

Minutes of the IQAC meeting (Internal) of Lady Doak College (Autonomous), Madurai held on 19.08.2021

Via MS Teams

Prayer: Dr. Vijayarani, Controller of Examinations, Lady Doak College.

Minutes of the Previous Meeting: Passed Unanimously.

Proposed by: Dr. Vijayarani, Controller of Examinations.

Seconded by: Dr. Helen Mary Jacqueline, Dean of Academic Affairs (Humanities).

Introductory Remarks: Dr. Christianna Singh, Principal and Secretary, Lady Doak College.

The Principal, in her introductory remarks, asked that we as a college understand our weak points and convert them into our strengths. She requested, that as a team there was a need to try harder and move benchmarks upward and strive for excellence. She pointed out, that there were many areas Lady Doak College was appreciated for today like the way the college handled the examination process and delivered the results on time and the conduct of online classes. But there were areas that improvement was necessary. The Principal hoped that one day Lady Doak College would inspire others to follow her down the path of excellence.

Area of Deliberation		Discussions	Suggestion
Curricular Planning & Implementation	Dean of Academic Affairs and Online Education Committee (Dr. Helen Mary Jacqueline & Dr. T. R. Sivapriya)	• Approval of Course Outcome for odd (Semester V) and even (Semester VI) courses in Board of Studies and Academic Council • Approval of courses Research Methodology and Research and Publication Ethics for the PhD course work in the Doctoral committee and Academic council • Computation of CO & PSO attainments with the continuous formative assessments for the even semester	-

Area of Deliberation		Discussions	Suggestion
		- Framing of PO attainment feedback format with the POs (Target group – Outgoing Students, Alumnae, Parents and Employers) - Re-examining the credits for UG curriculum to be based on TANSCH norms	
Enhancing Teaching and Learning	Dean of Academic Affairs and Online Education Committee (Dr. Helen Mary Jacqueline & Dr. T. R. Sivapriya)	- The Training programs conducted have helped the faculty to adjust to the new LMS platform. As they work on it doubts do arise and the OEC / CCM/ CIT will help in clearing the doubts - Teachers are interested in Evaluation tool and have suggested the names of many plugins they would like to use. Those have been forwarded to the CIT - As they use the features of the platform they will become more confident with them too - The Techno-sharing sessions had minimum of 35 faculty attending each program	
Curriculum Enrichment		- Need for conducting faculty workshop on pedagogical practices - Importance of initiating IPR and Innovation Cell to frame courses related to IPR and Social Entrepreneurship - Importance of planning the guidelines for virtual lectures & resources sharing	

Area of Deliberation		Discussions	Suggestion
Feedback System		-	-
Evaluation Process and Reforms	Controller of Examinations (Dr. S.Vijayarani)	Online Feedback from parents: - The matter needs careful thought since there are many parents who may not be comfortable with filling forms online and who do not understand the college system - Even during a PTA meeting it is not uncommon to find the student filling in the form and the parents just signing at the end. The form thereby does not represent the parent's opinion. A similar situation could arise where the student fills in the form for the parent, there is also no way in which to identify who filled in the form Options: - Wait till it is possible to get the parents on campus and then fill in the form manually without the student in the room. - Ask the mentors / advisors to contact the parents of their advisees over the phone and ask them the questions and note down the answers. - Get the general opinion in departmental PTA meets without the Google form.	The matters related to streamlining of feedback from parents to be brought to senatus for discussion and to get the views of the Heads of the departments.

Area of Deliberation		Discussions	Suggestion
Research Innovation and Extension	R&D Cell (Dr. M. Uma Maheswari)	• Listing of the number of faculty with PhD in both Aided and SF streams • Identification of the challenges which the faculty faces and their inclination towards research. Time constraint as a major issue for faculty to involve in research. • The process of presenting a paper is tedious. Many times, the news of important conferences comes at the last moment and the process of getting approval from R& D Cell takes a long time. So many faculty members miss out on these said opportunities. There is also a need for simplifying the process of paper presentations • Need for faculty to acknowledge the facilities used at LDC in their research papers • Updating the college website with regard to PhD guides, their specialization, and available vacancies and the registration norms • Simplification of the registration process in order to enable more students to join • Possibilities for granting one hour per week to help faculty pursue research	• Ensure that all faculty members know the incentives offered by the management for research • The names of Guides, their specialization and available vacancies for PhD to be put up in the running mode in the college website. The norms for registering and the fee structure to be put up too

Area of Deliberation		Discussions	Suggestion
Research Innovation and Extension	Part V/ Extension Programme Activities (Dr. Anitha Selvaraj)	- The highlights of the one year programme for I UG students will be included once the courses begin after e-registration - There is a need to have clarify the MoU process	MoU process to be clarified by the college legal advisor
	Centre for Life Frontier Engagement (Ms. G. Jeyanthi Kalaivani)	Collaboration of all R&D work with the R&D cell	All the programmes that involve research component to be done through R&D Cell
	Student Exchange and other Exchange programmes (Ms. Hannah Sophiah Samuel)	The relevance of the conduct of festivals like Halloween in the ISC club. It was informed that previous Oberlin fellow will be invited to conduct / be a part of the team virtually	-
	Centre for Entrepreneurship Development (Dr. Ann Nirmala Carr)	-	-
	Centre for Women's Studies (Dr. Ann Nirmala Carr)	- Collaboration with Singapore University of Social Sciences - Internal complaints committee as a mandatory measure as per the provisions of the Sexual Harassments of Women at Workplace (Prohibition, Prevention and Redressal) Act 2013, and by the University Grants Commission	- Collaborate with the R&D Cell for any research work - Reconstitute the Internal Complaints Committee immediately

