

The Annual Quality Assurance Report (AQAR) of the IQAC

2012-2013

LADY DOAK COLLEGE

Tallakulam

Madurai 625 002

NAAC Track ID : 15134

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Lady Doak College
1.2 Address Line 1	Narimedu
Address Line 2	Lady Doak College
City/Town	Madurai
State	Tamil Nadu
Pin Code	625002
Institution e-mail address	principal@ldc.edu.in
Contact Nos.	0452 530527
Name of the Head of the Institution:	Dr. A. Mercy Pushpalatha
Tel. No. with STD Code:	0452 2524575
Mobile:	+91 90039 58136

Name of the IQAC Co-ordinator:

Dr. R. Nimma Elizabeth

Mobile:

+91 94420 43640

IQAC e-mail address:

iqac@ldc.edu.in

1.3 NAAC Track ID (For ex. MHCOGN 18879 15134)

1.4 Website address:

www.ladydoakcollege.edu.in

Web-link of the AQAR:

<http://www.ladydoakcollege.edu.in/AQAR201213.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 stars		2000	5
2	2 nd Cycle	A		2006	5
3	3 rd Cycle	A	3.44	2013	5
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

01/11/2004

1.7 AQAR for the year(*for example 2010-11*)

2012-2013

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 04/09/2014 (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

University with Potential for Excellence	<input checked="" type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>		<input type="checkbox"/>
UGC-Special Assistance Programme DST-FIST	<input type="checkbox"/>		<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other (<i>Specify</i>)	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

2.IQACComposition and Activities

2.1 No. of Teachers	<input type="text" value="18"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="27"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="2"/>	Faculty	<input checked="" type="checkbox"/>	
Non-Teaching Staff / Students	<input checked="" type="checkbox"/>	Alumni	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
		5			

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

S. No.	Title / Theme
1.	'Towards a more effective teaching-learning - Testing process - underlying assumptions and practices
2.	"How to facilitate women's studies classes"
3.	'Carbon foot printing'
4.	Student Centered Learning
5.	Grant Writing
6.	Session on IMAGO
7.	Session on IMAGO
8.	Session on Adolescence
9.	'Honour Based Violence'
10.	'Teaching Women's Studies'
11.	Recent Trends in Archaeology and Art'
12.	Participatory Rural Appraisal
13.	'Teaching - Learning Process'
14.	"Lady Doak College - Built to last"
15.	"Mentoring"
16.	Bioinformatics: Tools And Applications
17.	Current trends in Marine Plants Research and Utilisation"
18.	'Self-Esteem'
19.	"Marine Archaeology with special reference to Ancient Ports and Maritime Centres in Tamil Nadu"
20.	Interfaith Relations
21.	Emerging Trends in Mathematics
22.	"APPLICATIONS OF NANOMATERIALS" - biological, chemical and Physical perspectives
23.	Application of Statistical Methods for Analysis of Research Data
24.	Soft Skills
25.	"Capacity Building of Women Managers in Higher Education"
26.	"Application of Graph Theory in Cheminformatics"
27.	"Emerging Trends in Corporate Sector"
28.	"Statistical Application in Research"
29.	New Directions in Development Economics-Theoretical paradigm vs Empirical challenge
30.	"Global Business Foundation Skills (GBFS)"
31.	Role of Women Managers in the Present Business Scenario

32.	Polyhydroxyalkonate (PHA-Biopolymer) and its Applications
33.	Research Trends in Data Mining
34.	Promoting Environmental Education in Higher Education Institutions
35.	Research trends in Cloud & Grid Computing
36.	Red Hat Linux
37.	Soft Skills Training
38.	Item Writing
39.	Innovation & Benchmarking
40.	Nanosurf AFM / STM
41.	Renewable Energy Utilization
42.	Writing Research Proposal (10)
43.	Classical Tamil Literature
44.	Vision 2018 - Hither to and Hence forth
45.	Lecture series on "Linguistics" Endowment Award in Linguistics
46.	Managing the Teaching and Learning Process
47.	Training Programme in Accounting Standard
48.	Advanced Networking
49.	Computational Physics
50.	Managing Midlife Crisis
51.	Whitin Endowment Lecture Series
52.	Literature and Ecology
53.	Academy Industry Interaction
54.	Solving Analytical and Logical Reasoning Problems for CSIR - NET / JRF

2.14 Significant Activities and contributions made by IQAC

IQAC has been actively functioning in the college since 2004 with the thrust on academic excellence. The main task of IQAC is planning and monitoring and this is accomplished through the following functions:

Facilitating the CPEC in creating a learner centric environment conducive for quality education

- Consolidating the Feed Back responses from students, parents and other stake holders.
- Disseminating information on the various quality parameters of higher education
- Assisting Deans in the organisation of Inter and Intra institutional workshops and seminars on Quality related themes
- Documenting the various quality enhancing programmes / activities of the college.

The **Curriculum Planning and Evaluation Cell (CPEC)** and the **Internal Quality Assurance Cell (IQAC)** function at the institutional level primarily with internal and external expertise.

Feed -back from students and alumnae is analysed and presented at the Internal Quality Assurance Cell meeting. Based on the suggestions from the members of the Internal Quality Assurance Cell, further follow up action is planned and disseminated to the Heads, Officers or Coordinators for implementation.

Quality is sustained through internal audits as per ISO regulations held once in six months. The syllabi are revised periodically with academic experts serving as members of Board of Studies who scrutinise the content specifically at the departmental level and at the college level by the members of Academic Council. The IQAC also monitors the entire process for any lacunae.

The feedback for the library is obtained from the users in a centralised way by the CHRD Coordinator. This is presented at the IQAC meeting. The following changes have been implemented based on the feedback:

Photocopying rates:

From April 2007 the rate has been reduced to 50 paise instead of 75 paise per page

Browsing timings: From 2008 the timings has been increased between 9.00a.m to 5.30p.m instead 9.30a.m to 3.30p.m

Night Library: Implemented from June 2012

IQAC / Management Review - The Internal Quality Assurance Cell meets every semester where the Annual Quality Assurance Report (AQAR) is presented and the extent of implementation of the annual plan discussed. The IQAC Coordinator, the Senatus Secretary and the Management Representative, plan the agenda for these meetings in consultation with the Principal.

The quality policy has been formulated based on the vision and mission of the college and is the guiding force that help departments to plan their activities. The Principal and the IQAC ensure that the quality policy and its objectives are well communicated to all the personnel of Lady Doak College for implementation. These objectives are regularly reviewed and revised in the Management Review meetings.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
<p>Implementation of new Courses / Programmes:</p> <ul style="list-style-type: none"> • Planning for introduction of MBA • Planning for introduction of MCA • Introduction of new courses <ul style="list-style-type: none"> - B.A. English Literature (Self-Financed Stream) - Diploma Course in Informatics for Drug Design by Chemistry Dept. - Diploma Course in Clinical Laboratory Techniques by Botany Dept. - Diploma Course in Yoga by Physical Education Dept. 	<p>Initiated in the Academic year 2012-13</p> <p>In process</p> <p>Temporarily suspended</p> <p>Madurai Kamaraj University has granted affiliation for the B.A. English Literature (Self-Financed Stream) from the year 2012-2013 with a sanctioned strength of 60. It has been offered from 2012 - 2013 onwards.</p> <p>Diploma Course in Informatics for Drug Design was offered from 2012-2013 and 7 students were admitted.</p> <p>Passed in the Academic Council but no takers</p> <p>Diploma Course in Yoga was offered from 2012-2013 and 10 students were admitted.</p>

<ul style="list-style-type: none"> - Certificate Course in Financial Instruments and Service by Commerce Dept. - Certificate Course in Remote Sensing and GIS by Physics Dept. 	<p>Passed in the Academic Council but no takers</p> <p>Certificate Course in Remote Sensing and GIS was offered from 2012-2013 and 8 students were admitted.</p>
<p>Targets for Departments</p> <ul style="list-style-type: none"> • Departments to have a target class wise pass percentage 	<p>Target not fixed</p>
<ul style="list-style-type: none"> • Atleast ten percent to appear for NET / CSIR and atleast one percent pass per year before the completion of course. 	<p>21 out of 329 (6%) students have cleared NET exam.</p>
<p>Research</p> <ul style="list-style-type: none"> • Departments - Specific target for number of publications and research proposal for this academic year 	<p>Not fixed</p>
<ul style="list-style-type: none"> • R& D Cell - Workshops on 'Proposal Writing and Publications' <ol style="list-style-type: none"> 1. Art of Writing Scientific Paper 2. Research Proposal Writing 	<p>13 departments conducted one day Workshop on Writing Research Proposal in their respective disciplines.</p>
<ul style="list-style-type: none"> • Publications in ASPIRE - To improve the quality, R&D to generate a database of reviewers 	<p>The list of reviewers is prepared and the creation of the database is in process. The new reviewers will scrutinize the articles to be published in ASPIRE.</p>
<p>MoU's</p> <p>MoU's signed with Institution / Organization (National/International)</p>	<p>The Institute of Company Secretaries of India (ICSI)</p> <p>Department of Commerce signed a MoU with the ICSI, Madurai, for conducting Oral Coaching Classes for Foundation, Executive Programme and Professional Programme Examinations of the Company Secretaryship Course.</p> <p>TCS - a MoU has been signed with TCS (Tata Consultancy Services) to conduct online Competitive Exams like GATE, on campus, through the Placement Officer of the College.</p>

	<p>Bethshan School The department of Social Sciences signed a MoU with BETHSHAN SPECIAL SCHOOL, Madurai, on 3rdDecember 2012. Bethshan Special School offers special needs education.</p> <p>Students from the Department of Social Sciences are involved in conducting skill development programmes for these special children.</p> <p>Dhan Foundation</p> <p>Department of History signed a MoU with Dhan Foundation, Madurai on 11th March 2013, to offer heritage literacy among the students, to promote responsible tourism and to provide guidance to students for the field assignments / OSS / projects.</p>
<p>Student News Letter e-News Letter</p>	<p>Not done</p>
<p>Green initiative Green research award for the best M.A, M.Sc, M. Phil project</p>	<p>Green research award to be instituted for the students of 2011-2013 batch (PG), 2012-2013 batch (M.Phil) on the Convocation Day to be held in 2014.</p> <p>A two day national consultation was conducted on collaboration with the five partner institutions. As an outcome a book is being prepared which can be used as a textbook for the environment course which is taught for all UG students.</p>
<p>UBCHEA Environmental Project Lady Doak College to network UBCHEA Environmental Project with five partner institutions (Women Christian College, Chennai, St. Xavier's College, Palayamkottai; Arulanandar College, Karumathur; Yadava Women's College, Madurai; Jeyaraj Annapackiam College, Periakulam)</p>	<p>A two day national consultation was conducted on collaboration with the five partner institutions. As an outcome a book on Environmental Studies is being prepared which can be used as a textbook for the environment course which is taught for all UG students.</p>

Human Resource Development	
<ul style="list-style-type: none"> • Workshop for designing non- major elective courses using Fulbright scholar • Workshop for senior faculty on the effective teaching learning testing for generation next. • A workshop on Students Centric Teaching • A Workshop on Grant Proposal Writing • A workshop on mentoring for interested faculty and counseling unit members • Two hours lecture on institutional loyalty to faculty with less than 15 years of experience • Appraisal by non - teaching faculty 	<ul style="list-style-type: none"> ♦ Carried forward to the next year ♦ A workshop on “Towards a More Effective Teaching - Learning - Testing Process - Underlying Assumptions & Practices” was organized from 19th to 21st June 2012. Resource persons: Mr. Albert Selvanayagam, AIACHE, Bangalore. Dr. C.D. Lethi, Associate Professor (Retd.), Holy Cross College, Trichy. 58 Faculty members attended the workshop. ♦ Dr. Cynthia Dettman, visiting Fulbright Scholar conducted a workshop on Student Centered Learning in phased manner from August 2012 to November 2012. 20 faculty members attended the workshop. ♦ Dr. Cynthia Dettman, visiting Fulbright Scholar conducted a workshop on Grant Writing in a phased manner from September 2012 to November 2012. 20 faculty members attended the workshop. ♦ A special Programme on Mentoring was conducted on 16th October 2012. The resource person was Mr. Maxim Pereira, Asst. Professor in Sampurna Montfort College for Counseling & Psychotherapy, Bangalore. 27 faculty members attended the programme. <p>Not done.</p> <p>To be done next year (2013-2014)</p>
Organization and Management	
<ul style="list-style-type: none"> • Study on organizational behaviour and organizational management at Lady Doak College by an external expert 	<ul style="list-style-type: none"> • A workshop on organizational development ‘LDC ... Built to Last’ was conducted on 15th Oct. 2012. The resource person was Mr. Inbasekaran, Director - HR & Admin. EXPAT Group- Bangalore. 59 faculty members attended. • Faculty members who attended the OD Programme in October 2012, served as Resource Persons in the workshop organized for the other members of their

	<p>Department. Based on the data arrived at, the I & II Level Programme, the Strategy Plan will be drawn.</p> <ul style="list-style-type: none"> • Vision Seminar was conducted on 27th April 2013 on the theme Vision towards 2018. A follow-up meeting was held on 8th June, 2013 and the outcome of these two consultations has resulted in a direction for the college to move forward in the next 5 years. • An Organizational Behaviour exercise was carried out with the members of the Senatus on 28th January 2013, to identify the stage of Lady Doak College in the Organizational Life Cycle Model.
Infrastructure and Learning Resources added on campus	
<ul style="list-style-type: none"> • UPS provided to Departments/ Centres/ Hostels for uninterrupted power supply • Air Conditioning facility for Economics Computer Lab • Wi-Fi enabled network for departments • Updating the department computers 	<ul style="list-style-type: none"> ♦ 7- 800 kva, 3- 5kva along with the other UPSs already available in the college were re-distributed to all departments and centres. In addition UPS facility was also given to KWCC and Fashion Designing Lab. ♦ Not done ♦ Wi-Fi network was provided to all the 14 departments, Multimedia Theatre-I and Principal's office. ♦ 45 systems in 14 departments were updated from core-2-duo to i3 processors.

