

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING IV – (External) – 21.04.2015
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

➤ Dr. Christianna Singh led the gathering in prayer.

AGENDA : Presentation of ATR on the annual action plans of the year 2014-2015.

Item No:	Theme of the Activity	Presented by	Suggesstion		Remarks / Followup
			By	Discussion	
1.	Implementation of Administrative Audit for the Centres and Offices	Mrs. Srii Latha S.	1. Mr. Nawas Babu 2. Dr. Mercy Puspaltha 3. Mr. Nagaraja Prakasam	1. The functions of each office to be prioritized in the process flow chart. Colour codes can be given based on the priority for each function in a process. Time factor for completion of each function to be included in the flow chart. Alerts can be given until the job is completed by each office through an automation process. The entire process can be linked with Management Information system. 2. The role of administrative staff in each office is very important. 3. The college should take initiatives to include them into every process and make them feel important for the functioning of the college.	

	Academic Audit for the Departments	Dr. V. Sridevi	1. Mr. Nawas Babu 2. Dr. C.D. Lethi 3. Dr. Mercy Pushpalatha & Mr. Nagaraja Prakasam 4. Dr. Mercy Pushpalatha 5. Mr. Nawas Babu	1. The quality standards for each QMS file to be prescribed and certified through the audit process. The standards can be reset or improved after a period of time (3 yrs). 2. IQAC is not a policy making body. It can make recommendations to improve the quality. Feedback from different stakeholders can be used to prescribe the quality standards. Benchmarking can also be done. 3. Each department can identify the thrust area of improvement and set a goal in alignment with the college annual theme and work towards the achievement of the goal. (Ex: The last year college theme was "SMART" – Specific, Measurable, achievable, Realistic, Time bound. Hence each department can identify an area in which they would like to be SMART and work towards that.) 4. It is right time, the college can think about moving towards International accreditation. 5. The institution should identify the employees with potential for excellence and groom them with the required leadership skills.	Already it is in-built in each QMS file. The necessary standards are prescribed
4.	Study on the viability of Admission to all undergraduate programs	Ms. Angayarkanni	-	-	-

	under single window system.				
5.	Examination and Evaluation Reforms	RM. Nagammai	1. Dr. Mercy Pushpalatha 2. Dr. C. D. Lethi 3. Dr. Mercy Pushpalatha	1. The departments are requested to prepare a question bank for the descriptive questions also. 2. The questions can be generated under each unit and subunit. A separate time period can be given for the generation of questions: The college can follow any one of the following methods to generate questions: ➤ Questions can be generated by the internal members and validated by external experts. Remuneration can be given to the teachers if the college wishes. ➤ Questions can be set by external examiners and can be used to create the bank. 3. The senatus secretary to bring the different models for the senates meeting to be held on April 27th, 2015.	
6.	Implementation of Management Information System	Ms. Angayarkanni	1. Mr. Nawas Babu 2. Mr. Nagaraja Prakasam	1. Quality of the reports generated should be validated. Data to be classified based on the sensitivity of the information. Flexibility in the software coding system to be incorporated. 2. Formulate a “Change Board” to pass and approve change in the coding system in the software whenever required.	

7.	Study on the development of students' skills at entry and exit levels.	Mrs. Srii Latha S.	1. Mr. Nawas Babu 2. Mr. Nagaraja Prakasam 3. Dr. C.D. Lethi	1. A questionnaire with questions to test the holistic skills of a student should be developed. 2. The skill assessment can be outsourced: Metric Stream is one such agency which can take up the task. "Pratham" is another agency. 3. The different areas of skill assessment to be identified. Questions to assess these areas of skill to be prepared and compared at the entry and exit levels.	
8.	Towards a Zero waste campus.	Mrs. Priyadharshini	Mr. Nawas Babu	1. Awareness on food wastage in hostels to be created. The solid waste generated every day in hostel can be weighed and displayed in the hostel notice board. 2. Business models to be identified for the sale of vermicompost and aerobic compost. The compost can be sold out to public, students through alumnae stores. 3. Economically needy students can be involved in the above processes.	
9.	Development of structured curriculum for Life Frontier Engagement in all the undergraduate programs.	Presented by Dr. Priscilla	1. Mr. Nawas Babu 2. Mr. Nagaraja Prakasam	1. Selection of community issues for the student to engage is very important. CSR fund of each industry can be tapped by aligning the LFE project with their theme. 2. Interaction with the industry should be sustainable atleast for a period of three years. The activities under LFE should bear organizational credibility and neutrality.	

			3. Dr. Mercy Puspaltha	3. Outcome of the LFE project to be presented in the IQAC meeting after completion.	
10.	Evolving Industry- Institute Business model for each department	Dr. Rosy Godwin	1. Mr. Nagaraja Prakasam 2. Mr. Nawas Babu 3. Dr. C.D.Lethi 4. Dr. Mercy Puspaltha	1. A separate office can be established to strengthen industry-institute linkage. Teachers should be encouraged to involve in industrial consultancy. The college PRO can collect the areas of possible industrial linkage from each department and connect them with suitable industries. 2. Credible industrial partners to be identified and database can be created for each department. CII membership is essential to network with industries, student internship and placements. 3. Faculty members who have a potential to excel in industrial projects can be identified and encouraged to offer consultancy. Such members can be given sabbatical leave or some kind of relaxation in their regular workload. 4. College can work out a budget to offer sabbatical leave to such faculty members for the payment of salary for the substitute staff.	

