

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING I – (External) – 22.06.2016
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

➤ Ms. Hepziba Joseph led the gathering in prayer.

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
Welcome to new external expert	Dr. A. Mercy Pushpalatha	Principal welcomed and introduced Dr. Ravichandran, Head and Chairperson, Department of Entrepreneurship Studies, School of Business Studies, Madurai Kamaraj University, the new external expert in IQAC.	-
Release of e-content	Brought forward by Mrs. J. Deborah Christina, Co-ordinator of Centre for Communication and Multimedia (2015-16)	➤ The prepared SLOs to be sent to the Department for validation	Co-ordinator of CCM
	Suggestions given by 1. Dr. Ravichandran 2. Dr. A. Mercy Pushpalatha	➤ The e-content can also be prepared as virtual classroom content by video recording the live classroom lecture, editing and supporting the content with necessary add-on materials. ➤ CCM to take necessary steps to release the completed e-content on college Founder's day	
Norms for Doctoral Committee (DC)	Dr. A. Mercy Pushpalatha Suggestions given by	presented the norms evolved by the college for DC (Appendix –I)	After incorporating all the suggestions the DC norms will be

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
	<p>1. Dr. Ravichandran</p> <p>2. Dr. D. Laura Dameris Chellajothi and</p> <p>3. Dr. C.D. Lethi</p>	<ul style="list-style-type: none"> ➤ The statement on financial obligation to be properly reframed as annual DC fees. ➤ Course work to be completed within one year and not six months. ➤ The six month report that is to be submitted to MKU can also be passed in the college DC meeting. ➤ The student should appear for the first DC meeting after the registration. During this meeting the details of course work along with the syllabus can be passed. ➤ The synopsis report format can be changed. ➤ Bharathidasan University has norms for DC and the report model can be referred from the University website. 	<p>approved. The norms will be applicable for all students who register for the Ph.D. program from 2016-2017 onwards.</p>
<p>Details of Student Placement</p>	<p>Presented by Mrs. Vidyalakshmi, CGPC</p> <p>Suggestions given by all the External Experts</p>	<p>Presented the student placement details for the year 2015-16 (Appendix – II)</p> <p>1. The placement data of students is impressive with respect to the nature of companies as well as the number of students placed. The data can be publicized by uploading in the college website.</p>	<p>Co-ordinator, CGPC to do the necessary follow-up in consultation with Principal</p>

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
		<p>2. Companies can be invited for campus recruitment based on a particular discipline such as retail, healthcare, insurance, banking and other sectors.</p> <p>3. Only 25% of the final year students got selected in the campus drive and hence the percentage can be increased by strengthening the following placement procedures.</p> <ul style="list-style-type: none"> ➤ A structured feedback about the students' performance during the placement to be prepared and obtained from all the recruiters. ➤ The placement cell can conduct a screening process and then send the best students to campus interviews to ensure a better placement. ➤ More number of soft skill training sessions to prepare the students for employment can be arranged by the placement cell. ➤ The staff from HR department of the various potential companies can be invited to address the students about the skill sets required by the company. It can be planned as an interactive session with students. 	

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
		<p>The following suggestions were given on students' training and internship programs.</p> <ol style="list-style-type: none"> 1. Students who undergo internship have a better opportunity to get placed. A correlation could be made between the internship and placement. 2. Internships could be made mandatory and integrated with the curriculum. During the II year of the UG program, the students can undergo internship and 2 credits can be offered. The internships should be offered based on the interest of the students. 3. The resources of internshala.com (internship & training website for students in India) can be utilized. 4. "Intern Club" can be formed and students can interact to share their knowledge about the various internship and training programs. 5. Membership in CII could be very useful for internships and placements. 6. Career planning and guidance can be offered to the outgoing students based on their need. A diagnostic tool can be designed to map the skill sets of the students or the students can be 	

