

Composition of IQAC 2014-2015

Name of the Member	Designation
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
EXTERNAL EXPERTS	
Dr. V. Alagappan	Former Registrar, Madurai Kamaraj University, Madurai
Mr. Nawas Babu	Proprietor, A.K.Knitwears, Madurai
Mr. Nagaraja Prakasam	Director, Indian Angel Network, Bangalore
Dr. C.D. Lethi	Associate Professor (Retd.) Department of Zoology Holy Cross College, Trichy
ALUMNAE REPRESENTATIVES	
Ms. Usha 1986-89 Batch, Department of English	Proprietor, Deepam Library, Madurai
Ms. B. Rajeswari 1976-79 Batch, Department of Social Sciences	Assistant Manager (Retd.), Bank of India, Madurai
INTERNAL MEMBERS	
Dr. Dr. W. Isabel Department of Zoology	Vice-Principal
Dr. P. Vanitha Malarvizhi Department of Commerce	Bursar
Dr. Geetha Kanagaraj Department of English	Dean of Academic Affairs (Humanities)
Mrs. 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
Ms. A. Japhne Department of Computer Sciences	Assistant Dean of Student Services
Dr. T. Margaret Department of Commerce	Senatus Secretary
Dr. Srisudha Department of Botany	Joint Convener CPEC
Dr. Christianna Singh Department of Economics	Joint Convener CPEC
Dr. Mercy Packiam Department of History	Secretary, Faculty Association
Ms. S. Padmaja Department of Physics	Joint Coordinator, Centre For Information Technology
Mrs. Pitchumani Angayarkanni Department of Computer Sciences	Joint Coordinator, Centre For Information Technology
Dr. S. Sangaranachiar	Librarian
Ms. Vidyalakshmi	Placement Officer
ADMINISTRATIVE STAFF REPRESENTATIVES	
Ms. S. Mary Ponmany	Superintendent (SG)
Mr. K. Sathiya Nesan	Campus Manager
STUDENT REPRESENTATIVES	
Ms. Arularasi. R III B.A. Tamil	President, Student Council
Ms. Margret John III B.Com.	JCAR, Chairperson, Student Council

Preamble:

The activities of IQAC for the year 2014-2015, started with the first meeting with external experts on 11.08.2014. The annual plans of the IQAC for the year 2014-15 was presented under thirteen different themes of activity. All the activities were passed and the team of faculty members who were in charge of the activity were asked to prepare the action plans with time frame for each activity. The prepared action plans under the various themes were presented and passed in the second IQAC meeting with internal members held on 01.12.2014. A review meeting on the progress of the action plans was discussed for further improvement in the third IQAC meeting with internal members held on 23.02.2015. All the information regarding the meeting such as the Agenda, Members Present and the Minutes of the meeting were periodically uploaded in the college website under IQAC.

The details of action plans with the action taken report are presented in the next section. The minutes of the three meetings of the IQAC are appended in this report.

List of Action Plans

Item No:	Theme of the Activity	Staff-in-charge	
		Faculty Member	Administrative Staff
1.	Implementation of Academic Audit for the Departments	Dr. V. Sri Devi IQAC Co-ordinator	Ms. Nithya
	Administrative Audit for the Centres and Offices	Mrs. Sriilatha S. IQAC Co-ordinator	Ms. Mary Ponmani - Principal Office, Ms. Dulsi - Bursar Office
2.	Study on the viability of Admission to all undergraduate programme under single window system.	Dr. Isabel - Vice Principal, Ms. S. Padmaja & Ms. Pitchumani Angayarkanni - CIT Co-ordinators, Ms. R. Vidhyalaskhmi - PRO, Dr.P.Gnanasoundari - Department of Economics, Dr. Mary Esther Rani - Department of Botany	Ms. Rajalakshmi VP Office
3.	Examination and Evaluation Reforms	Dr. RM. Nagammai – Controller of Examinations, Mrs. T.R. Sivapriya – Additional Controller of Examinations, Dr. S. Srisudha & Dr. Christianna Singh - CPEC Co-ordinators & Dr. Geetha Kanagaraj & Dr. Carmel Richard - Deans of Academic Affairs	Ms. Packiyalaskhmi, Exam Office
4.	Implementation of Management Information System	Ms. S. Padmaja & Ms. Pitchumani Angayarkanni - CIT Co-ordinators, Members of Automation Committee	Mrs. Selvarathi, CIT
5.	Study on the development of students' skills at entry and exit levels.	Dr. R. Shenbagarathai, Dr. Mumtaj Begam - Convenors, R & D Cell & Ms. Srii Latha S. – CHRD	Student Interns

