

**Lady Doak College, Madurai – 2**

**Internal Quality Assurance Cell**

**Minutes of the IQAC Meeting (External) held on 25.03.2024**

**Venue: Clapp Hall**

**Time: 10.00 a.m.**

- Prayer – **Dr. Jessie Ranjitha Jebaselvi C.**, Chaplain
- Introductory Remarks – **Dr. Christianna Singh**, Principal and Secretary
  - ❖ The principal welcomed the external experts and internal members. She encouraged all to assess what the college has achieved in the past years and move forward to rise tall
  - ❖ She also highlighted the following benchmark features of Lady Doak College during her introductory needs
    - The college understands the societal needs and take the students to the community to address those issues
    - The college focuses on building human beings who can respond to the needs of the community
    - The value-based courses (VBC) that nurture and shape the students are integrated into the curriculum
    - Despite the lack of external resources or funding, the college has grown in IT facilities
    - There is a need to brainstorm on how to encourage the students and parents in pursuing careers that require different skill sets.
    - Human Resource Development activities on campus to be enhanced
    - Lady Doak College should create a model environment responding to the needs
    - Counselling needs a lot of growth and support as the challenges are in-depth and there is a need for more peer counsellors
    - The college can seek help from outside towards reaching the goal of rising tall from institutions like the Maxellator foundation
- Approval of the minutes of the internal IQAC meeting held on 11.08.2023

Proposed by: **Dr. Jessie Ranjitha Jebaselvi C**

Seconded by: **Dr. Helen Mary Jacqueline**

- Matters arising from the minutes of the internal meeting held on 11.08.2023
- Convenors/Coordinators presented their action taken and received suggestions from the internal and external members.
- Presentation of Action Taken for the academic year 2023 – 2024
- Members present – list is attached
- The meeting ended with a formal vote of thanks by the coordinator of IQAC Dr. P. Felicia Shirly

| Area of Deliberation |                                                                              | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Suggestions                                                                                                                                        |
|----------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Curriculum Aspects   | Dr.A.S.Priscilla,<br>Dr. Helen Mary Jacqueline<br>(Dean of Academic Affairs) | <ul style="list-style-type: none"> <li>• Dr. C.D. Lethi appreciated all the steps taken in curriculum development</li> <li>• Dr. S. Angel Rathnabai suggested that some courses from the Swayam portal should be brought to the board's approval and a credit transfer can be implemented</li> <li>• According to UGC norms every college should make at least one online course in a degree program mandatory, and it should be incorporated into the regular credits. It should be a part of the curriculum. Deans replied that the possibilities will be analysed in the future</li> <li>• Dr. Christianna Singh responded that the college also tries to find the balance between UGC norms and the state government norms</li> <li>• Dr. Helen Mary Jacqueline also expressed that the major change in the UG curriculum has been made to address the issues faced in the equivalence of certain degree programmes</li> </ul> | <ul style="list-style-type: none"> <li>• The possibilities of incorporating an online course into the regular curriculum to be analysed</li> </ul> |
|                      | Dr. Sivapriya T. R.<br>Coordinator, CCM                                      | <ul style="list-style-type: none"> <li>• Dr. S.Angel Rathnabai appreciated the initiation towards the study of digital competency on campus and for bringing out the OER policy. She also</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Questionnaire from UNESCO Digital Literacy Global Framework to be</li> </ul>                              |

| Area of Deliberation           |                                                 | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Suggestions                                                                                                                                                                                                                                                                                                          |
|--------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                 | <p>suggested to include the questionnaire from UNESCO Digital Literacy Global Framework in the study. Dr. T.R. Siva Priya responded that the UNESCO Digital literacy questionnaire would be incorporated in the study on digital competency</p> <ul style="list-style-type: none"> <li>Dr. S. Angel Rathnabai enquired whether the videos/Audio Visual contents created by students/faculty were presented outside. Dr. Christianna Singh responded that there were some culture-based restrictions from the students' side to make the contents available to the public. Dr. S. Angel Rathnabai replied that the institution need not make the videos public and they can be kept private</li> <li>Dr. S. Angel Rathnabai recommended student enrolling in the national-level e-content creation contest. National-level recognition could be a great motivation for students and faculty to create more e-content and that the institution could come to the attention of the entire nation</li> </ul> | <p>incorporated in the study on digital competency</p> <ul style="list-style-type: none"> <li>Faculty and students to be encouraged to enrol in national-level e-content creation contest<br/>(link: <a href="https://ciet.ncert.gov.in/activity/AICEeCC">https://ciet.ncert.gov.in/activity/AICEeCC</a>)</li> </ul> |
| Evaluation Process and Reforms | Dr. Mercy Packiam S. Controller of Examinations | <ul style="list-style-type: none"> <li>Dr. Christianna Singh asked the opinion of the students on the recent change in the evaluation and transparency. The student representative replied that the students had welcomed the changes with much positivity</li> <li>Dr. C.D. Lethi raised a concern that an overall pass percentage of 84% might affect the NIRF ranking. Dr. Christianna Singh explained that the pass percentage was found to be within the range required for the ranking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NIL                                                                                                                                                                                                                                                                                                                  |

