Minutes of the Internal Quality Assurance Cell Meeting I

Time : 2.00 p.m - 5.00 p.m.

Date : 06.08.2019

Venue : Clapp Hall

The meeting started with a prayer by Dr. Jeyakodeeswari

Dr. Christianna Singh started the first meeting of the IQAC with her introductory remarks stressing on the importance of honesty as the essence of ones's existence at Lady Doak College and the importance of helping each other to move forward.

1. Curricular Aspects was presented by Dr.Nimma Elizabeth Dean of Academic affairs, Sciences

Theme	Action Plans (2019-2020)
A) 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 • 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.

Theme	Action Plans (2019-2020)
B) 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

C) A model for the Minutes of the Board of studies was proposed:

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

Discussion

Question was raised by the Principal Dr. Christianna Singh and Dr. Mumtaj Begum about the incorporation of feedback and the feedback content that will be posted on the college website thrusting on the transparency of the system.

Mrs. Hannah Sophia Samuel, backed by Dr. Priya Rajendran spoke about the documentation of student feedback, particularly the suggestions of student representatives in the board meetings.

Suggestions

As an action plan for 2019 -2020, Dr. Christianna Singh suggested a template that has the crux of the feedback, analysis and action taken, with minimal words and pictures for the feedback report that will be posted on the college website.

A process flow

Feedback → Department discussion → Deans Office → Posting on the college website

This process is to happen at the end of every semester and is to be marked in the **academic calendar of the department** (just like validation before test period) A date should be allotted exclusively for feedback. This report should be kept with the department as well.

Consistent feedback analysis of a particular course to be taken into account

Student feedback to be collected before the last working day as this would give time to process.

Feedback format for teachers to be drawn out.

Action to be taken up by Deans, CPEC and IQAC

Criterion II: - Teaching Learning and Evaluation

Dr. Nirmala Rebecca Paul, Vice-Principal presented the action plan for Enhancing Student enrolment and profile and Catering to Student diversity

Theme	Action Plans (2019-20)
A)Student Enrolment and Profile.	The college will take efforts to admit students from rural areas by visiting different schools in and around Madurai
B) 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

Prospective dates for the action plans to be fixed

Examinations Reforms were presented by Dr. Mumtaj Begum, Controller of Examinations.

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

Action to be taken: The remuneration for summative examination paper valuation may be given up. This is intended to be introduced from November 2019 onwards. The student examination fees might be reduced minimally. The fees will not be enhanced.

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 meeting · (If question paper is set by external examiner, departments to validate the Question Paper · If question setting is done by internal, it has to be validated by external experts.)

Those who receive salary during the exam period (including lab assistants) will not be given remuneration.

Action to be taken by the Controller of examinations

Criterion III - Research, Innovation and Extension was presented by Dr. P.S.Bindu Member of RCPC

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 external funding agencies	Announcements to be sent to departments regarding call for proposals by various funding agencies	Notifications to be sent	2019-2020
		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	Collection of information from LDC portal	2019-2020

			patents obtained and number of research publications.		
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

Suggestions:

Managing security issues regarding accommodation of researchers from other educational institutions to be monitored in the context of promotion of research and facilities. Dr. Mumtaj suggested giving an identity card with a validity date.

The process to identify accession of research sources from other reputed educational institutions (e.g. – Turn it in from MKU) to be charted out by the RCPC.

Faculty to be identified and encouraged to take up funded research programs.

SPSS training workshop can be organised.

Dr. Mumtaj noted that teachers and students can avail the research funds for publishing papers at International conferences.

Action to be taken by RCPC

IV. Infrastructure and Learning Resources

A) JX MILLER MEMORIAL LIBRARY action plan was presented by Dr. Lt. S. Sangaranachiar.

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

Dr. Nachiar suggested that book review can be integrated to the library activities Digital repository of student thesis to be collected.

B) Action plan for Centre for Information Technology (CIT) was presented by Ms.Padmaja, CIT Coordinator.

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

To avoid the manual copying of data, Dr. Mumtaj suggested the automation of data by CIT. Dr. Padmaja remarked the accession of data to generate a report from CIT should be requested.

Criterion V: - Student Support and Progression

A) Student activities proposed for the year was presented by Dr.Beulah Jeyashree, Dean of Student Services.

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)

Suggestions: 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

B) Extension Programme Action Plan (2019 – 2020) was presented by Dr. Jemima Jeyapriya, Part V Co-ordinator,
The proposed activities for all Part V programmes which includes NSS (National Service Scheme), RRC (Red Ribbon Club), YRC (Youth Red Cross), Rangering, LEB (LDC Eco Brigade), LSP (Library Service Programme), Physical Education Band Group, Physical Education Athletic Group, NATIONAL CADET CORPS
Action to be taken by Part V Coordinators
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.

Criterion VI: - Governance, Leadership and Management

A) Institutional vision and Leadership structure

1. **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

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

3. **Faculty Empowerment Strategies**

1. Incentive to be given to the research scholars
2. Sanctioning appropriate leave for pursuing research

4. Procedure for recruiting faculty/staff

Action to be taken

1. Proper Mechanism will be adopted for the appraisal of all faculty and in particular, the new appointees
2. Training Program will be conducted to upgrade the professional competency of the faculty
3. Feedback system to be improved for the appraisal of the faculty

5. 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 utilization of finance to be ensured

B) Internal Quality Assurance System Action Plans (2019-20) was presented by Dr.Priyatharsini Rajendran, IQAC Coordinator

- 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

Suggestions: Quality circle with student cabinet to be formed

Compliance certificate reviewed

Criterion VII: - Institutional Values and Best Practices

A) Counselling Unit Convenor Dr,Lourdhu Mary presented the action plan.

Theme*	Action Plans (2019-20)
• 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)

Suggestions:

As a part of the institutional best practices, student's forum and counselling to address students issues was suggested with a special highlight on interpersonal relationships. Reaching out to the emotional well-being of the NTS highlighted.

B) CED Co-ordinator Ms.Nita Popli presented the action plan

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.

C) Ms Hannah Samuel, ISC Co-ordinator presented the action plan

Theme	Action Plans 2019-20
• 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.

D) LiFE: Satellite campus and Life Frontier Engagement

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

<u>Suggestions:</u>

GIS Mapping

The consultancy instead of being restricted to one village, to be spread out for the generation of knowledge

Change in contact hours or LiFE students during the sixth semester suggested

Recommendations:

Mobile Library

Tuition Centre – project with residential and non-residential students. The college bus can be used for this purpose suggested the Principal.

E. CES: The Action plan of the Centre for Environmental Studies was presented by Ms. M.Lakshmi, Co-ordinator (CES)

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)**LEB Students**
	• 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

The date for External meeting I is fixed for 28.11.2019 during which the action taken report will be presented.

IQAC Co-ordinators
(Dr. Priyatharsini Rajendran & Dr. R.Jeyakodeeswari)
Sd://