentioned that senatus meeting minutes is included
- 4.It was mentioned that R & D Cell details were included in the write up.
- 5.Remove so as in the write up and let it be retained to
- 6.Let the seed and institutional grants remain as it is
- 7.Changes in the cases of R& D Cell and management. Within can be replaced with inside

## **6.2 Strategy Development and Deployment**

### **6.2.1**

The institutional Strategic/ Perspective plan is effectively deployed

- 1.The Title to be Competence in Communication

The following corrections to be applied in the writeup

- \*International as international
- \*standardized as standardised
- \*Mention CEPT in brackets
- \*Remove non-teaching staff and students
- \*strengthening communication
- \*with a test
- \*among the college community
- \*The results for CEPT - can be removed

\*writing articles effectively

### **6.2.2**

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc.

6.2.2 The following changes to be applied in the Write up

\*Institution as institution

\*Counselling unit as Counselling Centre

### **6.2.3**

Implementation of e-governance in areas of operations

Nil Suggestions

## **6.3**

### **Faculty empowerment strategies**

#### **6.3.1**

The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development / progression

The following changes to be applied in the writeup

\*to attend conferences

\*Early career awards to be cross checked

\*Scholarship for their children(NTS)

\*sabbatical leave for up to 6 months or leave on loss of pay to management faculty for completion of Ph.D (double increment)

\*to participate conferences and Present papers

\*techno-sharing sessions

\*recognition for completion of 10 years of service(Self-financed) (two increments)

### **6.3.2**

Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

**\*during the last one year**

### **6.3.3.**

Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five years

Nil Suggestions

### **6.3.4.**

Average percentage of teachers undergoing online/face-to-face Faculty Development Programmes

Nil Suggestions

## **6.4**

### **Financial management and resource mobilisation**

#### **6.4.1.**

Institution conducts internal and external financial audits regularly

Nil Suggestions

#### **6.4.2.**

Evidence for Funds / Grants received from non-government bodies, individuals, philanthropists

The following changes to be applied in the writeup

- \* UBCHEA can be removed,
- \* Change the year as 2022-2023 instead of 2021-2022
- \* To include sanction / grant letters
- \* To include utilisation certificate
- \* mention that all transactions will be cashless

### **6.4.3.**

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### **Write up**

- \* mentioned that ICSSI was removed and included TNPSC and AIDO
- \* FUND - RAISING
- \* REMOVE IN ORDER
- \* TNPSC and other examinations
- \* to include JX Miller Auditorium after Golden Jubilee Auditorium
- \* Donations can be made through the college website

## **6.5**

### **Internal Quality Assurance System**

#### **6.5.1**

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)

- \* Institutionalisation
- \* five years can be changed as 2022-2023

The following corrections to be applied in the writeup

- \*change crafting in to drafting

- \* lines interchanged

- \*This has facilitated faculty to receive

- \*check any research awards there or not

- \* two faculty have been awarded research grant for their work

### **6.5.2**

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC

The following corrections to be applied in the writeup

- \*The Co and PSO attainment... this sentence can be reframed as OBE attainment model ....the sentence can be taken from 2.6.2 write up

### **6.5.3**

Quality Assurance Initiatives of the Institution

Nil

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**Sd:-**

**Dr. G. Sofia**

**Criterion VI, Convenor**

**Criterion VII**  
**INSTITUTIONAL VALUES AND PRACTICES**

**Date: 5.12.2023**

**Time:4.40 p.m.**

**Venue: Clapp Hall**

**Members Present:** Ms. Juanita J, Dr. K. Suganya, Ms. Lakshmi Nair, Dr. A. Lourdhu Mary, Dr. Daisy Gohain, Ms. A. Sophia, Ms. E. Aruna, Ms. E. Sheeba Sugantha Rani, Ms. P. Gajalakshmi

