

LADY DOAK COLLEGE, MADURAI -2

Internal Quality Assurance Cell

IQAC External Meeting Minutes – 26.03.2025

Agenda of the meeting:

- Prayer – Dr. D. Rani Roseline, Assistant Chaplain
- Welcome and Introductory Remarks – Dr. R. Beulah Jeyashree, Principal & Secretary
- Approval of the minutes of the internal meeting held on 22.08.2024

Formal Approval

- **Proposed by:** Dr. S.J. Kala, Alumane Representative
- **Seconded by:** Dr. A. S. Priscilla, Dean of Academic Affairs (S)
- Matters arising from the internal meeting
- Presentation of Action Taken Report
- Vote of Thanks Dr. S. Narmatha, IQAC Coordinator
- Members Present- Refer attached sheet

Area of Deliberation		Discussion	Suggestion
Curriculum Aspects	Dr. A. S. Priscilla Dr. M. Helen Mary Jacqueline (Dean of Academic Affairs)	Approval of External Examiners and Board Members - Dr. S.J. Kala suggested that all external examiners, including those for practical, viva voce, and board members other than university nominees, must be formally approved by the Academic Council, in alignment with UGC guidelines. She emphasized that such approvals should also be documented in the Governing Body proceedings, as is the proper protocol - Dr. R. Beulah Jeyashree responded that the matter would be taken up in the next Academic Council meeting, as the current year's meeting has already been held Expansion of Research Centers - Dr. S.J. Kala pointed out that the number of research centers (currently nine) has not increased since the last NAAC cycle. She emphasized the need for incremental growth and suggested that upgrading more departments into research centers should be part of the action plan for the upcoming years - Dr. R. Beulah Jeyashree responded that several departments have already submitted proposals and are awaiting guideship approvals. If approvals are granted, one or two new research centers could be	- Formal Academic Council approval for all external examiners and board members to be obtained in line with UGC guidelines' - More Departments to be upgraded as research centres <i>71 M</i>

Area of Deliberation		Discussion	Suggestion
		added. She also mentioned those faculty who have completed their PhDs are being encouraged to apply for guideship Documentation of Academic Audit • Dr. S.J. Kala observed that the academic audit for the upcoming year was not explicitly mentioned in the documentation. She suggested that if it is a regularly conducted process, it should be clearly noted in the reports for completeness • Dr. R. Beulah Jeyashree acknowledged the suggestion and assured us that the academic audit would be appropriately documented in the future New Undergraduate Program • Dr. S.J. Kala congratulated the team on initiating the B.Sc. Data Science program • Dr. R. Beulah Jeyashree thanked her for the appreciation and acknowledged the team's efforts in making the new program a reality	
	Dr. Sivapriya T. R. Coordinator, CCM	Inclusion of Diverse MOOC Platforms for Credit Transfer • Dr. Sivapriya T.R. noted that most MOOCs referred in the college are from NPTEL/SWAYAM coordinated by IITs. She recommended exploring courses directly from UGC or CEC for inclusion into the curriculum for credit transfer, aligning with Ministry of Education guidelines	• Methodology and the outcomes of the college's Digital Competency Framework to be documented and published in a reputed journal • Consultative meetings or orientation sessions to be

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	• Dr. R. Beulah Jeyashree responded that the college currently offers extra credits for online courses after departmental evaluation, and the credits are reflected in the mark sheets • The Deans responded that current TANSCHÉ guidelines do not permit full credit transfer or replacement of core or elective papers with online courses. She mentioned that departments such as Computer Science have shown interest in integrating such courses, especially during semesters when students are on project work. However, implementation is currently constrained by state-level regulations. She assured that the college would proceed once official approval is granted Digital Competency Framework Publication • Dr. Angel Rathnabai suggested publishing the methodology and outcomes of the college's digital competency framework in a reputed journal, emphasizing that this could serve as a model for other institutions, especially in light of India's alignment with UNESCO's digital competency standards. Dr. Sivapriya T.R. responded that this suggestion would be taken forward and the publication of the framework and its outcomes will be explored Sharing Moodle Best Practices	conducted for neighbouring colleges to disseminate the college's success in integrating Moodle • Student submissions to the All-India Audio-Visual Competition organized by the Ministry of Education to be encouraged • A session on innovative pedagogy to be conducted for faculty members • Faculty and students must be encouraged to contribute to global OER initiatives like OER for a Better World and establish national-level collaborations, especially with organizations like CEMCA, to develop and host OER training programs