2.15 Whether the AQAR was placed in statutory body Yes

Management

Syndicate

Any other body

IQAC Meeting 13th
August 2013

Provide the details of the action taken

No.	Matter Arising from Minutes	Status
1.	To administer psychometric test before admissions to assess students' aptitude in major subjects	*Discussed at Senatus *Plan to do to a "Study on the development of students' skills at entry and exit levels" starting 2014-15
2.	Students do not take June repeat exam seriously	Decided at CPEC to conduct exams of odd semester in odd and even semester in even. Matter to be represented at Senatus before finalizing.
3.	Academic Performance Index(API)	Carried forward to 2014-15
4.	Benchmarking	*Done for "Evaluation" after a team comprising of Deans, COE, CIT co-ordinators & Dr.Rosy visited Anja College. Four

		Models were presented by the team at Senatus *Details in ATR
5.	Comprehensive e-assessment for II PG	To be finalized in 2014-15
6.	Career Guidance-Students to be exposed to career opportunities from I year. Outstanding alumnae to be invited for guest lectures	Details in ATR Devipriya of Computer Science dept., placed in Enteccon addressed students in July '13 *Jemibar Lourdhu of Computer Science dept., placed in CTS addressed students in July '13 *K.Megala of Soc. , presently at Enteccon, addressed students during club hour on GD in Dec 2013 *Sivaranjini & Priya of Commerce dept., presently with DiCom Mgmt. Solutions addressed commerce students on career opportunities
7.	Industry Institute Partnership-Faculty to have subject wise industry interaction	Restructured as Industry- Institute Business model for each department to be taken up in 2014-15.
8.	Utilising free time of housewives who need not be alumnae- to initiate a forum	Centre for Women's Studies & Alumnae Association to look into the possibility.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	5	-	-	-
PG	15 (7+8)	-	8	3 (VAP)
UG	(12+12)	1 (UG SF)	12	14 (VAP)
PG Diploma	4	-	4	
Advanced Diploma	-	-	-	-
Diploma	6	3	6	
Certificate	3	2	3	
Others	M. Phil. 9	-	9	-
Total	66	6	42	17
Interdisciplinary	-	-	-	-
Innovative	1 (PG)	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS✓/Core✓/Elective option✓ / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	66
Trimester	-
Annual	-

1.3 Feedback from stakeholders*Alumni
(On all aspects)

Parents

Employers

Students

Mode of feedback:

e-assessment

Manual

Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

DEPARTMENT OF TAMIL

கல்லூரியில் 2013 - 2014ஆம் ஆண்டில் அனைத்து இளங்கலை மாணவியருக்கும் புதிய முறையில் பாடத்திட்டம் (Integrated Curricular Model) அமைக்க முடிவுசெய்யப்பட்டது. அந்த வகையில் கல்லூரியின் பொது விதியின்படி மணி நேரத்திற்கேற்ப அடுத்த கல்வி ஆண்டில் வைக்கப்படும் பாடங்கள் புதிய முறையில் மாற்றி அமைக்கப்படுகின்றன. இந்தப் பாடத்திட்டத்தில் இடம்பெறும் பகுதி –I தமிழ், அடித்தளப்பாடம், சிறப்புப்பாடம், சார்புப்பாடம், தன்னார்வப்பாடம் போன்றவை பற்றிய விளக்கங்கள் பின்வருமாறு அமைகின்றன.

DEPARTMENT OF HINDI

The Department proposes the following Profile and syllabus for semester I & II in response to the initiative taken by the college to evolve an integrated curricular model for UG Program.

DEPARTMENT OF ENGLISH

To accommodate the needs of students and make the UG English Literature Programme more relevant to the demands of the present day, the Programme has been revamped under the Integrated Curricular Model. The courses of the I and II Semesters were presented at the Board of Studies and were approved. Certain changes were made in the courses - Literary Forms, English Grammar and Composition, Classical Literature in Translation, History of English Literature and Fiction to make them more effective. Two Levels will be offered in Part II English to streamline the students according to their calibre. Therefore, the syllabus has been revised to cater to the higher and lower level of students in English. A few new courses - Interpreting Literature Papers I and II, Social History of England and Poetry Paper I have been added to make the U.G. Programme more comprehensive.

DEPARTMENT OF FRENCH

The Department of French has revised and re-structured its syllabi for Part I French, in 2 levels, according to the students' knowledge of French, from 2013-2014 onwards. In accordance to the higher level of French, the students, who have acquired a formal education of at least 2 years of French in school, will choose FRE 1401FL-Language through Literature I, and FRE 2401FL-Language through Literature II (for the first 2 semesters), under Part I French for regular and self-financed streams. Those students who do not know French may choose FRE 1301FL-Language

through civilization-1 and FRE 2301FL-Language through civilization II (for the first 2 semesters) under Part-I French for regular and self-financed streams.

DEPARTMENT OF HISTORY

To face the current challenges in Higher Education, the College has evolved an Integrated Curricular Model for the UG curriculum. Accordingly the UG profile has been revised.

To enable students to develop their communication skills in English two courses, Learning English through History I and II have been introduced in Semesters I & II.

To understand the basics of history two foundation courses Glimpses of Human Heritage and Introduction to Tourism are being offered in the first Semester.

Support courses viz., Indian Geography, Archaeology and Art are being offered to enable the students to have the taste of the allied disciplines of History.

Indian History I & II and World History- I are being offered as Core courses.

DEPARTMENT OF ECONOMICS

To face the current challenges in Higher Education the college is evolving an Integrated Curricular Model for UG courses. Based on the college policy, the department has evolved a new course profile which will come into effect from 2013 batch onwards.

The course codes for all UG courses have been modified according to the Integrated Curricular Model. The UG course profile and the modified syllabi of the UG courses (Semester I & II Economics) and support courses offered to I B.Com semester I & II, Environmental Elective course and Two Self Learning courses are provided here.

The necessary modifications in the evaluation pattern for Foundation Courses, Core Courses, Support Courses, Lab cum Theory courses, Core Based Communication Skills Courses and Environmental Elective Courses and Self Learning courses have been done.

The Elective Course ECO0427E Health Economics (as given in AS-2011 Academic council) is changed as ECO0428E Health Economics

DEPARTMENT OF SOCIAL SCIENCES

Under the Integrated curricular model the department has revised the entire curriculum for the Under Graduate programme. Course Profile and Course Contents for first and second semesters are given. As the department offers a double major programme at the UG level as Psychology and Sociology the course code is modified suitably.

For Experimental Psychology (Level A&B -SOC3524P & SOC3321P) the internal assessment includes lab test, continuous assessment and record note evaluation (with effect from 2013 onwards). At the Post Graduate level an integrated Social Work Programme is offered incorporating all specializations.

For Post Graduate Diploma in Human Resource Development, Training and Development paper has been modified to update to the latest trends. The Title fieldwork is replaced as In- Plant Training (Course Code PDH 2259) with completion of 160 hours. The topics Fund Raising and Corporate Social Responsibility are deleted from the courses Organisational Behavior and Principles of Management respectively to avoid overlap.

For Post Graduate Diploma in Counselling and Psychotherapy, Training Programme (28 Days) – PDC2224 does not require any evaluation but it is mandatory to obtain the certificate of completion from Anugraha, Dindigul.

DEPARTMENT OF COMMERCE

In accordance with the Integrated Curricular Model evolved by the college, the department has revised the entire curriculum for the undergraduate programmes in their Board of Studies Meeting.

The Department proposes the profile and syllabi for semesters I and II for

B.Com – Aided,

B.Com - Banking & Insurance,

B.Com – Commerce with Computer Application,

B.Com – Commerce with Corporate Secretaryship and

B.Com - Professional Accounting

The course codes of self learning courses have been revised in accordance with the norms of integrated curricular model framed by the college and there is no change in the content of the self learning courses.

DEPARTMENT OF BUSINESS ADMINISTRATION

In order to fulfill the requirements of the Integrated Curricular Model, the department has brought in some changes in the curriculum.

CENTRE FOR ENVIRONMENTAL STUDIES

In view of evolving an integrated curricular model for UG courses the Interdisciplinary course Human Environment and Society offered by the Centre for Environmental studies is modified.

DEPARTMENT OF CREATIVE FASHION DESIGNING

The existing course structure and content has been restructured to meet the requirement of the fashion Industry (domestic/Export) and for both self and Industrial Employment.

DEPARTMENT OF MATHEMATICS

The Department of Mathematics has

- prepared the I and II semester UG Profile (B.Sc Mathematics and B.Sc Mathematics with Computer Applications) for integrated curricular model which will be applicable for 2013 batch onwards
- introduced a new elective course for PG students

changed the course code of the self-learning course found in the Academic Council Booklet Appendix “AL”:2004

DEPARTMENT OF PHYSICS

To face the current challenges in Higher education, the Department of Physics has revised the under graduate curriculum to fit into the Integrated Curricular Model that the college has evolved. The department plans to introduce new foundation / core based communicative skill / major / lab / interdisciplinary / support / environmental studies / life frontier engagement courses to enable the students to transfer knowledge, skills and values into areas of research, work and life.

As per the suggestion of the previous Board of Studies, the department has modified the syllabi of the two post graduate courses, Laser and Nonlinear optics and Molecular Spectroscopy.

DEPARTMENT OF CHEMISTRY

To face the current challenges in Higher Education the college is evolving an Integrated Curricular Model for UG courses. And the course profile & course content for I and II semesters are framed.

DEPARTMENT OF BOTANY

To face current challenges in Higher Education, the Department of Botany & Microbiology has revised the undergraduate curriculum to fit in to the integrated curricular model that the college has evolved.

As per the recommendations of the Board of studies, the department has framed the course profile and the syllabi for I & II semesters of its UG Programme. In addition to this the support courses for other majors, environmental electives and self-learning courses offered by the department are also framed.

DEPARTMENT OF ZOOLOGY

To face the current challenges in higher education, the college is evolving an Integrated Curricular Model for UG courses which will be applicable from 2013 batch of students onwards. The need for communicative skills in core subjects is fulfilled by core-based communicative courses, 'Soft skills for Zoologists I and II', offered in 1st and 2nd semester, respectively.

DEPARTMENT OF COMPUTER SCIENCE

Under Graduate Programme: To face the current challenges in Higher Education the department of Computer Science has revised the under graduate curriculum to fit into the Integrated Curricular Model.

DEPARTMENT OF BIOTECHNOLOGY

To face the current challenges in Higher Education, the college is evolving an integrated curricular model for UG courses and the Department has framed the profile and syllabi for Semester I and II of the UG programme.

DEPARTMENT OF PHYSICAL SCIENCES

M.Sc., Nanoscience Programme is supported by the UGC under the XI plan Innovative Programme Scheme incorporating, Teaching and Research in an Interdisciplinary and Emerging Area from 2011 to 2016.

The theory courses of the program M.Sc Nanoscience program are completely revised. Eight courses have been designed and out of which seven are pure theory courses and one is a lab course. The courses are designed in a way, that the physical, chemical and biological approaches to learn Nanoscience have been emphasized equally in all the three semesters.

PART V PROGRAMME

As per the need of modern society, the concepts of self-defence are introduced in three Part V programmes namely, National Service Scheme, Youth Red Cross and Ranging with minor modifications in the existing syllabus. An interdisciplinary elective course on self-defence for women is introduced to the students who have enrolled in Environment Awareness Programme (EAP) & Library Service Programme (LSP) as Part V programme. The revised syllabus are given below

VALUE BASED COURSES

To confront the current challenges of a quality system in Higher Education the college has evolved an Integrated Curricular Model for UG courses. VBC unit has revised the Value Based Courses offered to the undergraduate

students to fit into the Integrated Curricular Model. In this regard, the unit has introduced a new course **VBC0101FV Civic Education** to inculcate among the students a political, social, and cultural outlook on ideals of democracy for peaceful co-existence.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

(Aided & Self - Financed)

Total	Asst. Professors	Associate Professors	Professors	Others
201	151	49	-	1

2.2 No. of permanent faculty with Ph.D.

47

(Aided & Self - Financed)

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Aided	SF								
18	22	5	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty (Part time & Full time)

1	-	30
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	64	11
Presented papers	5	17	5
Resource Persons	7	4	12

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Learner Centric Pedagogy through Student Learning Centre

Apart from the traditional methods, different innovative teaching methods are used to facilitate learning and thereby ensure the learning outcomes are achieved. Faculty members were trained to adopt Concept Based Teaching in the classroom through interactive mode (Student Centered Learning) rather than just lecture mode.

Student Centered Learning Techniques

Executive's demo, Management games, Lecture, case study method, group discussion, Role play method, Guest lectures, Power point Presentation, OHP, Mind Map, Conducting seminar, Quiz Test, Group Discussion, Animated films, Virtual labs, On the spot study trips, Think / pair / share, Incident process, Interactive quiz, Open – ended and close – ended questions, Short writing exercises, Demonstration, Field trip / Brain storming, Role play, Assignment, Peer – instruction, Practical sessions, Concept basing teaching and learning process, Activity Oriented teaching and learning process, Problem solving methods, Open book test and Assignments, Jigsaw Puzzle, Model making, Real Time Application software development, Skit, Display of Artifacts, Chart making, Fish bowl, Art with chart, Debate, Film Show, Documentation Camera, Basic communication skills in Physics –graphical, interpretation, problem solving and basic lab skills, Discussion forum of student/faculty projects, Assignment based on data collection from society and industry, Concept mapping, Puzzles, Analysis from newspaper cutting, Storytelling& Story Writing

ICT in Teaching

To facilitate computer aided teaching, all departments have been provided with Wi-Fi facility and the computers in all labs and departments are connected by UPS to prevent power interruption during classes.

E-Content Creation

Each department has been given the opportunity to prepare an e-content module and now 14 modules are underway. The Centre for Communication and Multimedia provides technical assistance for the preparation of e-content. The Media Lab has high-end equipment for audio capturing and audio and video editing.

Executive's demo, Management games, Lecture, case study method, group discussion, Role play method, Guest lectures, Power point Presentation, OHP, Mind Map, Conducting seminar, Quiz Test, Group Discussion, Animated films, Virtual labs, On the spot study trips, Think / pair / share, Incident process, Interactive quiz, Open – ended and close – ended questions, Short writing exercises, Demonstration, Field trip / Brain storming, Role play, Assignment, Peer – instruction, Practical sessions ,Concept basing teaching and learning process, Activity Oriented teaching and learning process, Problem solving methods, Open book test and Assignments,Jigsaw Puzzle, Model making, Real Time Application software development, Skit, Display of Artifacts, Chart making, Fish bowl, Art with chart, Debate, Film Show, Documentation Camera, Basic communication skills in Physics – graphical, interpretation, problem solving and basic lab skills, Discussion forum of student/faculty projects, Assignment based on data collection from society and industry, Concept mapping, Puzzles, Analysis from newspaper cutting, Storytelling& Story Writing

2.7 Total No. of actual teaching daysduring this academic year

183

2.8 Examination/ Evaluation Reforms initiated by the Institution(for example: Open Book Examination,Bar Coding, Double Valuation, Photocopy, Online MultipleChoice Questions)

- Open Book Examination
- e-assessment of Multiple Choice Questions
- Blue print
- Structured essays
- Rubrics form of Evaluation for Seminars / Lab courses and Projects

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

193	180	28 + #
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as member of Board of Study/Faculty/Curriculum Development workshop

#58 faculty from various departments attended the workshop on “Teaching Learning and Evaluation” and approximately 15 faculty from every department attended workshop to enrich and update in thrust areas specific to their discipline. These faculty were involved in curricular development.

