

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING III – (Internal) – 29.02.2016
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

➤ Dr. A.S. Priscilla led the gathering in prayer.

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
Norms for Doctoral Committee	Dr. P.S. Bindhu Co-ordinator of Research Culture Promotion Cell	To sustain quality in the college research programs, formulation of Doctoral committee in each research center has been proposed. A general norm for the college will be evolved by the members of Research Culture Promotion Cell (RCPC) based on the guidelines of Madurai Kamaraj University and other University norms which will be implemented from the next academic year (2016-2017). The conveners to present the norms for the formulation and functioning of doctoral committee in the next IQAC meeting.	RCPC to take necessary steps to present in the next IQAC meeting.
Release of e-content modules	Dr. A. Mercy Pushpalatha Principal	Each Department has prepared an e-content for a chosen topic in their discipline. The Centre for Communication and Multimedia (CCM) should take the following steps to complete and release the e-content modules of all the departments in the next IQAC meeting. ➤ The hitherto completed content to be sent to each	Coordinators of CCM to take necessary steps to release the e-content in the next IQAC meeting.

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Release of e-content modules		<p>department for validation and complete the remaining processes so that it can be released. The validation can be done by the faculty members of the department or by external experts if the department wishes.</p> <ul style="list-style-type: none"> ➤ The validated and completed modules have to be uploaded in the college website, TCS-ion platform and in public domain such as you tube for others to view. 	
	Ms. J. Deborah Christina Co-ordinator of Centre for Communication and Multimedia	<ul style="list-style-type: none"> ➤ The II PG students of Department of English have prepared an e- content on “Teaching English Grammar” is available with the Department and ready to be released. 	
	Dr. A.S. Priscilla Co-ordinator of LiFE Programme	<ul style="list-style-type: none"> ➤ Other e-contents prepared by students in LiFE projects can also be validated and released in the next IQAC meeting. 	
	Dr. A. Mercy Pushpalatha Principal	<ul style="list-style-type: none"> ➤ A copy of all the contents to be given to the Library archives. A blog can be created exclusively to upload the e-contents created by LDC. 	

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Academic and Administrative Audit (AAA)	Dr. V. Sridevi Co-ordinator of IQAC Dr. A. Mercy Pushpalatha Principal	<p>The Lady Doak College AAA model to be implemented was presented. The AAA model appended – Appendix-I</p> <ul style="list-style-type: none"> ➤ The panel of external experts should have a nominee from Autonomous Arts and Science college and not from non-autonomous college. ➤ The AAA process should be completed in the next academic year (2016-2017) so that SSR for NAAC 4th cycle will be ready by March 2018. ➤ The recommendations of external experts after the audit to be followed and the details to be documented in SSR. ➤ Necessary steps should be taken to strengthen areas such as consultancy services as indicated by the NAAC peer team visit during 3rd cycle. ➤ A committee will be formed in January 2017 for the preparation of SSR report for the next cycle. 	<p>IQAC to take necessary steps in consultation with Principal.</p>
Administrative Audit	Ms. Sriilatha S. Co-ordinator of Centre for	<ul style="list-style-type: none"> ➤ The internal administrative audit is being carried out in each office. All the offices / centres are requested to submit the compliance certificate by March 24th, 2016. <ul style="list-style-type: none"> ➤ File coding number to be included for each file. 	<p>The administrative Audit team to do the follow-up.</p>

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	Human Resource Management and Joint Co-ordinator of IQAC	<ul style="list-style-type: none"> ➤ Flowcharts to be numbered and renumbered for revised versions. ➤ The job description (JD) and roles of each administrative assistant in VP office to be revised with the help of IQAC. ➤ The flowcharts of CIT, Bursar office and Library to be finalized. 	
Implementation of Management Information System	Mrs. S. Padmaja Joint Co-ordinator of Centre for Information Technology	<p>The work completed under this action plan was presented. Appendix II.</p> <ul style="list-style-type: none"> ➤ Training to teachers in LX (LMS) to be given. ➤ Under Library information system, data cleaning should be done after verifying each book physically. The total number of available books in the college to be tallied with the library data. ➤ The hostel election will be done through TCS platform as it is ready to use. 	
	Dr. A. Mercy Pushpalatha Principal	<ul style="list-style-type: none"> ➤ HRMS database will be created based on the data given by the faculty members. Principal office will be sending the necessary communication to collect the data from the faculty members 	

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Towards an energy efficient campus	Dr. M. Akshaya Assistant Professor Department of Biotechnology	The progress of the activities under this action plan was presented. <ul style="list-style-type: none"> ➤ Necessary steps are taken to finalise the reliable quotation for the installation of Solar panels in Newton Block. 	
	Dr. A. Mercy Pushpalatha Principal	<ul style="list-style-type: none"> ➤ The bad odour emanating from STP plant to be taken care by the CES. 	
Development of Structured Curriculum for Life Frontier Engagement (LiFE) in all the Undergraduate Programs	Dr. A.S. Priscilla Co-ordinator of LiFE Programme	<ul style="list-style-type: none"> ➤ LiFE openhouse is planned on 31st, March 2016. Mr. Glenn Shive and Dr. Spurgeon of UBCHEA will be invited as chief guests for the program. Press meet will be organized to disseminate the activities of LiFe projects to the public. 	
	Dr. A. Mercy Pushpalatha Principal	<ul style="list-style-type: none"> ➤ The project themes of LiFE should be in alignment with the community need. Industry linkages to be identified. Interested alumnae can be involved into LiFE program. 	
	Dr. S. Sangaranachiar Librarian	<ul style="list-style-type: none"> ➤ College Magazine can have students' reflections about their LiFE experience. 	

