

Lady Doak College, Madurai – 2

Internal Quality Assurance Cell

Minutes of the IQAC Meeting (Internal) held on 11.08.2023

Venue: Clapp Hall

Time: 11.00 a.m.

- Prayer – Dr. Jessie Ranjitha Jebaselvi C., Chaplain
- Introductory Remarks – Dr. Christianna Singh., Principal and Secretary
- Approval of the minutes of the External meeting held on 21.02.2023
 - Proposed by: Dr. Lt. Sangaranachiar S., Librarian, Coordinator (CGPC)
 - Seconded by: Dr. Margaret Divya A., Assistant Dean of Academic Affairs (Humanities)
- Matters arising from the minutes of the external meeting held on 21.02.2023 and presentation of action taken report
- Presentation of Action Plan for the Academic year 2023 – 2024
- Vote of thanks by Dr. Melba Rosalind J.
- Members present (refer the list attached)

The Principal, Dr. Christianna Singh, gave certain insights about the implementation of TANSCH norms in the Autonomous colleges.

- Autonomous colleges have freedom to follow their own Part I, II, IV and V programmes.
- In Part III, 75% of the model syllabus to be covered.
- Part I and Part II should be offered for two years for all degree programmes (semester I, II, III and IV) and major hours to be changed to accommodate Part I and Part II. Decisions will be taken at the college level in case of issues arising regarding workload

The Principal also said that B.Sc. Psychology & Sociology could be offered as B.Sc. Psychology/ B.Sc., Sociology according to the Tamil Nadu government.

Area of Deliberation		Discussion	Suggestions
Curriculum Aspects	Dr. Priscilla A.S. Dean of Academic Affairs (Sciences)	- The Principal suggested to set the targets for MoU as one at the international level and one at the national/state /regional level for each department/centre. Dr. Ann Nirmala Carr expressed that though the centre for women studies has 6 to 7 collaborations, converting them into MoUs requires financial support. The Principal advised to bring the financial demands to her attention and the Bursar - The Principal also expressed that there should be possibilities of collecting certain amount as fee from the students and the remaining amount as contribution from the college to facilitate paid internships. Dr. Priscilla A.S. suggested to deal the financial implications case by case and to include the training cost in the agreement itself	Targets to be set for each department and centre regarding MoU - one at the international level and one at the national/state /regional level. AH
	Ms. Kajal J. Mehta Coordinator, CCM	- The Principal reminded to change the name of the YouTube channel from CCM to 'Lady Doak College' - The Principal insisted to carry out 'Analysing Digital Competency' as an institutional project. Dr. Vanitha Malarvizhi P. and Dr. Priscilla A.S. asked CCM to come up with a proposal so that the possibilities could be identified - The Principal suggested a paper on 'Research Ethics' to be offered as an online self-learning course for the Ph.D. scholars. Ms. Kajal J. Mehta responded that CCM would help R&D cell towards training the faculty for developing the course	- CCM to change the name of the YouTube channel from CCM to 'Lady Doak College'. - CCM to conduct 'Analysing Digital Competency' as an institutional project - R & D and CCM to design and offer an online self-learning course on Research Ethics - The student cabinet representative to take initiatives to increase the number of takers for online extra credit courses in the Academic year 2023-24

Area of Deliberation		Discussion	Suggestions
		- Regarding installation of Smart TVs in the required classrooms, The Principal said that the existing HDMI based TVs and small monitors must be moved to small classrooms and guest rooms. The HDMI TVs must be replaced by Smart TVs and new Smart TVs have to be fixed in classrooms where there are no TVs - Teachers should enrol themselves in online courses offered by NPTEL and thereby encourage the students to take up online courses for extra credits. Non- teaching staff could also be encouraged to take up online courses	- CCM to look into the possibilities of installation of smart TVs in specified venues - CCM to 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. - CCM to give orientation to the NTS on the procedures to do online courses
Teaching Learning and Evaluation	Dr. Mercy Packiam S. Controller of Examinations	- Dr. Priscilla A.S. expressed the need for the feedback analysis report on the new system of evaluation and transparency. Dr. Mercy Packiam S. responded that the office had already started the process - Dr. Mercy Packiam S. clarified that all sports students were not exempted from attending CAs. They were supposed to take up as many CAs as possible. The exam office would decide, for whom the special provision could be given based on the recommendation of Dr. Shantha Meena T. - Student representative Ms. Lorraine Regi M. said that the NCC students who attends camps should also be given relaxation in CAs like the sports students. Dr. Shantha Meena T. replied that NCC students who represents the college at the Inter-Group Competition (IGC) level would get benefits of relaxation from the CAs	COE to carry out the feedback analysis for the new transparency pattern implemented in the Academic year 2022-2023.
	Dr. Vinita J Coordinator, R & D Cell	NIL	NIL