6.	Towards a Zero waste campus.	Mrs. Priyadharshini Rajendren, CES Co-ordinator, Dr. Helen Mary Jacqueline & Ms. A. Japhne, Deans of Student Services & Student Cabinet	Mr. Sathyan Nesan, Campus Manager Mr. Poopandi Mr. Babu, Zoology lab
7.	Development of a structured curriculum for the course on Life Frontier Engagement in all the undergraduate programme.	Dr. A. S. Priscilla - Department of Zoology, Mrs. Jeyakodeeswari - Department of BBA & Mrs. Anita Christine Tiphagne - Department of Social Sciences	Ms. Jansi, ISC
8.	Evolving Industry- Institute Business model for each department	Dr. Rosy Godwin, CED Co-ordinator	-
9.	Implementation of LMS using the open source software – MOODLE	Ms. S. Padmaja & Ms. Pitchumani Angayarkanni – CIT Co-ordinators, & Mrs. J. Deborah Christina & Mrs. D. Joy Marjorie Annal, CCM Co-ordinators	Mrs. Selvarathi, CIT
10.	Documentation of Science Instrumentation and Infrastructure Facilities available in the College.	Dr. R. Shenbagarathai, Department of Biotechnology Dr. S. Srisudha, Department of Botany Dr. V. Sridevi, Department of Chemistry	Mr. Solomon, Centre for Nanoscience
11.	Competency based training programme for faculty members.	Mrs. Srii latha, CHRD	Ms. Crystal, CHRD
12.	Development of indigenous Academic Performance Index for the faculty members.	Dr. Geetha Kanagaraj - Dean of academic Affairs(H) & Ms. R. Vidhyalaskhmi - PRO	Ms. Poornimadevi
13.	Integration of ICT in teaching and learning (UG & PG)	Dr. P.S. Bindu - Department of Physics, Ms. Lourdhu Mary - Department of Biotechnology, Ms. Hepzipha Joseph - Department of History, Dr. Carmel Richard - Department of Mathematics	-

Action Taken Report on the Annual Plans

Theme 1 (a):

Implementation of Academic Audit for the Departments

Objectives:

College Academic Audit is designed

- To scrutinise the academic standards and quality in the teaching-learning-testing processes of all the undergraduate, postgraduate and research programmes.
- To assure efficacy and robustness in all the academic programmes.
- To have a continued enhancement in the quality of the academic processes.

Action Plan:

- Evolving strategies to enable each Department to conduct a self-attestation of compliance.
- Conduct of Self –Audit for the period Nov. 2013 – April – 2014 by each Department.
- Conduct of Self –Audit for the period June 2014 – Nov. – 2014 by each Department.
- Integration of effective automation tools into the academic programme of the Departments.
- Generation of academic reports of each Department through e-database.
- Preparation of annual self – evaluation report for each Department based on the Quarterly reports.
- Formulation of Audit Panel.

Work Completed:

- A process of self audit followed by self attestation by the departments has been evolved.
- A complete set of Quality Management System files with the required details to be furnished by the department has been formulated.
- The preparation of annual self –evaluation report for each Department based on the Quarterly reports is ongoing.

Outcome of the plan:

- Attestation of Compliance report for Even Semester (2013-2014) and Odd Semester (2014-2015)
- List of QMS files with standardized format

Theme 1 (b):

Implementation of Administrative Audit for the Centres and Offices

Objectives:

- To appraise the effectiveness and efficiency of a centre / office in meeting organizational goals.
- To understand the functions, responsibilities and processes involved
- To identify opportunities for improving control.
- To provide with a detailed understanding of the operations.

Action Plan:

- Identification of Office / Centre functions and staff in-charge.
- Review of functions by respective office / centre staff for additions, deletions & modifications.
- Review of existing process flowcharts.
- Developing new process flowcharts.
- Compliance certificate to be given by Centre Co-ordinators & Office Heads.
- Internal Audit to be undertaken & Audit Reports to be submitted.

Work Completed:

- Identification of Office / Centre functions and staff in-charge.
- Review of functions by respective office / centre staff for additions, deletions & modifications.
- Review of existing process flowcharts for all administrative offices (Principal's office, VP office, Examination Office, DSS, Deans) except Bursar's office.
- Developing new process flowcharts for Principal's office, VP office, Examination Office, DSS, Deans except Bursar's office.

Outcome of the plan:

- Fine tuning of roles and functions.
- The process flow chart prepared was reviewed according to the new functions and new flow charts developed for all the administrative office except for Bursar's office which is in process.

Theme 2:

Study on the viability of admission to all undergraduate programmes under single window system.

Objectives:

To strengthen UG Admission Process and to formulate a Process flow chart for effective admission system

Action Plan:

- Reviewing the existing process flowchart and identifying the methods of strengthening the admission process.
- Selection process based on the refined flowchart
- Visit to Christ College and other institutions which are successful in Single Window Admission System,
- Applying based on category (Humanities, Languages, Life Sciences, Physical Science, Mathematics, Commerce)
- Selection based on centralized counselling process
- Reframing the Intimation Card

Work Completed:

- Conducted Review Meetings with the persons in charge of Admission during September, 2014.
- Exposure visit to Christ University, Bangalore – January, 2015.
- Conducted the feasibility study for Single Window Admission system and found that the existing system itself is feasible
- Errors and inconveniences faced in the existing system was rectified through review meeting, testing –internal & external
- Online fee Payment for UG and PG was incorporated

Outcome of the plan:

- Standardized and error free admission process was developed and will be implemented for the admission process in the year 2015.

Theme 3:

Examination and Evaluation Reforms

Objectives:

- To enhance the quality of question papers of summative examinations.
- To have 100% transparency in summative assessment.
- To assess different skills of the students.

Action Plan:

- Standardisation of the Question papers for Summative examinations for all the courses under UG & PG programmes of the college.
- Standardisation of the table of specification (blueprint) for setting the questions papers for summative examinations
- Creation of question bank for Part B, C & D (Descriptive type)
- Making Part A e-assessment results transparent to the students after the examinations
- To involve more continuous assessment patterns.
- To move away from the marking system to the system of using rubrics for all continuous assessments.
- Conducting workshops for Teachers to acquire knowledge on continuous assessment tools.

