LADY DOAK COLLEGE, MADURAI

INTERNAL QUALITY ASSURANCE CELL

II IQAC MEETING – (External) – 28.04.2018

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

- Dr. Suka Joshua led the gathering in prayer.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion
Principal	Introductory Remarks	• Principal gave introductory remarks. • Video on Lady Doak College was played.
Presented by **Dr. Mumtaj Begum** **Suggestions:** **Dr. Lethi** **Dr. Mumtaj Begum** **Principal** **Mr. Nagaraja Prakasam** **Dr. Mumtaj Begum** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu** **Dr. Lethi**	Examination and Evaluation Reforms	• The higher ability level should not be diluted. • Higher ability questions should be more for III UG and PG. • Continuous assessments help us identify the gifted students. • Send the 'H' question to international experts. • A plan for open book exam is being worked out. • The gifted students are the torch bearers of the college. • Computer Science Department to take up a project – use Artificial Intelligence – Analyse the pattern of questions. • The outstanding achievers can be added as outcome in the video shown earlier. • Papers presented should be indexed.

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Mr. Nagaraja Prakasam **Ms. Kodeeswari** **Mr. Nagaraja Prakasam**		• Potential students to be given exposure • Reported on the successful performance of the UG Business Administration students at IIM, Kozhikode • IQ mapping to be done by Musa club to identify gifted students.
Presented by **Ms. Padmaja** **Suggestions:** **Mr. Nawas Babu**	Implementation of Management Information System	• IPR – violations to be checked • The Lady Doak College website to have address, map, cultural tips, expense, airport, transportation, train and air timings • Add water marks to prevent misuse
Presented by **Ms. J. Chithra** **Suggestions:** **Mr. Nawas Babu** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu** **Dr. Rachel Regi Daniel** **Mr. Nawas Babu**	LiFE	• LiFE – unique – copyright the model • A flagship project of LiFE – impact assessment should be done to improve career opportunities. Have assessment experts. • A statistics of users, domains, people involved to be presented. • LiFE can focus on one theme every year. Example: Child health care • As part of Corporate Social Responsibility (CSR), identify an area to help the workforce community which can be a sponsored project.

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Dr. Lethi **Mr. Nagaraja Prakasam** **Dr. Laura** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu**		• Start with mapping and then assess • After five years – Pick one from SDP -- the government gives ideas and support – use them as bench mark. LiFE --- be a centre for information – link with organizations • Publish in E-journals and raise the standard • A reversal where Indian stories being published in Harvard – raise the bar • Link in the website – seek for mentors volunteer – retired people
Presented by **Ms. Janaki Ganapathy** **Suggestions:** **Mr. Nawas Babu** **Mr. Nagaraja Prakasam** **Principal** **Mr. Nagaraja Prakasm**	'Towards zero waste'	• Have 20L for energy saving. • Have energy warriors. Throw the responsibility on the student. • Extended STP • Students accepted the responsibility of reducing food waste in future • One weighing machine, electronic in each hostel – quantifying the wastage in the mess and to be shared in the bill • Weigh their wastage immediately – change the caterer. To involve the students in the decision of the caterer.

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Mr. Nawas Babu **Ms. Deepika** **Dr. Rachel Regi Daniel** **Mr. Nawas Babu** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu** **Mr. Nagaraja Prakasam** **Principal** **Ms. Padmaja** **Dr. Priyatharsini** **Mr. Nawas Babu**		• No universal taste. • Attitude has to change. • Paper recycling unit is being revived. • Install a bottle washer • Instructed the CES to assess the percentage of achievement of the Zero Wastage Project • ZED – Zero effect and zero Defect • A sensor to switch of the lights – Physics department to take it up • Reinvest the saving, a part – to buy energy saving gadgets. • Wastage – Bio (LPG) generation. Have LiFE within college and then move outside. Sustain the project with the next batch • Reduction of water and electricity expenditure. Also need submetering – small chips • 18-19 energy audit will be done. • Many tube lights have been replaced. • A chip wifi --- to switch on/off any device
Presented by **Ms. Nita Popli** **Suggestion by** **Mr. Ravichandran**	Employment generation and fund-raising	• The term 'Self-Employments' should be used – not employment.

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Mr. Nawas Babu **Mr. Nagaraja Prakasam** **Dr. Rachel Regi Daniel** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu**		• Role of CED is to offer a unified course – a demand oriented entrepreneurial activity – marketing needs to be identified – knowledge based ED to be done. • Send two people to Bangalore – to be introduced to entrepreneurs to have an idea. • 1.6 lakhs to modernize the unit • Quantify the waste and look for way to recycle. A lady in Bangalore who has been successful. Not traditional courses – not vocational – go deeper. • IIM sends students to Israel to study the entrepreneurship • A mouse pad in LDC logo – a souvenir – cell phone back cover
Presented by **Ms. Hepzibah Joseph** **Dr. Laura** **Mr. Nagaraja Prakasam** **Mr. Ravichandran**	Inclusion of Christian studies in the Curriculum- Value Based Education	• Credits should be given to the course • Link the resource persons with CED as well – values and life should be incorporated – connected. Can the food of 100 people be wasted? • Instill values in the hearts of the students
Presented by **Dr. S. Angayarkanni**	ICT in Teaching and Learning : e-content	

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Suggestions: **Mr. Nawas Babu** **Principal** **Mr. Nagaraja Prakasam** **Dr. Lethi** **Mr. Nawas Babu**	modules	• Can the ICT be taken to industries? A training video on GST in collaboration with Commerce Department can be prepared. Contacts to be institutionalized – even photography and video coverage – CCM can collaborate with CED for this project. • To make use of alumnae in identifying the resources in the website - opportunities for alumnae • To add DST along with UGC for funds – women empowerment and MOOCs – a MOOCs on LiFE can be offered • To start a summer institute – create modules for 3 to 5 days • Spoken English classes for rural students.
Presented by **Dr. Beulah Jeyashree** **Suggestions by** **Mr. Nawas Babu** **Mr. Nagaraja Prakasam**	Digitization process initiated by IQAC	• Well appreciated by all the External members • Can Biometrics be introduced? Can face recognition be applied in the biometrics? • 21st century skills to be introduced– start a linkedin account by next semester. Climber – platform for 1st year – by 3rd year. Can be done with alumnae
Suggestions by **Mr. Nawas Babu**	Alumnae Feedback	The unemployed by choice or waiting – have they gone for PG courses. To check on the status of the unemployed. • Meeting of Entry level aspirations with exit level status to be verified . Alumnae who can

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		help the college with their expertise to be identified.
Suggestions by **Ms. Deepika** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu**	Academic Feedback	• Overall students opinion is that 'H' questions are good. • Lab feedback 51% is very low/ • An analysis on this low percentage in feedback to be checked and to identify the root cause as step to prevent recurrence.
Suggestions by **Mr. Nawas Babu**	Placement	• Get a feedback from employed. From all disciplines. Get recruiters • Highlight – Honeywell and Deloitte where the students have been placed. • Internships – are they centralized? Send the students to recruiters for internship