Action Plan 2019-20

1.Curricular Aspects

Theme	Action Plans (2019-2020)
Academic Flexibility	Restructuring the Certificate / Diploma and PG Diploma courses

Theme	Action Plans (2019-2020)
Curricular Planning, Implementation and Curriculum Enrichment	It is planned to restructure the curriculum based on Outcome-Based Education. • Vision of the College • Mission of the College • Vision of the Departments • Mission of the Departments • Programme Educational Objectives (PEOs) of individual programmes • Programme Outcomes (POs) • Programme Specific Outcomes (PSOs) • Course Outcomes (COs) for all the courses in the respective departments • Mapping of COs with POs and PSOs

Theme	Action Plans (2019-2020)
Feedback System	• Feedback from Teachers for curricular aspects • Feedback for IVBC from teachers and students • Modification in the format of minutes of Boards of Studies and Academic Council Meetings • Action taken based on feedback • Posting the report of analysis of feedback on the college website

Theme	Action Plans (2019-2020)
Curricular Planning, Implementation and Curriculum Enrichment	For the Semesters I, III and V for UG and Semesters I & III for PG are framed and validated. The validated odd semester courses for UG (Semesters I, III & V) and PG (Semesters I & III) to be presented in the forthcoming Board of studies on 31.10.2019 & and passed in the forthcoming Academic council on 25.11.2019. The validated even semester courses for UG (Semesters II, IV & VI) and PG (Semesters II & IV) to be presented in the forthcoming Board of studies on 02.03.2020 & and passed in the forthcoming Academic council on 07.04.2020.

MINUTES

Board of studies

Date:

Members Present

External:

Dean(s) of Academic Affairs:

Internal:

Student Representatives:

S.No.	Course code and Course title	Suggestions given	Course content revised based on the feedback from External experts / Teachers / Students / Alumnae	Name of the External experts / Teachers / Students / Alumnae	Action taken

Signature of Board of studies members:

Members	Name	Signature
External		
Dean (s) of Academic Affairs		
Internal		
Student Representatives		

Academic Council Meeting

Name of the Expert	Suggestions /Comments	Course content revised based on the feedback from External experts / Teachers / Students	Remarks	Action Taken

Criterion II: - Teaching Learning and Evaluation

Theme*	Action Plans (2019-20)
1. Student Enrolment and Profile.	The college will take efforts to admit students from rural areas by visiting different schools in and around Madurai
2. Catering to Student Diversity	The faculty will visit different institutions outside Madurai to admit students from other districts. Alumnae will be contacted to admit students from other states and other countries

Theme	Action Plans (2019-20)	Time Frame
1. Evaluation Process and Reforms	· Open Book Assessment · More weightage to continuous assessment. Hence the duration of summative examination may be reduced	To be discussed in the forthcoming CPEC meeting
	· As summative evaluation is the academic duty of the course teacher and done during the period for which salary is received, the remuneration for summative evaluation may be given up	With effect from November 2019

2. Student Performance and Learning Outcomes	· Questions to be set reflecting the learning outcomes of each course.	Modalities to be discussed in the forthcoming CPEC meet · (If question paper is set by external examiner, depar to validate the Question Paper · If question setting is done by internal, it has to be validated by external experts.)

Criterion III - Research, Innovation and Extension

Research, Innovations and Extension					
S.No.	Criteria	Objectives	Proposed plan	Activities	Period
1.	Promotion of Research and Facilities	To promote multi-institutional projects to utilize the research facilities of various institutes	Promote Collaborative works with other institutions through external funding for utilization of their resources	Identify thrust area for multi-institutional research collaboration and the process to be framed	September 2019
		To enhance the research culture among teachers and students	Workshop/seminars to motivate the students and teachers	Conduct of seminars – meet the scientist	October 2019
		To enhance the utility of Science Instrumentation Centre	Document the instruments (housed at center and departments) and make it available for public through website with revised pricing	Update the list and plan the modality for usage and maintenance of the instruments	December 2019
			Identify Personnel for handling instruments to characterize samples for inside/outside college needs	To conduct training to the personnel to handle all the instruments	December 2019
2.	Resource mobilization for promotion of research	To promote Institutional projects using management funds	One inter/multidisciplinary institutional research/department	Notifications to be sent	August 2019
		To encourage faculty to write proposals for Financial support by	Announcements to be sent to departments regarding call for proposals by various funding agencies	Notifications to be sent	2019-2020

