



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		LADY DOAK COLLEGE (AUTONOMOUS)
Name of the head of the Institution		Dr. Christianna Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04522530527
Mobile no.		9003958131
Registered Email		principal@ldc.edu.in
Alternate Email		dean@ldc.edu.in
Address		Lady Doak College Road Tallakulam
City/Town		Madurai
State/UT		Tamil Nadu
Pincode		625002
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	08-May-1978
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. R. Beulah Jeyashree
Phone no/Alternate Phone no.	04522530527
Mobile no.	9443572850
Registered Email	iqac@ldc.edu.in
Alternate Email	deansoffice@ldc.edu.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://ladydoakcollege.edu.in/data/Aqar/AQAR%20%202017-18.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

https://calendar.google.com/calendar/embed?src=ldc.edu.in_6pl0eh1jpv0lr9saf70acpkrs0@group.calendar.google.com&ctz=Asia/Kolkata&pli=1

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A+	3.44	2013	25-Oct-2013	24-Oct-2020

6. Date of Establishment of IQAC

01-Nov-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Implementation of Management Information System	01-Jun-2018 365	4765
National Conference on Quality Sustenance in Higher Education Institutions	06-Sep-2018 2	84
Guest Lecture on Single Usage of Plastic	15-Aug-2018 1	90
Rapport Building with DHAN Foundation for effective implementation of community engagement process	13-Aug-2018 1	20
Workshop for Faculty Facilitators and Project guides by the LiFE centre	28-Aug-2018 1	46
Training for Student Leader Team for effective implementation of LiFE process	23-Oct-2018 1	67
Workshop on Pragmatic Approach to Plastic Waste Management	26-Feb-2019 1	45
ICT in Teaching, Learning and Evaluation	01-Jun-2018 365	4565
Carbondioxide Analysis on Campus	01-Nov-2018 180	250
Coursewise student Feedback for Academic year analysis and reporting	29-Mar-2019 5	4298
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Economics, V. Shanmugapriya	ICSSR	Indian Council of Social Science Research	2017 730	299000
Centre for Women's Studies, Ms. Ann Nirmala Carr	NCW	National Commission for Women	2018 365	200000
Department of Biotechnology, Dr. R. Shenbagara	DBT	Department of Biotechnology	2018 365	2210000

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Department of Biotechnology, Dr.Akshaya Murugesan	DST SERB	Science and Engineering Research Board	2018 1095	800000
Department of Biotechnology, Dr.Ananthi	DST SERB	Science and Engineering Research Board	2018 1095	1394000
Department of Chemistry, Dr.Solai Selvi	CSIR	Council of Scientific and Industrial Research	2018 1095	205703
Department of Zoology, Ms.Chrisanne Fernandez	ICMR	Indian Council of Medical Research	2018 365	141066
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	300000
Year	2014

12. Significant contributions made by IQAC during the current year(maximum five bullets)
<ul style="list-style-type: none"> • Implementation of Management Information System • Towards plastic free campus initiative by Centre for Environmental Studies • ICT in teaching, learning and evaluation • Course wise student Feedback analysis and reporting • Employment generation through Entrepreneurship training

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Upgradation of Management information system	Automation of Faculty and student portal has been completed.
Towards plastic free campus initiative by Centre for Environmental studies	Considerable reduction in plastic usage in the college by restricting use of nondegradable plastic in the canteen.
ICT in Teaching, Learning and Evaluation	Monthly Training Programmes are given for faculty members through Techno Sharing Sessions. Faculty members are encouraged to use online assessment tools for Quiz and Assignments. Students use ICT tools such as Google Classroom, Swayam, NPTEL for learning.
Employment generation through Entrepreneurship Training	Hands on training sessions to impart entrepreneurial skills are provided to the students periodically. As an outcome, two students won cash prize for the Best Business Idea at WE Women Empowerment forum on TN Chamber Foundation TN Chamber of Commerce Industry, Madurai organized a Business Conference on 20th February 2019.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Administrators Meeting	23-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

07-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The whole campus is interconnected with LAN using star ring topology using

structured network with L3, L2 and manageable switches. Students and faculty can access the e resources anywhere in the campus through the network. A Leased line 200Mbps from BSNL is provided for the internet facility along with a BSNL broadband line 10Mbps backup. WiFi connection is provided in the College Guest House, Conference Halls, Auditoriums, all Departments and in the Administrative Blocks. Firewall is used to provide secure internet connectivity and to prevent intruders. Fully Automated modules have been developed for the following: Student attendance, Comprehensive e assessment, e Complaints, e Request, e Filing, Online hall booking, Election (college and hostel), e Registration for Electives, Part V and Enrollment for Courses, Student Information System, Faculty Information System, e Certificates, Online Admission, Student and Staff Grievance.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BSc	AUZOO	ZOOLOGY	03/04/2018
BSc	SUFDG	FASHION DESIGNING	03/04/2018
BA	AUHS	HISTORY	03/04/2018
BA	AUECE	ECONOMICS	03/04/2018
BA	AUSOC	SOCIAL SCIENCES	03/04/2018
BCom	AUCOM	COMMERCE	03/04/2018
BSc	AUMAT	MATHEMATICS	03/04/2018
BSc	AUPHY	PHYSICS	03/04/2018
BSc	AUCHE	CHEMISTRY	03/04/2018
BSc	AUBOT	BOTANY	03/04/2018

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BA	Tamil	15/06/2018	TAM1201FS	15/06/2018
BA	Hindi	15/06/2018	HIN2404FL	15/06/2018

			(Unit-IV)	
BA	English	15/06/2018	ENG1303FL	15/06/2018
BA	History	15/06/2018	HIS4201SS	15/06/2018
BA	Economics	15/06/2018	ECO1201FS	15/06/2018
BCom	Commerce	15/06/2018	ECO1402AA	15/06/2018
BA	Psychology and Sociology	15/06/2018	PSYQ6101CP and PSYQ6201CP	15/06/2018
BSc	Physics and Physics with CA	15/06/2018	PHY1202FS	15/06/2018
BSc	Botany	15/06/2018	BOT6401CM	15/06/2018
BSc	Zoology	15/06/2018	ZOO3302CP	15/06/2018
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	ZOOLOGY	03/04/2018
BA	TAMIL	03/04/2018
BA	HISTORY	03/04/2018
BA	ECONOMICS	03/04/2018
BA	SOCIAL SCIENCES	03/04/2018
BCom	COMMERCE	03/04/2018
BSc	MATHEMATICS	03/04/2018
BSc	PHYSICS	03/04/2018
BSc	CHEMISTRY	03/04/2018
BSc	BOTANY	03/04/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Summer Training - BBA	03/04/2018	119
M.Sc., Chemistry Internship	03/04/2018	15
AWS Training	03/04/2018	104
Competitive Exam coaching (free) for Bank by People for India, Madurai	03/04/2018	92

M.Sc Psychology - Internship	03/04/2018	59
B.Com(CS) - ACS Foundation	03/04/2018	44
B.Com(PA) - Software Packages In Accounting (Tally)	03/04/2018	55
B.Com(Hons)- Soft Skill	03/04/2018	34
B.Com(Hons)- Entrepreneurship Skill	03/04/2018	41
B.Com. (Hons) CAT (ICMAI)	03/04/2018	18
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Tamil	31
BA	BA English (Aided)	61
BA	History	37
BA	Economics	62
BCom	B.Com Aided	71
BBA	Business Administration	60
BSc	B.Sc. Mathematics with Computer Applications A	42
BSc	Bsc Physics (Aided)	50
MSW	Masters in Social Work	18
MSc	Chemistry	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Matters regarding curriculum, teaching-learning and evaluation are brought to the department (from students, faculty and alumnae) and discussed elaborately in the department meeting. If necessary, changes are made in the upcoming Board of Studies. The feedback on course content, teaching methodology and evaluation is obtained from students every semester and sent to the members of faculty to be reviewed. If necessary, the faculty members bring it to the department meeting for discussion and changes are made in the upcoming Board of Studies.

