

Action Plan 2023-2024



Curricular Aspects

1. Curricular Planning & Implementation

Action Plan	Time Frame
The UG & PG programme courses will be restructured based on TANSCHÉ model curriculum and will be presented in the forthcoming Board of Studies meeting. And the same will be passed in the Academic Council Meetings.	<u>ODD SEM.</u> Boards of Studies - Between 19.09.2023 and 29.09.2023 Academic Council - 18.10.2023 <u>EVEN SEM.</u> Boards of Studies - Between 19.02.2024 and 29.02.2024 Academic Council - 19.03.2024

1. Curricular Planning & Implementation – contd...

Action Plan	Time Frame
• The CO & PSO attainments will be computed with the Formative Continuous Assessments and Summative Examination for 2022 (sem. III & IV) and 2023 (sem. I & II) batches of UG & PG	• Odd semester January 2024 • Even semester May 2024



2. Curriculum Enrichment

Action Plan	Time Frame
National Consultation on Curriculum Changes for Upskilling and Employability in Higher Education with focus on Industrial collaborations	December 2023



3. Introduction of New Academic Programmes

Action Plan	Time Frame
Feasibility study to be performed to introduce new programmes and courses aligned with the industrial needs	20 th September 2023



4. Feed back

Action Plan	Time Frame
Restructuring the course feedback template of faculty and students	November 2023
Analysis of End of semester – course wise feedback by Students and Faculty	• Odd semester - November 2023 • Even semester - April 2024



Centre for Communication and Multimedia

Empowering young women through Higher Education

Curricular Planning & Implementation

Action Plan	Time Frame
Faculty Development Program on “MOOC content delivery”	January 2024
Two hours session for module development / content development	October 2023



Academic Flexibility

Action Plan	Time Frame
Techno sharing sessions- • Use of ICT in Teaching and evaluation • Tools related to e-content	August 2023 December 2023
Create playlists in YouTube Channel	2023-2024
Upload resources in public platforms in Wikimedia, YouTube and share link	
Frame Online Educational Resources (OER) Policy	
Analyse digital competency	
College to collaborate with Communications-Oriented Language (COL) for hosting online courses and also look at international platforms	2023-2025

Strengthening of Digital classroom

Action Plan	Time Frame
Providing SMART TV in required Classrooms	2023-2024



AV Club

Action Plan	Time Frame
Training session on Multimedia usage - Av club students to be given training on audio visual software and equipment	September 2023
Bird walk/photowalk - AV club students to be taken for a photowalk with the help of a professional Photographer	February 2024



Evaluation Process and Reforms

Supplementary Examinations - June 2023

The Registration for Supplementary Examinations-June 2023 was completed during the period 13th June 2023 to 18th June 2023. The June Supplementary Examinations were conducted from 28th June 2023 to 06th July 2023.

- No. of appearances: 313
- No. of appearances passed: 179
- No. of Students benefitted: 83



ODD SEMESTER 2023 – 2024

❖ Assessments for 2023 -2024

- Continuous Assessments will be based on the units of Courses for the ODD and EVEN Semesters of 2023-2024
- The different Continuous Assessments (CA) given are Tests, Assignments, MCQs, Seminars etc.

❖ Formative Improvement - Odd Semester 2023-2024

The regular provision of Formative Improvement will be given to I UG & I PG students in the Odd Semester 2023-2024 to improve their first Semester Formative marks. A student can take Formative Improvement for a maximum of three Continuous Assessments in each course.

❖ Regular Summative and Supplementary Examinations-November 2023

The Regular Summative and Supplementary Examinations-November 2023 will be conducted from 02nd November 2023 to 16th November 2023.

❖ Result Passing Board – Odd Semester 2023-2024

The Result Passing Board for the Odd Semester 2023-2024 will be conducted tentatively in the first week of December 2023.

EVEN SEMESTER 2023 – 2024

❖ Regular and Supplementary Examinations-April 2024

The Regular and Supplementary Examinations-April 2024 will be conducted from 17th April 2024 to 30th April 2024.

❖ Result Passing Board – Even Semester 2023-2024

The Result Passing Board for the Even Semester 2023-2024 will be conducted in May 2024. It will be conducted tentatively between 13th May and 20th May 2024

❖ Comprehensive e-Assessment – Even Semester 2023-2024

The Comprehensive e-Assessment for II PG students will be conducted in March 2024. It will be conducted tentatively between 25th March 2024 to 29th March 2024.

❖ Annual e-Assessment – Even Semester 2023-2024

The Annual e-Assessment for I, II & III UG students will be conducted in April 2024 along with their Summative Examinations.

Evaluation and Transparency

PG valuation will be done by the external examiners and the transparency will be given to students by uploading the scheme of valuation in the automation portal for both ODD and EVEN semesters 2023-2024.

Need based workshop

A need based workshop for upskilling faculty will be conducted in February 2024 to enhance the efficacy of question setting and evaluation process. The proposed dates for this is between 1st February 2024 and 7th February 2024

Result Analysis

It is proposed to do a Result Analysis of the students' performance in the academic year 2023-2024 which will enable us to gauge the academic performance and evolve evaluation reforms accordingly. The result analysis will be done tentatively between 20th May 2024 to 22nd May 2024

Research Innovation and Extension

Empowering young women through Higher Education

Research and Development Cell

Empowering young women through Higher Education

ACTION PLAN	TIME FRAME
Workshop on Patenting Biological Products	August 2023
Training cum Workshop on usage of High analytical Instruments – in collaboration with Science Instrumentation Centre	September, 2023
Coaching for CSIR UGC NET exam for the students and research scholars of Humanities and Sciences to be organized by the departments and to be coordinated by the R & D Cell	September, 2023
Visit to PSG College, Coimbatore as a positive model for increasing the R & D ambience in our college	September, 2023
Framing of guidelines towards consultancy policy	October 2023
Internship in Science Instrumentation Centre	November 2023
Seminar on manuscript writing for faculty and research scholars	December 2023
Fostering an innovative culture to enhance research productivity and rankings	January 2024
Faculty Training Program on R programming applications for specific disciplines	February & March 2024



