

MINUTES OF THE IQAC EXTERNAL MEETING HELD ON 03.07.2020 AT 9.00 A.M (ONLINE)

Prayer: Dr. Jessie Ranjitha Jebaselvi

Members present: List enclosed

Subject/Issue	Discussions	Decisions/Action taken
Introductory remarks by Dr. Christianna Singh Principal & Secretary	Dr. Christianna Singh spoke on the need to push the boundaries and work towards progress amidst the challenge posed by the pandemic and to strive for excellence for focused progression. The role of IQAC in propelling the college towards excellence was appreciated. The external experts of IQAC, Dr. Nagaraja Prakasam, Mr. B.T Bangera, Dr. Samadhanam, Dr. Angel Ratna Bai and Dr. Laura were welcomed.	
Curricular Aspects: Dr. Nimma Elizabeth Dean of Academic Affairs (Sciences)	• Details of academic formalities completed online • Details of special allowances for students who could not be reached online • Awaiting of the board's approval to invest in the LMS MOODLE • Process of building discipline wise Open Educational Resources (OER) by the college • Role to be performed by CCM and Online Education Committee in training the faculty for online teaching • Role of IQAC in the process of formulating guidelines and norms for conduct of online classes • Role of respective departments to sponsor data packs for needy students	• Feedback from students on the effectiveness of online classes to be collected. Students in need of smart gadgets (even students across Madurai) for virtual classrooms to be identified and connected to the organization providing used gadgets to needy students • Tie up with telecom providers for data pack leverage to be done Action Taken: Respective departments have identified needy students and catered to their needs.
Research Culture and Promotion Cell: Dr. J. Anandhi Coordinator, RCPC	• Norms for Early Career Researcher Award which is to be in vogue from next academic year • Details of research projects, papers published and research awards	• SF teachers who are PhD holders to apply for the Women Scientist Program • Fortnightly drive to write research projects by every PhD holder on campus to be encouraged

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	Details of research scholars receiving fellowship	- Research projects on COVID-19 to be encouraged and proposals to be sent to DST - To send proposals to IICDC and Smart Hackathon by MHRD - PhD scholars to be aware of ICSSR, Moulana Azad and Commonwealth Fellowship - College to send proposals under Shastri Indo-Canadian Fellowship Action Taken: RCPC has initiated collaborative research under the guidance of Mr. Nagaraja Prakasam (Member, IQAC, Lady Doak College), between Dr.T.Mowna Sundari (Dept. of Biotechnology) with Mr.Muthu Velayutham (The Covenant Centre for Development, Madurai) on commercializing the medicinal fungi collected and maintained by Dr.T.Mowna Sundari as part of DBT-BIF project. (Preliminary work on the standardization procedures are going on)
Centre for Information and Technology: Dr. S. Padmaja Coordinator, CIT	- Details of various operations on new modules, maintenance and upgradation - Investment options regarding MOODLE - Dynamism of the college website	- To utilise MOODLE installation services provided by Marian College - To use TELEGRAM app Action Taken: Approval of management has been received and the process will be completed with purchase of Moodle with corporate card.
Centre for Human Resource Development: Dr. S. Sriilatha Coordinator, CHRD & Counselling unit: Ms. Juanita (Counsellor)	- Workshop on Design Thinking Process - Organisation-behavioural problems and solutions that are in practice - Challenge in training NTS - time constraint - Need for virtual counselling for the college community - especially students during the pandemic situation	Connect to IDEO.ORG - a global design and innovation company Action Taken: Conference call with Mr. Nagaraj Prakasam to establish contacts with IDEO.ORG. E-mail with requirements were sent.
Career Guidance and Placement Cell:	Data on campus placements, career guidance and training programmes	Training to hone the aptitude and interview skills of students

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Dr. Lt. S. Sangaranachiar Placement Officer	Attitude and the lack of interest of students in contract requirements of companies in campus interviews	Awareness to be created among students about job opportunities Action taken: Initiatives were taken to create awareness among students regarding job offers. Awareness lectures on attending interviews and aptitude workshops have been initiated.
Student Activities Ms. Jerusha Ann Thomas President Student Cabinet & Ms. Ezhil Varshini Chairperson, JCAR	- Regular activities and programs by the student cabinet and matters related to residential life - Details of inter-hostel Throwball match conducted for the residential students and staff - Interpersonal relationship sessions in collaboration with the counselling unit - Need for procurement of sanitary vending machine - Need for installation of electronic incinerator procured	- The various department clubs focussing on academic activities to be included in the presentation - Departments could create a Placement Cell and the students can be associated with the faculty to understand more about the skills needed - Database for the list of careers available to be created in the departments - Suggestions of previous meetings to be included in the presentation suggestions and in view of what has been newly initiated Action taken: With the teacher in charge of the Placement Cell, placements will be identified for each department and the interested students will be guided to succeed. Academic activities of various clubs will be included in the presentation.
Part V Activities Dr. Anitha Selvaraj Coordinator, Part-V Capt. Dr. T. Shanthameena Director, Department of Physical Education	- Conduct of one day online orientation – ‘Swachhta and Jal Sakthi’ Action Plan by NSS PO - Details of Self-Defence Training - Fit India Movement – details of Aerobic Dance Demo - NCC and Physical Education - Receipt of awards by SUO - DG Commendation Awards	NCC and NSS students to demonstrate the self-defence training/techniques learnt from the camps to the other students

