

LADY DOAK COLLEGE, MADURAI -2
Internal Quality Assurance Cell
IQAC Internal Meeting Minutes – 08.08.2025

- Prayer – Dr. Priyatharsini Rajendran, Assistant Chaplain
- Welcome and Introductory Remarks – Dr. R. Beulah Jeyashree, Principal & Secretary
 - She requested the presenters to highlight the programme and its outcome.
- Matters arising from the external meeting held on 26.03.2025
- Coordinators/Convenors presented their action plans and received suggestions from members
- Members present list is attached
- The meeting ended with a vote of thanks by Dr. S. Narmatha, IQAC Joint Coordinator

Area of Deliberation		Discussion	Suggestion
Curriculum Aspects	Dr. A. S. Priscilla Dean of Academic Affairs	-	-
	Ms. Kajal J. Mehta Coordinator, CCM	● Dr. R. Beulah Jeyashree enquired about the reason for conducting the capacity building programme on <i>Teaching and Content Creation Pedagogies</i>. She suggested that the purpose, beneficiaries, and expected outcomes be clearly stated for all proposed action plans. She also questioned why CCM is organizing a Board of Studies(BoS). Ms.	● BoS should be conducted by Deans of Academic Affairs for online courses

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		Kajal J. Mehta clarified that capacity building programme is conducted to provide evidences for AQAR & it is related to content creation • Dr. R. Beulah Jeyashree remarked that the Board of Studies for the online courses have to be conducted by the Deans of Academic Affairs as OEC comes directly under them and the technical support in designing online course could be done by the CCM • Dr. R. Nimma Elizabeth enquired about the repetition of the session on “Use of AI in Teaching, Evaluation” as it was already conducted for all the faculty members. Dr. R. Beulah Jeyashree clarified that the earlier session was conducted by CHRD with a different perspective • Ms. Kajal J. Mehta added that the proposed techno sharing session was intended to reinforce the concept with additional new tools	
Evaluation Process and Reforms	Dr. S. Mercy Packiam Controller of Examinations	• Dr. R. Beulah Jeyashree remarked that, instead of simply stating the details of the need based workshop on “Evaluation: Tools and Techniques” planned for faculty members, it would be better to specify the quality gaps to be addressed, along with the corresponding action plans and proposed outcomes	• Action plan has to be modified as per the suggestion

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		She further recommended incorporating the same for result analysis, evaluation reforms, quality deficit and the action taken and innovative initiatives, rather than listing routine activities	
Research Innovation and Extension	Dr. S. Sinthika Coordinator, R&D Cell	- Dr. R. Beulah Jeyashree suggested that the action plan should explicitly state the seed grant increase to ₹1 lakh as a quality enhancement measure. She also recommended focusing on consultancy and to specify the purpose and expected outcomes of all other proposed activities - Dr. P. Vanitha Malarvizhi commented about the pending fees of research scholars both part-time and full-time. Dr. R. Beulah Jeyashree requested the list of research scholars who have not paid their fees to pay it and also advised the coordinators to collect the dues at the earliest. Dr. T. Durga Devi agreed to include the suggested details	Steps must be taken to collect the dues at the earliest
	Mrs. M. Lakshmi Coordinator, PartV	- Dr. R. Beulah Jeyashree appreciated the Part V team for receiving the award for the anti-drug campaign conducted during the academic year 2024–25. She encouraged organising programmes beyond those suggested by RJDC and MKU, wherever possible - She further suggested conducting disaster management programmes for all aided Part V students on the days when mandatory FDP is scheduled for aided faculty members	Disaster management programme has to be arranged for aided part V students on the days when mandatory FDP is scheduled for aided faculty members

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	Capt. Dr. T. Shantha Meena Director of Physical education	• Dr. R. Beulah Jeyashree suggested conducting the physical fitness programme for faculty members throughout the year instead of the proposed two-week duration • Capt. Dr. T. Shantha Meena informed that a badminton academy would be started for both students and faculty members. Dr. R. Beulah Jeyashree added that a family subscription is available, which faculty members could avail. Capt. Dr. T. Shantha Meena also mentioned that Zumba sessions could not be initiated due to space constraints • Dr. R. Beulah Jeyashree and Dr. Helen Mary Jacqueline suggested exploring the use of the first floor of NRC or the upstairs section of the Women's Studies building, and noted that the possibilities will be looked into	• Physical fitness programme for faculty to be planned throughout the year
	Dr. Julie Ranee S Coordinator, LiFE	• Dr. R. Beulah Jeyashree enquired about the UNAI portal and its nodal officer. • Dr. Julie Ranee S informed that the registration was not initiated and that the project details were being collected • Dr. A. S. Priscilla mentioned that she had encouraged the LiFE coordinators to take up this task, and noted that PSGR Krishnammal College for Women, Coimbatore has registered so far	• UNAI portal registration to be looked into by the LiFE coordinators