The faculty review their teaching methodology, evaluation and work on areas that need improvement. Alumni, employers and external experts are invited to the Board of Studies and their suggestions and comments are taken into consideration. Common Feedback collected by Center for Human Resource and Development (CHRD) and relevant feedback if any, are sent to the department. Parents have given positive feedback during the PTA meet held in the past three years. This feedback has been collected by CHRD. The Departments have the following ways to collect feedback: The faculty members of the department regularly bring back applicable ideas, innovative practices and learning points from the various programmes, workshops and conferences they attend. Relevant thoughts are absorbed to enrich existing patterns. Feedback from collaborative partners, field work agencies, employers of our students are used to update the academic content. Course wise and faculty wise feedback obtained at the end of every semester are consolidated by the College. The respective faculty members receive their individual assessments and they are encouraged to enhance teaching effectiveness. During the Parent-Teachers and Alumnae meets, feedback is obtained from the stakeholders.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Tamil	69	222	51
BA	English	69	1455	65
BA	History	69	193	51
BA	Economics (Tamil Medium)	69	102	31
BA	Economics (English Medium)	69	232	66
BA	Psychology and Sociology	69	514	67
BCom	Commerce	69	1014	71
BSc	(Spl.) Mathematics	69	1450	69
BSc	(Spl.) Physics	46	1075	58
BSc	(Spl.) Chemistry	46	672	52

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3754	551	93	5	169

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
267	267	75	58	0	28

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Adolescence is a particularly stressful and confusing time as both physical and cognitive aspects of sexual expression begin to align and the opportunities for personal decision making expand. Hence the student community needs appropriate and continuous counseling and guidance in order to inculcate values that shape and help her to take the right path in her quest for perfection. The Counseling Unit of the college realizing the above need planned a programme, in 'Sex Education' for the first-year undergraduate students equipping the teachers to explore different belief systems through classroom discussion, in a sensitive and respectful way. This programme was introduced outside the class hours under the title "Becoming a Responsible Adult" in the year 2011-2012, which was later made a part of the value education programme and exists till date. The faculty members who are handling this programme were given special training by the counseling unit collaborating with FPAI Madurai and NACO. In the year 2012-13 this course was passed in the Value Education Board ratified as "Healthy Transition from Adolescence to Adulthood". In the same year additional training was given to faculty by INSA (India), Bangalore. The Facilitator's guide was the outcome of the sincere effort of dedicated team of faculty members with the resources and help from FPAI Madurai and INSA (India), Bangalore. The Advisor – advisee system is a long-standing tradition of the college. Every member of the faculty is also an academic advisor for few students whom she consistently monitors for Academic and Personal issues over the period of study. The Academic Advisor looks into matters regarding the Advisees' academic performance, completion of academic requirements, health follow-ups and grievances. The Advisor also interacts with the parents on issues related to academics. The Academic Advisor is the first person whom the student approaches for any personal or academic guidance. Regular timings are allotted for the advisors to meet the advisees as a group or as individuals. Some departments have a class teacher system wherein a class is allotted to a faculty member to monitor academic performance and maintain discipline of the class. The psycho-social needs of the student community are specifically met through the college counseling unit which is comprised of a faculty team representing each department and a visiting professional counselor. The unit members are given periodic training in basic counseling. The counseling unit meaningfully meets the need of the student body through the peer-group counselors, a group of senior students representing each department who are trained in pre-helping skills. A few faculty members of the unit have completed certificate courses in counseling. The mentoring had helped students bridge the gap between the students and the system to overcome their fear and the false expectation of what a college would be.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4305	260	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
260	260	0	61	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from
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	state level, national level, international level		Government or recognized bodies
2018	Ms. S. Vrushaa	Assistant Professor	Oberlin Shanshi Fellowship for Semester long visiting Scholar program at Oberlin College, USA
2018	Ms. S.Kailaivani Priyadarshini	Assistant Professor	Best Paper Award in the International Conference on Facing the Global Fisheries and Agricultural Challenges by International Intitute of Knowlegde Management, Colombo
2018	Dr. S. Priti Latha	Assistant Professor	Adarsh Vidya Saraswati Rashtriya Puraskar in the Field of Academics- One of the Best Teachers in the Country by Glacier Journal of Research Foundation, Global Management Council, Ahmedabad
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	AUTAM	November 2018	20/11/2018	12/12/2018
BA	AUTAM	April 2019	04/05/2019	14/05/2019
BA	AUENG	November 2018	20/11/2018	12/12/2018
BA	AUENG	April 2019	04/05/2019	14/05/2019
BCom	AUCOM	November 2018	20/11/2018	12/12/2018
BCom	AUCOM	April 2019	04/05/2019	14/05/2019
BSc	AUMAT	November 2018	20/11/2018	12/12/2018
BSc	AUMAT	April 2019	04/05/2019	14/05/2019
BSc	AUPHY	November 2018	20/11/2018	12/12/2018
BSc	AUPHY	April 2019	04/05/2019	14/05/2019
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	4162	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.ladydoakcollege.edu.in/automation/acad_council/Academic_Council_2018.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
AUTAM	BA	Tamil	31	30	96.77
AUENG	BA	English	61	60	98.36
AUCOM	BCom	Commerce	66	57	86.36
AUZOO	BSc	Zoology (Spl. in Bio technology)	43	41	95.35
AUSOC	BA	Psychology and Sociology	42	35	83.33
APTAM	MA	Tamil	10	10	100
APMAT	MSc	Mathematics	39	33	84.62
SPCOM	MCom	Commerce	20	19	95
SDBBA	PG Diploma	Human Resource Development	21	21	100
SUCOE	BCom	Computer Applications	41	41	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.ladydoakcollege.edu.in/automation/feedback/rpt_infrastructure.php?print=Yes&acyear=2018-2019

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes

Name of the teacher getting seed money

Dr.S.Annie Priyadharshini and Dr.Evangeline Esther David

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
International	Dr.Christianna Singh	United Board Fellows Program	09/07/2018	United Board of Christian Higher Education, Asia
International	Dr.Shantha Meena	Selected Fellow in Haggai Leader experience	01/11/2018	Haggai Institute, United States of America
International	Mrs Deborah Christina Joseph Balachandran	Selected Fellow in Haggai Leader experience	01/11/2018	Haggai Institute, United States of America
International	Ms. S. Vrushaa	Semester Long Visiting Scholar Program	01/09/2018	Oberlin College, USA
International	Dr.Nimma Elizebeth	Selected Fellow for Exco Meeting- ACUCA	11/10/2018	United Board of Christian Higher Education, Asia

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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1095	SERB	3421000	80000
Any Other (Specify)	1095	Council of Scientific Industrial Research	205703	205703
Any Other (Specify)	365	Department of Biotechnology	2210000	2210000
Any Other (Specify)	1095	Science Engineering Research Board	3421264	1394000
Any Other (Specify)	730	UGC-Minor Research Project	450000	80000

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

5

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Digital Marketing [for international B - Plan Championship]	Department of Business Administration Associated with IIM - Kozhikode and Make.intern.com	21/12/2018
Workshop on 'Goods and Services Tax'	Department of Commerce	01/07/2018
Corporate Conclave in Pondicherry at Chaplin Hotel	Department of Commerce	30/08/2018
Symposium on Convergence of Industry Academia	Department of Commerce	23/10/2018
Regional Level Seminar on "Catalytic Commerce Curriculum: Changing Dimensions and Future Directions"	Department of Commerce	22/02/2019
Faculty Training Programme Capacity Building	Department of Commerce	09/03/2019
Lecture on IPR and its Importance	Department of Biotechnology	18/02/2019

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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Pigment diversity of seaweeds and its utilisation as ecocolourants for dyeing recycled paper and cotton fabrics	MS.S.Saro Gomathi -2017 - 2019 PG Batch	TNSCST Student Project Scheme Grant Amount: Rs 7500/-	15/06/2019	Student

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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No Data Entered/Not Applicable !!!

