



# STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)

Re-Accredited (4<sup>th</sup> Cycle) by NAAC at 'A' Grade

Ashok Nagar, Chennai – 600 083

| Tel : (+91)44-24894262 | Email : [smcedn@gmail.com](mailto:smcedn@gmail.com), [info@smcedn.edu.in](mailto:info@smcedn.edu.in) | Web : [smcedn.edu.in](http://smcedn.edu.in) |

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## MINUTES OF THE IQAC MEETING HELD ON 30TH JUNE 2023 AT 2.00 PM

The members present for the meeting were;

1. Rev. Sr. Pauline Mary
2. Dr. Joseph Catherin, the Principal,
3. Dr. Felbin C. Kennedy, Vice Principal (Rtd), Stella Maris College
4. Dr. Nithila Devakaruniam, Principal, St. Christopher's College of Education
5. Dr. Malathy, Associate Professor (Rtd), N.K.T College of Education
6. Dr. Thiyaqu, Asst. Prof of Education, Central University, Kerala
7. Dr. Alma Juliet Pamela, Coordinator, IQAC
8. Dr. K.A. Sheeba, Member Sr. Sebasthi Mary
9. Mrs. Hema Rani
10. Dr. Sr. M. Irudhaya Mary, Member Secretary IQAC

### Agenda For the Meeting

- Prayer
- Welcome Address
- Presenting the Minutes of the Meeting Action Plan
- Suggestions for NAAC Visit Preparation Any Other Item
- Vote of Thanks

The meeting began with the prayer of St. Francis of Assisi followed by welcome address by the Principal, Dr. Joseph Catherine. She welcomed all the members for the meeting which then was followed by the presentation of the minutes of previous meeting by Dr. Sr. Irudhaya, Secretary, IQAC.

Dr. Felbin C. Kennedy, the Vice Principal of Stella Maris (Rtd) stated with respect to SWOT analysis, it is no longer known as SWOT but as SWOC, instead of thread it is focused on challenge. Hence it is known as SWOC. The minutes of the previous meeting was confirmed by Dr. Thiyaqu and was seconded by Dr. Nithila Devakaruniam.

While discussing on seed money, Dr. Felbin emphasised that the money provided by the management must be utilized towards research projects as well as for the publication of research papers in UGC cared Journals or Scopus Journals. If any staff publish 4 or 5 research

articles in the listed journals, the teaching faculty could avail the seed money. She also enquired whether the faculty of science does undertake any research projects. The seed money could be also be provided to the research scholars. She also inquired whether social audit is conducted. She stated that the teaching learning process, internship, assessment process, infrastructure and on perception of the college could be taken as criterion for social audit and there are number of agencies if approached could facilitate such analysis.

Dr. Thiyagu inquired whether student diversity on the basis of district-wise, community-wise and on first generation learners have been recorded, if it has been done it could be projected as strength with respect to admission while presenting during the NAAC onsite visit. Dr. Felbin reiterated on the admission of category students, which should be filled and if not, the allocated seats are to be left free as for the norms. Or else the students who come under Christian denomination from SC community could be shown under the same category. Otherwise in the long run it would pose as hindrance with respect to admission.

The SWOC analysis must be conducted once a year, which would pave path towards the quality enhancement of the institution. Dr. Thiyagu spelled out that the students' diversity could be shown separately with respect to B. Ed and M. Ed programme.

While discussing on MOU, whether a number of MOUs are signed which could be stated clearly and if any students exchange programme organized, where students attend both through online mode and off line mode, which could be stated as blended learning. Dr. Felbin continued to suggest that the teaching faculty must prepare e - content / modules for an online course which could be uploaded on SWAYAM portal. Dr. Thiyagu said that the college could get the content in the portal with minimum payment.

The affiliating University could be approached to run or accept e- modules for an online course which could be offered even for other students with credit which the University offers, for which the teaching faculty could prepare e -content. An autonomous college could offer online course as well as non-credit short courses which could be offered to all by the college.

