

IQAC Action Plan 2021-2022

S. No.	Area of Deliberation		Proposed plan	Time Frame
1.	Curricular Planning & Implementation	Dean of Academic Affairs	The Odd semester courses with Outcome-Based Education framework for UG (Semester V) to be presented in the forthcoming Board of Studies meeting and 24.09.2021 and to be passed in the forthcoming Academic Council Meeting to be held on 28.10.2021	Boards of Studies- Between 01.09.2021 and 24.09.2021 Academic Council- 28.10. 2021
			The Even semester courses with Outcome-Based Education framework for UG (Semester VI) to be presented in the Board of Studies meeting (Even Semester 2021-22) in the month of February 2022 and to be passed in the Academic Council Meeting in the month of March 2022	Boards of Studies- February 2022 Academic Council- March 2022
			Ph. D. Course work 1. Research Methodology – 4 credits 2. Research and Publication Ethics – 2 credits The two papers for the course work offered by the Research Centre's to be presented in the Doctoral committee and to be passed in the Academic Council Meeting	Academic Council – March 2022
			The CO & PSO attainments will be computed with the Continuous Formative Assessments The methodology to compute PO attainment to be framed The credits for UG curriculum to be re-examined based on TANSCHÉ norms	April 2022
2.	Enhancing Teaching and Learning		Conduct Techno sharing sessions to equip the faculty with latest ICT Tools in Teaching, Learning and Research and to enhance course delivery through Moodle LMS	Once in two weeks in the Academic year 2021-2022
			College Norms to be framed for content sharing by faculty members Creation of Licensed digital content and sharing within the college as a first phase	From the last week of August 2021

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3.	Curriculum Enrichment		Training in Instructional model for Lesson plan in Moodle LMS to improve student engagement in Online learning	September –November 2021
			<u>MOOC Proposal-</u> Follow-up consent letter and proposal submission	<u>September –October 2021</u>
			Faculty workshop to be conducted on pedagogical practices	April 2022
			IPR and Innovation Cell to be initiated to frame courses related to IPR and Social Entrepreneurship	August 2021
			Knowledge Sharing between Institutions - Frame Policy for content sharing - Guidelines for virtual lectures, resources sharing <u>Virtual resource sharing:</u> - Recorded Lectures - Live lectures - Virtual demos of lab session and instrumentation	September-October 2021
4.	Feedback System		In order to compute PO attainment feedback format to be framed with the POs Target group – Outgoing Students, Alumnae, Parents and Employers	April 2022
			Faculty feedback on online teaching and learning to be obtained and analyzed	September –October 2021
			Feedback on Moodle LMS usage	November 2021
5.	Evaluation Process and Reforms	Examination Office	Supplementary Examination- June 2021: Registration period: 10 th August - 17 th August 2021. The June Supplementary Examinations will be conducted tentatively in the last week of August 2021. Mode of examinations: Off campus Online	-
			Semester Improvement – 2021: A student with maximum of four arrears (UG) and three arrears (PG) can improve their Formative marks in any TWO of their major papers and she should write the Summative Supplementary exam	

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			The provision of Semester Improvement will be given in both ODD and EVEN Semesters of the academic year 2021-2022	
			ASSESSMENT FOR 2021 -2022 Continuous Assessments will be based on the units of Courses for the ODD and EVEN Semesters of 2021-2022. The Continuous Assessments (CA) are based on Tests, Assignments, MCQs, Seminars etc	
			Workshop A need-based workshop on upskilling Faculty is proposed to enhance the efficacy of evaluation process	
			Feedback on ‘Online Assessment and Evaluation’ Feedback questionnaires on ‘Online Assessment and Evaluation’ for students, faculty, parents and exam office staff have been evolved by the CHRD and the Exam office. Analysis on the Assessment and Evaluation based on the responses will be done.	
			Results Analysis in the pandemic year 2020-2021 It is proposed to do a result analysis of the students’ performance in the pandemic academic year 2020-2021 which will enable us gauge the academic performance and evolve evaluation reforms accordingly	
6.	Research Innovation and Extension	Research & Development Cell	Identifying Research Aptitude among Faculty members SWOT analysis will be done to reduce the research barriers among Faculty members which will be followed by the earlier study conducted by CHRD.	September 2021
			Challenges faced by faculty members involved in research will be sought from the departments every three months for finding solution	Every three months
			Gaps identified will be rectified with an expert team comprising of retired faculty/ scientists from funding agencies/ internal research mentors regarding writing, finding proposals publications etc	Every six months
			Creating Conducive Environment for Research Reviving research aspirant groups	September 2021

