

LADY DOAK COLLEGE, MADURAI
Minutes of AQAR Meeting

Criteria I
CURRICULAR ASPECTS

Date: 04.12.2023
Venue: Clapp Hall

Time: 2.30 p.m.

Members Present: Ms. P. Poongodi, Dr. N. Jayachandra, Ms. S. Kavitha, Dr. Reena Avaroja, Dr. M. Iraivani, Ms. M. Muthulakshmi, Dr. Evangeline Prathiba, Ms. Angeline Christinal C

Agenda:

Presentation of criteria I

Subject / Issue	Matters brought forward by	Outcome of Discussion	Action to be taken
1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution	Mrs. Poongodi P.	Write-up (200 words) Supporting Evidence Evidences: ● College - Vision, Mission, Educational Objectives & Programme Outcomes ● Department - Vision, Mission, Programme Educational Objectives (PEOs) & Programme Specific Objectives (POs) ● UG Structure with OBE ● UG Curriculum based on TANSCH norms	Write-up corrections has to be done. Links will be done for all supportive and additional documents The supporting and additional information will be uploaded in the C-panel

		● Curricular Structure of PG Programmes ● Sample PSOs ● Sample Cos Additional Information will be prepared as the sample shown in this meeting and the required List of Courses as follows: (PG & UG) (Major, Optional, NMEs, Extra Credit Courses)	
1.1.2 Number of Programmes where syllabus revision was carried out during the year	Mrs. Poongodi P.	Data Template is given for this metric 1.1.2 The list of Supporting Evidence is the minutes of the BoS meeting The additional Information is as follows: ● List of Courses revised during the year ● List of Programmes revised during the year	In the supporting evidence, content or Course Code and Course Title to be highlighted in the BoS minutes for the respective revised programme Links will be given for revised course listed in the template The supporting and additional information will be uploaded in the C-panel
1.1.3 Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year	Mrs. Poongodi P.	Supporting Evidence: ● Minutes of the Academic Council meetings ● MoUs with relevant organizations based on criteria 3 Additional Information: Number of EM, ER & SD Courses	As per the instruction given by Principal, the uniform templated will be given for write-up (ex. College, Programme) EM, ER, and SD content can be highlighted based on the write-up by the tech team

			member The supporting and additional information will be uploaded in the C-panel
1.2.1 Number of new courses introduced across all programmes offered during the year	Mrs. Poongodi P.	Supporting Evidence: - Minutes of relevant AC meetings Additional Information: - List of New Courses offered during the year - Number of New Courses - Percentage of New Courses	The Course Code and Course title will be highlighted in the AC booklet. Links will be given for new course listed in the template The supporting and additional information will be uploaded in the C-panel
1.2.2 Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System	Mrs. Poongodi P.	Supporting Evidence: Minutes for CBCS – - UG Curriculum (2001), - PG Curriculum (2005) and - SF Courses (2007) Additional Information: - List of Programmes with CBCS - TANSCH letter & translated copy - Structure of UG and PG	The supporting and additional information will be uploaded in the C-panel
1.3.1 Institution integrates cross-cutting issues relevant to Professional Ethics, Gender Values, Environment and Sustainability, and Human Values into the curriculum	Mrs. Poongodi P.	Supporting Evidence: list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum Additional Information: SDGs Embedded in the Curriculum	Write-up (200 words) was corrected with the help of admin members Separate template given for all cross-cutting issues. Professional Ethics, Gender Values,

