

Minutes of the IQAC meeting (External) of Lady Doak College (Autonomous), Madurai held on 06.01.2022

Via MS Teams at 2.00 pm

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

The Principal welcomed the external and internal members for the meeting.

- Approval of Minutes of the internal meeting held on 19.08.2021

Proposed by: **Dr. C.D. Lethi**, Associate Professor (Retd.), Department of Zoology, Holy Cross College, Trichy

Seconded by: **Dr. Angel Rathnabai**, Assistant Professor, Central Institute of Educational Technology, New Delhi

- Matters arising from the minutes of the internal meeting held on 19.08.2021

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

Area of Deliberation		Discussions	Suggestion
Curricular Planning and Implementation	Dr. A.S. Priscilla Dean of Academic Affairs (Sciences)	• The odd semester courses with outcome based Education frame work for UG (Semester) was presented in the Board of studies held from 1.9.2021 to 24.9.2021 and passed in the Academic council meeting held on 28.10.2021	-

Area of Deliberation		Discussions	Suggestion
		- Initiation of IPR and Innovation Cell - The Even semester courses with Outcome-Based Education framework for UG (Semester VI) to be presented in the Board of Studies meeting (Even Semester 2021-22) during the month of February 2022 and to be passed in the Academic Council Meeting in the month of March 2022 - Passing of syllabus for the papers Research Methodology and Research & Publication Ethics for the Ph.D. course work offered by the respective department's Research Centres will be passed in the Board of Studies and Academic Council Meeting, 2022 - The ongoing trial with regard to the computation process of	- MOOC's proposals to be shared with Dr. Nagarajam Prakasham - Encourage students to enroll in MOOC's courses offered by

D. -
Prakasham

Area of Deliberation		Discussions	Suggestion
		CO & PSO attainments for 2021 batch (II semester) - Framing of the methodology to compute PO attainment by April 2022 - Submission of 6 MOOCs proposals - Collection and analysis of feedback from faculty regarding Online Teaching and Learning - Framing of questionnaire and collection of feedback from faculty with regard to Moodle LMS usage	universities from all over the world - Feedback from the students to be collected regarding Moodle LMS usage - To include student's learning process as one of the parameters in student's feedback questionnaire - To offer foreign Languages to students
Evaluation Process and Reforms	Dr. S. Vijayarani (Controller of Examinations)	Supplementary Examinations June 2021 & November 2021	Action to be taken based on the analysis of the feedback and to document the analysis report and action taken

Priscilla

24/3/22

Area of Deliberation		Discussions	Suggestion
		- Feedback on Online Assessment for the Academic year 2020-2021 - Result Analysis of the Students' performance in the Pandemic Academic year 2020-2021	- Questions related to student learning process to be included in the feedback form given to parents - To carry out an intensive analysis and to strengthen the parameters that need to be improved
Research Innovation and Extension	Dr. Akshaya Murugesan (Co-ordinator, R&D Cell)	Enhancement of Research Culture in Lady Doak College	Short and long-term goals to be set on research, publications and patent to be linked with the performance of faculty members
	Dr. Anitha Selvaraj (Coordinator, Part V)	-	-
	Ms. G. Jeyanthi Kalaivani (Co-ordinator, LiFE))	-	- Course related to LiFE to be framed to apply for the Swayam proposal - Success story of Panimanai Kalvi to be published - LiFe concepts to be utilized for developing a course for School Education System
	Ms. Hannah Sophia Samuel (Coordinator, ISC)	-	-

S. S. S. S.
24/3/22

M. S. S. S.
24/3/22

A. S. S. S.
24/3/22

Ch. S. S. S.
24/3/22

H. S. S. S.
25/3/22

Area of Deliberation		Discussions	Suggestion
	Dr. Ann Nirmala Carr (Coordinator, CED)	Start-ups / Set up of Incubation Centre in LDC	-
	Dr. Ann Nirmala Carr (Coordinator, CWS)	-	-
Infrastructure and Learning Resources	Ms. R. Sangeetha (Assistant Co-ordinator, CIT)	Contact Database	Contact database for the field of experts to be created
	Dr. Lt. S.Sangaranachiar (Librarian)	-	-
Student Support and Progression	Ms. E. Joice Rathinam (Dean of Students Affairs)	-	-
	Dr. Lt. S. Sangaranachiar (PRO Cum Placement officer)	-	-

Ann Nirmala
24/3/2022

Ann Nirmala
24/3/2022

Dr. R. Sangeetha
24/3/2022

Dr. Lt. S. Sangaranachiar
25/03/2022

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Dr. Lt. S. Sangaranachiar
25/03/2022

Area of Deliberation		Discussions	Suggestion
Governance Leadership and Management	Dr. R. Jeyakodeeswari, (Coordinator, IQAC)	Specific Proposals on enhancing the quality of the College	IQAC activities to be highlighted on quality affairs of teaching, learning and evaluation in NAAC presentation
	Dr. Sriilatha.S, (Coordinator, CHRD)	-	-
Institutional Values and Best Practices	Mrs. M. Lakshmi (Coordinator, CES)	Zero waste Campus	The faculty involved to get training on Waste Management from NGOs (Saahas NGO, Bangalore) and the college to achieve the status of Zero waste Campus
	Ms. J. Juanita Alan (Counsellor)	- Availability of Non-Academic Collaboration opportunities/tools for the Students to discuss among themselves without the presence of teachers - Counselling activities during Pandemic period	- To highlight the activities of the Counselling Unit and individual counseling activity at the beginning of the presentation - To train the Counsellors for effective counseling - Cyber Citizenship to be watched out among the students

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Abstract:

S.No.	Activities	Responsibility	Action taken
1	• Share MOOC's proposals with Dr. Nagarajam Prakasham • Encourage students to enroll in MOOC's courses offered by universities from all over the world • In student's feedback, include student's learning process as one of the parameters • Offer foreign Languages to students	Dean of Academic Affairs	
2	• Take action based on analysis and document the analysis, report and action taken • Include questions related to student learning process in the feedback form given to parents	Controller of Examinations	
3	• Set short and long-term goals on Research, Publications and patent can be done and link it with the performance of Faculty members	R&D cell	
4	• Frame LiFE related courses for the Swayam proposal • Publish the success story of Panimanai Kalvi • Utilize the LiFe concepts for developing a course for School Education System	LiFE	

S.No.	Activities	Responsibility	Action taken
5	Create contact database for the field of experts	CIT	
6	Highlight the IQAC activities on quality affairs of teaching, learning and evaluation in NAAC presentation	IQAC	
7	Get training on Waste Management from NGOs (Saahas NGO, Bangalore) and achieve the status of Zero waste Campus.	CES	
8	- Train the Counsellors for effective counseling. - Cyber Citizenship may be watched out among the students	Counselling Unit	



 Mrs. Felicia Shirley & Dr.R. Jeyakodeeswari

 IQAC Coordinators

 22 March 2022



 Dr. Christianna Singh

 Chairperson IQAC

 30/03/2022