



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 |

IQAC MINUTES OF MEETING

Minutes of IQAC Meeting Held on 27th February 2025

The members present for the meeting were;

Rev. Dr. Sr. Ruby Alangara Mary	- Secretary
Dr. Alma Juliet Pamela	- Principal
Dr. K.A. Sheeba	- IQAC Coordinator
Dr. Sr. M. Irudhaya Mary	- Assistant Professor of English
Dr. Sherin Vinoca Snehalatha	- Principal, Meston College of Education
Dr. Mrs. Rama	- Controller of Examinations, Lady Willingdon IASE
Mrs. T. Anitha Devi	- Assistant Professor, N.K.T College of Education
Mrs. J. Rubina	- Member Secretary
Rev. Sr. Sebasthi Mary	- Administrative officer
Mrs. Hema Rani	- Administrative officer

Rev.Dr. Sr. Philomina Pushpa Mary Superior Presentation Convent and Dr. Jasmine Christy Assistant Professor, Loyola College of Education were absent and it was recorded.

Agenda

- Prayer
- Welcome address
- Integrated Teacher Education Programme (ITEP)
- Review of AAA (Academic and Administrative Audit) Format
- AQAR format
- Incorporation of AI Book into Curriculum
- Any other suggestions
- Vote of thanks

The meeting began with the prayer. The members of IQAC were warmly welcomed by Dr. Alma Juliet Pamela, the Principal of Stella Matutina College of Education. College secretary Dr.Sr.Ruby Alangara Mary informed the members that previous principal Dr. Mrs.Joseph Catherine got retired on 31.01.2025 from the service and Dr. Alma Juliet Pamela took charge as the principal from 01.02.2025. The minutes of the previous meeting was

presented by Mrs. Rubina, the IQAC Secretary. It was approved and seconded by the members.

Dr. Rama controller of the Examination, Lady Willingdon IASE, suggested that the value-added course could result in the conduct of the examination and it should be evaluated by the external examiners. Dr. Sherin the principal of Meston college of Education said that the students must complete an online SWAYAM course, Dr. Sheeba IQAC coordinator informed that the completion of an online course is already in practice as mandatory. Dr. Rama Suggested that the students could do a book analysis to enhance students' communication skills.

Dr. Alma, the Principal informed the members that the college is planning for the meeting with respect to ITEP and requested the members to attend the meeting to enable the process.

Then the members discussed on the AAA format as to whether there is a new format has been introduced or to follow the old format.

Secretary sister informed the members that the faculties have written a book on AI which is the need of the hour in the teaching learning process and to equip the would-be teachers with the knowledge of the same the book on AI would be an effective tool in their hand. Dr. Sherin appreciated the efforts put by the faculty of SMCE.

Dr. Sherin enquired whether any of the faculty is been granted minor or major projects. She also suggested that the faculty exchange programme could be promoted towards implementing AI in Education as a course.

At the end of the meeting a vote of thanks was rendered by Dr. Sr. M. Irudhaya Mary. The meeting concluded with a prayer.

Resolutions of the Meeting

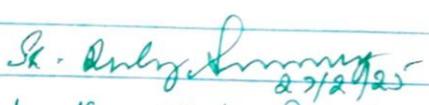
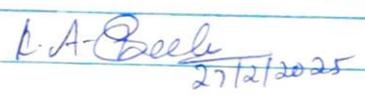
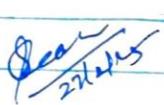
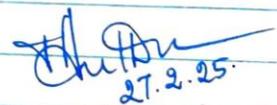
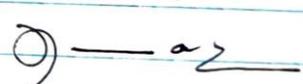
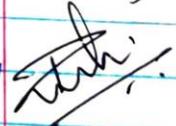
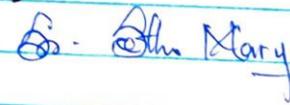
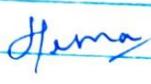
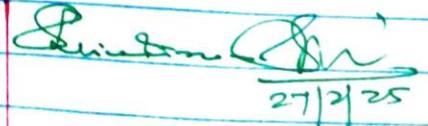
- The evaluation of Value-Added Course shall be carried out by external examiners.
- Book analysis activity for students will be incorporated.
- Integrated Teacher Education Programme (ITEP) will be planned
- AAA and AQAR will be reviewed to latest guidelines.
- Book on Artificial Intelligence written by the faculty of SMCE will be executed.
- Minor and Major research projects will be planned
- Faculty Exchange Programmes in AI will be implemented.



H. Alma Jehiel-Samela

Principal
Stella Matutina College
of Education
Ashok Nagar,
Chennai - 600 083

Minutes of the IQAC Meeting held on 27-02-2025
at 2.00pm.

<u>Member's Present</u>	<u>Signature</u>
Rev. Dr. Sr. Ruby Alangara Mary Secretary	 27/2/25
Dr. Mrs. Alma Juliet Pamela Principal i/c	 27/2/25
Dr. Mrs. K.A. Sheeba, Asst. Prof. of Phy Sci IQAC co-ordinator & Dean of Academics & Research	 27/2/2025
Dr. Mrs. Rama Controller of Examinations Lady Willingdon College of Edn.	 27/2/25
Dr. Jasmine Christy Asst. prof. Loyola College of Edn.	
Mrs. T. Anita Devi Asst. Prof - M.K.T. National College of Edn.	 27.2.25
Dr. Sr. Trudhaya Mary Asst - Prof. of English	SI. M. 
J. Rubina, Asst. prof. of Psychology member secretary	
Rev. Sr. Sebastian Mary Administrative officer	
Mrs. V. Hema Rani Administrative officer.	
Dr. Mrs. Sherin Vinoca Snehalatha Principal Meston College of Education.	 27/2/25
Rev. Dr. Sr. Philomina Pushpa Mary and Dr. Jasmine Christy were absent & it was recorded.	