		external funding agencies			
		To synchronize/map the research data from the faculty portal to RCPC	Requisition to be sent to CIT	Map the data	January 2020
3.	Innovation Ecosystem	To transfer the scientific knowledge	Workshop on processing of patenting	Conduct of seminar on product validation and commercialization	November 2019
			Technical review meetings	Notifications to be sent	2019-2020
		To promote innovative research practices	Incentives and awards for quality publication and research	Identify the best publications	December 2019
			Life time achievement in Research award	Existing process flow to be followed	March 2020
			Recognition of students and faculty for doing innovative projects other than academic and LiFE Projects	Publish in the inhouse journal ASPIRE	March 2020
			Identify best LiFE projects and publish in ASPIRE	Frame Criteria to identify best projects in Humanities, Sciences and Languages	March 2020
				Form an editorial review board for ASPIRE with 2 external experts and 3 internal experts	

		To provide support mechanism to research scholars	Advisory/grievance cell for research scholars	Modalities to be framed	January/Feb 2020
4.	Research publications and Awards	To document the outcome of quality research and awards	To collect information with respect to doctoral, post-doctoral, projects, inventions and discoveries, number of patents obtained and number of research publications.	Collection of information from LDC portal	2019-2020
5.	Consultancy	To identify thrust areas wherein consultancy can be provided -	To encourage faculty to act as consultants through HR	To frame policy on consultancy services and related finances	February 2020
				To award faculty for taking up consultancy	2019-2020
6.	Extension activities	To promote interdisciplinary projects for socially relevant issues among students /faculty members	To apply for funding agencies to support socially relevant projects	Identify such agencies and send notifications to the department	2019-2020
			LiFE projects	Document the details	March 2020

7.	Collaboration	To collaborate with academic/research institutions/industries etc..	To encourage faculty and students to apply for summer internship /exchange programs / post-doctoral studies	Identify institutes for faculty & students for participation for both sciences and humanities	2019-2020
				Identify projects by various institutes for faculty participation and funding for both sciences and humanities	2019-2020
				Send information to departments	2019-2020

Part V Activities

Part V Extension Programme Action Plan (2019 – 2020)

NSS (National Service Scheme)

- **International Yoga Day Celebration**
- **Tree plantation**
- **Guest Lectures**
- **Scribe work**
- **Swachh Bharat Activities**
- **Participation in Pre-Republic Day parade and State Republic Day parade**
- **Participation in National Integration camp**
- **Road Safety Programme**
- **Rally and Human chain Programme**
- **Tutoring**

Seven Days NSS Special Camp

- **Village Survey**
- **Swachh Bharat Activities**
- **Tree Plantation**
- **Medical Camp**
- **Veterinary Camp**
- **Human Chain Programme**
- **Awareness Rallies**
- **Guest Lecture**
- **Entrepreneurial Skill Training**
- **Tutoring**

- **Street Play/ Role Play**
- **Legal Aid**

RRC (Red Ribbon Club)

- **Awareness on HIV /AIDs**
- **Blood Donation Camp**
- **Guest Lectures- (Menstrual Health, Gender issues, Sexual Reproductive health, HIV/AIDs, etc.,)**
- **Open Discussion on Good touch and Bad touch**
- **Sex and Sexuality, Protection from sexual abuse – video presentation and discussion**
- **AIDs day Awareness Rally**
- **Visit to blood bank in Madurai**