Work Completed:

- Standardisation of Summative question papers for all UG and PG programmes.
- Transparency in the results of Part A e-assessment.
- Workshop conducted on grading system.

Outcome of the plan:

- Standardised summative question paper pattern.
- 100% transparency in all the sections of summative assessment (Part A,B,C and D).
- Concept of grading system was introduced.

Theme 4:

Implementation of Management Information System (MIS)

Objectives:

- To identify potential applications for various levels of management
- To plan and implement these applications
- To develop a well structured, integrated and easy method to retrieve college information
- To have access to relevant data and documents
- To assist management in making routine decisions
- To serve as a strategic tool to gain competitive advantages
- To provide an up-to-date, multifaceted and easy view of the academic and administrative information

Action Plan:

- Visit to other Institutions
- Training for developing process flow chart and project documentation
- Meeting with experts from IT company
- Requirement analysis about the existing system
- Conducting review meeting to refine the process
- Identifying the flaws in the existing system
- Preparing the process flow chart for the existing system
- Preparing the Process Flow chart for the e-governance and Academic Module
- Formulating the strategy to make the existing system error free
- Implementing new modules to design and implement a full-fledged MIS
- **Infrastructure:**
 - Virtualization
 - Storage enhancement
 - Wi-Fi connectivity in hostels
 - Web server on campus

Work Completed:

- An exposure visit to Christ University for strengthening MIS- January,2015
- IT Policy for strengthening the automation system was framed
- Process flowchart and documentation of 65% of the existing automation process was completed
- Meeting with external experts like Mr. Sebash Khan, CEO, Suriya Infotech, Mr. Sivaraj Ramanathan, CEO, Winways and Mr. Senthil, CEO, Eminent Technology Solutions was carried out during the period of Oct. – Dec., 2014.
 - Reviewed the Process flowchart and gave suggestions to further strengthen the automation system
 - Innovative ideas were given to design, test and implement the new designs
- Infrastructure Facilities:

- Diskless computing devices were implemented in language lab to enhance the client virtualization concept and to reduce the power consumption, promote energy saving
- Storage server for Library and QMS were implemented to enhance the secured storage and access of information using user privileges
- Secured and Authentic Wi-fi connections were given in Hostels, GJ Auditorium and other academic halls in the college

Outcome of the plan:

- Standardized the operational flow chart
- Standardized IT Policy
- Process flow chart and documentation was carried out for the existing system and newly developed system

Theme 5:

Implementation of Learning Management System (LMS) using the open source software – MOODLE

Objectives:

Installation, Configuring and Testing MOODLE for a group of students

Action Plan:

- Customizing the MOODLE based on user requirement
- Creating authentication for the faculty and students
- Designing the page based on user requirement
- Implementing the course code and modules for incorporating work plan, activities and Quiz- July to August 2014
- Hands on training to the faculty - July to August 2014
- Preparing the work plan, activities and uploading in the page
- Configuring E-Assessment using MOODLE
- Conducting mock for E-Assessment in MOODLE
- Conducting final E-Assessment in MOODLE- October 2014
- Implementing a full-fledged Online Learning Environment – November 2014

Work Completed:

- Moodle was customized in LAN & WAN.
- User authentication was implemented
- Online submission of assignments & quiz were conducted

Outcome of the plan:

Twenty Seven academic courses were registered and 887 users were enrolled for the usage of MOODLE.

Theme 6:

Study on the Development of Students Skills at Entry and Exit Levels

Action Plan:

- Questionnaire Preparation
- Data Collection
- Data Coding and Entry
- Analysis & Report

Work Completed:

- Questionnaire Preparation
- Discussion with Dr. Muthumanikam, HoD, School of Education, MKU, was organised on February 17, 2015
- Meeting with R&D convenors and CHRD members to discuss new format in March 2015

Outcome of the plan:

- Draft completed in the planned period and given to Principal, R&D convenors for review. As requested by Principal meeting was held with an external expert from School of Education, MKU.
- Draft questionnaire was reviewed and it was decided to prepare a new questionnaire including curricular, co-curricular and extracurricular activities.
- Suggestion by the Principal is to outsource this activity.

Theme 7:

Towards a Zero waste campus

Objectives:

- To minimise resource use to reduce waste generation.
- To motivate the LDC community to realize the importance of waste management.
- To recycle selected wastes for resource recovery.

Action Plan:

Sensitization programmes

- Segregation of waste at source
- Display of posters, street play & film shows
- Presentation during Dept. Club meetings
- Supply of food items in canteen/ juice corners in reusable cups/plates instead of disposable items
- Celebration of Eco awareness week (Field visits, guest lectures, competition-prizes, school programmes, posters etc.,)
- Survey and quantification of wastes
- Composting of biodegradable wastes (leaves)
- Survey and quantification of wastes Composting of biodegradable wastes(leaves)

Work Completed:

- Presentation in club meetings.
- Competitions conducted on the theme of 'Making Lady Doak College a zero waste campus
- Presentation was done by Department of Tamil, History, Maths and Soc. Sciences, Biotechnology and Physics.
- Posters made by students for the competition were displayed on campus.
- Eco awareness week 15th- 19th December 2014
 - Inauguration of the week by Mr. C. Kathiravan, Commissioner, Madurai corporation and release of a DVD on Dengue awareness produced by CES and Department of Biotechnology, Lady Doak College.
- 15.12.14 – Conservation Day
 - Display of Posters on the importance of trees, water & energy
 - Donation of plants by students and sale
 - Guest lecture on 'Conservation of water resources' - Er.N. Arunachalam..
 - Students were enlightened on the methods of conservation of electricity in day today activities.
- 16.12.14- Reduce Emission Day
 - Students and Faculty were encouraged to use public transport instead of personal vehicles.