2.10 Average percentage of attendance of students

LADY DOAK COLLEGE, MADURAI - 625 002
SUMMARY OF ATTENDANCE - 2012-2013

MAJOR		I Year	II Year	III Year
		Average	Average	Average
B.A.	Tamil	89.98	87.18	88.61
B.A.	English	87.72	84.72	83.67
B.A.	English (SF)	89.41	0.00	0.00
B.A.	History Specialization in Tourism	84.23	81.85	79.46
B.A.	Psychology and Sociology	81.12	83.29	80.75
B.A.	Economics with Specialization in Corporate Economics (TM)	89.69	80.86	80.23
B.A.	Economics with Specialization in Corporate Economics (EM)	82.98	79.95	77.90
B.Com.	Commerce	88.95	85.52	81.20
B.Com.	Banking and Insurance (SF)	89.15	84.49	81.70
B.Com.	Professional Accounting	87.77	84.02	0.00
B.Com.	Commerce with Computer Applications (Batch-A)	89.90	84.84	83.59
B.Com.	Commerce with Computer Applications (Batch-B)	89.65	87.99	84.83
B.Com.	Commerce with Corporate Secretaryship	86.70	81.50	81.56
B.Sc. (Special)	Mathematics	92.32	89.65	88.20
B.Sc.	Mathematics with Computer Applications (SF)	89.15	87.83	85.27
B.Sc. (Special)	Physics	90.79	88.75	86.14
B.Sc.	Physics with Computer Applications (SF)	89.73	82.34	84.43
B.Sc. (Special)	Chemistry with Cheminformatics	93.32	87.62	85.85
B.Sc. (Special)	Botany (Specialization in Industrial Microbiology)	88.33	85.27	86.88
B.Sc. (Special)	Zoology (Specialization in Biotechnology)	85.79	90.67	83.71
B.Sc.	Biotechnology	88.06	87.58	88.66
B.Sc.	Computer Applications	87.37	85.02	82.50
B.Sc.	Information Technology and Management (Batch-A)	87.30	89.68	83.01
B.Sc.	Information Technology and Management (Batch-B)	87.19	88.41	81.99
B.B.A.	Business Administration	85.19	80.23	79.92

MAJOR		I Year	II Year
		Average	Average
M.A.	Tamil	89.72	90.72
M.A.	English	84.39	83.53
M.A.	History	87.50	87.87
M.S.W.	Social Work	85.48	83.53
M.A.	Economics with Computer Applications	83.89	83.10
M.Com.	Commerce with Computer Applications	86.50	87.05
M.Sc.	Mathematics	89.70	86.21
M.Sc.	Physics	90.13	86.25
M.Sc.	Chemistry	86.69	82.86
M.Sc.	Microbiology	85.67	83.34
M.Sc.	Zoology with Specialization in Biotechnology	87.57	90.63
M.Sc.	Biotechnology	88.19	90.67
M.Sc.	Information Technology	86.32	88.91
M.Sc.	Computer Science	88.26	92.70
M.Sc.	Nanoscience	84.83	85.75

2.11 Course/Programme wise distribution of pass percentage:

MAJOR		Number of Candidates								
		Total No. of Studs.	No. of Studs. getting Degree	% of Pass	Spl. Distn.	Distinction	1 st Class	2 nd Class	3 rd Class	R.A.
B.A.	Tamil	19	12	63.16	0 (0)	2 (10.53)	8 (42.11)	2 (10.53)	0 (0)	7 (36.84)
B.A.	English	54	45	83.33	0 (0)	3 (5.56)	24 (44.44)	16 (29.63)	2 (0)	9 (16.67)
B.A.	History Specialization in Tourism	23	8	34.78	0 (0)	0 (0)	4 (17.39)	4 (17.39)	0 (0)	15 (65.22)
B.A.	Psychology and Sociology	32	13	40.63	0 (0)	0 (0)	8 (25)	5 (15.63)	0 (0)	19 (59.38)
B.A.	Economics with Specialization in Corporate Economics (TM)	16	4	25	0 (0)	0 (0)	2 (12.5)	2 (12.5)	0 (0)	12 (75)
B.A.	Economics with Specialization in Corporate Economics (EM)	27	4	14.81	0 (0)	1 (3.7)	3 (11.11)	0 (0)	0 (0)	23 (85.19)
B.Com.	Commerce	64	44	68.75	2 (3.13)	14 (21.88)	18 (28.13)	10 (15.63)	0 (0)	20 (31.25)

B.Com.	Banking and Insurance (SF)	59	44	74.58	2 (3.39)	0 (0)	23 (38.98)	19 (32.2)	0 (0)	15 (25.42)
B.Com.	Professional Accounting	--	--	--	--	--	--	--	--	
B.Com.	Commerce with Computer Applications (Batch-A)	39	24	61.54	0 (0)	6 (15.38)	13 (33.33)	5 (12.82)	0 (0)	15 (38.46)
B.Com.	Commerce with Computer Applications (Batch-B)	46	35	76.09	1 (2.17)	5 (10.87)	20 (43.48)	9 (19.57)	0 (0)	11 (23.91)
B.Com.	Commerce with Corporate Secretaryship	46	26	56.52	1 (2.17)	1 (2.17)	12 (26.09)	12 (26.09)	0 (0)	20 (43.48)
B.Sc. (Special)	Mathematics	49	40	81.63	4 (8.16)	16 (32.65)	18 (36.73)	2 (4.08)	0 (0)	9 (18.37)
B.Sc.	Mathematics with Computer Applications (SF)	37	24	64.86	0 (0)	8 (21.62)	10 (27.03)	6 (16.22)	0 (0)	13 (35.14)
B.Sc. (Special)	Physics	40	33	82.5	2 (5)	4 (10)	17 (42.5)	10 (25)	0 (0)	7 (17.5)
B.Sc.	Physics with Computer Applications (SF)	38	27	71.05	0 (0)	3 (7.89)	18 (47.37)	6 (15.79)	0 (0)	11 (28.95)
B.Sc. (Special)	Chemistry with Cheminformatics	43	24	55.81	0 (0)	3 (6.98)	8 (18.6)	11 (25.58)	2 (0)	19 (44.19)
B.Sc. (Special)	Botany (Specialization in Industrial Microbiology)	25	17	68	0 (0)	1 (4)	8 (32)	8 (32)	0 (0)	8 (32)
B.Sc. (Special)	Zoology (Specialization in Biotechnology)	26	15	57.69	0 (0)	5 (19.23)	8 (30.77)	1 (3.85)	1 (0)	11 (42.31)
B.Sc.	Biotechnology	33	26	78.79	0 (0)	6 (18.18)	10 (30.3)	10 (30.3)	0 (0)	7 (21.21)
B.Sc.	Computer Applications	43	33	76.74	2 (4.65)	8 (18.6)	16 (37.21)	7 (16.28)	0 (0)	10 (23.26)
B.Sc.	Information Technology and Management (Batch-A)	43	31	72.09	0 (0)	8 (18.6)	19 (44.19)	4 (9.3)	0 (0)	12 (27.91)
B.Sc.	Information Technology and Management (Batch-B)	42	32	76.19	2 (4.76)	9 (21.43)	17 (40.48)	4 (9.52)	0 (0)	10 (23.81)
B.B.A.	Business Administration	48	35	72.92	3 (6.25)	7 (14.58)	18 (37.5)	7 (14.58)	0 (0)	13 (27.08)
Total		892	596	66.82	19 (2.13)	110 (12.33)	302 (33.86)	160 (17.94)	5 (0.56)	296 (33.18)

MAJOR		Number of Candidates								
		Total No. of Studs.	No. of Studs. getting Degree	% of Pass	Spl. Distn.	Distinction	1st Class	2nd Class	3rd Class	R.A.
M.A.	Tamil	7	5	71.43	0 (0)	0 (0)	5 (71.43)	0 (0)	0 (0)	2 (28.57)
M.A.	English	16	12	75	0 (0)	1 (6.25)	11 (68.75)	0 (0)	0 (0)	4 (25)
M.A.	History	10	6	60	0 (0)	1 (10)	4 (40)	1 (10)	0 (0)	4 (40)
M.S.W.	Social Work	30	25	83.33	0 (0)	9 (30)	16 (53.33)	0 (0)	0 (0)	5 (16.67)
M.A.	Economics with Computer Applications	13	4	30.77	0 (0)	1 (7.69)	3 (23.08)	0 (0)	0 (0)	9 (69.23)
M.Com.	Commerce with Computer Applications	30	22	73.33	1 (3.33)	3 (10)	18 (60)	0 (0)	0 (0)	8 (26.67)
M.Sc.	Mathematics	25	11	44	0 (0)	4 (16)	7 (28)	0 (0)	0 (0)	14 (56)
M.Sc.	Physics	8	3	37.5	0 (0)	1 (12.5)	2 (25)	0 (0)	0 (0)	5 (62.5)
M.Sc.	Chemistry	7	2	28.57	0 (0)	1 (14.29)	1 (14.29)	0 (0)	0 (0)	5 (71.43)
M.Sc.	Microbiology	9	3	33.33	0 (0)	0 (0)	3 (33.33)	0 (0)	0 (0)	6 (66.67)
M.Sc.	Zoology with Specialization in Biotechnology	8	6	75	1 (12.5)	1 (12.5)	4 (50)	0 (0)	0 (0)	2 (25)
M.Sc.	Biotechnology	17	10	58.82	0 (0)	0 (0)	9 (52.94)	1 (5.88)	0 (0)	7 (41.18)
M.Sc.	Information Technology	37	27	72.97	3 (8.11)	8 (21.62)	16 (43.24)	0 (0)	0 (0)	10 (27.03)
M.Sc.	Computer Science	31	27	87.1	0 (0)	11 (35.48)	16 (51.61)	0 (0)	0 (0)	4 (12.9)
M.Sc.	Nanoscience	2	0	0	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	2 (100)
Total		250	163	65.2	5 (2)	41 (16.4)	115 (46)	2 (0.8)	0 (0)	87 (34.8)

MAJOR		Number of Candidates								
		Total No. of Studs.	No. of Studs. getting Degree	% of Pass	Spl. Distn.	Distinction	1st Class	2nd Class	3rd Class	R.A.
Diploma	Creative Fashion Designing	16	14	87.5	6 (37.5)	8 (50)	0 (0)	0 (0)	0 (0)	2 (12.5)
Diploma	Informatics for Drug Design	5	4	80	0 (0)	0 (0)	4 (80)	0 (0)	0 (0)	1 (20)
Diploma	Yoga	9	9	100	1 (11.11)	7 (77.78)	1 (11.11)	0 (0)	0 (0)	0 (0)

MAJOR		Number of Candidates								
		Total No. of Studs.	No. of Studs. getting Degree	% of Pass	Spl. Distn.	Distinction	1st Class	2nd Class	3rd Class	R.A.
P.G. Diploma	Human Resource Development	12	8	66.67	0 (0)	1 (8.33)	7 (58.33)	0 (0)	0 (0)	4 (33.33)
M.Phil.	Tamil	6	6	100	0 (0)	6 (100)	0 (0)	0 (0)	0 (0)	0 (0)
M.Phil.	English	7	7	100	0 (0)	3 (42.86)	4 (57.14)	0 (0)	0 (0)	0 (0)
M.Phil.	History	--	--	--	--	--	--	--	--	--
M.Phil.	Economics	2	2	100	0 (0)	1 (50)	1 (50)	0 (0)	0 (0)	0 (0)
M.Phil.	Commerce	12	12	100	1 (8.33)	11 (91.67)	0 (0)	0 (0)	0 (0)	0 (0)
M.Phil.	Physics	4	4	100	1 (25)	2 (50)	1 (25)	0 (0)	0 (0)	0 (0)
M.Phil.	Chemistry	2	2	100	0 (0)	2 (100)	0 (0)	0 (0)	0 (0)	0 (0)
M.Phil.	Microbiology	8	8	100	3 (37.5)	4 (50)	1 (12.5)	0 (0)	0 (0)	0 (0)
M.Phil.	Biotechnology	3	3	100	1 (33.33)	2 (66.67)	0 (0)	0 (0)	0 (0)	0 (0)
Total		86	79	91.86	13 (15.12)	47 (54.65)	19 (22.09)	0 (0)	0 (0)	7 (8.14)

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Quality is sustained through academic audits which are held once in six months. The syllabi are revised periodically with academic experts serving as members of Board of Studies who scrutinise the content specifically at the departmental level and at the college level by the members of Academic Council. The IQAC also monitors the entire process for any lacunae.

Course-wise feedback from the students at the end of each semester is analysed and presented at the Internal Quality Assurance Cell meeting. Based on the suggestions from the members of the Internal Quality Assurance Cell, further follow up action is planned and disseminated to the Heads, Officers or Coordinators for implementation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	-
HRD programmes	7
Orientation programmes	2
Faculty exchange programme	1
Staff training conducted by the university / Lady Doak College	120
Staff training conducted by other institutions	128
Summer / Winter schools, Workshops, etc.	26
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	83	9	8	25
Technical Staff	14	0	0	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Since teaching, research and extension are the three major dimensions of higher education, the college promotes a research culture among faculty and students through consultancy and collaboration. Currently the departments of Tamil, Economics, Physics, Botany and Zoology are recognized as Research Centres and other departments are making efforts towards this. The number of publications in *ASPIRE* the in-house research Journal of the college (ISSN:2229-4953) which was started in the year 2010, has been increasing year after year. The college is planning to improve the quality of the journal by having National and International reviewers on its advisory board.

Interdisciplinary research on issues related to Environment is encouraged to address the global concern on environment. Faculty members from Botany and Biotechnology have attracted research funds from funding agencies for their proposals on environmental issues. The college has organized an international conference in Science, Society and Sustainability in January 2012. This conference has paved the way for our faculty members and research scholars to have interaction with many National and International scholars and scientists.

The college has the privilege of hosting Fulbright scholars on campus and they undertake research projects either with an inside or outside mentor. Their presence and participation in the campus activities enhance the international perspective on research. At present five minor and ten major research projects have been completed and there are eleven major and one minor on-going projects. 59 research papers have been published in peer reviewed journals. Further to promote research culture on campus, the R & D cell is planning to organize workshops on 'Writing Research Proposals' and 'Art of Scientific Writing'.

