Action Plan 2020-2021

Theme: I. Curricular Aspects

Theme*	**Action Plan (2020-2021)**	**Period**
1. Curricular planning & implementation	The **Odd semester** courses with Outcome – Based Education framework for UG and PG (Semester III) to be presented in the forthcoming Board of Studies meeting to be held between 02.11.2020 and 25.11.2020 and to be passed in the forthcoming Academic Council Meeting to be held on 11.12. 2020	**Boards of Studies-** 02.11.2020 to 25.11.2020 **Academic Council-** 11.12.2020
	The **Even semester** courses with Outcome – Based Education framework for UG and PG (Semester IV) to be presented in the Board of Studies meeting (Even Semester 20-21) in the month of March 2021 and to be passed in the Academic Council Meeting in the month of April 2021.	**Boards of Studies-** March 2021 **Academic Council-** April 2021
	Assessment methodology for the formative and summative assessments to be finalized for CO attainment to be implemented from the Academic Year 2021- 22.	April 2021
2. Academic flexibility	Interchange of Semesters Interchange of Courses Academic Adjustments in Internship/ Training/Field Practicum In alignment with the changes made in coursesthe valuation pattern will be modified appropriately	Odd Semester 2020-21
3. Curriculum Enrichment	**Linkages for strengthening skill development, employability and entrepreneurship among students** To provide opportunities to train our students to be industry and job ready with placement prospects, collaborations and MOUs with **Food Industry Capacity** and **Skill Initiative (FICSI)**, **Skill Council for Green Jobs (SCGJ**). **Life Science Sector Skill Development Council (LSSSDC), Agriculture Sector Skill Council of India (ASCI)** under NSDC, **Skill India Program** and promoted by UGC, MHRD will be explored.	

4. Feedback System	Incorporating feedback related to the following: Anonymized Interim feedback to be taken by faculty to look into areas that requires changes of improvement Final feedback on the following areas: Effectiveness of pedagogies used for online classes Matters related to support systems for students for Online classes Online class timings & Teaching platforms
Theme: II Teaching Learning and Evaluation	
1.1 Evaluation Process	Summative Assessment Intermediate Students The assessment methodology suggested by MKU(Registrar) based on the GO (D) No. 111 dated 27.07.2020 released by the State Government was followed for assessment of I, II UG and I PG students. Terminal Students Summative examinations - 16.09.2020 to 25.09.2020 Mode of examinations: off campus online Online platform : New module developed by CIT- LDCAutomation Publication of Results: 30.09.200 Distribution of mark Sheets: 20.10.2020 onwards ASSESSMENT FOR 2020-2021 Continuous Assessments based on the units of courses for the odd semester of 2020-21 (Reference: Communication from MKU (Dean) dt. 03.08.2020) The Continuous Internal Assessment (CIA) shall be planned based on tests, assignments, MCQs, seminars etc.
1.2 Evaluation Process and Reforms	To fulfill course attainment in Outcome Based Education, plans are on to bring in a change in evaluation pattern in both UG and PG courses. The formative evaluation process is to be enhanced in the mode of continuous assessment in the academic year 2021-2022. Familiarizing faculty with a range of technology and digital space is not enough but they should be trained on quality alternative assessment methods to achieve true learning outcomes in students.

	Hence a workshop on upskilling faculty to support continuous assessment culture is essential.
2. Student Performance and Learning Outcomes	Deans are planning to measure CO attainments – from 2021-22

Theme: III. Resource innovation and Extension

1. RESEARCH CULTURE PROMOTION CELL

S.No	Criteria	Objectives	Activities Proposed	Time Duration
1	Promotion of Research and Facilities	promote collaborative works with other institutions through external funding for utilization of their resources	Multi-institutional research collaboration • Each department will be encouraged to setting up goals in research (Long term goals and short term goals) • Applying proposals to funding agencies in inter disciplinary area by identifying potential partners	Throughout the year
		To enhance the research culture among teachers and students	• Ambitious faculty member (s) in each department will be identified and trained to achieve the research goals of the department (Two workshop/seminars on writing proposals will be organized to apply for various funding agencies and publishing in high quality journals to train the interested faculty members)*	December 2020 and February 2021 (*Subject to change)
2	Resource mobilization for promotion of research	To promote research using management funds as Institutional projects	• At least one inter / multidisciplinary research project per department will be encouraged*	December 2020 (*Subject to change)
		simplify the process of analysis of research outcome	• The data relevant to research will be	Feb 2021

