

LADY DOAK COLLEGE, MADURAI.

IQAC External Meeting (21.02.2023)

Abstract of the minutes of the IQAC Internal meeting held on 02.09.2022

S.No.	Activities	Responsibility	Action taken
1.	- Bring out Part I courses as extra credit courses in 2 semesters, as self-learning courses and by creation of MOOCs - Action plan for four semesters of Part I to be worked on	Dean of Academic Affairs	Based on SEP and TANSCH norms restructuring is to be done from 2023 batch onwards
2.	- Consider the possibility of recording Techno – sharing sessions - Hyperlink to videos and materials to be made available to all faculty and on the website.	Centre for Communication and Multimedia	- Techno sharing sessions are being recorded and also shared with faculty - Sessions of workshop were recorded and shared https://sites.google.com/ldc.edu.in/aiache-ldc-fdp/home - Video resources created by faculty members have been shared in Moodle

S.No.	Activities	Responsibility	Action taken
3.	Feedback on continuous assessment obtained from the students, CIT, and exam office to be analysed. The outcome of the feedback analysis report/action taken to be reported and an action plan to be formulated	Controller of Examinations	Feedback on Continuous Assessments had been obtained from the students, faculty, staff at CIT and exam office for the Even Semester 2021-2022. Based on the feedback to ease the stress of the students and faculty, the schedule for Descriptive Continuous Assessments was given both in slot I and slot II periods
4.	- R&D to check with Naan Mudhalvan scheme - Policy revision and updating to be done	R & D	- Courses are being framed by the Deans of Academic Affairs with regard to Naan Mudhalvan scheme - Policy revision regarding research promotion has been done. In consultancy policy revision to be done in April, 2023
5.	NCC – Naval force to be added alongside Army and Air wing	Part V	The proposal was submitted to Madurai 2TN Naval Battalion and waiting for approval
6.	Policy for patents and Start-ups to be framed	CED	Startup policies of other institutions were verified and, Start-up review committee under NISP guidelines has been constituted

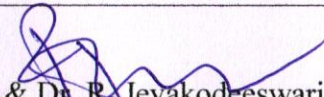
S.No.	Activities	Responsibility	Action taken
	- NitiAyog and Athel projects to be undertaken and proposals to be submitted - Follow up to be done regarding Mr. Elango Ramasamy's model		- Proposal for Incubator at Satellite was submitted in the Atal Innovation Mission, and it was not sanctioned. However, policy for registration of an Incubator at Lady Doak College is a mandatory pre-requisite for such proposals - Regarding Mr. Elango Ramasamy's model exposure visit for CED Team members to Panchayat Academy at Kuthambakkam has been planned
7.	Credit transfers to be worked out with the Deans of Academic Affairs	CWS	Online meeting with SUSS team from College of Lifelong Learning and Experiential Learning was held on 30th January 2023. The following suggestions were made: A course has to be designed for students of Lady Doak College who will participate with the students from the SUSS in the media production project

S.No.	Activities	Responsibility	Action taken
			SUSS would like to do this project twice a year once in June/July and again in January in one academic year A follow up discussion was held with ISC Coordinator and Principal, Vice Principal, Bursar and Deans. It was decided that CWS must design an extra credit course of 60 hours duration for students of Lady Doak College to incorporate the SUSS project. It is to be offered in both the semesters. This course has to be completed on a continuous basis in seven or eight days
8.	- Management staff service register to be maintained - Contact Database system to be developed with a timebound action plan - Technology support in acquiring and updating information from centres/offices/departments to be provided from the CIT - one dedicated full-time co-ordinator to be appointed in the CIT	CIT	- Management staff service register – development phase - Contact Database system -development phase