Area of Deliberation		Discussions	Suggestion
Infrastructure and Learning Resources	Centre for Information Technology (Ms. S. Sangeetha)	- Examination module is to be given top priority - Updating and Maintenance of College Website in yearly plan - All modules have to be tested and refined before use and the CIT is also involved in fixing the error that occur on a regular basis - CIT is understaffed and are called in all projects around the college. Need for a discussion in the Senatus and the Board for adding up more hands to CIT - The CIT can help implement a module for stock checking too and the faculty in charge and department assistants can be taught to use it. The CIT can use student interns to help out	- Investigate the possibility of adding more hands to CIT - Implement a module for stock checking
	JX Miller Memorial Library (Dr.Lt.S.Sangaranachiar)	The vice chancellor had offered LDC the use of the Turnitin software used in the University. The Librarian can follow up on this and report back	Follow up on the use of Turnitin software with the R & D cell
Student Support and Progression	Dean of Student Affairs (Dr. J. Chithra)	Implementing more common Assembly Programs for students	-
	Centre for Career Guidance and Placement Cell (Dr.Lt.S.Sangaranachiar)	It has been difficult to track the student's application for jobs and the progress in this regard, so there is a need for a module	Create a module for tracking student's application for jobs and their progress in placement

Area of Deliberation		Discussions	Suggestion
		It is also difficult to get the students to accept the jobs they are offered	
Governance, Leadership and Management	Vice-Principal (Dr. R. Beulah Jeyashree)	The DSA is in the process of collecting the names of the interested students for the WiFi, lunch and Library facilities	-
	IQAC (Dr. R. Jeyakodeeswari)	- Providing guidance to departments/centres/offices of the list of files to be maintained, so that the compliance of audit becomes easier than before. and that all information required for NAAC/AQAR/NIRF is made available - Importance of informing the Principal immediately on noticing any lack of compliance	To include compliance of files from UGC perspective also
	Centre for Human Resource Development (Dr. S. Sriilatha)	Instead of "NTS empowerment" the title can be changed to "Staff Empowerment"	
Institutional Values and Best Practices	Centre for Environmental Studies (Ms. M. Lakshmi)	- CES has given instructions to the canteen not to use the paper cups with wax coating - But the canteen in charge reports that they keep losing a number of steel cups as the cups are not returned and are left all around the campus	- Waste segregation to be implemented at the earliest - To think on alternative options to the canteen for paper cups

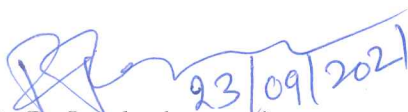
Area of Deliberation		Discussions	Suggestion
		• The CES is asked to look into remedies/ solutions too when suggestions are offered. This will benefit all • Paper cups made from recycled paper are available • The Canteen can charge double for tea and return the extra money when the steel cups are brought back • A plan for waste segregation is needed for the college and need to be incorporated into the yearly plan. Waste segregations need to be implemented immediately	
Institutional Values and Best Practices	Counselling Unit (Ms. Juanita Alan)	• Need for mentoring the students of I UG on pandemic situation	• Special initiatives to be taken for the incoming 1st UG students. To arrange exclusive group sessions for them
Any other matter		• Conducting an awareness programme among school students to help them with their career decisions	• Departments could do it individually if they feel the need

Abstract:

S.No.	Activities	Responsibility	Action taken
1	Implementing an effective method of collecting feedback from parents on online assessment & evaluation. Taking a decision after discussions in the senatus	Controller of Examinations	
2	Updating the college website with regard to Ph. D guides, their specialization, and available vacancies and the registration norms Ensuring that all faculty members know the incentives offered by the management for research	R&D Cell	
3	Clarifying the MoU process with the college legal advisor	Part V	
4	Reconstituting the Internal Complaints Committee immediately	CWS	
5	Investigating the possibility of adding more hands to CIT and bring to Senatus for discussion Implementing a module for stock checking	CIT	
6	Following up on the use of Turnitin software with the R & D cell	Library	

S.No.	Activities	Responsibility	Action taken
7	Creating a module to track the student's applications for jobs and their progress in placement	CGPC	
8	Inclusion of UGC files for audit compliance	IQAC	
9	Implementing waste segregation at the campus offering alternative options for paper cups in the canteen	CES	
10	Arranging for exclusive groups session for I UG on pandemic situation	Counselling Unit	


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


 23/09/2021


 Dr. Christianna Singh
 Chairperson IQAC

23/09/2021