Special consideration is given in the time table for the faculty members who are involved in part time research. 6 month leave with pay and three years leave without pay are given to the Self-Financed faculty members for completion of research. The faculty members at Lady Doak College must multitask to be able to manage the different responsibilities simultaneously, hence programmes on time management is planned to enable many faculty members to balance teaching with research more efficiently.

The college has a standing collaboration with different international universities. In the past five years, the college has signed MoUs with ten international universities/colleges and four local institutes to improve the quality of academic processes.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	Nil	Nil
Outlay in Rs. Lakhs	228420	615711		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	Nil	4
Outlay in Rs. Lakhs		99201		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	10	
Non-Peer Review Journals			
e-Journals		2	
Conference proceedings			

3.5 Details on Impact factor of publications:

Range 1.124-2.032 Average 0.32h-index15 Nos. in SCOPUS 36

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
UGC	3	UGC	552,000	532,752
Dr. Shenbagarathai	2	CSIR	964,000	766,542
	3	DBT	1,072,800	601,600
	3	DST	1,915,000	1,550,000
	2	DBT	1,250,000	1,250,000
	2	DST	271,267	271,267
	3	DST	5,149,000	2,741,000
Dr.Srisudha	3	DST	1,176,000	791,000
	2	DBT	3,315,000	1,891,000
	3	MOEF	2,402,400	2,175,150
Dr.T.Angeline	3	DST	2,420,000	2,200,000
Ms.AngalaEaswari	1	ICSSR	30,000	27,000
Ms.Radhika	1	ICSSR	155,000	155,000
International Conference	1	MoES	30,000	30,000
	1	CLASS	250,000	250,000
Minor Projects				
UGC	2	UGC	280,500	100,000
Interdisciplinary Project projects sponsor by the university / college	1	DBT	990,000	990,000
Industry sponsored				
student research projects	1	TNSCST/DST	150,000	150,000
Any Other (Specify)				
Total	36		22,372,967	16,472,311

3.7 No. of books published i) With ISBN No .Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		6	3		57
Sponsoring agencies		UGC, UBCHEA, DBT-BIF	Lady Doak College		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	2
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
17	-	2	1	-	-	Research fellow - 14

3.18 No. of faculty from the Institution who are Ph.D.Guides and students registered under them

19

51

3.19 No. of Ph.D. awarded by faculty from the Institution

6

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 7 SRF 2 Project Fellows 2 Any other 17

3.21 No. of students Participated in NSS events:

University level 392 State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level 24 State level 107

National level 21 International level -

3.23 No. of Awards won in NSS:

University level 1 State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level 2 State level 2

National level 6 International level -

3.25 No. of Extension activities organized

University forum 4 College forum 2

NCC 1 NSS 37 Any other 7

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- A Workshop on Participatory Rural Appraisal was organized as part of Thondamanpatti village Adoption Programme, on 24th & 25th Aug. 2012 with the topics on An introduction to Participatory Rural Appraisal, Principles of Participatory Rural Appraisal, Introduction to Social mapping, Presentation of Student's experience and Other methods of Participatory Rural Appraisal. Mr. R. Shankar Narayan , Assistant General Manager, NABARD, Madurai, Dr. S. Manivel, Associate Professor, Dept. of Cooperation, The Gandhigram Rural University, Dr. R. Ramesh, Assistant Professor, Dept. of Rural Development, Bahir Dar University, Bahir Dar, Ethiopia, Dr. K. Manikandan, Assistant Professor, Dept. of Economics, The Gandhigram Rural University, Mr. K. Karuna, Independent activist cum Volunteer were the resource persons.
- Eight different PRA techniques namely Social Mapping, Mobility Mapping, Resource Mapping, Venn Diagram, Problem Inventory, Pair Wise Ranking, Decision Making Matrix and Trend Analysis were applied in different locations of Thondamanpattivillage. The problems were identified and classified in NSL (Now, Soon, Later) format. The priority based on the need assessment was drinking water, hospital for attending to their health problems, toilet facility, public distribution system and waste disposal. A group of 30 NSS volunteers and six NSS faculty were associated with the PRA techniques. Based on the problems identified, representations were sent to the Collector's Office for establishment of RO Plant in Thondamanpatti for which the plan has been approved.

Participation of Students and faculty members in extension activities

- 75 NSS Volunteers participated in the Independence Day Celebration held at Madurai Kamaraj University and 100 volunteers participated in the Cultural Show organized by Reserve Line on 15th August 2012.
- Blood Donation camp was conducted by YRC students in collaboration with Government Rajaji Hospital on 1st October 2012
- 41 NSS students attended a programme on 'Law on Human Rights and Media' conducted by SOCO Trust on 2nd October 2012
- Guest Lecture on Road Rules and Campus Cleaning was conducted on 1st year Part V students on 6th October 2012. Mr. Vijiya Sundaram the Driving Inspector from Tamil Nadu Transport Corporation was the resource person
- Cleaning work was carried out at Mahal and Gandhi Museum by II Year NSS students
- Tutoring was given to the students of Sevashramam, YMCA School, and Sathya Bama Orphanage Near Gandhi Museum by II Year NSS Students
- Department of Social Sciences constructed a toilet for the primary school students at the adopted village – Salvarpatti by the contribution of Alumnae of Social Sciences. Rs. 60,000 was given under Self-sufficient scheme of the Tamil Nadu Government and \$545 raised by donations from First Church at Oberlin, Ohio.
- 100 RRC Students participated in the AIDS Awareness Rally on 1st Dec. 12, organized by District AIDS Prevention and Control Unit
- NSS Special Camp was held on 10th to 16th February 2013 at Kathakinnaru, Maranivariyathal, Chinnapatti and Alagarkovil. Around 464 NSS students participated.

- 25 YRC students participated in First Aid Training Programme on 26th Feb. 2012, organized by District Youth Red Cross, Madurai
- NSS, YRC, LSP, EAP & Ranging students served as Scribes for the visually challenged students of OCPM school & IAB School in Sep., Dec. 2012, Feb., & March 2013.
- M.Rajeswari of II B.Com. and S. Suganya of II B.A Tamil won First and Second place respectively in MAAMADURAI POTTRUVOM MARATHON held at Madurai on 3rd Feb 2013 .

Activities of NCC

- 50 cadets attended the Rally on TOPKIDS “Don’t Honk Challenge - 2012” at Mundrumavadi, Madurai on 10th August, 2012
- 25 cadets participated in the Biodiversity Science Express Exhibition held at Koodal Nagar, Railway Station, Madurai from 16th to 19th August 2012
- 6 cadets attended the National Integration Camp held at Burdwan, West Bengal from 31st Oct. to 11th Nov. 2012
- NCC Day Celebration : 102 cadets participated in Tree Planting held at the College on 22nd Nov, 2012. Col. Sanjai Pandey, Group Commander, Madurai inaugurated the tree planting programme in the college Lt. Col. S.S. Muthu, Commanding Officer 2 TN (Medical), BN and Capt. Mangayarkarasi, Administrative Officer, 2 TN Girls, BN, NCC, Madurai. 300 cadets from various institutions participated.

‘THALIR’, an Open Discussion Forum

- The college ventured to conduct an innovative fortnightly programme for students on some current issue that is highly relevant to their day and age. Therefore the open discussion forum ‘THALIR’ was introduced to discuss issues that matter. It is a unique opportunity to learn, to share, to ponder deeply, to see the change and be a part of it.
- ‘THALIR’ came into being on 11th Jan, 2013 (Friday), 11.30 am to 12.30 pm for Self-Financed students and 1.30 pm to 2.30 pm for Aided students at Open Air Theatre. The topic was “Status of Women in present day India”. Students and faculty actively participated and came out with different ideas pertaining to the privileges of Higher Education. The students as representatives gave expression to their own views and also echoed the views of women in general.
- The 2nd phase of THALIR’ was held on 6th March 2013 for which, The District Collector Hon’ble Thiru. Anshul Mishra, I.A.S., was the Chairperson. About 200 students participated. He answered questions raised by the students and also encouraged the students to be courageous. Students thoroughly enjoyed the programme.
- **Food Day – On 18th Feb. 2013**, students went to Elamanur village and Pandian Kottai village to distribute the food packets and snacks to the needy people and school children.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	18.40 Acre	-	Management	18.40 Acre
Class rooms	36082 sq. Ft		Management	36082 sq. Ft
Laboratories	40770 sq. Ft		Management	40770 sq. Ft
Seminar Halls	5478 sq. Ft		Management	5478 sq. Ft
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	9	Grants from UGC, Central Govt., Nanoscience and Management contribution	9
Value of the equipment purchased during the year (Rs. in Lakhs)	485.70	75.30	Grants from UGC, Central Govt., Nanoscience and Management contribution	561.00
Others	-	-		

4.2 Computerization of administration and library

Updation of Library Management Software (LMS) with more records is in process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	68560	-	6216	152120		
Reference Books			859	918937		
e-Books	6	819817	4	390692		
e-Journals						
Digital Database						
Journals	227	70565	148	264293		
CD & Video	376	51628	-	-		
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	674	464			42	48	74	46
Added		(replacing of 100 nos)					30	
Total	704	464			42	48	104	46

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The following software packages were designed for dedicated applications.

1. e-complaints
2. e-request
3. e-hall booking
4. Academic council
5. Certificate of recognition
6. e-Club certificates
7. e-tax, Payroll and e-Form 16 for aided faculty
8. Online Admission(UG, PG, M.Phil, Diploma & certificate)
 - a) Registration
 - b) Rank list generation
 - c) Offer list
 - d) Admitted list
 - e) Reports
 - f) Interview letter
 - g) Hosting in the website
 - h) Admission status
 - i) Major transfer (before& after admission)
9. Accounts management & fee management
 - a) Sale of prospectus
 - b) Fee collection
 - c) Major transfer
 - d) Dues list
 - e) Paid list
 - f) Hostel Fee details

10. Hostel admission
 - a) Room allotment
 - b) Waiting list
 - c) Admitted List
11. Online grievances
12. Log software -Library
13. e-filing of documents
14. DB conversion (MySql to Sql)
15. New intramail site creation
16. Feedback
17. Academic feedback (UG& PG)
18. Integration of SMS
19. Attendance module using .net

4.6 Amount spent on maintenance in lakhs :

i) ICT	17.00
ii) Campus Infrastructure and facilities	40.90
iii) Equipments	14.82
iv) Others	7.35
Total:	80.07

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Administrative office designated for student support services is the office of Deans of Student Services. All activities of students are managed by this office.

5.2 Efforts made by the institution for tracking the progression

- Academic advising – Department Level
- Parent Teachers meeting – Department and college
- Declaration of the results in the college website for easy access by the parents
- Remedial coaching for slow learners

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3271	599	10	90

(b) No. of students outside the state

10

(c) No. of international students

3

Men		Women	
No	%	No	%
-	-	3960	100

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
Aided	77	191	-	1405	5	1678	79	180	4	1486	5	1754
SF	182	96	-	1760	2	2040	193	109	3	1901	-	2206

Demand ratio 1620:5704(1:3.5) Dropout 1.88 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Department	UGC - NET Coaching conducted	Total no. of students benefitted
Tamil	UGC/NET Coaching	15
English	XII Plan UGC- NET Coaching	23
Chemistry	UGC NET Coaching for II PG	7
Zoology	NET Coaching	12

No. of students beneficiaries

57

5.5 No. of students qualified in these examinations

NET	15	SET/SLET	5	GATE	2	CAT	-
IAS/IPS etc.,	-	State PSC	-	UPSC	-	Others	29

5.6 Details of student counselling

The unit with the help of a trained professional counsellor provided individual therapeutic counselling for 187 students who approached the counsellor with various problems pertaining to academics, relationships and family disturbances. Students who were identified as having a need for medical intervention were referred for Psychiatric assistance.

The counsellor also gave group therapy to small groups of students (classes, resident hall inmates) which included sessions on IPR (Inter Personal Relationship) Stress management , and Memory enhancement .

No. of students benefitted

450

Details of student career guidance

<i>On Campus</i>		
No. of Organisations Visited	No. of Students Participated	No. of students Placed
IGATE, Bangalore	53	11 (Off Campus)
Cognizant Technology Solutions, Chennai	107	09
Wipro Technologies, Chennai	104	23
NIIT, Madurai	15	09
Enteccon, Madurai	7	01
Effulganz Informatics and Technotainments, Madurai	57	16
Radio Mirchi, Madurai	43	02
DiCom Language Mangement Solutions, Chennai	45	29
SRV matriculation School, Trichy	18	06
Total	449	106

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
9	479	95	11

5.8 Details of gender sensitization programmes

- Centre for Women's Studies organized a residential Management Skills Enhancement Module (MSEM) workshop under UGC scheme on "Capacity Building of Women Managers in Higher Education" from 8th – 12th December 2012 in the Title "Financial Management in Institutions for Higher Education & Communication and Negotiation Skills

in Institutions for Higher Education”, 29 participants from Tamil Nadu, Kerala and Andaman attended the workshop. Two modules were transacted by the Resource Persons Prof. Harsha Parekh and Prof. Nasreen Rustomfram. Rs. 9,16,575 /- was sanctioned by UGC.

- An artist group called “Manalmagudi” in collaboration with the Centre for Women’s Studies staged a postmodern Tamil play on “Soorpanangu” on 10th January 2013 in Lady Doak College from 6.30pm – 8.00pm. There were 18 artists who acted in the play. Around 900 students and public were benefitted by the play which focused on Violence against Women.
- A Training programme for SHG women on Capacity Building of Women through integrated waste management for sustainable development on 4th Jan. 2013. 20 members from AID WA Self Help Group and Shalom (NGO) were the beneficiaries.
- A global event on One Billion Rising at Gandhi Museum, Madurai, conducted on 14th Feb. 2013 in which 8 students performed Mime on the title ‘Violence against Women’ - Sensitize Men and Women across the Globe on Violence against Women across Countries and Cultures held at EKTA (A Resource Centre for Women), Madurai and nearly 42 students participated.
- 19 Stalls were put up by the Self Help Group from 29th to 31st Jan. 2013 on campus to promote the Mahalir Thittam, Madurai.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level	260	National level	59	International level	-
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No. of students participated in cultural events

State/ University level	34	National level	-	International level	-
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	160	National level	22	International level	-
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Cultural: State/ University level	34	National level	-	International level	-
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5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	549	3,947,755
Financial support from government	1130	1,972,325
Financial support from other sources	-	-
Number of students who received International/ National recognitions	32	512,455

5.11 Student organised / initiatives

Fairs : State/ University / College level National level International level

Exhibition: State/ University/ College level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Empowering young women through Higher Education

Mission Statement

To impart holistic education based on gospel values of love, Justice, equality and peace to young women from all strata of society and enable them to develop as intellectually mature, morally upright, socially responsible and spiritually inspired women leaders to serve the society. The learning processes and experiences are geared to liberate, transform and empower the learner and the learned (Teacher).