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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Tamil	2
English	2
Commerce	2
Maths	1
Zoology	1
Biotechnology	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Biotechnology	3	5.96

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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Titanium added fluorophosphate Glasses and method of making thereof' - Dr.S.Pugalandi Pandian, D.Orthos, Mch.Neuro., Director and Dr.A.S.Priscilla	Published	306973	07/02/2019

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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Electronic and Nonlinear Optical Properties of l-Histidine on Silver:	Felscia, U. R., Rajkumar, B. J. M., Nidya, M., Sankar, P	J Phys Chem A,	2018	4	Lady Doak College	0

A Theoretical and Experimental Approach						
Charge transport properties of pyrene and its derivatives: optoelectronic and nonlinear optical applications .	U.Reeta Fel scia, Dr.Beulah J.M Rajkumar D r.M.Briget Mary	Journal of Materials Science	2018	3	Lady Doak College	0
Molecular design of vinyl-functionalized quercetin dyes with different acceptors for dye-sensitized solar cells: the theoretical investigation	M. Megala Beulah J. M. Rajkumar	Journal of Computational Electronics	2018	1	Lady Doak College	0
Enzyme-less sensing of the kidney dysfunction biomarker creatinine using an inulin based biocomposite. 43(5) 5912-5924 Impact factor 3.277	Kalaivani, G. Jayanthi Suja, S. K	New Journal Of Chemistry	2019	1	Lady Doak College	0
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	82	143	50	410
Presented papers	12	9	1	6
Resource persons	0	0	0	1

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Nil	Nil	Nil	0

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
0	0	0	0	0

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of International Day of Yoga (Yoga Practice)	Dr. Lt. Shantha Meena T., Director of Physical Education, Lady Doak College Lt. Col. Surrender Singh, NCC group officer, Madurai	10	116
World Blood Donation Day -Uthiram 2018 Award (Honoring the Blood Donors Institutions- Award received)	Blood Bank, Rajaji Government Hospital and Blood Donors Club, Madurai Medical College.	2	0

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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
Blood Donation camps	World Blood Donation Day - Uthiram 2018	Blood Bank, Rajaji Government Hospital and Blood Donors Club, Madurai Medical College	100
Prime Minister Rally in RDC, New Delhi 2019 - SUO Shareen Ibrahim won the silver medal	Prime Minister Rally	Direct General NCC, New Delhi	1
Voluntary contribution for the empowerment of visual challenges	IAB Blind Empowerment Champions 2019 SILVER ZONE	Indian Association for the Blind, Sundarajanpatti	425
Hebat State Level Intercollegiate NCC Drill and Cultural Competition - Cdt Geerthana of I B.A His won the Gold Medal in TSC	Gold Medal	St. Joshep College, Trichy	1
AMF Music Therapy	Certificate of Appreciation	Rajaji Govt. Hospital	3
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	Ministry of Drinking water and Sanitation (MDWS) in association with the MHRD NSS, Madurai Kamaraj University	Swachh Bharath Summer Internship Programme 2018	3	10
Swachh Bharat	Centre for Environmental Studies (CES), LDC.	Rally inside the college campus on 'Beat Plastic pollution' - took oath to reduce single-use plastics	9	70
Gender Issue	Dr. Kalpana U., Homeopathy, Physician Saratha Homeo Clinic Thirumangalam	Interactive Session on Menstrual Problem Faced by Women	5	80

Swachh Bharat	Lady Doak College Madurai	Swachh Bharat Activity -Campus cleaning	44	300
Health Awareness	Mr. Bala Murugan, Health wellness centre (Amway) Madurai	Guest lecture on 'Health is Wealth	5	48
Health Awareness	Mr. Gowri Shankar, Assistant professor of Law, High Court Advocate, Founder and Chairman of Karpavai karpai Educational Trust	Guest Lecture on "Drug Abuse	4	98
Aids Awareness	Dr. R. Gopi Associate Professor, The Madura College (former NSS P.O.)	Guest Lecture on "Awareness on HIV/AIDS"	4	77
Blood Donation Awareness	Mr. Rtn.Vm.Jose, District Vice Chairman of Indian Red Cross Society, Founder President of Alumnae Association of Madurai Institute of Social Sciences, Former President of Madurai Jaycees and Rotary club of Madurai.	Guest Lecture on "Need for Blood Donation"	6	77
Health Awareness	Mr.B.Karthikeyan, Psychologist, ICTC counselor	Guest Lecture on "Health Issues"	5	76
Swachh Bharat	Madurai Collectorate	Awareness Rally on 'Plastic Free Madurai', Tamukkam	6	250
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
ACUCA Student Camp, Christian University of Thailand, Thailand	S. CATHERINE TABITHA (16ECE009)	Student Sponsored	30
Exchange Program Fellows, Mary Baldwin University, USA	SOUNDARYA PANDISARAVANAN (17SOC063)	Tuition Fee waiver Living and Food Expenses mutual cost transfer Travel Expenses by student	180
Exchange Program Fellows, Mary Baldwin University, USA	ALICIA LAVINA SAMUEL (17ENG005)	Tuition Fee waiver Living and Food Expenses mutual cost transfer Travel Expenses by student	140
Faculty Enrichment Programme Abroad, Oberlin College, Oberlin, Ohio, USA	Ms.VRUSHAA SUBRAMANIAN (DEPARTMENT OF ENGLISH)	FEPa fully sponsored by Oberlin Shansi Memorial Association	150
GRACE International Conference Maranatha University, Indonesia	B. NANDHINI (17PGM030)	Student Sponsored	60
GRACE International Conference Maranatha University, Indonesia	G.L. YAZHINI (16MATE044)	Student Sponsored	60
Keimyung University, South Korea	J. RAMYA (16CORE045)	ACUCA SMS Subsidy for Travel and Living Expenses Tuition Fee waver	120
J.F. Oberlin University, Japan	P.V. GAYATHRI (16CORE013)	ACUCA SMS Subsidy for Travel and Living Expenses Tuition Fee waver	180
International Christian University, Japan	K. G UHA PRIYA (16SOC016)	JASSO Scholarship Tuition Fee waiver, Travel Expenses by student	120
ACUCA Student Camp, Christian University of Thailand, Thailand	E. CARMEL BRENILA (16COM012)	Student Sponsored	30

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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	National Institute of Technology, Suratkal.	21/05/2018	10/06/2018	Ms. Rathika Srinivasan
Summer Training	Summer Training	Indian Geoinformatics Center, Chennai.	17/12/2018	21/12/2018	Ms. V.Nandhini, Ms. S. Bhavani and Ms.J. Deepika
Project oriented Chemical Education	Sponsored Summer research fellowship (POCE)	Jawaharlal Nehru Centre for Advanced Scientific Research Jakkur, Bangalore.	13/05/2019	11/07/2019	Sesha Nivedhitha 17CHE042
Summer project	Sponsored Summer research fellowship	Bharathidasan University, Trichy	02/05/2019	27/06/2019	Vinodini S 18PCHE17
Summer training	Summer internship	Sastra Deemed University, Tanjore	01/05/2019	25/05/2019	Raja Subha Bharathy A. 18PCHE09
RJSF Chemistry research drive programme	RJSF Chemistry research drive programme	B.S. Abdhura Rahman crescent institute of science and technology, Chennai	13/05/2019	12/06/2019	Lavanya T R 18PCHE06
Summer training	Summer training	Madurai District co-operative milk products- Aavin	14/05/2019	31/05/2019	S. Brindha18PCHE01, P. Jayapriya18PCHE03, M. Suba Sri 18PCHE14, M. Sujithra18PCHE15
Summer training	Summer training	Comorin polymer and plantation ltd, Thuckalay	10/05/2019	20/05/2019	Shammy Sheema Sathya S S 18PCHE12
Research Internship	Summer training	The Gandhigram	06/05/2019	24/06/2019	A S. Kezia 18PCHE05, R

