LADY DOAK COLLEGE, MADURAI

INTERNAL QUALITY ASSURANCE CELL

IQAC MEETING I – (Internal) – 31.08.2017

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

- Dr. Suka Joshua led the gathering in prayer.

Matters brought forward by / Suggestions given by	Subject/issue	Discussion
Principal	IQAC objectives	• To enhance the internal quality – to raise the bars for the standard of teaching and evaluation. • To contribute constructively as a team.
Presented by Ms. Janaki Ganapathy **Suggestions:** **Principal**	'Towards zero waste'	LEB students are being oriented and are creating awareness in classes. • To take away plastic bags that students bring into the campus and instead make them buy cloth / paper bags. Set up waste bins (adequate numbers) and bins that do not topple over. • Segregate wastes at source in 3 or 4 bins. • Outside food ordered by departments brings in lots of plastic. Stop plastic water bottles for conferences. • Ball-point pens are a major waste from all class rooms. 'Cost of commodity also includes cost of disposal'. In the canteen bins should be available for segregating food and plastics. Filled bins can be cleared twice or thrice a day.

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Dr. Sarah Sathyavathi		Recently two young men, Harishanker and Shabab, final year undergraduate students of Lissah College, Kaithappoyil and Government Arts and Science College, Meenchanda, Kozhikode district have started an initiative, Mission Ball Pen, to recycle ball-point pens. They could be contacted, for us to try the same method. The interested organisations, student bodies or individuals are welcome to take over the mission, which will be formally announced at a function to be held at HiLite Business Park in Kozhikode.
Presented by Dr. Priya Rajendran	Excessive use of electricity	Maximum demand is 250 KW. Consumption over and above this results in a fine of Rs.75,000/- per month. So alternate energy consumption should be large. The target should be to direct surplus of electricity to the grid. Penalty is to be included in the budget.
Suggestions: Principal		Can the Rs.75,000/- go towards paying EMIs for any solar fixture used for generating electricity.
Presented by Dr. Priya Rajendran	Carpooling	Once in a semester for faculty members and students. Students are encouraged not to bring any motorized vehicle into the college campus.
Suggestions: Principal		There should be a record of the number of contributors willing to participate in carpooling.

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Suggestions: **Principal** **Dr. Rachel Regi Daniel** **Principal** **Ms. Nita Popli** **Presented by** **Dr. Sarah Sathyavathi**	Paper recycling unit Composting campus green waste	Cost of operation of paper recycling unit is not economically viable and paper is not of good quality. It needs extra machinery and labour. Machine was bought using funds allotted as a project and was used for de-inking by a research scholar and can be upgraded, since it was listed as one of the best practices of the institution. Consider all the costs while investing. Paper covers can be made and sold by the students who have registered in Centre for Entrepreneurship Development. An alumna who supplies paper to all universities is to be contacted. The Corporation of Madurai wants institutions to have a facility for reuse of degradable waste. It has asked for a specific plan for the same. Centre for Environmental Studies along with the IQAC has decided that a large-scale vermicomposting facility has to be constructed for the disposal of degradable waste of the campus. One concrete tank is constructed in the dimension of 4m x 4m x 1m (l x b x h) – to be scaled-up. It is then divided into four equal parts with 22.5cm brick walls. Vents are made in the partition brick wall to facilitate aeration as well as migration of earthworms

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		from one tank to another. Preferably, the tank must be made under shade of trees in order to safeguard the worms from harsh sunlight during the day time.
Presented by Dr. Mumtaj Begum	Examination and Evaluation Reforms	For all major courses, setting is external. Detailed scheme of valuation is to be got from external examiners. Validation is not to be done at the department level.
Presented by Ms. S. Padmaja	Implementation of Management Information System	Lists of items completed and under process were presented in the meeting. It was also informed that the automation of faculty achievements is in process.
Suggestions: Principal		Faculty members should not approach CIT directly and can do so only through offices. There should be a record of requests/issues maintained. Oral communication (over phone or in person) will not suffice.
Presented by Dr. Bhavani Rekha	LiFE	Year-wise activities will be posted on website.
Suggestions: Ms. Ann Nirmala **Dr. A.S. Priscilla**		Students can be trained to write a report instead of copy-pasting from the internet. One day can be set aside for an open house – a platform where students can communicate to juniors about LiFE. Consider open-air theatre as an activity place.

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Presented by Ms. Nita Popli	Industry-Institute Business models	The student corner is going to be renamed as Mish-Mash Corner and inaugural is on 1st September, 2017. A training centre for entrepreneurs wanting a beautician course can be started using an alumna. A certificate course can be offered.
Suggestions: Principal **Dr. Beulah Jeyashree**		Fitness Centre can be started by Physical Education department as an opportunity for training sports students. The limited services beautician course in campus providing all infrastructure for a very low cost is not commercially viable for the college. Other methods to implement the project can be thought of.
Student Cabinet: Santhiya C., President	THUIMAI	Tentative year plan was given by cabinet representative. Inter-collegiate programmes under the theme, 'THUIMAI 2017' will be held on 15th September, 2017.
Presented by Dr. Pitchumani Angayarkanni	ICT in Teaching and Learning : e-content modules	Techno sharing is going on weekly once.
Suggestions: Principal **Dr. Vijayarani** **Dr. Pitchumani Angayarkanni**		A digital repository of learning resources to be created and maintained by CCM. Can linking work plan with calendar in Google classroom be taught in techno sharing sessions? To which Ms. Angayarkanni replied it is not possible in techno sharing. The calendar

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		has to be uploaded in the Google classroom. It can be done even in CSV format.
Presented by Dr. Hepzibah Joseph	Inclusion of Christian Studies in the curriculum – Value Based Education	The course structure for value based education incorporating Christian Studies was presented in the meeting.
Presented by Dr. Sarah Sathyavathi	Organising national seminar - IQAC	The members were requested to contribute to the list of speakers.
Suggestion (Any other) **Principal**		• Toilets are being used to store wastes (Near CRIB). They have to be cleared so that the toilets can be used by college community. • The carpentry shed has to be re-done. To store furniture safely and systematically. • Shaded area can be used for constructing sit-outs for students to study and work so that they do not sit on the roads.