

IQAC Action Plan 2022-2023

Area of Deliberation	Proposed Plan	Period
Dean of Academic Affairs		
Curricular Planning & Implementation	The Odd and Even semester courses for UG (Semesters III & IV) based on TANSCHÉ norms to be presented in the forthcoming Board of Studies meeting to be held between 19.09.2022 and 30.09.2022 and to be passed in the forthcoming Academic Council Meeting to be held on 11.11.2022	Boards of Studies- Between 19.09.2022 and 30.09.2022 Academic Council- 11.11.2022
	The Odd and Even semester courses for UG (Semesters V & VI) based on TANSCHÉ norms to be presented in the Board of Studies meeting (Even Semester 2022-23) to be held between 13.02.2023 and 24.02.2023 and to be passed in the forthcoming Academic Council Meeting to be held on 12.04.2023	Boards of Studies- February 2023 Academic Council- April 2023
	The CO & PSO attainments will be computed with the Formative Continuous Assessments and Summative Examination from 2022 batch onwards	Odd semester January 2023 Even semester May 2023
Curriculum Enrichment	Faculty Development Program on Changing structure of Education for Upskilling and employability	December 2022
	Training of Faculty Trainers on Teaching, Learning and Assessment conducted by Teaching Learning Center, IIT Madras.	January 2022
Academic Flexibility	Incorporating mini project into the existing curriculum in all disciplines	Odd and Even semester 2022 – 2023
Feedback	Restructuring the course feedback template of faculty and students	November 2022
	Analysis of End of semester – course wise feedback by Students and Faculty	Odd semester - November 2022 Even semester - April 2023

Area of Deliberation	Proposed Plan	Period
Centre for Communication and Multimedia		
Curricular planning and Implementation	Faculty development program on Digital Pedagogies for Higher order skill development (SDG)	September 2022
	Faculty Development Program on “MOOC content development & delivery”-October 2022	October 2022
	Online course design by departments	November 2022 onwards
Academic Flexibility	Game based teaching and learning	Theme for the Odd semester- Techno sharing sessions started in August
	Tools for AI in education	Theme for Even semester – From December
Strengthening of Digital classroom	- Enhancing hybrid model of study - Optimum use of the hybrid/blended learning tools and equipment - Giving gadgets to poor and needy students	Academic year 2022-2023

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EXAMINATIONS REFORMS		
Evaluation Process and Reforms	Supplementary Examinations- June 2022	Registration period: 28th July – 02nd August 2022. The June Supplementary Examinations have been scheduled from 16 August to 29 August 2022. Publication of Results: tentatively within 10 days after the completion of Examinations Distribution of Mark Sheets: tentatively within 10 days after the publication of results
	Odd Semester 2022 – 2023 The Regular and Supplementary Examinations November 2022	05th December 2022 to 17th December 2022.
Evaluation Process and Reforms	Formative Test Improvement-Odd Semester 2022-2023. 1. The regular provision of Formative Improvement to be given to I UG & I PG students in the Odd Semester 2022-2023 to improve their first semester formative marks. A student to take formative improvement for a maximum of three Continuous Assessments in each course. 2. A final year student with maximum of four arrears (UG) and three arrears (PG) to improve her formative marks in any TWO of her major papers and to write the Summative supplementary exam. The registration for the same to be done in September and	December 2022

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	the Summative Examination for the same to be conducted in December 2022. Result Passing Board – Odd Semester 2022-2023 The Result Passing Board for the Odd Semester 2022	January 2023
Evaluation Process and Reforms	Even Semester 2022 – 2023 Regular and Supplementary Examinations-April 2023 Formative Test Improvement – Even Semester 2022-2023 A final year student with maximum of four arrears (UG) and three arrears (PG) to improve her Formative marks in any TWO of her major papers and to write the Summative Supplementary exam. The registration for the same to be done and the Summative Examination to be conducted. Result Passing Board – Even Semester 2022-2023 Comprehensive e-Assessment – Even Semester 2022-2023 Annual e-Assessment – Even Semester 2022-2023 The Annual e-Assessment for I ,II & IIIUG students to be conducted in May 2023 along with their Summative Examinations.	17 May 2023 - 27 May 2023 February and May 2023 June 2023 March 2023 May 2023
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	Assessments for 2022 -2023 Continuous Assessments to be based on the units of Courses for the ODD and EVEN Semesters of 2022-2023. Examples of Continuous Assessments (CA) given are Tests, Assignments, MCQs, Seminars etc.	

