

Lady Doak College, Madurai.

AQAR Review Meeting

Date: 13 Feb. 2024

Time: 12:05 noon

Venue: IQAC Office

Members present: Dr. P. Felicia Shirly, Dr. R. Jeyakodeeswari, Dr. S. K. Suja, Dr. S. Narmatha, Ms. S. Vrushaa, Dr. J. Vinita, Dr. S. Julie Ranee, Ms. R. M. Kannathal, Dr. T. Durga Devi, Dr. P. Poongodi, Dr. K. Sujatha, Dr. G. Sofia, Dr. M. Pushpa Selvi, Dr.V.Dhanalakshmi and Dr.A.Mahalakshmi

Agenda:

The meeting reviewed the difficulties faced during the AQAR report preparation, focusing on the concerns and suggestions for each of the criterion.

Part-A

Dr. A. Narmatha expressed that the office of Deans of Academic Affairs should give their suggestions and corrections for the write-up ahead of time, to provide time for the person in-charge to incorporate the changes and work on bettering the write-up.

Criterion I

- Dr.S.K.Suja suggested that the members who are part of CPEC must be asked to work for Criterion I as they are familiar with the curriculum and its corresponding areas.
- Dr. Poongodi mentioned that only samples were included for "Internships" and that they had great difficulty collating the data from departments. It would be easier if departments have an annual report on their internship activities and share the same with the IQAC.
- Dr.S.K.Suja suggested that the LiFE Centre must enter the project details for each department on the template provided, it would be easier for Criterion I to procure the same for their template.
- Dr.S.K.Suja mentioned that many departments did not specify the Academic Council Booklet numbers when sending the list of courses revised for the academic year.
- Dr.S.K.Suja complained that the Technical Team members for Criterion I were inefficient.

Criterion II

- Dr. T.Durgadevi mentioned that no report was available for certain sub-criteria as many departments did not provide the details or the corresponding evidence and no uniformity in sending

reports (one or many details missing as reports are not comprehensive). OSS & Field Study reports did not have a uniform template at the institution level.

- It was suggested by Ms. R. M. Kannathal that at least one member from the Office of the Controller of Examinations be included in the Criterion II team as it helps to gather the required data from the said office.
- Ms. R. M. Kannathal also mentioned that the seal and the signature were not properly fixed on the evidence given and that they had to procure it again. It was opined that some accountability on the part of the teachers involved in AQAR would be appreciated.
- Dr.S.K.Suja suggested that departments could create a repository of the different teaching methodologies or aids used in classrooms to be later provided for AQAR.

Criterion III

- Dr.J.Vinita suggested that each department should upload research details of their respective departments on the Automation Portal. R&D Cell could retrieve all data from automation, and this way it would be easier to collate.
- Dr.J.Vinita shared her experience in visiting Thiagarajar College, Madurai & PSG College, Coimbatore. She mentioned that both institutions have a team of support staff, equipped with good computer knowledge, involved in data collection and processing. This way all the needed information for AQAR can be retrieved from a centralised office. This also saves time and energy for teaching faculty who could focus on research activities.
- She also mentioned that NIRF does not take UGC Care List into consideration. Moreover, the college should enhance the 'Seed Grant' provided for faculty for research since any amount less than Rs 1 lakh is not considered.

Criterion IV

- Dr.S.K.Suja suggested that at least one member from the Centre for Communication and Multimedia be added to the team for Criterion IV.
- Dr.S.K.Suja noted that the college fares poorly under the sub-criterion on 'Membership with other institutions', and that the Librarian could come up with measures to rectify this.
- Ms.M.Pushpa Selvi suggested that the college have a repository of photographs updated each year for infrastructure and amenities provided which could be used for AQAR.
- It was suggested by Ms. S. Vrushaa that the college photographer could be involved in taking pictures of classroom, laboratories and other infrastructure facilities available on campus to ensure high resolution pictures to be uploaded on AQAR report. This way it can be done at the beginning of each year to be used for the report at a later period.

- Dr. S. Julie Ranee suggested that the college invest in a camera that takes geotagged photographs to avoid low resolution pictures taken on mobile phones.

Criterion V

- Dr.K. Sujatha suggested that the department in-charge be oriented at the beginning of each year to ensure a smooth working process.

