

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 13/08/13

Dr. T. Margaret led the gathering in prayer

Matters brought forward	Subject/issue	Suggestion/discussion	Action to be taken / Suggestions	Person(s) / Centre In-charge
Ms. Vidya Lakshmi, Ms. Kajal and Mrs. S. Sri Latha	Presentation on Organizational Learning	Mr. Nawas Babu suggested to plan for a workshop on 'Free Association' – Brain storming session on goals of the organization	A workshop on 'Free Association' to be planned for one department with the Mr. Nawas Babu as the resource person. The process to continue <ul style="list-style-type: none"> ▪ Department-wise ▪ Once in three months ▪ Recommendations by departments to be given to the Madurai so that the resources could be made available for accomplishing the goals. 	CHRD
Mr. Nawas Babu		Suggested that the departments should mutually share their best practices and their perception of the organization leading to unity of purpose.		
Deans of Academic Affairs	Academic Feedback (III UG)	There was a request in the feedback report to increase Book Issuing time in the library.	Issue timings 11 am to 5 pm	Librarian
		It was suggested that the feedback should include the department to which the student belongs, so that action could be taken accordingly	Reports to be generated department – wise	CIT
		Mr. Nawas Babu suggested the college to have interaction with the organizers of Madurai Book Festival to buy books which in turn will improve their reading habit in students.	Library to have more books on fiction	Librarian
Deans of Academic Affairs	Academic Feedback (III UG)	Photocopying facility at the College Hall Western Annexure with less cost.	Alumnae association's project of a Photocopying facility at the College Hall Western Annexure to have less cost.	Vice Principal
		The students have observed that the internet speed is low	-	
	Academic Feedback (II PG)	PG students wanted access to full text of research papers in journals.	Principal shared about the availability of a website (www.lib.com) to get the full text of a journal. Students can go to the University to get full text research papers.	

Matters brought forward	Subject/issue	Suggestion/discussion	Action to be taken / Suggestions	Person(s) In-charge
Deans of Academic Affairs	Academic Feedback (II PG)	The students should be given awareness that they can access e-journals at any computer on campus and they need not go to the library.	Librarian to send a circular	Librarian
		The students felt that the number of courses in Semester IV need to be reduced to enable them to do their project	-	
		Stickers to be pasted to identify Wi-Fi enabled areas.	Ms. S.Padmaja and Mrs. Pitchumani Angayarkanni to do the needful	
Mrs. S. Srii Latha	Feedback by Alumnae	Departments of Commerce and Computer Science should take more efforts to get all forms from the Alumnae on Convocation day.	Departments of Commerce and Computer Science to do the needful	Alumnae committee members of the department of Commerce and Computer Science to take efforts to get back all filled in forms
		Department wise data on higher studies and employment to be sent to the respective departments through intra mail.	Presentations made in the IQAC meeting to be posted in LAN	IQAC Co-ordinators
Dr. Vanitha Malarvizhi, CoE	Examination Results	Students (atleast final year students) should be encouraged to attend Summer Remedial programmes to enable them to get their degree.	-	-
		Principal suggested to give the details of departments in the statistics on number of students who fail by one percent in aggregate	COE to give the statistics department-wise	-
Mr. Nawas Babu	Examination Results	CoE suggested to fix the Pass Percentage and Mr. Nawas Babu suggested to fix a 'growth %' (the increase rate in %) instead of 'pass percentage'.	Growth % to be discussed and finalized in the senatus	Principal
	AQAR	He pointed out that Corporates are willing to spend 2% of their net profit on CSR activities.	Lady Doak College to make efforts collaborate with CSR wing of corporate to link extension activities through CII.	
Principal	AQAR	Principal suggested that all presentations be made available on LAN to enable faculty members in the departments to go through and also to send a copy to the Archives.	-	IQAC Co-ordinators

Annual Quality Assurance Report: (AQAR)

Part A, Part B and Part C:

Presented by	Subject / Issue	Report / Suggestion/Discussion
Dr. R. Nimma Elizabeth	Computerization of administration and the process of admissions and examination results, issue of certificates	Dr. Sangaranachiar: e-library- decentralization of e-resources accessed through any computer in college to be included in Improvement in the Library services.
	Resource Mobilization (for hostels at Satellite Campus)	Mr. Nawas Babu: Provision to sell College Souvenir to be included
	Research and Consultancy	Mr. Nawas Babu: Paper Recycling – Business model to be evolved
	Implementation of new Courses / Programmes	Principal, Dr. A. Mercy Pushpalatha: History and English departments to be upgraded as research centres.
	Human Resource Development	Principal, Dr. A. Mercy Pushpalatha: One day programme on Multiple intelligence and Multiple skill development for 21st century learners to be organized

Chairperson

Dr. A. Mercy Pushpalatha
Principal & Secretary

IQAC - Co-ordinator

Dr. R. Nimma Elizabeth

Approval of the Minutes by the Members

External Members:

Dr. V. Alagappan

Mr. Nawas Babu

Dr. Sembon David

Internal Members:

Dr. W. Isabel
Vice Principal

Dr. Beulah J.M. Rajkumar
Bursar

Mrs. S. Srii Latha
Assistant Coordinator, IQAC

Mrs. Esther Daniel
DAA (Sciences)

Dr. Geetha Kanagaraj
DAA (Humanities)

Dr. M. K. Jayalakshmi
CPEC Convenor

Administrative Staffs

Mrs. Mary Ponmany

Mr. Sathya Nesan