- Bicycle Rally to create awareness was conducted
- 17.12.14- Traditional food Day
 - An exhibition cum sale of traditional food items was organised
 - The health benefits of traditional food such as millets and organically grown groceries were also explained to the participants.
 - Fireless cooking competition was conducted
 - Posters -Awareness on the effect of junk food/fast food on health
 - Demo for the faculty - from Pasumai Unavagam on use of millets
- 18.12.14- Waste Minimization Day
 - **Rally by students** to create awareness on waste free , green campus and avoidance plastic covers inside the campus
- 19.12.14- Competitions for school children and Valedictory
 - Twelve schools participated in competitions conducted to sensitize them on Promoting a healthy, garbage free environment

Outcome of the plan:

- Supply of food items in canteen using reusable items.
- Reusable cups are being used in canteen and Juice corner.
- The community of LDC was sensitised on following issues:
 - Dengue awareness
 - Water Conservation
 - Reduced vehicular emission
 - Traditional food
 - Waste minimisation
- Vermicomposting unit is functioning and compost from the unit is on sale.

Theme 8:

Development of Structured Curriculum for Life Frontier Engagement in all the Undergraduate programmes.

Objectives:

- To make LFE mandatory for final year Undergraduate students which will be a stepping stone for interdisciplinary and applied research
- To facilitate faculty to frame an LFE curricula suited to their discipline and design the mode of implementation
- To provide a framework for Life Frontier Education wherein students get an opportunity to appreciate her academic learning through community experiences.

Action Plan:

Phase I

Brain storming session on Life Frontier Engagement for concept clarity

- Discussion on the model LFE syllabus drafted earlier during the LFE workshop
- Compilation of questions from the LFE team
- Contacting Dr. Francis Soundaraj to clarify the doubts

Phase II

Discipline based workshop on LFE

- Inviting experts to address the LFE team
- Skype discussions with international experts
- Each department to identify theme and frame curriculum, mode of implementation on consultations with discipline wise experts

Phase III

Creation of discipline-wise databases

- Identification of relevant activities
- Rapport building with appropriate agencies
- Community tie-ups, working out action plan through agencies
- Information for databases
- MoUs with relevant organizations

Work Completed:

- Syllabus framework created for every department which is to be passed in Academic Council and implemented in the coming academic year 2015-2016.
- Evaluation process completed as a continuous comprehensive Rubric based assessment.
- Orientation of all Faculty on the LFE process and purpose.
- Capacity building of LFE teams in every Department on LFE as an unique teaching learning process.

Outcome of the plan:

As an institution involved in a path breaking process of evolving the Life Frontier Engagement syllabus, we have been able to capacitate our faculty from all disciplines to identify frontier issues in their own subjects and evolve a teaching learning process which will enable the students to have a “hands on” experience and thereby learn the dynamics of application, critical analysis and synthesis as academic tools.

Theme 9:

Evolving Industry- Institute Business model for each department

Objectives:

- To identify areas of department – industry interactions (with discipline specific industry)
- To explore scope for research projects in partnership with industries

Action Plan:

- Assisting departments to identify possible areas of interaction with discipline specific industry
- Preparing and sharing data base of possible industrial collaborations
- Associating with industrial bodies like CII and other platforms like MADISSTIA, productivity council for advice and guidance
- Enabling departments to identify research areas to work with industries

Work Completed:

- Information on the linkages developed through interaction with various industries was collected from the departments.
- Industrial experts in the field of Mathematics and Business Administration was identified.

Outcome of the plan:

- Offered help in fixing guest lecture from industries. Departments of Business Administration and Mathematics have benefited.
- The process of creation of Database is initiated with the help from the departments. The list of industries used for training is added and the updation will be completed by June 2015. The database would be available for the departments from the academic year 2015- 16
- Contact with the Chamber of commerce and WE (Women Entrepreneurs, an association with chamber) is initiated.
- Reports were collected from departments relating to industrial institute partnership. The departments are yet to identify the thrust areas but networking and linkage is initiated with industries.

Theme 10:

Documentation of Science Instrumentation and Infrastructure facilities available in the College

Objectives:

- To have a collective information about all the instrumentation and Infrastructure facilities available with the Science Departments.
- To enable the internal users mainly Research Scholars / Project students to know about the facilities available with each Department.
- To extend the facilities to external users (Researchers and Industrial people).
- To organize hands-on-training programs for the internal and external users using the facilities by the Research and Development Cell of the college.

