



STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)

Re-Accredited (4th Cycle) by NAAC at 'A' Grade

Ashok Nagar, Chennai – 600 083

| Tel : (+91)44-24894262 | Email : smcedn@gmail.com | info@smcedn.edu.in | Web : smcedn.edu.in |

STELLA MATUTINA COLLEGE OF EDUCATION

Academic Year 2022-2023

IQAC MINUTES OF MEETING

Minutes of the IQAC Meeting Held on 29th September 2022 at 2.00 pm

The members present for the meeting were;

Rev. Sr. Pauline Mary, the Secretary

Dr. Joseph Catherin, the Principal,

Dr. Felbin C. Kennedy, Vice Principal, Stella Maris College

Dr. Malathy, Associate Professor, N.K.T College of Education

Dr. Thiyagu, Asst. Prof of Education, Central University, Kerala

Dr. Alma Juliet Pamela, Coordinator, IQAC

Dr. K.A. Sheeba, Member

Dr. Sr. M. Irudhaya Mary, Member Secretary IQAC

Agenda For the Meeting

Prayer

Welcome Address

Presenting the minutes of the previous meeting

Review of the Implementation of the resolutions passed in the previous meeting

Review of Plan of Action of Various Clubs and Cells

Any other Items

Vote of the Thanks

The meeting began with a prayer to St. Francis of Assisi.

At the start of the meeting Dr. Joseph Catherine the Principal welcomed the members for the meeting. Dr. Sr. Irudhaya Mary the member secretary, IQAC presented the minutes of the previous meeting and it was placed before the members for the confirmation. Dr. Joseph Catherine proposed the confirmation of the minutes and Dr. K.A Sheeba seconded it. The members absent for the meeting were Dr. Nithila Devakarunyam, Principal, St. Christopher

College of Education, Sr. Sebasthi Mary and Mrs. Hema Rani, and it has been recorded. The resolutions of the previous meeting were reviewed and passed during the meeting.

Dr. Felbin C. Kennedy, the Vice Principal from Stella Maris College put forward the observation based on the minutes, suggested that the seed money given by the management towards research publications needs to be included in the minutes. She also proposed that the details of Intellectual Property Rights must be uploaded in the college website. She added stating that the activities organized during the academic year for which if there are no evidence such as photos or videos, the reports of such activities could be uploaded with the principal's signature. Dr. Felbin also recommended that a few numbers of awareness programme on drug abuse could be organized to make the student teachers to gain knowledge on the issues regarding drug abuse and its ill effects.

Dr. Thiyagu, Asst. Prof of Education from Central University, Kerala suggested that the Internal Compliance Committee (ICC) needs to be formed which deals with the complaints of sexual harassment of women. He also suggested that the studio room could be also utilized as Lecture Capturing Studio with the facility of a television, monitor and printer that enhance to produce short videos and preparation of e content by the students and teaching faculty. Dr. Felbin and Dr. Thiyagu suggested that the issues faced by inflibnet could be rectified by sending an email to the concerned authority of inflibnet which normally is responded.

Dr. Felbin said that the online learning portals those the teaching faculty implement such as Google Class, Google Form, Google Meet, Mentimeter, Kahoot, Quizizz and various e platforms utilized by student teachers could be presented as LMS. Dr. Thiyagu added that every year the social audit may be conducted by the institution and the report could be maintained enhancing feedback and quality improvement.

With regard to NAAC visit Dr. Felbin said that the teaching faculty and the students must possess the detailed knowledge on objectives and the outcomes of every course. Dr. Malathy suggested that even the non-teaching staff must be intimated effectively of the programme conducted in the campus and the purpose of the NAAC Visit. the Parents and the students must be oriented on NAAC Visit. Dr. Felbin reiterated that the Seed Money funded by the management could be utilized towards writing projects and publishing research articles. Dr. Thiyagu informed that the newly appointed faculty could apply for UGC project which has sent intimation for the application of the same. He also informed that the last date for applying to ICSSR project / seminar is 8th October 2022. Dr. Felbin said that while applying for a project

the more number of applicants are better which on the perusal, one or two proposals or applications could be considered by the funding agencies.

Dr. Felbin said it is significant that the staff prepares e content and modules for an online course for the student teachers for 2 credits, which would be effective and has weightage with regards to quality and relevance. She also emphasized stating that those schools with which the institution collaborates towards internship, the pertaining documents which are essential should be uploaded in the website. She also suggested that as many as possible the Memorandum of Understanding (MOU) could be signed as the institution is already in collaboration with many schools for various activities.

