LADY DOAK COLLEGE, MADURAI

INTERNAL QUALITY ASSURANCE CELL

II IQAC MEETING – (External) – 29.11.2017

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

- Dr. Suka Joshua led the gathering in prayer.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion
Principal	Introductory Remarks	• If there is quality in us others should be able to see it in us. The college is reorganizing its structure / administration a full time Finance Officer will take over by January 2018 to stream-line financial operations.
Passing of the minutes of the meeting held on 24th April, 2017		
Mrs. Akila **Principal** **Mr. Nagaraja Prakasam** **Principal**	Alumnae Tata Consultancy Services (TCS)	• If the college has 14,000 alumnae, have the details been validated? • Alumnae details are being validated. Work in progress. • The update on contract with TCS. • The contract with TCS has been terminated. The college is building a strong internal team instead.
Presented by **Dr. Mumtaj Begum**	Examination and Evaluation Reforms	• The process of fine-tuning external question paper setting without validation of question papers by internal examiners. • The office has a nil report about the quality of questions for most departments. • Google forms have been sent around to get opinion of teachers regarding problems faced due to the process.

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Presented by **Ms. Karthika, CIT**	Implementation of Management Information System	• The new look of the college web-site was presented. A video of an aerial view of the college was presented.
Suggestions: **Dr. Lethi** **Principal** **Mr. Nagaraja Prakasam** **Ms. Karthika** **Mr. Nagaraja Prakasam** **Mr. Nawaz Babu** **Mr. Nagaraja Prakasam** **Principal**		• Felt that rooftop of the college could be painted as it shows up drably in the video. • Just as photographs of Principals are displayed on the web-site, photographs of alumnae could also be displayed. • Videos of alumnae, as to what they have got from Lady Doak college, will also be uploaded. • The font of 'Lady Doak college', in the web-site should be changed and should be consistent throughout. • Modules are being developed for various components of MIS. • Alumnae web page will directly connect to alumnae. • Alumnae will have the allotted e-mail ids for life. • A site called, 'Help us find a friend', can help in tracing/connecting to alumnae. • An online souvenir shop can be created in the alumnae page so that a part of the profit from sales can go to charity. • The company, Alma Mater, can be given permission to sell souvenirs related to LDC. • Official/academic e-mail ids have been allotted to students from the 2016 batch onwards.

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Presented by **Dr. Bhavani Rekha**		Departments of Physics, Chemistry, Zoology and Commerce have renewed their MoU with DHAN foundation.
Suggestions: **Dr. Laura** **Principal** **Dr. Bhavani Rekha** **Mr. Nawaz Babu** **Mr. Nagaraja Prakasam** **Dr. Lethi** **Dr. Nimma and** **Dr. Chithra** **Dr. Rachel Regi Daniel** **Mr. Nagaraja**	LiFE	• Why are projects being done with a tie-up with DHAN foundation? The NGO's engagement should be limited. • Act of collaborating can help us achieve a great deal. • Adoption of villages can be done through DHAN. • They provide a database of problems to choose from. A policy frame work of do's and don'ts should exist. • Students should not be treated as volunteers. While DHAN makes access to community easier, the projects should be owned by the college. DHAN is to be only a mediator. Deeper solving of problems should be done with a focus on specific geography in order to bring about transformation. • Do the students get credits for work done? • Spoke of the role played by DHAN in the LiFE projects done so far. An example was quoted from the Department of Mathematics. • Data collected by students should be used responsibly by the college. • Publishing data become easier while collaborating with NGOs. The college has to own