Discussing on presentation during onsite NAAC visit, Dr. Nithila Devakaruniyam stated that the principal's presentation could be for 45 minutes, preferably the presentation must consist information those have not been submitted at NAAC SSR. She also said that to make it feasible two presentation could be prepared, one with the information submitted to ANNC SSR as well as of information those not been submitted. Those information and documents need to be highlighted should be emphasized as well as the presentation by the IQAC coordinator must consist information regarding the initiatives by the IQAC.

Dr. Felbin repeatedly emphasised on the importance of having one mind with respect to NAAC onsite visit. The students, alumni and the parents need to be oriented time and again on NAAC onsite visit.

Dr. Thiyagu said that with minimum 50 students the college could have students IQAC wing. Dr. Nithila said that the onsite NAAC team would like to visit two schools outside the campus with are collaborative schools for internship. Students must be well informed on NAAC

onsite visit 3 days prior to NAAC visit.

The members also informed that all the registrations, and records are to be maintained. The members also informed that there would be presentation by the controller of the examination which would consist of highlighting LOCF along with assessment process. On any one of the courses a complete process of LOCF could be presented. With respect to transparency of examination and the assessment process, Dr. Felbin said if any student requires re-totaling or re-valuation that could be done and the photo copy of the same would be availed to the students on payment.

### **Resolutions of the Meeting**

- SWOC analysis of the institution and its proceedings could be done once in a year.
- Social Audit could be conducted once a year.
- Details of admission sent to university need to be documented and the files of the same should be maintained with respect to ST, SC, MBC, BC, OBC, OC, details of District wise admission, Rural and Urban, First-Generation Learners and the students with individual differences / differently abled students.
- During onsite NAAC visit presentation by the Principal, IQAC Coordinator and the Controller of the Examination.
- Repeated orientation on the strength and merits of the college to the non-teaching staff, students, Parents and Alumni to be given.
- Schedule towards onsite NAAC visit to be planned.
- On students request re-totaling, re-valuation and photo copy of the same could be provided to the students on payment.

## ***IQAC Meeting 30.06.23***



## Confirmation of the Minutes by the Members

Rev. Sr. Pauline Mary, Secretary.	Sr. Pauline Mary
Dr. Joseph Catherine, Principal	Catherine
Dr. Felicia C. Kennedy, Vice Principal (Rtd) Stella Maria College.	Felicia
Dr. Malathy M. College of Education	S. Malathy
Dr. Nithila Duralakshmiyam, Principal SCCB	P. Nithila Duralakshmiyam
Dr. Thirugoda, Asst. Prof. Central University	Thirugoda
Dr. Anand Suresh Panueto	Anand
Dr. K. A. Sureshbabu	K. A. Sureshbabu
Dr. G. M. Sureshbabu Mary	G. M. Sureshbabu Mary
Sr. Sebastia Mary	Sr. Sebastia Mary
Mrs. Hema Rani	Hema Rani



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The minute of the IQAC Meeting held on 12<sup>th</sup> July 2023 at 2.pm. The member present for the meeting;

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

## Agenda

- Preparation towards NAAC Onsite Visit
- Invitation to the IQAC External Members
- Internship
- School Visit

The meeting began with the prayer to St. Francis of Assisi. At the outset the minutes of the previous meeting was presented by Dr. Sr. M. Irudhaya, IQAC secretary.

The members then discussed on the forth coming NAAC onsite Visit which would take place in the coming months. Sr. Secretary informed that the members to keep all the record concerning various minute of the meeting, reports of all the activities those organized needs to be submitted at the IQAC office on or before 10<sup>th</sup> August 2023.

Sister Secretary also requested the Principal and the IQAC Coordinator to inform the external members of the NAAC Onsite Visit and to attend the meeting convened by the NAAC Peer team. The schedule could be shared with the external member of the meeting once the schedule is received from the NAAC Peer Team.