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	- Dr. S. Angel Rathnabai pointed out that LDC's successful integration of Moodle could benefit other institutions in the region. She suggested organizing consultative meetings or orientation sessions to share the best practices in LMS implementation and digital pedagogy. Dr. R. Beulah Jeyashree confirmed that the college would initiate training and sharing platforms soon Participation in All India Audio Video Competition - Dr. S. Angel Rathnabai noted that the college had not participated in the All-India Audio-Visual Competition conducted by the Ministry of Education and encouraged submission of entries in the upcoming cycle. She highlighted that these competitions provide national recognition, certification, and cash awards, and enhance employability in ed-tech and government organizations. Dr. R. Beulah Jeyashree responded that the college would ensure student participation from next year Enhancement of AI and Innovative Pedagogy Training - Dr. Angel Rathnabai praised the AI-focused training and requested the addition of sessions on innovative pedagogical practices using LMS, aligned with UGC recommendations. Dr. R. Beulah Jeyashree responded that it would be incorporated Utilization of Virtual Labs	

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	- Dr. S. Angel Rathnabai suggested conducting an orientation program on virtual labs, highlighting that over 200 government-funded virtual lab activities were already available and could be incorporated into teaching-learning processes. Dr. T.R. Sivapriya responded that departments have been using virtual labs since COVID, and a formal list will be compiled for the next report. Open Educational Resources (OER) Initiatives - Dr. S. Angel Rathnabai encouraged faculty to contribute to international OER initiatives such as OER for a Better World, explaining that such participation enhances global academic visibility and aids in higher education and scholarship opportunities. She also suggested collaborating with organizations like CEMCA, which supports the development and training of OER content. She noted that they were unable to partner with LDC due to a lack of national-level collaboration in OER and recommended establishing such ties to host future training programs. Dr. T.R. Sivapriya mentioned the college has an OER policy in place and faculties are preparing content for publishing. The team agreed to explore partnerships with national bodies like CEMCA Laptop Access for Students - Ms. Naveena Swamy suggested considering a policy that mandates all students to own laptops to ensure equitable digital access and better	

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		placement readiness. Dr. R. Beulah Jeyahree responded that the college would work toward motivating students to acquire laptops, while being mindful of digital divide concerns	
Evaluation Process and Reforms	Dr. Mercy Packiam S. of Controller examination	Concern on Low Pass Percentage in Supplementary Exams - Ms. Naveena Swamy enquired about the low pass percentage reflected in the supplementary examination data for undergraduate students - Dr. R. Beulah Jeyahree responded that the data represents current students who are appearing for supplementary exams. She explained that the college follows a 60:40 assessment ratio—summative to formative. If a student has scored very low in formative assessments, it becomes difficult for them to pass the course during supplementary attempts - Dr. S.J. Kala asked if any specific measures were in place to help students improve their formative scores and Dr. S. Mercy Packiam replied that departments have been instructed to conduct remedial sessions for such students - Dr. R. Beulah Jeyashree added that from the previous academic year, the college has shifted to considering the best 3 out of 5 Continuous Assessments (CAs) instead of all five, which has helped many students improve their formative scores	- A systematized record of students with backlogs over the past 3–5 years should be maintained - Result publication period to be reduced from 15 days to one week, in line with emerging best practices encouraged by UGC and NAAC

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	• Dr. S.J. Kala expressed concern about students who repeatedly fail their summative exams due to weak formative performance and asked whether a reformative assessment could be considered in such cases • Dr. R. Beulah Jeyahree clarified that once students leave college, only external marks are considered. They are required to score a minimum of 40 in the summative exam to pass, and formative scores are no longer taken into account. Hence, if they fail to meet this benchmark, they do not pass Concern on Low Pass Percentage in Supplementary Exams: • Dr. S.J. Kala then inquired about the time taken to publish examination results and Dr. R. Beulah Jeyahree confirmed that the results are declared within 15 days and that this timeline has been maintained to meet NAAC requirements • Dr. S.J. Kala shared insights from a recent UGC conference, noting that certain model institutions have been recommended for publishing results within a week. She suggested that the college could aim for a shorter publication window by utilizing AI tools and digitized evaluation methods. Dr. R. Beulah Jeyahree responded that steps would be taken to reduce processing time Backlog Tracking and Support for Degree Completion	