| Area of Deliberation              |                                                              | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Suggestions                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |                                                              | Dr. J. Melba Rosalind added that for NIRF, only the percentage of graduating students was considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Research Innovation and Extension | Dr. Vinita J<br>Coordinator, R & D Cell                      | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                   | Dr. Anitha Selvaraj<br>Coordinator, Part V                   | <ul style="list-style-type: none"> <li>Dr. Christianna Singh said that though the institution had got recognised for the maintenance of palm trees, there have been a necessity to invest in the palm trees in the college and maintain the same with a person exclusively dedicated to it. She added that it could be a good revenue generation within 6 months from the day of investment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>The possibilities to maintain and invest on palm trees to be analysed</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
|                                   | Capt. Dr. Shantha Meena T.<br>Director of Physical Education | <ul style="list-style-type: none"> <li>Dr. Christianna Singh appreciated the incredible performance of the Physical Education department in the year 2023-2024. She expressed the necessity of initiating a fitness club. She suggested offering summer classes to the public, school children, women, and the elderly so that the perception score for NIRF might increase. Ms. Naveena Swamy expressed that when students from outside join such programmes organised by the college, it could build a community outside. She added that it could also give awareness to everyone. Ms. Naveena Swamy expressed the need for multipurpose halls to promote the college across the region</li> <li>Dr. S. Angel Rathnabai expressed that the sports authority of India organises a 21-day workshop on certain sports events. The students could be encouraged to take part in it</li> </ul> | <ul style="list-style-type: none"> <li>A Fitness club to be initiated from July 2024 onwards</li> <li>The places that remain unutilised / underutilised inside the campus to be identified and used for sports requirements</li> <li>The possibilities to offer summer classes to the public, school children, women, and the elderly to be analysed</li> <li>Students to be encouraged to take part in national level sport workshops online</li> </ul> |

| Area of Deliberation |                                                | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Suggestions                                                                                                                                                       |
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|                      |                                                | <ul style="list-style-type: none"> <li>Dr. S. Angel Rathnabai Angel also enquired whether the college had a sports club. Capt. Dr. T. Shantha Meena replied that the fitness club would start functioning from July 2024 onwards</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (Link:<br><a href="https://sajobs.sportsauthorityofindia.gov.in/index1.asp?ls_id=13996">https://sajobs.sportsauthorityofindia.gov.in/index1.asp?ls_id=13996</a> ) |
|                      | Dr. Jayanthi Kalaivani G.<br>Coordinator, LiFE | <ul style="list-style-type: none"> <li>Dr. C.D. Lethi placed a record of appreciation that the college has grown well in the field of LiFE. She expressed that the college should take the initiative to get international recognition for the same and that the data collected in the community must be updated and maintained every year</li> <li>Dr. S. Angel Rathnabai expressed her appreciation for the LiFE programme. She conveyed that the coordinator of the Central Institute of Educational Technology, New Delhi had also appreciated Lady Doak College for offering such programmes</li> <li>Dr. C. Jessie Ranjitha Jebaselvi C added that a presentation was made along with the Principal Dr. Christianna Singh in the CUAC Triennial Conference, at Trinity College, Melbourne, Australia (30.06.2023 to 07.07.2023) on service learning and the discussion was very fruitful</li> <li>Regarding the Service-Learning workshop with CUAC, Dr. G. Jayanthi Kalaivani updated that the initial planning of the service-learning workshop had been completed. She also added that a few challenges were identified which would be addressed soon and a workshop would also be conducted</li> </ul> | <ul style="list-style-type: none"> <li>Service-Learning workshop with CUAC to be organised in the academic year 2024-2025</li> </ul>                              |