YRC (Youth Red Cross)

- **Guest Lectures (Nutrition, Dengue Awareness, Road Safety, First Aid, Disaster Management, etc.,)**
- **Awareness on Blood Donation**
- **Blood Donation Camp**
- **Self Defense Training**
- **Dengue Awareness Activities**
- **Visit to neighboring Orphanage & PHC**

Rangering

- **Theory Classes: History of the movement, Guide Law, Promise, Motto, sign, salute, First Aid and their Importance, etc.,**
- **Skit on guiding rules**
- **Practical Classes : Hand shake, National integration song, Different types of Knots and Claps, Charts, Album Preparation**
- **Fireless Cooking Competition**
- **Two Day Special camp – Trekking, Exercise, Self defense, Camp fire**
- **Health campaign – Cycling**

- **Visit to old age home**

LEB (LDC Eco Brigade)

- **Waste management – Vermi - compost**
- **Seed ball Preparation, Tree Plantation**
- **Mega Exhibition for School Children - Natural alternatives/eco-friendly products**
- **Biodiversity of birds in LDC and Satellite Campus (bird watching)**
- **Programme on Ban Plastic**
- **Awareness on Healthy sanitary napkin usage**
- **Guest lectures(Bio-gas, Environment Protection, etc.,)**
- **Rally and Human Chain related to Environment Protection**
- **Measuring air pollution, water and green coverage of the campus using GIS**

LSP (Library Service Programme)

- **Theory classes: Importance of Library & How to allot serial Numbers**
- **Library Book arrangement work (Rack arrangement of books as per the serial no. and bar code)**
- **Book Review Competition**
- **Library Day Celebration, Competition for School Students**
- **Visit to outside Library**
- **Work in Special Library – (Children's Library, CGPC Library, ISC Library)**
- **Translate old Nagarathar Books from Tamil to English**
- **Notice Board Week**
- **Newsletter**

Physical Education Band Group

- **Basic Skill Training & Advanced Skill Training by external music experts**

- **Training and practice of music instruments- Bass Drum, Kettle Drum, Cymbals, Bugle, Flute, Clarinet, Saxophone, Trumpet, Tuba.**
- **Supporting performance in various authorized programmes:**
    - ✓ **Republic Day parade- Guard of Honour**
    - ✓ **Independence Day parade- Guard of Honour**
    - ✓ **Madurai Kamaraj University programs and Convocation Day- Guard of Honour**
    - ✓ **Sports Development Authority of Tamil Nadu programs - Guard of Honour**
    - ✓ **Our college programs – Guard of Honour (Annual Sports Day & Tournaments)**

Physical Education Athletic Group

- **Theory and practical classes of Physical Education**
- **Fundamental & Advanced Skill Training in sports**
- **Fitness Training and Team Practice**
- **Aerobic activity, Calisthenic exercises, Self defense activity, Gymnastics, Yogic practices and Pyramid training**
- **Friendly matches with other external teams**
- **Participation in State, University, National and International Level Tournaments**
- **Participation in various Tournaments & Sports coaching camps at the District, Intercollegiate and State level.**
- **Participation in Rally and Marathon race related to Health Awareness**
- **Guest lecture on Fitness awareness and Physiotherapy.**

NATIONAL CADET CORPS

- **Theory and parades of NCC**
- **Drill, map reading, health & hygiene, field & battle crafts, weapon training and firing**
- **Awareness rally**
- **International Yoga day Celebration**
- **Participation in District, State and National Camps**

- **Participation in International Youth Exchange Programme**
- **Guest lecture on leadership development, disaster and safety Management**
- **Participation in human chain, marathon run, blood donation camp and Swacch Bharat**
- **Provide guard of honour to VIP**
- **Organizing trekking camp, obstacle and fitness training**
- **Maintaining discipline during common college programmes as a Disciplinary committee member**