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	Workshop: A need-based workshop for upskilling Faculty to be conducted to enhance the efficacy of question setting and evaluation process.	March 2023
	Result Analysis: Result Analysis of the students' performance in the academic year 2022-2023 to be done to gauge the academic performance and evolve evaluation reforms accordingly.	-
Research Innovation and Extension	Research and Development Cell	
	Organizing workshops/seminars/ coaching • faculty workshop on writing proposals for External funding agencies • seminar on writing an effective manuscript for Faculty and research scholars • faculty training program on SPSS Software for Data Management • faculty training cum workshop on usage of High analytical Instruments – in Collaboration with Centre for Science Instrumentation • coaching on CSIR UGC NET for the students and research scholars of Humanities and Sciences Framing of Guidelines towards seed money for research, Participation/ Presentation in National and International Conferences & Publications in UGC care listed /Peer Reviewed Journal	November, 2022 February, March 2023 February, 2023 May, 2023 September 2022 June 2023
Research Innovation and Extension	Part V Extension Programme Activities	
	Organising Drive Against Drugs (Govt. of Tamil Nadu) follow up initiatives ✓ Declaration of a Drug Free Campus ✓ Formation of '<i>Anti-Drug Club</i>' போதைபொருள் ஒழிப்பு கழகம்	September 2022 - March 2023. 2023

Area of Deliberation	Proposed Plan	Period
	➤ List of activities to be conducted – awareness programmes (seminars, competitions, visit to de-addiction centres, rally, walkathon, street play, community based awareness) ➤ <i>'Feasibility study on prevention of drug abuse'</i> is planned in collaboration with the Counselling Unit, LDC ➤ Quarterly & Annual report to be sent to the Govt. of TN	
	• Traditional Games in collaboration with the Department of Physical Education, LDC ✓ All Part-V extension programmes – Wednesday – Part-V days	September 2022 - April 2023
	• Road Cleanliness, Safety and Traffic Patrol in campus ✓ All I UG Part-V extension programmes – batch wise – 10 volunteers each working day – Shift II volunteers (morning time : 7.30 am to 8.30 am) - Shift I volunteers (evening time : 5.45 pm to 6.45 pm) - hostelites preferable	September 2022 - April 2023
	• Green Tamil Nadu Mission – nurseries and plantation activities - in collaboration with Centre for Environmental Studies, LDC • Green Bharat Abhiyan Project in association with Honeywell Foundation – Pan Madurai Plantation drive - in collaboration with Centre for Environmental Studies, LDC ✓ All Part-V extension programme volunteers	September 2022 - Continuous process till 2030
	NATIONAL CADET CORPS (Army & Air Wing)	
	<u>List of competitions planned</u> ❖ Cultural competitions for first years (Classical Dance, Instrumental and singing) ❖ Inter Company Elocution Competition	September 2022 – May 2023

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	❖ Inter Company Group song Competition ❖ Inter Company Group dance Competition ❖ Inter Company NIAP Competition ❖ Inter Company Flag Area Competition <u>List of activities planned:</u> ❖ Old age home visit ❖ Swachh Bharat at Gandhi Museum / LDC ❖ Blood Donation Camp. ❖ One day Trekking Camp Cum Swachh Bharath ❖ Lecture on Health and Hygiene	
Research Innovation and Extension	PHYSICAL EDUCATION	
	❖ Formation of 'Health and Fitness Club' - Aerobic/ Zumba Dance - Yoga List of activities planned ❖ Martial arts (Silambam& Fencing) ❖ Self Defense and Aerobic/ Zumba Dance ❖ Fitness Awareness Rally/Mini Marathon/walkathon ❖ Intramural Tamil traditional Games competition ❖ Inter Hostel throwball competition ❖ Intramural chess, table tennis ,khokho, volleyball, basketball and football (sevens) competition for the students ❖ Inter Department throwball and chess tournament for faculty and NTS ❖ State Level Volleyball Tournament for NTS	September 2022 – March 2023
	Centre for Life Frontier Engagement	
	Release of Newsletter (2021 – 2022)	To be completed by October 2022