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			Identifying research mentors for the aspirants (Norms will be framed to select the mentors and the expertise) Encourage the faculty members to Publish the PG students Projects	August – October, 2021 March 2022
			Promoting Research and Facilities Workshops/Training/ Guest Lectures will be conducted (Instrumentation, writing manuscript and proposals, Funding agencies and Quality Publications for Sciences and Humanities) Research awards for faculty members (Life Time Achievement Award, Early Career Research Award and Publications in Scopus Indexed Journals) Management fund for Institutional projects provided to the faculty members Research day celebration (Only research activities such as symposium/ conferences will be conducted on that day. UG students projects will be taken to publish the abstracts and papers as proceedings as special issue in a journal). The selected projects from the departments (LiFE, UG Academic, PG) will be presented to a panel for the best presentation awards.	September 2021-January 2022 Training on HPTLC conducted in August 2021 April 2022 Completed on June 2021 July 2021 –April 2022 March 2022
			Collaborations and Consultancy Preparation of research profile for each department Identify the potential collaborators based on the research profile of the department Increase the number of MoU's at least 2 per department	September 2021 October 2021 - April 2022 Throughout the year 2021-2022
			Innovation IPR innovation cell New Committee formed to fulfil the objectives Seminar on IPR Innovation	July 2021 August 2021

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7.	Research Innovation and Extension	Part V/ Extension Programme Activities	Plan for MoU with Kalpataru – Creative Reuse, Project of Arogya Welfare Trust, an affiliate of TVS Group of Companies in Madurai – NSS & LDC Eco Brigade	Sep. 2021 - Mid-Oct. 2021
			MGNCRE (Mahatma Gandhi National Council of Rural Education) – 5 Swachhta Action Plan (Sanitation, Waste Management, Water conservation & Energy conservation) – Collaboration - NSS & Centre for Environmental Studies	Aug. 2021 - 2022 (Continuous process)
			Aiming for Elfa (eLearning Forum Asia) Awards 2021 - Community Outreach – Collaboration - NSS, LiFE, CES	Aug. 2021 - Sep. 2021
			Azadi Ka Amrit Mahotsav - Celebration of India's 75 Years of Independence – India@ 75 – Activities - De-silting, Cleanliness, Maintenance Campaign, Launching of Campaign: Fit India Freedom Run, Green Village Clean Village: Cleanliness and Sapling plantation activity – NSS and NCC	Aug. 2021 - Oct. 2021
			Virtual training on Self Defence Activity - All Part-V students	Sep. 2021 - Oct. 2021
			Yoga and breathing exercise virtual training – All Part-V students	Sep. 2021 - Oct. 2021
			Physical fitness training for the athletic group students	Aug. 2021 - Through out the year 2022
8.	Research Innovation and Extension	Centre for Life Frontier Engagement	Focus of LiFE Projects for the Academic year 2021-2022 : Covid-19 impacts and its relevance to Sustainable Development Goals (SDGs) (related to the LiFE themes)	
			Preparation of Newsletter (2020 – 2021)	September 2021
			Publication of LiFE articles of the academic year 2020 – 2021 in ASPIRE (In-house Journal)	October 2021
			Conduct of Orientation programme to LiFE Course Facilitators on “LiFE –An Experiential Insight”	Completed on 15th July 2021
			Virtual Workshop on “ Addressing sustainable Development Goals through Life Frontier Engagement Projects”	Completed on 29th July 2021
			UBCHEA Project Proposal to receive program grants on Service-Learning for Whole Person Education (SL-WPE)	4th August 2021.
				Proposal to be submitted online by 15th September 2021