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Evolving Industry-Institute Business model for each department	<p>Ms. K. Sugnaya Assistant Co-ordinator of Centre for Entrepreneurship Development</p>	<p>➤ Two vocational courses are framed and passed in the Board of studies by CED.</p> <p>Student trade corner is functioning effectively.</p> <p>➤ The activities of CED should enable the students to become women entrepreneurs in future.</p> <p>➤ DEER (Doakian Energetic Entrepreneurs) project can be revived</p> <p>➤ Two students identified to become potential entrepreneurs under ICTACT program should be encouraged and followed in the next academic year.</p>	<p>CED to take necessary action in future activities.</p>
	<p>Dr. A. Mercy Pushpalatha Principal</p>	<p>➤ LDC should have an established Business Incubation Centre in another five years</p> <p>Industry – Institute Linkage: Student internship in industries should be made mandatory in UG curriculum in future. This requires a validated database on the various industries and their thrust areas, willing to offer internship for students.</p>	<p>IQAC, CHRD and CGPC to involve in strengthening the linkages.</p>
Integration of ICT in teaching and learning-UG and PG	<p>Dr. P.S. Bindhu Co-ordinator of Research Culture Promotion Cell</p>	<p>➤ Moodle training to selected teachers through Prof. Srinivas is completed. The trainers will train the rest of the faculty members in the Department. Each department has been asked to submit</p>	<p>Necessary steps will be taken to complete the activities by the ICT team</p>

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		<p>an action plan as a follow up of the training.</p> <ul style="list-style-type: none"> ➤ Workshop on developing Interactive Blended Learning Design for 21st century learners is postponed to next academic year. ➤ A workshop under CPE grant with Dr. Albert Selvanayagam as the resource person will be organized in the next academic year. 	
<p>Principal and all the members.</p>	<p>General issues related to students' discipline</p>	<ul style="list-style-type: none"> ➤ Student cabinet should take necessary steps to orient the students regarding the following issues. <ol style="list-style-type: none"> 1. To maintain silence and talk softly when classes are going on inside the classrooms for the other shift students. 2. To avoid the practice of sitting on the road to have lunch during lunch time and spillage of food on the road side. 3. To avoid usage of filthy language in Tamil within the campus. 4. To use cell phones appropriately for academic learning. 5. To inculcate civic responsibility in every sphere of their life at LDC. 	<p>Student cabinet and DSS office.</p>

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. Sri Latha Department of Commerce	Assistant Co-ordinator	
INTERNAL MEMBERS		
Dr. Christianna Singh Department of Economics	Vice-Principal	
Dr. P. Vanitha Malarvizhi Department of Commerce	Bursar	
Dr. Geetha Kanagaraj Department of English	Dean of Academic Affairs (Humanities)	
Dr. Carmel Richard Department of Mathematics	Dean of Academic Affairs (Sciences)	
Dr. RM. Nagammai	Controller of Examinations	
Dr. Helen Mary Jacqueline Department of Economics	Dean of Student Services	
Dr. S. Srisudha Department of Botany	Joint Convener, CPEC	
Dr. M. Valliammal Department of History	Joint Convener, CPEC	

Dr. Rachel Regi Daniel Department of Botany	Co-ordinator, Centre for Entrepreneurship Development	
Ms. K. Suganya Department of Economics	Assistant Co-ordinator, Centre for Entrepreneurship Development	
Ms. S. Padmaja Department of Physics	Joint Coordinator, Centre for Information Technology	
Ms. Pitchumani Angayarkanni Department of Computer Sciences	Joint Coordinator, Centre for Information Technology	
Ms. Priyadarshini Rajendren Department of Zoology	Co-ordinator, Centre for Environmental Studies	
Ms. Anita Christine Tiphagne Department of Social Science	Co-ordinator, International Programmes	
Dr. A.S. Priscilla, Department of Zoology	Co-ordinator, Life Frontier Engagement	
Dr. P.S. Bindu Department of Physics	Co-ordinator, Research Culture Promotion Cell	
Dr. S. Sangaranachiar	Librarian	
Ms. Vidhyalakshmi	Placement Officer	
ADMINISTRATIVE STAFF		
Ms. S. Mary Ponmany	Superintendent (SG)	
Mr. K. Sathiya Nesan	Campus Manager	
STUDENT REPRESENTATIVES		
Ms. S. Asha Priyadarshini, III B.Sc. Physics	President, Student Council	
Ms. Fatima Safana M. III B.Com. - CA	JCAR, Chairperson, Student Council	

