

RECORD OF THE MINUTES OF THE IQAC INTERNAL MEETING HELD ON 21.10.2020 AT 2.00 P.M. - ONLINE

Prayer: Dr. Jessie Ranjitha Jebaselvi

Members present: List enclosed

Subject/Issue	Discussions	Suggestions
Curricular Aspects and Teaching Learning Dr. Helen Jacqueline Mary Dean of Academic Affairs (Humanities)	• Course feedback collection process by Dr. Priyatharsini Rajendran • Conduct of lab components, supplementary exams and PG project students coming to campus once a week for project work	• Lab components of science courses to be conducted on campus and departments - to work this out within 7 days from 21.10.2020 onwards Following details to be given to the management 1. number of students 2. residential or non-residential students 3. number of hours
Evaluation Dr. Mumtaj Begum Controller of Examination	• Measurement of CO attainments by Deans of Academic Affairs from 2020-2022 • Appreciation for the efforts of Examinations office, CIT and Department Assistants in conduct of off-campus online exams	• Residential students who come for supplementary and lab exams to make their own arrangements for stay and food. This information to be mentioned in the college website
Research Culture Promotion Cell: Dr. J. Anandhi Coordinator, RCPC	• Innovative research and collaboration with academic institutions and industries	• Nomenclature of RCPC to be confirmed before the next meeting • Board member Mr. John Devadasan to be contacted and followed upon for research collaboration with industries

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Life Frontier Engagement Ms. Jeyanthi Kalaivani Coordinator, LFE	• Publication of articles in reputed service-learning journals • Impact assessment study and action plan	• To make publications in the in-house journal of Lady Doak College, ASPIRE • Action plan for Impact assessment study to be developed • To have a feedback system that helps in tracking of how the findings from LiFE projects benefit the college • Crucial and critical findings from LiFE projects to be made known in the college community and to be documented, added to the archives and presented to the government • Template for documenting the titles, consolidated findings and outcomes of the projects to be formulated. Each department to submit a soft copy (PDF) of these details in the template that will be shared. Multiple print copies NOT to be made
International Studies Centre Ms. Hannah Sophia Samuel Coordinator, ISC	• Student exchange program for the year 2020-2021 denial letter from ACUCA (from HKBU)	• To make record of the information received regarding the acceptance/denial from ACUCA
Centre for Entrepreneurship Development and Centre for Women's Studies Dr. Ann Nirmala Carr Coordinator, CED	• CED projects with NTS and alternate arrangement for their work • Collaborative projects with other units in the college • Appreciation regarding the coordination of Women's Studies Centre with other units across the college	• Training period for NTS to be scheduled in a way that it does not affect their work time. Survey of interested NTS to be taken. Approval of the concerned Head of the department to be obtained • This collaborative move to be followed for the entire college community in the future

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Infrastructure and Learning Resources Centre for Information and Technology: Dr. S. Padmaja Coordinator, CIT Dr. Lt. S. Sangaranachiar.S Librarian	• Completion of modules for various functions of the college • Upgradation of digital library - YouTube channel through digital library	• CIT to promote and educate the college community the importance of Moodle – the learning management system • Report generation to be refined • Team from CIT to be sent to every office and department to get required templates • A study on the limitations to be made • Action plan for manpower management of CIT to be framed • Online Education Committee to work in tandem with the CIT, CCM & Library • Policy to be instituted to make sure that the video content created by the teacher is accessible, can be retrieved and has the institutional logo. Principal to send the model to IQAC • Gmail to be configured to Lady Doak College since the college has an institutional ID
Student Support and Progression Dr. Lt. S. Sangaranachiar Coordinator, CGPC	• Interview skills for outgoing students • Department wise database for career opportunities to be made available for students • Guest lectures on career opportunities by departments	-

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Career Guidance and Placement Cell (CGPC) Dr. S. Sangaranachiar Placement Officer	• Placement drives for the final year UG, PG students and alumnae • Placement training for students and awareness lectures for staff • Trainings and placement reports in the automation portal	• Students to be made aware of the requirements expected by the employer and the employers to understand what to expect from the college • Excel format of student data to be uploaded into the portal as a database
Governance Leadership and Management Dr. Nirmala Rebecca Paul Vice-Principal	• Online Education committee and IQAC's guidelines and policies for the effective and smooth conduct of online classes and assessment • Signing of MoUs with other institutions to strengthen the academic quality standards • Conduct of counselling sessions for students, teachers and NTS during the pandemic period to reduce the stress level • Approval of four skill based course by University Grants Commission-National Skills Qualification	-
Internal Quality Assurance Cell Dr. Priyadharsini Rajendran Dr. R. Jeyakodeeswari Coordinators, IQAC	• Workshop on framing and selection of best practices (with a NAAC point of view) • Completion of SSR • Preparation of IIQA & AQAR • IQAC External meeting • Administrative Audit (If NAAC process is delayed) • Streamlining feedback analysis	• NAAC team to start working and finish the work as early as possible • Streamlining of feedback - to be well defined with possibilities to compare the feedback received from different stakeholders • To prepare one set of questions to all stakeholders without any overlapping information

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		• CHRD to facilitate the feedback form/format and the content analysis to be done by the respective centres and the final report to go to the IQAC • A committee to decide on the feedback questionnaires in order to simplify the whole process
Centre for Human Resource Development Dr. S. Srii Latha Dr. G. Sofia Coordinators, CHRD	• Faculty empowerment programmes for teaching and non-teaching faculty • Review of job description (JD) for non-teaching faculty • Automation of NTS work diary • Implementation of 360 degree feedback, feedback from parents and exit interview	• Design thinking to be implemented in the satellite campus program • Centre to rethink on another round of DT • Reports of academic workshops conducted to be passed on over to the Deans of Academic Affairs report and CHRD • Centres and Departments to work hand-in hand with the Deans of Academic Affairs for matters related to academics • Students to get feedback from their parents beforehand which is to be entered and validated by the teachers during parent-teacher's meetings • Exit interview to be automated and linked with no dues for faculty
Centre for Environmental Studies Dr. P. Sakthieaswari Coordinator, CES	• Organizing awareness programs for better sanitation practices like using the toilet, hand washing, health and hygiene awareness and garbage disposal (Post COVID-19 measures) • Waste management	• Kitchen garden to be developed behind lunch pavilion and permission to be sought at the administration level

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	• Energy and water sources audit • Planning of environment related days which are to be observed in the campus to inculcate and internalize among faculty, students and community	
Counselling Unit Dr. A. Lourdhu Mary, Coordinator, Counselling Unit	• Collaborative projects with the Centre for Women's Studies and the Centre for Life Frontier Education • Virtual meet with class representatives • 'Building Up One Another' - pilot programme for the Counselling Unit members • Focused group discussions for specific target groups of students	


 Dr. Priyatharsini Rajendran & Dr. R. Jeyakodeeswari
 IQAC Co-ordinators

 20/01/2024
 Dr. Christianna Singh
 IQAC Chairperson