LADY DOAK COLLEGE, MADURAI

INTERNAL QUALITY ASSURANCE CELL

IQAC MEETING III – (External) – 25.04.2017

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

- Dr. Mercy Packiam led the gathering in prayer.

Matters brought forward by	Suggestions given by	Suggestions / Discussion
Implementation of Administrative Audit for the Centres and Offices		
Presented by Mrs. Sriilatha	**Mr. Nawas Babu and Mr. Nagaraja Prakasam** **Mr. Nawas Babu** **Mr. Nagaraja Prakasam** **Dr. D. Laura** **Mr. Nawas Babu**	1. **College Website:** ➢ The college should take necessary steps to make its Website very dynamic, updated, creatively designed to attract more number of online visitors. College Website is a **Silent PR** and hence due importance should be given. ➢ The unique programs and activities of the college to be highlighted. ➢ A core team involving faculty members and students to be formulated to maintain the website. 2. The finance and administrative offices to be categorized and color coded based on their functions. 3. More information about the alumnae (data mining about the alumnae can be done with the help of Computer Science dept.) to be gathered. Alumnae can also be involved in the activities of various centre 4. Retired faculty members can be made as the coordinators of the various centres. 5. CWS is one of the best Centres. The activities of CWS could be uploaded in the you Tube. LDC has so many resources and knowledge to share and hence the college can start a Publishing House.

Matters brought forward by	Suggestions given by	Suggestions / Discussion
	Dr. Lethi	6. One full document containing all the exercises done under AAA could be prepared. Measurable road maps could be prepared. Response of each department and centre about the audit could be prepared and included in the document.
Approval of AQAR **Dr. V. Sridevi,** **IQAC Co-ordinator**		The AQAR for the year 2015-2016 was approved by the IQAC body and will be submitted to NAAC at the earliest.
Implementation of Academic Audit for the Departments		
Presented by **Dr. V. Sri Devi**	**Mr. Nawas Babu** **Mr. Nagaraja Prakasam** **Dr. Lethi**	1. Each department to do a SWOT analysis based on the academic audit exercise. 2. The gradual academic progress of the first generation learners after entering into Lady Doak College could be collected every year. The value addition that LDC has done to such students could be documented and if possible projected to MHRD. **3. LiFE:** ➢ The outcome of Life to be properly documented and published. ➢ The students are very much motivated towards LiFE. However the teachers and each Department need to internalize the importance of LiFE. The lack of interest is well reflected in the Road map prepared by each department after academic audit. There is no mention about the future activities of LiFE in most of the department's road map. ➢ The college can use the expertise of senior students who have undergone LiFe program to orient the next batch of students.

Matters brought forward by	Suggestions given by	Suggestions / Discussion
	Mr. Nawas Babu **Mr. Nagaraja Prakasam**	**4. Graduate Attributes:** ➢ The college can take measures to prepare a list of "Graduate Attributes" as required by NAAC and each department can select the relevant attributes for their students ➢ Such attributes could be quantified based on the number of programs and activities in tune with the College Mission statement. (Ex: **Intellectually matured** – quantified based on the academic programs, **Morally upright** – based on the value based activities, **Socially sensitized** – based on the community projects and **spiritually upright –** based on the spiritual values)
Implementation of Management Information System		
Presented by **Ms. S. Padmaja**	**Mr. Nagaraja Prakasam**	All the problems with TCS ion to be addressed and college can work it out to get the best from the product rather than going back to LAN. Mr. Nagaraja Prakasam extended his help to solve the problems with TCS – ion if the college is willing. He can be contacted for further communication.
Towards a Zero waste campus		
Presented by **Mrs. Priyadharshini**	**Mr. Nawas Babu** **Mr. Nagaraja Prakasam**	1. E-waste management and zero waste concepts can be initiated in the college. 2. Natural cooling effect to replace air conditioners through specially designed buildings can be implemented. The CES can set a goal to bring down the campus temperature by $2^{o}C$ in a year. 3. The company Salzer can be approached for the purchase of energy efficient devices.

Matters brought forward by	Suggestions given by	Suggestions / Discussion
Industry-Institute Business models		
Presented by Ms. K. Suganya	**Mr. Nawas Babu**	The centre can take steps to prepare innovative products rather than Phenyls or very old stuffs. The centre to synergise the various activities of the college like LiFE with CED.
ICT in Teaching and Learning : e-content modules		
Presented by Ms. Pitchumani Angayarkanni		The e-contents prepared by the college can be uploaded in http://epathshala.nic.in/ of UGC.
Suggestions about the centralized Feedback system adopted by IQAC this semester.		
➢ All the questions to be translated in Tamil in the entire feedback questionnaire. ➢ The feedback to be analyzed critically for further follow-up with a proper data analytics system. ➢ The students can be given more time to submit their feedback about the various programs and courses rather than doing it on one day.		

Approval of the Minutes by the Members

Name of the person	Designation	Signature
Dr. A. Mercy Pushpalatha, Principal& Secretary	Chairperson	
Dr. V. Sridevi Department of Chemistry	Co-ordinator	

Mrs. S. Srii Latha Department of Commerce	Assistant Co-ordinator	
EXTERNAL EXPERTS		
Dr. K. Ravichandran	Head and Chairperson, Department of Entrepreneurship Studies, School of Business Studies, Madurai Kamaraj University	
Mr. Nawas Babu	Proprietor, A.K. Knitwears, Madurai	
Mr. Nagaraja Prakasam	Director, Indian Angel Network, Bangalore	
Dr. C.D. Lethi	Associate Professor (Rtd.), Department of Zoology, Holy Cross College, Trichy	
ALUMNAE		
Ms. Akila S.	Rtd. Senior Scientist (Flight Dynamics), Division of Indian Space Research Organization, ISRO Satellite Centre, Bangalore	
Dr. D. Laura Dameris Chellajothi	Assistant Professor in English, Bharathidasan University, Tiruchirappalli.	

INTERNAL MEMBERS		
Dr. Christianna Singh Department of Economics	Vice-Principal	
Dr. P. Vanitha Malarvizhi Department of Commerce	Bursar	
Dr. Geetha Kanagaraj Department of English	Dean of Academic Affairs (Humanities)	
Dr. R. Nimma Elizabeth Department of Physics	Dean of Academic Affairs (Sciences)	
Dr. RM. Nagammai	Controller of Examinations	
Dr. Helen Mary Jacqueline Department of Economics	Dean of Student Services	
Dr. A.S. Priscilla Department of Zoology	Joint Convener, CPEC	
Dr. S. Mercy Packiam Department of History	Joint Convener, CPEC	
Ms. K. Suganya Department of Economics	Assistant Co-ordinator of CED	
Ms. S. Padmaja Department of Physics	Joint Co-ordinator, Centre for Information Technology	
Mrs. Priyadarshini Rajendren Department of Zoology	Co-ordinator of CES	
Ms. Hepzibah Joseph Department of History	Co-ordinator of International Programme	
Dr. S. Sangaranachiar	Librarian	
Ms. Pitchumani Angayarkanni	Co-ordinator of CCM	

Ms. Vidyalakshmi	Placement Officer	
ADMINISTRATIVE STAFF		
Ms. S. Mary Ponmany	Superintendent (SG)	
Mr. I. Innocent	Instrumentation Engineer	
Mr. R. Babu	Library Assistant	
Ms. S. Lilly Pushpam	Accounts Assistant	
STUDENT REPRESENTATIVES		
Ms. M. Esther Princess (14COM056)	President, Student Council	
Ms. J.R. Raja Soundharya (14COAE013)	JCAR, Chairperson, Student Council	