

LADY DOAK COLLEGE, MADURAI  
INTERNAL QUALITY ASSURANCE CELL  
IQAC MEETING I – (Internal) on 10.08.2015  
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

- Dr. M. Helen Mary Jacqueline led the gathering in prayer.

AGENDA: IQAC action plans for the year 2015-2016.

Matters brought forward by / Suggestions given by	Subject/issue	Outcome of Discussion
Dr. A. Mercy Pushpalatha	1. IQAC composition  2. Functions of IQAC	1. Principal welcomed the new members of IQAC, the staff, students and others. The composition of IQAC for this year was presented. Composition appended. App. I  2. The functions and role of IQAC in sustaining the quality of the academic programmes of the college was highlighted.
Dr. V. Sridevi	Status report	The status report of the action plans for the year 2014-2015 was presented. Status report appended. App. II
Action plans for the year 2015-2016 was evolved based on the follow-up of previous year action plans. App. III		
Presented by Ms. Vidyalakshmi	Administrative Audit	The action plans for this year was presented.  1. The process flow charts for the departments, centres and library to be completed by the end of November 2015.
Presented by	Administrative	2. A team comprising members from each department and office to be formulated to conduct

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Ms. Vidyalakshmi	Audit	the internal audit.
Presented by Dr. V. Sridevi	Academic Audit	<ol style="list-style-type: none"> <li>1. Course files will be created in a standard template created by CIT. The course teachers to upload the content in these e-files. There will be no usage of Z-drives. The task to be completed by Sep 2015 under phase-I of college MIS process.</li> <li>2. The QMS files will also be standardized using templates and completely integrated with the college MIS under Phase-II. The process to be completed by January 2016.</li> <li>3. After the automation process is over, e-audit will be conducted for the two semesters of this year.</li> <li>4. External academic audit has to be planned at the end of 2015-2016 or beginning of 2016-2017 academic year. Prior to the audit, the departmental self-evaluation reports to be generated for the years 2013-2014, 2014-2015 and 2015-2016.</li> </ol>

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Presented by Ms. T.R.Sivapriya	Examination and Evaluation Reforms	<ol style="list-style-type: none"> <li>1. Question Bank for descriptive questions and multiple choice questions will be created for all I year undergraduate courses in semesters I and II.</li> <li>2. Contribution of external examiners should be included in the question bank.</li> </ol>
Presented by Ms. S. Pitchumani Angayarkanni	Implementation of Management Information System	<ol style="list-style-type: none"> <li>1. College has planned to outsource the automation process to Tata Consultancy Services. The product of TCS will be installed to implement MIS.</li> <li>2. The requirements for automation will be collected from the different sectors of the college through meetings with the Heads of the Department, Co-ordinators of the Centres, Administrative Officers, Office Assistants and Non-Teaching assistants of each department. Based on the inputs from the different sectors, process flowchart and work rules will be finalized.</li> <li>3. The norms for the usage of wi-fi by the students and staff to be sent to the Departments by CIT.</li> </ol>
Presented by Dr. P.S. Bindu	ICT in Teaching	<ol style="list-style-type: none"> <li>1. The workshop planned by the team on “21st century lesson plans” can be organized in Nov. 2015 or January 2016.</li> <li>2. The e-content prepared by each department in the previous years should be released as early as possible.</li> <li>3. The CCM should enable the teachers to prepare their classroom teaching resources as an e-content.</li> </ol>

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Presented by Ms. Priyadharshini Rajendren	Towards a Zero waste campus	<ol style="list-style-type: none"> <li>1. Awareness on food wastage to be created by the students of Department of Biotechnology.</li> <li>2. Sale of vermicompost is through the Department of Zoology. An outlet will be opened near the Coffee shop at the entrance.</li> <li>3. The theme for this year will be “Towards an Energy efficient Campus”. The following are the various activities planned under this theme. <ul style="list-style-type: none"> <li>➤ Sub meters will be installed in every block.</li> <li>➤ Prizes will be given for the energy efficient hostel.</li> <li>➤ An awareness to operate all the air conditioners at an optimum temperature of 24°C will be given.</li> <li>➤ The green belt of the college will be increased.</li> <li>➤ Terrace gardening to be initiated. Corporation commissioner is interested in helping for the above project and hence can be contacted.</li> <li>➤ New solar panels can be installed in Newton block and existing solar panels will be cleaned and maintained. Energy produced by each solar panel installed to be monitored.</li> </ul> </li> </ol> <p>The following suggestions were given to minimize and manage waste in the campus.</p> <ul style="list-style-type: none"> <li>➤ Waste generated to be discarded regularly through corporation. The removal of garbage bins should be monitored by the students of Panditha Ramabai hostel and security at the back gate.</li> <li>➤ Organic composting yard to be revived.</li> </ul>