			Environment and Sustainability, and Human Values The list of SDGs Embedded courses is appreciated by the team The supporting and additional information will be uploaded in the C-panel
1.3.2 Number of value-added courses for imparting transferable and life skills offered during the year	Mrs. Poongodi P.	Supporting Evidence: List of the value-added courses (each with 30 or more contact hours) Additional Information: Attendance Syllabus Mark statement	There is no correction given for this metric. The supporting and additional information will be uploaded in the C-panel
1.3.3 Number of students enrolled in the courses under 1.3.2 above	Mrs. Poongodi P.	Supporting Evidence: List of students enrolled in the courses under 1.3.2 above Additional Information: Total number of students enrolled and completing the course during the year	There is no correction given for this metric. The supporting and additional information will be uploaded in the C-panel
1.3.4 Number of students undertaking fieldwork/projects/internships/student projects	Mrs. Poongodi P.	Supporting Evidence: List of students undertaking field projects/student projects/internships during the year 2022-2023 Additional Information: • Number of students undertaking field projects /internships /student projects • Total number of students undertaken - [One student	There is no correction given for this metric. The supporting and additional information will be uploaded in the C-panel

		involved in multiple projects as counted as one] Report has to be prepared	
1.4.1 Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	Mrs. Poongodi P.	Supporting Evidence: All the 4 of the above (1) Students 2) Teachers 3) Employers and 4) Alumni) - URL for stakeholders' feedback report - Action Taken Report Additional Information: Feedback form (Sample)	There is no correction given for this metric. The supporting and additional information will be uploaded in the C-panel
1.4.2 The feedback system of the Institution	Mrs. Poongodi P.	Feedback collected, analysed and action taken made available on the website URL for stakeholders' feedback report Additional information: Feedback analysis report	Action taken report has to prepare for this metric. The supporting and additional information will be uploaded in the C-panel

Sd:-

Ms. P. Poongodi

Criterion I _ Convenor

Criteria II

TEACHING, LEARNING AND EVALUATION

Date: 04.12.2023

Time:3.15p.m.

Venue: Clapp Hall

Members Present: Mrs. Rm. Kannathal, Dr. T. Durga Devi, Dr.S. Narmatha, Dr. Arockiya Shyamala Paniyarasi, Dr. A. Kamalam, Dr. Ruth Rebecca, Dr. Rachel, Dr. D. Evangeline Christina Lily, Dr. Rajam. Dr. Lakshmi Subha, Ms. Asmath Asina, Ms. Kajal J Mehta, Ms. Priyadharshini.

Agenda:

Presentation of criteria II

S.No.	Criteria	Suggestions given	Action taken/ to be taken
1.	2.1.1	Nil	
2	2.1.2	Nil	
3	2.2.1	1. Principal-Remedial coaching to be focussed by all Departments. The exact number/percentage of students benefited by remedial coaching can be included 2. Dr.Padmaja-Mini Project should not come under advanced learners since it is mandatory 3. Principal-The support document under e-Library is not correct	-Principal felt that it can be put under advanced learners -It is renamed as Library management as per the suggestion
4.	2.2.2	Nil -	
5	2.3.1	Dr.Padmaja- Some of the labs are not mentioned in the description	All the labs will be listed in the same order as in the support document

6	2.3.2, 2.3.3, 2.3.4, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2	-	Nil
7	2.5.3	Principal-Exemption in the number of continuous assessments only for sports and not for NCC	Description will be rewritten by the CoE
8	2.6.1	Nil	
9	2.6.2	CO/PSO/PO evaluation not completed	It will be calculated for this batch in the academic year 2024-25 using indirect method
10	2.6.3	Nil	
11	2.7.1	Nil	

Sd:/-

Dr. T. Durga Devi & Ms. RM. Kannathal
Criterion II, Convenor

Criterion III
RESEARCH, INNOVATIONS AND EXTENSION

Date: 04.12.2023

Time:3.15p.m.