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The minute of the **IQAC Internal Meeting** held on **23rd January 2025 at 2.pm.** The member present for the meeting;

Rev. Dr. Sr. Ruby Alangara Mary

Dr.Mrs. Joseph Catherine

Dr.Mrs. Alma Juliet Pamela

Dr. Mrs.K. A. Sheeba

Mrs.J. Rubina

Rev.Sr. Sebasthi Mary

Mrs. V. Hema Rani

Agenda

- Preparation towards UGC -UTSAH
- World Record on “Thirukkural”
- Sports day
- Retirement Felicitation

The meeting began with the prayer. At the outset the minutes of the previous meeting was presented by Mrs.J. Rubina the IQAC secretary. The members then discussed on key upcoming events and initiatives aimed at enhancing the academic and extracurricular excellence of the institution. The Principal Dr. Joseph Catherine initiated the discussions and strategic plan for the upcoming UGC - UTSAH (Undertaking Transformative Strategies and Actions in Higher Education). The IQAC members and administrative staff deliberated on the steps needed to align with UGC's quality enhancement framework and discussion regarding the World Record attempt by B.Ed. students on the recitation and interpretation of *Thirukkural*. The initiative, aimed at promoting Tamil literature and cultural heritage. The IQAC members emphasized the significance of this initiative in fostering linguistic pride and intellectual engagement among students. The meeting also focused on the arrangements for the upcoming Sports Day, scheduled for 29th January 2025. In recognition of the invaluable service of esteemed faculty members retiring this year, a Retirement Felicitation Ceremony for Principal was planned on 29th January 2025 at 11:00 AM. The IQAC outlined the programme

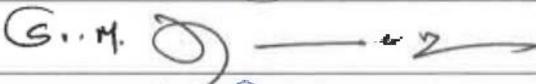
schedule, which includes: Felicitation speeches by senior faculty members and Presentation of mementos as a token of appreciation, Reflections and gratitude from retiring faculty. The IQAC meeting was a productive and insightful session, setting a clear roadmap for upcoming events and academic pursuits. IQAC encouraged all faculty members to actively participate and make the event a grand success.

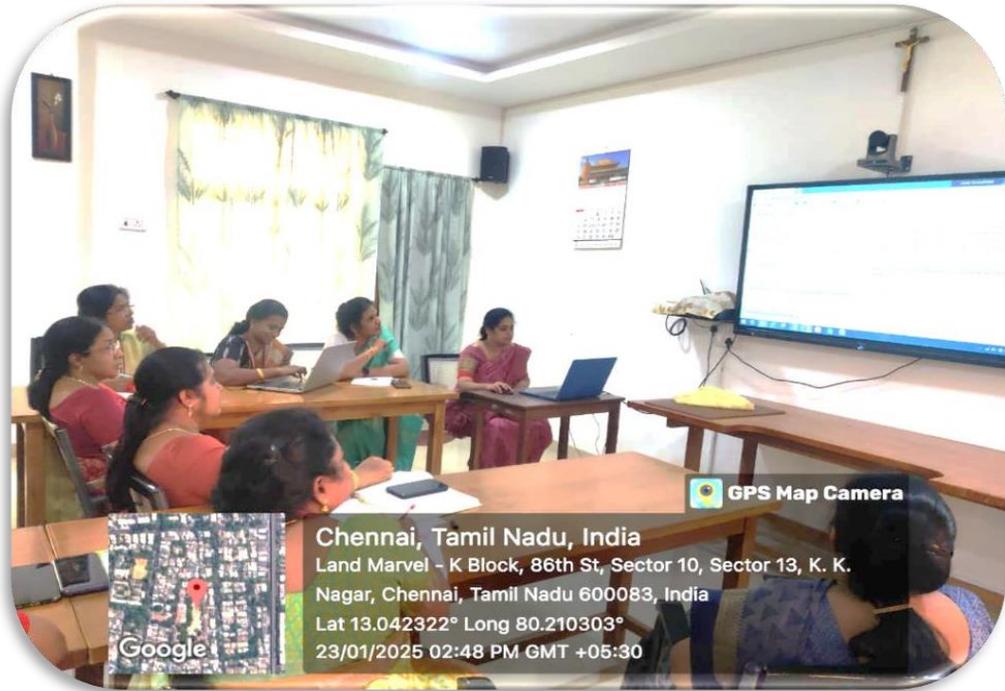
Resolutions of the meeting

- IQAC members and administrative staff will collaborate to implement UTSAH as per UGC guidelines.
- Necessary arrangements and logistics will be coordinated for world record attempt for reciting and interpreting Thirukkural to promote Tamil literature
- IQAC reviewed and approved the necessary arrangements for Sports Day
- **Retirement Felicitation Ceremony** will be held to honor the Principal invaluable service.

The Meeting concluded with a prayer.

Confirmation of the Minutes

NAME	SIGNATURE
Rev. Dr. Sr. Ruby Alangara Mary	
Dr. Joseph Catherine	
Dr. Alma Juliet Pamela	
Dr. K. A. Sheeba	
Sr. Sebasthi Mary	
Dr. Sr. M. Irudhaya Mary	
Mrs. Hema Rani	



Catherine
Principal
Stella Matutina College
of Education
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