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Presented by Dr. A. S. Priscilla	Life Frontier Engagement	<ol style="list-style-type: none"> <li>1. Industries cannot extend their CSR activities in the same area where they provide their services. Hence industrial collaboration through CSR within Madurai is not possible in LFE.</li> <li>2. Evaluation of LFE will be done through five continuous assessments. Mark entry will be done manually and later will be entered into the database.</li> <li>3. The declaration by the parents is mandatory and hence the departments should get the form duly signed by the parents of all the students.</li> </ol>
Presented by Dr. Rachel Regi Daniel	Industry-Institute Business models	<ol style="list-style-type: none"> <li>1. Event management cell can be created and it can also be converted into a long term club to train more students. Students can be involved in the event management for the programs inside the college. Such students can be recognized during selection for proficiency prizes.</li> <li>2. Two upcoming programs (Aug 15<sup>th</sup>, Independence Day celebrations and Aug 20<sup>th</sup>, Dr. A.P.J. Kalam's memorial service) will be organized by the students of event management cell.</li> </ol>
Presented by Dr. Geetha Kanagaraj	Academic Performance Index	<ol style="list-style-type: none"> <li>1. Refresher course / orientation course to be removed for the award of points as it is mandatory for all the teachers.</li> <li>2. The final API format to be discussed with Dr. Lethi who is visiting the college for a program organized by CES.</li> </ol>
Principal	Based on the Vision 2020 document of the college	<ol style="list-style-type: none"> <li>1. The Vision 2020 statement to be projected among the college inmates. PRO can take the necessary steps.</li> <li>2. Faculty members can open up their classes for any other member to audit their classes. Faculty who are willing can put up their name in the notice board. Such faculty members can</li> </ol>

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Principal	Based on the Vision 2020 document of the college	<p>be given scores in API.</p> <p>3. Orientation to junior faculty members and freshers in the department can be planned by the Heads of the Department.</p> <p>4. A centralized course feedback by the students to be adopted. IQAC will collect the feedback formats followed by each department and evolve a common feedback through CHRD.</p>
Mr. Babu Non Teaching Staff		<p>1. It is very difficult for the NTS to follow the proceedings of common assembly programme in English. Hence an introduction in Tamil can be given for each program.</p> <p>2. Dry leaves can be effectively used to compost the organic waste in the pits.</p> <p>3. Saplings can be distributed to the college community during the August 20<sup>th</sup> programme (Dr. A.P.J. Kalam's memorial service).</p>
Mrs. Jercy Julius Non Teaching Staff		A more spacious room to store the records is needed.

**Approval of the Minutes by the Members**

<b>Name Of The Person</b>	<b>Designation</b>	<b>Signature</b>
Dr. A. Mercy Pushpalatha, Principal & Secretary	Chairperson	
Dr. V. Sridevi Department of Chemistry	Co-ordinator	
Mrs. S. Sri Latha Department of Commerce	Assistant Co-ordinator	
<b>INTERNAL MEMBERS</b>		
Dr. Christianna Singh Department of Economics	Vice-Principal	
Dr. P. Vanitha Malarvizhi Department of Commerce	Bursar	
Dr. Geetha Kanagaraj Department of English	Dean of Academic Affairs (Humanities)	
Dr. Carmel Richard Department of Mathematics	Dean of Academic Affairs (Sciences)	
Dr. RM. Nagammai	Controller of Examinations	
Mrs. T.R. Sivapriya Department of Computer Sciences	Additional Controller of Examinations	
Dr. Helen Mary Jacqueline Department of Economics	Dean of Student Services	
Dr. S. Srisudha Department of Botany	Joint Convener, CPEC	
Dr. M. Valliammal	Joint Convener, CPEC	

Department of History		
Dr. Rachel Regi Daniel Department of Botany	Co-ordinator, Centre for Entrepreneurship Development	
Ms. K. Suganya Department of Economics	Assistant Co-ordinator, Centre for Entrepreneurship Development	
Ms. S. Padmaja Department of Physics	Joint Coordinator, Centre for Information Technology	
Ms. Pitchumani Angayarkanni Department of Computer Sciences	Joint Coordinator, Centre for Information Technology	
Ms. Priyadharshini Rajendren Department of Zoology	Co-ordinator, Centre for Environmental Studies	
Ms. Anita Christine Tiphagne Department of Social Science	Co-ordinator, International Programmes	
Dr. A.S. Priscilla Department of Zoology	Co-ordinator, Life Frontier Engagement	
Dr. P.S. Bindu Department of Physics	Co-ordinator, Research Culture Promotion Cell	
Dr. S. Sangaranachiar	Librarian	
Ms. Vidhyalakshmi	Placement Officer	
<b>ADMINISTRATIVE STAFF</b>		
Ms. S. Mary Ponmany	Superintendent (SG)	
Mr. K. Sathiya Nesan	Campus Manager	



Ms. Jercy Julius	Accounts Assistant	
<b>STUDENT REPRESENTATIVES</b>		
Ms. S. Asha Priyadarshini III B.Sc. Physics	President, Student Council	
Ms. Fatima Safana M. III B.Com. - CA	JCAR, Chairperson, Student Council	