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		- Ms. Naveena Swamy asked if the college maintained a count of students who have cumulative backlogs over the past three years. Dr. S. Mercy Packiam mentioned that the data is available in the automation system, but it varies across courses. She assured that efforts would be made to retrieve and compile this information - Ms. Naveena Swamy highlighted the importance of tracking such data, as around 200 students are currently unable to graduate due to uncleared papers. She emphasized the need for the institution to develop ways to support students in completing their degree requirements, even after they have left college - Dr. R. Beulah Jeyahree agreed and noted that during convocation preparations, they often discover how many students are eligible for the degree based on their academic clearance. She acknowledged the suggestion to maintain and monitor backlog data as a measure of institutional performance	
Research Innovation and Extension	Dr. Sinthika S. Coordinator, R&D Cell	Strengthening Research Project Applications Dr. S.J. Kala emphasized that the institution must progress further by actively applying for research project funding. She highlighted the availability of grants from DST, DBT, ICSSR, and other bodies and pointed out the need to increase funded research projects to improve research metrics and future NAAC scores. She also suggested that the	- Consultancy policy to be reframed to include faculty participation as resource person in external events - Comparative charts and clear legends to be included in reports

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		R & D Cell should shift its research focus from events to securing external research grants, given that the southern region of India has been relatively low in national research output • Dr. R. Beulah Jeyahree responded that efforts are being made to encourage more departments to apply for funded projects and that Curie Project for Rs.1 crore is sanctioned to the college • Dr. S.J. Kala observed that the institution had received the CURIE project grant of ₹1 crore, but this was not prominently reflected in the documentation. She suggested that such major achievements must be highlighted in presentations and reports, as they significantly add to the research credentials of the institution Boosting Consultancy and Utilization of Seed Money • Dr. S.J. Kala enquired about the consultancy services offered by the institution and the amount generated so far. She appreciated that seed money had been provided by the college. Dr. S.J. Kala also sought clarification on the use of seed money, asking whether the returns expected from seed grants are considered part of consultancy • Dr. Sinthika clarified that seed money is provided by the management to encourage faculty research and is expected to lead to publications or applications for external funding, but not necessarily counted as consultancy	to illustrate year-on-year trends in patents, publications, and research funding, aiding in better external review and analysis. <i>P. Sinthika</i>

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		- Dr. A. S. Priscilla further added that the Common Science Instrumentation Centre (CSIC) acts as a consultancy avenue, where the faculty provides analytical services using government-funded instruments. Dr. S.J. Kala replied that seed-funded projects resulting in monetizable products, such as modules or tools, the revenue generated from such outcomes can be accounted under consultancy - Dr. S.J. Kala observed that faculty members often participate in external events under the college's banner and suggested that their professional services and expertise rendered outside should be recorded as consultancy work, with a portion of the amount generated returned to the institution. She suggested that this should be covered under the consultancy guidelines and added to the college's consultancy revenue records. Dr. R. Beulah Jeyahree agreed, stating that the college would include such activities under consultancy and revise the policy accordingly Functioning of the IPR Cell - Dr. S.J. Kala enquired about the IPR Cell, asking whether it operates independently or in collaboration with R&D Cell. She suggested that the activities of both cells be presented together, especially since patent-related details were included under R&D Cell documentation	

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	- Dr. R. Beulah Jeyahree responded that the IPR Cell functions in collaboration with the R&D Cell and assured that future reports would include the combined achievements of both Initiatives in Patent Filing - Dr. S.J. Kala appreciated the initiative to identify 10 ideas for patenting, calling it a significant achievement. She further suggested that the process of college-level ownership registration for patents should be expedited to support these applications - Dr. R. Beulah Jeyahree responded that the college is finalizing ownership procedures and that all 10 patents are in the process of filing, marking a milestone in research development. She announced with appreciation that Dr. Mouna Sundari, Head of the Department of Biotechnology, has passed the Patent Agent Examination, making her an authorized patent agent. She also added that her achievement be highlighted in reports, as it empowers the college to support internal patent filing and raises its academic and research profile Comparative Reporting for Research Metrics - Dr. S.J. Kala enquired about the drop in the number of patents, asking if the numbers represented the whole year. Upon clarification from Dr. Sinthika, she noted the improvement from 42 to 140 publications over the previous year. Dr. R. Beulah Jeyahree responded that the	

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		future reports would include comparative charts, clear numerical legends, and year-on-year trends to help external members understand progress briefly	
	Dr. Sujatha K Coordinator, Part-V	Nil	Nil
	Capt. Dr. Shantha Meena T. Director of Physical education	• Dr. R. Beulah Jeyashree appreciated the remarkable achievement of Dr. T. Shantha Meena, who was conferred on an honorary NCC rank and is in charge of Physical Education. She noted that Lady Doak College is proud to have all three NCC wings – Army, Navy, and Air Wing – which is rare for any institution • Mr. V.R. Muthu enquired about student participation in yoga. Dr. T. Shantha Meena responded that over 200 first-year students have opted for yoga as a mandatory activity, and regular orientation sessions are conducted to motivate them to continue the practice • Mr. V.R. Muthu appreciated the state-level sports tournaments for non-teaching men and women staff. He enquired about similar initiatives for teaching staff. Dr. T. Shantha Meena explained that interdepartmental competitions and faculty participation in the annual sports march-past are already being held • He enquired about recognition for students with international achievements. Dr. R. Beulah Jeyashree confirmed that students like	Nil