| Area of Deliberation                  |                                               | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Suggestions                                                                                                                                                                                |
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|                                       | Ms. Hannah Sophiah Samuel<br>Coordinator, ISC | <ul style="list-style-type: none"> <li>Regarding the MoU planned with SUSS, Singapore, Ms. Hannah Sophiah Samuel expressed that there were some challenges in making MoU, which would be processed and implemented the next year</li> </ul>                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>LDC should host training programmes for CUAC colleges to attract international participants</li> <li>MoU to be made with SUSS, Singapore</li> </ul> |
| Research Innovation and Extension     | Dr. Ann Nirmala Carr<br>Coordinator, CED      | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NIL                                                                                                                                                                                        |
|                                       | Dr. Ann Nirmala Carr<br>Coordinator, CWS      | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NIL                                                                                                                                                                                        |
| Infrastructure and Learning Resources | Ms. A. Aasha Banu,<br>Programmer, CIT         | <ul style="list-style-type: none"> <li>Dr. Christianna Singh expressed her concern regarding the necessity of a documentation centre and enquired the steps taken by the IQAC towards it. Dr.R. Jeyakodeeswari replied that the college should recruit at least two fulltime faculty to take care of the documentation centre as it involves heavy work</li> <li>Dr. S. Angel Rathnabai expressed her willingness to help on the implementation of the documentation centre. Ms. Naveena Swamy also suggested that the priority should be given to such centre as it would be a good resource</li> </ul> | <ul style="list-style-type: none"> <li>Steps to be taken towards the implementation of documentation centre with the help from Dr. Angel Rathnabai</li> </ul>                              |
|                                       | Dr.Lt. Sangaranachiar S.<br>Librarian         | <ul style="list-style-type: none"> <li>Dr. Christianna Singh suggested to include the book written by the former faculty to utilise the ISBN number obtained by the Library. Dr. Lt. S. Sangaranachiar agreed to that suggestion. She also said that Mrs. Susila</li> </ul>                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>ISBN numbers obtained by the Library could also be used for the former faculty members</li> </ul>                                                   |

| Area of Deliberation            |                                                 | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Suggestions                                                                                                                                                                                                                |
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|                                 |                                                 | Subramaniam, former Head of the department of Mathematics was then writing a book which would be released very soon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                            |
| Student Support and Progression | Dr. T. Mowna Sundari<br>Dean of Student Affairs | <ul style="list-style-type: none"> <li>Dr. Christianna Singh placed a sincere appreciation to the student cabinet for conducting more programmes and raising funds for the satellite campus project and applauded them for setting a higher standard in the programmes organized during the year 2023-2024</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NIL                                                                                                                                                                                                                        |
|                                 | Dr.Lt. Sangaranachiar S.<br>Coordinator, CGPC   | <ul style="list-style-type: none"> <li>Dr. Christianna Singh suggested to follow-up with the placement of students and motivate them to take up the jobs. She added that Tata Strive conducted during the academic year was a great opportunity. She expressed her appreciation on connecting the students' and faculty profiles to LinkedIn</li> <li>Dr. Lt. S. Sangaranachiar suggested that during the registration for graduation, placement feedback can be incorporated along with the alumnae feedback. Dr. R. Beulah Jeyashree suggested to collect the data for a minimum of 5 years after the completion of their course. Ms. Naveena Swamy suggested that the database to be well maintained addressing the issues there of</li> <li>Dr. Christianna Singh said that both the faculty and students should understand the importance of using the institutional email ids. She suggested that the email ids should be operational for at least five years after the course of study so that the students can relate to the college for a long</li> </ul> | <ul style="list-style-type: none"> <li>A follow-up of recruited students to be carried out</li> <li>Steps to be taken to update and maintain alumnae details for minimum of five years in consultation with CIT</li> </ul> |