		Rural Institute, Gandhigram			Sangeetha 18PCHE11, R.Vaishnavi 18PCHE16
Summer training	Summer training	The Gandhigram Rural Institute, Gandhigram	03/06/2019	15/06/2019	M. Meenakshi 18PCHE08
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kalvi Institute (P) Ltd.	27/09/2019	Training the Students in Tally ERP 9	50
Pandian Biomedical Research Centre, Asirvatham Hospital	12/06/2019	Research	2
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
11902020	18654772

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Management Software(LMS)	Partially	Inhouse	2000
AUTO LIB	Fully	8.2	2017

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. M. Evangeline Prathibha	Nature of Mathematical statements- Axioms and Postulates	Swayam	01/07/2018
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	698	425	0	0	0	60	75	200	139
Added	100	100	0	0	0	0	0	0	0
Total	798	525	0	0	0	60	75	200	139

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Center for Communication and Multimedia	http://www.ladydoakcollege.edu.in/Ccm_Fac.html

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
46304620	79963977	24029130	14204414

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

The College takes direct initiatives in the maintenance and upkeep of infrastructure and support facilities. The Bursar, Consultant Engineer and the Campus superintendent monitor the quality of maintenance of infrastructure and equipment. The custodians of the equipment frequently examine them for timely maintenance and repairs to ensure performance and accuracy. The institution

with its 71 year long experience has established systems and procedures for maintaining and utilizing physical, academic and support facilities. Lab equipment are thoroughly inspected by lab assistants before the commencement of practical classes and examinations. Users register and logbooks are maintained and the instruments are used within the under the supervision of teachers. SOPs (Standard Operating Procedures) for each equipment are prepared and displayed in all relevant locations. Maintenance of funds procured from State/Central Governments and the UGC are utilized for the upkeep of specified items. The maintenance expenses that are not specified above are met by the Management.

Environmentally sustainable initiatives like RO water plant and the Sewage Treatment Plant and the sanitary napkin incinerator are checked and regularly serviced by outside agencies. Vermicomposting facilities which is a part of the academic and extension services of the college are maintained by a designated non-teaching staff. Air conditioners, computers and network facilities are maintained either by Annual Maintenance Contract (AMC) or serviced by agencies/manufacturers as and when need arises. The stock in the labs is verified annually, and damaged ones are discarded. Electrical and Electronic equipment are checked regularly at the end of every semester. Issue and Breakage registers are maintained in the laboratories. Log-book is maintained facilitating monitoring of utilization level. Proper details are collected as the property, person, purpose, period and place of utilization as far as highend delicate equipment. These are auto-recorded or scheduled and utilized as per schedule. All the laboratories are spacious and well-lit. Do's and Don'ts/safety precautions are displayed in each laboratory. In house servicing of the lab instruments are done regularly. Major repairs are outsourced by following established procedures. Fire safety and first aid boxes are installed at all convenient locations and the equipment are checked regularly. Keeping in mind the safety requirements, the institution has a well-established system of CCTVs across the campus. Electrically sensitive equipment are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generators having a capacity of 360KVA functions as the substitute source. This ensures the uninterrupted supply of electricity for the academic process. The campus also has night lamps fueled by solar lights which enables the students in residence to move around campus. Every year, a designated budget provision is made for the maintenance and upkeep of all infrastructural facilities and learning equipment. The College has well defined procedures for regular maintenance with time bound maintenance deadlines. The maintenance of the gardens, landscaping and cleanliness of the campus is managed through a contractual agreement.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching- Physics	16/06/2019	58	Peer Tutors

Bridge course - Core Communication Skills - All Departments	16/06/2019	1437	I UG students
International Yoga Day Demonstration	21/06/2019	63	Lt.Col.Surinder and Dr.T.Shantha Meena
Guidance for Competitive Examination - ACS (Foundation Executive)	25/06/2019	44	Madurai Chapter of ICSI
Guidance for Competitive Examination - CPT	25/06/2019	25	Institute of Chartered Accountants of India, Madurai
Academic Program on 'Job Openings and Skill Sets'	28/08/2019	76	Honey well, India
Soft Skill Development program for B.Com PA	01/03/2019	45	Balsu's Success Academy, Madurai.Mr .R.Balasunder, Director-Balsu's Success Academy. Ph. No.: 93644 44662.
Soft Skill Development program for B.Com Hons.	01/03/2019	41	Balsu's Success Academy, Madurai.Mr .R.Balasunder, Director-Balsu's Success Academy. Ph. No.: 93644 44662.
Skill Development - Tally for B.Com PA	16/06/2019	61	Kalvi Institute Pvt. Ltd., K.K. Nagar, Madurai. Ph. No.: 95007 10004.
Remedial Coaching- BBA	16/06/2019	18	Peer Tutors
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	'Job Openings and skill sets' by Honey well Team	0	76	0	0

2018	Interaction session for Hiring on 'Choosing Alternative Career'	0	95	0	0
2018	Interaction session for Hiring Computer Science Students	0	43	0	0
2018	Competitive Exam coaching (free) for Bank	94	0	0	0
2018	Personal Career Counseling	4	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	9

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
5	325	87	2	42	24
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	M.Sc.	Physics	National Institute of Technology	Ph.D.
2019	1	M.Sc.	Biotechnology	Aravind Medical Research Foundation	Ph.D.
2019	1	M.Sc.	Chemistry	Kalasalingam Academy of Research and	Ph.D.

				Education	
2019	1	M.Sc.	Physics	NVKSD College of Education	B.Ed.
2019	1	B.Sc.	Botany	St. Justin's College of Education	B.Ed.
2019	1	B.A.	English (Aided)	St.Christoph er's College of Education ,Chennai	B.Ed.
2019	1	B.Sc.	Mathematics	Bishop Heber College	M.Sc.
2019	1	B.A.	Economics	Madras Christian College	M.A.
2019	1	B.Sc.	Physics	Karunya Institute of Technology & Sciences	M.Sc.
2019	1	B.Com.	Commerce	Xavier Institute of Management and Entrepre neurship	M.Com.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	7
SET	4
GATE	1
GMAT	7
CAT	3

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Platinum Jubilee Inter Collegiate Non-Teaching Staff Volleyball Tournament Volleyball	State	120
Annual Sports Day	College	2554
Platinum Jubilee Triune Celebration	College	4915
Platinum Jubilee Cultural Festival	College	4915
72nd Independence Day	College	2100

Celebration		
Inter Collegiate Meet - Kavigai19	State	224
70th Republic Day Celebration	College	2100
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal	International	1	0	16COM057	N. Sangeetha
2018	Gold Medal	National	1	0	17COM032	D. Manisha
2018	Bronze Medal	International	1	0	15TAM038	V. Revathi
2018	Fourth Place	National	1	0	17BOT033	S. Ramya
2018	Fourth Place	National	1	0	18DPFM10	D. Sathiyavani
2018	Fourth Place	National	1	0	18DPFM03	M. Divya
2018	Fourth Place	National	1	0	18TAM045	M. Nandhini
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council (which functions as Student Cabinet at Lady Doak College) plays an integral and important role in the life of the college. The President of the Cabinet spearheads the Cabinet activities in consultation with the Principal and the Deans of Students Services. The Student Cabinet functions as effective liaison between students, staff and college administration and play an active part in promoting the objectives of the institution. They take the lead role in representing the views of students on matters of general concern and at the same time convincing the student body on administrations' benignant decisions and thus create a sense of ownership of the institution among students and promote an environment conducive to educational development. The Student Cabinet assists in organising cultural activities every year. The uniqueness of the cultural events is that every year the Cabinet comes out with a relevant theme and all the events will be focused on that particular theme. 'Thummai' was one of the themes of the event and all the cultural activities were focused on theme of cleanliness. Cultural events are always an amalgamation of entertainment, education and edification. Intra Mural Competitions are organised by the Cabinet once in a while to bring together students of all departments and to give them an opportunity to exhibit their talents. One such event was Colours15 conducted in the year 2015 which was a weeklong celebration of Language, Heritage, Nature and Youth. 16 Day International Women Activism was yet another outstanding occurrence that celebrated women's achievements. The Student Cabinet sensitises students on