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		Olympian V. Revathi and J. Arjuna awardee Jerlin Anika were felicitated with cash awards and honored during college events	
	Dr. Keerthana M. Coordinator, LiFE	- Mr. V.R. Muthu proposed to introduce students to the concept of “Garbage Bank” – a recycling initiative managed as a partnership firm that collects, segregates, and sells dry waste. So the students could team up and start their own business. He mentioned that the business is successfully run by a Lady Doak College alumna, Mrs. Rajavali - Dr. R. Beulah Jeyashree said that the college would take up the proposal	Nil my
	Dr. Vrushaa S. Coordinator, ISC	Commendations for ISC - Dr. S. J. Kala placed on record commendations for the centre, noting that the activities are multi-pronged, meaningful, and impactful. She said that this programme is placing the institution on the global map - Dr. R. Beulah Jeyashree suggested to give cumulative figures for student exchange programme (six students instead of three per semester) Rotary Youth Leadership Awards (RYLA) – Entrepreneurship Program - Mr. V.R. Muthu shared his insights about RYLA programs organised at Thirumangalam. The program focused on entrepreneurship had trained over 1,500 students, out of which 252 have started businesses.	NIL SN

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		Two exceptional performers from each batch were selected for an advanced learning experience in Singapore. The program costed ₹3,500 per participant but is heavily subsidized. Dr. R. Beulah Jeyashree replied that the students will be oriented about this programme and be encouraged to join	
	Dr. Ann Nirmala Carr Coordinator, CED	RYLA Training: • Mr. V.R. Muthu emphasized the importance of the RYLA program as a platform to support student entrepreneurship. He encouraged the institution to identify and send students who are prepared to benefit from the three-day program aimed at fostering entrepreneurial skills and business initiation. He also noted that RYLA has garnered national recognition, with Rotarians from Bombay expressing keen interest in replicating the model. The quality and consistency of the monthly RYLA camps (conducted every third Friday to Sunday) were highlighted • Dr. Ann Nirmala Carr mentioned that around 10 students have completed MSME online registrations, expressing interest in starting enterprises. Many final year UG and PG students that have undergone vocational training expressed interest in entrepreneurship • Mr. V.R. Muthu offered to sponsor the program fee for up to 3 identified students and emphasized that selected students should	Orientation to be given to students about the RYLA training programmes.

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		ideally have entrepreneurial intent or product ideas (e.g., those applying for patents and copyrights). • He also enquired about the activeness of College's Rotract Club and invited the members to attend the RYLA valediction ceremony, for exposure and inspiration. Dr. R. Beulah Jeyashree replied that Rotract club of LDC are very active in the way of doing some charitable work and other things, not with regard to entrepreneurship	
	Dr. Ann Nirmala Carr Coordinator, CWS	Scholarships: • Mr. V.R. Muthu emphasized the need for the college to maximize access to central scholarships. He mentioned about Prime Minister Vidya Lakshmi scheme which will benefit women students. • Dr. T. Mowna Sundari replied that current applications are in progress and updates are awaited Awareness and Support for Women Affected by Alcoholism and Domestic Violence: • Mr. V.R. stressed the importance of conducting a survey on women in Madurai affected by alcohol-related domestic violence, especially due to the widespread impact of TASMALC liquor shops. Dr. R. Beulah Jeyashree replied that outgoing students undergo premarital counseling, including sessions on dealing with alcoholism in families	NIL 

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		- Ms. J. Juanita mentioned that a research paper on adolescent well-being in alcoholic households, co-authored by Dr. Suganya, Assistant Professor in Economic, was published recently, focusing on resilience building among affected children - Mr. V.R. Muthu further commented on the scale of alcohol consumption in Tamil Nadu (over 1 crore bottles/day) and posed a rhetorical question about how young women can avoid marrying future alcoholics, pointing out the urgent need for social reform. Dr. S. Mercy Packiam replied that education institutions must teach boys how to respect and treat women and have women studies - Mr. V.R. Muthu mentioned a book titled "Good Touch, Bad Touch", aimed at educating girl children on body safety and expressed his willingness to donate few copies to the college library	
Infrastructure and Learning resources	Ms. Sangeetha R. Assistant Coordinator, CIT	Commendation of the Center for Information Technology (CIT): - Dr. S.J. Kala congratulated the Center for Information Technology for its exemplary efforts in implementing ERP systems, specifically noting their importance in collating data for NAAC and NIRF. The initiative to set up a Documentation Center has significantly eased the data collection process - Special appreciation was extended to the CIT team by Dr. S.J. Kala for the Voice Quiz system being developed to aid visually challenged	NIL