Part V Extension Programme Activities

Action Plan	Time Frame
• Drive Against Drugs -Formation of ‘Anti-Drug Club’ (Anti-Drug Club’ போதை பொருள் ஒழிப்பு கழகம்) and Feasibility study on the prevention of drug abuse in collaboration with the Counselling Unit. • Awareness programme on Cyber security • Celebration of the International Year of Millet - Guest lecture/competitions/awareness campaign • Formation of the Students Services Centre (SSC) in collaboration with the DSA, Christian Activity centre and Counseling Unit as per the Guidelines given by UGC	2023-2024 20th September 2023 2023-2024 2023-2024

Action Plan	Time Frame
MoU with institutions where departments of psychiatry are fully functional to improve students' mental health, physical, psychological, and emotional well-being as per the guidelines given by UGC	December 2023
Road cleanliness, safety, and traffic patrol in campus with DSA	2023-2024
Green Tamil Nadu Mission - nurseries and plantation activities in collaboration with Centre for Environmental Studies, LDC	2023-2030
Green Bharat Abhiyan Project - All Part-V extension programme volunteers in association with Honeywell Foundation – Pan Madurai Plantation drive - in collaboration with Centre for Environmental Studies, LDC	2023-2030

Action Plan	Time Frame
- Awareness programmes [NSS, LEB, LSP, RRC, YRC, and Ranging - Adoption of villages -special camping targets to transform as Green village – UBA supported villages (Velichanatham, Malaipatti, Chinnapatti, Poolampatti, Meenakshipuram) in collaboration with CES *Plastic-free campus/adopted villages in collaboration with CES *POCSO Act *Adult literacy - Medical camps (Blood donation, Eye and Ear), Importance of First-aid - Government initiatives/RJDCE/MKU programmes	2023-2024



Physical Education

Empowering young women through Higher Education

Action Plan	Time Frame
Intramural Chess competition for students	09/08/2023
Intramural Swimming competition for students	16/08/2023
Intramural Chess competition for staff	30/08/2023 – 01/09/2023
Intercollegiate competitions – Swimming , Football & Hockey	August 2023 to October 2023
Aerobic/ Zumba Dance – Yoga	07/10/2023
Self defense – (Taekwondo)	18/10/2023
Intramural Swimming competition for students	19/10/2023 & 20/10/2023
Intramural Tamil traditional games competition - (Non Standard)	01/12/2023 – 31/01/2023

Action Plan	Time Frame
Intramural Badminton, Kho Kho, Throwball competition for the students	19/12/2022 – 31/01/2023
Aerobic/ Zumba Dance	19/12/2023 – 21/12/2023
State Level Volleyball tournament for NTS	09/01/2024 – 10/01/ 2024
Inter Department Badminton & Throwball tournament for faculty & NTS	18/01/2024 – 31/01/2024
Martial arts (Silambam)	01/02/2024 – 07/02/2024
Annual Sports Day	09/02/2024
Inter Hostel Throwball competition	05/03/2024 – 13/03/2024
Fitness awareness Rally/mini Marathon/walkathon	08/03/2024
Fitness camp (Exercise, Importance, Food control)	09/03/2024 – 12/03/2023



NATIONAL CADET CORPS (Army & Air Wing)

Empowering young women through Higher Education

ACTION PLAN	TIME FRAME
Cultural competitions for first years (Classical Dance, Instrumental and singing)	August 2023 to April 2024
Inter Company Elocution Competition Inter Company Group song Competition Inter Company Group dance Competition Inter Company NIAP Competition Inter Company Flag Area Competition	2023-2024
Old age home visit Swachh Bharat at Gandhi Museum / LDC Blood Donation Camp One day Trekking Camp Cum Swachh Bharath Puneet Sagar Abhiyan Lecture on Health and Hygiene	2023-2024

Centre for Life Frontier Engagement

Empowering young women through Higher Education

Focus of LiFE Projects for the Academic year 2023-2024:

Sustainable Development Goals (SDGs) based LiFE Projects using Community-Based Participatory Research (CBPR)



ACTION PLAN	TIME FRAME
Orientation programme for the faculty facilitators	August 2023
Workshop on “Methods in community-based participatory research” for faculty and students	September 2023
Hands on training on “Study area mapping using geomatic technology” for faculty and students in collaboration with the Centre for Environmental Studies, Lady Doak College, Madurai	October 2023
UBCHEA project-based workshops 1. Virtual consultancy with international S-L practitioners – to create online S-L course on environment related SDGs 2. Creation of online S-L course	September to December 2023
Competition for students – LiFE transforming lives ▪ Digital Logo Making ▪ Pencil Sketching ▪ Documentary Film Making - Stakeholders’ voice from the community	February 2024
Open House – projection of the implementation of LiFE projects linking with SDGs and CBPR	March 2024

Student Exchange and other Exchange programmes

INTERNATIONAL STUDENT EXCHANGE PROGRAMMES

Action Plan	Details of Beneficiaries	Time Frame
International Christian University (ICU), Japan	Kaviya I – 21SOC026	End of August – End of November 2023
Mary Baldwin University –	Devi Meenakshi K. (21ENGE045) & Hannah Jessica S. (21BBAE014) Devi Meenakshi has secured her visa and is leaving on the 18th of August 2023 Hannah Jessica has left the college due to personal reasons	18 August – December 2023
ACUCA SMS Programme	Thendrel 21SOC062 - International Christian University (ICU), Japan Divya Kasthelia 21PHY009 - Silliman University, The Phillippines	August – November / December 2023

Memorandum of Understanding

Action Plan	Details of Beneficiaries	Time Frame
ACUCA	2 students per semester – SMS scheme FMS – our turn in the rota as long as we pay the membership fees	Legal opinion - completed Signature – will be completed by August 2023
Petra Christian University (5 years from the date of signing)	Exchange of students, faculty, Joint research activities / projects	Legal opinion – Completed Final nod from Petra and signatures – September 2023
Handong Global University, South Korea	Exchange of Students and Faculty – valid for 5 years	September 2023



Association of Christian Universities and Colleges in Asia (ACUCA)

Action Plan	Details of Beneficiaries	Time Frame
Korean and Mandarin Language Learning Programme organised by ACUCA	No. of beneficiaries: Korean 1 – 12 Mandarin 1 – 4 Strategic Family Business Management – 2 Basic Python Programming - 8	24 th July – 11 th August 2023
Executive Committee meeting– Chung Yuwan Christian University - Taiwan	Ms. Hannah attended the committee meeting on deputation	6 th and 7 th July 2023
2023 Management Conference and 25 th General Assembly – Hannam University, Daejeon, South Korea	-	18 th – 20 th October 2023

