

LADY DOAK COLLEGE MADURAI

Minutes of the Governing Body Meeting held on Tuesday, 31st October 2023 via video conferencing

01. Preliminaries

The Governing Body Meeting of Lady Doak College was held on 31st October 2023 (Tuesday) at 10.00 am in a hybrid mode.

02. Invocation

The meeting started with a prayer by Dr. Jessi Ranjitha Jebaselvi, Chaplin, Lady Doak College.

03. Welcome and Introductory remarks

The Chairperson of KWEA Board, and the Governing Body Dr. Belinda Bennet, welcomed the members attending the meeting.

04. Apology of absence, if any

The following are the members of the Governing Body meeting:

S.NO.	NAME & DESIGNATION	CATEGORY	PRESENCE
1.	Dr. Ponmuthuramalingam P. Joint Director of Collegiate Education Madurai Region	TN Govt. Nominee	Physically present
2.	Nomination Awaited	MKU Representative	-
3.	Nomination Awaited	Nominee from UGC	-
4.	Dr. N. Rajendran Former Vice-Chancellor of Alagappa University	Educationalist	Physically present
5.	Dr. Christianna Singh Principal & Secretary	Principal & Secretary	Physically present
6.	Dr. Belinda Bennet Chairperson of the Management Board	Chairperson	Physically present
7.	Mr. John Devadason Member of the Management Board	Member	Apology for Absence
8.	Dr. Lethi C.D. Member of the Management Board	Member	Virtually present
9.	Dr. Samathanam G.J Member of the Management Board	Member	Virtually present
10.	Mr. Glenn Garfield Croning Member of the Management Board	Member	Apology for Absence
11.	Mr. Sridhar Sivaprakasa Member of the Management Board	Member	Virtually present
12.	Dr. Felicia Shirly	Senior Faculty	Physically present

	Faculty Nominee in the Management Board		
13.	Dr. Beulah Jeyashree R. Vice Principal	Senior Faculty	Apology for Absence
14.	Dr. Vanitha Malarvizhi Bursar	Special Invitee	Physically present
15.	Dr. Shakeel Ahmed Joint Secretary, UGC	Special Invitee	Virtually present
16.	Dr. Priscilla A. S. Dean of Academic Affairs, Sciences	Special Invitee	Physically present
17.	Dr. Helen Mary Jacqueline M. Dean of Academic Affairs, Humanities	Special Invitee	Physically present
18.	Dr. Arockia Shyamala S. Dean of Student Affairs	Special Invitee	Physically present
19.	Dr. Mercy Packiam S. Controller of Examinations	Special Invitee	Physically present
20.	Dr. Jessie Ranjitha Jebaselvi C. Chaplain	Special Invitee	Physically present
21.	Dr. Jeyakodeeswari R. IQAC Coordinator, Humanities	Special Invitee	Apology of Absence
22.	Dr. Padmaja S. Coordinator, Centre for Information Technology	Special Invitee	Physically present
23.	Ms. Kajal J. Mehta Coordinator, Centre for Communication & Multimedia	Special Invitee	Physically present
24.	Ms. Lakshmi M. Coordinator, Centre for Environmental Studies	Special Invitee	Physically present
25.	Dr. Ann Nirmala Carr Coordinator, Centre for Women's Studies	Special Invitee	Physically present
26.	Dr. Sriilatha S. Coordinator, Centre for Human Resource Development	Special Invitee	Physically present
27.	Dr. Anitha Selvaraj Part V (Extension Services) Coordinator	Special Invitee	Physically present
28.	Dr. Sujatha K. Part V (Extension Services) Coordinator	Special Invitee	Physically present
29.	Dr. S.P. Jeyakokila, Convenor, Institution Innovation Council	Special Invitee	Physically present
30.	Dr. Vinita J. R & D Coordinator	Special Invitee	Physically present
31.	Dr. Mahalakshmi A. R & D Coordinator	Special Invitee	Physically present

32.	Mrs. Hanna Sophia Samuel Coordinator, International Study Centre	Special Invitee	Physically present
33.	Ms. Juanita Alan Counselling Unit Coordinator	Special Invitee	Physically present
34.	Dr. Capt. Shantha Meena T. Director of Physical Education	Special Invitee	Physically present
35.	Dr. Lt. Sangaranachiar S. Librarian, PRO and Coordinator, Career Guidance & Placement Cell	Special Invitee	Physically present

Dr. Christianna Singh, Principal and Secretary of Lady Doak College presided over the meeting

05. Confirmation of Minutes of the Meeting held on 08th October 2022

The minutes of the previous meeting were presented to all members and was unanimously approved. The resolution to approve minutes was proposed by **Dr. Lethi C.D.** and seconded by **Dr. Samathanam G.J**

06. College Report:

Dr. Christianna Singh, Principal and Secretary presented the report of the college's progress as a short video presentation. The highlights were the awards received by the college, the Principal, faculty and students. The report also outlined the various activities conducted on campus in the last few months.