6.2 Does the Institution has a management Information System

Yes in process

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum

The curriculum development is a multipronged process composed of varied contributing elements and features. These include

- **Faculty** exposure to new areas of higher education while attending **Seminars, Conferences, Workshops** (inside and outside the college) and through **Orientation, Refresher courses** and Study/Stay Abroad programmes.
- Periodic discussions on framing and teaching of existing new courses at the **departmental level**.
- Feed -back from students and alumnae.
 - **Course-wise feedback** from the students at the end of each semester.
 - **College-level feedback** is obtained at the end of the academic year.
 - **Feedback** from the **alumnae**.
- Inputs from the IQAC on the basis of analysed feed back.
- Inputs from the CPEC, a separate body with two convenors, one each from Sciences and Humanities and representative members drawn from all departments. The **CPEC** Convenors are also members of **IQAC**. Initiatives in the curriculum development process by constantly reviewing, assessing and keeping track of the needs of students in the changing national and international scenario based on the current trends.
- Feasibility study done on the students by the departments to assess
 - The student's opinion of the new programme.
 - Projected cash flow.
 - The probable income and the expenditure that could be incurred on offering the course.
(Feasibility study is a requirement only for modifying or designing academic programmes)
- **Necessary changes** are made in the **existing programmes/courses** or **new programmes/courses** by the departments.
- The newly designed programmes/courses are presented to CPEC.
- Recommendations from the **CPEC** are taken to **the Senatus (the decision making body comprises of the administrative team and the Heads of the departments)**, for final decision based on sensus.
- The implementation of the new programme is initiated by the departments through the respective Board of Studies.
- Presenting the programme/courses for final approval in the Academic Council.
This dynamic and multifaceted process helps the departments to develop meaningful curricula which are **relevant in the context of** higher education and societal needs.

6.3.2 Teaching and Learning

The entry of freshers into the college is made comfortable with adequate orientation. A special bridge course on 'English for Communication' taught by faculty drawn from all departments is offered to those who struggle with proficiency in English. A felt challenge regarding the input is the broad spectrum of

academic caliber to which the college is making efforts to respond by providing individualized teaching learning programmes.

Peer teaching through Peer Learning Activity Zone (PLAZ), help the slow learners to adapt to the rigorous teaching learning process and to make credible academic progress.

ICT facility is extensively used for Teaching-learning and evaluation by using 20 ICT enabled class rooms and the multimedia facility. All department staff rooms have Wi-Fi facility. The internet bandwidth which is enhanced to 16 Mbps BSNL leased line connectivity for all 750 computers on campus enables the access of e-resources for the teaching learning process. The recently established Media lab is used for the **e-content creation** and all departments are involved in the preparation of e-modules. Creating e-question bank on multiple choice questions and generation of Part A for summative examinations are some of the best practices of the college. The first two years of UG take up e-Part A exam which trains the students for online competitive examinations.

The faculty members are constantly being recharged in their own discipline and on general professional competence through training programmes both inside and outside the college. The strong feed back mechanism for faculty involving 360° feedback (self, students, peer and HoD) help faculty members to enhance their professional competency.

The library, laboratory and Centre for Information Technology (CIT), which are well equipped for enhanced teaching and learning are the major learning resources. In addition to the general library all departments have departmental libraries. The laboratories and the Common Science Instrumentation Centre are well equipped with sophisticated instruments which are under AMC.

Collaboration with many research institutes and laboratories enable the science students to get exposed to sophisticated science instruments. Collaborations with different agencies and NGOs offer the students of humanities departments practical exposure and a chance to apply her learning in the field. These collaborations provide opportunities for quality learning through project work and internship and create better prospects for career options. The final semester projects in UG and PG also promote scientific temper and creativity.

6.3.3 Examination and Evaluation

As an institution with 32 years of successful autonomy, the college has evolved an overall evaluation pattern with a proportion of 60% of formative and 40% summative evaluation for theory courses and 75% of formative and 25% of summative for laboratory courses. The higher proportion of formative evaluation shows the significance attached to the assessment of the formation of higher level cognitive skills. The college has been introducing many evaluation reforms in the recent past since the curriculum is student-centric. One such significant reform is the qualitative evaluation through RUBRICS for seminars and projects.

Since the prevailing school education system in the southern part of India, emphasises rote memory it is a challenge to evaluate students for higher level cognitive skills intended in the specific learning outcomes. Hence, an Integrated Curricular Model comprising of the foundation courses is being specially designed to be offered from June 2013.

Creating e-question bank on multiple choice questions and generation of Part A for summative examinations are some of the best practices of the college. The first two years of UG take up e-Part A exam which trains the students for online competitive examinations. Identifying the academic need of the students through the analysis of the first formative test, provision of formative test improvement for the UG and PG students in their First semester is given.

6.3.4 Research and Development

The college promotes a research culture among faculty and students through consultancy and collaboration. Currently the departments of Tamil, Economics, Physics, Botany and Zoology are recognized as Research Centres and other departments are making efforts towards this. The number of publications in *ASPIRE* the in-house research Journal of the college (ISSN:2229-4953) which was started in the year 2010, has been increasing year after year. The college is planning to improve the quality of the journal by having National and International reviewers on its advisory board.

Interdisciplinary research on issues related to Environment is encouraged to address the global concern on environment. Faculty members from Botany and Biotechnology have attracted research funds from funding agencies for their proposals on environmental issues. The college has organized an international conference in Science, Society and Sustainability in January 2012. This conference has paved the way for our faculty members and research scholars to have interaction with many National and International scholars and scientists.

The college has the privilege of hosting Fulbright scholars on campus and they undertake research projects either with an inside or outside mentor. Their presence and participation in the campus activities enhance the international perspective on research.

At present five minor and ten major research projects have been completed and there are eleven major and one minor ongoing projects. 59 research papers have been published in peer reviewed journals. Further to promote research culture on campus, the R & D cell is planning to organize workshops on 'Writing Research Proposals' and 'Art of Scientific Writing'.

Special consideration is given in the time table for the faculty members who are involved in part time research. 6 month leave with pay and three years leave without pay are given to the Self Financed faculty members for completion of research. The faculty members at Lady Doak College must multitask to be able to manage the different responsibilities simultaneously, hence programmes on time management is planned to enable many faculty members to balance teaching with research more efficiently.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY

- The library manages to cater to the needs of teachers and students with access to books and journals.
- The college has a **General Library, Departmental Libraries** and libraries at the different **centres** that cater to the needs of the teachers to take books for reference. Text books are kept in a separate cupboard in most departments for teachers' use. The books from the Department libraries and General library are issued to the students. Open access system is followed.

- The General library functions on all days except Sundays and Government Holidays with **night library** facility. The night library facility was extended on student feedback and functions till 10 pm on Mondays, Wednesdays and Fridays.
- Some Departmental libraries are also kept open till 10 pm on working days.
- The books in the general library are categorised as **Reference/ Reserve/ Ordinary books**. The reserve books are issued to the students for **overnight use**.
- Book bank System provide Text books which are kept as 'reserved' for the underprivileged students and are issued for one semester.
 - Books for **Competitive Examinations** are issued to the students under the special issue scheme.
- Teachers' queries are attended through **interlibrary loan facility** and **online reference** service.
- e-resources are hosted through **Local Area Network** to different departments.
- The Librarian helps the departments to purchase the latest edition of the books as per the requirement of the teachers.
- Provisions for ordering books online are also given.
- **Book exhibitions** on campus facilitate faculty members to select the books of their choice which is needed for teaching.

ICT and physical infrastructure / instrumentation

Augmenting infrastructural facilities as a catalyst for Academic Excellence, has always been one among the significant concerns of the institution. The whole campus is connected with LAN in star and ring topology. The computing centre is used extensively for academic and administrative purposes with tailor made software designed by a team of programmers at college. The recently instituted e-complaint system enables quick redressal of the complaints related to housekeeping. The enormous amount of grants available for e-content creation can be exploited by the college to create e-modules which can be used by the students to study at their own pace.

The two air conditioned Multimedia theatres with LCD projectors and interactive boards provide the right ambience for the effective conduct of academic programmes. With a recent addition of video conferencing facility, a high level academic interaction with the National and International experts is facilitated.

The General Library, the nerve centre of learning at college has an open access system with a seating capacity of 100. The college has special laboratories such as Bioinformatics Laboratory, Cheminformatics Laboratory, Computational Physics Laboratory, Networking Laboratory, PC Hardware Laboratory, Animal Cell Culture Laboratory, Tissue Culture Laboratory, Optics Laboratory, Psychology Laboratory, Language Laboratory, Biotech Laboratory - Modular Laboratory and Computer Laboratories which are used extensively for Teaching, Learning and Research.

There are two auditoriums that are used as multipurpose halls for the conduct of cultural programmes, examination, for holding parent teacher meetings and for other college functions. One Auditorium cum Indoor Stadium with a capacity to accommodate 4000 along with an outdoor play ground provides the students enough space for common programmes and to have intense practice for sports.

The college also has a Centre for Music, where the students are given training in Indian and Western Music. The Music DVD – titled SPARK, has been released as a product of their endeavors.

The college has well-furnished guest accommodation with 9 Air Conditioned double bedded rooms, and a lounge for the guests. Separate accommodation is provided for guests who stay for a longer time. There are nine hostels with all the basic facilities, accommodating about 780 students. There are nearly twenty staff and three guests residing on campus and there is a separate dining hall for the staff and guests residing on campus. There is a health centre on campus with a full time nursing assistant.

CCTV Cameras are fixed at both entrances of the college, which are connected with the UPS.

6.3.6 Human Resource Management

The college has organized the following workshops and seminars to keep the faculty abreast with current trends in teaching, learning and evaluation and to enhance professional competency.

1. TEACHING, LEARNING AND EVALUATION

S. No.	Department / Centre	Workshop / Seminar / training	Title / Theme	Date
1.	CCM	Summer workshop	'e-content Development'	4 th to 8 th June, 2012
2.	CHRD	Workshop	'Towards a more effective teaching-learning - Testing process - underlying assumptions and practices	19 th to 21 st June, 2012
3.	Department of Tamil	National Level Seminar	'Teaching - Learning Process'	12.2.2009 & 13.02.2009
4.	Department of Biotechnology	National Workshop	Bioinformatics: Tools And Applications	September 24 th to 28 th 2012
5.	Department of Mathematics	Seminar	Emerging Trends in Mathematics	5.10.12 & 6.10.12
6.	Physical sciences	Seminar	"APPLICATIONS OF NANOMATERIALS"- biological, chemical and Physical perspectives	12 th , 13 th , & 17 th Sep. 2012.
7.	R & D Cell	Workshop	Application of Statistical Methods for Analysis of Research Data	20 th November, 2012
8.	Department of Chemistry	Seminar	"Application of Graph Theory in Cheminformatics"	07.1.2013
9.	Department of Commerce	Seminar	"Statistical Application in Research"	10 th Jan. 2013
10.	Department of Economics	National Workshop	New Directions in Development Economics-Theoretical paradigm vs Empirical challenge	13 th & 14 th December 2013
11.	Department of Biotechnology	Seminar	Polyhydroxyalkonate (PHA-Biopolymer) and its Applications	25 th January, 2013

12.	Department of Computer Science	Workshop	Research Trends in Data Mining	31/1/13
13.	R & D Cell	Workshop	Research trends in Cloud & Grid Computing	5/2/13
14.	Department of Computer Science	Seminar	Red Hat Linux	31/1/13
15.	Department of Economics	Workshop	Item Writing	22 nd & 23 rd February 2013
16.	Nanoscience	Workshop	Nanosurf AFM / STM	31st Dec 2012 and 1st Jan 2013
17.	Department of Physics	State level seminar	Renewable Energy Utilization	25.02.2013
18.	Department of Tamil	10 Day Workshop	Classical Tamil Literature	4 th to 14 th Feb 2013.
19.	Departments of Tamil and English	Lecture series	Lecture series on "Linguistics" Endowment Award in Linguistics	30th Nov. 2012
20.	Department of English	Training	Managing the Teaching and Learning Process	21.03.2013
21.	Department of Commerce	Training	Training Programme in Accounting Standard	18.01.2013
22.			Advanced Networking	2 nd to 16 th March 2013
23.	Department of Physics	Training	Computational Physics	12 th Feb.2013
24.	Department of Zoology	Lecture Series	Whitin Endowment Lecture Series	16 th Oct. 2012
25.	Department of Tamil	Symposium	Literature and Ecology	28 th Nov. 2012
26.	Department of Chemistry	Workshop	Solving Analytical and Logical Reasoning Problems for CSIR - NET / JRF	17 th Dec. 2012

2. TO ENHANCE PROFESSIONAL COMPETENCY

S. No.	Department / Centre	Workshop / Seminar / training	Title / Theme	Date
1.	CCM	Summer Workshop	Documentary Film Making	7 th to 10 th May 2012

2.	Centre for Environmental Studies	One day Workshop	'Carbon foot printing'	12 th July 2012
3.	CHRD	Workshop	Grant Writing	September to November 2012.
4.	Counselling Unit	Exposure Programmes	Session on IMAGO	31 st August 2012 & 3 rd Sep.2012
5.			Session on IMAGO	27 th August 2012
6.			Session on Adolescence	7 th Sep.2012
7.	Centre for Women's Studies	Workshop	'Honour Based Violence'	31 st July 2012
8.	Department of History	Two day State Level Seminar cum training	Recent Trends in Archaeology and Art'	24 th & 25 th Aug, 2012
9.	R& D	Workshop	Participatory Rural Appraisal	24 th & 25 August, 2012
10.	CHRD	Workshop	"Lady Doak College - Built to last"	15 th October, 2012
11.	Counselling Unit	Workshop	"Mentoring"	16 th October, 2012
12.	Department of Botany	National symposium	Current trends in Marine Plants Research and Utilisation"	26 th to 28 th October 2012
13.	CGPC	One day Workshop	'Self-Esteem'	October 17 th 2012
14.	Centre for Women's Studies	Faculty Workshop	'Gender Audit'	26 th Oct 2012
15.	Department of History	Seminar	"Marine Archaeology with special reference to Ancient Ports and Maritime Centres in Tamil Nadu"	5 th October 2012
16.	Centre for Religion and Inter-Faith Relations	Workshop	Interfaith Relations	2.10.12 & 3.10.12
17.	Department of Social Sciences	Workshop	Soft Skills	17 th October 2012
18.	Centre for Women's Studies	Workshop	"Capacity Building of Women Managers in Higher Education"	8 th - 12 th December 2012

19.	Department of Commerce	Seminar	“Emerging Trends in Corporate Sector”	18 th December 2012
20.	ICT	Three days Workshop	“Global Business Foundation Skills (GBFS)”	03/01/2013 to 05/01/2013
21.	Department of Business Administration	Seminar	Role of Women Managers in the Present Business Scenario	28 th February 2013
22.	Centre for Environmental Studies	National Consultation	Promoting Environmental Education in Higher Education Institutions	7 th & 8 th Feb 2013
23.	Department of Computer Science	Seminar	Soft Skills Training	25.2.13
24.	CHRD	Academic Leadership Workshop	Innovation & Benchmarking	1 st & 2 nd February 2013
25.	Tamil	Workshops	Writing Research Proposal	10.01.2013
26.	English			05.03.2013
27.	History			24.01.2013
28.	Economics			24.01. 2013
29.	Social Sciences			26.01. 2013
30.	Commerce			28.02. 2013
31.	Mathematics			06.03.2013
32.	Physics			23.01. 2013
33.	Chemistry			06.02.2013
34.	Life Sciences (Botany, Zoology & Biotechnology)			
35.	CHRD	Workshop	Vision 2018 – Hither to and Hence forth	27 th April, 2013
36.	Counselling Unit	Workshop	Managing Midlife Crisis	9 th Apr. 2013
37.	Department of Chemistry	Seminar	Academy Industry Interaction	23 rd Feb. 2013

6.3.7 Faculty and Staff recruitment

The college adopts a strategy of careful faculty recruitment and the fresh recruits are given an intense orientation to become aware of the core values and ethos of the college. However, the college is expediting avenues for faculty enrichment measures which reaches the intellectual, emotional and motivational dimensions.