Venue: Clapp Hall

Members Present: Dr. A. Mahalakshmi, Dr. J. Vinita, Dr. Janci Rani Juliet, Dr. Uma Maheswari , Dr. Melba Rosalind J, Dr. S. Shankari, Dr. Baranirani B, Dr. Ananthi J, Ms. Nikita Thekkumkatil George, Ms. V. Geetha

Agenda:

Presentation of criteria III

To mention the incentives given to faculty

To mention about the purchase of ftir instrument

To include the total no.of PhD holders

To remove the first line from 3.3.1 write up

To include the awards received by the college along with the awards received in the extension activity in 3.6

Sd:/-

Dr. J. Vinita & Dr. A. Mahalakshmi

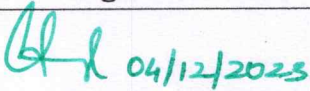
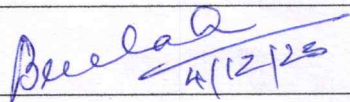
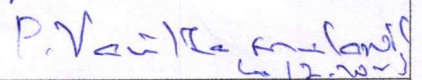
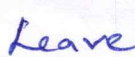
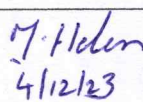
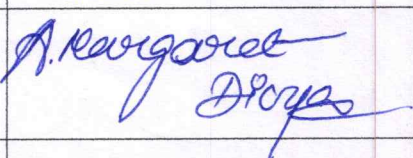
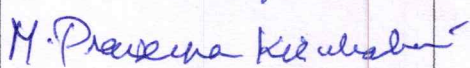
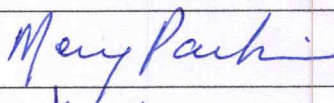
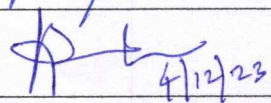
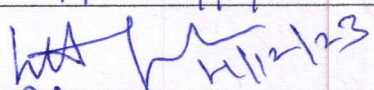
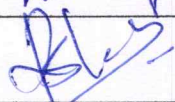
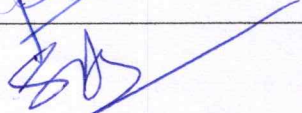
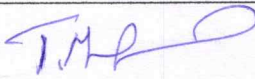
Criterion III, Convenor

AQAR Meeting

Venue: Clapp Hall

Date: 04.12.2023

Time: 11.00 a.m.

S.No.	Name of the faculty	Designation	Signature
1.	Dr. Christianna Singh	Principal & Secretary	 04/12/2023
2.	Dr. R. Beulah Jeyashree	Vice-Principal	 4/12/23
3.	Dr. P. Vanitha Malarvizhi	Bursar	 4/12/23
4.	Dr. P. Felicia Shirly	IQAC Coordinators	 Felicia
5.	Dr. R. Jeyakodeeswari		
6.	Dr. A.S. Priscilla	Dean of Academic Affairs (Sciences)	 Leave
7.	Dr. M. Helen Mary Jacqueline	Dean of Academic Affairs (Humanities)	 M. Helen 4/12/23
8.	Dr. A. Margaret Divya	Assistant Dean of Academic Affairs (Humanities))	 A. Margaret Divya
9.	Dr. M. Praveena Kirubabai	Assistant Dean of Academic Affairs (Sciences)	 M. Praveena Kirubabai
10.	Dr. S. Mercy Packiam	Controller of Examinations	 Mercy Packiam
11.	Dr. J. Sakila Devi	Assistant Controller of Examinations	 4/12/23
12.	Dr. J.A. Esther Rani	Assistant Controllers of Examinations (SF)	 4/12/23
13.	Dr. S. Beulah Mabel		
14.	Dr. S. Arockia Shyamala Paniyarasi	Deans of Student Affairs	
15.	Dr. T. Mowna Sundari		 T.M.S.