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	- Tamil Nadu Scholarship Cash Award - Best Cadet Award - Cadets appeared for B and C Certificate Examination • Details of Tournaments - 2nd State Level Non-Teaching Staff (Men) Volleyball Tournament - Yuva Kendra Block Level Tournament - College received the Madurai Kamaraj University Championship Trophy - Football, Chess, Badminton, Ball Badminton, Boxing, Weightlifting, Swimming, Table Tennis and Judo - College received the Madurai Kamaraj University Runners Up Trophy – Volleyball, Basketball and Kabaddi - Students received 95 Gold, 32 Silver and 13 Bronze medals and 4th place in 4 events in the Academic Year 2019-20	Action Taken: Suggestions will be incorporated in the next academic year as imparting self-defence training through virtual mode is found ineffective.
Centre for Environmental Studies Dr. P. Sakthieaswari Coordinator, CES	Theme of the year 'Beating Air Pollution'. • Details of the process of identification of numbers and names of the trees carried out in the campus and mapping done using GPS • Awareness Programme on E-waste Management • Details of Board of Studies conducted and syllabus of Environmental Studies updated as per the requirement of UGC • Student project details on sustainability goals – to be highlighted in the CES' Web page • Replacement of printed books with e-books for Environmental Elective Course	• To keep track of the e-waste management and analysis for a continuous period and to be presented in the next meeting • Update on 'LDC as zero-waste campus' to be included in the next meeting Action Taken: Planned to undertake a department-wise waste audit for a year, which includes biological waste, chemical waste and e waste. Based on the results, steps will be taken for waste reduction in campus like composting, recycling, reuse and repair. Also planned to create waste reduction initiatives at the department level after reopening of the college.

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	Webinar on World Environment Day	
Centre for Entrepreneurship Development Ms. Nita Popli, Coordinator, CED	Student participation and achievements (cash prizes) in online initiative 'Product Development' during lockdown period	- Centre to encourage students to attend programmes conducted by different organizations to motivate them - To look into the DST website to apply for an incubator Action Taken: Organised a one-day National Webinar "Success Stories of Young Entrepreneurs" along with Entrepreneurship Development and Innovation Institute Hub, EDII HUB-MKU on 18th September 2020. The sessions were chaired by young Entrepreneurs. Nearly 170 students from different disciplines participated.
Library Resources Dr. S. Sangaranachiar Librarian	- UGC N-LIST – Database created for students and teachers - Awareness lecture for students on 'Plagiarism' - URKUND subscription for faculty and students - TURNITIN free access utilization by faculty and students - ASPIRE – E-Journal module and uploading of articles - Arrangements for collaboration with RCPC to help in the area of research, programmes	- Suggestions for a YouTube channel LDC to track the number of users accessing the videos and contents prepared by the teachers - Resources can be added through Wikimedia - Library to look for software tools to make analysis of the usage of the e-resources - Training conducted to be recorded and added to the digital library Action Taken: Library, along with CIT, has initiated the process of creating a repository for resources. Creation of YouTube channel, Wikimedia and online resource log analysis are under progress.
International Study Centre	Current status of the students benefited from the Exchange Program (higher studies & jobs) 2 students are abroad	Appreciation was given by the external members for the interest shown by the students who had undergone study

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Mrs. Hannah Sophia Samuel Coordinator, ISC	• 4 students in other states • 33 in and around Tamil Nadu • 4 regular International students • 4 working in Nigeria Most of the other programs were postponed due to the pandemic	abroad programmes and have gone back for placement outside India
Life Frontier Engagement Dr. A. S. Priscilla, Coordinator, LFE	• 175 community-based projects completed involving 1199 students and 168 faculty • Some of the institutional projects were based on the community around the LDC satellite campus • Appreciation for the efforts taken by the departments to implement the application of the learning	• A baseline analysis/survey of the HDI (Human Development Index) could be carried out in the Malaipatti area by the Commerce students and the CED and an analysis to be carried out to prove the benefits of LDC intervention in the community • Collaborations with NGOs to be encouraged for the survey • LFE feedback collected over a few years to be sent to the government requesting LFE to be part of NSS activity Action Taken: The conduct of baseline analysis/survey of HDI in Malaipatti area will be done in the next academic year 2021-2022. A few departments have planned to collaborate with NGOs for LiFE projects via online mode for this year. Questionnaire based assessment of the impact of LiFE@LDC among the alumnae (2016 - 2020 passed out) will be done. LiFE activities will be incorporated in the Part V Extension programme during the Academic year 2021-2022. Swatch Action Plan was executed by both NSS and LEB volunteers and LiFE activities will also be planned with other Part V programmes.

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General comments by externals	- Forming partnerships with different organizations in Madurai to work on bettering the placements of the students - LFE programme to be publicised (showcase the students projects) to enhance the visibility of the college among the community	College Facebook page to highlight all the important activities including the community outreach programmes to get visibility



Dr. Priyatharsini Rajendran & Dr. R. Jeyakodeeswari
IQAC Co-ordinators




Dr. Christianna Singh
IQAC Chairperson

20/01/2021