Action Plan:

- Compilation of information about the various existing facilities (Instrumental and Special Laboratory) available with each Science Departments and Centres in a prescribed format
- Preparation of the information brochure
- Printing of the Brochures
- Dissemination of the information to the public users in the college website

Work Completed:

- The information about the various existing facilities (Instrumental and Special Laboratory) available with each Science Departments and Centres have been collected and documented in a prescribed format.
- The documented information has been prepared as an information brochure projecting the details of special instruments and laboratory facilities available with the science departments of Lady Doak College.

Outcome of the plan:

- A complete documentation of Science Instrumentation and Infrastructure facilities established from the inception to the year 2014 in the College has been done.
- The information brochure will be made available as soft and hard copies for the internal and external users.
- The information will be uploaded in the College website as soon as the brochure is ready.

Theme 11:**Competency Based Training Programme for Faculty Members****Objectives:**

To provide skill training in the areas identified as “need to be improved” through the Skills Assessment Exercise

Action Plan:

- Communication Skills for 40 participants
(Resource Person: Prof. Raja Govindasamy – Former Principal Thiagarajar College of Arts and Sciences, Maduarai)
- Interpersonal Skills for 30 participants
(Resource Person: Dr. Synthia Mary Mathew – Associate Prof., Social Sciences, Lady Doak College)

Work Completed:

Training was completed as per the schedule except for the training on “Planning, Organising and Decision Making Skills” as the Resource Person was not available on the planned date

Theme 12:**Development of Indigenous Academic Performance Index for the faculty members.****Objectives:**

- To appraise strengths, weaknesses, opportunities and challenges of the faculty members
- To align professional goals with institutional goals and development

Action Plan:

- Preparation of Performance Appraisal index based on UGC regulations and guidelines
- Uploading of the format
- Collection of Information from the faculty members
- Collection, Analysis and Documentation

Work Completed:

- An indigenous Performance Appraisal Index based on UGC regulations and guidelines - Oct 2014 was prepared.
- The API is under further refinement for implementation

Outcome of the plan:

- A draft API index for the faculty members of Lady Doak College has been evolved.

Theme 13:

Integration of Information and Communications Technology (ICT) in Teaching and Learning- UG & PG

Objectives:

Integrating ICT in teaching and learning

Action Plan:

- Moodle – Linking LMS in teaching & learning (Course content preparation & delivery)
- Faculty recharging programmes for teachers to identify higher order skills in students (ICT enabled teaching & learning system)
- Up gradation of classroom with LED monitors for ICT enabled teaching

Work Completed:

- Training to link LMS (MOODLE) in teaching & Learning for faculty – July - October 2014
- **Faculty Recharging programmes for teachers**
 1. Orientation Programme on *ICT ENABLED INNOVATIVE PEDAGOGIES FOR HIGHER EDUCATION* on March 28, 2015. Resource Person: **Dr. M. M. Pant**, Founder & Mentor, Planet EDU Pvt. Ltd. Gurgoan, Haryana.
 2. One Day Workshop on *EFFECTIVE PEDAGOGY USING ICT TOOLS IN HIGHER EDUCATION on April 8, 2015.*

Resource Persons:

Session I : 21 st Century Learning

Mr. S Varadarajan

Capability Architect – Early Engagement

Global Learning Solutions, Architecture and Management

Cognizant Technology Solutions, Chennai

Session II: Enhancing Learning with Digital Experiences through Web Tools

Dr. Senthilnathan

Assistant Professor,

Department of Educational Technology,

Bharathidasan University, Tiruchirapalli -20

Outcome of the plan:

- Faculty to use LMS for at least one course
- **Faculty Recharging programmes for teachers**
 1. Insights from the programme could be incorporated in teaching / learning process in the forthcoming academic year:
 - Identify the key element in the facilitator/student
 - Develop the abilities to deal with unknown circumstances
 - Become a better thinker/problem solver
 - Flipped classroom teaching -learning process

- Mobile learning
 - Using apps in classroom environment
 - Faculty to undergo MOOCs training
2. Insights from the programme

Session I

- ✓ Blend ICT tools with traditional methods help students to develop various skills from the basic to higher order critical thinking
- ✓ Use technology to grab the attention of students
- ✓ Use technology to sustain interest in learning process
- ✓ Use ICT tools to help the learners build a concept map
- ✓ Prepare 21 st century lesson plan – i-BLD learning

Session II

- ✓ Use educational tools like FM radio, e books, tablets, ipads, MySpace, blogs, Podcasts, MOOCs, etc.
- ✓ Integrate MOOCs into the curriculum
- ✓ Project based learning
- ✓ Interdisciplinary curriculum
- ✓ Digital age teacher should be orchestrator of learning
- ✓ Use of space provided by bloggers/ wordpress/websites etc. to teach Digital age learners
- ✓ How to design blogs/use blogs

Appendix (Minutes of Meetings I, II and III)

