



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 2021 – 2022

Minutes of the IQAC Internal Meeting held on 22nd July 2021

Members Present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officers
4. Mrs. V. Hema Rani, Administrative Officers
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
7. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Review of the implementation of the resolutions passed in the previous meeting
- To discuss the necessary documents required for NAAC

Proceedings

The meeting started with a prayer by Dr.Sr.Pauline Mary, Secretary Dr.Alma Juliet Pamela welcomed the members and presented the main agenda which was to discuss the necessary documents required for the NAAC. Minutes of the previous meeting held on 22nd July 2020 was sent by e-mail. It was approved and passed.

It was decided that qualitative and quantitative metrics be dealt with separately. Any event prepared can have the brochure and reports, geotagged photos, and feedback

be maintained both electronically and manually. The same is to be submitted to the IQAC Office. The IQAC coordinator explained the manual for self-study reports for teacher education institutions. Further, she explained that criterion one deals with curricular Aspects with four key indicators consisting of curriculum planning, academic flexibility, curriculum enrichment, and feedback system with thirteen metrics of which qualitative are four in number and quantitative fourteen. The second criteria have Teaching-learning and Evaluation. This has eight key indicators namely Student enrollment and profile, honoring student diversity, teaching-learning process, competency and skill development, teacher profile and quality, Evaluation process, student performance and learning outcomes and students' satisfaction survey. The metrics are 41 out of which 13 qualitative and 28 quantitative metrics. Criteria 3 -Research and outreach activities with four key indicators namely Resource mobilization for research, research publications, outreach activities, collaboration, and linkages. The metrics are 14, qualitative 13 and one quantitative.

The fourth criteria -infrastructure and learning Resources with four metrics namely Physical facilities, library as a learning resource, ICT infrastructure, Maintenance of Campus infrastructure. With metrics 15 of which five qualitative and ten quantitative. The criteria-5 Student support and progression with four key indicators namely student support, student progression, student participation in activities, and alumni engagement with 13 metrics of which 3 qualitative and ten quantitative. Criteria -6 -Governance, Leadership and Management with five key indicators namely institutional Vision and leadership, Strategy development and deployment, Faculty Empowerment Strategies, Financial Management and resource mobilization and IQAC, with 20 metrics of which 13 qualitative and seven quantitative. Criterion -7 Institutional values and best practices with three key indicators namely Institutional values and social responsibilities, best practices and institutional distinctiveness with eleven metrics of which 5 qualitative and six quantitative. The total qualitative metrics are 45 and the total quantitative metrics is 82. Totally 127 metrics have to be documented with evidence through data templates provided along with the Manual. The faculty expressed that separate meeting for each criterion would enable them to prepare a good report.

Resolutions

- Resolved to conduct separate meetings for each criterion
- Resolved to work on documentation for NAAC-SSR

Confirmations by the members

S.No	Name	Designation	Signature
1	Sr. Pauline Mary	Secretary	<i>Sr. Pauline Mary</i>
2	Dr Joseph Catherine	Principal	<i>Catherine</i>
3	Sr. Sebastia Mary	Administrative officers	<i>S. S.</i>
4	Mrs. V. Hema Rani	Administrative officers	<i>Hema</i>
5	Dr A. Alma Juliet Pamela	IQAC Coordinator/ Dean of Academics & Research	<i>Dr Alma Juliet Pamela</i>
6	Dr K.A. Sheeba	Controller of Examination	<i>Dr. Sheeba</i>
7	Dr Sr.M. Irudhaya Mary	IQAC Secretary	<i>Sr. M. I. Mary</i>



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Minutes of the IQAC Internal Meeting held on 19th August 2021

Members present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officers
4. Mrs. V. Hema Rani, Administrative Officers
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
7. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Review of the implementation of the resolutions passed in the previous meeting
- NAAC meeting: Criterion -1

Proceedings

The meeting started with a prayer by Dr.Sr.Pauline Mary, Secretary Dr.Alma Juliet Pamela welcomed the members and presented the main agenda. Minutes of the previous meeting held on 22nd July 2020 was sent by e-mail. It was approved and passed. Criterion one had four key indicators with thirteen metrics, four qualitative and nine quantitative matrices. The faculty in charge of criterion one raised doubts about PLOS and CLOs, student induction, academic calendars, and the documents, data templates and evidences to be uploaded. All doubts had lengthy discussions and was clarified.