6.3.8 Industry Interaction / Collaboration

Collaboration and engagement with national and international institutions increases the potential for impact from research. This has resulted in International Collaborative research between the Department of Botany & Microbiology and Silliman University, Philippines. Some of the incentives to growth in research collaboration lie beyond short-term gains in research performance. Other gains include access to knowledge facilities and the establishment of a long-term relationship.

- One day seminar on Academy Industry Interaction was conducted by the Department of Chemistry on 23rdFeb. 2013. More than 200 participants were benefitted. Dr. G. Manickam, Associate Research Director of Syngene International Ltd, Bengaluru; Mr.W. S. Aruldoss Kanthiah, the Outstanding Scientist & Former Director of Heavy Water Board, Department of Atomic Energy, Govt. of India, Mumbai; Mrs. A. Sumathi, Head Health, Safety & Environment Sterlite Copper, Tuticorin and Capt. Sonica Muraleedharan, Manager - Human Resources, Sterlite Copper, Tuticorin and Dr.Priya Rao, Director – R & D And QC, Pelican Biotech and Chemical Labs PVT Ltd, Cherthala, Kerela were the resource persons.

Collaboration

- **Fulbright Academy**

Cynthia L. Dettman, J.D. MSW, the Visiting Fulbright Professor was here at LDC from July to Dec. 2012. The objective of her visit was to support college student to succeed through instructional, counseling and administrative leadership.

She has 12yrs of experience in community colleges, 15 years of teaching in low income students groups and 11 years as legal aid attorney for low income families.

Ms. Dettman handled the paper “Fundamentals in Sociology” for I PG MSW students wherein she used popular interactive education methods. She also gave guest lectures in sociology classes for the undergraduate students. She joined with the I MSW students in their documentary training and helped make a short film along with students. She conducted two Workshops for the faculty too. One was a Workshop on ‘Student Centered Learning’ and the introductory session of the Workshop was attended by about 25 faculty members from the SF and Regular streams. The follow-up sessions were held for two full days. Here the teachers practiced various methods of teaching through participatory activities/exercises. The I MSW students acted as volunteers.

The second Workshop (22ndSept. 2012)on Grant Writing. Interested faculty members and a few student leaders attended. The faculty and students were trained to write proposals based on certain needs of the College -

- Establishing a Tutoring Centre to enhance communication skills in English
- Organizing a Women’s Career Festival
- Strengthening Community College

- **International Student Exchange Programme with Mary Baldwin College**

In collaboration with Mary Baldwin College, Virginia, USA, on Student Exchange Programme on Credit Transfer for one semester, two cadets from MBC, Ms. Carleigh Young and Ms. Thieny Doan completed their one semester programme at LDC. Two of our students, Ms. Raaghavi and Ms. Melba, both of II B.A. English are at MBC doing their one semester study-abroad programme.

- **MoU Signed**

- **The Institute of Company Secretaries of India (ICSI)**

Department of Commerce signed an MoU with the ICSI, Madurai, for conducting Oral Coaching Classes for Foundation, Executive Programme and Professional Programme Examinations of the Company Secretaryship Course.

- **Bethshan School**

The department of Social Sciences signed an MoU with BETHSHAN SPECIAL SCHOOL, Madurai, on 3rd December 2012. Bethshan Special School offers special needs education. Students from the department of Social Sciences are involved in conducting skill development programmes for these special children.

- **SITA-ISC**

The International Study Centre (ISC) plans for collaborative activities with the students of SITA. Dr. Eial Dujovny, SITA Director, had a group discussion and interaction with the students.

Ms. Srilakshmi Ramakrishnan, Ph.D., Senior Adviser, Education USA Advising Services, United-States India Educational Foundation (USIEF) gave a Lecture on the possibilities of Studying and teaching in USA.

- **Dhan Foundation**

Department of History signed an MoU with DHAN Foundation, Madurai on 11th March 2013, to offer heritage literacy among the students, to promote responsible tourism and to provide guidance to students for the field assignments / OSS / projects.

- **International student group on campus**

- o 6 Korean students from Seoul Women's University, South Korea, Four Japanese students from International Christian University, Tokyo, Japan, and two Chinese students from Chung Chi College, Chinese University, Hong Kong, for their service-learning internship from 8th July to 4th August 2012,.
- o 15 students from Davidson College, North Carolina, USA were on campus on 5th & 6th of Nov. 2012 to study about the Environmental Programmes of the college.
- o 6 students from Seoul Women's University, South Korea, were on the campus from 6th January to 1st February 2013 for their Service - Learning internship programme.

- o Prof. Dilafruz and her team of 9 members from Portland State University, USA, were on campus from 20th January to 7th February 2013 for their Service - Learning internship and the cultural understanding programme
- o Jill Reese, who is studying in the Department of Anthropology of University College, London, is currently involved in her research on Studying Tamil Visual Culture from February 2013 to February 2014. She is funded by Werner Gren Foundation, The Nehru Trust along with the Victoria & Albert Museum.

6.3.9. Admission of Students

Admission Process

Phase I – Administrative Process

A committee nominated by the **Principal** prepares the **prospectus** and the **application forms**. The prospectus includes the **curricular highlights, employment opportunities, student support services and departmental updates**.

Phase I - Publicity and Transparency

Special programmes are conducted for school children by individual departments as part of their Service-Learning and other programmes, generate awareness regarding the college curriculum, instill a thirst for higher levels of learning and enhance the quality and quantity of admissions. The college organises **exhibitions** for school children with adequate representation from each department, to create an increased awareness among them regarding the various fields of Higher Education and the available career options which in turn helps them to make appropriate choices.

Courses offered in the college are popularised through **media advertisements, stalls in educational fairs** and distribution of **pamphlets** in schools. The prospectus and application form are uploaded in the college website. Application forms can be downloaded or bought at the college.

Adequate publicity for the admission process is made through **regional and national newspapers** and through the **internet** on the **college website**. **Notice boards** and **charts** are kept near the college entrance, displaying the admission process. An **interactive display** (kiosk) is made available at the college reception for better crowd management by helping the public gather information regarding admissions independently without seeking for assistance.

Transparency in the admission process is ensured by computerising all the data in the application forms. The first list of provisionally selected students is automatically generated, based on merit and as per the criteria given by the Government. The admission list with quota-wise cut-off is published on the college website. Print copies of the selected list of candidates indicating the cut-off and the quota is pasted on the notice boards for public viewing. The selected list is made available in the college website and in the kiosk at the college reception. Enquiries regarding the selection process are addressed promptly at the departmental levels. The Principal meets the public on stipulated dates to address the queries and suggest alternate study options available at the college in case the applicants do not qualify for their first choice of major.

Phase I – Selection Process and Criteria Undergraduate Programmes

- After the declaration of higher secondary results, the filled in forms can be submitted **online or registered in the college**.
- The data from the application is used to prepare the consolidated database to **generate the computerised rank list**. From 2012, The **Optical Mark Recognition (OMR) sheets** are used for filling-in the application form. **The first provisional selection** list is prepared according to Government norms.

- Candidates are informed of their selection by snail mails sent under certificate of posting. The selection list is displayed for public view and uploaded on the college website and at the kiosk.
- On the date of admission, all original documents are verified and the candidate is admitted after payment of fees.
- Based on the number of vacancies after admission, subsequent provisional selection lists are prepared.
- **Postgraduate Programmes**
 - A process similar to the one mentioned above, is followed for admissions to **postgraduate courses**. **Self-financed postgraduate** admission notification is published in the **national** editions of newspapers whereas the postgraduate courses of the aided stream are published only in the regional editions. Provisional admission for postgraduates is given considering the marks for the first **five semesters** of the undergraduate programme and the admission list is finalised after the sixth semester marks are verified within a month of commencement of classes.

M. Phil. Programmes

- Candidates are selected on the basis of marks scored in their Master's Degree programme as well as their performance in an **entrance test**.

Ph.D.

- Selection of research candidates are on the basis of **merit**. All departments conduct an **entrance test** which is followed by an interview. The interview board comprises of an external expert, the Head of the Department and the Research guide.
- The selected candidates are then admitted, as per **Madurai Kamaraj University (MKU)** norms.
- Students who have cleared **common eligibility tests** conducted by state agencies such as **SET** and national agencies such as **UGCNET/UGC-CSIR-NET/GATE** are given preference for admission into **Ph.D.** programmes.
- For all the academic programmes, after admission, each student is given a unique registration number with an identity card to confirm her enrolment.
- **Admission Review Mechanism and Follow-up Action**
- The number and composition of the candidates applied and admitted in the undergraduate programme is discussed at the Senatus meeting in the month of July each year. The departments whose programmes are in high demand are encouraged to consider starting additional sections in the self-financing stream whereas those with very low demand are directed to take extra measures to enhance their enrolment. In this process, a few departments like History, Social Sciences, Physics, Chemistry and Economics have made necessary changes in their undergraduate programme and the respective titles, intensified their publicity mechanism and thereby succeeded in augmenting the quantity and quality of their enrolment. The Departments of Computer Science and Commerce have started additional sections. Currently, the Department of English has started an additional section in the self-financed stream.

Strategies Adopted for Inclusiveness in Admission SC/ST and OBC

Reservation policies of the government are rigidly followed to ensure that the strategies adopted by the government in the creation of equity and provision of access to the SC/ST and OBC applicants are implemented. SC/ST applicants are issued application forms free of cost as per government norms. In the event of a deserving SC/ST candidate filing an application for admission after the SC/ST quota has been filled up, the management steps in to making special provisions for her admission in the minority/management quota.

Helpdesks are set up at the college entrance to assist applicants from the most backward sections to fill up the application form and to guide them in the admission processes. Helpdesks are usually manned by

the student volunteers and officers of the student union, making the timid newcomers to the campus and the new settings feel at ease in what may otherwise appear to be intimidating surroundings.

Different Categories of Persons with Disabilities

Physically and visually challenged students are admitted adhering to Government norms. They are **exempted** from **Part V and Languages (Part I / Part II) of the overall curriculum**. The college also provides additional **infrastructural facilities** like **ramps**, lifts and **specially designed washrooms** for the differently-abled. Information about the availability of these facilities and also information on scholarships, other infrastructural facilities such as clinic, **residential halls with attached baths**, the **Equal Opportunity Centre** and **student support services** are communicated in the prospectus and the college website.

Economically Weaker Sections

The college provides **Management and Endowed scholarships** for students from economically weaker backgrounds. Free lunch is provided **by the Management** for needy students. From academic year 2012-2013, the provision of **free seats** to deserving candidates is made to promote inclusiveness and to encourage the entry of students from deprived backgrounds to Lady Doak College.

Admissions to less privileged students are given by considering the **Deprivation Index**. This index is generated and incorporated in the computerised rank list for admissions. Students belonging to this section are allowed to pay the fees in installments and the fine for paying after the due date is waived.

Outstanding Achievers in Sports and Extracurricular Activities

- Sport students are given admissions in the major of their choice.
- They are given either fee waiver or **concession** on payment of **fees**.
- **Special food and scholarships** are provided.
- Hostel accommodation with waiver of mess fees or hostel fees or both is given to a few deserving students.
- From the academic year 2012-2013, special provisions have been made with regard to the requirements of formative evaluation of sports students keeping in mind situations beyond their control which results in their prolonged absence from classes.