			synchronized /mapped from the faculty portal to RCPC	
3	Innovation Ecosystem	To transfer the scientific knowledge	Ambitious PG students will be identified to submit proposals for startup grant (at least 2 brain-storming sessions/ workshop will be conducted to train the students to convert their idea into product)	Throughout the year
		To promote innovative research practices	• Visit to other reputed institutes to motivate the faculty members to initiate quality and innovative research/ find potential collaborators for future work*	March 2021 (*Subject to change)
4	Research publications and Awards	To encourage the faculty members in research	• Awards/incentives for best publication,* • Early career research award, Life time achievement award will be given* • Scholars and faculty members will be sponsored to attend conference and workshop (modalities need to be framed)	March 2021 (*Subject to change)
5	Consultancy	To identify thrust areas wherein consultancy can be provided	The faculty members will be encouraged to take up consultancy projects as per the norms of the college (summer projects, skill training for students and teachers of other departments/institutes will be encouraged for revenue generation)	March 2021
6	Extension activities	To promote interdisciplinary projects for socially relevant issues among students /faculty members	The faculty members will be encouraged to apply to funding agencies for socially relevant research projects such as Women technology park, Skill Vigyan Programme etc	October 2020 or whenever the opportunity arises…
7	Collaboration	To collaborate with academic/research	To encourage faculty and students to apply for summer internship	Throughout the year

		institutions/industries etc..	/exchange programs / post-doctoral studies Encourage faculty members and students of science departments to take part in research training with Experteze research program	

2. CENTRE FOR LIFE FRONTIER ENGAGEMENT

Action Plans (2020 – 2021)
LiFE Projects via online mode (due to Covid-19 Pandemic situation) Interdisciplinary or Multidisciplinary Projects Collaborative projects with Centre for Environmental Studies (Swachh Action Plan), Counselling Unit (Impact of Covid-19 on Emotional well-being of Doakians) and NGOs (accessible via online) Identify and address the issues of our own students as target groups Impact of online Teaching – Learning – Evaluation among the students Impact assessment (Impact of LiFE@LDC) study among the alumnae - by each Department E-content creation – at least one per Department ▪ Article Publication in reputed service-learning Journals – at least one per Department

3. INTERNATIONAL STUDY CENTRE - Extension activities and collaborations

Name of the Programme	**Partnering University**
Strengthening existing International Service Learning Programme (ISLP) by: • renewing the MOU – 4 ISLP:1Exchange • Exploring the student-exchange ratio between ISLP and JSSL	International Christian University (ICU), Japan

Exploring possibility of launching SWU-SI, in the near future • Social Innovation Programme	Seoul Women's University (SWU), South Korea
Student-Exchange Programmes • Josehine Christina Pasanga 18eng022 • Serena Ganesan 18eng046 • Dhaya Pauline 18soc013	• ICU, Japan – Virtual Exchange – Sept. – Nov.2020 • Global Undergraduate Exchange Programme (UGrad) January 2021 • De La Salle University, Manila, Philippines – ACUCA – SMS scheme – Feb.-May 2021.
Recruiting candidates for future student exchange programmes (Nov.)	• Mary Baldwin, USA - 2 • ICU, Japan – 1+ • ACUCA – SMS - 2 • UGrad -1 • Community Engagement -1

4. CENTER FOR ENTREPRENEURSHIP DEVELOPMENT- SHORT TERM VOCATIONAL COURSES 2020-21

Resource Persons are willing to conduct the courses online

Time schedule – 5th – 18th December 2020 [subject to approval by Vice Principal]

Display arrangements of products made by students during the Vocational skills training workshops

MISH MASH – Train students in marketing products within campus so that they can learn marketing skills to market in the wider community – Target IUG and IPG due to the pandemic functional norms

Entrepreneurship Development Institute of Madurai KamarajUniversity is willing to conduct free online training for one month forstudents

Entrepreneurship Training program for Non Teaching Staff in production of home made sanitizers/cleaning liquids, cushions/dolls making etc..

5. CENTRE FOR WOMEN'S STUDIES - INTERNATIONAL COLLABORATIONS

Health Secure Foundation, Dallas Texas, USA, a Non Profit endeavour of the Health Secure-EMR: Collaborator – Chief Medical Officer, **Dr. Sue Royappa,** MD, MPH.,

- Content development for a health module in PG elective course - Gender development and Healt
- Implementation of **'She COPES'** – an online emotional peer support group for college students in India in collaboration with Counseling Unit of LDC.

