

Minutes of the IQAC Meeting (Internal) of Lady Doak College (Autonomous), Madurai held on 02.09.2022

Clapp Hall

- Prayer – **Dr. Jessie Ranjitha Jebaselvi C.**, Chaplain
- Introductory Remarks – **Dr. Christianna Singh**, Principal and Secretary

The principal welcomed the gathering and encouraged all members to gear up for change and think deeper and work towards it.

- Approval of the minutes held on 06.01.2022

Proposed by: **Dr. S. Vijayarani**, Controller of Examinations

Seconded by: **Dr. Lt. S. Sangaranachiar**, Librarian

- Matters arising from the minutes of the external meeting held on 06.01.2022

Convenors/Coordinators presented their action taken and a few suggestions were given by internal members for improvement.

Action Plans for the academic year 2022 – 2023 were presented.

Area of	Deliberation	Discussion	Suggestion
Curricular Planning and Implementation	Dr. Helen Mary Jacqueline (Dean of Academic Affairs – Humanities)	• Bringing out Part I courses into science disciplines in semesters III & IV • The odd and even semester courses for UG (Semesters III & IV) based on TANSCH norms to be presented in the forthcoming Board of Studies meeting to be held between 19.09.2022 and 30.09.2022 and to be passed in the forthcoming Academic Council Meeting to be held on 11.11.2022 • The odd and even semester courses for UG (Semesters V & VI) based on TANSCH norms to be presented in the Board of Studies meeting (Even Semester 2022-	• Part I courses can be brought as extra credit courses in two semesters as self learning courses and by creation of MOOCs

*J. Helen
Principal*

Area of	Deliberation	Discussion	Suggestion
		2023) to be held between 13.02.2023 and 24.02.2023 and to be passed in the forthcoming Academic Council Meeting to be held on 12.04.2023 • The CO & PSO attainments will be computed with the formative continuous assessments and summative examination from 2022 batch onwards • Faculty Development Program on changing structure of education for upskilling and employability • Training of faculty trainers on teaching, learning and assessment conducted by Teaching Learning Center, IIT Madras • Incorporating mini project into the existing curriculum in all disciplines • Restructuring the course feedback template of faculty and students • Analysis of end of semester – course wise feedback by students and faculty	
Centre for Communication and Multimedia	Dr. Sivapriya Coordinator - CCM	• Recording of Techno-sharing sessions. • Documentation not to be just archived but to be in use	• CCM to consider the possibility of recording Techno-sharing sessions • Hyperlink to videos and materials to be made available to all faculty and on the website
Evaluation Process and Reforms	Dr. Vijayarani	• Supplementary Examinations- June 2022	• Feedback on continuous assessment obtained from

Area of	Deliberation	Discussion	Suggestion
	(Controller of Examinations)	- Regular and Supplementary Examinations-November 2022 - Formative Improvement-Odd Semester 2022-2023 - Formative Test Improvement – Odd Semester 2022-2023 - Result Passing Board – Odd Semester 2022-2023 - Regular and Supplementary Examinations-April 2023 - Formative Test Improvement – Even Semester 2022-2023 - Result Passing Board – Even Semester 2022-2023 - Comprehensive e-Assessment – Even Semester 2022-2023 - Annual e-Assessment – Even Semester 2022-2023 - Proposal to do a result analysis of the students' performance in the academic year 2022-2023 which will enable to gauge the academic performance and evolve evaluation reforms accordingly - President of Student Council Ms.S.Aahila remarked that reducing the number of continuous assessment components could facilitate stress free learning and assessment	the students, CIT, and exam office to be analysed. The outcome of the feedback analysis report/action taken to be reported and an action plan to be formulated Re-assessment to be left to the discretion of the department Head and the course teacher
	Dr. Akshaya Murugesan	Faculty workshop on writing proposals for external funding agencies	Research awards and list of consultancy services completed