The Principal drew the attention of the attending members to the following points:

- College has completed 75 years in the service of Education. Many notable alumnae came back to look back on the remarkable journey so far and pray and encourage the college on its onward journey.
- The College as a family deeply mourns the loss of our former Chairperson KWEA, Prof. Yesudoss and our former Principal and Secretary Ms. Shanthi Manuel. They were pillars of strength and great visionaries that propelled Lady Doak College to great heights. The College looks forward to honoring their memory by striving harder and achieving more in service.
- The College was thrilled to host the visit of the Director General of NCC, Gen. Gurbirpal Singh. He appreciated the students and the exemplary cultural performance and the talents on display.
- The College also played host to the Committee for Public Accounts for the TN Legislative Assembly last week too.

07. Admission Statistics:

Dr. Padmaja S., Coordinator of CIT presented the updated admission statistics for this academic year in the absence of the Vice Principal. The college has received a large number of applications against the sanctioned strength, the demand ration was high for all Aided and SF courses at the undergraduate and postgraduate level.

Suggestions: Dr. Rajendran suggested that the presentations should contain the overall sanctioned strength and admitted strength for the whole college, not just department wise as shown.

08. Infrastructural Development:

Dr. Vanitha Malarvizhi, the Bursar, presented the infrastructural changes made in the college during the last six months. The highlights included the groundbreaking ceremony and ongoing work on the compound wall for the satellite campus, a new multipurpose hall on top of the Humanities building and new stone benches for the students around campus. Maintenance work on the hostel buildings was also reported.

09. Internal Quality Assurance Cell (IQAC)

Dr. Felicia Shirly, IQAC Coordinator, (Sciences) briefly presented the work done by the IQAC in the last quarter. Focus of the report was on the changes done in the feedback questionnaire filled by the students. The IQAC has helped the R&D cell to formulate policies for research.

Suggestions: Dr. Rajendran requested that the IQAC should highlight the quality enhancement programmes they initiate in a year. The number of meetings should be noted along with directions given and action taken.

Dr. Belinda Bennet suggested that a trend analysis could also be included.

10. Curriculum Enrichment:

Dr. M. Helen Mary Jacqueline, Dean of Academic Affairs (Humanities) outlined the proposed changes in the curriculum and reported the proceedings of the 69th Academic Council. She also highlighted the new MoUs in place to strengthen the curriculum.

11. Examination Matters:

Dr. Mercy Packiam S., Controller of Examinations, Lady Doak College presented the statistics of the regular and supplementary examinations that had been held for April 2023. She was pleased to report that the overall pass percentage for the regular exams was 86% and supplementary exams was 64%.

Suggestions: Dr. Rajendran asked the college to think along the lines of giving the answer scripts a QR code or Bar code. He also suggested the college think of digitising answer scripts. This will help in monitoring the evaluation process and remove biases and errors.

12. Student Activities:

Dr. Arockia Shamala, Dean of Student Activities described the numerous activities conducted since the start of this academic year. She highlighted the awareness programmes conducted by the students' cabinet. She also spoke about the scholarships and the special schemes offered to students by the college.

Suggestions: Dr. Rajendran requested that the number of scholarships given be shown in the presentation and the diversity and inclusion could also be highlighted. He also asked that the role played by the Alumnae could be included in the presentation.

The college should also highlight the best practices initiated among and by the students. This has to come under Student Affairs. Like Adoption of Government schools to help the students train for government exams or the students could offer crash courses. The College

must highlight the work done towards the community the economically challenged and marginalized too.

The concept of PO, PSO, and CO should be introduced at the Induction program itself. There can be separate programs for Science and Humanities students.

13. Online Education Committee/Centre for Communication & Multimedia:

Ms. Kajal Metha, Coordinator Online Education Committee and Centre for Communication & Multimedia, Lady Doak College presented the report. The report turned the spotlight on the making of new online courses by the departments. It also accentuated the success of the students in completing NPTEL courses.

Suggestions: Dr. Rajendran suggested that MOOC courses could be made mandatory for all with credits on the marksheets. He was encouraged that so many students were online learners.

Each department can have a nodal officer to monitor students and the number of courses they complete. The student should be encouraged to go beyond the boundaries of their subjects. The numbers of Students who register without taking up the exams should also be included. Participation should also be recorded and presented.

14. Research & Development Cell (R&D Cell)

Dr. A. Mahalakshmi, Coordinator R&D cell, presented the report. She pointed out the new policies framed for the increase of research ambience in the college. The report also highlighted the awards and achievements by the students, research scholars and faculty in the areas of research. Another focus of the report was the financial aid given by the management under the heads of seed grant schemes, fellowship to non-stipendiary research scholars.

Suggestions: Dr. Rajendran felt it was a good sign that the management was encouraging faculty to conduct research by offering funds. The report should include the ways the college supports the faculty in terms of OD, financial support, incentives etc.

He encouraged the college management to make it mandatory for each faculty to publish a minimum of one paper per year. This is the best way to raise the h-index. The current numbers do not reflect the potential of the college.

Dr. Rajendran suggested that awards for the teachers were appreciated but honouring the teachers should be done on Teachers' day rather than College day.