Common Activities

- **Independence Day Celebration**
- **Sports Day Cultural Practice & Celebration**
- **Republic Day Celebration**
- **Swachh Bharat Activities**
- **Human Chain Programme**
- **Awareness Rallies**

NSS students to be encouraged to clean the campus- Rota for a group to clean each day to be allotted

Dustbins to be strategically located

IV. Infrastructure and Learning Resources

JX MILLER MEMORIAL LIBRARY

Library Resources:

Books required for the Library to be purchased (with reference to the Academic Council Booklet list of books submitted by the departments)

To support interdisciplinary access all the decentralized books at the different locations are to be housed under one roof

Appropriate usage of the library resources through the Friends of the Library activities as discussion forums, hands on training and lecture series (Book Club, Quiz Club, UPSC STUDY CIRCLE and other competitive examination)

Archival resources are to be categorized (recently collected during summer vacation)

Electronic Resources:

UGC N-List (National Library and Information Services Infrastructure for Scholarly Content) access to be enabled to all the students of the college

E Resources access and Awareness lecture about Plagiarism to all the students

Digital Repository of Thesis

ASPIRE (In House Journal) as E-Journal with ISSN number

Library Management Software AUTO LIB

SMS and E mail alert service

Books received from the centres and departments will be automated with barcoding

News paper clippings will be digitized and uploaded

Archival records are to be digitized

CIT - Centre for Information Technology:

Objectives

- Automate the entire academic and administrative activities from admission to alumini(3 years target from 2017)
- Access anywhere in college without any interruption
- To make the existing automated modules error free results
- 100% cashless transactions
- Generate new reports for NAAC

Plan of action	Time Frame	Status
New Modules: ▪ Online Application form for faculty recruitment ▪ Guest Lecture ▪ Clinic Management System ▪ Contact Management System ▪ NAD Report ▪ NAAC	May to December	Ongoing

Plan of action	Time Frame	Status
Students Biometric	August-December	New Module
Pay Bill (Cloud Based)	September – December	New Module
e-Income Tax (Cloud Based)	September – December	New Module
Office Management System	September – December	Ongoing
Faculty Appraisal	August - September	Ongoing

Plan of action	Time Frame	Status
PG STUDENT PROJECTS ➢ Faculty Management System ➢ Procurement and Inventory Management System ➢ Online Discussion Forum ➢ Mail Tracking System ➢ Student Management	July to October	Ongoing

Plan of action	Time Frame	Status
Online Fee Collection • Club • Tour • Long-term Course • Payment for Text Book • Penalty • Field Trip • Seminar/ICM • Faculty Name Badge	June to July	Completed

Plan of action	Time Frame	Status
Upgradation of Modules 1. Leave Management System 2. Attendance 3. Admission 4. Remuneration 5. Faculty Programs 6. Exam 7. All Reports 8. Appointment with Principal 9. Alumnae 10. E-compliance 11. Hall Booking 12. Fee Collection	Odd & Even Semester	Maintenance

Plan of action	Time Frame	Status
Infrastructure Enhancement **Enhancing the Computational facility** ➢ Face Recognition System ➢ Student Biometric Attendance System ➢ CCTV Camera Installation ➢ Replacing of Desktop Computers to Laptop in the Lab - to reduce power consumption	June to September August to September	Ongoing

Criterion V: - Student Support and Progression

Assembly Programmes

- **Talks on Values**
- **Talks on Career Counselling – General and Departmental**
- **Talent Shows – based on Audition**
- **Talks on soft skill**

Student Activities

- **Regular Outreach Activities**
- **Inter Collegiate Competitions**
- **Fund Raising Activities**

Residential Life

- **Recreational Clubs**
  - **Jogging Club**
  - **Book Club**
  - **Gardening Club**
  - **Zumba/ Aerobics Club**
- **Inter Personal Relationship Sessions**
- **Sanitary Vending Machine**
- **Electronic Incinerator (college)**

V. Dean of Student Services – Dr. Beulah Jeyashree

Student Activities

Regular outreach of students will be taken up

If the students convey the target of fundraising before August 31, this matter can be passed through the board for its approval.