various social concerns. They serve as campus ambassadors to motivate students about their civic responsibilities like voting, to give them awareness on the dangers of Cyber crime and reckless usage of gadgets and social media. Eco awareness week, No Vehicle Day, Reduce Electricity Day, and Food Day are regular features of an academic year and the college is thus sensitised to the cry of the earth and pains and pangs of the people. It is to be noted that in 2017 when Chennai and Cuddalore were badly hit by floods, the Student Council rose to the occasion and generously contributed to the victims. They raised Rs 7,00,000/ and became the highest donor among all the Madurai Rrotract Clubs. The Student Cabinet not only organises inter and intra collegiate festivals but also actively participates and motivates other students to participate in competitions outside college and outside city and state. Several of the office bearers attended the noteworthy, "English Indian Student Parliament" organised in Pune, Maharashtra in January 2018 where they were exposed to eminent speakers who kindled the patriotic spirit of the students. The Council knows the joy of giving and all the days of celebrations are spent with the marginalised children and diffident senior citizens, gifting them with deeds of love. The college gives the Student Cabinet the opportunity to acquire planning and organisational skills and the Cabinet in turn empowers other students to build their self confidence, responsibility and courage.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumnae association started in February 1953 has grown in leaps and bounds with the aid of vibrant alumnae across the globe. It has also played a pivotal role in the growth and expansion of the Lady Doak College Community. The purpose of the Alumnae Association is to establish a link between the alumnae and the college, build and maintain a good rapport with the successive generations of alumnae and to serve the growing demands of the college. The alumnae association offers various services like Caring Residence for Infant and Babies (CRIB) is for babies above 3 years and under 5 years. CRIB ensures gentle and proper caring for babies and timely feeding. Children's Haven in Lady Doak (CHILD) is for children who are above 5 years old. This is a well-maintained place for children. Children involve in hobby building activities such as drawing, craftwork, art from waste, indoor games, etc., and there are adequate library facilities for children. Special Tailoring Classes, Goodwill stores, and Alumnae stores are the other services of the Alumnae Association. Alumnae across the globe are connected through online registration process and the events at college are promptly updated at the college Facebook page which keeps the alumnae posted about the various activities in the college. The Alumnae support wing helps with the scholarship schemes of the college. Registration money collected at every Alumnae Meet is used for scholarships for needy students. Chennai, Bangalore, Nagercoil, Singapore, U.S.A. are the various alumnae chapters of the college. The annual alumnae meet is conducted every year. The Alumnae Association is a pillar of support that links the roots and fruits of this institution.

5.4.2 – No. of registered Alumni:

22762

5.4.3 – Alumni contribution during the year (in Rupees) :

671420

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumnae Association meeting was held on 13.10.2018. One thousand, four

hundred and sixteen alumnae attended the meeting. The Alumnae Association gifted a bus to the college in the academic year 2018 -19

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. ICT enabled Academic and Administrative practices: The Centre for Information technology is used extensively for academic and administrative purposes with tailor-made software designed by a team of programmers at college. Cloud-based solutions have been developed to provide access from entry to exit which includes admission/appointment, attendance of faculty members and students, faculty workload, exam matters, e-assessment, results, feedback, transfer certificate, course registration, election, faculty appraisal, student grievances and e-complaints. The college is continually updating its automation facilities, which will soon be a complete database of all college information to facilitate retrieval and usage for administrative and academic purposes. The Information and Communication Technology is extensively used for teaching, learning, and evaluation by using ICT enabled classrooms and multimedia resources. The whole campus relates to Fibre optics in star and ring topology. An exclusive server for e- filing has been installed and monitored periodically. The campus is enabled with a high-speed Wi-Fi facility with a secured network through MAC authentication. The internet bandwidth is an enhanced provision of 200Mbps BSNL leased line connectivity, for all computers on campus, which helps in effective teaching and learning process. Multimedia theatres with LCD projectors and interactive boards provide the right ambiance for the effective conduct of academic programs. With a recent addition of video conferencing facility, a high-level academic interaction with the National and International experts is facilitated. In the wake of the severe power crisis faced, stand by UPS units are replaced by on-line ones in an optimal way for better performance of the computers. Open-source application in association with IIT Mumbai has been successfully implemented in a Spoken Tutorial for students. Google Apps, Forms, Calendar, Classroom have been inculcated in the curriculum for testing and evaluation purposes. The faculty members are constantly being refreshed and updated regarding the use of technology in their own discipline, and on general professional competence through training programs, both inside and outside the college.

2. Participative Management by the College Community: The leadership team of the college comprises of the Principal, the Vice Principal and the Bursar, the Deans of Academic Affairs (Humanities Sciences), Controller of Examinations, Dean of Student Services, Chaplain, and Representatives from the Student Cabinet. Student representatives from various departments are members of the IQAC, Boards of Studies and Academic Council. Various levels of workforce are brought in unison for dynamic management of the institution. The meetings of the different components of the administrative team plan and review the various aspects of college functioning and the meetings are scheduled in advance throughout the academic year. Recommendations from the CPEC regarding academic programmes are taken to the Senatus (the decision-making body comprises of the administrative team and the Heads of the departments), for the final decision. Opinions on various issues are got through Google Forms to ensure collective decision making.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	<p>Training programmes / workshops on quality enhancement for teaching and non-teaching faculty members are conducted regularly on an as-needed basis on the areas such as Managing Teaching Research, ICT Enabled Innovative Pedagogies, Grading, Open Book Examination, Communication skills, Computer skills, Leadership and Team Building Skills, Interpersonal Skills, Student Centered Learning Techniques, Counseling, Work-Life Balance, Stress Management and Time Management.</p>
Teaching and Learning	<p>Participatory learning methods such as case study, role play, management games, brainstorming and group discussions are adopted to facilitate active learning among the students. Experiential learning methods such as on the spot study, educational trips, life frontier education and internships are made mandatory to enhance critical thinking, problem solving and decision-making skills. The college also has an open source and commercial software to strengthen the teaching learning process. The entire campus is wi-fi enabled to promote the habit of self-learning among the students.</p>
Admission of Students	<p>Application procedure was carried out online. The complete process of Application - Selection - Admission - Fee Payment - Hostel Admission are made online and transparent for easy access and inclusiveness. A team of faculty and students visit schools in rural backgrounds to encourage them to enrol at the college for higher studies to promote women education. Sports scholarships and free accommodations are made available for needy and deserving sport students to motivate candidates from rural backgrounds to opt for the college. The college also provides free lunch for the economically needy.</p>
Industry Interaction / Collaboration	<p>A Training Course on "Broadband Technician" conducted by Rajiv Gandhi Memorial Telecom Training Centre, BSNL was offered to students across disciplines to incorporate basic technical skills in troubleshooting the telecommunication and networking devices. Departments of Commerce offers Internship Programmes in collaboration</p>

with Auditor's Offices and Banks to enhance the employability skills of the students.

Curriculum Development

The curriculum is developed in line with the mission of the College to impart holistic education and empower young women. The syllabi with learning outcomes are developed and updated periodically to meet the changing social, industrial and academic needs at all levels and approved by the Board of Studies and Academic Council. Guided by the feedback from stakeholders such as students, faculty, experts and parents, the curriculum is periodically reviewed and revised. Provisions are given for high achievers in the UG and PG classes to earn extra credits through Self- Learning and Online Courses, Academic Summer Internships and Comprehensive e-Assessment.

Research and Development

Research Culture and Promotion Cell (RCPC) works on improving the quality of the research work undertaken by the faculty members and the students. Publications and theses are subjected to plagiarism check using Urkund. Technical review meetings are mandatory for paper submissions to conferences to enhance the quality of the papers presented and published. The RCPC evaluates proposals on Institutional Projects and recommends Management funding for selected Projects. Faculty members are recognised for their research contribution with an award during the College Day Programme. Awareness programs are conducted to avoid predatory journals and conferences for faculty members and students.

