

Lady Doak College, Madurai

Internal Quality Assurance Cell

Action Plan (2015-2016)

1.(a) Administrative Audit	
Implementation of Administrative Audit for the Centers and Offices	
Staff in-charge: Mrs. Srii latha S., Dept. of Commerce & Mrs. Vidhyalakshmi, PRO	
Objectives	
<ul style="list-style-type: none">• To appraise the effectiveness and efficiency of a centre / office in meeting organizational goals.• To understand the functions, responsibilities and processes involved• To identify opportunities for improving control.• To provide with a detailed understanding of the operations.	
Plan of action	Time Frame
Developing new process flow charts for Bursar's Office, Centers and Departments	November 2015
Compliance certificate to be given by Centre Co-ordinators and office Heads	by January 2016
Internal Audit to be undertaken & Audit Reports to be submitted	by April 2016

1.(b) Academic Audit

Implementation of Academic Audit for the Departments

Staff in-charge: Dr. V. Sridevi, Dept. of Chemistry

Objectives

College Academic Audit is designed

- To scrutinise the academic standards and quality in the teaching-learning-testing processes of all the undergraduate, postgraduate and research programmes.
- To assure efficacy and robustness in all the academic programmes.
- To have a continued enhancement in the quality of the academic processes.

Plan of action	Time Frame
Integration of effective automation tools into the academic programme of the Departments and to conduct the internal academic audit through a complete e-audit process the year 2015-16	e-audit for 2015-16 odd semester will be conducted during November, 2015 and it will continue for the subsequent semesters.
Preparation of annual self – evaluation report for each Department based on the Quarterly reports.	<ul style="list-style-type: none">• 2013-14 self-evaluation reports will be generated by September 2015. It will be sent to the respective departments for corrections and the corrected copy will be ready by October, 2015.• 2014-15 self-evaluation reports will be generated by November, 2015. It will be sent to the respective departments for corrections and the corrected copy will be ready by December, 2015.
Formulation of Audit Panel to conduct the external Academic Audit in 2016.	<ul style="list-style-type: none">• A model for LDC Academic Audit process will be evolved and passed in the external IQAC meeting to be conducted during November, 2015.• The members of the audit panel and the date of external AA will be finalized by February, 2016.

2. Examination and Evaluation Reforms	
Staff in-charge: Dr. RM. Nagammai Controller of Examinations	
Objectives	
<ul style="list-style-type: none"> • To enhance the quality of question papers of summative examinations. • To assess different skills of the students. 	
Plan of action	Time Frame
<ul style="list-style-type: none"> • Preparation of Descriptive type questions for semester I courses • Preparation of multiple choice question type for Comprehensive online for Semester I courses 	July – November, 2015
<ul style="list-style-type: none"> • Preparation of Descriptive type questions for Semester II courses • Preparation of multiple choice question for the Comprehensive online at the end of I year 	December, 2015 – March, 2016
3. Implementation of Management Information System	
Staff in-charge: Ms. Angayarkanni, Joint Co-ordinator	
Objectives	
<ul style="list-style-type: none"> • LDC CIT endeavours to provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use. • To promote uniform deployment of HR Policy 	
Plan of action	Time Frame
<ul style="list-style-type: none"> • Course File Repository <ul style="list-style-type: none"> ○ Software to upload and edit course files with authentic user access privileges will be created ○ Admin rights will be given to HoDs and IQAC auditors ○ Dedicated storage space with privileges, access rights and fixed space will be created 	September 2015