Area of Deliberation	Proposed Plan	Period
	UBCHEA Project on Service-Learning for Whole Person Education (SL-WPE) – Two-year Project 2022-2023	
Research Innovation and Extension	☐ Phase I :Two-day Capacity-building Workshop For Faculty on Sustainable Development Goals (SDGs) And Community Based Participatory Research (CBPR) through Service-learning ☐ Phase II : Training cum Workshop Series on SDG based Curriculum Designing: (a) field visit for need assessment (2days) (b) Designing and redesigning existing LiFE curriculum and interdisciplinary courses (2days) ☐ Report Submission for the First year	☐ Phase I - Successfully completed on 22 nd & 23 rd August 2022 Beneficiaries: 24 Outside participants and 53 Inside Participants ☐ Phase II (a) - To be planned in the month of October-November 2022 ☐ Phase II (b) workshop series – To be planned in the month of January – March 2023 ☐ First Report - To be submitted by December 2022
	Service-Learning consultancy service Service-Learning exposure visit to Lady Doak College	
	☐ Four Faculty team from Scottish Church College, Kolkatta ☐ Seven Faculty members from Women’s Christian College, Chennai	☐ 31.08.2022 – 03.09.2022 ☐ 02.09.2022 – 03.09.2022
	☐ Organising the Open House	☐ April 2022

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	Student Exchange and other Exchange programmes	
	● International Christian University – Virtual Course – AMRITHA S. (20ECE005) & AVISHIA ARUL S. (20ENG005) to take up one course, will be considered for extra credits in LDC ● Mary Baldwin University – 2 candidates ● ACUCA – SHIBANI A. R. (20SOC050) candidates to J. F. Oberlin University, Japan – ● US Consulate programmes a. SUSAN VIRONIKAR BASTIAN J (20PHY051) attended “Study of the U.S. Institutes for Students Leaders for Young Women Leaders on Public Policy” at the University of Kansas, USA b. Calls will be made through the year as when new programmes are announced	between September – November 2022 December 2022 - May 2023 June 25 - July 30, 2022 September 2022 - January 2023
Research Innovation and Extension	● LDC students attending virtual classes as part of Korean and Mandarin Language Learning Programme – (32 students learned Korean and 4 students learned Mandarin) ● Groundwork for a Certificate programme on Tamil Language Learning offered by LDC to ACUCA institutions is in progress ● Organizing a Virtual Student Camp ● Forming the organising core group team – Avishia Arul 20ENG005 & Amritha S. 20ECE005	25 July 2022 - 12 August 2022 - 7th October 2022 –8th October 2022 -
	Virtual Japan Summer Service-Learning(Summer 2022) ● JOLE KAREN S (20SOC029) and KAVI RAKSHANA M S (20CSCE048) to attenJSSL International Service-Learning Programme (Summer 2022)	Between 29 June 2022 and 25 July 2022

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	• The International Service-Learning Programme 2022 to be hosted by the ISC – Three students from the International Christian University, Japanto participate during the year • Prof. Kondo’s from ICU, Japan to visit LDC as an observer of the ISLP during the year	between 11 July and 12 August 2022 11th July2022 -25th July 2022
Research Innovation and Extension	International Study Centre Club	
	• ISC Inaugural • Ms Phoebe von Conta - Fellow from Oberlin Shansi arrives on campus a. new initiatives to be started by Ms Phoebe based on her fields of interest • Revive “Safe Space” a student forum initiated by ISC Club students to help LDC students share their innermost thoughts without any fear of judgment • Creative Writing workshop – through the year as a series of workshops • International Exchange Fair – • Workshop on how to face the interview & write proposals for international programmes • Selection Interview • Halloween party • Thanksgiving • Christmas Party • New Year celebrations – in different countries	30th August 2022 5thSeptember 2022 – 2 year period September 2022 October 2022 October 2022 October 2022 November 2022 December 2022 January 2023
	Centre for Entrepreneurship Development	
	Build an eco-system of Innovation/Start-ups/Patents	

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	Orgnainisng workshops/lectures • Problem Solving and Ideation workshop • workshop on Design Thinking for Entrepreneurship • Motivational sessions a successful start-up founders and entrepreneurs • Four Impact Lecture Series sponsored by the Institution Innovation Council, MoE/MHRD, to be completed in two phases for all II UG students	Completed between April - July 2022 Completed between April - July 2022 between April 2022 and July 2022
	Online Innovation Ambassador Training of all CED Committee Members	Ongoing and completion date is 31 st August 2022
	Attendance at IIC Regional Meet at Hyderabad Four Faculty members representing Lady Doak College to attend the Tracks of Intellectual Property Rights, Start Up Policy and Action & ARIAA Ranking	11 th August 2022 – 14 th August 2022
	Policy for registration of Start-ups at Lady Doak College Policy for Patent registration	August 2022 – September 2022
	Vocational Skills Courses	
	22 Courses were completed for 2022-23 Courses offered with expertise of Lady Doak College Departments: Graphic Designing Web Designing Vermiculture Kitchen Gardening and Production of Organic Foods Paper Recycling Tourism and Travel Management Making of Organic Self Care Products Digital Photography and Post production Courses to be conducted in collaboration with industry/knowledge partners: Bakery Foods – Community Science College and Research Centre Value Additions in Millets	Completion date is 9 th September2022