Service-Learning Programme - Outbound

Action Plan	Details of Beneficiaries	Time Frame
Ateneo De Manila Service-learning programme – First batch	Asmitha S.A. - 21ENG063 Swarna Bairavi S.R. - 21ENG056	June – July 2023
Virtual Japan Summer Service-Learning (Summer 2022)	Arunima Ann (21HIS007) and Harini P (21SOC018) attended JSSL	June - July 2023
APRCSL and SLAN meeting – Christ University, Bangalore	Dr. A.S. Priscilla, Dr. G. Jayanthi Kalaivani and Ms. Hannah presented papers and participated - Excellent opportunity for sharing of ideas and networking with a lot of people from different universities across the globe	19 th July 2023 - 21 st July 2023



Service-Learning Programme - Inbound

Action Plan	Details of Beneficiaries	Time Frame
Breaking Barrier and Building Bridges (BBBB) - 2023	Singapore University of Social Sciences (15 students) and Lady Doak College (15 students) Programme organised by CWS – Logistics taken care of by (ISC)	June – July 2023 Review to be conducted by August 2023.
International Service-Learning Programme (Summer 2022)	Three students from the International Christian University, Japan participated in the International Service-Learning Programme 2023 hosted by the ISC	11 th July – 11 th August 2023



International Study Centre Club - Theme - Revival

Action Plan	Details of Beneficiaries	Time Frame
ISC Inaugural	100 students	8 th August 2023
Revive “Safe Space” a student forum initiated by ISC Club students	-	March 2024
International Exchange Fair 2023	100 students	14 th August 2023
Workshop on how to face the interview & write proposals for international programmes	25 students	Last week of August 2023
Professional Development Workshop Organised by Ms. Phoebe	-	Odd Semester 2023



Action Plan	Time Frame
Selection Interview - International programmes - 20 students	September 2023
Halloween party	November 2023
Thanksgiving Party	November 2023
Christmas Party	December 2023
Harvest Festival	January 2024
International Language Club Organized by Ms. Phoebe	Even Semester 2023-2024
Gender and Environment Organized by Ms. Phoebe	Even Semester 2023-2024
Students' expectation -2 learning activities and one fun activity per month	Odd and Even semesters 2023-2024

United Board Projects

Action Plan	Time Frame
Service-Learning: - Virtual Consultation with International Service-Learning Practitioners to create Service-Learning course on select SDGs - Creation on Online course	September – December 2023
Service-Learniing: - Including SDGs into the LiFE curriculum and presenting them in the upcoming BoS - Creating one multidisciplinary syllabus and presenting it in the upcoming BoS	August – December 2023
Peace: - Monthly Harmony and Peace Club - Workshop for VBC and IVBC teachers	June 2023 – April 2024 September 2023

Centre for Entrepreneurship Development

Empowering young women through Higher Education

Action Plan	Time Frame
Build an eco-system of Innovation/Start ups/Patents <u>Implementation of IIC 5.0 Calendar Activities – Quarters 3 & 4:</u> 1. Demo day/exhibition of finished products made by II UG students upon completion of the vocational skills courses 2. Session on opportunities for students from accelerators/incubators and prospects in entrepreneurship as a career , for SF Stream of II UG 3. Session on funding opportunities/angel investments for interested students to be engaged in entrepreneurship –for II UG Aided stream students 4. Workshop on Intellectual Property Rights (IPRs) and IP management for start up	31/07/2023 27/07/2023 31/07/2023 before 31st October 2023



Action Plan	Time Frame
<u>Implementation of IIC 5.0 Calendar Activities – Quarters 3 & 4:</u> <u>5. To organize for School students /Youth of Unnat Bharat Villages:</u> To be held in the Satellite campus, in collaboration with Centre for Environmental Sciences and Satellite campus committee 1. Innovation & Entrepreneurship outreach program 2. Boot camp on Lean Startup & Minimum Viable Product/Business 3. Demo day/exhibition/poster presentation with Startups eco system enablers – Startup TN	before October 31st 2023

Action Plan	Time Frame
Policy for registration of Start-ups at Lady Doak College: - Two MSME registrations completed at CED for two alumnae - Norms for Students Trade Corner for students/alumnae to be worked out and presented to admins for policy formulation - Host institution registration for incubator under the Ministry of Micro Small and Medium Enterprises (MSME) - Policy for Patent registration - Policy for Start-ups registration	on or before 31st August 2023 on or before 10th August 2023 Awaiting completion

Action Plan	Time Frame
Vocational Skills Courses The following six additional Courses were introduced and approved by the Academic Council of July 2023-24, to enhance the employment opportunities of students: CED3259VS BASIC ELECTRICAL AND HOME APPLIANCES MAINTENANCE CED3260VS COOLING SYSTEMS CARE CED3261VS ECONOMICAL BIOFERTILIZERS AND PESTICIDES PRODUCTION CED3262VS HYDROPONIC FARMING TECHNIQUE CED3263VS ART AND COLOUR THERAPY FOR WELLBEING CED3264VS CALLIGRAPHY Feedback from Academic Council is to increase the duration of the courses from 30 hours to 60 hours	To be discussed with Principal & Deans of Academic Affairs – 15th September 2023

Vocational Skills Courses - 22 Courses were completed from 6th July - 31st July, 2023

Courses offered with expertise of Lady Doak College Departments:

Course Title	Department
Kitchen gardening and production of organic foods	Department of Botany
Paper recycling	Department of Botany
Making of organic self care products	Department of Chemistry
Digital photography and postproduction	Centre for Communication and Multimedia

Vocational Skills Courses - 22 Courses were completed from 6th July - 31st July, 2023

Courses conducted with collaboration with industry/knowledge partners

Course Title	Industry/Academic Knowledge Partner
Tourism and Travel Management	Madurai Kamaraj University College
Bakery foods	Sana Shree Institute of Baking and Culinary Skills Development
Value addition in millets	Community Science College and Research Centre, Tamil Nadu Agricultural University, Madurai
Value addition in fruits & vegetables	Community Science College and Research Centre, Tamil Nadu Agricultural University, Madurai

