LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING III – (External) – 03.05.2019
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting - III

- Dr. A.S. Priscilla led the gathering in prayer.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion	Action taken
Principal	Introductory remarks		
Presented by **Dr.A.S.Priscilla**	LiFE	**Principal** 1. Ms.Lakshmi will be coordinating the LiFE centre, Centre for Environmental Studies where gender, environment and other projects can work together **Mr.Nagaraja Prakasam** 2. Appreciated that the projects have been taken in the right direction 3. To follow SDG in all Life Projects, can contact CEE Allahabad **Dr.Lethi** 4. Assess the performance based on the key indicators of	Ms. Lakshmi has been appointed as the Coordiantor for Centre for Environmental studies and LiFE centre. Eradication of Poverty for a sustainable community will be focus for the forthcoming years and will be carried out in the Satellite campus. Interdisciplinary community based projects will be undertaken in the satellite campus for which a structured framework will be worked out by the LiFE centre

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		NAAC **Mr.Nawaz Babu** 5. Policies and parameters have to be framed to evaluate and choose a community for projects.	
Centre for Environemntal studies Presented by Dr.Saktheiswari	• A study on CO2 emission on campus has been done • Food waste	**Mr.Nawaz Babu** 1. Continuous monitoring need to be done and ways to reduce emission has to be identified 2. Resume the study, find out the per-capita wastage by students and indicate to the students. 3. Study can be carried out to quantify the water usage by the college community 4. Suggested the use of recycled plastic bags and cloth bags with college logo.	1. Planned to standardize the procedure. Continuous monitoring will be done and provide solution to the problem 2. Had discussion with Dean of student services to help us in reaching the hostel student representatives. Contacted Mr. Poopandi to weigh the food waste continuously for a week. 3. Planned to initiate the process of calculation 4. The cloth bags will be initiated with the help of LEB students to generate revenue.
Presented by Mrs. Parveen Banu	Centre for Entrepreunership development	**Mr.Nawaz Babu** 1. Entry level questions to be given to the students to identify their aspirations. If entrepreunership is their choice and if they succeed it will indicate the success of the program.	Open Forum students are helping us in identifying the interested students by conducting a survey for becoming the member of CED

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		2. Obtain the % of students doing business in each department. 3. Conduct workshop on Entrepreneurship. 4. Frame Vision, Mission and objectives for CED. 5. Identify student/Alumnae who is willing to do Business and train them. 6. Establish Business incubators. Can approach institution involved with that. 7. Develop MOU's with organization for Entrepreneurial development. 8. Run a canteen/Bakery/Beauty Parlour with a help of Alumnae **Dr,Lethi** 9. Objectives have to be drawn for the work to be carried out by CED. **Mr.Nagaraja Prakasam** 10. Make the outcome measurable. Every discipline should identify an area for entrpreunership, check the latest trend and improve on it.	Objectives set: [Current Students, Alumnae and Community] • To organize Hands–on–training sessions to impart entrepreneurial skills. • To provide a platform to exhibit their marketing skills. • To offer business ideas by reaching the community. Each department will be asked to identify their area.

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Presented by Dr. G. Sofia	Centre for Communication and media	**Principal** 1. Visual communication course could be offered as a residential program **Mr.Nawaz Babu** 2. Names of students who are good in making promotional videos could be sent to Mr Nawaz Babu.	Suggestion will be taken into consideration Sent the details of the students to Mr.Nawaz Babu
Presented by Ms.Akila Student	MIS	1. The automation for admission process was much appreciated **Mr.Nawaz Babu** 2. A geographical friend finder could be included, so that any alumnae who comes to Madurai can be traced and their services can be used.	Suggestion will be taken into consideration.
Presented by Dr.Beulah Jeyashree	**IQAC**	**Dr.Laura** NAAC requirements for IQAC to follow up. Importance will be given to Curriculum- learning outcomes Exam reforms Academic programs Placement of students Original of MoU's signed	Efforts are taken to include the suggestions in the preparation of data.

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		Consultancy provided by college.	
Student representatives		Common notices could be sent to the students through mail, so that each student will receive the information	Suggestion will be taken into consideration for important communications.
(Any other) **Principal**		• Biometrics has been introduced for faculty • Biometrics for resident students has been installed	