9/10/22

Area of	Deliberation	Discussion	Suggestion
Research, Innovation and Extension	(Coordinator, R&D cell)	• Seminar on writing an effective manuscript for faculty and research scholars • Faculty Training Program on SPSS Software for Data Management • Training cum workshop on usage of high analytical instruments – in collaboration with Centre for science instrumentation • Coaching on CSIR UGC NET for the students and research scholars of Humanities and Sciences • Framing of guidelines towards seed money for research, participation/ presentation in national and international conferences & publications in UGC care listed /Peer Reviewed Journal	to be mentioned in the action taken reports • List of workshops/activities undertaken must be mentioned with time frame in the action taken reports • R&D to check with Naan Mudhalvan scheme. • Policy revision and updating to be done
	Dr. Anitha Selvaraj (Coordinator, Part V Extension Programmes)	• Mentioning the time frame for all the activities planned for the academic year 2022-23	• NCC – Naval force to be added alongside Army and Air wing • Details of camps and special camps to be mentioned in the action plan
	Ms. Jeyanthi Kalaivani (Coordinator – LiFE)	• Focus of LiFE Projects for the Academic year 2022-2023: Sustainable Development Goals (SDGs) based Community engagement Projects • Designing and redesigning existing LiFE curriculum and interdisciplinary courses (2days), workshop as a part of UB project	• Action taken report to be kept updated
	Ms. Vrushaa (Joint Coordinator, ISC)	• Renovation of ISC to begin by September 15, 2022 • Hosting of Ms. Phoebe von Conta in Van Allen • Shifting ISC to Ananda Hall	• Time frame to be included for ACUCA

Muk
31/10/22

Anitha
31/10/2022

Jeyanthi
31/10/22

Vrushaa
31/10/2022

Area of	Deliberation	Discussion	Suggestion
	Dr. Ann Nirmala Carr (Coordinator, CED)	• Motivational sessions with successful start-up founders and entrepreneurs • Lady Doak College has become an official training partner of NSDC • Appreciation for Mr. Elango Ramasamy's model and to explore possibilities of using the model	• Policy for patents and Start-ups to be framed • NitiAyog and Atal projects to be undertaken and proposals to be submitted • Follow up to be done regarding Mr. Elango Ramasamy's model
	Dr. Ann Nirmala Carr (Coordinator, CWS)	• Carry out training projects for the Proposed target group in the satellite campus villages	• Credit transfers to be worked out with the Deans of Academic Affairs
Infrastructure and Learning Resources	Mrs.R.Sangeetha (Assistant Coordinator, CIT)	Development and Updating of Modules • Examination • OBE Module – 2022 Batch • Office Management System • Fixed Asset • Tally Conversion • Hostel Management system • CIT needs more manpower. It can utilise student interns from the department of Computer Science	• Management staff service register to be maintained • Contact Database system to be developed with a timebound action plan • Technology support in acquiring and updating information from centres/offices/departments to be provided from the CIT • One dedicated full-time co-ordinator to be appointed in the CIT

Area of	Deliberation	Discussion	Suggestion
	Dr. Lt. S. Sangaranachiar (Librarian)	• Radio Frequency Identification • Lecture on library resources: about digital library/ plagiarism /citation • Friends of the library: More activities UPSC study circle (for competitive Examinations)	• Action plan to be elaborated and revamped • Incorporation of library visit for courses, book club– government initiative and details of Book festival to be mentioned in the action plan • Booking of library through portal to be included in the reports • Reports to be collected every quarterly regarding books obtained • Work on establishing discipline specific journals to be done • RUSA Fund utilisation to be checked upon
Student Support and Progression	Dr. J. Chithra (Dean of Student Affairs)	• Details of the hostel infrastructural reports along with the increased number of students who would be accommodated in the hostels	• Report on infrastructural improvements to be mentioned in the action taken report • Hostel admission numbers to be mentioned in the action taken report