Resolutions:

- Resolved the doubts raised in the PLOs and CLOs
- Resolved the doubts raised by the faculty members

Confirmations by the members

S.No	Name	Designation	Signature
1	Sr. Pauline Mary	Secretary	<i>Sr. Pauline Mary</i>
2	Dr Joseph Catherine	Principal	<i>Catherine</i>
3	Sr. Sebasti Mary	Administrative officers	<i>Sr. Seb</i>
4	Mrs. V. Hema Rani	Administrative officers	<i>Hema</i>
5	Dr A. Alma Juliet Pamela	IQAC Coordinator/ Dean of Academics & Research	<i>Alma Juliet Pamela</i>
6	Dr K.A. Sheeba	Controller of Examination	<i>K.A. Sheeba</i>
7	Dr Sr.M. Irudhaya Mary	IQAC Secretary	<i>Sr. M. Irudhaya Mary</i>

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Minutes of the IQAC Internal Meeting held on 22nd September 2021

Members present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officers
4. Mrs. V. Hema Rani, Administrative Officers
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
7. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Review of the implementation of the resolutions passed in the previous meeting
- NAAC meeting: Criterion 2

Proceedings

The meeting started with a prayer by Sr. Pauline Mary, Secretary. Dr. Joseph Catherine welcomed the members and presented the main agenda. Minutes of the previous meeting held on 22nd July 2020 was sent by e-mail. It was approved and passed. It was expressed that this criterion needs more concentration due to 365 marks. The teaching-learning and evaluation are emphasized with more documents to be uploaded. Hence it was decided that all faculty members will involve in collecting the shreds of evidence. Both quantitative and qualitative matrices were spelled out by the IQAC

coordinator. She further said that there are 13 qualitative matrices and 28 quantitative matrices. The criterion expects details of both the teaching-learning process carried out by teacher educators and student teachers with integration ICT. After a detailed discussion, it was decided all activities related to teaching will be documented with relevant videos and geotagged photos. Similarly, the student teachers have to document all activities related to the Internship as well as other activities such as micro-teaching, demonstration, observation, etc. The meeting came to an end with the vote of thanks by Dr.Sr.Irudaya Mary.

Resolutions

- Resolved to document the videos and take geotagged photos
- Resolved to carry out the teaching -learning and Evaluation metrics as expected in Criterion -2

Confirmations by the members

S.No	Name	Designation	Signature
1	Sr. Pauline Mary	Secretary	<i>Sr. Pauline Mary</i>
2	Dr Joseph Catherine	Principal	<i>Catherine</i>
3	Sr. Sebastia Mary	Administrative officers	<i>Sr. Sebastia</i>
4	Mrs. V. Hema Rani	Administrative officers	<i>Hema</i>
5	Dr A. Alma Juliet Pamela	IQAC Coordinator/ Dean of Academics & Research	<i>A. Alma Juliet Pamela</i>
6	Dr K.A. Sheeba	Controller of Examination	<i>K.A. Sheeba</i>
7	Dr Sr.M. Irudhaya Mary	IQAC Secretary	<i>Sr. M. Irudhaya Mary</i>



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Minutes of the IQAC Internal Meeting held on 27th October 2021

Members present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officers
4. Mrs. V. Hema Rani, Administrative Officers
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
7. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Review of the implementation of the resolutions passed in the previous meeting
- NAAC meeting: progress meeting of Criterion 2

Proceedings

The meeting started with a prayer by Sr.Pauline Mary, Secretary Dr.Sr.Irudaya welcomed the members and presented the main agenda. Minutes of the previous meeting held on 22nd July 2020 was sent by e-mail. It was approved and passed. A few documents evidence provided by the faculty members were reviewed in the meeting. The query on the conduction of the Student Satisfaction Survey (SSS) was raised by the criterion-2 in charge. The student satisfaction Survey (SSS) was finalized. Next follow up meeting scheduled for 22nd November2022.

Resolutions

- Resolved to revamp the questions for students to take survey on the various activities of the college
- Resolved to carry out all the metrics as expected in Criterion -2

Confirmations by the members

S.No	Name	Designation	Signature
1	Sr. Pauline Mary	Secretary	Sr. Pauline Mary
2	Dr Joseph Catherine	Principal	Catherine
3	Sr. Sebasti Mary	Administrative officers	Sr. Sebasti
4	Mrs. V. Hema Rani	Administrative officers	Hema
5	Dr A. Alma Juliet Pamela	IQAC Coordinator/ Dean of Academics & Research	A. Alma Juliet Pamela
6	Dr K.A. Sheeba	Controller of Examination	K.A. Sheeba
7	Dr Sr.M. Irudhaya Mary	IQAC Secretary	Sr. M. Irudhaya Mary