6.4 Welfare schemes for

Teaching	
Non- teaching	
Students	

6.5 Total corpus fund generated

956,447

6.6 Whether annual financial audit has been done Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic and Administrative	✓	ISO (RINA)	✓	Trained Internal Auditors of LDC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

S.No	Reforms
1.	<p>Revised Evaluation Pattern</p> <ul style="list-style-type: none"> In the III Year UG and II year PG level, higher order learning skills need to be assessed. Hence, the formative evaluation pattern for semesters V and VI / III and IV of UG and PG respectively have been revised Standardized evaluation pattern with required maximum marks for UG and PG courses.
2.	<p>Provision for Sports Students</p> <p>The Sports students who represent the college in various tournaments are unable to attend all tests since the first formative tests always fall during the tournament period. Hence a different formative evaluation pattern has been evolved.</p> <p>Revised Formative Evaluation Pattern For Sports Students</p> <p>A New formative evaluation pattern has been evolved for the sports students. They are given the option of writing one test only or both the tests. One best of two tests is considered.</p>
3.	<p>Revised Blue Print</p> <p>Blue print which is sent to the External Examiner for Question Setting is modified to include details of the syllabus, number of questions in Knowledge, Understanding and Application level in each unit</p>
4.	<p>Online Comprehensive Exam – PG</p> <p>Introduction of Online Comprehensive Examination for PG Students</p> <p>To enable PG Students to be more competent to appear for competitive examinations, an online comprehensive examination with Multiple Choice Questions is given at the end of the fourth semester. This examination is optional and if a student scores above 50% she will be given two extra credits</p>
5.	<p>Revised Mark Statement (included % of attendance)</p> <p>Mark statement given to students includes the percentage of attendance obtained by the student</p>

6.	<p>Validation of Formative Questions</p> <p>Question papers set by the course teacher for the Formative Assessment is validated by the Head or Senior faculty in the Department before submission in the Examination Office</p>
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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

- The Singapore Alumnae Meet was organised on 18th August 2012 at Singapore Tamil Teachers Union. 18 Alumnae from Singapore and 11 faculty from LDC attended the meeting. The office bearers for the Singapore Alumnae Chapter were elected.
- Annual Alumnae Meet was conducted on September 29th 2012
- Spoken English Programme was organised by alumnae association to improve the language and presentation skills for the II & III year UG & II year PG students.
- A parents meeting was conducted for the children who come to the Day Care Centre(CRIB) at Lady Doak College to get suggestions from parents and to orient them of the rules and regulations.

6.12 Activities and support from the Parent – Teacher Association

A Parent-Teachers meeting was arranged for I U.G. and III U.G. Students of the college on 5th January '13. The programme started with a common meeting at the GJ Auditorium.

After the Principal's sharing in the meeting, there was a tremendous response from the parents. They appreciated the college for the great exposure given to the students, for ensuring the safety of the students, for making excellent arrangements for Tour and for the vital role of college in students' lives as they spend more time on campus. Parents also assured their co-operation with the Institution.

The following lists some of the actions taken by the college after considering the suggestions given by the parent:

- Facility to send group SMS to students from the college in order to notify the parents about special programmes at the college and about any unexpected change in the schedule given in the College HandBook
- All important information are uploaded in the college website too

- Holding a Bank account has been made mandatory to facilitate online payment of College and other fee

This common meeting was followed by meeting at the respective departments.

Apart from the Annual Parent – Teachers Meet, the parents also contribute in terms of participating in some of the important decision-making committees.

6.13 Development programmes for support staff

Tally Training to Bursar office staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

- ✓ Green Mission Team -maintenance campus cleanliness involving departments
Green Mission team- was formed consisting of one faculty member from each department to monitor the greening and cleanliness of the campus with the help of student volunteers. GIS Map showing the location of area allotted to different department was distributed
- ✓ Construction of parking lots and regulation of Parking of car, motorised two wheelers and bicycles , in the allotted place
- ✓ Banning of soft drinks in Canteen
- ✓ Planting of trees with NCC volunteers and signboards with names of trees (Botanical, Tamil name & family) were put up on trees on campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Plan to restructure to undergraduate curriculum to be introduced 2013-14

Integrated Curricular Model for UG Programme – The New Model

Highlights of the Model

- Ordering of courses in the curriculum according to levels of learner progression through the programme.
- Placement needs integration of diverse skills more than in-depth inquiry into specialized area for UG programmes.
- Sound integration of curricular component & purposeful core- related foundation component.
- Core component facilitates learners to be in the frontline of knowledge and research
- Liberal exposure to other disciplines broaden, intellectual perception and capabilities of learners
- Total learner centeredness.

Curricular Cohesion & Design

An Integrated Curricular Model

A: Foundation (18% / 26%)

B: Support Courses (8.5%)

C: Core-III (10.7%) (Inter-Disciplinary)

D: CORE-I (47.8%/ 56.4%) (Core Specialisation) (Extra Credits-16)

E: Core-II (6.4%) (Life-Frontier Programme)

Foundation Courses

- To prepare learners to meet progressively difficult challenges through the whole programme
- To understand core concepts in her chosen discipline
- To acquire competency in verbal and interpersonal communications, soft skill management for smart usage of IT skills
- To Accelerate learning pace for slow learners.
- To imbibe ethical values

Support Courses

Suitable Allied Courses to support the Major

Interdisciplinary Courses

- To perceive the seamless way in which one discipline gets connected with the other whenever a real time problem is to be solved.
- To look beyond the existing discipline and generate new knowledge by integrating the related disciplines.
- To collate the synergic outcome of the Interdisciplinary approach
- To become a true lifelong learner with Interdisciplinary perspective.
- To view learning and teaching in a holistic way and reflect on issues in the real world, making courses meaningful within their specific as well as wider contexts.

Non – Major Elective

- A broad based interdisciplinary Elective course offered by (2or3 Sciences /Humanities Departments jointly)

Vocational / Skill Based Elective Courses

- *Skill Based Elective course is offered with the focus on Academic or Vocational skill.*

Core Specialisation (Major)

- *To match departmental Mission*
- *To impart in-depth knowledge in the chosen discipline*

Life Frontier Engagement

The real test of an integrated curriculum is in the acceptance of graduate by society, employers and other stakeholders on account of their coordinated multiple competencies and strength of character evident in performance.

Curricular structure to offer ability to:

- communicate one's knowledge to lay as well as specialised audience
- appropriate information at the frontier of knowledge in the discipline and to self-manage knowledge improvement as well as performance in life

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

<i>PLAN OF ACTION</i>	OUTCOME ACHIEVED
Curriculum Designing	
<p>Implementation of new Courses / Programmes:</p> <ul style="list-style-type: none"> • Planning for introduction of MBA • Planning for introduction of MCA • Introduction of new courses <ul style="list-style-type: none"> - B.A. English Literature (Self-Financed Stream) - Diploma Course in Informatics for Drug Design by Chemistry Dept. - Diploma Course in Clinical Laboratory Techniques by Botany Dept. - Diploma Course in Yoga by Physical Education Dept. - Certificate Course in Financial Instruments and Service by Commerce Dept. - Certificate Course in Remote Sensing and GIS by Physics Dept. 	<p>Initiated in the Academic year 2012-13</p> <p>In process</p> <p>Temporarily suspended</p> <p>Madurai Kamaraj University has granted affiliation for the B.A. English Literature (Self-Financed Stream) from the year 2012-2013 with a sanctioned strength of 60. It has been offered from 2012 – 2013 onwards.</p> <p>Diploma Course in Informatics for Drug Design was offered from 2012-2013 and 7 students were admitted.</p> <p>Passed in the Academic Council but no takers</p> <p>Diploma Course in Yoga was offered from 2012-2013 and 10 students were admitted.</p> <p>Passed in the Academic Council but no takers</p> <p>Certificate Course in Remote Sensing and GIS was offered from 2012-2013 and 8 students were admitted.</p>

<p>Targets for Departments</p> <ul style="list-style-type: none"> • Departments to have a target class wise pass percentage 	<p>Target not fixed</p>
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<ul style="list-style-type: none"> • Atleast ten percent to appear for NET / CSIR and atleast one percent pass per year before the completion of course. 	<p>21 out of 329 (6%) students have cleared NET exam.</p>
<p>Research</p> <ul style="list-style-type: none"> • Departments - Specific target for number of publications and research proposal for this academic year 	<p>Not fixed</p>
<ul style="list-style-type: none"> • R& D Cell - Workshops on 'Proposal Writing and Publications' <p>3. Art of Writing Scientific Paper 4. Research Proposal Writing</p>	<p>13 departments conducted one day Workshop on Writing Research Proposal in their respective disciplines.</p>
<ul style="list-style-type: none"> • Publications in ASPIRE - To improve the quality, R&D to generate a database of reviewers 	<p>The list of reviewers is prepared and the creation of the database is in process. The new reviewers will scrutinize the articles to be published in ASPIRE.</p>
<p>The annual theme for the year - GRASP</p> <ul style="list-style-type: none"> - GR- Green initiative - A - Academic Aspiration - S - Searching minds (original thinking) - P - Progress <p>Activities to be planned with this theme</p>	<p>Green Initiative</p> <p>Green Mission Team was formed consisting of one faculty member from each department to monitor the greening and cleanliness of the campus with the help of student volunteers and support staff. The GIS map showing the allotted area was given to the faculty members and issues pertaining to campus cleaning were discussed. The members were asked to submit requirements such as bins for segregation & collection of wastes, pots and plants initial cleaning was done as per the schedule with the help of NTS.</p> <ul style="list-style-type: none"> • Lady Doak College to network UBCHEA Environmental Project with five partner institutions (Women Christian College, Chennai, St. Xavier's College, Palayamkottai, Arulanandar College, Karumathur, Yadava Women's College, Madurai, Jeyaraj Annapackiam College, Periakulam). • The Centre for Environmental Studies organized an environment awareness programme titled "Environment and Sustainable living" sponsored by UBCHEA on 1st December 2012.

	<ul style="list-style-type: none"> • SPURT 2012 was conducted on September 15, 2012. The general theme of the competition was 'GRASP' which is the theme of the college for the academic year (2012-2013). • The Centre for Environmental Studies organized an Environment Awareness Programme on "Environment and Sustainable Living" sponsored by UBCHEA on 1st December 2012 for the first year UG students. • UBCHEA Sponsored National Consultation on "Promoting Environmental Education in Higher Education Institutions" was conducted on 7th & 8th Feb. 2013. • State level seminar on Renewable Energy Utilization was conducted by the Department of Physics on 25th Feb. 2013. • Complete ban on soft drinks and plastic cups on campus. • Yogeswari K a student of III B. Com CA from Pandyan Hostel provided a "Go-Green" badge for all the students of the college on the day of community celebrations in order to create an awareness on greening the campus. <p>Academic inspiration</p> <ul style="list-style-type: none"> • National workshop on 'Bioinformatics: Tools and Applications' was conducted by the Department of Biotechnology sponsored by DBT-BIF from 24th to 28th Sept. 2012. • UGC sponsored National Workshop on New Directions in Development Economics: Theoretical Paradigm vs Empirical Challenge was conducted by the Department of Economics on 13th& 14th December 2012. • A two day UGC sponsored Academic Leadership workshop on Innovation and Benchmarking under Academic Autonomy was conducted on 1st & 2nd February 2013.
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- Ten-day Workshop on Classical Tamil Literature sponsored by Central Institute of Classical Tamil was organized by the Department of Tamil from 4th to 14th Feb. 2013, with 31 eminent resource persons.
- Concept Based Teaching in the classrooms through interactive mode (Student Centered Learning) is followed rather than just lecture mode, leading to learner centric pedagogy.
- Ensuring the adherence to the Blue Print is carried out by Validation of Formative and Summative Question Papers by senior faculty.
- Revamping of Undergraduate curriculum - The Integrated Curricular Model

Searching Minds (original thinking)

Vision Seminar was conducted on 27th April 2013 on the theme Vision towards 2018.

Progress

- MoU's (4)
- New courses offered (6)
- Research Grants (9)
- A study on Organisational Learning of teaching faculty at Lady Doak College

<p>MoU's</p> <p>MoU's signed with Institution / Organization (National/International)</p>	<p>The Institute of Company Secretaries of India (ICSI)</p> <p>Department of Commerce signed a MoU with the ICSI, Madurai, for conducting Oral Coaching Classes for Foundation, Executive Programme and Professional Programme Examinations of the Company Secretaryship Course.</p> <p>TCS - a MoU has been signed with TCS (Tata Consultancy Services) to conduct online Competitive Exams like GATE, on campus, through the Placement Officer of the College.</p> <p>Bethshan School The department of Social Sciences signed a MoU with BETHSHAN SPECIAL SCHOOL, Madurai, on 3rdDecember 2012. Bethshan Special School offers special needs education. Students from the Department of Social Sciences are involved in conducting skill development programmes for these special children.</p> <p>Dhan Foundation</p> <p>Department of History signed a MoU with Dhan Foundation, Madurai on 11th March 2013, to offer heritage literacy among the students, to promote responsible tourism and to provide guidance to students for the field assignments / OSS / projects.</p>
<p>Student News Letter</p> <p>e-News Letter</p>	<p>Not done</p>
<p>Green initiative</p>	<p>A two day national consultation was conducted on collaboration with the five partner institutions. As an outcome a book is being prepared which can be used as a textbook for the environment course which is taught for all UG students.</p>

<p>UBCHEA Environmental Project</p> <p>Lady Doak College to network UBCHEA Environmental Project with five partner institutions (Women Christian College, Chennai, St. Xavier's College, Palayamkottai; Arulanandar College, Karumathur; Yadava Women's College, Madurai; Jeyaraj Annapackiam College, Periakulam)</p>	<p>A two day national consultation was conducted on collaboration with the five partner institutions. As an outcome a book on Environmental Studies is being prepared which can be used as a textbook for the environment course which is taught for all UG students.</p>
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Human Resource Development	
<ul style="list-style-type: none"> • Workshop for designing non- major elective courses using Fulbright scholar • Workshop for senior faculty on the effective teaching learning testing for generation next. • A workshop on Students Centric Teaching • A Workshop on Grant Proposal Writing • A workshop on mentoring for interested faculty and counseling unit members • Two hours lecture on institutional loyalty to faculty with less than 15 years of experience • Appraisal by non - teaching faculty 	<ul style="list-style-type: none"> ♦ Carried forward to the next year ♦ A workshop on “Towards a More Effective Teaching - Learning - Testing Process - Underlying Assumptions & Practices” was organized from 19th to 21st June 2012. Resource persons: Mr. Albert Selvanayagam, AIACHE, Bangalore. Dr. C.D. Lethi, Associate Professor (Retd.), Holy Cross College, Trichy. 58 Faculty members attended the workshop. ♦ Dr. Cynthia Dettman, visiting Fulbright Scholar conducted a workshop on Student Centered Learning in phased manner from August 2012 to November 2012. 20 faculty members attended the workshop. ♦ Dr. Cynthia Dettman, visiting Fulbright Scholar conducted a workshop on Grant Writing in a phased manner from September 2012 to November 2012. 20 faculty members attended the workshop. ♦ A special Programme on Mentoring was conducted on 16th October 2012. The resource person was Mr. Maxim Pereira, Asst. Professor in Sampurna Montfort College for Counseling & Psychotherapy, Bangalore. 27 faculty members attended the programme. Not done. To be done next year (2013-2014)

Organization and Management	
<ul style="list-style-type: none"> • Study on organizational behaviour and organizational management at Lady Doak College by an external expert 	<ul style="list-style-type: none"> • A workshop on organizational development 'LDC ... Built to Last' was conducted on 15th Oct. 2012. The resource person was Mr. Inbasekaran, Director - HR & Admin. EXPAT Group-Bangalore. 59 faculty members attended. • Faculty members who attended the OD Programme in October 2012, served as Resource Persons in the workshop organized for the other members of their Department. Based on the data arrived at, the I & II Level Programme, the Strategy Plan will be drawn. • Vision Seminar was conducted on 27th April 2013 on the theme Vision towards 2018. A follow-up meeting was held on 8th June, 2013 and the outcome of these two consultations has resulted in a direction for the college to move forward in the next 5 years. • An Organizational Behaviour exercise was carried out with the members of the Senatus on 28th January 2013, to identify the stage of Lady Doak College in the Organizational Life Cycle Model.
Infrastructure and Learning Resources added on campus	
<ul style="list-style-type: none"> • UPS provided to Departments/ Centres/ Hostels for uninterrupted power supply • Air Conditioning facility for Economics Computer Lab • Wi-Fi enabled network for departments • Updating the department computers 	<ul style="list-style-type: none"> ♦ 7- 800 kva, 3- 5kva along with the other UPSs already available in the college were re-distributed to all departments and centres. In addition UPS facility was also given to KWCC and Fashion Designing Lab. ♦ Not done ♦ Wi-Fi network was provided to all the 14 departments, Multimedia Theatre-I and Principal's office. ♦ 45 systems in 14 departments were updated from core-2-duo to i3 processors.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Title of the Practice

e-assessment on MCQs (Part A) through effective use of created Question Bank (QB)

2. Objectives of the Practice

- To increase the element of objectivity and consistency in marking.
- To ensure validity, reliability and fairness in conduct of examination and marking.
- To enable assessment of large classes effectively.
- To train the students to appear for online competitive examinations with confidence.