Library, ICT and Physical Infrastructure / Instrumentation

Faculty were provided with the special awareness lecture on UGC NLIST E-Resources access procedure and Lecture on Anti Plagiarism software tool URKUND to prevent plagiarism and staff were encouraged to use the tool for their research publications and for their students assignments. Students were encouraged to carry on interesting projects focussing the History of the College with reference to the collections of the ARCHIVES. Fifty eight classrooms are equipped with ICT facilities to improve the teaching and learning process. Students are encouraged to complete online courses

	offered by Swayam, NPTEL, IIT Spoken Tutorial to enhance their self-learning skills.
Examination and Evaluation	The Controllers of Examinations regulate and supervise all matters of examinations and evaluation with checks and balances at every stage. All automated processes are verified by the persons concerned. The summative question papers set by externals are validated by the internals and the answer scripts are revalued by the respective chairpersons. Eligible students can download hall tickets from their portal and the attendance sheet at exam hall ensures only eligible students take the exams. Transparency in evaluation helps students scrutinise evaluated answer scripts and appeal for review. Students and parents can view results published in the college website.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Entry and Report of Departmental Activities, Academic Council, Workload, Faculty Recruitment Application, Feedback, IQAC, User Access, Security Management and Database Management, Appointments and Meetings with the Principal.
Administration	Faculty Bio-data, Faculty and Student Attendance, Guest Room Booking, Faculty Leave Management, Alumnae Database Management, Faculty OD Process, Hall Booking
Finance and Accounts	College Fees, Fee Dues List, Payroll, Online Payment, Scholarship, Term Fees, College Fee Refund, Student Admission, Student List for Insurance, Remuneration Report, Cash Fee Collection.
Student Admission and Support	Admission, Selection List Approval, Student Withdrawal Entry, Roll Number Generation, OSS/Field Trip, Special Permission Report, Students Details, E-Complaints, Transfer Certificate
Examination	Online Course Registration for Non Major Elective, Inter Disciplinary Major, Conduct of Annual and Comprehensive E-Assessments, Mark Entry for Formative and Summative Examinations, Summative Attendance Sheet, Generation of Mark Statements,

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Christianna Singh	AIACHE Conference	AIACHE, Newzeland	9898
2018	Dr. Christianna Singh	Generosity Summit May 2018	Hyderabad	8000
2018	Ms. Pushpaselvi, Ms. T. Sathya and Mr. Ramesh	PFMS Workshop	American College	1500
2018	Ms. Hannah Sophia Samuel	IAPCHE - Christian Confrence	IAPCHE, Newzeland	14135
2018	Ms. Kavitha Ms. Pitchumani A	FDP on Team Building	Mannar Thirumalai Naicker College	1502
2018	Ms. Vijayarani, Ms. R. Priyadharshini, Ms. P. Devipriya	Faculty Wksp. Of South Asia	St. Aloysius College, Jabalpur, MP	75029
2018	Ms. Nimma Elizabeth Ms. Helen Mary Jaqueline	Seminar for the Principals and Co-ordinators	AIACHE	12000
2018	Ms. V. Geetha	UBCHEA	UB Prog. At Bangladesh	13425
2018	Anita Christine Tiphane - MSW	Management Meeting	ACUCA, Silliman Univeristy, Philippines	48838
2018	Dr. Christianna Singh	Conference at China	Conference at China	56305
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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2018	New Faculty workshop on 'Being an Effective Teacher'	Nil	05/06/2018	08/06/2018	31	0
2018	Faculty workshop on 'Google Calendar SWAYAM - Learning Resources'	Nil	11/06/2018	12/06/2018	260	0
2018	Nil	Train the Trainers workshop on 'Pension Calculation' (Pension Proposal preparation for Retired Faculty)	26/06/2018	26/06/2018	0	6
2018	Faculty workshop on 'Strategic Planning and Fund Raising'	Nil	16/08/2018	16/08/2018	38	0
2018	Nil	Training course on 'Account Test for Sub-ordinate Officers- Part1 and Office Management Test (DOM) for interested Non-Teaching Staff.	07/09/2018	30/12/2019	0	23
2018	SEBI Investor Awareness Programme	Nil	09/10/2018	09/10/2018	35	0
2018	Faculty workshop	Nil	16/10/2018	16/10/2018	33	0

	on 'Collaborative Learning and Leadership Styles'					
2018	Faculty Interactive session 'Innovative Teaching Learning with Technology'	Nil	22/10/2018	22/10/2018	55	0
2018	Faculty workshop on 'Organisational Redesigning for Strategic Management and Holistic Student Development'	Nil	03/12/2018	04/12/2018	24	0
2019	Nil	'Pension Calculation' (Pension Proposal preparation for Retired Faculty)	20/12/2018	31/01/2019	0	3

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course - Recent Advances in Chemistry	1	16/11/2018	06/12/2018	21
UGC-Sponsored Refresher Course in Commerce Management	1	13/07/2018	02/08/2018	21
UGC sponsored Refresher course	1	24/09/2018	13/10/2018	21

Refresher course in Mathematics - "Emerging Trends in Pure and Applied Mathematics", National level, UGC - Human Resource Development Centre, Madurai Kamaraj University	1	16/11/2018	06/12/2018	20
Refresher Course	3	18/12/2018	07/01/2019	21
Refresher Course	4	15/05/2019	28/05/2019	14
UGC Sponsored Orientation Program at Madurai Kamaraj University, Madurai.	1	16/11/2019	13/12/2019	24
Orientation Programme - 85 /86th	1	16/11/2018	13/12/2018	28
UGC Sponsored Orientation Programme	2	17/05/2018	13/06/2018	24
Neurolinguistic programming	1	28/09/2018	28/09/2018	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	54	0	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provision of Daycare and Library for Children of Faculty Members	Training Programmes, Scholarship and Fee Subsidy for Children of Class IV Employees, Management Fee Waiver for Children of Non-teaching Faculty	Personal Counseling Service and Annual Medical Checkup

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

KWEA was registered under the Indian Companies Act 1956 under section 25 is now

under section 8 of the Companies Act 2013, as a not-for-profit organisation. Lady Doak College is a unit of KWEA, catering to the higher education needs of the girl children in the community. It is also registered under the 12A of the income tax act as the charitable trust and the income is exempted by section 139 of the Act. It is also recognized under Foreign Contribution Regulation Act (FCRA) and under Goods and Service Act (GST). The finances of the KWEA / Lady Doak College is approved by the Association (Audited statement of account and the budget) as per the statutory requirement. The Board receives these documents, duly approved and recommended by the Finance Committee (subcommittee of the Board) who in turn approves all financial transaction with the support of the Principal / Bursar who ensures that the funds of the Association are prudently administered in compliance with statutory rules and regulations of the institution. The statutory auditors execute the role of the external audit in compliance with the rules and regulations governing the Association as per the objectives of the Association. The statutory / external auditor ensures the maintenance of book accounts and records in compliance with the Registrar of Companies, Income tax act, and Foreign Contribution Regulation Act and a few other Bodies. Books of accounts are certified as per the provision laid down and their report/certification is presented to the members of the Board and Association. We do not have the internal audit however, the Association envisages internal control system. This is well laid in the financial Accounting Manual prescribed wherein, the various control system is monitored through the Finance and Development Committee, Infrastructure and Building Committee. The books of accounts are computerised in tally format. All payments are substantiated through authenticated documentation.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mr. Jamie Coats	49704	Scholarship
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6.4.3 – Total corpus fund generated

19488133

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents contribute help through endowments or prizes. Parents encourage students in fund-raising for the College and the departments Parent- teacher meet is held annually during which time parents provide necessary suggestions for the improvement of infrastructure and other facilities of the college.