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING I – 11.8.2014

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting - I

- Dr. Helen Mary Jacqueline led the gathering in prayer.
- Minutes of the previous meeting was presented (copies were given to external examiners) and passed.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
Mrs. Srilatha	Action Taken Report (ATR)	Action taken report based on the previous minutes of the Internal Quality Assurance Cell meeting held on was presented . (ATR appended)	Passed	-
Mrs. Srilatha	Status Report	Status Report of the Internal Quality Assurance Cell plans for the year 2013-2014 was presented (Report appended)	Passed	-
Mrs. Vidyalakshmi	Analysis of alumnae feedback (2012-2013 batch) taken on Graduation day	An analysis of the feedback received from the students was compiled and presented. (Analysis report appended)		Ms. Vidhyalakshmi, Placement Officer.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
<p>Suggestions by</p> <p>Mr. NawasBabu</p> <p>Mr. Nagaraja Prakasam</p> <p>Principal</p> <p>Dr. Nagammai</p>		<ul style="list-style-type: none"> ➤ A few Departments had 50 % of the alumnae as unemployed and not pursuing higher education. ➤ Some of the students are not taking up the offer letters after placement. ➤ Analysis can be done about the job got by the student through placement (Dream job or not?) ➤ Information on the results of students who have cleared National and International competitive exams should include the following: <ul style="list-style-type: none"> ✓ UG and PG results separately ✓ Number Appeared and passed ✓ All national level competitive exams in all subject disciplines such as CPT, ICWA to be added 	<p>The format to be changed to get the correct picture about the students who are not doing anything and showing whether their choice is forced or not.</p> <p>During the first year of study, identification of the students' strength and skill sets to be done and can be nurtured appropriately.</p>	
Mr. NawasBabu	ANALYSIS OF STUDENTS' SKILL SETS	<ul style="list-style-type: none"> ➤ Classification of students at entry level based on their skill sets and interest. (higher education, business or job). Then the specific skill of each student can be 	Career Guidance cell to evolve a mechanism for this issue.	Career Guidance and Placement Cell

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
Mr. Nagaraja Prakasam and Dr. Nagammai		<p>developed through different opportunities.</p> <ul style="list-style-type: none"> ➤ To enhance employability of the students, college can evolve a mechanism to award a degree with the core subject supported by a certificate proving students' strong areas of skills. 	Follow up to be taken.	Curriculum Planning and Evaluation Cell and Deans of Academic Affairs.
Dr. C.D. Lethi	ROLE OF IQAC	<ul style="list-style-type: none"> ➤ Quality Document to be prepared for different areas including checks and corrections in fall- in- standards. ➤ Internal Quality Assurance Cell meetings with the internal members alone can be conducted periodically. ➤ External Members of Internal Quality Assurance Cell can be periodically updated with the progress of the annual activities. ➤ The Quality measures taken up Internal Quality Assurance Cell to be presented in the Management Board. 	Suggestions will be taken up	<p>Internal Quality Assurance Cell</p> <p>Principal</p>
Mrs. V.Sridevi		The Annual plans of the Internal Quality Assurance Cell for the year 2014-2015 was presented under thirteen different themes		Internal Quality Assurance Cell

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
<p>SUGGESTIONS Principal</p> <p>Dr. C.D. Lethi</p> <p>Mr. Nawas Babu</p>	<p>Administrative Audit and Academic Audit</p>	<p>of activity. (Plans appended)</p> <ul style="list-style-type: none"> ➤ Orientation on Administrative Audit to all staff members of the various offices and centres. ➤ Non compliances to be categorized as major / minor. (Intentional / unintentional errors) ➤ Report of the audit to be presented in the Management Board meeting. 	<p>Suggestions Accepted</p>	<p>Principal</p>
<p>Ms. Margaret JCAR</p> <p>Principal</p>	<p>Students' Feedback on courses</p> <p>Online Grievance for students</p>	<ul style="list-style-type: none"> ➤ Students do not take feedback seriously as some teachers ask the students to write their names. ➤ The students have to register their grievances using their register numbers as passwords and nobody has registered last year as they are afraid of disclosing their identity. 	<p>Dean of Student Services to orient the student cabinet accordingly.</p> <p>Reinforce through student cabinet that student identity will not be disclosed. Separate mail id with a password for the students will be created through</p>	<p>Dean of Student Services and Student cabinet</p> <p>CIT & Principal</p>

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
			which the students register their grievances.	
Mr. Nagaraja Prakasam	Single Window Admission	<ul style="list-style-type: none"> ➤ Visit to other Institutions which are successfully implementing this process and suggestions to be presented in Internal Quality Assurance Cell. 	Suggestion accepted.	VP, Dr. Mary Esther Rani & CIT
Mr. Nagaraja Prakasam	MIS	<ul style="list-style-type: none"> ➤ MIS for the college to be designed based on user defined problems. ➤ Elaborate data entry to be made and all reports can be generated from this database. ➤ Suggested use of MIS software like AGILE. 	CIT can benchmark with Institutions that have successfully implemented MIS for their Functioning.	CIT
Mr. Nagaraja Prakasam	Towards Zero waste campus.	IIM Bangalore and Christ University can be benchmarked for this activity.	Suggestion accepted	CES
Mr. Nagaraja Prakasam Mr. Nawas Babu	Industry-Institute Business model.	<ul style="list-style-type: none"> ➤ Real time projects/ problems in the local area can be taken up to evolve as models. ➤ To create Network for successful models. ➤ Rather than having a business model for each Department, five problems can be identified under 	Suggestions accepted	Centre for Entrepreneurship Development

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
		<p>different segments and made interdisciplinary.</p> <ul style="list-style-type: none"> ➤ To be integrated with curriculum. Each department can invite an Industrialist to give a guest lecture for the possible courses offered during a particular semester. 	<p>Curriculum Planning and Evaluation Cell can evolve a method to integrate the suggestion in the curriculum.</p>	<p>Curriculum Planning and Evaluation Cell</p>