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	students. She noted that, if successful, this could reduce the dependency on human scribes by enabling students to listen to questions and respond using voice-to-text input. She described this inclusive initiative as a "noble gesture" and a "source of pride for LDC." National Recognition and Institutional Consultancy: • Dr. R. Beulah Jeyashree highlighted that the CIT team at Lady Doak College (LDC) has received national awards continuously and is being recognized by other reputed institutions such as Madras Christian College (MCC), which has approached LDC for consultation regarding ERP modules. A demo session is being organized to assist MCC with their admission module. • Dr. S. J. Kala commended the homegrown development of the automation system by LDC as "ingenious" and "pioneering." Assistive Technology and Inclusivity • Dr. S. Angel Rathnabai stressed the importance of extending support to students with various disabilities, not only visual impairments. Her suggestions included acquiring AI-based scanning and reading devices that can convert printed or handwritten content into audio in multiple languages • Dr. R. Beulah Jeyashree acknowledged the presence of students with learning disabilities like dyslexia and expressed that extra time was	

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		given to them. She said the possibilities of adopting more inclusive tools and installing the AI based scanning device in the library will be considered Invitation for Collaboration and Exposure Dr. S. Angel Rathnabai extended an open invitation to faculty visiting Delhi to explore the ICT infrastructure and resources at NCERT. She emphasized mutual learning and sharing of practices between institutions	
	Dr.Lt. Sangaranachiar S. Librarian	- Mr. V.R. Muthu shared a reading initiative titled "Project Prem Kumar", conducted in over 40 to 50 institutions. The program involves a motivational session on the importance of reading of 1 to 1.5 hours led by Mr. Nagalingam, IRS (Retd.), based in Madurai. Following the session, around 10 enthusiastic students are selected, and each is gifted a book. After 2 to 3 days, these selected students are required to present a review of their respective books to the rest of the participants. The program concludes with a competition and prizes for outstanding reviews - Dr. Lt. Sangaranachiar S. expressed interest in collaborating, especially through the Friends of the Library, Quiz Club, and Library Services students. Due to ongoing exams, she said that she can plan the program for the next academic year, during the book exhibition week	NIL

Area of Deliberation		Discussion	Suggestion
Student Support and Progression	Dr. Arockia Shyamala Paniyarasi S. Dean of student affairs	UPSC/TNPSC Awareness and Preparation Initiatives: - Mr. Muthu enquired about the TNPSC/UPSC awareness program organized for all final-year UG and PG students. Dr. Mowna Sundari responded that an MoU with King Makers IAS Academy is in progress to formalize coaching support - Mr. V.R. Muthu talked about a Tahsildar in Virudhunagar recognized by Vikatan Publications and Vijay TV (Gyanam program) conducts free coaching classes for UPSC/TNPSC aspirants every Saturday and Sunday: 2000+ students attend each session and over 10,000 students have secured government jobs through his guidance - The Tahsildar teaches from 10 AM to 5 PM and provides free lunch to all attendees. Mr. V.R. Muthu made a proposal to invite him to Lady Doak College to address students and motivate them - Dr. Lt. S. Sangaranachiar shared that last year, 3 students cleared TNPSC prelims, and one student has cleared UGC-NET. These students prepared independently with guidance from faculty and DSA office through the UPSC self-study group and Friends of library programmes - She also said a guest lecture was arranged for them where in, Mr. Ramachandran, a mathematics expert in logical reasoning and numerical ability, delivered sessions. She mentioned that 'The People	NIL <i>SA</i>

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		for India Movement' is collaborating on UPSC awareness and may be a future partner Lincoln World Record initiative - Mr. V.R. Muthu enquired about the Lincoln World Record initiative. Dr. T. Mowna Sundari replied that eight competitions were conducted across eight colleges, coordinated during a single week by "You and Me Event Management". Lady Doak was the first college to participate, and 576 students received World Record certificates from Lincoln World Record Academy for participating in that synchronized event Scholarships and Categorization - Dr. S.J. Kala suggested that scholarships should be categorized clearly to meet NAAC documentation requirements: - Institutional (college-funded) - Government (e.g., SC/ST scholarships, national schemes) - Non-Governmental/Trusts (e.g., TVS, Sri Mahasakthi Trust) - Dr. T. Mowna Sundari shared the scholarship Statistics: - Non-Government Scholarships: 310 students, amounting to ₹55 lakhs - Management Scholarships (excluding sports quota): 36 students, amounting to ₹9.74 lakhs - Sports Scholarships:	

