

RECORD OF THE MINUTES OF THE IQAC EXTERNAL MEETING HELD ON 25.05.2021 AT 9.30 A.M.

Prayer: Dr. Jessie Ranjitha Jebaselvi

Members present: List enclosed

Introductory remarks: **Dr. Christianna Singh**, Principal & Secretary

Matters arising from previous meeting discussed

Subject/Issue	Discussions	Suggestions
Curricular Aspects (Dr. Helen Mary Jacqueline)	• Approval of course outcomes for even semester courses in Board of Studies and Academic Council • Assessment methodology for formative and summative assessments • Value added courses proposed by departments in Board of Studies	NIL
Research and Development Cell (Dr. J.Ananthi)	• Number of externally funded projects to be increased	• Faculty to be encouraged to apply for projects to external funding agencies and R & D cell to follow up the submitted proposals
Part V Extension Programme Activities (Dr. Anitha Selvaraj)	• Conduct of virtual extension activities and awareness programs	NIL
Physical Education and NCC Dr. T.Shanthameena)	• Conduct of Zumba classes for teaching and non-teaching staff • Participation of students in various tournaments and special programmes conducted by NCC	NIL

Subject/Issue	Discussions	Suggestions
Centre for Life Frontier Engagement (Ms. G. Jeyanthi Kalaivani)	• Highlights of e-community engagement projects • Publication of magazines, documentary films and e-content as an outcome of LiFE projects	• LiFE students and faculty to visit the following websites for LiFE projects https://hubersocial.com.au/ https://naga.farm/bharath-dharshan/ • Botany students to undertake a study on Gloria Superba (Senganthal – state flower of Tamilnadu) available in Karanthamalai hills near Natham and more information about this can be received by visiting this website • LiFE students to refer to the following websites https://www.sattva.co.in/insight/holistic-response-to-the-secondary-impact-of-covid-19/ https://designimpactmovement.titan.in/ - Free course is offered by Titan CSR - IDEO • Centre to look into the model which is followed by NitiAayog for aspirational districts
International Study Centre (Ms. Hannah Sophia Samuel)	• Participation of students in virtual student exchange programs and other exchange programs	NIL

Subject/Issue	Discussions	Suggestions
Centre for Women's Studies (Dr. Ann Nirmala Carr)	• Completion of funded project titled "Effectiveness of Block Primary Health Centres in management of COVID-19 Pandemic in Madurai" • International collaborations and conduct of webinars	• To focus on research to identify the reasons for low workforce participation of women The following websites to be followed up: • https://www.fleximums.com/ • http://www.ficciflo.com/ • https://sheroes.com/ • https://www.sattva.co.in/insight/holistic-response-to-the-secondary-impact-of-covid-19
Centre for Entrepreneurship Development (Dr. Ann Nirmala Carr)	Plans for student operated units such as: • Self-grooming centre • Bee farm • Production and sale of organic manure – vermicompost and herbal medicines • Food service centre • Online/offline sales platforms/promotional events	• To encourage project development in innovative areas and go beyond self-grooming enterprises and in campus Bee farms • Mr. Nagaraja Prakasam to talk with students and motivate them towards entrepreneurship
Centre for Information and Technology (Ms. R. Sangeetha)	• Outcomes of modules created for various academic and administrative purposes	NIL
Centre for Career Guidance and Placement (Dr. S. Sangaranachiar)	• Availability of online course details for UGC NET preparations	• To take efforts to help students to appear for NET and other competitive exams
JX Miller Memorial Library (Dr. S. Sangaranachiar)	• Services of the digital library	NIL

Subject/Issue	Discussions	Suggestions
Counselling Unit (Dr. A.Lourdhu Mary)	- Conduct of online counselling sessions, pre-marital counselling and peer emotional support sessions - Conduct of Harmony '21 – the family get-together of Lady Doak College community	- Online counselling sessions, pre-marital counselling and peer emotional support sessions were appreciated - Harmony '21 – the family get-together of Lady Doak College community was appreciated
Centre for Environmental Studies (Ms. M. Lakshmi)	Zero Waste Campus	The college to be Zero Waste Campus by Dec. 2021
Centre for Human Resource Development (Dr. S.Sriilatha)	- Conduct of faculty empowerment programs for teaching and non-teaching staff - Preparation of Questionnaire for 360 degree feedback	NIL

