



STELLA MATUTINA COLLEGE OF EDUCATION

(AUTONOMOUS)

Re-Accredited (3rd Cycle) by NAAC at 'A' Grade with CGPA: 3.48

Ashok Nagar, Chennai – 600 083

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

Academic Year -2017-2018 Minutes of Meeting Held on 12th February 2018

Members Present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Dr.Sr. Ruby Alangara Mary
4. Dr. Mrs. K. Sarala Devi
5. Dr. Mrs. Kapila Shobini
6. Sr. C. Christina Mary, Assistant Professor
7. Mrs. J. Rubina, Assistant Professor
8. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Strengthening the P.T.A. and Alumni
- Research Colloquium
- Enhancing Student Competencies
- Extension Activities
- Academic Audit
- Any other suggestions
- Vote of thanks

Proceedings

The Meeting began with a prayer of St. Francis of Assisi at 2.00pm. Dr. Joseph Catherine the Principal welcomed the members. Sr. M. Irudhaya Mary, the IQAC Secretary presented the minutes of the previous meeting held on 1st April 2016.

All the outset dr. Kapila refereing to previous minutes of the previous meeting suggested that a Psychiatrist could be invited to address the students on Stress and Mental Health.

The first point the members discussed was on strenthening P.T.A. Dr. kapila suggested that once in a month a group of parents could be invited for intraction session. Rev. Sr. Pauline

Mary the secretary suggested whether it would be feasible to invite the parents once in a month for interaction. Dr. Sarala Devi suggested that the parents could be invited for a programme hosted by the students. Since the students of SMCE excel in cultural events.

Rev Sr. Dr. Ruby Alangara Mary, the former Secretary said that the office bearers of P.T.A. were vibrant before the commencement of the Annual Day for the Academic Year 2016-2017 participated in a number of meetings and they also awarded the best students of debate and elocution and dance performance.

Discussing on the Alumni Dr. Joseph Catherine said unlike the arts and science college the affinity to the training institutions is missing. Students do not really share the affinity. Rev. Sr. Dr. Ruby Alangara Mary said a few years back a number of alumni contributed their coming for the alumni meeting. The alumni feels grateful to the college, when you meet their outside.

Dr. Kapila suggested that the Alumni could be conducted and invited through website. Dr. Sarala Devi suggested that the alumni could be invited on Republic day or Independence Day. Sr. Secretary Pauline Mary suggested that it may not be conducive to call them on government holidays.

Dr. Kapila suggested since the students are good at performing drama, dance and aerobics and cultural events could be organised and the tickets could be sold to the parents and alumni, which would be an enhancement of raising funds. Sr. Secretary suggested that if fund is raised then it should go towards the alumni.

Dr. Sarala Devi informed the members that according to NAAC and UGC norms, there is a 3 months gap between the parents teacher meeting to be organised. She also informed that PTA and Alumni of the college should be registered and Rev. Sr. Secretary also confirmed the same.

The next point in the agenda was on Research Colloquium. Dr. Joseph Catherine informed that twice in a year this research colloquium is conducted. Sr. Ruby requested the members to show on how the other colleges organize this colloquium. Sr. Irudhaya said that at St. Xavier's Palayamkottai once in six months the research colloquium is organised where the research scholars submit the reports and share on the research progress, seminars attended and papers published.

The guide and the doctoral committee members also inform the research scholars the latest trends in research. All the research scholars participated in this colloquium.

Dr. Sarala Devi informed the members that according to the 12th plan, the aided professors and given grants by the government agencies such as UGC, ICSSR, DST allocate funds for research work. The information on various scholarship is informed through websites. Sr. Secretary also said that not only the 12th plan the aided professors could avail funds for writing minor and major research proposals.

Dr. Sarala informed that by becoming member of APA, we could avail knowledge on various aspects of research, funds etc., Sr. Secretary suggested that Dr. Sarala Devi could come

and orient the staff and the research scholars in this regard. Getting the Minor and Major project is a credit to the institution.

The next point on the agenda was on enhancing students' competencies, Dr. Kapila suggested that various department clubs, medical camps, awareness on environment issues, exhibition of the teaching aids to other school children could be organised. Dr. Sarala Devi suggested that extension programme and certificate course could be organised and insisted on citizenship camp. Citizenship programme could be organised.

Dr. Sarala suggested that academic audit could be done on the number of seminars, paper publication, upgrading of the qualification of the staff and the institution. She also suggested that college should have a separate domain as well as enhancing online peer group journal which would become a credit to the college.

The last point on any other suggestions to improve the quality Sr. Secretary suggested that the staff must publish and take up minor and major projects. The meeting concluded with the vote of thanks proposed by Sr. Irudhaya Mary, Secretary of IQAC.

Resolutions

- With regard to PTA they could be invited in groups once in three months
- Programmes such as cultural could be organised where PTA and Alumni could be invited to raise funds for alumni and to have interaction with parents.
- Dr. Sarala Devi could be invited to give orientation on the availability of grants to participate and publish papers at the international conferences to the staff and the research scholars.
- Teaching staff must take up minor and major projects by submitting the proposals.
- Research colloquium should be organised once in six months along with their reports.

Confirmation of the Members

Dr. Pauline Mary	Dr. Pauline Mary
Dr. Mrs. Joseph Catherine Catharine	Sr. Irudhaya Mary
Dr. Sr. Ruby Alangara Mary	
Dr. Mrs. K. Sarala Devi	K. Irudhaya 12/2/18
Dr. Mrs. Kapila Ghobini	N. J. Kuppusamy
Sr. C. Christina Mary	Sr. Christina Mary
Mrs. S. Rubina	
Sr. M. Irudhaya Mary	H. (Signature)



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Action Taken Report

Action Taken for 2017-2018

Plan of Action	Achievements/Outcomes
Admission-Equal opportunities to all categories of students including meritorious students.	Weightage to all categories of students especially the socially and economically backward.
To conduct one National Seminar, one state level Workshop & Seminar for School Teachers	All the seminars at the National, State and institutional level was organised
Special programmes to increase the student potential	Programmes to develop life skills, personality Spoken English, Computer Skills and Art & Craft and Leadership skills were organised.
To cater to the needs of low achievers and to improve the language skills through remedial classes	Spoken English and Remedial classes were conducted to help the low achievers improve their academic performance