Association KARANGAL Nyon, Switzerland – Media Education

- Produce Educational videos (online workshop November 2nd to 13th, 2020 and in campus workshop in 2021).

Singapore University of Social Sciences – College of Lifelong Learning and Experiential Learning –

Media Education

Students of Singapore University of Social Sciences to learn from Empathy building models developed by CWS and translate the same into educational video content with a film making workshop facilitated by the CWS.

Institute of Women's Studies, St. Scholastica College, Manila, Philippines - Gender Studies for Men

- Trained three men staff members from LDC to have a deeper understanding of women's and men's situation and issues in India towards mainstreaming gender in their communities and organizations.

Collaborations in India for Skill Development programs(UGC-NSQF)

- To develop skill training programs for unemployed women and pursue viable employment options.
- MOUs have been entered with the following industry collaborators:

  Revelation Bay Productions, Bengaluru

  Alter Energy Systems, Madurai

  Aparajith Agro Foods, Madurai

Kokila Siddha Hospitals, Madurai

Following are the UGC-NSQF approved courses to be started in the academic year 2020-2021

- Diploma in Digital Film Production (1 year)
- Diploma in Nutrition and Dietetics (1 year)
- Certificate Course in Food Processing Technology and Quality Control (6months)
- Certificate Course in Entergy Utilization (6 months)

Centre for Women's Studies, LDC has been mentioned in Saksham plan under the UGC Scheme of Development of Women's Studies

IV: Theme: Infrastructure and Learning Resources

1. CENTRE FOR INFORMATION TECHNOLOGY

S.NO.	MODULES	Work Completed	Out come
1	Admission	Upgraded Online Admission Dashboard, Online counselling, payment and online certification verification. Upgrade Hostel Admission, Academic ID and automation ID Created for online classes	Rank list report, payment failure resolved
2	Fee Payment	College Fee (I Instalment for II- and III- year students & Hostel Fee	HDFC Collect
3	Exam	As per government policy Exam and grade system modules revamped for II PG and III UG students.	Completed, Results published on 30th September 2020
4	Online Registration of Courses	NME, VBC, IDM online registration	Registered for all courses online
5	E certificate	E-certificate for all inside campus virtual seminars, workshops and Quiz	E-certificate issued to all participants

6	E-assessment	Descriptive and Objective eAssessment conducted for all arrear students	For arear students (supplementary examination) Google form- Conducted for few students.
7	Online Examination	Develop objective type questions – III UG and II PG	Implemented successfully
8	Bonafide	Online Bonafide certificate	Implemented successfully
9	Withdrawal	Online	Implemented successfully
10	NAAC site creation and updating	Work is in progress	To be Completed by 15th Nov
11	Report Creation	Report	
INFRASTRUCTURE			
12	Teams Configuration	Microsoft Teams app configured for online classes	Configured for all students
13	VMware	Network Monitoring Server Tool Configured	

2. LIBRARY

Digital Library

- Awareness lecturers on UGC NLIST, NDL, India Stat Database,

  e –resource access and Plagiarism tool URKUND are conducted periodically

With the cooperation and support from CIT creation of

- you tube channel
- wiki media
- resources repository (course reference materials identified by Teachers and Librarian)
- online resource log analysis

Theme: 5. Student Support and Progression

1. DEAN OF STUDENT SERVICE

Soft SkillTraining

- For I UG students in the even semester
- Interview skills for outgoing students

Scopeofthevocation-Introduction

- Department wise database for career opportunities to bemade available for students
- Guest lectures on career opportunities by departments

2. CAREER GUIDANCE AND PLACEMENT CELL (CGPC)

I. Proposed Placement Drives to be conducted for the final year UG, PG StudentsandAlumnaeasfollows:

1. SchoolTeachers/CommunicativeTrainers
2. Softwarecompanies
3. Radio Mirchi
4. TV (media)
5. Internships

II. Proposed Placement Trainings to be conducted for Students and Awareness Lecturers for staff

1. Short-time free courses on 'Digital Marketing' /ProjectManagement / Soft Skill Trainings /Aptitude
2. SEBI Awareness programme on 'Investor Education on Exclusively for faculty'

III. Trainings and Placement reports to be maintained in the Automation Portal with CIT

- to create the Student Data base with the details about their job requirements in the CGPC PLACEMENT PORTAL
- Registration, Entry behavior Aptitude/Coaching Placement awareness lectures
- to receive and maintain the Company profile with the Job vacancy and to be maintained at the portal

Theme: VI. Governance Leadership and Management

1. INSTITUTIONAL VISION & LEADERSHIP AND STRATEGIC DEVELOPMENT & DEPLOYMENT

INSTITUTIONAL VISION & LEADERSHIP

The institution aims to bring about a wholesome transformation of women from all strata of society, with a well-balanced moral, social and spiritual outlook.

