

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING II – (Internal) – 1.12.2014
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting - II

➤ Mrs. Kodeeswari led the gathering in prayer.

AGENDA : Review of the progress of IQAC Action Plans 2014-2015

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
The progress of the IQAC Action plans for the academic year 2014-2015 , was presented themewise by the faculty members in-charge of the activity (Action plan appended)				
Presented by Dr. V. Sridevi	Academic Audit	1. Efficient automation tools required to carry out the academic audit process.	A software programmer will be hired from Winways to expedite the Office automation process under integrated management system which will include IQAC audit process also	CIT Coordinators
Suggested by Dr. Christianna Singh		2. Standardised and uniform e-course file formats to be followed by all the Departments to enable quick audit of all the course files	Each course file to have multiple word documents under specified file names from this semester (even, 2014-2015) onwards.	IQAC Coordinators
Presented by Mrs. Sriilatha	Administrative Audit	Part –V office and all Science Departments lab assistants work load also to be audited under administrative audit process	Respective office and departments will be informed.	Mrs. Sriilatha, CHRD & Mrs. Vidhyalakshmi, PRO
Presented by Mrs. Angayarkanni	Single window admission system	Visit to Christ university to be planned. A questionnaire to be prepared after looking into their admission process from the university website. List of other institutions practicing single window admission to be prepared. An exclusive meeting to discuss the admission process for 2015-2016 to be planned	Suggestions will be taken up	Vice Principal, CIT Coordinators, Ms. R. Vidhyalakshmi, PRO, Dr.P.Gnanasoundari, Department of Economics Dr. Mary Esther Rani, Department of Botany

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Suggested by Principal	Plan for the visit to Christ University	A team to visit Christ University comprising of the following faculty members to explore on the various processes of the University. 1. Dr. P. Gnanasoundari & Dr. Mary Esther Rani (Admission process) 2. Ms. Padmaja & Ms. Angayarkanni (Automation process) 3. Dr. R. Gunaseeli (Eco initiatives) 4. Dr. RM. Nagammai & Ms. T.R. Sivapriya (Examination System) The tentative period of visit could be 2 nd week of January, 2015.	Visit will be planned	Mrs. Vidhyalakshmi, PRO
Presented by CoE	Examination reforms	1. Question Bank: Departments will create question bank for parts B, C & D and validate it using suitable examiners. Name of the external examiners to be identified by the Departments. Questions to be based on conceptwise manner in a given unit.	Suggestions will be taken up.	CoE
		2. Assessment tools; Teachers to be given training on new tools for assessment.		
Presented by CIT Coordinators	MIS and LMS	1. MIS work completed upto review process 2. LMS: To implement Moodle effectively, wi-fi connectivity to be enhanced. Server upgradation to be done.	Suggestions will be taken up.	CIT Coordinators
		3. All LED monitors in smart classrooms to be covered suitably to protect the device from chalk dust.	Suggestions will be taken up.	CCM Coordinators
Presented by Mrs. Sriilatha	Students' skill tests – Entry and Exit levels	Students can answer the e-questionnaire through online to save paper Orientation to the students regarding this new skill assessment to be given.	Suggestions will be taken up.	Mrs. Sriilatha, CHRD
Presented by Mrs. Priyadharshini	Zero waste campus	Solid waste is reduced to some extent due to a complete ban on the usage of paper cups inside the campus. Grey Water recycling process is shelved temporarily due to enhanced seasonal rainfall.	-	-
Presented by Dr. Priscilla	LFE	Progressing as per the time line of the action plan	-	-
Presented by	Industry- Institute	1. Every Department should have an industrial expert in their Board of	Department of Mathematics to	HoD of Mathematics

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Dr. Rosy Godwin	Business model	Studies Committee. Department of Mathematics does not have any representative from Industry. Hence they need to include a member.	do the follow up.	
		2. Each department should identify the thrust areas of collaboration with suitable industries which can be integrated into the curriculum	A methodology to be planned	CED and CPEC Convenors
Presented by Dr. V. Sridevi	Science Documentation	Progressing as per the time line of the action plan The information Brochure to be released on Convocation Day – Feb 7 th , 2015.	Suggestions will be taken up.	Dr. R. Shenbagarathai, Department of Biotechnology Dr. S. Srisudha, Department of Botany Dr. V. Sridevi, Department of Chemistry & CIT coordinators.
Presented by Mrs. Sriilatha	Competency based training for Faculty members	Progressing as per the time line of the action plan	-	-
Presented by Dr. V. Sridevi as Dr. Geetha Kanagaraj on leave	API	Format of API to be worked out by a small committee comprising of Principal, Vice Principal, Deans and Dr. Mumtaj Begum.	Suggestions will be taken up.	Dean of Academic Affairs (H)

Designation	Name Of The Person	Signature
Chairperson	Dr. A. Mercy Pushpalatha, Principal & Secretary	
Co-ordinator	Dr. V. Sridevi	
Assistant co-ordinator	Mrs. S. Srii Latha	
Members: I. Faculty		
Vice-Principal	Dr. Dr. W. Isabel	
Bursar	Dr. P. Vanitha Malarvizhi	
Dean Of Academic Affairs (H)	Dr. Geetha Kanagaraj	
Dean Of Academic Affairs (S)	Mrs. Carmel Richard	

Approval of the Minutes by the Members

Controller Of Examinations	Dr. RM. Nagammai	
Additional Controller Of Examinations	Mrs. T.R. Sivapriya	
Dean Of Student Services	Dr. Helen Mary Jacqueline	
Assistant Dean Of Student Services	Ms. A. Japhne	
Senatus Secretary	Dr. T. Margaret	
Joint Convener CPEC	Dr. Srisudha	
Joint Convener CPEC	Dr. Christianna Singh	
Secretary, Faculty Association	Dr. Mercy Packiam	
Joint Coordinator, Centre For Information	Ms. S. Padmaja	

Technology		
Joint Coordinator, Centre For Information Technology	Mrs. Pitchumani Angayarkanni	
Librarian	Dr. S. Sangaranachiar	
Placement Officer	Ms. Vidyalakshmi	
II . Administrative Staff		
Superintendent (SG)	Ms. S. Mary Ponmany	
Campus Manager	Mr. K. Sathiya Nesan	
III. Externals		
	Dr. V. Alagappan, Former Registrar, Madurai Kamaraj University, Madurai	

	Mr. Nawas Babu, Proprietor A.K.Knitwears, Madurai	
	Mr. Nagaraja Prakasam, Indian Angel Network, Bangalore	
IV. ALUMNAE		
	Ms. Usha, Proprietor, Deepam Library, Madurai	
	Ms. B. Rajeswari, Assistant Manager (Retd.), Bank Of India, Madurai	
V. STUDENTS		
	Ms. Arularasi.R, 12TAM005, Student Council	
	Ms. Margret John, 12COM034, JCAR	

**VI. MANAGEMENT
BOARD**

Dr.C.D. Lethi, Seruvathur House,
Katthakampal Post, Trichur, Kerala