6.5.3 – Development programmes for support staff (at least three)

Train the Trainers workshop on 'Pension Calculation' (Proposal preparation) was conducted on 26th June 2018. 6 - Non-Teaching Staff participated in this and 3 NTS were the resource persons. Training course on 'Account Test for Subordinate Officers - Part 1 and Office Management Test (DOM) for interested Non-Teaching

Staff from 7.9.18 till December 2018 (4 Months). 23 - Non-Teaching Staff participated in this. Training and Preparation of Pension Proposals on 20.12.2018 31.1.2019. 3 - Non-Teaching Staff were trained.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Conduct of Academic and administrative audit- LDC model, Initiation of the management information system, Creation and validation of Question bank

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	National Seminar on Quality Sustenance in Higher Education Institutions	23/07/2018	06/09/2018	07/09/2018	84
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women in Media, conducted by Madurai Media and Film Studies Academy, Madurai	14/08/2018	14/08/2018	4	0
Women and Child Safety Campaign	06/10/2018	06/10/2018	16	0
Special Lecture on "Her Space, Her Story: Relationship Between Women, Water, Religion And Art	29/11/2018	29/11/2018	90	0
Make an Impression	29/11/2018	30/11/2018	50	0

Open Forum on 'Why are Crimes on Women Increasing' - Non Filing of Complaint or Absence of Punishment?	13/12/2018	13/12/2018	667	0
'Time to Change' - Mental Health Awareness Program	03/01/2019	03/01/2019	134	0
One Billion Rising Program	14/02/2019	14/02/2019	47	0
International Womens Day	08/03/2019	08/03/2019	1200	2
Summer Internship on Short Film Making	04/05/2018	19/05/2018	14	0
Guest Lecture on Introduction to Women's Studies	21/06/2018	21/06/2018	635	0
Release of Short Films	29/06/2018	29/06/2018	713	0
Creative Writing Workshop	12/07/2018	14/07/2018	24	0
II Nation wide competition at college level on laws for women sponsored by National Commission for Women	12/07/2018	12/07/2018	108	0
Guest Lecture on Women and Law	18/07/2018	18/07/2018	635	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The total revenue through alternate energy resources in the year 2018 - 2019 was Rs. 6,44,308 which amounts to 12.5 percentage of the total expenditure towards energy. This has been achieved because of the replacement of Tube lights with LED bulbs, regular monitoring of air conditioners operating at 24°C, purchase of 5 star rated appliances, along with installation of solar panels in Newton block, CH block and Pandyan hall. Percolation ponds and rain water harvesting structures have been installed throughout the campus to minimise water shortage and maximise available water usage. These structures are situated near the bore wells on campus so that the water table is

recharged.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	27/10/2018	1	Joy of giving week	Children's home, Sakthi vidiyal, Jaihindupuram - Snacks and Rice	36
2018	1	1	20/11/2018	5	Gaja Cyclone Relief	Vedaranyam - Relief materials	38
2018	1	1	01/12/2018	1	Gaja Cyclone - Tanjore	Tanjore - Relief materials	25

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Human rights and duties.	01/08/2018	Human rights and duties are two sides of the coin. This course teaches and stresses on a civilized society. Young people need to know the principles, theories of rights, responsibilities and the value of ethics. This course gives awareness of leaders who have worked for the rights of the people and achieved justices, welfare and equality for the victims. Students are made to understand the

		<p>role of organizations that work for protecting the rights of the poor and marginalized. Awareness of rights and duties created in the minds of the youth enhances peace and harmony of the future nation.</p>
<p>Healthy transition from Adolescence to adulthood (A value-based course). (Student's Guide and Facilitator's guide)</p>	01/06/2018	<p>Going through the period of adolescence is particularly stressful and confusing as both physical and cognitive aspects of sexual expression begin to align and the opportunities for personal decision making expand. The student community needs appropriate and continuous counseling and guidance in order to inculcate values and take the right path. Lady Doak College has a semester long course for the students as soon as they enter the college. Trained faculty facilitate students to open up/ share any difficulty in their academics or personal life. The mentors act as a bridge between the student and the vast college life.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<p>On the spot study: 1. High Court. 2. District Court. 3. Sakthi Vidiyal, Muthupatti. 4. Mercy Home, Karumathur. 5. Annanagar and Goripalayam Police Stations. 6. Association of Arulagam, Pasumalai 7. Balamandiram Higher Secondary School, Old Natham</p>	10/10/2018	10/10/2018	1200

Ro			
HUMAN RIGHTS DAY - Human Rights Day and Martin Macwan Annual Endowment Lecture Dr.R.Murali, Former Head,Department of Philosophy,Madura College,Madurai. National Secretary- People's Union of Civil Liberities(PUCL)	10/12/2018	10/12/2018	1200
WOMEN'S RIGHTS (Centre for Women's Studies)-DEBATE	13/12/2018	13/12/2018	610
GUEST LECTURE- Indian constitution -Preamble, Civil Society and Democratic Policy, Directive Principles of State Policy Dr.Anitha Tiphigne,Associate Professor,Co- ordinator,MSW	21/12/2018	21/12/2018	610
ON THE SPOT STUDY 1. High Court. 2. District Court. 3. Sakthi Vidiyal, Muthupatti. 4. Mercy Home, Karumathur. 5. Anna nagar and Goripalayam Police Stations. 6. Mr. Subburam,M.A Founde r/Correspondent Formation Education Development Centre for Rural	07/02/2019	07/02/2019	615
GUEST LECTURE Recent Human Rights Issues Mr.Vanjinathan, Lawyer	28/03/2019	28/03/2019	610
GUEST LECTURE - Mr.Paneer Selvam Free Legal Aid, District Court,Madurai	05/09/2018	05/09/2018	610
GUEST LECTURE- Indian constitution	14/09/2018	14/09/2018	1200

-Preamble, Civil Society and Democratic Policy, Directive Principles of State Policy Dr.Anitha Tiphigne, Associate Professor, Co-ordinator, MSW

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rain Water Harvesting: Collection of rain water as well as recharging of existing borewells. 2. Affixation of Solar panels and LED light to supplement the existing electricity. 3. Segregation of waste at source using twin-bin system and processing by aerobic oxidation. 4. Leaf litter from the campus is used for Vermicomposting 5. Waste water recycling through Sewage Treatment Plant which is used to water the plants all around the campus. 6. Recycling: Collection of used pens from faculty and students and Sale of Seed pencils and Pens. 7. Production and sale of Eco-friendly gift wrappers as an alternative to the plastic and plastic based wrappers. 8. Usage of steel tumblers and paper plates in the juice corner and canteen. 9. Use of cloth banners for all programs instead of flex prints. 10. Reduce Electricity day every semester: The entire campus (aided and self-financing streams) works without electricity for a few hours as an attempt to save and conserve electricity. 11. Reduce vehicle day every semester: Students and faculty are encouraged to use public transport, car pooling or walk to college. 12. Paperless communication.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