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Minutes of the IQAC Internal Meeting held on 22nd November 2021

Members present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officers
4. Mrs. V. Hema Rani, Administrative Officers
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
7. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Review of the implementation of the resolutions passed in the previous meeting
- A Review of Criterion-2
- Discussion - Criterion 3

Proceedings

The meeting started with a prayer by Dr.Sr.Pauline Mary, Secretary Dr.Alma Juliet Pamela welcomed the members and presented the main agenda. Minutes of the previous meeting held on 22nd July 2020 was sent by e-mail. It was approved and passed. She also brought forward the minutes of the previous meeting. Also suggested conducting the Student Satisfaction Survey and the results could be published on the college website. The members discussed the criterion -3 at length.

Resolutions

- Resolve to collect the missing data for the criterion -2.
- Resolved to Collect documents related to Criterion-3.

Confirmations by the members

S.No	Name	Designation	Signature
1	Sr. Pauline Mary	Secretary	<i>Sr. Pauline Mary</i>
2	Dr Joseph Catherine	Principal	<i>Catherine</i>
3	Sr. Sebastia Mary	Administrative officers	<i>Sr. Sebastia</i>
4	Mrs. V. Hema Rani	Administrative officers	<i>Hema</i>
5	Dr A. Alma Juliet Pamela	IQAC Coordinator/ Dean of Academics & Research	<i>Dr. Alma Juliet Pamela</i>
6	Dr K.A. Sheeba	Controller of Examination	<i>K.A. Sheeba</i>
7	Dr Sr.M. Irudhaya Mary	IQAC Secretary	<i>S. M. Irudhaya</i>



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Minutes of the IQAC Meeting Held on 7th January 2022

Members present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officers
4. Mrs. V. Hema Rani, Administrative Officers
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
7. Sr. Philomina Pushpa Mary, Member from the Management
8. Dr. Nithila Devakarunyam, Principal, Christopher College of Education, External Member
9. Dr. Felbin C. Kennedy, Vice Principal, Stella Maris College, Chennai, External Member
10. Dr. Malathi, Associate Professor, NKT National College of Education for Women, External Member
11. Dr. K. Thiyagu, Assistant Professor, Department of Education, Central University of Kerala, Kasarakode, Kerala, External Member
12. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Review of the Implementation of the resolutions passed in the previous meeting
- Presentation of Activities of Academic year 2021 -2022

- Suggestions towards NAAC SSR Preparation
- Any other Items
- Vote of the Thanks

Proceedings

The meeting began with the invocation God and a prayer to St. Francis of Assisi on 7th January 2022 at 2.30 pm. At the outset of the meeting Dr. K.A. Sheeba extended a formal welcome to the members for the meeting, followed by the presentation of the minutes of the previous meeting presented by Dr. Sr. M. Irudhaya Mary, member secretary IQAC. Dr. Joseph Catherine the Principal presented the scholastic and Co-Scholastic activities organized during the academic year 2021 -2022.

Dr. Felbin Vice Principal of Stella Maris College suggested that the resolutions taken during the previous meeting should have been implemented and actualized and recorded in the minutes of the meeting. She also emphasized on RF. ID attendance system should be installed in the library and gradually could be extended to the entire campus of SMCE.

With respect to NAAC SSR, Dr. Felbin said that the report has to be precise and should be presented with effective projection of the activities organized during the academic years, such activities as proof could be uploaded in the college website, for instance college magazines, photos of the activities and related information. Further she requested the members of the IQAC of SMCE to obtain the details of passed our students' information such as contact number and email address of parents and alumni should be collected and kept in the record for reference and they need to be informed about NAAC SSR and the Visit. The same information could be disseminated to present year academic students, parents and the supportive staff of the college.

Important documents such as college calendar, details of various committees and policies need to be uploaded in the website. Before uploading the policies, they need to be approved by a lawyer. Towards enhancing research publication in journals, the teaching faculty could avail help from academic bank credit. With respect to SPSS package the original software to be utilized to analyze the data of the students those pursuing PG courses in the intuition.

Dr. Nithila Devakarunium the principal of St. Christopher's College of Education suggested that all the faculty members need to be working together in unison

towards NAAC SSR. She also informed that the NAAC Committee would check the web site to substantiate the data uploaded in the SSR. The relevant information needs to be uploaded in the website.

Dr. Thiyagu, Asst. Prof. from Central University, Kerala, informed with respect to allotment of credit to courses the NCTE norms could be adhered to. He also suggested the integrated inter- discipline courses could be considered and if possible implemented. Feedback received from the students, alumni and parents should be rectified. Students' satisfactory survey for the passed-out students is retained.