To achieve holistic development, the college exercises a multi-pronged, decentralized approach. The needs of the students are addressed at various levels, be it intellectual, physical, emotional, spiritual or financial. A team of administrators holds various responsibilities and there by all the spheres of action take place effectively.

Periodic meetings of the administrative team, Senatus, faculty, non-teaching staff and many other sub-committees enabled the institution to take decisions for the well-being of the student community.

THEME	ACTION PLAN
I Academic initiatives ● The office of the Deans of Academic Affairs Examinations Office ● The Curriculum Planning and Evaluation Cell, IQAC ● Online Education Committee, ● Centre for Communication and Multimedia, Centre for Information Technology	● Ensure that the academic standard of the institution is maintained and remains globally competent. ● Involved in implementing online education. ● To streamline decision making process virtual meetings are conducted to take appropriate decisions, conducting examinations/classes, training given to teachers to handle the online classes. ● Online Education committee along with IQAC framed guidelines and policies for the effective and smooth conduct of online classes and assessment. ● MoUs made with 4 other institutions to strengthen the academic quality standards.
II. Student welfare ● A unique advisor-advisee system, a tailor- made one effectively operates between teachers and students	● To build up rapport and enable teachers to identify the needs of the students and

● The Counselling Unit of the College conducts batchwise and one-on-one sessions to support the students emotionally. ● The office of the Deans of Student Services is in-charge of scholarships, co-curricular clubs and activities, student amenities, health care, redressal of grievances and residential services.	address them immediately. ● Counselling Sessions for students, teachers and NTS during the pandemic period to reduce the stress level. ● Virtual soft skill training to enhance placement for students is given periodically
III UGC-NSQF Program The Centre for Women's Studies to offer skill-basedcourses to empower women by enabling them to earn their livelihood.	University Grants Commission-National Skills Qualification Framework Approved the following four Skill Based Courses 1. Diploma in Digital Film Production [Centre forWomen's Studies] 2. Diploma in Nutrition and Dietetics [Department of Zoology and Centre for Women's Studies] 3. Certificate Course in Energy Utilization [Department of Physics and Centre for Women's Studies] 4. Certificate in Food Processing Technology and Quality Control [Department of Botany and Centre for Women's Studies] MoUs made with industries/institutions to strengthen academic standards.
IV. **STRATEGIC DEVELOPMENT & DEPLOYMENT** Considering the increased academic and infrastructural requirements of the institution, additional positions such as Assistant Deans, Chief Operating Officer are created.	The newly appointed Assistant Deans work alongside for effective functioning of the Office of the DAA

4.4 Financial Management and Resource Mobilization:	To upgrade from the present system of accounting from a standalone Tally ERP system for the Financial accounting to an ERP system for the Financial

Financial Management includes Budgeting with budgetary controls, cash flow planning for optimum utilization of funds as well as for mobilization of resources. There is an internal control system with established systems, procedures and processes for allocation & deployment of financial resources. The institution has developed strategies for mobilizing resources through various donors, designating the funds for the earmarked purpose and ensures transparency in financial management and reporting of the institution. The financial statements including the Receipt & Payments account, Statement of Income & Expenditure Account and the Balance sheet of the institution are subjected to regular audits.	Accounting and to integrate the system with the existing fee collection module, payroll computation, examination fee module and online donation module developed by the college. To include budgetary controls, other internal checks and audit trail as part of internal control for a robust financial accounting system. Implementation of MIS (Management Information System) through ERP for better financial reporting, planning and control.