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	Value Additions in Fruits & Vegetables Two Wheeler Repairs & Maintenance – TVS Academy & Community College Women, Lights Camera & Action – Revelation Bay Productions Production of Jute products – Green Fem Producer Company	
	Alignment of Vocational Courses with NSDC	
	Courses to be conducted with expertise of LDC Departments and can be aligned with National Skills Development Corporation. Lady Doak College has become an official training partner of NSDC	October/December 2022
Research Innovation and Extension	Centre for Women's Studies	
	Evidence Based Research activities 1. On the Spot Studies to collect evidence for research 2. Training workshops for Faculty on research methods in Feminist and action research --- to complete data analysis and compile research reports with existing data 3. Publication of research by faculty in leading journals 4. Document gender disaggregated data 5. Collaborative research project with Centre for Information Technology and Counselling Unit on 'Roadmap to Safe Cyberspace for Young Girls and Women	September 2022 -November 2022
	Course Materials Development for revised curriculum Organising a workshop for all faculty teaching Women's Studies to develop course materials for updated and revised curriculum of Foundation Course on Women's Studies and Perspectives on Gender	January 2023
	Conducting programs on safe spaces to encourage students to share and address experiences of family violence and sexual harassments	September 2022 – November 2022

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Research Innovation and Extension	Uliyin Oli student members aspire to conduct programs on safe spaces at the American College and two higher secondary schools[one girls school and one co-educational school] and at Lady Doak College	
	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 on the theme of impacts of the Sustainable Development Goals with gender specific indicators – Association KARANGAL Switzerland SUSS workshop with students of SUSS and LDC	February 2023 -March 2023
	Application for the grant of Partial Financial Assistance for Conference/ Seminar/ Symposia/Workshop Application has been drafted by Dr. J Anandhi for submission for training workshop on making of bio fertilizers for women of Satellite campus villages	If and when project is sanctioned
	Collaboration with local NGO – Association of Arulagam Conduct of empowerment programs for the resident destitute women to enhance their self and income earning potential	August 2022-May 2023
Centre for Information Technology		
Infrastructure and Learning Resources	Developing new Modules: Examination OBE Module – 2022 Batch	August- December 2022
	Office Management System ➤ Fixed Asset Tally Conversion	August 2022 – December 2022
	Hostel Management system	August 2022- October 2022
	Upgradation of Modules: 1. Examination	Odd & Even Semester 2022

Area of Deliberation	Proposed Plan	Period
	2. Online Admission & Counselling 3. Hostel Admission 4. Attendance & SP 5. Leave Management System 6. Feedback 7. Work Diary 8. Alumnae	
JX Miller Memorial Library		
Infrastructure and Learning Resources	➤ RFID Installation PHASE I : i) RFID INSTALLATION,READER, GATE, TAGS ii) Purchase PHASE II : ID Cards for 5000 Students RFID Tags for 42,000 Books	September & October '2022 June'2023 May'2023
	➤ UGC N-LIST –Users details Updation I- UG , I- PG. UGC Portal –Uploading students Particulars ➤ Students Library Orientation – Digital Library Lecture series-Practical session ➤ Final Year-E-resources Lecture in Bibliography - Collection of Literature –Primary, secondary sources , e-Resources & Plagiarism	September '2022 October '2022 November'2022
	➤ Quiz Club Competitions	Every Tuesdays & Thursdays
	➤ Book Club Reading exercises and Reviews	From September' 2022 to Mar 2023

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Student Support and Progression	Independence Day (75 years) Celebrations	
	• Formation of India Flag	11.08.2022
	• Exhibition and Display – Posters, Charts, Models, traditional food - Department of History	12.08.2022
	• Tableau on unsung heroes of the Indian Freedom Struggle	
	• Traditional Dances (Silambam, Kummi, Kolattam), Songs, Speech	
	• Independence Day – Flag Hoisting and Cultural Programmes	15.08.2022
	• Exhibition – Displays, Posters, Charts ‘Maaru Veda’ Nigazhchi ‘Oli OLi’ on Heros of Freedom fighters - Department of Tamil	17.08.2022
	• ‘Sundara Suthanthiram’ Wishes for Independent India – posted by College Community	11.08.2022 to 17.08.2022
	• Quizzy Buzzers on Independent India	17.08.2022
	• Parent - Teacher Meet	III UG - 23/08/2022I
	• Assembly Programmes - All Students (Aided & SF)	UG - 24/01/2023 (All Departments)