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			Conduct of Workshop/ training to students on the “Preparation of LiFE Report and Art of Scientific writing”	December 2021
			Competition on Research Paper Writing (LiFE articles) (selected papers will be published in the In-house Journal ASPIRE)	March 2022
			Virtual Open house – Short video presentation by each Department (Even Semester)	April 2022
9.	Research Innovation and Extension	Student Exchange and other Exchange programmes	• International Christian University • Mary Baldwin University • ACUCA – 2 Asian Universities • U Grad	January 2022 January 2022 September 2021
			• Successfully conducted– Theme – Gender and Human Rights • Planning for another virtual meet • Working on a UB grant to further develop ISLP • Submission of proposal	7 th July to 6 th August December / January 2021-22 September – 2021
			• Exchange Fair • Workshop on how to face the interview • Halloween party • Selection Interview • Discussion on Global Education • Christmas Party • New Year celebrations – in different countries • Discussion on Pandemic and its aftermath in different countries – • Summer Programmes / scholarships – info session • Environmental concerns around the world – Discussion • Book / Film Review	September 2021 October 2021 October 2021 November 2021 November 2021 December 2021 January 2022 January 2022 February 2022 March 2022 April 2022
10.	Research Innovation and Extension	Centre for Entrepreneurship Development	25 vocational courses that can be offered online will be conducted during this ODD semester of 2021-22 academic session	August 31st -13th September 2021 [suggested and subject to approval by Vice Principal]

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			Faculty interaction cum planning meeting for Physics and Computer Science departments was conducted on 12 th August 2021 with Maxelerator Foundation - Dr. Naveena Swamy and Team.	Physics & Computer Science departments - 12th August 2021 Other departments – Odd & even semesters of 2021-22 MoU with Maxelerator Foundation.
			Interactive session with all II UG students to encourage and build women entrepreneurs, by Mr. Nagaraj Prakasm.	September 13-14th 2021 [subject to completion of vocational courses in odd semester of 2021-22]
			The Doakian Bootstrappers club to encourage entrepreneurship is registered with the DSA Interactive session with Mr. Nagaraj Prakasm orientation	Total number of interested students who registered – 124 from various departments September 2021
			Training in eco-system of startups/linkage building/copyrights and intellectual property rights. Orientation to Institutional Innovation Council of Ministry of Human Resource Development, Government of India	October 2021
11.	Research Innovation and Extension	Centre for Women's Studies	Four Skill Based Courses will be offered as per quality standards and guidelines of the National Skills Quality Framework of University Grants Commission [UGC] during academic session of 2021-2022	-
			Singapore University of Social Sciences: Social content webinar and online film making workshop for students of Lady Doak College and students of the Public Safety and Security [PSS] course of Singapore University of Social Sciences.	August 25th –October 31st 2021

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			Compare similarities and differences between India and Singapore and deduce the context specific nature of interventions for gender equity in each country	
			Singapore University of Social Sciences Submission of joint application for the 2021 AGenT Documentary Video Awards: Good Practices for Equal and Just Asia – A call by the Korean Institute for Gender Equality Promotion and Education (KIGEPE) Application submitted	August 25th –October 31st 2021
			Association KARANGAL, Nyon: Social content webinar and online film making workshop for students of Lady Doak College and men students five other higher educational institutions, in Madurai and other districts.	October-November 2021
			Health Secure Foundation, USA and Counseling Unit, Lady Doak College: Learning projects on women's mental and physical well being as well as positive support interventions to enhance our students' work participation in the workforce	October 2021
			16 Days Activism Against Gender Based Violence – November to December –	November 25 th - 10 th December 2021
			International Women's Day Celebration	8 th March 2022
			Research on workforce participation of women – (2021-2022) – Annual Research	-
12.	Infrastructure and Learning Resources	Centre for Information Technology	New Modules: Office Management System - Fixed Asset - Tally Conversion	August 2021- January 2022
			PG STUDENT PROJECTS ➤ Committee List Generation	November 2021 – April 2022
			➤ e-Certificate generation for Short-term, Diploma & Certificate Courses ➤ VBC Course Registration & e-Certificate Generation	August 2021 – December 2021
			➤ Course Attainment	August 2021 – December 2021
			Upgradation of Modules: - Online Admission & Counselling - Hostel Admission	Odd & Even Semester