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		○ 73 students received full tuition and boarding support ○ Total value: approximately ₹1 crore • Dr. T. Mowna Sundari also shared the selection process as it was enquired by Dr. S.J.Kala • Dr. S.J. Kala suggested to identify students receiving support from external trusts and collect formal letters confirming they are Lady Doak students. This would help improve accuracy in institutional reporting for NAAC. Educational loan details were also requested for reporting	
	Ms. Vidhya Lakshmi R. Coordinator, CGPC	• Dr. R. Beulah Jeyashree said that the companies have been requested to share copies of appointment orders or placement letters directly with the college. This measure aims to simplify the process of submitting accurate placement details to NAAC, as obtaining them from students has previously been challenging. And they have agreed to provide these documents moving forward Placement Statistics • Mr. V.R. Muthu enquired about the placement statistics • Dr. Lt. S. Sangaranachiar replied that last year, 343 students were selected out of approximately 500 who seriously attended interviews, though the total number of registrations was higher. Around 70% of students who seriously pursued job opportunities received placement offers	Google Forms to be circulated among all outgoing UG and PG students to identify those serious about employment and those inclined towards higher studies.

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	• Dr. R. Beulah Jeyashree shared that some students lose interest or withdraw after receiving placement offers due to family concerns, such as reluctance to relocate from Madurai to other states/cities. Efforts are ongoing to help students overcome these inhibitions to improve placement outcomes in future batches • Ms. R. Vidhyalakshmi mentioned that a Google Form will be circulated among all outgoing UG and PG students to identify those serious about employment and those inclined towards higher studies as per Principal's directive. This data will help tailor career skill training programs in the upcoming academic year. • Dr. S. Sangaranachiar thanked the management's support in maintaining contact with alumni, enabling career support even years after graduation. She shared that regular group emails with job opportunities are sent to alumni for up to five batches after graduation, thanks to continued access to institutional email IDs—a significant advantage compared to other colleges. She further mentioned that although these alumni placements are not counted in NAAC/NIRF metrics, they substantially benefit graduates seeking employment later in life Alumni Meet • Mr. M.R. Muthu enquired about the alumni meet and Dr. Lt. S. Sangaranachiar replied that it is conducted annually, typically	

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		attracting 700–800 participants scheduled on the last Saturday of September each year, chosen to accommodate the schedules of many alumni, particularly teachers - When Mr. V.R. Muthu enquired about the funds generated from the meet, Dr. R. Beulah Jeyashree responded that fundraising efforts are ongoing, especially to support the development of the Velichanatham satellite campus found to be, alumni contributions have been limited. She said that cultural factors, including hesitation from women alumni and the influence of spouses on financial decisions, affect fundraising success Corporate Social Responsibility (CSR) Initiatives - Dr. Lt. S. Sangaranachiar shared that the Commerce Department, in collaboration with Bajaj Finserv, has successfully leveraged CSR projects for placement training - This year, HCL have agreed to provide free, serious placement training under their CSR program	
Governance Leadership and Management	Dr. Jeyakodeeswari R. Coordinator, IQAC	Industry Visits (IV) for Students - Mr. V.R. Muthu enquired whether the students are taken up for factory visit - Dr. R. Jeyakodeeswari confirmed that all departments conduct industrial visits (IV) as part of their curriculum, particularly where industry connections exist. She said that their second-year students	Departments to be informed about industrial visits to Mr. V.R. Muthu's factory

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		visited SIDCO industrial estate to study plastic manufacturing processes and third-year students visited Wonderla to learn about wastewater management, specifically how wastewater from restaurants is reused for amusement rides • Mr. V.R. Muthu inquired why the institution had not arranged visits to his own factory and extended an open invitation for student visits and shared the following details of the visit: ○ Up to 40 students can be accommodated per batch ○ A complimentary lunch will be provided ○ A one-hour interactive session with the industry representative is offered • He further mentioned that the factory currently receives approximately 600–700 visitors monthly, averaging about 40 visitors daily • Dr. R. Beulah Jeyashree responded that they were unaware of this gap and appreciated the invitation extended Internship Opportunities in Marketing • When Dr. R. Beulah Jeyashree enquired about further internship opportunities, Mr. V.R. Muthu expressed readiness to offer unlimited marketing internships for interested students. He said that the students will be assigned tasks that involve market-based activities	• Departments to be informed about the marketing internship opportunities provided by Mr. V.R. Muthu