RESEARCH CULTURE PROMOTION CELL (RCPC): Context: A productive academic environment has three components which include teaching, research and extension. Emphasis is given to research to complement and enhance the quality of teaching and in this regard the college has established a Research and Development Cell. The Research and Development Cell comprises of a committee of a few faculty members from sciences and humanities streams to carry out all the necessary activities of the cell effectively in a holistic manner. Objectives: to enhance the quality of research on campus, to create a forum to share and generate new ideas, to act as a support and enabling system for faculty members to effectively combine research and teaching. Publication of Research Papers: Faculty members, research scholars and students are encouraged to publish their research findings and scholarly articles in UGC approved journals available in the UGC website. The authors have to submit the title of the paper, name of the journal along with the digital object identifier (DOI) number of the paper to RCPC. The RCPC will then check the journal for predatory or non-predatory nature using the UGC prescribed and other standards. Once confirmed, the publication details of the paper will be added to the research database of the college for inclusion in all academic reports of the college prepared by the Principal. Presentations in Conferences / Seminars Any presentation (oral / poster / in person / in absentia) based on original research findings / literature reviews / subject based papers in international / national / regional / local, conferences / seminars by the faculty members, research scholars and students (UG and PG) will be subjected to different levels of validation depending upon the nature of the paper to be presented. After validation, RCPC will issue a certificate of approval to present the paper. It is mandatory for the paper presenter to attach this certificate along with the request letter submitted to the principal for permission / on duty leave / financial support

to present the paper. All presentations done by the students at the UG / PG level will also be scrutinized through Type II guidelines and certified for inclusion in the students' achievement of a department. Type I: Research paper presentation based on the findings of a scientific study by the authors. Type II: Paper presentations based on literature review or subjects-based books or any other web resources. Type III: Research paper presentation based on the findings of a scientific study by the authors. All the research presentations by the faculty members, Research scholars and students of Lady Doak College will be scrutinized at two levels before it is presented in a national or International forum. Level I: The technical contents of the paper will be scrutinized and validated by a team of subject experts drawn from the department of the paper presenter by RCPC. Level II: The full length paper will be scrutinized for originality and plagiarism if any, and approved by the college through RCPC. The author for communication of the research paper will check the document for plagiarism using the software, URKUND. The similarity index (should be less than 20) of the document has to be submitted in a given format to RCPC which will be reviewed for approval. Type II: Paper presentations based on literature review or subject-based books or any other web resources. These papers are exempted from technical review. However, the author for communication of the paper will check the document for plagiarism using the software, URKUND. The similarity index should be less than 40. The URKUND analysis report of the document has to be submitted to RCPC before presentation. Obstacles faced: Calls for conferences often come at the last minute and the duration is not enough to prepare a paper, pass it through RCPC and then submit it to the conference committee. If the call for papers comes during exams and holidays it is hard to find the required number of members for a review meeting. RCPC requires the representation from all departments for the technical review meetings. But the attendees feel that when the subject is from another discipline, it is hard to offer comments. Impact of the Practice: Feedback from broad audience helps refine an idea, to produce quality research work, to gain exposure to interdisciplinary ideas and works. ICT enabled pedagogy: Context: In an age where information and technology abound and students can access knowledge without the teacher's aid, teaching pedagogy has shifted from the older 'Teacher centered' pedagogy to the newer 'Learner centered' pedagogy. ICT enabled and ICT enhanced teaching and learning process is well on the road to becoming the norm in every HEI. ICT enabled teaching is not mere power point presentation for classes, typed matters, e-books, films, videos or animations but are tools to optimize delivery of confirmation. The availability of smart phones and laptops and the vast resources on the internet provide a conducive, flexible space and time for both the learner and the teacher. The Government is also promoting their own online learning platforms like NPTL and SWAYAM and students are encouraged to use their mobile devices and the internet to enhance knowledge. ICT enabled teaching learning gives the student a new angle to understand how their mobile devices and the internet can be used to store and access vast amount of knowledge. Objectives: to create an environment that stimulates and enhances learning, to create a platform that facilitates learning, to create a space that brings together different types of e-resources to help stimulate a deeper interactive teaching-learning experience. The practice: At Lady Doak College, all courses are linked to Google classroom where the teacher can upload material for the student to use before, during and after classes. The online classroom serves as a forum to express one's thoughts and to discuss with others. E-books, videos of classroom activities, worksheets, activity sheets, discussions, submission of assignments, grades and marks are available at the fingertips of the student. Easy access of study material is a boon. Students can clarify concepts, visualize them and even take a test to check their level of understanding. The classroom also serves as a pin board for internships and other opportunities. It also encourages peer learning among the students. Obstacles faced: first

generation learners have a problem with language and following instructions is tedious at first, the pace of learning is varied in a flipped setting and different from that of a school, it requires an adjustment on the student's part, inadequate devices like smartboards and mobile projectors that have a short life span, concern that long-term continuous usage of devices may lead to health problems among parents and students, reduced usage of the existing library, students tend to get distracted and overloaded with information, Parents' feedback that students use mobile devices at odd hours citing work and don't get enough sleep. Impact of the Practice: flipped classroom offers the learner and teacher a greater freedom of expression and transparency, personalized learning experience, attention span of the present generation is short and ICT enabled teaching helps capture their attention and focus their thoughts, students can now learn at their own pace. Resources required: Laptops, Smart board, Smart phones, Earphones, Internet access.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.ladydoakcollege.edu.in/Bestpractices.html>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

HOLISTIC DEVELOPMENT OF THE COLLEGE COMMUNITY In the ever-dynamic higher education scenario, the Lady Doak College vision still stays true to the mission of educating the girl child since 1948. In its quest for excellence in all areas of education, the college allows for growth of its faculty, students and non-teaching staff. With state-of-the-art technology that ascertains technology-enhanced teaching and learning, promoting research and industrial relations, sustaining the organizational culture and an energy-efficient, eco-friendly campus, the journey has been progressive and challenging. Within the portals of Lady Doak College, training to better oneself becomes a lifestyle. The Centre for Human Resource Development offers training programme for various dimensions of professional development. Newly recruited faculty undergo an Orientation Programme that gives them a clear picture of what is expected of them. The Centre plans and organizes programmes to groom faculty teams in areas such as leadership, curriculum design, evaluation, innovative teaching pedagogy and work-life balance to sharpen and strengthen professional acumen. Regular techno-sharing sessions enable faculty to share their expertise with novices in the use of ICT-tools for classroom teaching. Spiritual nourishment is provided through annual retreats that relate scripture to life. If the teaching fraternity is the backbone of the college, then the students are its life-breath. Programmes at the college and in departments open up a vista of opportunities to explore their creative, critical, emotional, spiritual, and intellectual selves. The students elect their own representatives to the Student Cabinet that also includes the Joint Council for Action in Residence, a committee that delves into matters pertaining to resident life. Programmes made available to them for their all-round development range from Human Rights and gender equity to life skills and leadership skills, self-defense, yoga, sports, communication skills and soft skills. The college also provides opportunities to help develop their cognitive, affective, and psychomotor domains. Student exchange programmes abroad provide exposure and experience in broadening one's horizon and building up self-confidence and responsible freedom. Student feedback is given due consideration with student representation in department Board of Studies and Academic Council meetings. The Clinic and the Counseling Centre administer medication and care. With its all-embracing style of functioning, the committed non-teaching staff, are provided training programmes necessary to enhance their skills. TALLY, pension calculation, retreats,

scripture exam, counseling sessions, sports and games and free/subsidized education for their children in the college, are the various avenues open for their overall well-being and development.

Provide the weblink of the institution

<https://www.ladydoakcollege.edu.in/Distinctiveness.html>

8.Future Plans of Actions for Next Academic Year

The college proposes to restructure the curriculum based on Outcome Based Education. The courses have been modified accordingly by the departments and the revised curriculum will be passed in the forthcoming Board of Studies and the Academic Council of the college. The existing feedback system will include a structured feedback from faculty members. Modification in the format of Minutes of the Board of studies and Academic Council to include the views of the various stakeholders is being worked out. To increase student enrolment and profile, it is planned that faculty and student volunteers will visit rural areas around Madurai district to encourage the girls from these areas to be educated in Lady Doak College thereby enhancing student diversity. Open book assessment is one of the evaluation reforms planned for the forth coming year. The college management has proposed awarding incentives to faculty for taking up consultancy and promoting interdisciplinary projects focusing on socially relevant issues. The Research Culture and Promotion Cell has been directed to encourage students and faculty to participate in collaborative research, internships and post-doctoral studies. The entire academic and administrative activities from admission to alumni has been automated since 2017. Accessing anywhere in college without any interruption, making the existing automated modules error-free, opting for 100 percentage cashless transactions are the action plans proposed for the Management Information System of the college. The College has taken steps to redesign the Organisational Structure which is proposed to come into effect from the year 2020. The International Study Centre (ISC) has plans to develop collaborations for academic partnership and service-learning, strengthening the ISC Student Club and developing a Tamil language course for foreigners. A 360-degree feedback for faculty appraisal is also proposed for the forthcoming year 2019-20.