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. Jeyakodeeswari 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 theme wise 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

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
<p>Presented by Mrs. Angayarkanni</p> <p>Suggested by Principal</p>	<p>Single window admission system</p> <p>Plan for the visit to Christ University</p>	<p>Visit to Christ university to be planned. A questionnaire to be prepared after looking into their admission process from the university website.</p> <p>List of other institutions practicing single window admission to be prepared.</p> <p>An exclusive meeting to discuss the admission process for 2015-2016 to be planned</p> <p>A team to visit Christ University comprising of the following faculty members to explore on the various processes of the University.</p> <ol style="list-style-type: none"> 1. Dr. P. Gnanasoundari & Dr. Mary Esther Rani (Admission process) 2. Ms. Padmaja & Ms. Angayarkanni (Automation process) 3. Dr. R. Gunaseeli (Eco initiatives) 	<p>Suggestions will be taken up</p> <p>Visit will be planned</p>	<p>Vice Principal, CIT Coordinators, Ms. R. Vidhyalashmi, PRO, Dr.P.Gnanasoundari, Department of Economics Dr. Mary Esther Rani, Department of Botany</p> <p>Mrs. Vidhyalakshmi, PRO</p>

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
		<p>4. Dr. RM. Nagammai & Ms. T.R. Sivapriya (Examination System)</p> <p>The tentative period of visit could be 2nd week of January, 2015.</p>		
Presented by CoE	Examination reforms	<p>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.</p> <p>Questions to be based on concept wise manner in a given unit.</p> <p>2. Assessment tools: Teachers to be given training on new tools for assessment.</p>	Suggestions will be taken up.	CoE
Presented by CIT Coordinators	MIS and LMS	<p>1. MIS work completed up to review process</p> <p>2. LMS: To implement Moodle effectively, wi-fi connectivity to be enhanced. Server up gradation to be done.</p> <p>3. All LED monitors in smart classrooms to be covered suitably to protect the device</p>	Suggestions will be taken up.	CIT Coordinators
			Suggestions will be taken up.	CCM Coordinators

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
		from chalk dust.		
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 Dr. Rosy Godwin	Industry- Institute Business model	1. Every Department should have an industrial expert in their Board of Studies Committee. Department of Mathematics does not have any representative from Industry. Hence they need to include a member.	Department of Mathematics to do the follow up.	HoD of Mathematics
		2. Each department should identify the thrust areas of collaboration with suitable industries which can be	A methodology to be planned	CED and CPEC Convenors

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
		integrated into the curriculum		
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)

LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING III – (Internal) – 23.02.2015

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting - III

- Dr. Christianna Singh led the gathering in prayer.

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

Presentation on the details of visit to Christ University, Bengaluru

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 theme wise by the faculty members in-charge of the activity (Action plan appended)				
Presented by Mrs. Sriilatha S.	Implementation of Administrative Audit for the Centres and Offices	Standard Operating Procedures (SOP) are framed based on the functions of different administrative offices. SOP has been evolved for the following offices: Principal Office, Vice Principal Office, Examinations Office, Deans Office and DSS Office. Framing of SOP for Bursar Office is ongoing.	-	-
Suggestions: <ul style="list-style-type: none"> • Principal • Dr. S. Sankaranachiar 		<ul style="list-style-type: none"> • Evolving such SOP for the administrative processes of the college will ensure quality sustenance. • The SOP for each office can be linked with 	Suggestions will be taken up	Mrs. Sriilatha S.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
<ul style="list-style-type: none"> • Dr. Mumtaj Begum • Dr. Rosy Godwin 		<p>college automation process.</p> <ul style="list-style-type: none"> • Time frame for completion of each activity of SOP to be included. • Visit to Hi-Tech Arai, Madurai can be planned as they have a well established administrative process. 		
<p>Presented by Dr. V. Sri Devi</p>	<p>Implementation of Academic Audit for the Departments</p>	<ul style="list-style-type: none"> • Internal Academic Audit has been completed for all the Departments (14 Departments and Centre for Nanoscience) for two semesters (2013-2014: Even Semester and 2014-2015: Odd Semester). The report of the audit was presented. • Other Centres such as Women Studies, Part IV, Centre for Environmental Studies, Human Rights Education did not submit the Certificate of Compliance for their Academic programmes 	-	-
<p>Suggestions:</p> <ul style="list-style-type: none"> • Dr. Christianna Singh 		<ul style="list-style-type: none"> • To ensure security, all the course files of the department that are uploaded in centralized storage server needs to be password 	Suggestions will be taken up	Dr. V. Sridevi

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
<ul style="list-style-type: none"> • Dr. Mumtaj Begum 		<p>protected. The audit of the course files and QMS files should be completed at the end of the same semester itself.</p> <ul style="list-style-type: none"> • If all the academic programmes of the department are recorded completely through an e-filing system, audit can be done by any authorized person, anywhere, anytime during the course of the semester / year. 	<p>Suggestion can be presented in the IQAC External Meeting to get the concurrence of the External experts</p>	
<p>Presented by Dr. Geetha Kanagaraj</p>	<p>Examination and Evaluation Reforms</p>	<p>A workshop on “Academic Grading” for the teachers is planned on 30th March, 2015. Dr. Thangamuthu, Former Vice Chancellor of Bharathidasan University will be the resource person.</p> <p>Workshop on continuous assessments tools will be planned at the beginning of next academic year (2015-2016).</p>	-	-
<p>Presented by Mrs. Sriilatha S.</p>	<p>Study on the development of students’ skills at entry and exit levels</p>	<p>The questionnaire that was prepared to assess the students’ entry and exit levels was discussed with an external expert, Dr. Muthumanickam, Head of the Department of Education, Madurai Kamaraj University. He suggested that the</p>	-	-

