

LADY DOAK COLLEGE, MADURAI.

Internal Quality Assurance Cell

Matters arising from the minutes of the previous external meeting & Action taken
report – 26.03.2025

S.No.	Activities	Responsibility	Action Taken
1.	• Formal Academic Council approval for all external examiners and board members to be obtained in line with UGC guidelines' • More Departments to be upgraded as research centres	DAA	• It has been decided to present the list of new external examiners in the forthcoming Board of Studies and Academic Council meeting for approval • Eligible aided and permanent self-financed faculty members are encouraged and supported through R&D cell to apply for research guideship thereby facilitating

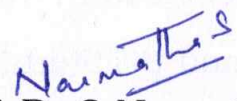
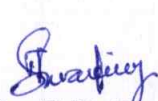
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			the process of upgrading eligible department as Research Centre
2.	- Methodology and the outcomes of the college's Digital Competency Framework to be documented and published in a reputed journal - Consultative meetings or orientation sessions to be conducted for neighbouring colleges to disseminate the college's success in integrating Moodle - Student submissions to the All-India Audio-Visual Competition organized by the Ministry of Education to be encouraged	CCM	- Data collection on Digital Competency from faculty, non-teaching staff, and students has been completed. Yet to be documented and published - Yet to be done - The faculty in charge of the AV Club, along with the office bearers, were oriented to participate as suggested

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	• A session on innovative pedagogy to be conducted for faculty members • Faculty and students must be encouraged to contribute to global OER initiatives like OER for a Better World and establish national-level collaborations, especially with organizations like CEMCA, to develop and host OER training programs		• Yet to be done • One open educational resource has been published in the international platform • The process of collaboration has been initiated
3.	• A systematised record of students with backlogs over the past 3-5 years should be maintained • Result publication period to be reduced from 15 days to one week, in	CoE	• <u>Backlog report is attached for reference</u> • It has been decided to publish provisional marks by three days after the last summative examination

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	line with emerging best practices encouraged by UGC and NAAC		
4.	Consultancy policy to be reframed to include faculty participation as resource person in external events	R & D Cell	- As per UGC and AQAR norms, faculty participation as resource persons is categorized under academic outreach or faculty development activities and is therefore not considered as consultancy - In addition to the regular consultancy services, three faculty members – Dr. S. Kalaivani Priyadarshini from the Department of Biotechnology, Dr. K. Vijayalaksmi and Ms. Kajal J Mehta, Department of Business Administration have undertaken consultancy projects this year, marking a positive step towards strengthening the institutional consultancy profile

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	Comparative charts and clear legends to be included in reports to illustrate year-on-year trends in patents, publications, and research funding, aiding in better external review and analysis.		Suggestion is well taken and implemented
5.	Orientation to be given to students about the RYLA training programmes	CED	Students' representatives of both aided and self-finance streams have been met with so that they can share the details of documentation of student entrepreneurs with their class groups
6.	Google Forms to be circulated among all outgoing UG and PG students to identify those serious about employment and those inclined towards higher studies.	CGPC	Google form was shared to all outgoing UG and PG Students. About 730 students have registered, and the form will be open till August end

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7.	- Departments to be informed about industrial visits to Mr. V.R. Muthu's factory - Departments to be informed about the marketing internship opportunities provided by Mr. V.R. Muthu	IQAC	Departments were informed via email about opportunities available for students at V.V.V & Sons Edible Oil Limited and Idhayam Sesame Plant I, Virudhunagar, including: - Industrial/Factory Visits - Internships in Marketing They were advised to contact the following for participation: IQAC – for Industrial/Factory Visits Internship Cell, CGPC – for Internships in Marketing




 Dr. R. Jeyakodeeswari, Dr. S. Narmatha & Dr. T.R. Sivapriya
 IQAC Coordinators
IQAC Coordinator(s)
 Lady Doak College
 Madurai - 625 002.


 Dr. R. Beulah Jeyashree
 IQAC Chairperson