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Student Support and Progression	Teachers day Celebration	05.09.2022
	Motivational Talk	18.11.2022
	Career Counselling	13.01.2023
	Cyber Safety & Social Media	21.03.2023
	Free Lunch	
	Scholarships	
Centre for Career Guidance and Placement Cell		
Student Support and Progression	Placement Indium Software and More Companies to be contacted	1 st week of October, 2022 – March, 2023
	Conducting training programmes on the following topics Vidhvaa – Competitive Exams Hiremee – CSR – Sona Group – Employability Skills	September – October, 2022
	Mozhi School of Skills – CSR- Braclays Bank – Skill Training and Placements	
	Rubiconngo - Soft Skills – Free Training for 24 Hours	Till March, 2023
	Internshala / Embedded System	Till March, 2023

Area of Deliberation	Proposed Plan	Period
Internal Quality Assurance Cell		
Governance Leadership and Management	Organising a one day workshop on "NIRF methodology and measures to improve in rankings"	February 2023
	Recommending a Documentation Centre	2022-2023
Centre for Human Resource Development		
Governance Leadership and Management	Faculty Empowerment Programme for Teaching Faculty Workshop on "Innovative Assessment Methods" for all faculty members	Completed on 12 th & 13 th July 2022
	Faculty Empowerment Programme for Teaching Faculty Orientation on "Being an Effective Teacher"	Planned for September 8 th & 9 th 2022
	Faculty Empowerment Programme for Teaching Faculty Workshop on "Organisation Culture"	Planned for 15 th September 2022
	Faculty Empowerment Programme for Teaching Faculty Workshop on Strategic Leadership	Planned for February 2022
	Faculty Empowerment Programme for Non-Teaching Staff State Level Workshop on "Public Financial Management System"- 13 other colleges from across Tamil Nadu participated.	Completed on 16 th & 17 th August 2022
	Faculty Empowerment Programme for Non-Teaching Staff Digital Up skilling	Data has been collected through Skill test organized in the academic year 2021-22 Training to be conducted in September 2022

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	Faculty Empowerment Programme for Teaching Faculty & Non-Teaching Staff • Orientation on Communication Skills in English	To be organised in October 2022
	Faculty Empowerment Programme for Non-Teaching Staff • Panimanai Kalvi: Enhancing Communication Skills (Tamil & English) –Reading & Writing	To be conducted for Class IV workers
	Organisational Restructuring • Reviewing the Organisation Structure	October 2022
Centre for Environmental Studies		
Institutional Values and Best Practices	Way forward towards Zero waste campus • installation of a net metering system is in progress to enable the captive use without export of power for the solar power plant present (40KW) within our college premises • regular monitoring of the working condition of solar lights in campus • collection of rare herbal plants and their Naming process are yet to be completed in Herbal Garden • planning to purchase additional Fixed metal dustbins to be placed in the appropriate locations on our college campus based on the requirements • preparing a plan to build a disposal centre to collect the different types of wastes generated in the campus -combining hands with interdepartmental activities to effectively manage garbage in terms of recycling -establishing a biogas plant using the food waste generated in mess and canteen	

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	- providing awareness programs to all teaching and non-teaching faculty, as well as students, to assist them in internalizing the proper waste disposal -preparing to Install a small scale sanitary napkin incinerators in the toilets • to monitor the waste disposal process, repairing (leakage, breakage of the pipes, taps) and cleanliness in the campus by LDC Eco Brigade (Part V) and Eco-initiative students(DSS)	
	Green Tamil Nadu Mission & Green Bharat Abhiyan An initiative to enhance the green cover across cities to build sustainable cities and to restore the environment for a healthy living, will be done in collaboration with Part V group, ICT academy and Honeywell foundation-Pan Madurai Plantation drive	September 2022 – Process will be continued till 2030
	Days dedicated to the environment will be recognized on our campus in order to instil and internalize environmental values in our faculty, students and college community • Pollution Control Day • Reduce Electricity Day • World Water Day	November 2,2022 January 31,2023 March 21, 2023
Counselling Unit		
Institutional Values and Best Practices	* One - One Counselling Services * Group Counselling Sessions * Grievance Redressal * Academic Mentoring * Peace Education * Wellness Programmes * Workshops & Training	2022-2023

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