11.	Implementation of LMS using the open source software – MOODLE	Presented by MS. Padmaja	1. Dr. C.D. Lethi 2. Dr. Christinna Singh	1. The teachers should start using Moodle. A realistic plan for the next academic year for the implementation of Moodle to be set. 2. The teachers who use Moodle can be exempted from maintenance of e-course file which comes under QMS.	
12.	Documentation of Science Instrumentation and Infrastructure Facilities available in the College.	Dr. V. Sri Devi	1. Dr. C.D. Lethi	1. A separate technician to be appointed exclusively for the Science Instrumentation Centre. Income to be generated by extending the facilities to outside users. 2. The special lab facilities available with language and humanities department can also be documented and prepared as a brochure. Department of Maths and Economics can set up a SPSS lab Department of English – Language lab Department of Computer science – software Incubation lab. Ms. Angayarkanni , faculty member , department of Computer Science highlighted the various apps developed by the students of their department such as Bus routes to LDC from various places of Madurai, college e-calendar, Location identification in LDC campus for outsiders who visit the college.	

13.	Organisation of competency based training programs for faculty members.	Mrs. Sriilatha S.	1. Mr. Nawas Babu	1. Faculty members to be trained to develop e-communication skills. (e-mail, SMS and other modes). All official e-mails to have a CC and BCC to a higher authority in an office or department. A format for official e-mail communication can be designed.	
14.	Development of indigenous Academic Performance Index for the faculty members.	Dr. Geetha Kanagaraj	1. Dr. Christianna Singh 2. Dr. Mercy Pusphalatha 3. Dr. C.D. Lethi 4. Mr. Nagaraja Prakasam	1. When points are awarded for innovative teaching methodology, the learning materials to be validated. An originally prepared Powerpoint presentation, handout material can be awarded points and not for using others resources. 2. A validation mechanism to be evolved for the innovation claimed by the faculty. 3. The learning resource prepared by the faculty member can be made available in public domain through internet and the posts and comments can be used to evaluate the material. Moodle can be effectively used for this purpose. 4. A minimum academic standard can be prescribed for teachers to meet and those who exceed can be given more points over and above baseline points.	

			5. By the members	5. Teachers who take up and complete online courses can be recognized in the API. Teachers who are in-charge of self-learning courses should be awarded points. API can be renamed to suit LDC academic work culture. Some more time and thought can be given before finalizing the API format .	
15.	Integration of ICT in teaching and learning (UG & PG)	Dr. P.S. Bindhu	1. Dr. C.D. Lethi	Moodle can be effectively integrated with the T-L-T process. The resources of Dr. Christianna Singh can be used. Quality enhancement in this area (ICT) will take the college towards excellence.	

Approval of the Minutes by the Members

Name Of The Person	Designation	Signature
Dr. A. Mercy Pushpalatha, Principal& Secretary	Chairperson	
Dr. V. Sridevi Department of Chemistry	Co-ordinator	
Mrs. S. Srii Latha Department of Commerce	Assistant Co-ordinator	
EXTERNAL EXPERTS		
Dr. V. Alagappan	Former Registrar, Madurai Kamaraj University, Madurai	

Mr. Nawas Babu	Proprietor, A.K.Knitwears, Madurai	
Mr. Nagaraja Prakasam	Director, Indian Angel Network, Bangalore	
Management Board		
Dr. C.D. Lethi	Associate Professor (Retd.) Department of Zoology Holy Cross College, Trichy	
ALUMNAE		
Ms. Usha	Proprietor, Deepam Library, Madurai	
Ms. B. Rajeswari	Assistant Manager (Retd.), Bank Of India, Madurai	
INTERNAL MEMBERS		
Dr. Dr. W. Isabel Department of Zoology	Vice-Principal	
Dr. P. Vanitha Malarvizhi Department of Commerce	Bursar	
Dr. Geetha Kanagaraj Department of English	Dean Of Academic Affairs (Humanities)	
Mrs. Carmel Richard Department of Mathematics	Dean Of Academic Affairs (Sciences)	

Dr. RM. Nagammai	Controller Of Examinations	
Mrs. T.R. Sivapriya Department of Computer Sciences	Additional Controller Of Examinations	
Dr. Helen Mary Jacqueline Department of Economics	Dean Of Student Services	
Ms. A. Japhne Department of Computer Sciences	Assistant Dean Of Student Services	
Dr. T. Margaret Department of Commerce	Senatus Secretary	
Dr. S. Srisudha Department of Botany	Joint Convener CPEC	
Dr. Christianna Singh Department of Economics	Joint Convener CPEC	
Dr. Mercy Packiam Department of History	Secretary, Faculty Association	
Ms. S. Padmaja Department of Physics	Joint Coordinator, Centre For Information Technology	
Mrs. Pitchumani Angayarkanni Department of Computer Sciences	Joint Coordinator, Centre For Information Technology	
Dr. S. Sangaranachiar	Librarian	

Ms. Vidyalakshmi	Placement Officer	
Special Invitees		
Dr. Shenbagarathai,	Department of Biotechnology	
Dr. Priyadharshini,	Department of Biotechnology	
Dr. Rosy Godwin,	Department of Commerce	
Dr. P.S. Bindu,	Department of Physics	
Dr. A.S. Priscilla,	Department of Zoology	
ADMINISTRATIVE STAFF		
Ms. S. Mary Ponmany	Superintendent (SG)	
Mr. K. Sathiya Nesan	Campus Manager	