While discussing on students' diversity Dr. Thiyaagu suggested the document on students' diversity with regards to district-wise could be maintained along with DNC, SC, ST, MBC and BC. With respect to green audit the solar energy if produced more than 50% of the consumption could be recorded to justify the campus as ecofriendly campus.

Dr. Felbin repeatedly stated that the unique practices, activities and visits organized by the institution during the academic years could be stated as best practice of the institution. Having organized the documentation has to be apt and relevant. Activities such as Visit to Adyar Cancer Hospital, Aids Centre, Kothimagalum and awareness programme towards community sensitization and the personality development programme organized for the students and in turn the students training the school students such activity under a caption could be documented as best practice. Dr. Thiyaagu suggested that such activities could be named as 'Students' Brigade'

The external members suggested that it is mandatory to have internal and external counsellors to enhance students' affairs. Dr. Felbin said that the funds received from the alumni / PTA needs to be audited and the report of the audit needs to be documented and at the GBM of Alumni it should be presented. Scholarship to the students who belong to deprived community needs to be enhanced. Dr. Felbin added that the best practice must have an objective and an outcome which must be stated clearly. The institution on the whole must conduct SWOT analysis and concentrate on the rectification of the challenges. The members suggested that the NAAC SSR could be uploaded without farther delay.

Resolution of the Meeting

- Studio could be converted into Lecture Capturing Studio.

- Modules for online course (2 credits) would be prepared by the teaching faculty.
- Facilitation of Seed Money by the management towards Research Publication and Project Writing.
- Documentation with reference to Internship / and Collaborating Schools.
- Students' diversity with respect to district-wise needs to be documented.
- Internal and External counsellors need to be appointed.
- Conduct SWOT analysis periodically.

The meeting concluded with vote of thanks by Dr. Sr. M. Irudhaya Mary

NAME S	SIGNATURE
Rev. Sr. Pauline Mary, Secretary.	Sr. Pauline Mary
Dr. Joseph Catherine, Principal	Catherine
Dr. Felbin C Kennedy, (retd) Vice Principal - Stella Maria College	Felbin C Kennedy
Dr. Malathy, NUT: College of Education.	S. Malathy
Dr. Bhiyagu, Central University, Kante	Bhiyagu
Dr. Alma Bulet Parvata, Coordinator IACC	Alma Bulet Parvata
Dr. K. A. Sheeba.	K. A. Sheeba
Dr. Sr. M. Irudhaya Mary.	Sr. M. Irudhaya Mary
Sr. Sebastien Mary	Sr. Sebastien Mary
Mrs. Hema Rani	Hema Rani



Catherine

Principal
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STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)

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ACADEMIC YEAR 2022 - 2023

STELLA MATUTINA COLLEGE OF EDUCATION

Minutes of the IQAC Internal Meeting Held on 18th April 2023 at 4.00 pm

The members present for the meeting were;

Rev. Sr. Pauline Mary, the Secretary

Dr. Joseph Catherin, the Principal,

Dr. Alma Juliet Pamela, Coordinator, IQAC

Dr. K.A. Sheeba, Controller of the Examination

Dr. Sr. M. Irudhaya Mary, Member Secretary, IQAC

Agenda for the Meeting

- **Prayer**
- NAAC SSR Documents
- NAAC Site Visit

Proceedings

The meeting began with the song and prayer to the Holy Spirit. At the outset of the meeting Dr. Joseph Catherine, the Principal addressed the staff on the importance of planning and preparing the NAAC SSR Documents. She said that every teaching faculty must prepare the documents towards NAAC Site Visit based on the SSR that has been submitted.

Rev. Sr. Pauline Mary the secretary stressed on the importance of every staff going through the SSR document and prepare the check list for Criterion I and II and that needs to be submitted on time the following day. Sr. Secretary reiterated stating maintenance of records on all the activities organized for the past five years is essential and has to be prepared and submitted diligently.

Dr. Alma Juliet Pamela, Nodal Officer cum IQAC Coordinator said that she would share the NAAC SSR documents through WhatsApp to enhance the process and accessibility. She also discussed on the need to prepare the classrooms during the NAAC Site Visit.