<ul style="list-style-type: none"> • User authentication for accessing LAN sites. 	
<ul style="list-style-type: none"> • TCS iON Product • Pay as you use model <ul style="list-style-type: none"> ○ Enables the institute to analyze applications data available online (e.g. applicant profile and demographics),to improve marketing and admission process in future ○ Reduction in manual work for monitoring and reporting student attendance, as per requirements of DG (Shipping) ○ Uniform implementation of a standardized Employee Leave and Attendance Policy across departments ○ Online applications attract more candidates from all over India and reduction in effort by staff to process these applications ○ Online fee payment feature provides an easy and safe interface for students / parents to pay fees ○ Computerized workflow for various approvals has saved time and money and reduction of manual effort to validate and tally data ○ Faster service and improved accuracy in generation of student letters. letters 	
<ul style="list-style-type: none"> • Outsourcing <ul style="list-style-type: none"> ○ Automate the entire academic and administrative activities of our institute from, admission to alumini. By this, parents can view their wards information from anywhere in the world using an internet connection. ○ Tie up with TCS for the purchase of iON educational solution. ○ Framing Admin rights. ○ Framing rules and policies under various categories like. ○ Review meeting in framing the clear work rules and dynamic report generation. 	<p>December, 2015</p>

<ul style="list-style-type: none"> ○ Campus Management, Human Resource Management, Payroll ○ Procurement and Inventory, Self Services, Assessment Management ○ Digital Evaluation, Demate services, Data Management ○ Exam Management, In-Course Assessment, Library Management etc.. ○ QMS file management and maintenance ○ Template for uploading students database 	
<ul style="list-style-type: none"> ● The Student Projects Database for sharing knowledge among the community <ul style="list-style-type: none"> ○ Template for storing ,retrieving and publishing the student projects under LFE 	December, 2015-March, 2016
<ul style="list-style-type: none"> ● Campus Recruitment Database <ul style="list-style-type: none"> ○ Template for uploading students database ○ Dynamic report generation 	September, 2015
<ul style="list-style-type: none"> ● Alumnae Portal <ul style="list-style-type: none"> ○ Web based alumnae portal and database creation to strengthen alumnae network, Gallery, Events and Reunions, Connect, Blogs, Alumna fund, News and announcement, Discussion board, Sync. With facebook and Linkedin., Photos and Video album, Experience and memories, Batchwise group creation ○ Chapters- National, International ○ Featured Alumni, Good Reads, Batchnotes 	September, 2015
<ul style="list-style-type: none"> ● Infrastructure Enhancement ● Enhancing Internet facility <ul style="list-style-type: none"> ○ Upgrading 16Mbps to 32 Mbps bandwidth ○ Only Authenticated users access Wi-Fi ○ Failover/ Alternate ISB in order to enhance the bandwidth of the internet. ○ Firewall login creation for students classwise. ○ Increasing the access points. 	September, 2015 –February, 2016

<ul style="list-style-type: none"> ○ Authentication through MAC Id. ○ Increasing Wi-Fi access points. ○ Converting all unmanageable switches to manageable switches ○ Upgrading firewall. ○ User authentication for systems(LDAP / Active Directory). ○ Database Administration ○ ARP monitoring is to be enabled on all VLANs and all IP address to MAC address mappings will be logged and maintained. 	
4. Towards an energy efficient campus	
Staff in-charge: Ms. Priyadharshini Rajendren, Co-ordinator of CES	
Objectives	
<ul style="list-style-type: none"> ● To minimize energy consumption for reducing Green house gas emission ● To educate the LDC community on the importance of energy conservation and motivate to exhibit a behavioral change ● To initiate infrastructural change with regard solar power, energy star procurement policy and increase green cover. 	
Plan of action	Time Frame
<ul style="list-style-type: none"> ● Motivation for behavioural change <ul style="list-style-type: none"> ○ Display of Posters on Climate change policy and steps to save energy, street play & film show ○ Presentation during Dept. Club meetings ○ Guest lecture by <ul style="list-style-type: none"> ○ Mr. Muralitharan, Lead Auditor, RINA Bangalore 	July-October, 2015
<ul style="list-style-type: none"> ○ Presentation during Dept. Club meetings ○ Energy minimization days <ul style="list-style-type: none"> ○ (No vehicle day and reduce electricity day) 	November, 2015 - January, 2016
<ul style="list-style-type: none"> ● Initiating infrastructural change <ul style="list-style-type: none"> ○ Conversion of all T5 tube lights to LED lights 	August, 2015 - February, 2016

