

LADY DOAK COLLEGE, MADURAI.

Internal Quality Assurance Cell

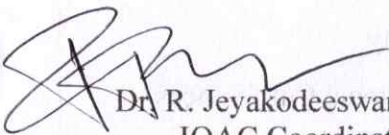
Matters arising from the minutes of the previous external meeting & Action taken report – 25.03.2024

S.No.	Activities	Responsibility	Action Taken/ In progress
1.	Analyse the possibilities of incorporating an online course into the regular curriculum	Deans of Academic Affairs	- A discussion with Coursera was carried out and the students of 2024 batch are encouraged by Departments to complete one online course from a reputed institute during her period of study - Online courses are being framed by few departments under the guidance of CCM
2.	- Incorporate the questionnaire from UNESCO Digital Literacy Global Framework in the study on digital competency - Encourage the faculty and students to enrol in national-level e-content creation contest	Centre for Communication and Multimedia	- Incorporated the questionnaire from UNESCO Digital Literacy Global - Framework in the study on digital competency - Data collection in November 2024 - Initiatives will be taken to make faculty and students participate in the national level contest

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3.	- Analyse the possibilities to maintain and invest on palm trees - Update the job description of the person in-charge for herbal garden	Centre for Environmental Studies	- Palm trees were trimmed during the summer and will continue to be trimmed on a regular basis. - Mr. Natrajan will be working in the herbal garden from 10 am to 12 noon, focusing on maintaining the garden.
4.	- Initiate Fitness club - Encourage students to take part in national level sport workshops online	Department of Physical Education	- Health and fitness club was inaugurated on 29/08/2024 - Students were encouraged to participate in the national level sports workshop and clinics from November 2024 to Feb 2025
5.	Organise Service-Learning workshop with CUAC	LiFE	Programme scheduled will be organised in the month of November / December 2024. Preliminary work in progress.
6.	- Host training programmes for CUAC colleges to attract international participants - Enter into MoU with SUSS, Singapore	International Study Centre	- ISC will coordinate with LiFE to organise / host training programmes for CUAC - SUSS – MoU not able to proceed further
7.	Implement documentation centre with the help of Dr. Angel Rathnabai	Centre for Information Technology	Documentation Centre has been implemented in 2024-2025

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8.	Obtain ISBN numbers for the books of faculty	Library	Faculty were encouraged to use the already available 10 ISBN Numbers in the library allocated by the “Raja Rammohan Roy National Agent for ISBN”
9.	- Take steps to follow-up of recruited students - Take steps to update and maintain alumnae details for minimum of five years in consultation with CIT	CGPC	- Google forms were prepared and shared among the HOD's , Departments & staff members. In the CPEC/ AQAR / CGPC meetings -Faculty in-charge from the departments are requested to get the details of the recruited students - With the help of alumnae office and CIT, placement details about the alumnae are collected through the feedback form filled by the graduates
10.	Document ‘Panimanaikalvi’ in collaboration with LiFE	CHRD	‘Panimanaikalvi’ in collaboration with LiFE is documented
11.	Set institutional level benchmark on certain things	IQAC	- Institutional level benchmark has been set on the following based on the UGC guidelines for Institutional Development Plan for HEIs. - No. of publications per faculty - Conduct of National/International Conferences - Research leading to innovation

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	Identify the challenges faced by the institution and facilitate discussions		- Facility consultancy and faculty consultancy - Placement networks - International Collaboration for scholarships/lecture/conferences, etc., - To meet with the challenge of repeated data collection for NIRF, AQAR & AISHE, IQAC facilitated the launch of the documentation centre. IQAC conducted several online/offline discussions with AQAR coordinators, AQAR convenors & CIT to develop data templates during the month of May 2024. Based on the outcome, IQAC further looked into the requirements of NIRF & AISHE input fields and have enhanced the AQAR templates with those fields - A preliminary discussion was done with the Principal on 16.08.2024 relating to the NIRF ranking 2024. Further discussion will be carried with the Deans of Academic Affairs and other Admin


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