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			3. Attendance & SP 4. Leave Management System 5. Faculty Programs 6. Examination 7. Faculty Appraisal 8. Appointment with Principal 9. Feedback 10. Work Diary 11. Alumnae 12. e-compliance 13. Hall Booking 14. Fee collection 15. Moodle 16. Faculty Recruitment 17. Instrumentation Module 18. Examination 19. e- Bonafide & e-Transfer certificate 20. Prizes 21. Reports	
13.		JX Miller Memorial Library	In the process of creating a online digital repository with CIT and CCM In the process of digitizing of college publication with CCM	
14.	Student Support and Progression	Dean of Student Affairs	Leadership training programme “Equipping the called” for the cabinet members (in Phases)	August 2021 - March 2022
			Student Induction Programmes (SIP) (in Phases)	
			Awareness programmes	
15.		Centre for Career Guidance and Placement Cell	In process of creating a module to pass on information to student and monitor their job process in collaboration with CIT.	-
16.	Governance and Leadership	Institutional vision & leadership and strategic development & deployment	Strengthening of Digital Classroom: To provide a scholarly and professional environment that enables faculty and students to make lasting contributions to the advancement of knowledge and technology in the midst of the covid-19 pandemic situation	-

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			Keeping in view the uncertainties among the students regarding the gadgets for learning, a survey of their needs to be done and necessary action will be taken by the concerned departments. Students can use the College wifi connection for their online classes when they are on campus. Separate classrooms will be arranged for students, based on the number of students attending classes on campus.	
			Leadership: The effective leadership is reflected in various institutional practices. Admin team is expanded. The team involves in identifying organizational needs and strives to fulfil them Additional positions in the Deans of Academic Affairs, Deans of Student Affairs and Controller of Examinations were created to cater to the needs of the increasing strength of the students. Workshops and seminars to improve upon the leadership skills to be given periodically	
			Strategic development & deployment: The Counselling Unit of the College conducts batch wise and one-on-one sessions to support the students emotionally Counselling Sessions for students, teachers and NTS during the pandemic period to reduce the stress level.	
			Parent – Teacher Meet organized batch wise by every department. To build up a rapport between the teachers and parents in the absence of on campus visits by them and to address their needs immediately.	
			The Career Guidance and Placement Cell and the Deans of Student Affairs Virtual soft skill training and leadership programmes to be organised to enhance the emotional and social compatibility to gain employability skills of the students	
			FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION (FUNDED BY UNITED BOARD): UB project for funding. The duration of the project is for 2 years from January 2021 to December 2022. A matching fund has to be raised by the LDC community to enable further funding from United Board	

