LADY DOAK COLLEGE, MADURAI
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING I – (Internal) – 28.08.2018
Minutes of the Internal Quality Assurance Cell (IQAC) Meeting – I

- Mrs. Hannah Sophia Samuel led the gathering in prayer.

Subject/issue	Matters brought forward by / Suggestions given by	Discussion
Introductory remarks - Principal		• Informed the members about the NIRF ranking and the need to improve the score in Research. She suggested that the RCPC should take special initiative to facilitate in increasing the number of publications and encourage faculty to write proposals to generate funding for research.
Implementation of Management Information System Presented by: Ms. Karthika	**Vice-Principal**	• Attendance entry - Inspite of students taking long leave, their names are not blocked for attendance marking, the department should inform the office of the Vice-principal so that action could be taken • Monthly payment for CRIB will be made online
	Principal	• OD request submission should be notified automatically to the Head of the Department and as soon as it is approved, Principal should also be notified to facilitate approval • If biometrics is to be installed for students, each classroom should be provided with one

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Implementation of Management Information System Presented by: Ms. Karthika	**Dr. Synthia Mary Mathew (DSS)**	• Details like single parent child. First generation learners should be added in the admission database. DSS could send a mail to CIT regarding this
	Ms. Hannah Samuel	• Wi-fi accessibility to guests in Van-Allen
	Principal	• Firewall policy to be changed, a Kit on arrival with an unique ID and password to be given • Alumnae portal and data base needs upgradation. Redundancy has to avoided. CIT has to work with the members of the Alumnae office and enhance the quality of the database
CES 'Beat Plastic pollution' Presented by: Mrs. Janaki Ganapathy	**Principal**	• Display of messages does not help in creating awareness, rather it causes more paper waste, so other strategies have to be tried • The idea of promoting use of cloth bags instead of plastic bags on campus was welcomed
LiFE Presented by: Mrs. Hemalatha	**Vice-Principal** **Principal**	• Training of the student leader team for effective implementation of LiFE process should be done in the Odd semester itself, so that they can help the other students when they start visiting the communities during the even semester • Web page for LiFE, linked to different departments, where the projects could be published

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CED Employment generation and fund raising Presented by Ms. Nita Popli		• Mish mash corner to be put to better use
ICT in Teaching and Learning: Presented by Dr. G. Sofia	**Principal**	• Venue or class room should be finalized before initiating the Long-term course on Digital photography and Video production
Organising National Conference – IQAC Dr. Beulah Jeyashree		• National Conference on 'Quality Sustenance in Higher Education Institutions' 6th and 7th September, 2018 with a keynote address by M.M. Pant
Suggestions by Principal		• Periodic performance appraisal of NTS should be done • Skill enhancement for NTS to be planned by CHRD • IQAC, CHRD and PRO need to look into the process flowchart and identify changes required