Vocational Skills Courses - 22 Courses were completed from 6th July - 31st July, 2023

Courses conducted with collaboration with industry/knowledge partners

Course Title	Industry/Academic Knowledge Partner
Two Wheeler Repairs & Maintenance	TVS Academy & Community College
Basic Electrical and Home Appliances Maintenances	TVS Academy & Community College
Cooling Systems Care	TVS Academy & Community College
Women, Lights Camera & Action	Revelation Bay Productions
Production of Jute products	Green Fem Producer Company
Self Grooming Techniques	Green Trends Academy
 Aerobics and Zumba	D TOE STUDIO – dance & fitness

NSDC Courses – PMKVY 4.0

Three Courses are conducted with expertise of LDC,

- Department of Computer Science
- Department of Botany
- Department of Fashion Designing

62 students are regularly undertaking the courses

Alumnae Association has granted usage of sewing machines for this period

**October/
December 2023**

Centre for Women's Studies

Empowering young women through Higher Education

Action Plan	Activities	Time Frame
Evidence Based Research	Paper submission at Indian Association of Women's Studies XVII National Conference – ‘Women's Studies & Women's Movements, Challenges and Resilience’ at Thiruvananthapuram – Ms. Sri Bharathi, Research Assistant Centre for Women's Studies, titled “Women Panchayat Presidents in Creating Women Centric Spaces in Women Panchayats in Madurai – An analysis of five case studies based on live interviews. On the Spot Studies: • Interactions with Fisherwomen at Rameshwaram • Interactions with Tribal community women at Kodaikanal • Understanding women's position at Keezhadi • HIV affected women and children at Arulagam Hospice	September 7th-10th 2023 Internal Technical Review on 16th August, 2023. 10th August 2023
Production of Short Films/Documentaries on women	Two existing partnerships with Association KARANGAL and the Singapore University of Social Sciences is continued. A physical Film making workshop was conducted with College of Inter disciplinary and Experiential Learning of Singapore University of Social Sciences in June 2023 under the Breaking Barriers & Building Bridges - II	26th June - 8th July 2023

Action Plan	Activities	Time Frame
Training in Teaching Women's Studies	Workshop for all faculty teaching Women's Studies on current challenges and evolving strategies.	January 2023
Guest Lectures	1. A guest lecture on Women's political leadership was conducted on 2nd August 2023 for III UG students of Aided and SF Streams 2. Dr. Sue Royappa will address students on Palliative care and caregiving for terminally ill patients	29 th August 2023
Workshop for women Non-Teaching Staff	Workshop for women non-teaching staff on emotional well-being of women to be conducted in collaboration with Counselling Unit	A Saturday in September 2023



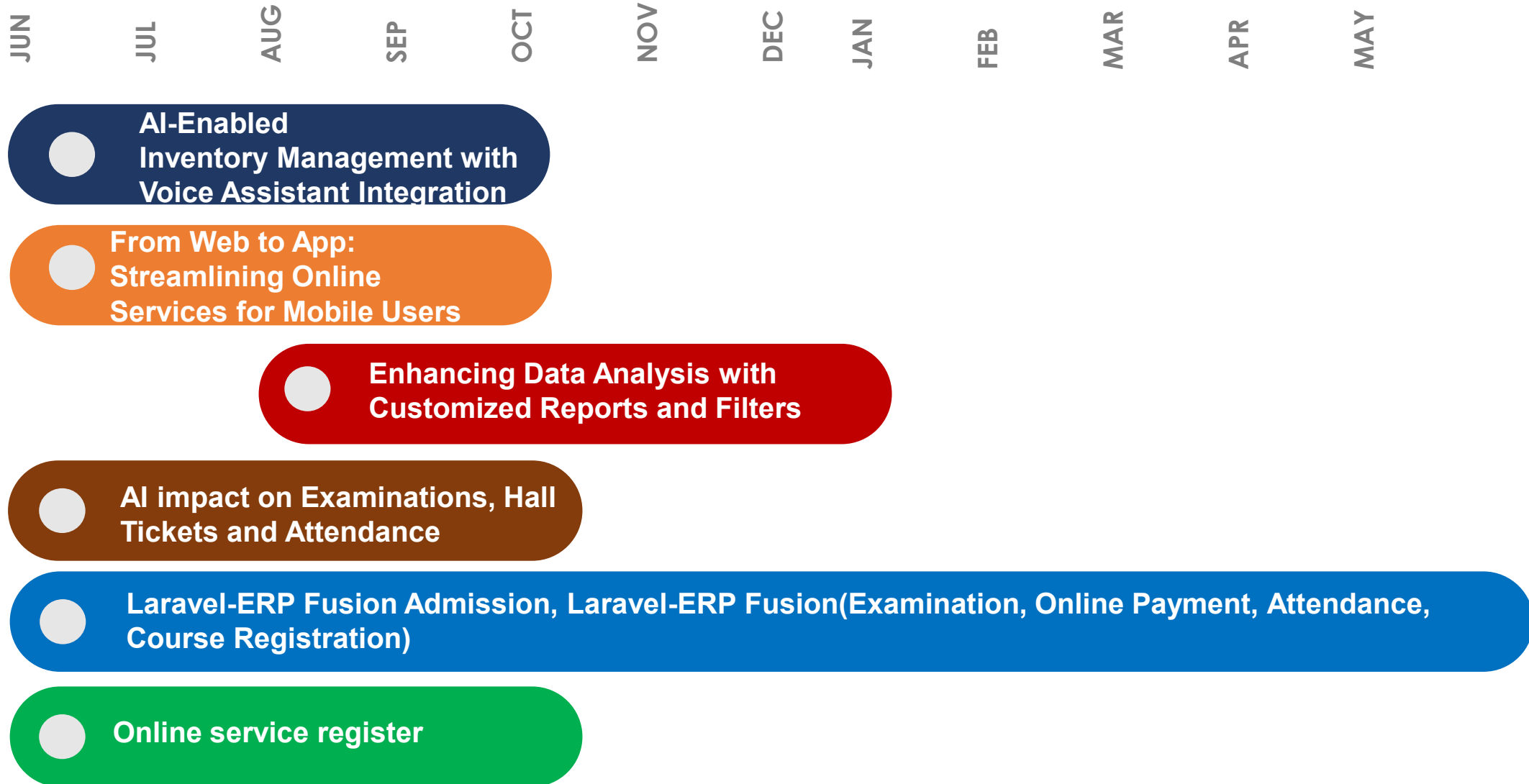
Action Plan	Activities	Time Frame
Uliyin Oli	• Inauguration of Uliyin Oli • Open Forum on Manipur Violence • Forum on Women's political participation • Outreach among three city colleges in Madurai on the documentaries produced in March and in June 2023. • Safe spaces workshop among girls at Elango Higher Secondary School, EVR Higher Secondary School & St. Joseph's Higher Secondary School • Initiate a reading with reading sessions	August 2023 September 2023 January-March 2023[as per school schedules] September 2023
Collaboration with local NGO – Association of Arulagam	• Counselling skills training conducted in collaboration with Counseling Unit for care givers at Arulagam & Arulagam Hospice • Training in Kitchen garden conducted by Centre for Environmental Sciences • Sales of food items made by women residents facilitated during DEMO Day organized by CED	June 2023 June 2023 July 2023
35th Year of Centre for Women's Studies	Planning and execution of events to celebrate 35 th year of Centre for Women's Studies	August 2023 - 08 th March, 2024