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Prakasam **Dr. Rachel Regi Daniel** **Mr. Nagaraja Prakasam**		the project and keep the data. Closing the project should be done by the NGO. • Details of LiFE should be on the college website since it is unique. • MoU with DHAN should be signed by the college not with few teachers alone. • External contact with others stake holders in LiFE should be maintained by one office.
Presented by Ms. Janaki Ganapathy	'Towards zero waste'	• Initiatives taken in the college for attaining 'zero waste campus' status.
Suggestions: **Mr. Nagaraja Prakasam** **Mr. Nawas Babu** **Ms. Nita Popli** **Mr. Nagaraja Prakasam** **Mr. Nawas Babu** **Principal**		• College to quantify non-degradable waste, paper bought by offices, food waste. • Share the knowledge of the Christ College, Bengaluru with Centre for Environmental Studies, LDC regarding waste disposal. • Models other than vermicomposting like biogas, anaerobic composting can be taken up. • Incentives can be given to students for sustainable practices. • CED should focus on hand-made and home-made products. • A self-help group (ROPE) in Kappalur is making designs for IKEA. Students can get ideas by visiting them. • Other entrepreneurial plans (other than beauty parlour) can be thought about. To sell things online, design workshops can be conducted, telemedicine centres can be run. • No contact person in LDC for communicating about new happenings. • All communications come through the Principal and is disseminated to concerned

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Mr. Nagaraja Prakasam **Mr. Nawas Babu** **Principal**		person. Management consultant will take over in the coming year. • One e-mail id to be contacted by any external contacts. • A club of aspiring entrepreneurs should be formed and they should be regularly addressed by concerned agencies like the mentoring club of Maditssia. • For the present the immediate contact for such information can be ced@ldc.edu.in
Presented by Dr. Hepzibah Joseph	Inclusion of Christian Studies in the curriculum – Value Based Education	Presented the changes brought in the Christian studies programme and the reasons why Christian studies is brought with in the college working hours
Suggestions: Principal **Dr. C.D. Lethi** **Mr. Nagaraja Prakasam** **Dr. Roopa Ravikumar** **Dr. Vijayarani**		• Christian studies is mandatory for Christian students. Since there is no space after class hours it has to be included with in the curriculum. • It's a very useful course and can form a good base for students who will later on register for a degree in Bachelor of Christian Studies. • Organisations that practice values like Green Peace, Amnesty International can be invited to address students. • There should be a list of organisations to which students go for internships. • Details regarding organisations in which students can intern should be shared to the college community. • The experience can be shared as an article for college magazine – Palm Leaves.
Presented by Dr. S. Angayarkanni	ICT in Teaching and Learning : e-content	Techno sharing sessions and teachers who were benefited by the same was presented.

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Suggestions: **Mr. Nawas Babu** **Dr. S. Angayarkanni** **Principal** **Dr. C.D. Lethi**	modules	• How much slideshare activity takes place? • Should be controlled internally. • Also decide what knowledge can be shared internally and how much externally. • There should be a platform where all blogs and other digital contributions can be posted. • Wikipedia editing can be done. • Document the whole flowchart of the using Google classroom. Consultancy can be had so that others can use it. This to create a business model. • CCM has a model which can be released after validation by the English department. • Had an invitation from Stella Maris College, Chennai to teach Google classroom. • A training centre can be started in LDC for training teachers in extension modules and technology modules, so that faculty will be known globally. • The centre will teach what is relevant to the times and will provide training for the country. • For increasing the pass percentage of students, there should be goal-setting. Analysis for the pass percentage for the past ten years should be done. Student input and trends in the pass percentage should be observed. Reasons for the trend and action plan must be formulated by the IQAC. The pass percentage will go up if focus is on the goal.
Dr. C.D. Lethi		• The college should improve the pass percentage of students, because that is of

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Dr. Akila **Dr. Laura** **Principal** **Ms. Santhiya, Student Cabinet – President** **Principal**		paramount importance to an institution. • Both students and faculty should take up competitive examinations. • How do you ensure that all students are involved in ICT usage? • Classrooms should use ICT in such a way that all the material necessary to learn is shared. This depends on what the teacher puts in her Google classroom. • Gave details about all the facilities available in college for ICT learning. • For students without gadgets, the MHRD initiative to offer laptops at Rs.10,000/- is available. Even partial use and return is possible and another student can buy it for Rs.5,000/-. • Different universities use different approaches to ICT learning. Oxford university has few hours of ICT and few hours of tutorial. The college has to develop its own model for ICT use.
Presented by Dr. V. Sridevi	**Status of AQAR for the year 2016-17**	Expressed that she was waiting for some more data in the year 2016-2017 to be uploaded on the website. The dead line to complete the process could be December, 2017.
Suggestions: Principal		It should be passed through the Senatus before uploading on college website.