<ul style="list-style-type: none"> ○ Routing the electricity generated by solar panel in Pandian hostel to administrative block for the Month of May and June. ○ Fixing up of submeters in hostel blocks, administrative blocks and college block. ○ Maintaining temperature of air conditioners at 24⁰ C wherever possible. ○ Increasing the carbon sequestration by tree planting. ○ Installation of new solar panels 	
5. Development of Structured Curriculum for Life Frontier Engagement in all the Undergraduate Programs	
Staff in-charge: Dr. A.S. Priscilla, Co-ordinator of LFE Programme	
Objectives	
<ul style="list-style-type: none"> • To facilitate experiential learning by disciplinary and inter disciplinary engagements of students enhancing civic responsibilities in society. • To provide a framework for Life Frontier Education wherein students get an opportunity to appreciate her academic learning through community experiences. • To ensure whole person education by facilitating a continuous dialogue between academic theory, community needs and action initiatives 	
Plan of Action	Time Frame
A. Identification of relevant activities	

1. Passing the syllabi in Academic Council with appreciation from external experts	May 2015
2. LiFE centre established with 3 coordinators, a program assistant & a 5 advisory team members.	June 2015
3. Implementation of LiFE programme by faculty team in all departments.	June 2015
4. Designing a facilitators guide for faculty teaching LiFE course.	July 2015
5. Orientation to faculty handling LiFE course by a team from Social sciences & Zoology.	July 2015
6. Regular monthly meetings to discuss implementation strategies (Work plan, time schedule, evaluation, budget & community tie ups)	July, 2015 – March, 2016
B. Rapport building with appropriate agencies	From July, 2015 – March, 2016
Identification of relevant agencies for tie ups/ MOUs	
6. Evolving Industry- Institute Business model for each department	
Staff in-charge: Dr. Rachel Regi Daniel, Co-ordinator of CED and Ms. Suganya	
Objectives	
<ul style="list-style-type: none"> • To strengthen the activities of the CED Centre by utilizing the skills and expertise of the young women students in the campus • To revive and establish the Industrial – Institute linkage in collaboration with the CGPC • To bring the idea of business incubator into limelight in the campus 	
Plan of action	Time Frame
• To set up an office to strengthen the industry – Institute linkage	By September 2015
• To create a database on Industrial collaboration for all the departments.	IV Week of August, 2015
• To set up an event management cell.	By 14 th August 2015

• To set up CED's Students Trade Corner (STC)	Throughout the year
• Introduction of year long vocational program.	Throughout the year
• To revive Deer program	Last week of August, 2015
7. Academic Performance Index	
Staff in-charge: Dr. Geetha Kanagaraj, Dean of Academic Affairs (H)	
Objectives	
<ul style="list-style-type: none"> • To appraise strengths, weaknesses, opportunities and challenges of the faculty members • To align professional goals with institutional goals and development 	
Plan of action	Time Frame
<ul style="list-style-type: none"> • Indigenous Academic Performance Index to be approved • Integration of Academic Performance Index format with the college Management Information System • Data feeding by faculty members • Appropriate usage of Academic Performance Index to be decided 	January - February, 2016
8. Integration of ICT in teaching and learning- UG and PG	
Staff in-charge: Dr. P.S. Bindu, Co-ordinator of Research Culture Promotion Cell	
Objectives	
<ul style="list-style-type: none"> • Development of 21st Century Lesson Plan 	
Plan of action	Time Frame
<ul style="list-style-type: none"> • Developing 21st Century Lesson Plan <ul style="list-style-type: none"> ○ Workshop on Developing Interactive Blended Learning Design (i-BLD) for 21st Century Learners 	February, 2016