S.No.	Name of the faculty	Designation	Signature
16.	Dr. J.Jullie Prathiba	Assistant Deans of Student Affairs	<u>9/04/12/2023</u>
17.	Dr. C. Esther Elizabeth Grace		<u>[Signature]</u>
18.	Dr. Rani Rosaline	Asst. Chaplain	<u>[Signature]</u>
19.	Dr. Padmaja	CIT Coordinators	<u>[Signature]</u>
20.	Ms. Sangeetha		<u>[Signature]</u>
21.	Dr. S.K. Suja	Cri.I ^{IV} _ Coordinator	<u>[Signature]</u>
22.	Dr. S. Narmatha	Part A & Cri. II _ Coordinator	<u>[Signature]</u>
23.	Ms. Vrushaa S	Cri. III & VII _ Coordinator	<u>[Signature]</u>
24.	Ms. V. Dhanalakshmi	Cri. V & VI Coordinator	<u>[Signature]</u>
25.	Ms. Poongodi	Cri. I _ Convenor	<u>P.R.L. 4/12/23</u>
26.	Ms. Kannathal RM	Cri. II _ Convenor	<u>[Signature]</u>
27.	Dr. Durga Devi <u>T.</u>		<u>[Signature]</u>
28.	Dr. J. Vinita	Cri. III _ Convenor	<u>[Signature]</u>
29.	Dr. A. Mahalakshmi		<u>[Signature]</u>
30.	Ms. Pushpa Selvi	Cri. IV _ Convenor	<u>[Signature]</u>
31.	Dr. Sujatha	Cri. V _ Convenor	<u>[Signature]</u>
32.	Dr. G. Sofia	Cri. VI _ Convenor	<u>[Signature]</u>
33.	Dr. Marie Serena McConnell	In charge for Write-ups	<u>[Signature]</u>

AQAR Meeting_ Criterion I _ Curriculum Aspects

Venue: Clapp Hall

Time: 2:30 p.m - 3:10 p.m

Date: 04.12.2023

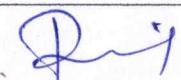
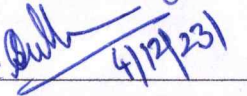
Name of the faculty	Designation	Department	Signature
Dr. N. Jayachandra	Member	Computer Science	N. Jayachandra
Ms. S. Kavitha		Maths	S. Kavitha
Dr. Reena Navaroja		Botany	Reena Navaroja
Dr. K. Nisha		Commerce	K. Nisha
Dr. M. Iraivani		Tamil	M. Iraivani
Ms. M. Muthulakshmi	Tech Team	History	M. Muthulakshmi
Dr. Evangeline Prathiba		Maths	Evangeline Prathiba
Ms. Angeline Christinal C		Computer Science	Angeline Christinal C

AQAR Meeting _ Criterion II _ Teaching Learning & Evaluation

Venue: Clapp Hall

Time: 3:15 p.m - 4:45 p.m
~~3:15 p.m - 4:45 p.m~~

Date: 04.12.2023

Name of the faculty	Designation	Department	Signature
Dr. K. Rajam	Member	Chemistry	
Dr. A. Kamalam		Tamil	A. Kamalam 4/12/23
Ms. Ruth Rebecca R		Economics	
Dr. Rachel S		Commerce	Rachel S. 4/12/23
Ms. Asmath Asina M		English	 4/12/23
Dr. Arockia Shyamala Paniyarasi S		Physics	
Ms. Evangeline Christina Lily D		Maths	D. Evangeline
Dr. M. Lakshmi Subha		Biotechnology	 4/12/23
Ms. Kajal J. Mehta	Tech Team	BBA	Kajal Mehta
Ms. Priyadharshni M		Commerce	 04/12/2023

AQAR Criterion IV - Infrastructure and Learning Resources

Venue: Clapp Hall

Time: 5:30pm - 6:30pm

Date: 04.12.2023

Members	Designation	Department	Signature
Dr. Anita Christine Tiphagne	Member	Social Sciences	—
Ms. R. Suseilrani		Computer Science	R. Suseilrani
Dr. S. Vinolyn Sylvia		Maths	S. V. L.
Dr. S. Padmaja		CIT	dm
Dr. Lt. S. Sangaranachiar		Librarian	S. S. N.
Dr. H. Shyla Jebashree		Botany	Shyla
Ms. G. Mahalakshmi	Tech Team	Computer Science	G. Mahalakshmi
Ms. C. Jebakiruba		Maths	C. Jebakiruba