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		rather than on-site work within the factory or office premises. This arrangement ensures practical exposure without logistical constraints	
	Dr. Sriilatha S. Coordinator, CHRD	• Mr. V.R. Muthu enquired the motive behind conducting spoken English classes for NTS. Dr. S. Sriilatha responded that official communications, especially with government agencies, are conducted in English. Also, non-teaching staff need to confidently handle queries, draft letters, and interact with international visitors • Mr. V.R. Muthu enquired about the students' ability to communicate effectively in English, particularly during job interviews and Dr. R. Beulah Jeyashree assured that the students generally develop communication skills during their college years • Mr. V.R. Muthu mentioned an external spoken English training program named Project Punch, conducted by the Rotary Club of Virudhunagar and shared the program details as follows: ○ three-day spoken English workshop run by a professional team from Beehive Communications ○ designed to build students' confidence before job interviews. ○ can train up to 100 students per batch ○ fully sponsored, with no cost to the college	NIL

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		He also mentioned that it requires scheduling well in advance of interviews for maximum benefit. Dr. R. Beulah Jeyashree appreciated the offer	
Institutional Values and Best Practices	Dr. Lakshmi Subha Coordinator, CES	NIL	NIL
	Ms. Juanita J Coordinator, Counseling Centre	NIL	NIL

Subh

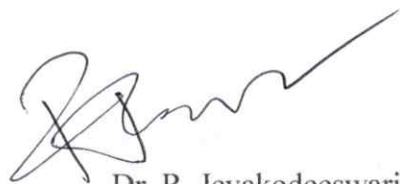
Juanita

ABSTRACT:

S.No.	Activities	Responsibility	Action Taken
1.	• Formal Academic Council approval for all external examiners and board members to be obtained in line with UGC guidelines' • More Departments to be upgraded as research centres	DAA	
2.	• Methodology and the outcomes of the college's Digital Competency Framework to be documented and published in a reputed journal • Consultative meetings or orientation sessions to be conducted for neighbouring colleges to disseminate the college's success in integrating Moodle • Student submissions to the All-India Audio-Visual Competition organized by the Ministry of Education to be encouraged • A session on innovative pedagogy to be conducted for faculty members • Faculty and students must be encouraged to contribute to global OER initiatives like OER for a Better World and establish national-level	CCM	

S.No.	Activities	Responsibility	Action Taken
	collaborations, especially with organizations like CEMCA, to develop and host OER training programs		
3.	- A systematized record of students with backlogs over the past 3–5 years should be maintained - Result publication period to be reduced from 15 days to one week, in line with emerging best practices encouraged by UGC and NAAC	CoE	
4.	- Consultancy policy to be reframed to include faculty participation as resource person in external events - Comparative charts and clear legends to be included in reports to illustrate year-on-year trends in patents, publications, and research funding, aiding in better external review and analysis.	R & D Cell	
5.	Orientation to be given to students about the RYLA training programmes.	CED	

S.No.	Activities	Responsibility	Action Taken
6.	Google Forms to be circulated among all outgoing UG and PG students to identify those serious about employment and those inclined towards higher studies.	CGPC	
7.	- Departments to be informed about industrial visits to Mr. V.R. Muthu's factory - Departments to be informed about the marketing internship opportunities provided by Mr. V.R. Muthu	IQAC	



Dr. R. Jeyakodeeswari & Dr. S. Narmatha

IQAC Coordinators
IQAC Coordinator (S)
 Lady Doak College
 Madurai - 625 002.



Dr. R. Beulah Jeyashree
 IQAC Chairperson

LADY DOAK COLLEGE, MADURAI**Internal Quality Assurance Cell****External Meeting - Attendance Sheet****Venue: Clapp Hall****Date: 26.03.2025****Time: 10.00 a.m.**

S.No.	Name	Designation	Signature
1.	Dr. R. Beulah Jeyashree Principal & Secretary	Chairperson	R. Beulah Jeyashree
2.	Dr. C. Jessie Ranjitha Jebaselyi Department of English	Chaplain	Dr. C. Jessie Ranjitha Jebaselyi
3.	Dr. R. Jeyakodeeswari Department of Business Administration	Assr. Chaplain	Dr. R. Jeyakodeeswari
4.	Dr. S. Narmatha Department of Mathematics	IQAC Coordinators	Dr. S. Narmatha
EXTERNAL EXPERT			
5.	Ms. Naveena Swamy	Director Maxelerator Foundation West Masi Street Madurai	Online mode
INDUSTRIALIST			
6.	Mr. V.R. Muthu	Director V.V.V & Sons Edible Oil Limited Virudhunagar	Mr. V.R. Muthu
MANAGEMENT REPRESENTATIVE			
7.	Dr. C.D. Lethi	Cheruvathoor House Kattakampal P.O. Kattakampal Thrissur 680544 Kerala, India	Online mode ABSENT
ALUMNAE			
8.	Dr. Angel Rathnabai	Assistant Professor Central Institute of Educational Technology New Delhi	Online mode
9.	Dr. S.J. Kala	Associate Professor Department of English Fatima College Madurai - 625 018	Dr. S.J. Kala