Area of	Deliberation	Discussion	Suggestion
			• Game room, water dispenser and incinerator for hostels to be provided • Canteen products to be checked regularly to avoid processed foods being supplied • Awareness towards healthy living to be created among students with the help of the cabinet members through a video • DSA to meet regularly with student cabinets to create such awareness
	Dr. Lt. S. Sangaranachiar (Coordinator, CGPC)	• Placement activities-registration/job profiles/drive details • Placement activities-In the college automation portal and website	• Action plan needs to be reworked and updated
Governance, Leadership and Management	Dr. P. Felicia Shirley (Coordinator, IQAC)	• One day workshop on "NIRF methodology and measures to improve in rankings" • Recommending a documentation centre	Nil
	Dr. Srilatha (Coordinator, CHRD)	• Action plan for various workshops and training programmes for faculty was presented • Action plan for various workshops and training programmes for non-teaching faculty • Following up of Organizational Restructuring workshop	• Review to be conducted for Organisational Restructuring

Area of	Deliberation	Discussion	Suggestion
Institutional Values and Best Practices	Dr. Sakthieswari Co-ordinator, CES	• Reworking of By – laws • Review of process flow • Regular monitoring of the working condition of solar lights in campus • Managing garbage • Internalizing proper waste disposal	• Lights to be installed on the way to clinic and hostel behind the principal's residence • Dustbins to be kept uniformly on regular locations and evenly distributed • Dustbins to be kept near washbasins and recyclable black bags to be put along with that • User friendly dustbins with holes in the bottom to be kept • Garbage near Ananda hostel to be cleaned up on or before 05.09.2022 (Incharge Mr. M.Poopandi) • Leakages of taps to be checked
	Mrs. Juanita Alan (Counsellor)	Activities of the unit • One - One Counselling Services • Group Counselling Sessions • Grievance Redressal • Academic Mentoring • Peace Education • Wellness Programmes • Workshops & Training	• The details on international visitor's leadership programme organised by U.S Department of State at the United States of America to be provided in the action taken report

Boban

Juanita

Abstract

S.No.	Activities	Responsibility	Action taken
1	- Bring out Part I courses as extra credit courses in 2 semesters, as self learning courses and by creation of MOOCs - Action plan for four semesters of Part I to be worked on	Dean of Academic Affairs	
2	- Consider the possibility of recording Techno – sharing sessions - Hyperlink to videos and materials to be made available to all faculty and on the website	Centre for Communication and Multimedia	
3	Feedback on continuous assessment obtained from the students, CIT, and exam office to be analysed. The outcome of the feedback analysis report/action taken to be reported and an action plan to be formulated	Controller of Examinations	
4	- R&D to check with Naan Mudhalvan scheme - Policy revision and updating to be done	R & D	
5	NCC – Naval force to be added alongside Army and Air wing	Part V	

S.No.	Activities	Responsibility	Action taken
6	• Policy for patents and Start-ups to be framed • NitiAyog and Athel projects to be undertaken and proposals to be submitted • Follow up to be done regarding Mr. Elango Ramasamy's model	CED	
7	• Credit transfers to be worked out with the Deans of Academic Affairs	CWS	
8	• Management staff service register to be maintained • Contact Database system to be developed with a timebound action plan • Technology support in acquiring and updating information from centres/offices/departments to be provided from the CIT • One dedicated full-time co-ordinator to be appointed in the CIT	CIT	
9	• Reports to be collected every quarterly regarding books obtained • Work on establishing discipline specific journals to be done • RUSA Fund utilisation to be checked upon	Librarian	
10	• Game room, water dispenser and incinerator for hostels to be provided	DSA	

S.No.	Activities	Responsibility	Action taken
	- Canteen products to be checked regularly to avoid processed foods being supplied - Awareness towards healthy living to be created among students with the help of the cabinet members through a video - DSA to meet regularly with student cabinets to create such awareness		
11	Review to be conducted for Organisational Restructuring	CHRD	
12	Dustbins to be kept uniformly on regular locations and evenly distributed. They have to be kept near washbasins and recyclable black bags to be put along with that. The dustbins have to be user friendly with holes in the bottom.	CES	

Felicia Shirley

Dr. P. Felicia Shirley & Dr. R. Jeyakodeeswari
IQAC Coordinators




Dr. Christianna Singh
Chairperson IQAC