Students and teachers to be informed about the expenditure of funds generated from their contribution.

Shuttle nets to be fixed in the campus

Installation of Laundromat in each hostel discussed

Criterion VI: - Governance, Leadership and Management

6.1 Institutional vision and Leadership structure

ORGANISATION REDESIGNING WILL PROMOTE THE ORGANISATION TO ACHIEVE ITS VISION

Action to be taken

1. The College has taken steps to redesign the organisation structure, a final process chart was prepared with the help of a consultant
2. The final process to be approved by the Board
3. After the approval of the final process, it will be implemented in January 2020

6.2 Strategy Development and Deployment

Appropriate norms will be framed for the smooth and regular functioning of each office/department/centre

Proper follow up of AMC services to be implemented

6.3 Faculty Empowerment Strategies

TO PROMOTE THE RESEARCH CULTURE

ACTION TO BE TAKEN

1. Incentive to be given to the research scholars
2. Sanctioning appropriate leave for pursuing research
3. Permitting to use the laboratory/library

6.3 THE COLLEGE HAS FRAMED A PROPER PROCEDURE FOR RECRUITING FACULTY/STAFF

Action to be taken

1. Proper advertisement will be given
2. Interview (both in written & oral) will be conducted
3. Training/ Probation period will be taken into consideration
4. Proper Mechanism will be adopted for the appraisal of the faculty

5. Training Program will be conducted to upgrade the professional competency of the faculty
6. Feedback system to be improved for the appraisal of the faculty

6.4 Financial Management and Research Mobilization

Action to be taken

1. In the new organisation structure, new posts will be created. The concern persons will be able to mobilize resources for the college
2. Different Companies/ Organisation will be approached for CSR
3. Contribution from the Alumnae
4. A transparency procedure will be framed for the optimum utilization of finance

Internal Quality Assurance System – Dr. Priyatharsini Rajendran

Action Plans (2019-20):

- Academic Audit 2019-20
- Forming quality circle for quality assurance and sustenance (specific projects)
- Preparation for NAAC 2020

  March 2020 - submission of Institutional information for quality assessment (IIQA)

  April 2020- uploading self - study report

Criterion VII: - Institutional Values and Best Practices

Counselling Unit:

Theme*	**Action Plans (2019-20)**
Institutional Values and Best Practices. • To offer Counselling and Guidance to Students and staff. • To organize training programmes for peer group and unit members.	1. Training in Basic Counselling skills for faculty (3 Days) (Unit members, mentors, VBC teachers and any other interested faculty) 2. Growth Group for unit members (Monthly) 3. Students' Forum (Monthly) 4. Training for Peer Counsellors - 60 -Aided and 40 SF students 5. IPR (Interpersonal Relation) sessions for Residential Students (IUG and IPG) 6. Competitions for Students on topics related to Health, Environment, Social issues (Essay, Poetry, drawing, Poster making, Photography, Movie making) 7. Screening of Movies for creating awareness (Fund raising) 8. Training /Workshop on 'Emotional wellbeing' for NTS Women and Men (Separately)

CED: Centre for Entrepreneurship Development

Theme	Action Plans
Competitions Aug 20th	Logo Creation, Slogan formation and Elocution Aug 20st, 2019
World Entrepreneurship Day - Women Entrepreneurship Meet & Workshop	Inspirational Talk by an experienced Women Entrepreneur and Hands-on –Training on Self Grooming – Aug 21st, 2019
CED in Collaboration with DSS (Open Forum)- To exhibit their innovative ideas and marketing skills.	Conducting "Marketing Hymp" – Products from recyclable materials – Sep 2019
A Workshop on "Hands - on – Training in Animation	By our Alumnae Ms. Bhuvaneswari -Oct 4th
Seed Capital for the Best Business Plan. [Courtesy: Dr.Rajkumari Jeevegan]	By inviting business proposals from students, scrutinizing and selecting the best one. – December 2019
Satellite Campus Initiative	Base line survey will be conducted. Based on the community need, training will be given for marketing their products &ideas to develop their business with the help of resource persons. January 2020.

