

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING II – (Internal) – 29.11.2016
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Subject/issue	Matters brought forward by / Suggestions given by	Outcome of Discussion	Action to be taken
Administrative Audit	Dr. Srii Latha S.	<ul style="list-style-type: none"> • Administrative Audit to be conducted on 24th & 25th January 2017. • Mr. S. Muralidaharan of RINA will be the auditor. • Functions with individual Job Code and Process Flow Charts of all Administrative Offices and Centres have been completed barring a few (VP Office, ISC, CIT) • Names of NTS to be removed in 'Roles & Responsibilities Chart' (RARC) and replaced with Job Code • ISC, CCM and CIT to complete their process flow charts and send to IQAC by 10th December, 2016 • The completed Functions & Process Flow Charts to be sent to the Offices / Centres on December 1st, 2016 for final review and the same to be sent to IQAC by December 15th, 2016 	<p style="text-align: center;">IQAC to send communication to all Offices & Centres</p> <p style="text-align: center;">Administrative Officers / Centre Co-ordinators to review</p>
Academic Audit	Dr. Srii Latha S.	<ul style="list-style-type: none"> • Academic Audit completed and review meeting conducted with HoD's. 	

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	Dr. Mercy Pushpalatha	<ul style="list-style-type: none"> • Departments to be ready with the 'Road map for Department' for the next five years in two phases(2017-2019)(2019-2022) • Principal suggested that Departments may include students in their discussion on the 'Road Map' • Principal and IQAC Co-ordinators to meet with each department in January 2017 for the presentation on 'Road Map' 	Heads of Departments
Examination and Evaluation Reforms	Dr. Mercy Pushpalatha	<ul style="list-style-type: none"> • Question Bank process to continue this year also • Questions from same subunit were found in PARTS B, C in Summative Exam question paper (Chemistry). Question paper scrutiny by HoD and course teacher to be discussed at CPEC. 	Dr. Rm. Nagammai CoE
	Ms. Angayarkanni	<ul style="list-style-type: none"> •Blueprint for sub-unitwise questions was not used. Principal suggested that the matter be discussed with CoE 	
Management Information System	Dr. Mercy Pushpalatha	<ul style="list-style-type: none"> •As one cycle of classes are over, faculty may check the attendance name list for their respective courses and notify any discrepancies to CIT by 6 p.m. on 29th November 2016, so that CIT can make corrections and map the names for the entire semester. •UG V semester and PG III semester marks were getting ready for Result-passing board 	Faculty Members

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		<ul style="list-style-type: none"> •HRMS - Faculty were applying for leave online on the TCS platform. NTS also to be encouraged to use TCS for applying leave. •Student representatives must inform students to check their attendance and also disseminate the information shared in IQAC meetings. 	Student representatives
	Dr. Sangaranatchiar	Suggestion to archive all former automation software.	
Towards Energy Efficient Campus	Dr. Priya Rajendran	<ul style="list-style-type: none"> • CES has planned for 'Reduce Electricity Day' for half a day. Principal suggested that one month meter reading be taken and documented by CES. JCAR and Hostel Presidents to be shown the meter installed at James Doak Hostel where electricity consumption of each hostel can be seen. •Student Cabinet to do tree planting in college at places where trees were uprooted 	<p>Dr. Priya Rajendran (CES Co-ordinator) with help from Mr. Innocent</p> <p>Student Cabinet</p>
	Dr. Mercy Pushpalatha	<ul style="list-style-type: none"> •STP water can be used for watering the plants during non working hours. •With regard to food wastage, student cabinet should evolve a mechanism to reduce wastage 	<p>Bursar</p> <p>Student Cabinet</p>

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Industry Institute Linkages (CED)	Ms. Sukanya	<ul style="list-style-type: none"> • Students Trade Corner (STC) – Registration Fee: Rs.250/- for all those who could use STC for sales. No sales to be allowed inside college. Can be routed only through STC. • Principal suggested that alumnae entrepreneurs can be invited to speak to students. 	Ms. Sukanya (CED Co-ordinator)
ICT in Teaching and Learning (Creation of e-content modules)	Ms. Angayarkanni	<ul style="list-style-type: none"> • Validating the SLO's has been extended to 6th December 2016 on request by departments. • If validated SLO's score is above 3.5 then it can be published • Principal suggested that the validated SLO's can be published immediately (SLO's of Chemistry, Physics & Tamil departments) 	Ms. Angayarkanni (CCM Co-ordinator)
Research Culture Promotion Committee (RCPC)	Dr. Uma Maheswari	<ul style="list-style-type: none"> • Website regarding RCPC to be updated by December 2016 • Research Forum to be commenced from January 2017 • Training programmes for Proposal writing to begin from February 2017 with Dr. Kannan (Former Principal, MISS) & Dr. Usha (MKU) • 'ASPIRE' to be published in April 2017 • RCPC to send the list of Funding Agencies to the departments 	Dr. Uma & Dr. Sujatha (RCPC Members)

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. 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	Co-ordinator, Centre for Entrepreneurship Development	
Ms. S. Padmaja Department of Physics	Joint Co-ordinator, Centre for Information Technology	
Mrs. Priyadarshini Rajendren Department of Zoology	Co-ordinator, Centre for Environmental Studies	
Ms. Hepzibah Joseph Department of History	Co-ordinator, International Programme	
Ms. Pitchumani Angayarkanni	Co-ordinator, Centre for Communication and Multimedia	
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. K. Sujatha	Member, RCPC	
Ms. Uma Maheswari		

STUDENT REPRESENTATIVES		
Ms. M. Esther Princess (14COM056)	President, Student Council	
Ms. J.R. Raja Soundharya (14COAE013)	JCAR, Chairperson, Student Council	