Resolutions of the Meeting

- Check list to be prepared for criterion I and II by all the teaching faculty.
- Submission of the same on the following day to the IQAC Desk.
- Classrooms and Laboratories need to be prepared accordingly for the onsite visit.

The meeting concluded at 6.30 pm with refreshing coffee and snacks which was served to the members at the meeting.

Confirmation by the Members

S. No	Name	Designation	Signature
1	Rev. Sr. Pauline Mary	Secretary	<i>Dr. Pauline Mary</i>
2	Dr. Joseph Catherine	Principal	<i>Catherine</i>
3	D. Alma Juliet Pamela	IQAC Coordinator, Dean of Academics & Research	<i>Alma</i>
4	Dr. K.A Sheeba	Controller of the Examination	<i>K.A. Sheeba</i>
5	Dr. Sr. M. Irudhaya Mary	Member Secretary, IQAC	<i>S.M. Irudhaya</i>

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ACADEMIC YEAR 2022 - 2023

STELLA MATUTINA COLLEGE OF EDUCATION

Minutes of the IQAC Internal Meeting Held on 19th April 2023 at 4.15 pm

The members present for the meeting;

Rev. Sr. Pauline Mary, the Secretary

Dr. Joseph Catherin, the Principal,

Dr. Alma Juliet Pamela, Coordinator, IQAC

Dr. K. A. Sheeba, Controller of the Examination

Dr. Sr. M. Irudhaya Mary, Member Secretary, IQAC

Agenda for the Meeting

- Prayer
- Welcome Address
- Presenting the minutes of the meeting
- Display of Books Related to NAAC SSR Documents
- Discussion on Check Lists of Criterion I and II

Proceedings

The IQAC internal meeting was held on 19th April 2023 at 4.15 pm with the prayer. Dr. Alma Juliet Pamela IQAC Coordinator welcomed the staff for the meeting which was followed by the presentation of the minutes of the meeting on 18th March 2023 by Dr. Sr. M. Irudhaya Mary, Member Secretary, IQAC.

Then each individual teaching faculty presented the check list on criterion I, as they presented, the entire staff discussed on whether the check list is relevant and Dr. Alma further suggested, that the faculty in charge of various scholastic activities need to be prepare the hand written / manual documents as relevant records. The member discussed on the entire criterion

I with all the sub components and took note of the important points towards preparing, compiling and organizing the documents for all the five years of the activities as well as towards self-study and value-added courses.

Resolutions of the meeting

- Preparation and compiling relevant documents of the activities

The meeting with vote of thanks concluded at 6.30 pm.

Confirmation by the Members

S. No	Name	Designation	Signature
1	Rev. Sr. Pauline Mary	Secretary	<i>Sr. Pauline Mary</i>
2	Dr. Joseph Catherine	Principal	<i>Catherine</i>
3	D. Alma Juliet Pamela	IQAC Coordinator, Dean of Academics & Research	<i>Alma</i>
4	Dr. K.A Sheeba	Controller of the Examination	<i>K.A. Sheeba</i>
5	Dr. Sr. M. Irudhaya Mary	Member Secretary, IQAC	<i>S.M. Irudhaya</i>

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ACADEMIC YEAR 2022 - 2023

STELLA MATUTINA COLLEGE OF EDUCATION

Minutes of the IQAC Internal Meeting Held on 20th April 2023 at 2.00 pm

The members present for the meeting;

Rev. Sr. Pauline Mary, the Secretary

Dr. Joseph Catherin, the Principal,

Dr. Alma Juliet Pamela, Coordinator, IQAC

Dr. K. A. Sheeba, Controller of the Examination

Dr. Sr. M. Irudhaya Mary, Member Secretary, IQAC

Agenda for the Meeting

- Prayer
- Welcome Address
- Presenting the minutes of the meeting
- Review of the Previous Meeting
- Discussion on Criterion I and II Documentation Check List

Proceedings

The meeting began with prayer followed with a note of welcome by Dr. Alma Juliet Pamela, IQAC Coordinator. At the outset of the meeting Dr. Sr. M. Irudhaya presented the minutes of the meeting held on 19th April 2023.

Dr. Alma informed that the staff and the research scholars are expected to furnish articles for publication in the college journal Indian Educational Researcher.

The check list for the criterion II was discussed one by one and the members suggested various relevant documents those need to be collected and submitted to the IQAC office as well as maintain them in the respective discipline class towards NAAC Onsite visit.