S.No.	Name	Designation	Signature
INTERNAL MEMBERS			
10.	Dr. R. Nimma Elizabeth Department of Physics	Vice-Principal	Nimma R.
11.	Dr. P. Vanitha Malarvizhi Department of Commerce	Bursar	P. Vanitha Malarvizhi
12.	Dr. M. Helen Mary Jacqueline Department of Economics	Dean of Academic Affairs (Humanities)	Helen
13.	Dr. A.S. Priscilla Department of Zoology	Dean of Academic Affairs (Sciences)	Priscilla 26/3/25
14.	Dr. S. Mercy Packiam Department of History	Controller of Examinations	Mercy Packiam 26/3/25
15.	Dr. S. Arockia Shyamala Paniyarasi Department of Physics	Deans of Student Affairs	Arockia Shyamala 26/3/25
16.	Dr. T. Mowna Sundari Department of Biotechnology		T.M.S. 26/3/25
17.	Dr. S.K. Suja Department of Chemistry	CPEC Convenors	Apology given
18.	Dr. P. Devi Priya Department of Economics		P. Devi Priya
19.	Dr. S. Sinthika Department of Physics	Coordinators, R & D Cell	S. Sinthika
20.	Dr. T. Durga Devi Department of History		T. Durga Devi
21.	Dr. Ann Nirmala Carr Centre for Women's Studies	Coordinator, CED & Women's Studies	Dr. Ann Nirmala Carr 26/3/25
22.	Dr. R. Sangeetha Department of Computer Science	Asst. Coordinator, CIT	R. Sangeetha
23.	Dr. T.R. Sivapriya Department of Computer Science	Coordinator, CCM	T.R. Sivapriya
24.	Mrs. M. Lakshmi Centre for Environmental Studies	Coordinator, CES	Apology given
25.	Ms. S. Vrushaa Department of English	Coordinator, ISC	S. Vrushaa
26.	Ms. M. Keerthana Department of English	Coordinator, LiFE	M. Keerthana
27.	Dr. S. Sriilatha Department of Commerce	Coordinator, CHRD	S. Sriilatha

S.No.	Name	Designation	Signature
28.	Dr. K. Sujatha Department of Zoology	Coordinator, Part V	K. Sujatha 26/3/25
29.	Dr. Capt. T. Shantha Meena Department of Physical Education	Director of Physical Education	T. Shantha Meena 26/3/25
30.	Ms. J. Juanita Alan Counsellor	Convenor, Counselling Centre	Juanita Alan 26/3/2025
31.	Dr. Lt. S. Sangaranachiar	Librarian	S. Sangaranachiar
33.	Dr. R. Vidhyalakshmi	Coordinator, CGPC	R. Vidhyalakshmi
34.	Dr. A.P.A. Rani Department of Zoology	Member	A.P.A. Rani 26/3/25
35.	Dr. J. Melba Rosalind Department of Computer Science	Member	J. Melba Rosalind
36.	Dr. S. Lakshmi Subha Department of Biotechnology	Member	S. Lakshmi Subha 26/3/25
37.	Ms. P. Poongodi Department of Economics	Member	P. Poongodi 26/3/25
38.	Ms. G. Priscilla Department of Physics	Member	G. Priscilla
ADMINISTRATIVE STAFF			
39.	Ms. P. Kasthuri	Superintendent	P. Kasthuri On leave
40.	Ms. J. Sarah Jemimah	Lab Assistant	J. Sarah Jemimah 26/3/2025
41.	Mr. P. Madhavan	Multimedia Admin	P. Madhavan
42.	Mr. M. Poopandi	Marker	M. Poopandi On leave
STUDENT REPRESENTATIVES			
43.	Ms. R. Shenbaga Harishni - 22BBAE053	President, Student Cabinet	R. Shenbaga Harishni
44.	Ms. S. Shri Subiksha - 22BBAE054	JCAR Chairperson, Student Cabinet	S. Shri Subiksha


 Narmatha S
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