RECORD OF THE MINUTES OF THE IQAC EXTERNAL MEETING HELD ON 08.02.2021 AT 2.00 P.M.

Prayer: Dr. Jessie Ranjitha Jebaselvi

Members present: List enclosed

Introductory remarks: **Dr. Christianna Singh**, Principal & Secretary

Subject/Issue	Discussions	Suggestions
Curricular Aspects Dr. Helen Mary Jacqueline	• Interim feedback on online classes	• Feedback analysis could have been completed before the meeting. • To probe the effectiveness of online education
Teaching, Learning and Evaluation Dr. S. Vijayarani	• Conduct of exams for final year students • Online examination consultancy services - enquiry by other institutions	• To conduct a case study on placement details of final year students who graduated during lockdown
Research and Development Cell Dr. J. Anandhi	• Graded incentive schemes for publication in reputed journals • Research activities during the pandemic period	• A committee comprising of external experts to be constituted to mentor the quality of research output • To build collaborations with institutions that support research and follow up to be done to ensure the efforts materialise • Research and publication to be given more importance • HCL, Madurai to be approached for research funds from their Corporate Social Responsibility Funds
Part V Extension Programme Activities Dr. Anitha Selvaraj	• Extension activities and awareness programs conducted during the lockdown	• Public awareness programs on the pandemic alleviation to be highlighted
Physical Education Capt. Dr. T. Shanthameena	• Online fitness activities and training for sports students • Activities of NCC commended	• Fitness activities and weight loss programs to be conducted for all students

Subject/Issue	Discussions	Suggestions
	• Approval has been received for NCC Air Wing for the SF students	
Life Frontier Engagement Ms. G. Jeyanthi Kalaivani	• Online LiFE projects and involvement of alumnae	• LiFE's page on the college website to be rectified • Base study to be conducted according to the Sustainable Development Goals (SDG) or Human Development Index (HDI) standards – to study how LDC has made an intervention in those numbers • LiFE projects focusing on creating database on the uniqueness of Madurai – geographical, anthropological and bio-diversity indicators to be studied and published
International Study Centre Mrs. Hannah Sophia Samuel	• Virtual student exchange programs and future and International Service Learning Program (ISLP) hosted by Lady Doak College • Active participation of students in the interview for student exchange programs	---
Centre for Entrepreneurship Development Dr. Ann Nirmala Carr	• List of existing courses and new courses identified by the Centre for Entrepreneurship Development • Process for entrepreneurship incubation	• Centre to offer upgraded courses like Organic Farming, Value of Traditional Herbs and Food (Traditional Knowledge), App Designing, Contribution to Rubber Industry in Madurai, robotics, Rural BPO and other 21st century future skills • Link posted in the chat box for CED on start-ups in Bangalore to be followed up • Research findings by students to be checked for its viability on an entrepreneurship scale
Centre for Women's Studies Dr. Ann Nirmala Carr	• Research, National and International collaborations and courses offered	• Research of the Centre for Women's Studies to be integrated with the R&D Cell • Thrust to be given on availing the grants offered

Subject/Issue	Discussions	Suggestions
Centre for Information and Technology Ms. R. Sangeetha	• Modules created for various academic and administrative purposes • Precautionary measures for protection of database against hacking	• Library to be automated • Online delivery of content to students and other highlights on digital education to be included in the report – report from Dr. Sivapriya to be shared with the external members • Students to be given access to digital content
JX Miller Memorial Library Dr. Lt. S. Sangaranachiar	• Services of the digital library	• To make sure if book donors have been sent a thank-you letter
Career Guidance and Placement Cell Dr. Lt. S. Sangaranachiar	• Companies and institutions that were approached for training, guidance, competitions and career guidance	• NET coaching to be instituted as an exclusive training
Centre for Environmental Studies Ms. M. Lakshmi	• Hygiene in the campus post-COVID, water and waste management on campus	• LDC to become a zero waste campus by December 2021
Counselling Unit Dr. A. Lourdu Mary	• Measures taken for the emotional wellbeing of the college community and residents of Arulagam during the pandemic	• Services of the counselling unit to be extended to alumnae
Centre for Human Resource Development Dr. S. Sriilatha	• Faculty empowerment programs for teaching and non-teaching staff • Digital work diary for NTS	---

Subject/Issue	Discussions	Suggestions
General comments by externals	---	• Institutional quality to be marketed in all possible ways. Important and relevant activities to be appropriately highlighted in the report • Meeting time to be moderated. Conducting the meeting in two hours suggested • IQAC to prepare an Action Taken Report for every meeting. If a suggestion has not been implemented, the reason why action has not been taken to be mentioned and the limitations we face in implementing the suggestions to be recorded

Abstract

S.No.	Activities	Responsibility	Action taken
1	Feedback from students regarding online classes. Online delivery of content to students and other highlights on digital education to be included in the report.	Online Education Committee, CIT and DAA	
2	Case study on placement details of final year students who graduated during lockdown to be conducted. NET coaching to be instituted as an exclusive training.	CGPC	
3	A committee comprising of external experts to be constituted to mentor the quality of research output.	RCPC	

S.No.	Activities	Responsibility	Action taken
	To build collaborations with institutions that support research and follow up to be done to ensure the efforts materialise. HCL, Madurai to be approached for research funds from their Corporate Social Responsibility Funds.		
4	Public awareness programs on the pandemic alleviation to be highlighted.	Part V office	
5	LiFE's page on the college website to be rectified.	LiFE center	
6	CED to offer upgraded courses like Organic Farming, Value of Traditional Herbs and Food (Traditional Knowledge), App Designing, Contribution to Rubber Industry in Madurai, robotics, Rural BPO and other 21st century future skills.	CED	
7	LDC to become a zero waste campus by December 2021.	CES	
8	Action taken report to be presented before the meeting of the IQAC.	IQAC	

Dr. Priyatharsini Rajendran & Dr. R Jeyakodeeswari
IQAC Co-ordinators

12/03/2021

Dr. Christianna Singh
IQAC Chairperson