Criterion VI

- For Strategy Development and Deployment, Dr.G.Sofia suggested that the Senatus decide at the beginning of each year what will be focus for the said period.
- She also requested support staff for her criterion, and that most members be retained for the previous year as they would be familiar with the process.

Criterion VII

- Dr. S. Julie Ranee and Ms. S. Vrushaa expressed their concern on the lack of policy statements for various sub-criteria — Plastic ban in the institution, green campus initiatives, energy conservation, disability-friendly campus, and consultancy (R&D). Also, the Energy Audit reports to be submitted to IQAC in advance to avoid last-minute delays.
- Dr. S. Julie Ranee also shared her concern that the 'Discipline Committee' of the college involved in maintaining discipline and decorum through the year do not have minutes of their regular meetings which are required for Criterion VII.
- Dr. S. Julie Ranee also suggested that the 'Best Practices' be decided at the beginning of each year so that the activities can be planned, rather than discussing what to be listed under 'Best Practice' at the time of AQAR entry.
- Ms. S. Vrushaa requested that last-minute corrections or deletions be avoided since it creates a lot of stress and confusion for the members involved. Also, there is a possibility that the data may not be available if there is a change brought in at the last moment.
- She also suggested that the website updating could be done monthly with CIT taking the initiative to collect information from each department, ensuring that monthly updates are done. Rather than allocating a date once or twice a year, it would be easier if it is done monthly. Departments which do not update to be held accountable by sending a 'not completed' list at the end of each month so that there is no discrepancy between what is done and what is shown on the website.
- Dr.V.Danalakshmi mentioned that the best practices for a new academic year to be decided at the beginning of the year itself to ensure outcomes that serve the purposse.

General Feedback

- The convenors mentioned that not all the achievements of departments shared on LDC Faculty group were provided on AQAR template when requested by IQAC. This shows the discrepancy between the actual number of activities and the ones listed on the template. Some departments did not provide the information on time, and had even sent a nil report despite the activities conducted
- There was a consensus among the members attending the meeting that the Department of Social Sciences completely remained unresponsive when requested for any report or data.
- A common phased-out preparatory session to be organised for all criteria convenors and coordinators at the beginning of AQAR process each year. This will ensure that all the sub-criteria requirements are understood well by all parties involved, to be aware of overlapping fields and data templates. This way duplication of work can be avoided, and time and energy saved.

Felicia Shirley 

IQAC Coordinator(s)

(Dr.P.Felicia Shirley & Dr.R.Jeyakodeeswari)

AQAR Review Meeting

Date: 13.02.2024

Time: 12.05 p.m.

Venue: IQAC

S.No.	Name of the faculty	Designation	Department	Signature
1	Dr. P. Felicia Shirly	IQAC Coordinators	Maths	<i>Felicia P</i>
2	Dr. R. Jeyakodeeswari		BBA	<i>R. Jeyakodeeswari</i>
3	Dr. S.K. Suja	I & IV - Coordinator	Chemistry	<i>S.K. Suja</i>
4	Ms. Poongodi P.	I_Convenor	Economics	<i>P.P.</i>
5	Dr. S. Narmatha	Part A & II - Coordinator	Maths	<i>Narmatha</i>
6	Dr. T. Durga Devi	II_Convenor	History	<i>T. Durga Devi</i>
7	Ms. Kannathal RM		Maths	<i>Kannathal RM</i>
8	Ms. S. Vrushaa	III & VII - Coordinator	English	<i>S. Vrushaa</i>
9	Dr. J. Vinita	III_Convenor	English	<i>J. Vinita</i>
10	Dr. A. Mahalakshmi		Zoology	Apology Given
11	Ms. Pushpa Selvi	IV_Convenor	Physics	<i>Pushpa Selvi</i>
12	Ms. V. Dhanalakshmi	V & VI _ Coordinator	Social Sciences	Apology Given
13	Dr. K. Sujatha	V_Convenor	Zoology	<i>K. Sujatha</i>
14	Dr. G. Sofia	VI_Convenor	Computer Science	<i>G. Sofia</i>
15	Dr. Julie Ranee S	VII_Convenor	Chemistry	<i>Julie Ranee S</i>