**Agenda:**

- The meeting started with a prayer by Dr. Rani Rosaline, Assistant Chaplain
- AQAR Criteria VII presentation

| <b>Metrics</b>  | <b>Discussions/ Suggestions</b>                                                                                                                                                                                                                               | <b>Decisions</b>                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>7.1.1</b>    | The following suggestions were given: <ul style="list-style-type: none"><li>• Instead of Counselling unit it has to be mentioned as Counselling Centre.</li><li>• In the write up Jerlin Anika to be corrected as “Our student” instead of Alumnae.</li></ul> | The suggestions have been incorporated |
| 7.1.3           | <ul style="list-style-type: none"><li>• The E-waste recycling to be replaced as E-waste disposal</li><li>• The information on Paper Recycling to be removed</li><li>• Rain water harvesting video to be added</li></ul>                                       | The suggestions have been incorporated |
| 7.1.6           | <ul style="list-style-type: none"><li>• Energy Audit reports to be added</li><li>• Satellite campus tree plantation to be removed</li><li>• Economics dept instagram official link to be added in the college website</li></ul>                               | The suggestions have been incorporated |
| 7.1.8 and 7.1.9 | The usage of letter C in the write ups to be as follows: <ul style="list-style-type: none"><li>• College capital “C”</li><li>• community – letter c should be small</li></ul>                                                                                 | The suggestions have been incorporated |
| 7.1.10          | The following changes to be incorporated: <ul style="list-style-type: none"><li>• In the write up - Board of directors – B and D to be capital</li></ul>                                                                                                      | The suggestions have been incorporated |

|       |                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
|       | <ul style="list-style-type: none"> <li>• Terms and conditions for full time faculty to be reframed from and corrected evidence to be collected from Principal's office and replace the old.</li> <li>• Evidence under by laws to be replaced with the new one</li> </ul>                                                                                                           |                                        |
| 7.2.1 | <p>The following changes to be incorporated under the Best Practices:</p> <ul style="list-style-type: none"> <li>• Digital campus experience instead of online experience</li> <li>• Challenges – Cyber security is the major challenge which has to added and information to be collected from CIT</li> <li>• Content to be modified and suitably changed for 6 and 7.</li> </ul> | The suggestions have been incorporated |
| 7.2.2 | <p>In the write up related to the activities of CED (under Best practices) the following changes to be incorporated</p> <ul style="list-style-type: none"> <li>• Vocational courses need to be specified</li> <li>• AV club, Women studies has to be incorporated</li> </ul>                                                                                                       | The suggestions have been incorporated |
| 7.3.1 | SANSAD Scheme / programme need to be confirmed and replaced                                                                                                                                                                                                                                                                                                                        | The suggestions have been incorporated |

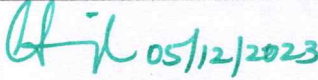
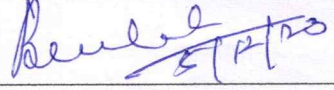
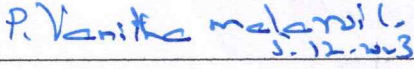
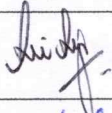
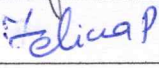
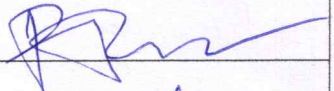
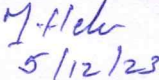
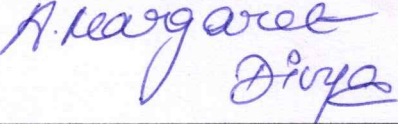
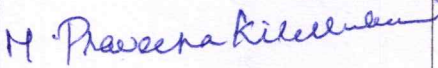
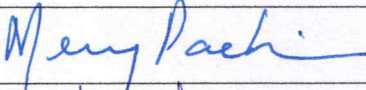
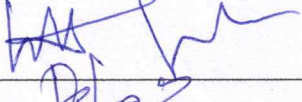
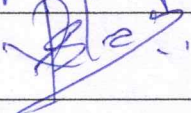
Sd/- S. Julie Rancee  
Convenor Criterion VII

