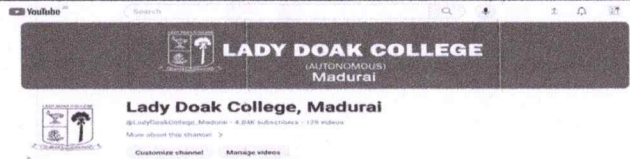


Lady Doak College, Madurai – 2
Internal Quality Assurance Cell
IQAC External Meeting - 25.03.2024

Venue: Clapp Hall

Time: 10.00 a.m.

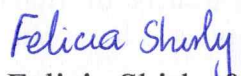
Matters arising from the minutes of the previous meeting and Action taken report – 11.08.2023

Activities	Responsibility	Action taken
Set targets for each department and centre regarding MoU - one at the international level and one at the national/state /regional level	Dean of Academic Affairs	- Targets were set to sign MoUs by the department and centres - New MoUs at National level – 10 and International level - 4
Change the name of the YouTube channel from CCM to 'Lady Doak College'	Centre for Communication and Multimedia	 March / April 2022 CCM had updated the name as Lady Doak College.
Conduct 'Analysing Digital Competency' as an institutional project		- Proposal Submitted in 3rd week of November 2024 - Proposal accepted in 2nd week of January 2024 - Tamil Translation completed in 3rd week of January 2024
Along with R & D design and offer an online self-learning course on Research Ethics		As per the discussion with R & D cell, it was decided that content will be prepared through R & D cell and technical assistance in video production, book-marking and final video will be through CCM in first Week of August 2024,

Activities	Responsibility	Action taken
Look into the possibilities of installation of smart TVs in specified venues		Not yet done.
Consult with the Deans and CIT to frame a policy to provide support system for the faculty members who are doing online courses to include the same in their service registers		Draft OER policy is prepared.
Give orientation to the NTS on the procedures to do online courses		Course list is prepared based on online course experience
Carry out the feedback analysis for the new transparency pattern implemented in the Academic year 2022-2023	Controller of Examinations	- The new method of transparency has been well-received and was considered valuable by majority of the students. The feedback indicates a high level of satisfaction from the students - An open-ended question to collect the students' suggestions on Transparency was included in the feedback questionnaire for the upcoming semesters
Plan for the Service-Learning workshop with CUAC	LiFE	Not yet done.
Look into the possibilities of MoU with the Singapore University	International Study Centre	Not yet done.
Organise a meeting for the planning and implementation of the documentation centre	Centre for Information Technology	Not yet done.

Activities	Responsibility	Action taken
Regarding alumnae feedback, ask the departments to follow up with their students personally and get the forms filled in. The Head of the department could assign a faculty/team to collect the details	Career Guidance and Placement Cell	Feedback form is shared among the alumnae through the college portal, and were encouraged to submit the filled in form along with the registration form for the convocation.
- Make the parent-teachers meeting feedback report available for the departments to view and take actions. A separate meeting to be conducted for the discussion and the analysis of the feedback report - Probe into the matter of checking the coloured beverages at the juice corner for artificial colours and act accordingly. Juice corner to be moved somewhere else for effective functioning	Deans of Student Affairs	- The view of feedback was made available to the department - Sale of coloured beverages has been restricted in the canteen
- Allocate separate manpower towards the maintenance of the herbal garden - Add solar net metering in their action plan and keep it in the regulatory activity	Centre for Environmental Studies	- CES and the Department of Botany implemented regular inspection process to monitor progress of the herbal garden - To maintain the herbal garden, Job descriptions for the maintenance member have been framed - We have received a notice from the Tamil Nadu Generation and Distribution Corporation Ltd. dated 09.02.2024 stating all the details done so far - Received our application by the TANGEDCO for the establishment of solar power plant through NCES (Non-Conventional Energy Sources)

Activities	Responsibility	Action taken
		- Online payment was made on 14.11.2023 (Rs.5900/- towards registration fees) - Documents submitted by the applicant on 09.02.2024 - Our proposal for erection of 39.5 KW Grid interactive solar energy generating system within the consumer premises in LDC is agreed by TANGEDCO
The student cabinet representative to take initiatives to increase the number of takers for online extra credit courses in the Academic year 2023-24	Student Cabinet	- Student cabinet had given orientation on the importance of the online extra credit courses to students through their representative group - They also insisted the representatives to encourage their classmates to enroll in online courses during representative meetings


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

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


 Dr. Christianna Singh
 Principal & Secretary

Principal & Secretary
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