

Lady Doak College, Madurai
Internal Quality Assurance Cell

Suggestions given in the IQAC internal meeting held on 22.08.2024 and the Action taken report

S.No.	Activities	Responsibility	Action Taken
1.	Follow up on the approval of the university nominee for the Board of Studies (BOS).	Deans of Academic Affairs	Received the University Nominees list (1.9.2024 to 31.8.2027) from MKU
2.	Organize a techno-sharing session to provide cyber training for all faculty members.	Centre for Communication and Multimedia	Techno-sharing session on Cybersecurity for daily life was conducted on 19th February 2025.
3.	Plan a workshop in February 2025 to help faculty improve their	Controller of Examinations &	A workshop on <i>'Innovative Curriculum Design, Implementation, and Assessments'</i> was organized by the Examinations Office, the Dean's Office, and CHRD on 4 th

S.No.	Activities	Responsibility	Action Taken
	question-setting skills, with assistance from CIT.	Centre for Information Technology	October 2024. The workshop aimed at faculty members with less than five years of service in Lady Doak College to provide valuable insights in innovative approaches to curriculum design, implementation, and assessment in higher education.
4.	Send the instrument usage rules to all faculty members.	Research Innovation and Extension	The details of instrument usage - sample characterization fees and registration guidelines for both internal and external users are available on the faculty and research scholar portal as well as the college website.
5.	Identify additional villages for adoption and ensure that Sustainable Development Goals (SDGs) are integrated into the planning process.	Part V office	The 2024-2025 NSS camp was conducted in the newly adopted villages under the Unnat Bharat Abhiyan. • NSS unit 45 - Lakshmipuram village • NSS unit 46 - Keelapanangadi village • NSS unit 47 - Kulamangalam village • NSS unit 48 - Ganapathi nagar village • NSS unit 49 - Vaagaikulam village • NSS unit 50 - Boothakudi village

S.No.	Activities	Responsibility	Action Taken
			As part of the initiative, students renovated a building by painting it and received appreciation from the president and the community members. In all Part-V activities, we ensure the integration of Sustainable Development Goals (SDGs). During the special camp, the following SDGs were emphasized: • SDG 3: Good Health and Well-being • SDG 4: Quality Education • SDG 6: Clean Water and Sanitation • SDG 13: Climate Action SDG 17: Partnerships for the Goals
6.	Organize an in-depth self-defence training session.	Physical Education Department	Self Defense training on Silambam was conducted from 22.01.2025 to 14.02.2025 for 120 students
7.	Select projects aligned with the Sustainable Development Goals (SDGs) and ensure that Lady Doak	Centre for Life Frontier Engagement	LiFE projects undertaken by the undergraduate students are focused on specific SDGs identified by the different departments pertaining to their LiFE themes.

S.No.	Activities	Responsibility	Action Taken
	College focuses on a specific SDG.		
8.	Organize Service-Learning training in collaboration with ISC and CUAC.		International Faculty Development Programme on “Integrating Service-Learning in Academia” in association with Christian Activity Centre for Colleges and Universities of Anglican Communion (CUAC India Chapter) was conducted from 3 rd to 5 th February 2025.
9.	Explore the possibilities of offering a Micro Degree program in collaboration with other institutions.	International Study Centre	A proposal for the course, “Nurturing a Culture of Peace in the New Normal”, prepared by Ms Hannah Sophiah Samuel and Ms. Juanita, was submitted during October 2024 to ACUCA for Micro Degree/Certificate Programs (Winter 2025).
10.	Propose research projects relating to waste management.	Centre for Entrepreneurship Development	The research to be considered under the Centre for Environmental studies projects in the future.

S.No.	Activities	Responsibility	Action Taken
11.	Prepare a brochure to promote the course and increase enrolment, ensuring its viability.	Centre for Women's Studies	The brochure preparation is in progress.
12.	Collaborate with institutions or libraries through formal agreements, such as Memoranda of Understanding (MoUs).	JX Miller Memorial Library	• American Consulate Library • British Council Library • Delnet • SALIS • NDL
13.	Plan for an audio source and dedicated space for visually challenged students at the library.		A space is allocated for the following • System with Headphone • CD'S Collection Rack

S.No.	Activities	Responsibility	Action Taken
14.	Make it compulsory for all scholars to be registered as members of the library.	JX Miller Memorial Library	Registration process has been completed for Scholars and all e resources access were provided.
15.	Arrange a crash program specifically for girls from Manipur.	Deans of Student Affairs	An orientation programme was conducted by the Student Cabinet and College Counsellor for the 11 Manipur girls on 29.08.2024 to help them acclimate to the new academic and cultural environment.
16.	Publicise the programs in newspapers and other media channels to increase visibility and outreach.	Career Guidance and Placement Cell (CGPC) & PRO	Press Reports received from Departments and Centres are getting published in Dailies; It is proposed to post all the press releases in the college website from this academic year. Other Social Media Platforms like Official Instagram and Facebook are regularly updated.
17.	Add a "Campus Connect" page to the college website	Career Guidance and Placement Cell (CGPC) & PRO &	Action yet to be taken; Proposed to execute from the next academic year

S.No.	Activities	Responsibility	Action Taken
	to enhance communication and engagement.	Centre for Information Technology	
18.	Look forward to implementing 360-degree feedback.	Internal Quality Assurance Cell & Centre for Human Resource Development	The 360-degree feedback system will initially be implemented for faculty members and then extend to HoDs and administrative officers. This mechanism aims to provide a comprehensive assessment of an individual performance. • Review meetings were held with IQAC convenors on 13th and 27th February 2025 • Draft structure for the feedback was designed and presented to the Principal • Changes suggested by the Principal have been carried out Development of questionnaires – in process

S.No.	Activities	Responsibility	Action Taken
19.	Guide faculty to gather informal interim feedback after Continuous Assessment 2 and adjust their plans accordingly.	Internal Quality Assurance Cell	Faculty were guided to gather interim feedback on their own from their students following the second assessment to evaluate their learning experience. The interim feedback questionnaire was shared with the department for their reference.
20.	Organize an orientation session for faculty on the patenting of products and processes.	Internal Quality Assurance Cell & Research Innovation and Extension	The IQAC, Centre for Entrepreneurship Development (CED), and Research & Development (R&D) Cell collaborated & hosted a workshop focusing on "Innovation & Intellectual Property Rights (IPR)" On December 5, 2024.
21.	Collaborate with IQAC to establish a Quality Circle	Internal Quality Assurance Cell & Deans of Student Affairs	IQAC and Deans of Student Affairs have framed the structure and functions of the college quality circle. The members of the quality circle were oriented on its purpose, functions and vision. The student cabinet has initiated its functioning through announcements and

S.No.	Activities	Responsibility	Action Taken
			along with them the student representatives and faculty members have done a trial QC for few days in a selected venue related to issues of discipline and cleanliness.
22.	Collaborate with the Vice-Principal to provide input for developing the service register for teaching and nonteaching staff.	Centre for Human Resource Development	Service files have been created for 27 management nonteaching staff.




 Dr. R. Jeyakodeeswari & Dr. S. Narmatha

IQAC Coordinators
IQAC Coordinator
 Lady Doak College
 Madurai - 625 002.



 Dr. R. Beulah Jeyashree
 IQAC Chairperson