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	Dr. Hannah Sophiah Samuel Coordinator, ISC	- Dr. R. Beulah Jeyashree enquired about the reason for the low number of applicants for the study abroad programme and asked to organise events to highlight the outcomes or impact of the students after they return from the foreign institution - Dr. Hannah Sophiah Samuel acknowledged the concern and assured that greater focus would be given to the study abroad fair	The study abroad fair to focus on outcomes of students returned from the foreign institutions
	Dr. Ann Nirmala Carr Coordinator, CED	- Dr. R. Beulah Jeyashree stated that the Trade Corner should be booked by the students within July and should not be delayed until September. Dr. Ann Nirmala Carr responded that the student volunteers were being identified - Dr. R. Beulah Jeyashree also mentioned that the action plan for the paper recycling unit should be initiated by the Botany Department in collaboration with CED - Dr. Ann Nirmala Carr informed that, under Consultancy Services, faculty could avail the 'preparatory course for Patent Agent Examination' at a subsidised rate - Dr. R. Beulah Jeyashree suggested initiating the Campus Circle the year 2025-26, followed by the incubator next year. The proposed partnership would include contributions of ₹7.5 lakhs from Startup TN, LDC, and an industry partner	- Trade Corner to be booked by the students as soon as possible - Campus Circle must be initiated during the year 2025 – 26 - Students should be encouraged to approach CED for selling their products and also in getting MSME registration

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		She further suggested that the products developed by students (e.g., moringa products) could be brought to CED for further processing, or, if any of them wishes to pursue the venture independently, they should be helped in obtaining the MSME registration	
	Dr. Ann Nirmala Carr Coordinator, CWS	Dr. R. Beulah Jeyashree suggested to include the outcomes for ICSSR projects	Outcomes for ICSSR projects to be included
Infrastructure and Learning resources	Dr. S. Padmaja Coordinator, CIT	- Dr. R. Beulah Jeyashree enquired about the LDC Chatbot and whether it is integrated into the website or the app. She also suggested completing the work related to Android app creation for accessing the college portal. Dr. S. Padmaja replied that the LDC Chatbot would be available on both the website and the app - Dr. P. Vanitha Malarvizhi mentioned that the cashless transaction proposal by Dr. S. Padmaja could apply to the alumnae store and the photocopying station, as these were the only cash transaction points - Dr. D. Joy Marjorie Annal suggested integrating the recharge card feature similar to RFID. Dr. R. Beulah Jeyashree clarified that this feature would be integrated into students ID cards, and there was no separate card for it. - Dr. R. Beulah Jeyashree further recommended including the expected outcomes for all proposed initiatives.	- All the work related to app creation to be completed at the earliest - Cashless transaction proposal to be applied to the alumnae store and the photocopying station

Area of Deliberation		Discussion	Suggestion
	Dr. Lt. S. Sangaranachiar Librarian	• Dr. R. Beulah Jeyashree enquired about the number of books currently tagged and asked how library usage has been enhanced, particularly in terms of footfall after the introduction of RFID • Dr. Lt. S. Sangaranachiar explained that the students had earlier logged only their entry without recording their exit, but with RFID, accurate footfall data was made available	-
Student Support and Progression	Ms. E. Joice Rathinam Dean of student affairs	• Dr. R. Beulah Jeyashree suggested to include activities that go beyond regular functions, particularly in areas where quality gaps were identified, such as the proposed guidance programme “Motivational workshop for the UPSC exams” in the action plan	• Action plan to include activities that go beyond regular functions
	Ms. R. Vidhya Lakshmi Coordinator, CGPC	• Dr. R. Beulah Jeyashree mentioned about the newly established Internship Cell and the Google Form circulated to students to identify their areas of interest, enabling them to take up suitable jobs after interviews • Ms. Vidhya Lakshmi R informed that the Google Form had been circulated earlier and would remain active until the end of the month. She added that, during campus interviews, priority would be given to students who have registered for a particular area • Ms. Vidhya Lakshmi R also thanked the Principal, the Fashion Designing Department, and others involved in the “Earn While You Learn” programme initiated under the Principal’s guidance, in which	• Steps to be taken to develop the “Earn while you learn” programme as an enterprise in the future and also to include alumnae