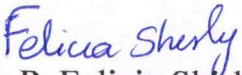
| Area of Deliberation                    |                                         | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Suggestions                                                                                                               |
|-----------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|                                         |                                         | <p>period of time. Dr. S. Angel Rathnabai added that there should be a college policy so that the institutional id could be terminated soon after the student leaves the college. Ms. Naveena Swamy suggested that a new id could be given for alumnae like MIT, but cost implications might be high</p> <ul style="list-style-type: none"> <li>Dr. Christianna Singh expressed that in consultation with Dr. S. Padmaja, CIT coordinator, the possibilities for that must be looked into. She also added that Kristu Jayanti college, Bangalore makes bond with students for two years to arrange for campus recruitment after the completion of the course</li> </ul> |                                                                                                                           |
| Governance Leadership and Management    | Dr. Jeyakodeeswari R. Coordinator, IQAC | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NIL                                                                                                                       |
|                                         | Dr. S. Sriilatha Coordinator, CHRD      | <ul style="list-style-type: none"> <li>Dr. S. Angel Rathnabai enquired if there was any documentation on 'Panimanaikalvi' available. She appreciated it as a great initiative and suggested that the record of the same could give a better visibility to the institution</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Documentation on 'Panimanaikalvi' to be done in collaboration with LiFE</li> </ul> |
| Institutional Values and Best Practices | Dr. P. Sakthiaswari Coordinator, CES    | <ul style="list-style-type: none"> <li>Regarding the herbal garden, Dr. P. Sakthiaswari said that the CES makes regular visit to the herbal garden with a specific job description, in collaboration with the department of Botany. Dr. Christianna Singh suggested that the job description should include the proper way of maintaining the plants in good condition</li> </ul>                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>The job description to be updated with the given suggestions</li> </ul>            |



# Abstract

| S.No. | Activities                                                                                                                                                                                                                                                         | Responsibility                          | Action Taken |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|
| 1.    | <ul style="list-style-type: none"> <li>Analyse the possibilities of incorporating an online course into the regular curriculum</li> </ul>                                                                                                                          | Deans of Academic Affairs               |              |
| 2.    | <ul style="list-style-type: none"> <li>Incorporate the questionnaire from UNESCO Digital Literacy Global Framework in the study on digital competency</li> <li>Encourage the faculty and students to enrol in national-level e-content creation contest</li> </ul> | Centre for Communication and Multimedia |              |
| 3.    | <ul style="list-style-type: none"> <li>Analyse the possibilities to maintain and invest on palm trees</li> <li>Update the job description of the person in-charge for herbal garden</li> </ul>                                                                     | Centre for Environmental Studies        |              |
| 4.    | <ul style="list-style-type: none"> <li>Initiate Fitness club</li> <li>Encourage students to take part in national level sport workshops online</li> </ul>                                                                                                          | Department of Physical Education        |              |
| 5.    | <ul style="list-style-type: none"> <li>Organise Service-Learning workshop with CUAC</li> </ul>                                                                                                                                                                     | LiFE                                    |              |
| 6.    | <ul style="list-style-type: none"> <li>Host training programmes for CUAC colleges to attract international participants</li> <li>Enter into MoU with SUSS, Singapore</li> </ul>                                                                                    | International Study Centre              |              |
| 7.    | <ul style="list-style-type: none"> <li>Implement documentation centre with the help of Dr. Angel Rathnabai</li> </ul>                                                                                                                                              | Centre for Information Technology       |              |
| 8.    | <ul style="list-style-type: none"> <li>Obtain ISBN numbers for the books of faculty</li> </ul>                                                                                                                                                                     | Library                                 |              |
| 9.    | <ul style="list-style-type: none"> <li>Take steps to follow-up of recruited students</li> <li>Take steps to update and maintain alumnae details for minimum of five years in consultation with CIT</li> </ul>                                                      | CGPC                                    |              |

| S.No. | Activities                                                                                                                                                                                 | Responsibility | Action Taken |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|
| 10.   | <ul style="list-style-type: none"> <li>Document 'Panimanaikalvi' in collaboration with LiFE</li> </ul>                                                                                     | CHRD           |              |
| 11.   | <ul style="list-style-type: none"> <li>Set institutional level benchmark on certain things</li> <li>Identify the challenges faced by the institution and facilitate discussions</li> </ul> | IQAC           |              |

  
 Dr. P. Felicia Shirley & Dr. R. Jeyakodeeswari  
 IQAC Co-ordinators

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