Infrastructure and Learning Resources

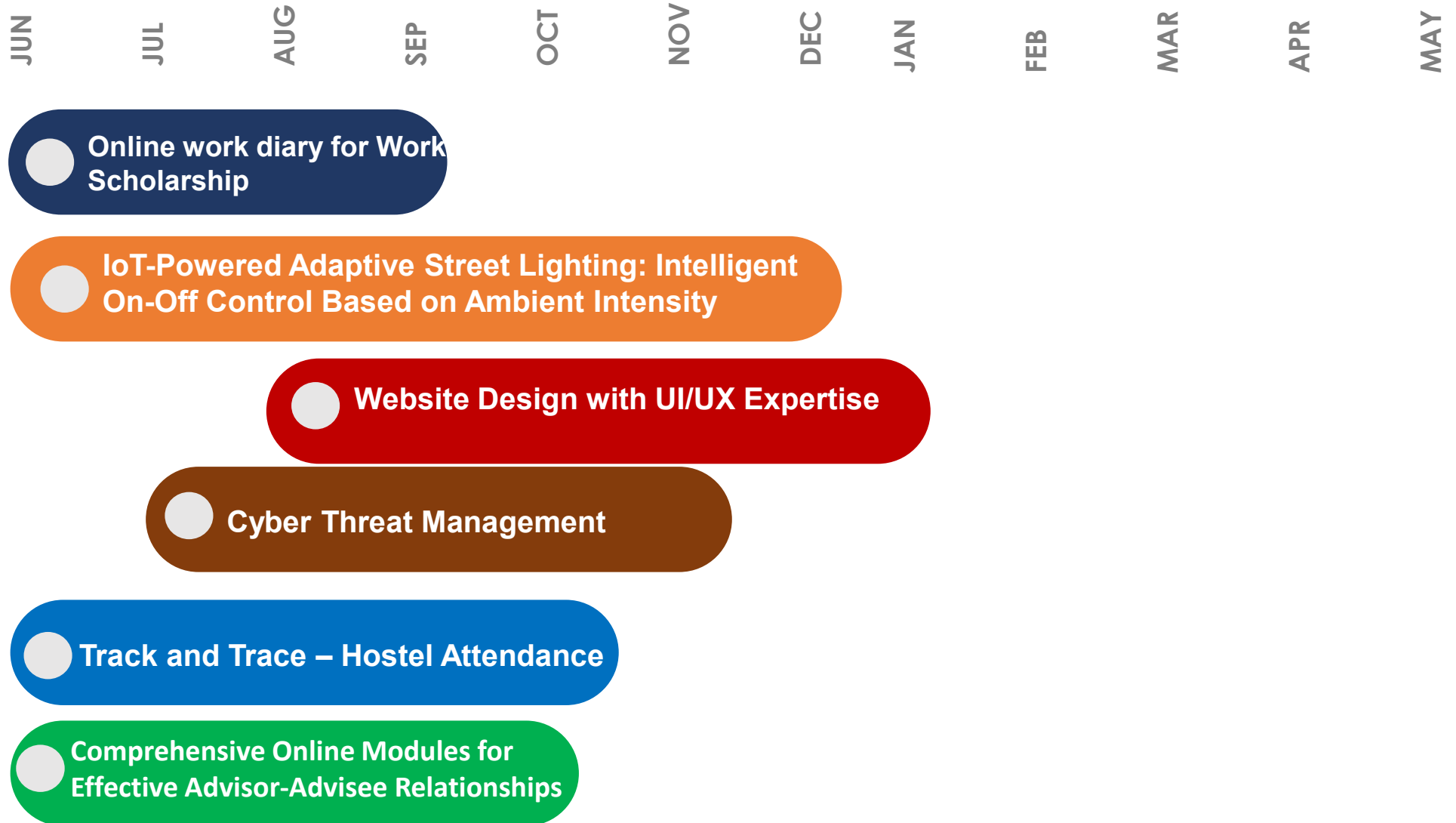
Centre for Information Technology

Empowering young women through Higher Education

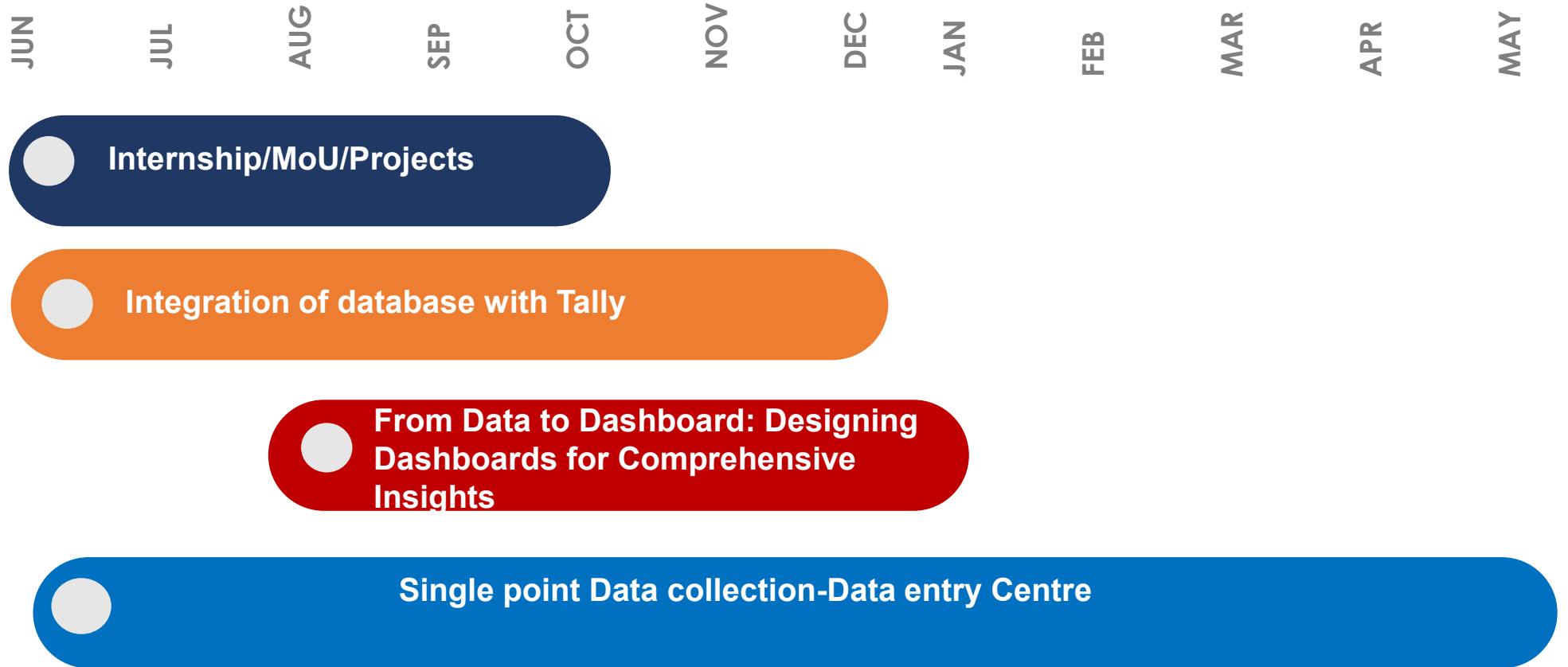
ACTION PLAN 2023-2024



ACTION PLAN 2023-2024



ACTION PLAN 2023-2024



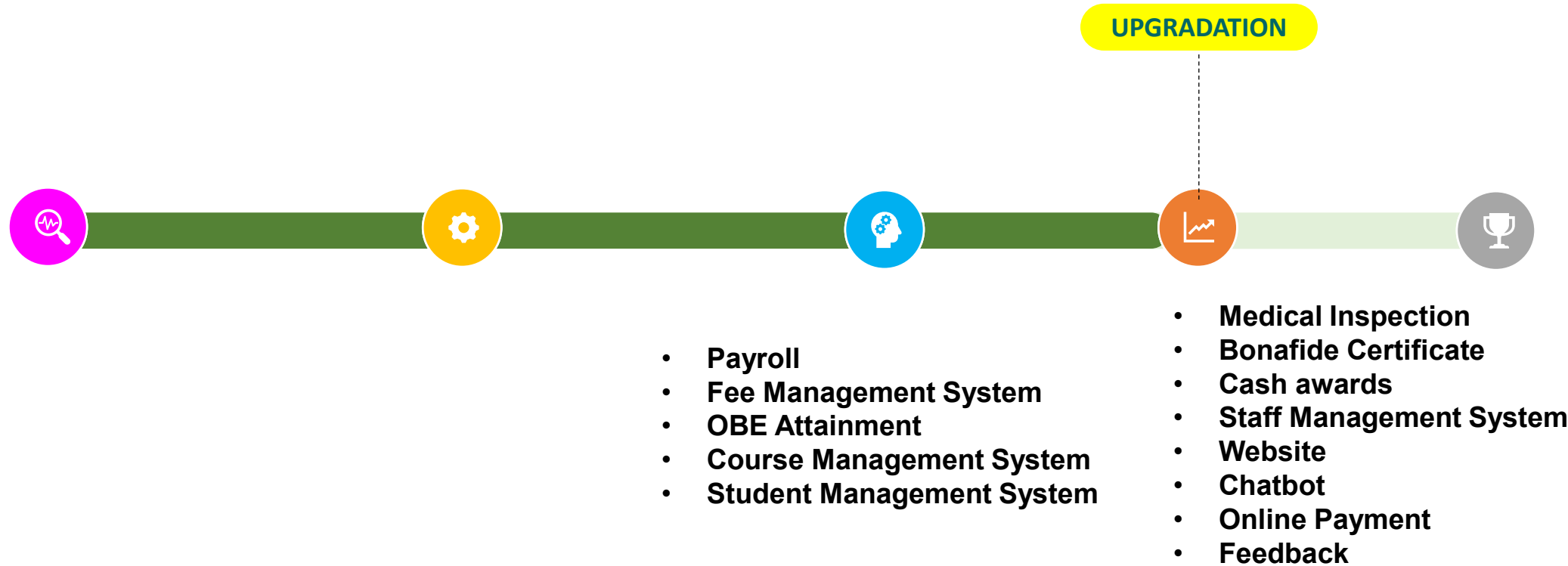
MAINTENANCE



- **Student Management System**
- **Student election**
- **Fee Management System**
- **Faculty Recruitment**
- **Guest room booking**
- **Examination Management System**
- **Course Management System**
- **OBE attainment**

- **E-complaints**
- **Hall Booking**
- **Online Payment**
- **Staff Management**
- **Leave Management**
- **Biometric**
- **Hostel Management system**







Lady Doak College



Developed by Centre for Information
Technology

 **LDC ChatVentory**

Type the product...