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
		<p>encouraged to take Myers-Briggs Type Indicator (MBTI) online personality test.</p> <p>7. A course on career counselling can be offered to all students under Value Based Course (VBC).</p> <p>8. More number of common programs on career counselling can be organized for students with renowned resource persons in the field.</p>	
Centralised course wise feedback done for 2015-16 academic year	Presented by Dr. A. Mercy Pushpalatha	The feedback questionnaire was shown to the external experts for further clarity.	-
Approval of AQAR	Dr. V. Sridevi, IQAC Co-ordinator	The AQAR for two consecutive years 2013-2014 and 2014-2015 were approved by the IQAC body and will be submitted to NAAC at the earliest.	Co-ordinators, IQAC
The themes and action plans for the year 2016-2017 were passed. (Appendix –II)			
Implementation of Management Information System	Presented by Mrs. S. Padmaja Suggestion given by Dr. Nawas Babu	A progress chart can be prepared depicting the status of work.	Co-ordinator, CIT

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
Examination reforms	Presented by Dr. Nagammai, Controller of Examinations	The action plans of the previous years will continue.	
Industry-Institute linkages	Presented by Ms. Suganya	<p>Suggestions given by all the external experts:</p> <ul style="list-style-type: none"> ➤ The college can become a member of CII network to strengthen the linkages. The resources of CII can be used by the college in different capacities. ➤ Consultancy in e-commerce can be offered by the college. ➤ Student Trade Corner (STC) to remain active throughout the year. ➤ The activities of LiFE to be linked with CED. ➤ LDC should take efforts to create young entrepreneurs ➤ Alumnae who are entrepreneurs can be invited to address the students. 	Co-ordinator, CED to do the follow-up
Academic and Administrative Audit (AAA)	Presented by Mrs. Srii Latha S. Dr. V. Sridevi Suggestion given by Dr. Nawas Babu Dr. C.D. Lethi	<p>Administrative Audit:</p> <ul style="list-style-type: none"> ➤ Process flow charts can be revised and renumbered if there is a change in the process. ➤ The flow charts can be integrated with the college automation process. <p>Academic Audit:</p>	Co-ordinators, IQAC

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
		Every department to be empowered according to the expectations of NAAC. A comparison of the Department and college profile from 1999 to till date to be prepared under every criterion.	
Energy Efficient Campus	<p>Presented by Dr. Mu. Akshaya Department of Biotechnology</p> <p>Suggestions given by Dr. Nawas Babu and Mr. Nagaraja Prakasam</p>	<ul style="list-style-type: none"> ➤ Energy efficient lamps (Solzer) can be installed ➤ Air quality monitor can be installed ➤ Efforts to be taken for proper disposal of used tube lights ➤ The campus can be made carbon neutral through appropriate lifestyle changes ➤ Food wastage to be minimized in the resident halls 	Co-ordinator, Centre for Environmental Studies
LiFE	Presented by Dr. A.S. Priscilla	<p>Suggestions given by all experts:</p> <ul style="list-style-type: none"> ➤ The LiFE program is an excellent academic endeavor. ➤ The community target group can remain the same for three years and impact analysis on the target group can be studied after a few years. ➤ The results of the study can be published. ➤ Best LiFE projects can be converted to social entrepreneurship programs. (Ex: History Department) ➤ The gap between the community and the working team to be identified and filled, in the forthcoming years 	Co-ordinator, LiFE

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
General Suggestions:	By all the external experts	<ul style="list-style-type: none"> ➤ The best practices of the college can be uploaded in the college website ➤ Online archives can be created ➤ The salary package for faculty members can be decided based on the discipline, qualification and experience of the faculty members especially for self-financed programs of high demand like Fashion Designing. 	