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		coats for Part V students were stitched by interested students. She noted that the initiative would have the potential to develop into an enterprise • Dr. R. Beulah Jeyashree mentioned that steps were being taken to engage alumni in the programme as a part of women empowerment initiatives	
	Dr. D. Joy Marjorie Annal Convenor Alumnae association	• Dr. R. Beulah Jeyashree enquired about the satellite campus fundraising campaign and suggested that the utilization of money and the plan for identifying prospective donors among parents could be shared	-
Governance Leadership and Management	Dr. R. Jeyakodeeswari Coordinator, IQAC	• Dr. R. Beulah Jeyashree enquired about the outcome of the Quality Circle and noted that it should be highlighted as an achievement of the IQAC. She also suggested mentioning the outcomes of the academic audit and 360-degree feedback • She further recommended revising the presentation template to incorporate the purpose and outcome of each item. Dr. S. Padmaja suggested using the gunshot method • Dr. S. Narmatha agreed to change the template and implement it from the next meeting onwards. But Dr. A. S. Priscilla proposed reworking the action plan soon after the meeting instead of following it from the next meeting	• New Template for action plan must be shared with all the centres and get the corrected action plan as soon as possible
	Dr. G. Sofia Coordinator, CHRD	• Dr. R. Beulah Jeyashree observed that conducting too many seminars and workshops might not be effective and suggested organising them	• Seminars and workshops should be

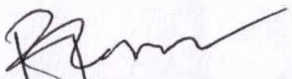
Area of Deliberation		Discussion	Suggestion
		category-wise based on years of experience, with each faculty member attending only one, as Saturdays should also serve as a day for personal refreshment	organised category-wise with each faculty member attending only one programme
Institutional Values and Best Practices	Mrs. M. Lakshmi, Convenor, CES	• Dr. R. Beulah Jeyashree suggested revising the Zero Waste initiative by collaborating with the Corporation for waste collection, with two bins placed inside the campus. She noted that the foliage and paper were being segregated but dumped in bins outside the campus • She enquired about the outcome of Unnath Bharath Abhiyan and also asked whether the adopted village had been changed. She also suggested to add the whitewashing activity to the report • Ms. M. Lakshmi informed that Kulamangalam village was adopted for the year 2025-2026 • Dr. R. Beulah Jeyashree asked when would the waste collection bags be placed in the dustbins and insisted that to be done by 15 August 2025	• The Zero Waste initiative to be revised by collaborating with the Corporation for waste collection and by placing two bins inside the campus • Waste collection bags to be placed in dustbins by 15 August 2025
	Ms. Juanita J Coordinator, Counseling Centre	• Dr. R. Beulah Jeyashree mentioned that the IDP was meant for academic presentation and roadmap, whereas for the IQAC presentation, the focus should be on quality	• Action plan to be focused on quality aspects

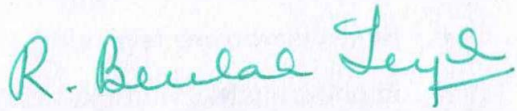
Area of Deliberation		Discussion	Suggestion
	Dr. D. Joy Marjoire Annal Coordinator, Centre for Music	-	-
	Dr. D. Evangeline Christina Lily Convenor, Equal Opportunity Centre	• Dr. R. Beulah Jeyashree informed that the Equal Opportunity Centre has been revived to identify gaps in equity among students. • She also noted the difficulty in publicly announcing SC/ST opportunities and advised against openly collecting name lists from students. Instead, she suggested informing students about the existence of the Equal Opportunity Centre so they can approach it directly to avail themselves of such opportunities.	• Students to be informed about the existence of Equal Opportunity Centre and asked to approach it directly to avail the opportunities

ABSTRACT:

S.No.	Activities	Responsibility	Action Taken
1.	Board of Studies for online courses to be conducted	DAA	
2.	- Pending fee of Research scholars to be collected at the earliest - Activities to be focused on consultancy	R & D Cell	
3.	Disaster management programme has to be arranged for aided part V students on the days when mandatory FDP is scheduled for aided faculty members.	Part-V	
4.	Physical fitness programme for faculty to be planned throughout the year	Physical Education	
5.	UNAI portal registration to be done	LiFE	
6.	- Events to be organised to highlight the outcomes or impact of the students after they return from the foreign institution - The study abroad fair to focus on outcomes of students returned from the foreign institutions	International Study Centre	
7.	- Campus Circle to be initiated followed by incubator - Students who are developing new products should be helped in obtaining MSME registration	CED	
8.	Android app creation for accessing the college portal to be completed	CIT	

S.No.	Activities	Responsibility	Action Taken
	Cashless transaction proposal to be made applicable to the alumnae store and the photocopying station		
9.	Steps to be taken to develop the “Earn while you learn” programme as an enterprise in the future and also to include alumnae	CGPC	
10.	Seminars and workshops should be organised category-wise with each faculty member attending only one programme	CHRD	
11.	- The Zero Waste initiative to be revised by collaborating with the Corporation for waste collection and by placing two bins inside the campus - Waste collection bags to be placed in dustbins by 15 August 2025	CES	
12.	Students to be informed about the existence of Equal Opportunity Centre at the college and asked to approach it directly to avail the benefits and opportunities available	EOC	


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