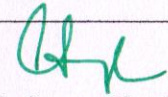
S.No.	Activities	Responsibility	Action taken																																	
9.	• Reports to be collected every quarterly regarding books obtained • Work on establishing discipline specific journals to be done	Librarian	<table><tr><td>01-06-2022 to 31-08-22</td><td>1-09-22to30-11-22</td><td>1-12-22to20-02-23</td></tr><tr><td><u>192</u></td><td><u>1054</u></td><td><u>189</u></td></tr><tr><td colspan="3">Total Number of Books 1435</td></tr></table>	01-06-2022 to 31-08-22	1-09-22to30-11-22	1-12-22to20-02-23	<u>192</u>	<u>1054</u>	<u>189</u>	Total Number of Books 1435																										
			01-06-2022 to 31-08-22	1-09-22to30-11-22	1-12-22to20-02-23																															
			<u>192</u>	<u>1054</u>	<u>189</u>																															
			Total Number of Books 1435																																	
			<table><tr><th rowspan="2">Catagory</th><th rowspan="2">No. of periodicals</th><th colspan="3">E-Resources</th></tr><tr><th>e-books</th><th>Electronics-resources</th><th>Journal</th></tr><tr><td>General</td><td>35</td><td>18,045</td><td>11,730</td><td>95</td></tr><tr><td>Sciences</td><td>1</td><td>32,940</td><td>27,623</td><td>1,974</td></tr><tr><td>Commerce</td><td>1</td><td>3,891</td><td>1,280</td><td>56</td></tr><tr><td>Humanities</td><td>7</td><td>14,283</td><td>11,354</td><td>491</td></tr><tr><td>Total</td><td>44</td><td>69,159</td><td>51,987</td><td>2,616</td></tr></table>	Catagory	No. of periodicals	E-Resources			e-books	Electronics-resources	Journal	General	35	18,045	11,730	95	Sciences	1	32,940	27,623	1,974	Commerce	1	3,891	1,280	56	Humanities	7	14,283	11,354	491	Total	44	69,159	51,987	2,616
			Catagory			No. of periodicals	E-Resources																													
				e-books	Electronics-resources		Journal																													
			General	35	18,045	11,730	95																													
			Sciences	1	32,940	27,623	1,974																													
			Commerce	1	3,891	1,280	56																													
Humanities	7	14,283	11,354	491																																
Total	44	69,159	51,987	2,616																																
E-resources/Databases																																				
INDIASTAT- Humanities																																				
Live History India - History																																				
• RUSA not availed by the College																																				
• RUSA Fund utilisation to be checked upon																																				

S.No.	Activities	Responsibility	Action taken
10.	- Game room, water dispenser and incinerator for hostels to be provided - Canteen products to be checked regularly to avoid processed foods being supplied - Awareness towards healthy living to be created among students with the help of the cabinet members through a video - DSA to meet regularly with student cabinets to create such awareness	DSA	- Ten water dispensers were fixed in all hostels. Placed an order for the installation of 5 sanitary napkin incinerators in the staff and student restrooms - Canteen products are checked regularly, and the processed foods are not sold - Awareness towards Happy living I (19.01.2023), Happy living II (25.01.2023) and Appreciative living (29.09.2022) were conducted - Principal and DSA met the student cabinets on 14.09.2022 & 16.02.2023. DSA has been meeting them periodically

S.No.	Activities	Responsibility	Action taken
11.	Review to be conducted for Organisational Restructuring	CHRD	- The existing organogram has been elaborated by the IQAC coordinators with the help of the students of Business Administration for more clarity – November 2022 - Review has to be done by the team who were part of the Organizational Redesigning UBCHEA funded project (2018-19) completed in December 2019
12.	Dustbins to be kept uniformly on regular locations and evenly distributed. They have to be kept near washbasins and recyclable black bags to be put along with that. The dustbins have to be user friendly with holes in the bottom	CES	We already purchased 15 (80-litres bins) and 5 (1000-litres bins), in addition to it we also ordered for 18 (70 -litres) fixed metal dustbins for placing in the specific places (evenly) around our college's campus. Recyclable black bags will also be covered with it after the placement of additional bins. Also, we requested the vendor to make holes at the bottom for the already bought and new items too. And the process will be completed by March 10, 2023


 Dr. P. Felicia Shirly & Dr. R. Jeyakodeeswari
 IQAC Co-ordinators

IQAC Co-ordinator(s)
LADY DOAK COLLEGE
 Madurai - 625 002


 Dr. Christianna Singh
 Chairperson IQAC