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. K. Ravichandran	Head and Chairperson, Department of Entrepreneurship Studies, School of Business Studies, Madurai Kamaraj University	
Mr. Nawas Babu	Proprietor, A.K. Knitwears, Madurai	
Mr. Nagaraja Prakasam	Director, Indian Angel Network, Bangalore	
Dr. C.D. Lethi	Associate Professor (Rtd.), Department of Zoology, Holy Cross College, Trichy	
ALUMNAE		
Ms. Akila S.	Rtd. Senior Scientist (Flight Dynamics), Division of Indian Space Research Organization, ISRO	

	Satellite Centre, Bangalore	
Dr. D. Laura Dameris Chellajothi	Assistant Professor in English, Bharathidasan University, Tiruchirappalli.	
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. R. Nimma Elizabeth Department of Physics	Dean of Academic Affairs (Sciences)	
Dr. RM. Nagammai	Controller of Examinations	
Dr. Helen Mary Jacqueline Department of Economics	Dean of Student Services	
Dr. A.S. Priscilla Department of Zoology	Joint Convener, CPEC	
Dr. S. Mercy Packiam Department of History	Joint Convener, CPEC	
Ms. K. Suganya Department of Economics	Assistant Co-ordinator of CED	
Ms. S. Padmaja Department of Physics	Joint Co-ordinator, Centre for Information Technology	
Mrs. Priyadarshini Rajendren Department of Zoology	Co-ordinator of CES	

Ms. Hepzibah Joseph Department of History	Co-ordinator of International Programme	
Dr. P.S. Bindu Department of Physics	Co-ordinator of Research Culture Promotion Cell	
Dr. S. Sangaranachiar	Librarian	
Ms. Vidyalakshmi	Placement Officer	
ADMINISTRATIVE STAFF		
Ms. S. Mary Ponmany	Superintendent (SG)	
Mr. I. Innocent	Instrumentation Engineer	
Mr. R. Babu	Library Assistant	
Ms. S. Lilly Pushpam	Accounts Assistant	
SPECIAL INVITEE		
Ms. J. Deborah Christina	Co-ordinator, Centre for Communication Multimedia	
Ms. M. Pushpa Selvi	Joint Co-ordinator, Centre for Communication Multimedia	
STUDENT REPRESENTATIVES		
Ms. M. Esther Princess (14COM056)	President, Student Council	
Ms. J.R. Raja Soundharya (14COAE013)	JCAR, Chairperson, Student Council	

**RESEARCH CULTURE PROMOTION CELL
LADY DOAK COLLEGE, MADURAI**

Norms for Constitution of Doctoral Committee

(To be implemented for research scholars registered from 2016-17 onwards)

A. Composition of Doctoral Committee

- One **doctoral committee / department / year (for all the Research Scholars)**
- **External Experts:**
Doctoral committee should comprise experts from other institutions /universities, selected based on various areas of specialization of research scholars
- **Internal Experts:**
 - a) Research supervisor
 - b) Two representatives from allied departments (need not be mandatory as the research areas need not always overlap)
- Composition can be changed every **three** years
- Parallel sessions can be conducted on the same day
- Meeting to be held **once a year**
- The annual DC fees for the conduct of the meeting to be borne by the research scholars.

B. Regulations

- The research scholar should appear before the doctoral committee after registration during which the details of the course work that the student will do for the next one year , along with the syllabi (to be framed based on MKU guidelines) can be passed . Thereafter once in an academic year the scholar should present the progress of the research work in the doctoral committee.
- The six month report required to be submitted to MKU can also be passed in the college DC meeting.
- Course work to be completed within one year from the date of registration
- During the period of course work, the research scholar will be involved in literature review process
- After course work completion, project proposal presentation is to be completed within 2 years from the date of registration
- A synopsis of the work to be submitted one week prior to the DC meeting and should include the following in thesis format
 - ✓ Broad area of Research
 - ✓ Title
 - ✓ Background of the work
 - ✓ Objective
 - ✓ Aim and scope
 - ✓ Methodology (in detail)
 - ✓ Work plan
 - ✓ Results (based on the work completed)
 - ✓ Conclusion
 - ✓ Future Plans
 - ✓ Publications
 - ✓ References

Lady Doak College, Madurai
Internal Quality Assurance Cell

Action Plan (2016-2017)

S. No.	Theme
1.	Administrative Audit
2.	Academic Audit
3.	Examination and Evaluation Reforms
4.	Management Information System
5.	Towards Energy Efficient Campus
6.	Industry- Institute Linkages
7.	ICT in Teaching and Learning a. Integration of LMS (Lx) in T-L-T process b. Creation of e-content modules