

Record of the Minutes of the external meeting convened by the Principal, as Chairperson of IQAC, Lady Doak College (Autonomous) held on 28.11.2019 at 09:00 am at Clapp Hall, Lady Doak College (Autonomous), Madurai – 2

Purpose of the Meeting:

Action Plan for the Academic year 2019 - 2020

Points Discussed:

#	Action plan proposed	Suggestions
1.	Academic affairs: The Dean of Academic affairs, Dr. Nimma Elizabeth, put forth the following matters: • Outcome Based Education (OBE) is to implemented for the next batch of students starting in June 2020. • Course outcomes for EVEN semester courses will be passed in the board of studies of the departments in the forthcoming EVEN semester (April 2020).	Course outcomes for ODD semester courses have been passed in the board of studies of the departments and is to be passed in the Academic council.
2.	Student Admission: The Vice Principal, Dr. Nirmala Rebecca Paul, put forth the following matters: • It is proposed to contact our alumnae and ask them to recommend students for the college to improve diversity on campus. • It is proposed that the PG admissions will start in the second week of February 2020. • The new prospectus is being prepared.	The Principal, Dr. Christianna Singh, suggested that more schools were to be invited to college events like the Carnival and Carol Service.
3.	Exam Reforms: The Controller of Examinations, Dr. Mumtaj Begum, put forth the following matters: • Workshop on 'Open book tests' for science faculty is to be conducted • The concept of open book tests is to be implemented from the next academic year.	
4.	RCPC: The RCPC committee convener, Dr. J. Ananthi, put forth the following matters: • Promotion of Research and Facilities	Dr. Samathanam suggested that the faculty can be encouraged to apply for early career research awards too. The management to support faculty interested in research.

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	- Resource mobilization for promotion of research - Innovation Ecosystem for research - Updated list of instruments and price of use for the instruments in the common instrumentation center is to be put up on the website. - Institutional projects that were submitted have been sent to the reviewers. - Research publications and Awards	He pointed out that the college to encourage the faculty to publish in reputed journals. Dr. Samathanam also stated that the institution must have a defined research policy. Mr. Nagaraja Prakasam suggested that there be time for research in the faculty work load and allowance for the research scholars to teach. Dr. Samathanam pointed out that a departmental research committee could be established.
5.	Part V: Dr. Jemima Jeyapriya, the Part V coordinator, read out the list of programmes conducted so far and those yet to be conducted for NSS, NCC, YRC, LEB, RRC etc. - Celebration of International Day of Yoga - Tree Plantation Programme - Orientation Programme - Guest Lectures on various socially relevant topics - Swachh Bharat Activity - Rally - Eco friendly activities - Independence Day Celebration - Remembrance of Swami Vivekanandha - Pre RD Parade Camp 70th Geneva Convention Day - Fit India Movement 126th Swami Vivekananda Chicago Speech day - UTHIRAM' 19 Marathon - Blood Donation Camp - Youth Awakening day celebration - Dengue Awareness	Mr. Nagaraja Prakasam made a point that extension must be aligned with LiFE. Plantation of trees was not enough the trees must be nurtured. Extension need to be deeper and continuous work, only then will the impact of LDC on the community be seen. Dr. Samathanam wanted to know why the laurels won by the athletes and players of LDC were not highlighted on the college website. He also enquired how many of them were national players. He pointed out that this was the type of positive publicity the college needed to attract more students.
6.	Centre for Information Technology (CIT): Dr. Padmaja, the CIT coordinator, put forth the following matters: Equipment purchased	Mr. Nagaraja Prakasam wanted to know if there was a template for the college, which faculty could use when they made presentations outside.