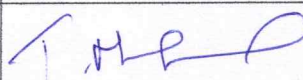
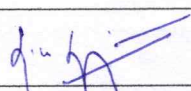
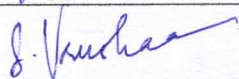
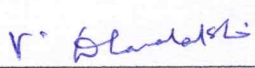
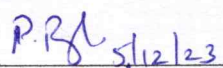
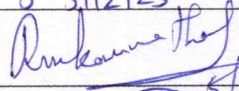
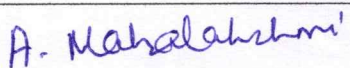
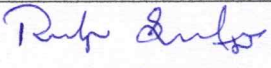
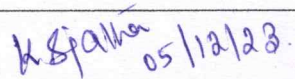
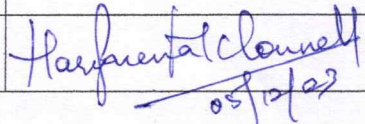
## AQAR Meeting

Venue: Clapp Hall

Date: 05.12.2023

Time: 2.30 p.m.

| S.No. | Name of the faculty                | Designation                                      | Signature                                                                                                              |
|-------|------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 1.    | Dr. Christianna Singh              | Principal & Secretary                            |  05/12/2023                         |
| 2.    | Dr. R. Beulah Jeyashree            | Vice-Principal                                   |                                     |
| 3.    | Dr. P. Vanitha Malarvizhi          | Bursar                                           |  P. Vanitha malarvizhi<br>5.12.2023 |
| 4.    | Dr. C. Jessie Ranjitha Jebaselvi   | Chaplain                                         | —                                                                                                                      |
| 5.    | Dr. Rani Rosaline                  | Asst. Chaplain                                   |                                     |
| 6.    | Dr. P. Felicia Shirly              | IQAC Coordinators                                |                                     |
| 7.    | Dr. R. Jeyakodeeswari              |                                                  |                                    |
| 8.    | Dr. A.S. Priscilla                 | Dean of Academic Affairs (Sciences)              | — leave                                                                                                                |
| 9.    | Dr. M. Helen Mary Jacqueline       | Dean of Academic Affairs (Humanities)            |  M. Helen<br>5/12/23              |
| 10.   | Dr. A. Margaret Divya              | Assistant Dean of Academic Affairs (Humanities)) |  A. Margaret<br>Divya             |
| 11.   | Dr. M. Praveena Kirubabai          | Assistant Dean of Academic Affairs (Sciences)    |  M. Praveena Kirubabai            |
| 12.   | Dr. S. Mercy Packiam               | Controller of Examinations                       |  Mercy Packiam                    |
| 13.   | Dr. J. Sakila Devi                 | Assistant Controller of Examinations             |  J. Sakila Devi<br>05/12/23       |
| 14.   | Dr. J.A. Esther Rani               | Assistant Controllers of Examinations (SF)       |                                   |
| 15.   | Dr. S. Beulah Mabel                |                                                  |                                   |
| 16.   | Dr. S. Arockia Shyamala Paniyarasi | Deans of Student Affairs                         | —                                                                                                                      |

| S.No. | Name of the faculty           | Designation                        | Signature                                                                             |
|-------|-------------------------------|------------------------------------|---------------------------------------------------------------------------------------|
| 17.   | Dr. T. Mowna Sundari          |                                    |    |
| 18.   | Dr. J. Jullie Prathiba        | Assistant Deans of Student Affairs | —                                                                                     |
| 19.   | Dr. C. Esther Elizabeth Grace |                                    |    |
| 20.   | Dr. Padmaja                   | CIT Coordinators                   |    |
| 21.   | Ms. Sangeetha                 |                                    | —                                                                                     |
| 22.   | Dr. S.K. Suja                 | Cri.I & IV _ Coordinator           |    |
| 23.   | Dr. S. Narmatha               | Part A & Cri. II _ Coordinator     |    |
| 24.   | Ms. Vrushaa S                 | Cri. III & VII _ Coordinator       |    |
| 25.   | Ms. V. Dhanalakshmi           | Cri. V & VI Coordinator            |    |
| 26.   | Ms. Poongodi                  | Cri. I _ Convenor                  |    |
| 27.   | Ms. Kannathal RM              | Cri. II _ Convenor                 |   |
| 28.   | Dr. Durga Devi T.             |                                    |  |
| 29.   | Dr. J. Vinita                 | Cri. III _ Convenor                | —                                                                                     |
| 30.   | Dr. A. Mahalakshmi            |                                    |  |
| 31.   | Ms. Pushpa Selvi              | Cri. IV _ Convenor                 |  |
| 32.   | Dr. Sujatha                   | Cri. V _ Convenor                  |  |
| 33.   | Dr. G. Sofia                  | Cri. VI _ Convenor                 |  |
| 34.   | Dr. S. Julie Ranee            | Cri.VII _ Convenor                 | Apology                                                                               |
| 35.   | Dr. Marie Serena McConnell    | In charge for Write-ups            |  |