Abstract

S.No.	Activities	Responsibility	Action taken
1	Encourage faculty in submission of proposals to external funding agencies	R & D Cell	
2	Encourage LiFE students and faculty to visit the following websites for LiFE projects https://hubersocial.com.au/ https://naga.farm/bharath-dharshan/ https://www.sattva.co.in/insight/holistic-response-to-the-secondary-impact-of-covid-19/ https://designimpactmovement.titan.in/	LiFE	

S.No.	Activities	Responsibility	Action taken
	Encourage Botany students to undertake a study on Gloria Superba (Senganthal – state flower of Tamilnadu) available in Karanthamalai hills near Natham and more information about this can be received by visiting this website Look into the model which is followed by NitiAayog for aspirational districts		
3	Carryout research to identify the reasons for low workforce participation of women	Centre for Women's Studies	
4	Encourage project development in innovative areas Arrange for Mr. Nagaraja Prakasam to talk with students and motivate them towards entrepreneurship	CED	
5	Help students for NET and other competitive exams	CGPC	
6	Take efforts to attain Zero waste campus by December 2021	CES	


 17/08/2021
 Dr. Priyatharsini Rajendran & Dr. R. Jeyakodeeswari,
 IQAC Coordinators

 18/08/2021
 Dr. Christianna Singh
 Chairperson IQAC

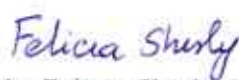
IQAC Internal Meeting 19.08.2021

Action Taken report for the IQAC External Meeting held on 25.05.2021

S.No.	Activities	Responsibility	Action taken
1	Encourage faculty in submission of proposals to external funding agencies	R & D Cell	- Workshop on proposal writing is included in the action plan for the academic year (2021-2022) - Management has already approved the budget to support and encourage the proposal submission by the faculty members
	A committee comprising of external experts to be constituted to mentor the quality of research output. To build collaborations with institutions that support research and follow up to be done to ensure the efforts materialise. HCL, Madurai to be approached for research funds from their Corporate Social Responsibility Funds.		IPR committee has been formed. Other required actions are yet to be under taken (pending from the action taken report of 08.02.2021)
2	Encourage LiFE students and faculty to visit the following websites for LiFE projects https://hubersocial.com.au/ https://naga.farm/bharath-dharshan/ https://www.sattva.co.in/insight/holistic-response-to-the-secondary-impact-of-covid-19/https://designimpactmovement.titan.in/ Encourage Botany students to undertake a study on Gloria Superba (Senganthal – state flower of Tamilnadu) available in Karanthamalai hills near Natham and more information about this can be received by	LiFE	- The PPT containing the information regarding the various websites was shared with the LiFE course facilitators during the meeting held on 15.07.2021. The LiFE course facilitators were asked to share the same with the students - The Centre has looked into the model that is being followed by NitiAayog for aspirational districts - Required action is yet to be under taken

S.No.	Activities	Responsibility	Action taken
	visiting this website Look into the model which is followed by NitiAayog for aspirational districts		
3	Carryout research to identify the reasons for low workforce participation of women	Centre for Women's Studies	- A Google form survey on personal competencies was undertaken from all III UG and I PG students. It is being analysed - Data collected from Career guidance cell on placement figures over the last 3 years from 2018-2021
4	Encourage project development in innovative areas Arrange for Mr. Nagaraja Prakasam to talk with students and motivate them towards entrepreneurship	CED	Required actions were not yet undertaken
5	Help students for NET and other competitive exams	CGPC	- Competitive Exam awareness lectures was conducted 'UPSC TNPSC Group Exam Awareness Lecture was conducted on 12th March 2021 from 2 p.m. to 3.30 p.m. in the J.X. Miller Auditorium by Mr. Sathish, Director, the SEN IAS ACADEMY, Madurai. 78 Students participated and benefitted Students were informed of the following - Shared the online UGC net coaching courses conducted by our own alumnae to our students - Resources for the UGC NET and Other competitive exams were shared among our students and alumnae - TNPSC, E pathshala, UPSC, UGC NET free resources sites are shared among our students and also mapped in the Digital Library e resources for easy access