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
		<p>questions are very general and has to be more specific and a pilot study can be conducted with present year students using the prepared questionnaire.</p>		
<p>Presented by Ms. Priyadharshini Rajendren</p>	<p>Towards a Zero waste campus</p>	<p>Eco-Awareness week was organised during 15th to 19th December, 2014.</p> <ul style="list-style-type: none"> * 15.12.2014 - Conservation day * 16.12.2014 - Reduce Emission Day * 17.12.2014 - Traditional Food Carnival * 18.12.2014 - Waste Minimization Day * 19.12.2014 - Competitions <p>Several measures were taken to minimize waste in the campus</p> <p>Solid waste Management and recycling on campus to be reclaimed.</p> <p>Grey water Recycling process will be set on campus with the help of external agency – Aqua Bio Smart, Chennai.</p>	-	-
<p>Suggestions:</p> <ul style="list-style-type: none"> • Dr.S. Srisudha 		<ul style="list-style-type: none"> • A traditional food corner can be set up on campus through college canteen 	Suggestions will be taken up	Ms. Priyadharshini Rajendren
<p>Presented by Ms. Jeyakodeeswari</p>	<p>Development of structured curriculum for Life</p>	<p>The activities of LFE are proceeding as per the action plans. Phase I and Phase II activities are</p>	-	-

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
	Frontier Engagement in all the undergraduate programs	completed. Phase III needs to be planned.		
Presented by Dr. Rosy Godwin		The suggested activities of the plan needs to be accomplished and will be presented in the next IQAC meeting.	-	-
Suggestions: <ul style="list-style-type: none"> • Principal 	Evolving Industry-Institute Business model for each department	<ul style="list-style-type: none"> • A database to be created on the measures taken by each Department to strengthen their industrial linkages in this academic year. • CED can also provide suitable subject specific industrial linkages for each department. • Chamber of Commerce can be contacted for enhancing industrial collaborations. • Each Department to invite industrial experts for each course in a semester to address the students. 	Suggestions will be taken up	Dr. Rosy Godwin
Presented by Dr. V. Sri Devi	Documentation of Science Instrumentation and Infrastructure Facilities available in the College	All the details are being documented and it is in the process of printing. The Brochure will be released by this academic year. G+ printers are working for this assignment. As the photographs	-	-

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
		of the instruments are not clear, images are being downloaded from the web, for the particular variety of the instrument to enhance the quality of the images.		
Presented by Mrs. Sriilatha S.	Competency based training programs for faculty members	All the activities are completed except the training on Planning, Organising and Decision Making Skills by Dr. Anbu Rathinavel, Dean, Nalanda University, Polaris Consulting & Services Limited, Chennai, which was cancelled due to unforeseen reason.		
Presented by Dr. Geetha Kanagaraj	Development of indigenous Academic Performance Index for the faculty members	The prepared format was presented. Needs to be refined, finalized and presented in the next meeting.	-	-
Presented by Dr. P.S. Bindhu	Integration of ICT in teaching and learning (UG & PG)	The following programmes toward ICT enable teaching has been planned for the faculty members. 1. Orientation on "ICT enabled Innovative Pedagogies for Higher Education" - on 28 th	-	-

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
		<p>March 2015 from 10.00 am to 12.00 noon.</p> <p>Resource Person – Dr. M. M. Pant, Founder & Mentor, Planet EDU Pvt. Ltd., Gurgoan, Haryana.</p> <p>2. One Day Workshop on "Effective Pedagogy in using ICT Tools"- on 8th April, 2015. 9.30-3.30 pm</p> <p>Resource Persons -</p> <p>1. Dr. Varadharajan, Cognizants Technology Solutions, Chennai.</p> <p>2. Dr. Senthil Nathan, Assistant Professor, Dept. of Educational Technology, Bharathidhasan University, Trichy</p>		
Presented by CIT Coordinators	Implementation of Management Information System and Implementation of LMS using the open source software – MOODLE	The College automation process is in process and will be completed as per the phased plans.	-	-

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action to be taken / Follow-up of suggestions	Person(s) / Centre In-charge
<p>Presented by</p> <p>Ms. Janaki Ganapathy</p> <p>Ms. S. Pitchumani Angayarkanni</p>	<p>Visit to Christ University, Bengaluru</p>	<p>The Paper Recycling Unit, Organic Manure Unit and Water recycling unit of Christ University are well established and our college extension units on Paper Recycling and Organic manual can be upgraded based on the Christ University model. (Report appended)</p> <p>The Automation and Admission process was studied. Based on that a model for our college was suggested. (Process Appended)</p>	-	-
<p>Suggestions</p> <p>Dr. Mumtaj Begum</p>			<ul style="list-style-type: none"> • The admission process for all post graduate course can be started from February based on the first five semesters mark sheet of the candidates • The Course profile / prospectus of all UG and PG programs can be displayed in our college website for the public. 	Suggestions will be taken up