Kajal J Mehta

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Area of Deliberation		Discussion	Suggestions
Research Innovation and Extension	Dr. Sujatha K Coordinator, Part V	NIL	NIL
	Capt. Dr. Shantha Meena T. Director of Physical Education	Approval for the NCC Navy wing.	NIL
	Dr. Jayanthi Kalaivani G Coordinator, LiFE	The Principal conveyed that the Colleges and Universities of the Anglican Communion (CUAC) wanted the college to host the service-learning workshop at the national level.	The coordinators of LiFE to plan for the Service-Learning workshop with CUAC.
	Ms. Hannah Sophiah Samuel Coordinator, ISC	Dr. Ann Nirmala Carr suggested to have an MoU with the Singapore university. Ms. Hannah Sophiah Samuel responded that, after the review of the media-based internship programme in the month of July 2023, the modalities for the MoU would be followed.	ISC to look into the possibilities of MoU with the Singapore University
Research Innovation and Extension	Ms. Anbu Selvi S Coordinator, CED	NIL	NIL
	Dr. Ann Nirmala Carr Coordinator, CWS	NIL	NIL
Infrastructure and Learning Resources	Dr. S. Padmaja Coordinator, CIT	- The Principal insisted on the maintenance of NTS work diary and asked CIT to make it user-friendly. Dr. Padmaja S. shared information on the mobile app for automation which was planned to be implemented during the last week of August, 2023 - The Principal suggested that if all the student activity details could be entered in the automation portal, it would be very useful for prizes committee. She stressed on a single point documentation centre to avoid duplication of data. Dr. Priscilla A.S. suggested to conduct a separate meeting towards its implementation.	- A meeting to be organised for the planning and implementation of the documentation centre - Regarding alumnae feedback, CGPC to 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

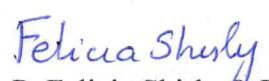
Area of Deliberation		Discussion	Suggestions
		The Principal asked CIT to find possibilities to show notifications of pending jobs in the automation portal	
	Dr.Lt. Sangaranachiar S. Librarian	NIL	Action plan needs to be reworked and updated.
Student Support and Progression	Dr. Arockia Shyamala Paniyarasi S. Dean of Student Affairs	NIL	NIL
	Dr.Lt. Sangaranachiar S. Coordinator, CGPC	NIL	Date wise annual plan to be incorporated.
Governance Leadership and Management	Dr. Jeyakodeeswari R. Coordinator, IQAC	NIL	NIL
	Dr. Sofia G Coordinator, CHRD	- Dr. Beulah Jeyashree R. enquired if the report of the parents teacher meeting feedback was made available to the departments or not - The DSA replied that they would make it soon - Dr. Priscilla A.S. suggested to have a discussion on the parents' feedback received during the parent-teachers meet	DSA to 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
Institutional Values and Best Practices	Ms. Lakshmi M Coordinator, CES	The Principal expressed her concern towards the maintenance of the Herbal garden. She said that the CES should own it and report on it regularly to the concerned authorities	- Separate manpower to be allocated towards the maintenance of the herbal garden - CES should add solar net metering in their action plan and keep it in the regulatory activity
	Ms. Juanita J Coordinator, Counselling Unit	NIL	Date wise annual plan to be incorporated

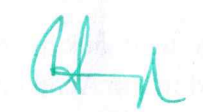
Area of Deliberation		Discussion	Suggestions
Other matters	Mr. Poopandi M.	- Mr. Poopandi M. said that the surroundings of the Juice corner near the humanities block has not been kept clean and therefore it requires a location change - Dr. Jayanthi Kalaivani G. reported that artificial food colours were found in the coloured beverages and food products - Dr. Jessie Ranjitha Jebaselvi C. expressed her concern towards the usage of plastic papers for gift wrapping. She insisted that instead of plastic papers, paper gift wrappers available in the department of Zoology could be used	DSA to 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
	Mr. Sundar C.	Mr. Sundar C. voiced that Ms. Noyce's grave could be renovated, and a Remembrance Day could be observed a day before Pongal	
	Ms. Lorraine Regi M.	Student representative Ms. Lorraine Regi M. requested to update the gallery page in the college website regularly	

Abstract

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	
- Change the name of the YouTube channel from CCM to 'Lady Doak College' - Conduct 'Analysing Digital Competency' as an institutional project - Along with R & D design and offer an online self-learning course on Research Ethics - Look into the possibilities of installation of smart TVs in specified venues - 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 - Give orientation to the NTS on the procedures to do online courses	Centre for Communication and Multimed	
Carry out the feedback analysis for the new transparency pattern implemented in the Academic year 2022-2023	Controller of Examinations	
Plan for the Service-Learning workshop with CUAC	LiFE	
Look into the possibilities of MoU with the Singapore University	International Study Centre	
Organise a meeting for the planning and implementation of the documentation centre	Centre for Information Technology	
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	

Activities	Responsibility	Action taken
- 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	
- 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	
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	


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