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	- New modules being done with level of completion - Work in progress	
7.	International Study Centre (ISC): Dr. Anita Tiphagne, the coordinator ISC, read out the list of programmes conducted so far and those yet to be conducted - Development of a collaborative agreement with Singapore University of Social Sciences for academic partnership and service-learning - Exchange programmes with Mary Baldwin University, International Christian University, <i>Association of Christian Universities and Colleges in Asia (ACUCA)</i> - Annual International Service-Learning Programmes - Building a relationship with Petra Christian University, Indonesia - Furthering collaborations with ICU, Japan in service-learning - Strengthening the ISC student club - Developing a Tamil language course for foreigners	Dr. Laura suggested a tie up with an institute in Pondicherry to teach Tamil as a foreign language as they have been doing it for a long time. Dr. Laura asked that the ISC keep track of numbers. She wanted to know if the ISC had records of any student who went back abroad for higher education or a job. Dr. Samathanam asked that LDC verifies if the IASCE university program was applicable to the students of our college.
8.	Library: The Librarian, Dr. Sangaranachiar presented the proposed action plan of the Library. - Books required for the Library to be purchased (with reference to the Academic Council Booklet) - To support interdisciplinary access all the decentralized books at the different locations are to be housed under one roof - Appropriate usage of the Library Resources through friends of the Library activities - UGC N-LIST (National Library and Information Services Infrastructure for Scholarly Content) - E Resources access and Awareness Lecture about Plagiarism to the final year students	Mr. Nagaraja Prakasam enquired if the students had access to books for competitive exams. He stated that it was better if the night library was reinstated. He asked the Student cabinet president why resident students did not access the library.

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	• ASPIRE (In House Journal) as E-Journal • Library Management Software AUTO LIB • SMS and E mail Alert Service • Books Received from the Centers and Departments are added to our library database with Barcoding • Newspaper clippings will be digitized and uploaded • Archival records to be digitized	
9.	Centre for Human Resource Development (CHRD): Dr. Srilatha, the coordinator of CHRD, reported the status of the various projects and programmes. • New Faculty Workshop • Workshop for all LDC Teaching Faculty • 'Organisational Redesigning for Strategic Management and Holistic Student Development' – Project approved by United Board for the year 2018-19 • 'Capacity Building for Faculty Members of Higher Education Institutions in Design Thinking and Student Centered Learning Strategies' – Project approved by United Board for the year 2019-20 • Two workshops / training programmes for the Non Teaching Staff • Two workshops / training programmes for the Teaching Faculty	Mr. Nagaraja Prakasam requested that IDEO the company that originally brought out the concept be contacted. If Design thinking (DT) was to be used it was better if it was learnt from the original source. He felt it was wrong to use corporate jargon in academics. IDEO offered a free online course it would be better to do that then proceed. He insisted that if DT was to be used as a methodology then it must be studied in detail and not applied without understanding the basics. He requested that LDC did not look at what was being taught in India as DT. DT works on empathizing with the customer but in terms of academics the question of does the student know what they want arises. Instead of going for these methods it is better to involve parents and the industry in curriculum planning. Mr. Nagaraja Prakasam appreciated the workshop on stress management for NTS and requested a program on stress management be conducted for faculty too. He also spoke about looking out for a local problem and trying to solve it, viz. challenges in waste management, challenges of research faculty, organizational behavioural problems, etc. He suggested the involvement of a trained psychiatrist or psychologist in the programmes. He suggested that faculty talk without the presence of the principal and learn the root cause of a problem. Create an

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		environment in the department where problems can be shared and solved.
10.	Student Cabinet: Ms. Jerusha Ann Thomas, the President of the student cabinet presented the following points Assembly programmes • Talk on values • Talk on Career Counselling • Talent shows – based on audition • Talks on soft skill Student activities • Regular outreach activities • Intercollegiate competitions • Fund Raising Activities Residential life: • <u>Recreational clubs:</u> • Jogging club • Book club • Gardening club • Arts club • Zumba/ Aerobics • Inter Personal Relationship Sessions • Sanitary vending machine • Electronic incinerator College Activities • Eeghai'19 • Teachers Day celebrations • Talk on New educational policy	Mr. Nagaraja Prakasam suggested that the student cabinet take the initiative to find out what mattered to the students and present it to the management viz why they did not use the library Dr. Angel Rathnabai suggested that all the club activities be shown on the college website.
11.	Career Guidance & Placement Centre (CGPC): Dr. Sangaranachiar, the coordinator of CGPC brought the following points to the notice of the forum: Campus recruitment drives For alumnae – 6 For outgoing student – to be held soon Career Talk, Training / Programmes – 5	Mr. Nagaraja Prakasam enquired about the student involvement in CGPC as a unit. He suggested that students be allowed to run it. The placement committee must involve students too.
12.	Centre for Environmental Studies (CES): The coordinator of CES, Mrs. Lakshmi, presented the action plan for discussion. • Identifying the number of trees and the type of species using GPS for pollution	Mr. Nagaraja Prakasam wanted to know how many quintals were being processed and requested that updates be included in the reports. He said that the tendency was to forget about things and not report them once a project got on the way,