The Chairperson, Dr. Belinda Bennet, said the college would take this up as a challenge. Dr. Samathanam noted that Lady Doak should be a leader in this area and should work towards this goal. Dr. C. D. Lethi also supported the decision to set targets for faculty.

15. Centre for Information technology (CIT)/ IT Infrastructure and Services

Dr. Padmaja S., Coordinator Centre for Information Technology (CIT), highlighted the work done on the college portal and automation modules in terms of development, upgradation and maintenance.

Suggestions: Dr. Rajendran appreciated that the CIT was managing all the modules in house along with managing the websites. The college should have smart boards in all classes. The use of ICT in teaching should be documented in the Timetable per course.

16. Centre for Environmental Studies (CES)

Ms. Lakshmi, Coordinator, CES, reported on the activities of the centre in the last six months. Apart from the various programmes conducted a major achievement reported was that the college Received a District Eco-SDG Champion Outstanding performance 'S' Graded Certificate with a grade point 10 (Mark of 95 and above) for Madurai District, Tamil Nadu from APEX SDG for the DESC 2023 Championship, MSME on October 5, 2023.

Suggestions: Dr. Rajendran suggested that the report must highlight the efforts done to make the campus pollution free.

17. Centre for Women Studies (CWS)

The Coordinator of the Centre for Women's Studies, Dr. Ann Nirmala Carr, presented the activities of the centre. She drew the attention of the body to the lectures held, the field activities and advocacy, the outreach and research programs done.

Suggestions: Dr. Rajendran appreciated the work done by the CWS.

18. Centre for Human Resource Development (CHRD)

Dr. Sriilatha S., Coordinator CHRD, reported the activities conducted by the centre. She shared the analysis of the CEPT results.

Suggestions: Dr. Rajendran appreciated the efforts taken by the CHRD. He stressed that communication skills were important and the program to help the class four workers to learn to read and write was invigorating.

The efforts to improve the English language skills of the teachers was also commendable. The language skills of the students improve by interaction with their teachers. The CHRD could highlight the creative ways language learning is encouraged on campus.

19. Part V

Dr. Anita Selvaraj, Coordinator Part V, listed out the activities conducted by RRC, YRC, NSS, LEB and LSB. She related the numerous government schemes, programmes and awards won by the students and college.

Suggestions: Dr. Rajendran appreciated the work done by the Part V team. He suggested that they list out the important days in the calendar circulated among the departments. Programs could be conducted through out the year.

20. Centre for Entrepreneurship Development (CED)

Dr. S.P. Jeyakokila Convenor, Institution Innovation Council, presented the report outlining the programmes conducted.

Suggestions: Dr. Rajendran observed that the policy for incubation, innovation startups must be completed as soon as possible.

21. International Study Centre (ISC)

Ms. Hanna Sophia Samuel, Coordinator ISC, outlined the work done by the ISC and the list of students who have been abroad.

Suggestions: Dr. Rajendran appreciated the exchange program. He suggested the college call the program a Twin degree program.

22. Counselling Unit

Ms. Juanita Allan, College Counsellor, highlighted the continued efforts of the counselling unit to serve the Lady Doak college fraternity.

23. Physical Education and NCC

Dr. Capt. Shantha Meena. T, Director of Physical Education and ANO NCC wing Lady Doak college, detailed the awards won and participation of the sports students of our college. She also added on the activities of the Army and Air wing cadets of the college.

Suggestions: Dr. Rajendran appreciated the awards and medals won. He suggested that the department offer courses on yoga to the faculty who are interested.

24. Library

Dr. S. Sangaranachiar Librarian, spoke about the acquisitions and maintenance in the J. X. Miller Library. She also highlighted the services offered by the library.

25. Career Guidance & Placement Cell (CGPC)

Dr. S. Sangaranachiar, Coordinator CGPC reported on the campus interviews and placement drives conducted for students. She appraised the body on the number of students placed.

26. Finance Report

Dr. Vanitha Malarvizhi, Bursar, Lady Doak College and Treasurer KWEA, presented the minutes of the finance committee (government funds) held on 30.10. 2023.

27. Any other matter

Dr. Shakeel Ahamed, Joint Secretary, UGC, Special Invitee appreciated the smooth functioning of the college. He suggested the college was doing very well and could apply for 'Deemed to be University' scheme.

Dr. Rajendran appreciated Lady Doak College in all the efforts taken and hoped his remarks would help the college grow.

Dr. Belinda pointed out that the feedback and remarks were cherished and were well taken.

Dr. Samathanam thanked Dr. Rajendran for his valuable insight and hoped the college team would make note and implement them.

28. Concluding Remarks

Dr. Christianna Singh, Principal and Secretary thanked Dr. Rajendran for his invaluable advice, the JDCE for his invaluable support and guidance in all matters. She thanked the management for their guidance and support in progressive ideas. She assured the Governing body that the LDC team is up to the challenge, and they would see the proof soon.

29. The meeting concluded with a prayer by Dr. Mercy Packiam S., Controller of Examinations, Lady Doak College.

Dr. Belinda Bennet
Chairperson KWEA

Dr. Christianna Singh
Principal and Secretary