

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING I – 11.8.2014
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting - I

- Dr. Helen Mary Jacqueline led the gathering in prayer.
- Minutes of the previous meeting was presented (copies were given to external examiners) and passed.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
Mrs. Srilatha	Action Taken Report (ATR)	Action taken report based on the previous minutes of the Internal Quality Assurance Cell meeting held on was presented . (ATR appended)	Passed	-
Mrs. Srilatha	Status Report	Status Report of the Internal Quality Assurance Cell plans for the year 2013-2014 was presented (Report appended)	Passed	-
Mrs. Vidyalakshmi <u>SUGGESTIONS</u> Mr. NawasBabu Mr. Nagaraja Prakasam	Analysis of alumnae feedback (2012-2013 batch) taken on Graduation day	An analysis of the feedback received from the students was compiled and presented. (Analysis report appended) ➤ A few Departments had 50 % of the alumnae as unemployed and not pursuing higher education. ➤ Some of the students are not taking up the offer letters after placement . ➤ Analysis can be done about the job got by the student through placement (Dream job or not?)	The format to be changed to get the correct picture about the students who are not doing anything and showing whether their choice is forced or not. During the first year of study,	Ms. Vidhyalakshmi, Placement Officer.

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Principal Dr. Nagammai		➤ Information on the results of students who have cleared National and International competitive exams should include the following: ✓ UG and PG results separately ✓ Number Appeared and passed ✓ All national level competitive exams in all subject disciplines such as CPT, ICWA to be added	identification of the students' strength and skill sets to be done and can be nurtured appropriately.	
Mr. NawasBabu Mr. Nagaraja Prakasam and Dr. Nagammai	ANALYSIS OF STUDENTS' SKILL SETS	➤ Classification of students at entry level based on their skill sets and interest. (higher education, business,or job). Then the specific skill of each student can be developed through different oppurtunities. ➤ To enhance employability of the students, college can evolve a mechanism to award a degree with the core subject supported by a certfiicate proving students' strong areas of skills.	Career Guidance cell to evolve a mechanism for this issue. Follow up to be taken.	Career Guidance and Placement Cell Curriculum Planning and Evaluation Cell and Deans of Academic Affairs.
Dr. C.D. Lethi	ROLE OF IQAC	➤ Quality Document to be prepared for different areas including checks and corrections in fall- in- standards. ➤ Internal Quality Assurance Cell meetings with the internal members alone can be conducted periodically. ➤ External Members of Internal Quality Assurance Cell can be periodically updated with the progress of the annual activities. ➤ The Quality measures taken up Internal Quality	Suggestions will be taken up	Internal Quality Assurance Cell Principal

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		generated from this database. ➤ Suggested use of MIS software like AGILE.		
Mr. Nagaraja Prakasam	Towards Zero waste campus.	IIM Bangalore and Christ University can be benchmarked for this activity.	Suggestion accepted	CES
Mr. Nagaraja Prakasam Mr. Nawas Babu	Industry- Institute Business model.	➤ Real time projects/ problems in the local area can be taken up to evolve as models. ➤ To create Network for successful models. ➤ Rather than having a business model for each Department, five problems can be identified under different segments and made interdisciplinary. ➤ To be integrated with curriculum. Each department can invite an Industrialist to give a guest lecture for the possible courses offered during a particular semester.	Suggestions accepted Curriculum Planning and Evaluation Cell can evolve amethod to integrate the suggestion in the curriculum.	Centre for Entrepreneurship Development Curriculum Planning and Evaluation Cell

Approval of the Minutes by the Members of IQAC

Name Of The Person	Designation
Dr. A. Mercy Pushpalatha, Principal& Secretary	Chairperson
Dr. V. Sridevi	Co-ordinator
Mrs. S. Srii Latha	Assistant co-ordinator
III. External Experts	
Dr. V. Alagappan, Former Registrar,	

Madurai Kamaraj University, Madurai	
Mr. Nawas Babu, Proprietor, A.K.Knitwears, Madurai	
Mr. Nagaraja Prakasam, Indian Angel Network, Bangalore	
Dr.C.D. Lethi, Seruvathur House, Katthakampal Post, Trichur, Kerala	
IV. ALUMNAE	
Ms. Usha, Proprietor, Deepam Library, Madurai	
Ms. B. Rajeswari, Assistant Manager (Retd.), Bank Of India, Madurai	
Internal Members:	
I. Faculty	
Dr. Dr. W. Isabel	Vice-Principal
Dr. P. Vanitha Malarvizhi	Bursar
Dr. Geetha Kanagaraj	Dean Of Academic Affairs (H)
Mrs. Carmel Richard	Dean Of Academic Affairs (S)
Dr. RM. Nagammai	Controller Of Examinations
Mrs. T.R. Sivapriya	Additional Controller Of Examinations
Dr. Helen Mary Jacqueline	Dean Of Student Services

Ms. A. Japhne	Assistant Dean Of Student Services
Dr. T. Margaret	Senatus Secretary
Dr. Srisudha	Joint Convener CPEC
Dr. Christianna Singh	Joint Convener CPEC
Dr. Mercy Packiam	Secretary, Faculty Association
Ms. S. Padmaja	Joint Coordinator, Centre For Information Technology
Mrs. Pitchumani Angayarkanni	Joint Coordinator, Centre For Information Technology
Dr. S. Sangaranachiar	Librarian
Ms. Vidyalakshmi	Placement Officer
II . Administrative Staff	
Ms. S. Mary Ponmany	Superintendent (SG)
Mr. K. Sathiya Nesan	Campus Manager
III. STUDENTS	
Ms. Arularasi.R, 12TAM005	Student Council
Ms. Margret John, 12COM034	JCAR