## AQAR Meeting Criterion V - Student Support and Progression

Venue: Clapp Hall

Time: 2:45 P.M - 3:20 PM

Date: 05.12.2023

| Name of the faculty                         | Designation | Department              | Signature            |
|---------------------------------------------|-------------|-------------------------|----------------------|
| <del>Ms. Anbu Selvi S</del> Ms. Yogalakshmi | Member      | <del>BBA</del> Commerce | A. Y. S.             |
| Ms. R. Deepa                                |             | Commerce                | Dr. R. Deepa 5/12/23 |
| Ms. A. Japhne                               |             | Computer Science        | A. Japhne            |
| Capt. Dr. Shantha Meena T.                  |             | Physical Education      | Dr. Shantha Meena T. |
| Ms. Esther Elizabeth Grace C.               |             | Physics                 | —                    |
| Dr. D. Rosy                                 |             | Tamil                   | G. G. S. 5/12/2023   |
| Dr. S. Uma                                  |             | Economics               | S. U.                |
| Ms. V. Meenakshi                            | Tech Team   | Computer Science        | V. Meenakshi         |
| Dr. P. Abirami                              |             | Biotechnology           | P. Abirami           |

Dr. M. Hemalatha

Sub. Member

Physical Educ.

M. H. L.

## AQAR Meeting Criterion VI Governance, Leadership and Management

Venue: Clapp Hall

Date: 05.12.2023

Time: 3.20 PM - 4.40 PM

| Name of the faculty         | Designation | Department       | Signature              |
|-----------------------------|-------------|------------------|------------------------|
| Ms. Koperundevi G           | Member      | Social Sciences  | G. Koperundevi         |
| Ms. M. Keerthana            |             | English          | M. Keerthana           |
| Dr. S. Mahalakshmi          |             | Chemistry        | Mahalakshmi            |
| Dr. A. Margaret Divya       |             | Commerce         | -                      |
| Dr. Evangeline Esther David |             | English          | A. David               |
| Ms. Alice Eliza Sherina     |             | Social Sciences  | C. Alice Eliza Sherina |
| Dr. M. Sharmila Banu        | Tech Team   | Computer Science | M. Sharmila Banu       |
| Dr. Kayalvizhi T            |             | Commerce         | P. Kayalvizhi T        |

## AQAR Meeting \_ Criterion VII \_ Institutional Values and Best Practices

Venue: Clapp Hall

Date: 05.12.2023

Time: ~~12.00 noon~~ 4:40 p.m. - 6:20 p.m.

| Name of the faculty         | Designation | Department       | Signature      |
|-----------------------------|-------------|------------------|----------------|
| Ms. Juanita J.              | Member      | Counsellor       | Juanita        |
| Dr. K. Suganya              |             | Economics        | K. Suganya     |
| Ms. Lakshmi Nair            |             | History          | Lakshmi        |
| Dr. A. Lourdu Mary          |             | Zoology          | A. Lourdu Mary |
| Dr. Daisy Gohain            |             | English          | Daisy          |
| Ms. Sophia A                |             | Tamil            | S. Sophia      |
| Ms. E. Aruna                |             | Economics        | E. Aruna       |
| Ms. E. Sheeba Sugantha Rani | Tech Team   | Computer Science | Sheeba         |
| Ms. Gajalakshmi P           |             | Commerce         | P. Gajalakshmi |