 Click to Speak

 Send

 Click to Hear

Total number of desktop is: 530

Developed by Centre for Information Technology

Lady Doak College



Library



Grievances



Contacts



Gallery



Departments



Centres



Fees



Feedback



JX Miller Memorial Library

Empowering young women through Higher Education

ACTION PLAN	TIME FRAME
Lecture on Library Resources : about Digital Library/ Plagiarism /Citation	September 2023 – December 2023
Friends of the Library: Book Club/Quiz Club/ UPSC Study Circle	August 2023 – March 2024

Student Support and Progression

Empowering young women through Higher Education

Action plan	Programme	Time frame	Beneficiaries
Igniting leadership	Inauguration of the Student Cabinet - 2023-24	26/07/2023	74 (Members of student cabinet)
Training programme for the student leaders “Equipping the called”	Phase I (Life Focus Society)	16/08/2023	200 (Cabinet members and all representatives)
	Phase II (Life Focus Society)	Even semester February 2024	200 (Cabinet members and all representatives)

Action Plan	Action Taken		
I PG Student Induction Programme (SIP)	Programme	Date	Beneficiaries
	Orientation Life on campus (Student Cabinet) Tips for healthy living (Department of Physical Education, LDC)	06/07/2023	365 (Aided & SF)
	Road to Bliss : Ms. Sophia Graceline, Child Psychologist, Child Rights Defence, Porur I am the best : Ms. J. Blessing Stella, Administrator & Counsellor, Hallelujah Tower How to cherish college life ? : Ms. J. Juanita Full-Time Counsellor, LDC	07/07/2023	365 (Aided & SF)

Action Plan	Action taken		
I UG Student Induction Programme (SIP)	Programme	Date	Beneficiaries
	Orientation Life on campus (Student Cabinet) Tips for healthy living (Physical Education Department)	10/07/2023	1231 (Aided and SF)
	Lead a good life : Ms. Sarah Jayakar Signs of time : Mr. Neil Vimalkumar Boniface Life lesson : Mr. Inbaraj Antony Motivation to students : Mrs. Sharmini Samuel Life Focus Society, Chennai	11/07/2023	1231 (Aided and SF)
	Rise Tall : Ms. Abigail Alice Dorothy, Psychologist, Sishya Team Arise and Shine : Ms. P. Sunita, Family Life Educator & Counsellor, Enrich Ministries, Bangalore Ms. J. Blessing Stella Administrator & Counsellor, Hallelujah Tower, Madurai	12/07/2023	1231 (Aided and SF)

Proposed Activities			
Action Plan	Programme	Date	Beneficiaries
Parent - Teacher Meet	Parent - Teacher Meet - year wise by every department	III UG & II PG 18/08/2023 to 25/08/2023 I UG & IPG 19/01/2024 to 25/01/2024	All Students
Assembly programme and college events	• Founder's Day & Student Cabinet Inauguration • Independence Day celebration • Teachers' Day celebration • Inter Collegiate Meet • Career Counselling • Motivational Talk • Republic Day celebration • College Day & Student Cabinet Valedictory	26/07/2023 15/08/2023 05/09/2023 26/09/2023 11/10/2023 12/01/2024 26/01/2024 05/04/2024	All Students (Aided & SF)

Action Plan		Amount	Beneficiaries
Free lunch	Providing free lunch for the needy students	-	58 students (as on 01/08/2023)
Scholarships	Scranton Scholarship & Essay contest winners	Rs.2,06,452.80/-	7 students
	Central and State Government Scholarships (Renewal & New application)	in-process	-
	Non-Government Scholarships		
	Student Education and Development Centre (A collaborative project - LDC and INDIENHILFE, Bangalore) 2023 – 2028 (5 years)	1750/student / month	40 (14 th July 2023)

Centre for Career Guidance and Placement Cell

ACTION PLAN	TIME FRAME
Placement Activities-Registration/Job Profiles/Drive Details	September 2023 – April 2024
Placement Training – Registration/Training (Numerical and Logical Reasoning)	September 2023 – December 2023

Governance Leadership and Management

Empowering young women through Higher Education

Internal Quality Assurance Cell

ACTION PLAN	TIME FRAME
Revamping of all feedback questionnaires and feedback processes with CHRD: Course feedback (teaching learning and assessment), faculty feedback, alumnae feedback, employer feedback, parent feedback, academic feedback	September 2023
Workshop on “Role of HEI’s in incorporating internships” with the Deans of Academic Affairs	Last week of November 2023
Administrative Audit	January 2024

Centre for Human Resource Development

Empowering young women through Higher Education

Sl. No.	Theme	Activity	Description	Time Frame
1.	Faculty Empowerment Programme for Teaching Faculty	New Faculty Orientation on “Being an Effective Teacher”	Resource Persons: Internal Faculty Members & Dr. Nithila Devakarunyam Principal, St. Christopher’s College of Education Ms. Jasmine J Assistant Professor, St. Christopher’s College of Education Target Group: Newly appointed faculty	8 th to 10 th August 2023

Sl. No.	Theme	Activity	Description	Time Frame
2.	Faculty Empowerment Programme for Teaching Faculty	Workshop on “Generative AI for Teaching & Learning” for all faculty members	ChatGPT & Prompt Engineering	November 2023
3.	Faculty Empowerment Programme for Teaching Faculty	Training on Procedures & Government Rules on Leave, PF & Retirement benefits	Resource Person : Mr.Ramakrishnan Rtd. Joint Director Dept of Agriculture	January 2024



Sl. No.	Theme	Activity	Description	Time Frame
4.	Faculty Empowerment Programme for Teaching Faculty	Workshop on “Organizational Culture”	Follow up of last year programme	February 2024
5.	Faculty Empowerment Programme for Teaching Faculty & Non-Teaching Staff	Cambridge English Placement Test followed by Training to enhance Communication Skills	CEPT Reading & Listening – Cambridge Assessment English (Part of Cambridge University Press & Assessment)	August 2023 – Test, September 2023 & January 2024 Training

Sl. No.	Theme	Activity	Description	Time Frame
6.	Faculty Empowerment Programme for Non-Teaching Staff	Digital Up skilling	Need based training for NTS on Office Automation MS-Word, MS-Excel, MS-Power Point	- Data has been collected through Skill test organized in the academic year 2021-22 - Training to be conducted in October 2023 & February 2024
7.	Faculty Empowerment Programme for Non-Teaching Staff	Workshop on “Team Building”	To be organised based on Athena Gap Analysis	October 2023