It was decided in the meeting that Mrs. Daffini would collect the documents on ICT. Every individual staff if involved in organizing Webinar the details and the report of the same need to be maintained. Details of document on mentoring would be collected by Mrs. Rubina. Lesson Plan and Details of remedial by Dr. Sr. Irudhaya and Micro teaching, Observation and Demonstration would be collected by Dr. Annapoorna.

Reports for various activities and records should be compiled by the respective staff.

Resolution of the Meeting

- **Check List for Criterion III and IV should be prepared towards the discussion for the following day meeting.**

The meeting concluded at 4.30 pm with vote of thanks delivered by Dr. K.A. Sheeba.

Confirmation by the Members

S. No	Name	Designation	Signature
1	Rev. Sr. Pauline Mary	Secretary	<i>Rev. Pauline Mary</i>
2	Dr. Joseph Catherine	Principal	<i>Catherine</i>
3	D. Alma Juliet Pamela	IQAC Coordinator, Dean of Academics & Research	<i>Alma</i>
4	Dr. K.A Sheeba	Controller of the Examination	<i>K.A. Sheeba</i>
5	Dr. Sr. M. Irudhaya Mary	Member Secretary, IQAC	<i>Sr. M. Irudhaya</i>

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ACADEMIC YEAR 2022 - 2023

STELLA MATUTINA COLLEGE OF EDUCATION

Minutes of the IQAC Internal Meeting Held on 21st April 2023 at 3.00 pm

The members present for the meeting;

Rev. Sr. Pauline Mary, the Secretary

Dr. Joseph Catherin, the Principal,

Dr. Alma Juliet Pamela, Coordinator, IQAC

Dr. K. A. Sheeba, Controller of the Examination

Dr. Sr. M. Irudhaya Mary, Member Secretary, IQAC

Agenda for the Meeting

Prayer

Welcome

Review and discussion of the Check Lists of Criterion III and IV

Proceedings

The meeting began with the prayer followed by a note of welcome by Dr. Alma Juliet Pamela, IQAC Coordinator. The minutes of the meeting held on 20th April 2023 was presented by Dr. Sr. M. Irudhaya Mary, member secretary, IQAC.

Then the members discussed on the check list with reference to Criterion III, IV and V and the relevant documents need to be complied by the individual staff accordingly. It was decided in the meeting that Dr. Josephine, Asst. Prof. of Bioscience will assess the equipment in all the classrooms and report to Sister Secretary. Dr. Sr. Nirmal Grace will provide information on N-list to the IQAC office. Details on Net Coaching will be provided by Mrs. Rubina, Dr. Jain Shanthi will provide the details of sports and on student council records respectively and submitting the same to the IQAC Office towards NAAC Site Visit.

It was decided in the meeting that on 24th April 2023 the check lists for Criterion VI and VII would be discussed. All the members were asked to go through the SSR and prepare the check list relevantly.

Resolution of the Meeting

- Check list preparation on criterion VI & VII by the Staff members

The meeting concluded by 6.10 pm with a prayer.

Confirmation by the Members

S. No	Name	Designation	Signature
1	Rev. Sr. Pauline Mary	Secretary	<i>Sr. Pauline Mary</i>
2	Dr. Joseph Catherine	Principal	<i>Catherine</i>
3	D. Alma Juliet Pamela	IQAC Coordinator, Dean of Academics & Research	<i>Alma</i>
4	Dr. K.A Sheeba	Controller of the Examination	<i>K.A. Sheeba</i>
5	Dr. Sr. M. Irudhaya Mary	Member Secretary, IQAC	<i>Irudhaya</i>

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6.2.4. Action Taken Report

Internal Quality Assurance Cell (IQAC)	
2022 - 2023	
Plan of Action	Achievements/Outcomes
e studio could be converted into Lecture Capturing Studio	E-studio was converted into Lecture Capturing Studio with required facilities.
The teaching faculty would prepare e content modules for online (2 credit) course	The teaching faculty are initiated towards module preparation for online course which has 2 credits.
Facilitation of seed money by the management towards publication	Seed money towards research article publication is initiated.
Internal and external counsellors need to be appointed	Internal and external counsellors are appointed to enhance students' psychological wellbeing.
Objectives and Outcomes need to be clearly stated for best practices	Objectives and Outcomes are clearly stated for the institution's best practices

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