2. INTERNAL QUALITY ASSURANCE CELL

S. No	Proposed Tasks/Programme	Time frame
1.	Workshop on Framing and selection of Best Practices (with a NAAC point of view)	2nd week of November,2020
2.	Completion of website updation by Departments and Centres	15th November,2020
3.	Completion of SSR	20th November,2020
4.	Preparation of IIQA	31st October,2020
5.	Preparation of AQAR	20th January,2021
6.	IQAC External meeting	1st week of January,2021
7.	Administrative Audit (If NAAC process is delayed)	February 2021
8.	Streamlining Feedbackanalysis	December 2020

3. CENTRE FOR HUMAN REOURCE DEVELOPMENT

Theme	Activity	Description
Faculty Empowerment Programme for Teaching Faculty	• Four Day Workshop on 'Being an Effective Teacher' for New Faculty	Sessions: • Institutional Culture • Concept Based Teaching • Use of ICT at LDC • Generation of MCQs

		• Importance of Research • Library Resources • Quality Sustenance at LDC • Evaluation Procedure & Practices at LDC • Interpersonal Relations Micro Teaching
Faculty Empowerment Programme for Teaching Faculty	Technical Workshop	Topic : Supporting Tools for Online Teaching Topic: Advanced Statistical Methods for Research
	Non-Technical Workshop	Topic : Stress Management – 1 per semester for different faculty groups
Faculty Empowerment Programme for Non-Teaching Faculty	Technical Workshop	Topic : Need Based software training – 1 per semester
	Non-Technical Workshop	Topic: Performance Appraisal by Pragya Consulting Topic: Stress Management
Faculty Empowerment Programme forTeaching Faculty 'Capacity Building for Faculty Members of Higher Education Institutions in Design Thinking(DT) and Student Centered Learning(SCL) Strategies' – Project approved by United Board for the year 2019-20	Additional Workshops on DT & SCL Strategies	ToT for selected 30 faculty members of LDC to be taken to other 10 colleges suggested by UB.
Feedback	Feedback from Parents	Collected during PTA Meeting
	Implementation of 360 Degree Feedback	For Teaching Faculty
	Exit Interview	Maintenance of File
Performance based Compensation Management	Review of Job Description (JD) for Non-Teaching Faculty	Creation of Policy Manual Preparation of Job Description for all NTS
Work Diary - NTS	Coordinating with VP & CIT for automation of NTS work diary	To be implemented after approval by Principal

Theme: VII. Institutional Values and Best Practices

CENTRE FOR ENVIRONMENTAL STUDIES,

THEME : CLEAN AND GREEN ENVIRONMENT

Area of work	Activities	Time of completion
SANITATION AND HYGIENE (CAMPUS)	Clean and functional toilets (365x24) Safe drinking water (365 x24) Clean surroundings Clean buildings/rooms Zero Littering Organizing awareness programs for better sanitation practiceslike using the toilet, hand washing, health and hygiene awareness and garbage disposal (Post COVID-19 measures)	**March 2021**
WASTE MANAGEMENT	Campus/Dept wise waste audit Campus/Dept wise waste segregation Recycling waste (paper, organic waste form canteens and kitchens) Set up compost pit for recycling waste	
WATER MANAGEMENT	Audit of water sources in the campus Audit of monthly water use in the campus Audit of drinking water on campus (bottled water) Activities for recharging dry bore wells	**March 2021**
ENERGY MANAGEMENT	Energy audit Audit of building wise monthly use of electricity Reducing carbon footprints	
GREENERY	Setting up a seed bank Researching trees that take up minimal water and are good for theecosystem (local, resilient species)and planting them during monsoon and taking care of them (Vanamahotsav) Maintenance of kitchen garden	

With respect to the suggestions in the IQAC ➢ Planned to do department wise waste audit which includes chemical, biological and e-waste ➢ Based on the results steps will be taken like composting, recycling, reuse, repairing for waste reduction in campus		
	Day	**Date**
Environment related days planned to be observed in our campus to inculcate and internalize in our faculty, students and community	World Environment Day	**5th June**
	No Plastic Day	**3rd July**
	National Pollution Control Day	**2nd December**

3. COUNSELLING UNIT

The following collaborative projects are proposed to be implemented :
The Centre for Women's Studies

- 'She COPES' ~ November 2020 – October 2021
- COVID 19 Peer emotional support – Proposed by Dr. Sudha Royappa, MD, MPH, Chief Medical Officer, Health Secure Foundation, USA
- The Centre for Life Frontier Education
  - Impact of COVID 19 on Emotional Wellbeing of Students
- Virtual Meet with Class Representatives
- 'Building Up One Another' ~ Pilot programme for the Counselling Unit Members
- Focused Group Discussions for Specific Target Groupsof Students
  - Students from bereaved families,
  - Students with a Single Parent,
  - Married Students,
  - Sports Students,
  - Students facing violence at home,
  - Students who are the primary care givers,
  - Any other common concern that arises from the students