Sl. No.	Theme	Activity	Description	Time Frame
8.	Faculty Empowerment Programme for Non-Teaching Staff	Panimanai Kalvi: Enhancing Communication Skills (Tamil & English) – Reading & Writing	In collaboration with LiFE Students of Tamil Department	Organised for Class IV workers from August 2023 conducted on 4 days per week (Mon, Tue, Wed, Thurs) from 2.00pm – 2.30 pm for 17 Class IV workers
9.	Feedback	Review of Feedback	Rework on the existing feedback questions	August & September 2023

Institutional Values and Best Practices

Centre for Environmental Studies

Empowering young women through Higher Education

Action Plan	Time Frame
SKILL TRAINING : We have offered a skill training program for the destitute women at Arulagam in collaboration with an organization named Glove and gave them awareness on the 'Importance of Kitchen Garden' and helped them to setup a kitchen garden.	17.05.2023
APEX SDG CHAMPIONSHIP 2023 • Picket process - Conducted week-long awareness program on Single Use Plastics along with the DSA (Student Cabinet) at various places in Lady Doak College. The student team collected single use plastics from the individuals in the college community and suggested eco-friendly alternatives. • Each one Reach one ➤ The team along with DSA (Student Cabinet) and Part V – NSS visited Unnat Bharat Abhiyan villages- Velichanatham and Meenakshipuram with a motive of reaching people and to give awareness about Single-use Plastic, Sanitation and Hygiene, and Healthy food to promote sustainable environment to the rural areas	19.07.2023 — 25.07.2023 27.07.2023

Action Plan	Time Frame
➤ The team along with the Young India Climate change team planted 75 Saplings in the outskirts of Meenakshipuram and Velichanatham to commemorate the 75 years of LDC with the theme “Each one Reach one” as a part of Meri Mati Mera Desh. • Training program on "New Geospatial Policy and India’s Map App - Mappls App was conducted to all III UG students which can be utilized in their LiFE project • Yogathon’23 • Debate - Topic 'A Model United Nations Debate'. The students will come in disguise of 40 countries and represent them to discuss about the environmental problems, sustainable development goals and will give solutions about the environmental issues where the institution is located	31.07.2023 August, 2023 September, 2023

Action Plan	Time Frame
Sanitary Napkin Incinerator: Commencement of 5 Sanitary Napkin Incinerator from in collaboration with DSA	07.08.2023
Bio-degradable covers: Customized bioplastic bags for the dustbins from the Regeno Ventures Pvt. Ltd.	In process
Green, Energy and Environment Audit will be done for the Academic Year 2022 – 2023	August 2023
Guest lecture • Theme: “Millets for Healthy Life” • Theme: Indigenous Knowledge and Traditional Practices • Theme: Green Approaches for Environmental Conservation	September 2023 October 2023 January – February 2024

Action Plan	Time Frame
Environment Days • No Plastic Day • National Pollution Control Day • National Energy Conservation Day • World Forestry Day • World Water Day	July, 2023 December, 2023 December, 2023 March, 2024 March, 2024
UBA • Subject Experts Group(SEG) Proposal – “Mapping of water resources in the UBA villages using Geomatic technology”. • Planning to build a Rural Entrepreneurial Centre along with the CED in the UBA villages to promote their livelihood.	Waiting for proposal sanction March 2024
Cleanliness of our Campus - CES & Eco-initiatives of DSA • Planning to take effecting measures to keep the campus clean • Reduce the use of single use plastics in campus	A year - long activity

Counselling Unit

Empowering young women through Higher Education

Institutional Values and Best Practices



Unique Selling Point: Counselling Services

Student

Action Taken	Time Frame
• I UG & I PG Student Induction Programme (DSA & CU)	• 7th July 2023 & 11th – 12th July 2023 (Completed)
• III UG & II PG Christian Students (Pre-Marital Counselling) – (CAC & CU)	• 4th August 2023 (Completed)

Action Plan	Duration
• One-One Individual Counselling Sessions	June 2023 – May 2024 (Ongoing)
• Grievance Redressal	June 2023 – May 2024 (Ongoing)
• IPR sessions for I UG Resident students and follow-up sessions for all Resident Students	Sept. – Nov. '23/Feb. – April. '24

Action Plan	Duration
• Interactive Sessions for I UG students	September 2023
• Value Added Course on ‘Discovering the Real Self’	Even Semester
• Online Diploma Course on ‘Cultivating Emotional Wellbeing’	November 2023 – April 2024
• Peace Club activities	Monthly
• Discussion Forums	Once in 2 months
• Support Group Sessions	Once in 2 months
• Awareness Programmes	Once in a semester
• Outreach Programme	Once in a semester

Faculty

Action Plan	Time Frame
• One-One Individual Counselling Sessions	June 2023 – May 2024 (Ongoing)
• Grievance Redressal	June 2023 – May 2024 (Ongoing)
• ENHANCE : Emotional Resilience Building Programme	October 2023 – February 2024
• Online Diploma Course on ‘Cultivating Emotional Wellbeing’	November 2023 – April 2024
• Harmony – Family get-together	Monthly (Ongoing)
• Peace Education Workshops for VBC/IVBC facilitators	Odd Semester
• Growth Group Sessions for Counselling Unit Members	Once in a semester
• Growth Group Sessions for interested faculty members	Once in a semester
• Bereavement Support Group Sessions	Once in a semester

Extended Community

Action Plan	Time Frame
• Basic Counselling Skills training for the staff at Arulagam in collaboration with CWS	Completed for a duration of 20 hours
• One-One Individual Counselling Sessions	Need-based
• Wellness Measures	Need-based

Non-Teaching Staff

Action Plan	Time Frame
• One-One Individual Counselling Sessions	June 2023 May 2024 (Ongoing)
• Grievance Redressal	June 2023 – May 2024 (Ongoing)
• Online Diploma Course on ‘Cultivating Emotional Wellbeing’	Nov. 2023 – April 2024
• Harmony – Family get-together	Monthly
• Peace Retreat	Even Semester
• Theme based workshops in collaboration with CWS	Once in a year
• Bereavement Support Group Sessions	Once in a semester

Indian Academy of Campus Ministry (IACM)
(Sponsored by UBCHEA and organised by the Senate of Serampore, Kolkata)
21st to 31st July, 2023



Sd://

Dr. P. Felicia Shirly & Dr. R. Jeyakodeeswari

IQAC Coordinators