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	monitoring in Lady Doak College campus • Replacement of printed books (elective course material) with e-book (Pdf protected) Website creation for LDC campus – Sustainability goals ➤ Climatic action ➤ Solid waste management ➤ Clean water and sanitation ➤ Good health and well being ➤ Quality education ➤ Affordable and clean energy Exhibition on Water Conservation and Single use plastic	progress needed to be constantly updated. Mr. Nagaraja Prakasam also wanted an update on the project for measuring hostel food waste.
13.	Centre for Entrepreneurship Development (CED): Ms. Nita Popli, the coordinator of CED, presented the following points for discussion. • Logo Creation competition • World Entrepreneurship Day - Women Entrepreneurship Meet & Workshop • CED in Collaboration with DSS (Open Forum)- To exhibit their innovative ideas and marketing skills • A Workshop on “Hands - on – Training in Animation • Seed Capital for the Best Business Plan. [Courtesy: Dr. Rajkumari Jeevegan] • Satellite Campus Initiative	Dr. Samathanam remarked that the college could put up a stall in a public place like a market to help students build the spirit of entrepreneurship. He also stressed the importance of offering homemade indigenous dishes online and encouraging students to get licenses for their products. Mr. Nagaraja Prakasam wanted to know the member of alumnae who were benefited by the training given by the Centre for Entrepreneurship Development (CED)
14.	Counselling unit: The coordinator of the counselling unit, Dr. Lourdhu May A., put forth the following points for discussion. • Full time counsellor appointed • Training for faculty • Growth Group 1 - The Significant You • Growth Group 2 - Exploring Feelings • Students’ Forum – 10 Years Challenge - You are Precious - Successful interview techniques - Be Resilient • IPR (Interpersonal Relation) sessions for Residential Students • Competitions for Students - National Youth Day • Training /Workshop for NTS	Mr. Nagaraja Prakasam wanted to know how many students came for counselling and whether they attended multiple sessions. He also wanted to know how the referrals for counselling were made.

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15.	Centre for Life Frontier Engagement (LiFE): Dr. A. S. Priscilla, the coordinator of the service learning programme, put forth the following points for discussion. • Grouping the projects of Satellite campus (Velichanatham) area • Feasibility study - Skill training for women • GIS mapping of satellite campus and retrieving data according to the need of departments • Writing proposal to funding agencies – MHRD Unnat Bharat Abhiyan: Rotary club, Madurai and other NGO's. • Conducting health awareness and medical camps – Meenakshi Mission Hospital/ Agarwal Hospital Oct 2019- • LiFE Knowledge Centre for consultancy • Course revision according to change in contact hours, Revision of Evaluation pattern, Facilitators & Student guide.	Dr. Samathanam recommended LDC writes a project to the MHRD and make this a national model.
16.	Governance: The Vice principal, Dr. Nirmala Rebecca Paul, put forth the following points for discussion • Organisation redesigning • Proper follow up of AMC services • Incentive to be given to the research scholars • Sanctioning appropriate leave for pursuing research • Permitting others to use the laboratory/ library • Feedback system to be improved for the appraisal of the faculty • In the new organisation structure, new posts will be created. The person responsible will mobilize resources for the college • Contribution from the Alumnae	Dr. Samathanam enquired about the number of new positions created and who will take care of those from outside. A 360-degree appraisal format for all teaching faculty is being prepared, which will be finalized and used for the assessment of teaching faculty.
17.	IQAC: Dr. Priyadarshini Rajendran, coordinator IQAC, initiated discussion on the following points • Academic Audit 2019-2020 • Collection of feedback and Posting of feedback analysis on the college website	

#	Action plan proposed	Suggestions
	• Compliance certificate to be reviewed • Forming of Quality circle with student cabinet	

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

Dr. Christianna Singh
IQAC Chairperson, IQAC