Dr. Joseph Catherine informed the members that the second year B. Ed students would go for the Observation to various allotted schools from 20<sup>th</sup> July to 2<sup>nd</sup> August 2023,



however, she informed, the second year B. Ed students would join the various respective schools for the teaching internship from 1<sup>st</sup> September to 17<sup>th</sup> December 2023.



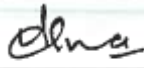


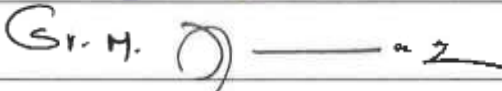

It was decided in the meeting that the teaching faculty would visit the students those who would be doing teaching internship at various schools and accordingly the faculty must plan the schedule as well inform the Principal of the same.

#### Resolutions of the meeting

- Submitting Arranging the documents at the IQAC Office on or before 10<sup>th</sup> August 2023.
- Information to be given to the external IQAC Members of the NAAC Visit and the meeting with the IQAC Members.
- The second year B. Ed students would go for the Observation to various allotted schools from 20<sup>th</sup> July to 2<sup>nd</sup> August 2023.
- The second year B. Ed students would join the various respective schools for the teaching internship from 1<sup>st</sup> September to 17<sup>th</sup> December 2023.

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	



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The minute of the IQAC Meeting held on 8<sup>th</sup> September 2023 at 2. 30 pm. The member present for the meeting were;

Rev. Dr. Sr. Ruby Alangara Mary

Dr. Joeph Catherine

Dr. Alma Juliet Pamela

Dr. K. A. Sheeba

Sr. Sebasthi Mary

Dr. Sr. M. Irudhaya Mary

Mrs. Hema Rani

## Agenda

- Discussion on the Feedback from IQAC Peer Team
- Planning and Evaluation Committee Meeting
- Students Induction Programme for the First Year Students
- Board of Studies
- Academic Council
- Annual Citizenship Camp
- Convocation
- MOOC Course

The meeting began with a prayer followed by Dr. Sr. M. Irudhaya who presented the minutes of the previous meeting.

The members of the IQAC discussed on the feedback given by the NAAC Peer Team, in which Sr. Secretary informed the members that in case if any query or clarification received from the NAAC with respect to SSR needs to be addressed with diligence immediately. Sister requested the Principal and the IQAC Coordinator to get the faculty oriented on the matter, and

if a number inquires received from NAAC the staff must work in unison and provide relevant information accordingly.

The member discussed and decided that the Planning and Evaluation Committee meeting would be held on 13<sup>th</sup> September 2023. Sister Secretary requested the Principal and the IQAC Coordinator to plan for the meeting accordingly along with the YRC and RRC coordinators and other faculty those in charge of various scholastic and co-scholastic activities.

The Principal informed that the Board of Studies and Academic council meetings would be organized on 17<sup>th</sup> & 20<sup>th</sup> October 2023 respectively. Sister Secretary informed that all the teaching faculty must present the curriculum with changes made if required.

The members discussed on the forth coming Annual Citizenship camp that need to be organized, as well as the Convocation of the students of academic years 2018 -2020, 2019 – 2021 and 2020 -2022 that need to be planned and organized in the month of October 2023 with the consent of Registrar TNTEU.

Dr. Alma Juliet Pamela the IQAC coordinator informed the staff that the students must undergo an online course through MOOC and must get a certificate which would be an added course as planned at the the Board of Studies and Academic Council earlier.

### **Resolution of the Meeting**

- Planning and Evaluation Committee meeting would be held on 13th September 2023.
- Activities of RRC and YRC need to be executed.
- Board of Studies and Academic council meetings would be organized on 17th & 20th October 2023 respectively.
- Convocation for the students of Academic years 2018 -2020, 2019 – 2021 and 2020 - 2022 would be planned for the month of October 2023.
- Annual Citizenship Camp for the first year B. +Ed students would be organized.

The meeting concluded with a prayer.



**Confirmation of the Minutes**

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