S.No.	Activities	Responsibility	Action taken
			- Madurai Coaching centre free mobile app for TNPSC is shared among the participants of our college (lecture conducted by them) - Government employment exchange free coaching for competitive exams is been shared among our students and alumnae - ICT ACADEMY UPSC special sessions for a week is been shared among our students and were encouraged to attend But NET coaching is yet to be initiated as an exclusive training (pending from the action taken report of 08.02.2021)
6	Take efforts to attain Zero waste campus by December 2021	CES	Action plan for zero waste campus has been drafted
7	Public awareness programs on the pandemic alleviation to be highlighted - Covid vaccination awareness programmes - Covid-19 helpline - Covid awareness program - Awareness programme on third wave of Covid-19 - Psychosocial skills – Covid - Awareness on prevention of Corona - Mass vaccination mela - Covid-19 mega vaccination camp	Part V	Report is Attached (pending from the action taken report of 25.05.2021) Pending activities yet to be executed - Psychosocial skills – Covid - Awareness on prevention of Corona - Mass vaccination mela - Covid-19 mega vaccination camp


 Ms. Felicia Shirly & Dr.R Jeyakodeeswari,
 IQAC Coordinators


 Dr. Christianna Singh
 Chairperson IQAC

Lady Doak College, Madurai.

PART- V Extension Programme

Public Awareness Programs on Pandemic Alleviation

Report (Apr. 2021 - Aug. 2021)

Period	Part V	Name of the Activity	No. of Student Participants/Details of Faculty participants	Collaborating Agency	Beneficiaries
06.2021	NSS - 6 Units	Covid Vaccination Awareness programmes - Creation of videos on Covid-19 prevention measures and sharing the same with the WhatsApp group of the NSS students (No. of student volunteers:47) - Creation of powerpoint on Covid-19 and methods to avoid spread of pandemic. (No. of student volunteers:55) - Designing Digital Posters on Covid-19 SOP s and sharing the same with the WhatsApp group of the NSS students (No. of student	NSS unit 45: Dr. Mahalakshmi A. Dr. Rosy D. Ms. Hillela P. Dr. Reena Navaroja D. NSS unit 46: Dr. Kalaivani R. Dr. Manimekalai T. Dr. Jeyamathi J. Dr. Santo Micheline Sangeetha NSS unit 47: Ms. Janet Jeeva Anandhi G. Ms.P.Dhanalakshmi Ms. Sharon Christy Ms. Preethi Pandian NSS unit 48: Ms. Priscilla G. Ms. Faridha R. Ms. Ida Jeneffa S. Ms.Viji Sheema NSS unit 49: Ms. Koperundevi G. Ms. Sivakami S. Dr.Usha.C Dr.Vijayalakshmi S.	Collaboration of NSS, MKU and Swachta Action Plan and Environmental centre, LDC.	II-year NSS Volunteers & Public (121)

Period	Part V	Name of the Activity	No. of Student Participants/Details of Faculty participants	Collaborating Agency	Beneficiaries
		volunteers:51) Online Covid survey on behavioral changes has been done by NSS volunteers. Collected 1212 responses	NSS unit 50: Dr. Dheepa M. Ms.Mahalakshmi S. Ms.Sudhashini P. Dr.Vanitha C. [24 Faculty and 300 Students]		
14.07.2021	NSS Unit I	Covid-19 helpline: Students were grouped and guided to work as volunteers for helpline under the category a) Hospital Management b) Non-Hospital Management c) Family related support d) Sharing information about medical essentials e) Psychosocial support	NSS unit 45: Dr. Mahalakshmi A. Ms. Hillela P. [2 Faculty and 50 students]	--	II-year NSS Volunteers
04.08.2021 to 11.08.2021	NSS IV	COVID Awareness program The students had taken different initiatives throughout this week to spread awareness among the public. Some of the activities include creation of posters and posting of the same in social networking sites with geo-tag, distributing masks to general public, advertising about the COVID related SOPs.	Ms. Ida Jenefa S. [1 Faculty and 48 students]	Family members, neighbors of the NSS volunteers and general public	II-year NSS Volunteers

Period	Part V	Name of the Activity	No. of Student Participants/Details of Faculty participants	Collaborating Agency	Beneficiaries
11.08.2021	NSS Unit II, III	Awareness Programme on Third wave of Covid-19 The Chief guest elucidated the students on the 3rd wave of Covid-19 and measures to prevent it. The students made posters and presented it with a small talk for creating awareness on Covid-19. NSS volunteers were involved in poster making and video creations which emphasized the precaution to be taken to combat the third wave of COVID-19.	NSS unit 46: Dr. Kalaivani R. Dr. Jeyamathi J. Dr. Santo Micheline Sangeetha NSS unit 47: Ms. Preethi Pandian Ms. Sharon Alice Christy [5 Faculty and 94 students]		II-year NSS Volunteers

Sd/- Dr. Anitha Selvaraj

PART-V -Extension Programme
Lady Doak College