ISC - International Study Centre:

Theme	**Action Plans 2019-20**
Institutional Values & Best Practices • Giving – Sharing of Service-learning expertise with the partner institutions • Growing – Strengthening international collaborations to make Lady Doak College visible at the global level	• Development of a collaborative agreement with Singapore University of Social Sciences for academic partnership and service-learning • Exchange programmes with Mary Baldwin University, International Christian University, *The Association of Christian Universities and Colleges in Asia (ACUCA)* • Annual International Service-Learning Programmes • • Building a relationship with Petra Christian University, Indonesia • Furthering collaborations with ICU, Japan in service-learning • Strengthening the ISC student club • Developing a Tamil language course for foreigners.

LiFE - Life Frontier Engagement

THEME	**Institutional Values and Best Practices – Satellite campus and Life Frontier Engagement**
OBJECTIVES	✓ To strengthen the framework for Life Frontier Engagement course wherein students get an opportunity to appreciate their academic learning through community experiences. ✓ To ensure whole person education by facilitating a continuous dialogue between academic theory, community needs and action initiatives ✓ To implement community based initiatives and inter disciplinary projects in satellite campus to build rapport between the college and community.
ACTION PLAN	
GIS mapping of satellite campus and retrieving data according to the need of departments	
Choosing the area of study and formulation of structured framework for inter disciplinary LiFE projects.	
Feasibility study - Skill training for women (Cloth bags, Paper recycling, Vermi Composting, Computer and English language training) in Doak community centre.	
Writing proposal to funding agencies – MHRD Unnath Bharat Abhiyan: Rotary club, Madurai and other NGO's.	
Conducting health awareness and medical campus – Meenakshi Mission Hospital/ Agarwal Hospital	
Sustainability Development Goals – Website creation by Computer science students Climatic action, Solid waste management, Water management, Human health and well-being, Quality education and Clean and affordable energy.	
LiFE Knowledge Centre for consultancy	
Course revision according to change in contact hours, Revision of Evaluation pattern, Facilitators & Student guide	

CES – Centre for Environmental Studies:

Theme	Action Plans (2019 - 2020)

Beat Air Pollution	**To strengthen the air pollution monitoring network, conduct regular monitoring and create awareness among public and students through targeted dissemination**
	
	• Identifying the number of trees and the type of species using GPS for pollution monitoring in Lady Doak College campus.
	• Increasing the Carbon sequestration by tree planting
	• Vehicle emission data to be collected periodically and monitor effectively
	• Standardization of CO_2 monitoring in college campus
	• Guest Lecture – Environment Pollution and e- waste management
	• Website creation for LDC campus – Sustainability goals
	  ➢ Climatic action
	  ➢ Solid waste management
	  ➢ Clean water and sanitation
	  ➢ Good health and well being
	  ➢ Quality education
	  ➢ Affordable and clean energy
	• Recycle selected waste for resource recovery and earn revenue (Used pens, e-waste, plastic waste)
	• Replacement of printed books (elective course material) with e-book (Pdf protected)
	
	<u>LEB Students</u>
	
	• Preparation of files using recycled paper
	• Counting of dustbins
	• Preparation of cloth bag with logo
	• Verification of water leakage, toilets cleaning pipelines by the LEB student volunteers and reporting it in a Google form once in a week.
	• Documentary film making
	• Food waste calculation- Hostels in college campus

Sd//-

Dr. Christianna Singh
(Chariperson)

Dr. Priyadharsini Rajendran
Dr. R. Jeyakodeeswari
(IQAC Co-ordinators)