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			Setting up of Institutional Development office. To provide free lunch for the deserving poor students on all working days. Enhancing Scholarship for fees	
17.		IQAC	Workshop on Establishing quality through enhancing organizational culture	November 2021
			Panel discussion on Documentation/Green Audit/Business Incubators	February 2022
			Compliance of audit for NAAC/AQAR/NIRF related documents by the Departments/Offices/Centres	At the end of academic year
18.		Centre for Human Resource Development	Faculty Empowerment Programme for Teaching Faculty Training on Procedures & Government Rules on Leave, PF & Retirement benefits Resource Person : Mr. Ramakrishnan, Retd. Joint Director, Dept. of Agriculture	September 2021
			Faculty Empowerment Programme for Teaching Faculty Workshop on Advanced “Statistical Techniques” Proposed Resource Person : Dr. D. Barani Kanth Associate professor of Applied Psychology, Pondicherry University	February 2022
			Faculty Empowerment Programme for Non-Teaching Faculty Digital Up-Skilling Resource Persons: Faculty Need based training for NTS on G-Suite Applications, MS-Excel, MS- Power Point	Data had already been collected through Google Form Training to be conducted this academic year 2021-22 in a phased manner
			Faculty Empowerment Programme for Non-Teaching Faculty Workshop on Team Building Proposed Resource Person : Dr. Synthia Mathew (Retd.)Head & Associate Professor Dept. of Social Sciences Lady Doak College	October 2021
			Faculty Empowerment Programme for Non-Teaching Faculty	Started from 20.01.2021

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			Training on Report Preparation Resource Person : Dr. Christianna Singh, Principal & Secretary, Lady Doak College	
			Faculty Empowerment Programme for Non-Teaching Faculty Enhancing Communication Skills in Tamil & English – Reading & Writing Proposed Resource Persons : Faculty To be conducted periodically for the Class IV workers	To be conducted periodically for the Class IV workers
			Skill Test Skill Test for all Department, Office & Center Assistants MS Office	September 2021
			Service Registers Maintenance of Service Registers & Electronic Service Registers for Teaching & Non-Teaching Management Faculty	September 2021
19.	Institutional Values and Best Practics	Centre for Environmental Studies	- On campus, policies addressing the use of plastic were drafted - Planned to inform the industries about the use of plastics and their negative consequences in terms of packaging Determine the source of the waste: Single-use plastics - Paper cups, plates & water bottles, Food waste, medi trash, dry waste, leaf litter, and e-waste	December 2021
			- Waste generation on campus is being reduced and utilized - Utilization of the proper recycling technique - Combine hands with a non-profit organization to effectively manage garbage in terms of recycling and revenue production - Planned to provide awareness programs via webinar to all teaching and non-teaching faculty, as well as students, to assist them internalize the information - To monitor the mechanism, form a Club (Green champions and Green warriors) in collaboration with the Eco Club (DSS)	December 2021
			Sanitation and Hygiene, Waste Management, Water Management, Energy Management and Greenery in Collaboration with NSS team (Part V)	The practice will be followed throughout the academic year

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			In partnership with Bhoom Foundation Community Trust and Rotary Club, 30 Sandalwood saplings were planted on July 31, 2021	
20.		Counselling Unit	• One – One Counselling Sessions for Faculty, Non-Teaching Staff, Students, Family Members and Alumnae who are identified to be in need and are willing to avail help • Observance of Day of Encouragement • Second Issue of e-Newsletter ‘Pebbles’ on World Mental Health Day 2021 • Harmony 2021 – Quality Time of Celebrating Togetherness @ Lady Doak • In collaboration with the ‘Women Help’ activity of CWS, counselling sessions are handled for residents at Arulagam • Virtual Students’ Forum • Growth Group Sessions for Counselling Unit members • Focussed Group Discussions for specific target groups of students • Workshops for Non-Teaching Staff members • COVID 19 Peer Help Group • Virtual Meet with Class Representatives	• June 2021 – May 2022 • 12th Sept. • 10th Oct. • Monthly • Monthly • Monthly • Sept. & Dec. • Oct. – Dec. • 30th Sept. & 1st Oct. • Formed • Jan. 2022
			<u>NEW INITIATIVES</u> • Support Groups for faculty and staff members who are experiencing Grief. • Introduction of a Value Added Course on ‘Discovering the Real Self’. The following collaborative projects are being implemented : • College Online Programme for Empowerment and Success with Centre for Women’s Studies. • Analysis on Emotional Wellbeing of II UG students during Pandemic as part of Pandemic Response Project.	July – October_2021 Even Semester [Dec. to March] June 2021 – April 2022 April 2021 – August 2021