3. The Context

Since Autonomy the college has had the policy of allotting 20% to 25% of the maximum marks to an objective Part A section of the question paper assessing different cognitive skills.

Over the years, the college has provided increased access to education. To sustain the quality of education, it is imperative to have an objective, consistent and reliable assessment tool. Assessment through Multiple choice questions is the one such reliable method. To make the summative question paper more objective, it is imperative that a quality question bank is available in all subjects.

Further, most of the eligibility tests and competitive examinations at the State/National/International levels are conducted as online MCQ test. Hence it is the need of the hour to prepare the students for online examinations.

This necessitated the creation of the computerised question bank for Summative e-assessment on MCQs. A novel evaluation practice / tool has been designed to test student's skill. Automatic generation of question according to blueprint avoids bias in the selection of questions. Mark processing in this context is automatic and avoids human errors.

4. The Practice Preparation of Faculty

At the beginning of every academic year the newly recruited faculty are introduced to item writing during the orientation. In addition, faculty members were given additional training through workshops on item writing conducted by CHRD handled by experts in the area of question bank preparation. Techniques in designing the stem of the question and distracters of the multiple choice questions were practiced in the workshop.

Creation of Question Bank
This section of the question paper has exclusively MCQ's at 3 hierarchical cognitive levels of learning namely knowledge, understanding and higher ability. A blue print is framed at the departmental level based on the 5 units of the syllabus and Part A section of the question paper has for example 40% of knowledge level, 30% of understanding level and 30% of higher ability questions. The bank has 6 fold of the number of questions in the blue print covering all the 5 units of the syllabus.

Subject experts and senior teachers validate the questions available in Question Bank.

A sample table with the available questions (6 fold) is given below.

Table 7.3 Available questions (6 fold)

Units	K (40%)	U (30%)	H (30%)	Required no. of questions available
I	2 (12)	1(6)	1(6)	24
II	1(6)	1(6)	1(6)	18
III	2(12)	2(12)	1(6)	30
IV	2(12)	1(6)	1(6)	24
V	1(6)	1(6)	2(12)	24

Note: K – Knowledge U – Understanding H- Higher Ability

() - Number of Available Questions

Total number of questions in the bank : 120

Number of questions in the Question paper :20

Knowledge : 8 Understanding :6 Higher Ability : 6

A custom made software called Questville is employed for the purpose of question bank creation, updation and generation. Faculty members replenish the questions which have been already used for the previous semester examination. So that the QB always has 6 fold. 2 non-working Saturdays per semester are set apart for the purpose of updating questions as 6 fold by the faculty.

e-generation of MCQs (Part A)

A week before the final examination, questions are generated according to the blue print by the CIT coordinator for all courses offered in that particular semester. During the question setting period the course teachers get a chance to view the generated questions and the key. The faculty check the questions for language, ambiguity, validity pertaining to each cognitive level and their answers and are allowed to make minor changes. The questions are finalised and are ready to be administered. Confidentiality of finalised questions for all courses is maintained by storing the soft copy at the Centre for Information Technology and is password protected thereby preventing unauthorised access

Conduct of e-assessment Examination

Hands on training and mock examinations are also conducted to the I UG students prior to the final examination. On the day of the examination the questions are uploaded in the server and shared in a number of PC's according to the class strength so that all the students of the particular class are able to take the e-assessment simultaneously. The questions are jumbled so that no two students sitting next to each other will have the same question in their desktop screen. The examination duration (in minutes) for the e-assessment is equal to the number of questions plus another five minutes.

Scoring & Report Generation

The students take up the e-assessment on MCQs in the final examination and the answers given by them are stored in the server and the scoring is done automatically by the software. The system generates reports as soon as the test is completed which saves the precious time of the faculty spent on manual scoring of the answer scripts.

5. Evidence of Success

- The e-assessment has enabled the institution to economise the usage of papers amounting to approximately 19,320 sheets.
- Malpractice is minimised since the sequence of questions is different for every student.
- As soon as the examination is over, the reports are auto generated which gives the scores of all students who took the examination.
- The QB of all courses consists of a pool of validated Multiple Choice Questions comprising all the units of syllabus at the 3 cognitive levels of learning knowledge, understanding and higher ability serve as a valuable asset to the institution.

6. Problems Encountered and Resources Required

- The number of PC's available does not match the increasing student strength. About 1200 students are required to take up the e-assessment examination on a day and the number of PC's available is 250.
- Difficulty in the allotment of slots for e-assessment of MCQs (Part A) as the students has to take up another written examination (Part B, C & D) on the same day.
- Difficulty in updating questions in the software-The software employed can be simplified especially in the mode of appending questions.
- The distractors are not jumbled. The software employed for conducting the examination can be fine-tuned to jumble not only the questions but also the distractors in each question.

- The same computing facility is used as laboratories for conducting e - assessment as well. Hands on training and mock examinations are conducted for the I UG students impede the conduct of laboratory exercises for other students.
- For want of PC's the students are accommodated in different slots for doing their e-assessment (Part A) and therefore the total duration for the completion of the e-assessment and written examination for parts B, C & D gets extended.

7. Notes - Reliability, Security and Data Integrity Measures

- The existing QB is always six fold of the required number or even more.
- The system is versatile and can also work on other kind of technology with the little Modification and quite flexible to install and maintain.
- Teachers can view the blue print of the courses available in the question bank before the Summative examinations and provision is given to modify and edit the blue print.
- Soft copy and back up of the QB is stored in the Centre for Information and Technology under the control of coordinator of CIT.
- Additional copy question bank in the form of TAPE DRIVE is stored in examination office under the custody of Controller of Examinations.
- Students cannot get access to the Question Bank. Question Bank is password secured and thereby prevents unauthorised access.
- Our own customised user friendly software is used to conduct the e -assessment rather than a third party software.

This is a novel evaluation practice / tool designed to test student's skill. Automatic generation of question according to blueprint avoids bias in the selection of questions. Mark processing in this context is automatic and avoids human errors.

Best Practice - II

1. Title of the Practice

Interdisciplinary Approach in Research and extension

2. Objectives of the Practice

- To perceive the seamless way in which one discipline gets connected with the other whenever a real time problem is to be solved.
- To evolve a collective methodology by applying the concepts in various disciplines.
- To look beyond the existing discipline and generate new knowledge by integrating the related disciplines.
- To collate the synergic outcome of the interdisciplinary approach.
- To become a true life-long learner and a team player through Inter-disciplinary approach.

3. The Context

The 21st century Higher education emphasises interdisciplinary approach to solve complex problems. There is therefore a need for integrating several disciplines by crossing boundaries. Interdisciplinary approach is proved to be more productive than the traditional compartmentalised approach and is an inspiring human endeavour. Recent advancement in Science and Technology prompt experts from different disciplines to come together to address a multifaceted problem. It is mandatory that higher education Institutions create an environment for students to realise that they are not just academicians of a particular discipline; rather they are the academicians to solve the problems which cut across various disciplines the subject matter of the various disciplines.

Lady Doak College has a culture of involving faculty from various disciplines to evolve new curricula across boundaries. A few such courses e.g. Women`s Studies, Human Rights Education and Human Environment and Society.

The strategy used for implementing these courses involved identifying the correct team, equipping them for the task and then implementing the Teaching-Learning process through team-teaching.

In the recent past the college has taken an initiative to address community problems through the interdisciplinary approach. This approach enables the student to develop global competencies of creativity, interpersonal skill, being a team player and the ability to interlink the core competencies to address common issues in society.

4. The Practice

- Identification of the team of faculty members who have a bent for interdisciplinary approach.
- Identification a common problem which is of a concern in the community.
- Brainstorming on how to address the common problem from one`s own discipline,
 - Reviewing the literature to find out any reported models of interdisciplinary approach.
 - Evolving a cumulative methodology which involves the concepts from all associates.
 - Collecting data from the perspective of each department involved.
 - Analysing the data at the departmental level and then as a team periodically.
 - Arriving at an integrated solution to the problem.

5. Evidence of Success

- A funded project on **‘Environment and Health in Sellur’** (Departments: Physics, Chemistry, Botany, Zoology & Biotechnology) in 2010-2011 completed.
- **Carbon Foot Printing in Thathaneri** (Departments: Physics, chemistry, Botany, Zoology, Biotechnology) in 2011-2013 ongoing.
- **Developing a Model Village** through Research and Extension at Thondaimanpatti (Departments: Tamil, English, History, Economics, Commerce, Mathematics, Physics, Chemistry, Zoology& Botany) in 2011-2012.
- Collaborative Research Proposal on **“GIS based analysis of spatial and non-spatial data, social equity index, food security and environmental indicators** in Velllichanatham area, Madurai district, Tamil Nadu, INDIA” sent to **Canterbury Christ Church University, UK** in 2011-2012. Awaiting the approval (Departments : Physics & Social Sciences).
- **State Level Youth Science Festival 2012** organised by **Tamil Nadu Science Forum**.

List of selected student projects **(6 out of 60)**

- Extraction of Pectin Fruit Waste, Uzhavar Sandai, Chokkikulam, Madurai (Department of Chemistry)
- Tannary Water Treatment from Vaigai River near Dindigul (Department of Biotechnology)
 - Science and Technology (Department of Physics)
 - Rural Development (Department of Physics)
 - Superstitious Belief (Department of Physics)
- An attitude of LDC students towards eco-friendly initiatives on campus (Department of Social Sciences)
- **M.Sc. Nanoscience** as an Inter disciplinary Programme (Departments: Physics, Chemistry, Botany, Zoology and Biotechnology)

6. Problems Encountered and Resources Required

- Difficulty in time management for students and faculty members
- Mobilising funds for the implementation part of the project.

7.4 Contribution to environmental awareness / protection

- **Environment and Sustainable living:** Awareness Programme for IB.A/B.Sc/BBA/ B.Com students (UBCHEA Sponsored) 1st Dec , 2012

Mr. U. Thirunavukkarasu, Environment education coordinator- C.P Ramasamy Centre for Environmental Education, Chennai highlighted the state of Environment in India during the first session and stressed on the role of citizens in the sustenance of our environment. He used a variety of videos to depict the causes and effects of a non-sustainable environment

Mr. Amirthalingam , project incharge C.P Ramasamy Centre for Environmental Education , Who emphasized the various concepts of biodiversity and conservation.

Projects

- ❖ Ecological foot printing of Lady Doak college community-- Biotechnology
- ❖ Environmental awareness of Lady Doak college Undergraduate students- Botany
- ❖ Respirable Particulate analysis – Service learning project, Chemistry students

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The SWOT Analyses for all the 14 departments of the college is included in the NAAC SSR July 13.

8.Plans of institution for next year

Plan of the Institution for the Academic Year 2013-2014

Implementation of new Courses / Programmes:

- Planning for introduction of MBA
- Four year B.Com (Honours) degree programme.
- Degree Programme in Fashion Designing
- History and English Departments to be upgraded to research centres

Academic Audit

- Decide on the Quality Management System files (QMS)
- One day Workshop on Academic Audit

Online courses

- Faculty to be exposed to online courses
- Video conferencing with Prof. Pant, Former Pro-Vice Chancellor of IGNOU and the faculty at IIT – Kanpur
- Interested faculty to register for atleast one online course

Sustainable Campus

- To conduct waste audit
- Rainwater harvesting at G.J. Auditorium
- Purchase of incinerator

Benchmarking

- Departments to identify institutions to benchmark with
- Virtual tour / Visit to nearby identified institutions
- Institutional benchmarking on Residential facility

Industry Academia Interface

- MoU's with Confederation of Indian Industry (CII) and Indian Women Network (IWN)

Career Guidance and Placement

- 300 outgoing students to be placed - to mention in terms of % growth rate
- Increase the visibility of CGPC

Research and Consultancy

- Summer programme - Training on Science Instrumentation for students of other colleges
- Booklet to be published on Science Instrumentation facilities available
- Paper Recycling - Business model to be evolved

Resource Mobilization(for hostels at Satellite Campus)

- Payment gateway on website
- Promotional DVD for fund raising
- Detailed list of Philanthropists to be prepared
- Selling of college souvenirs

Human Resource Development

- Workshop for designing non-major elective courses
- Competency based training to be organized for faculty between 30 and 45 years of age with more than 5 years of work experience at Lady Doak College
- Training for faculty on open source software
- Norms for Academic Performance Index for faculty
- Performance appraisal for Non-Teaching Staff
- One day programme on Multiple intelligence and Multiple skill development for 21st century learners

Service- Learning Programme and Extension Programme

- Adopt an under privileged school / hostel and focus all Service- Learning and Extension activities on it.

Name: Dr. R. Nimma Elizabeth Name: Dr. A. Mercy Pushpalatha

Sd. R. Nimma Elizabeth

Sd. A. Mercy Pushpalatha

Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Abbreviations:

CCM	-	Centre for Communication and Multimedia
CHRD	-	Centre for Human Resource Development
CGPC	-	Career Guidance and Placement Cell
R & D	-	Research and Development