The AQAR and the SSR need to be corrected and the information should be reflected in both the AQAR and SSR reports. Students could upload the e content and the staff could share the private link with the students to access the e materials of the teaching faculty. Dr. Malathy suggested that syllabus on School Psychology could be introduced with respect to the introduction of new syllabus. A course on value education could be introduced in the curriculum. Dr. Felbin said that the Intellectual Property Rights could be obtained for the e content and the materials prepared towards MOOC, Swayam or towards any other online learning platforms. The external members of IQAC suggested the following committee could be established;

- Intellectual Property Right Cell
- Equal Opportunity Cell
- Research Ethics Committee as well further added;

Remedial classes need to be organized accordingly outside the teaching hours with respect to development of Second Language Learning, counseling and preparation of teaching learning resources. Archives should be maintained with respect to documents, each teaching faculty could have the blogs to enhance students' accessibility towards e content. The Pradhan Mantri Awas Yojana Committee could be formed to enhance vocational skills. The members suggested not including the academic and co-curricular in the SSR those have not been implemented during the academic year.

Resolutions

- Resolved to establish the Intellectual Property Rights Committee, Equal Opportunity Cell and Research Ethics Committee,
- Resolved to include a course on Value Education.

- Resolved to create E blogs by teaching faculty
- Resolved to purchase SPSS software if it can be purchased.

Confirmations by the members

MEMBERS PRESENT	Signature
Rev. Sr. Pauline Mary	Sr. Pauline Mary
Dr. Mrs Joseph Catherine	Catherine
Sr. Sebastia Mary	Sr. Seb
Mrs. Hema Rani	Hema
Dr. Mrs. Sheeba	S. A. Sheeba
Dr. Mrs. Alma Juliet Pamela	Alma Juliet Pamela
Dr. Felbin C. Kennedy	Felbin C. Kennedy
Dr. Nithila Devalakshiyam	Nithila Devalakshiyam
Dr. Malathy	S. Malathy
Dr. Thiyagu	Thiyagu
Dr. Sr. H. Leodaya Mary	H. Leodaya Mary



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Minutes of the Internal IQAC Advisory Meeting held on 6th April 2022

Members present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officers
4. Mrs. V. Hema Rani, Administrative Officers
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
7. Dr. Sr. M. Irudhaya Mary, Assistant Professor of English, Member Secretary

Agenda

- Prayer
- Welcome Address
- Presenting the minutes of the previous meeting
- Review of the implementation of the format to be followed for submission of the activities of the college events.
- Preparation of taking photos of the infrastructure facilities of the college
- To submit all reports and photos of this academic year to the IQAC
- to update the progress of reconstruction of the website and NAAC work progress
- To enquire about the progress of in-house research project
- To discuss about the Alumni registration process and other details related to Alumni
- Panel discussion (Review of Related Literature)
- College, You Tube Subscription by Students.
- Compulsory article submission by M.Ed. and M.Phil. students

- Application for IPR
- E-content preparation initiation

Proceedings

The meeting started by invoking God with a prayer song. Dr. Alma Juliet Pamela welcomed the members and presented the agenda one by one. The first agenda was to review of the implementation of the format to be followed for submission of the activities of the college events. Dr. Alma presented the model for presenting each and every activity of the college. Further she extended by requesting the faculty to submit reports with the photographs. The next in the agenda was about reconstruction of the website. It was announced that the domain applied for the college website was approved by the government and it will be made live from the very next day. Simultaneously the IQAC coordinator informed the faculty that the documents submitted for the website is being revamped. Hence suggested for presentation of the documents submitted can be ratified through some more meeting in the presence of all the faculty members. The next in the agenda was the progress of the in-house project proposal to be submitted to the college within a short span of time to enable the management to provide seed money. The faculty who was willing agreed to send the research proposal by the week end. The last in the agenda was about Alumni registration and the documents to be uploaded. Already submitted documents went for a thorough discussion. It was decided to send google forms so that the prominent Alumni as lecturers, principals and employed in other reputed government organizations can be listed in the website. Also, it was decided that the members working abroad in higher education institutions to be placed in the website. Dr. Alma insisted that the College You Tube to be subscribed by the students as most of the events is uploaded for their reference. A panel discussion was proposed to be organized on the review of related literature through online mode and also insisted on the need to apply for pattern rights for the questionnaires framed by the scholars to uplift the research culture. The staff members added that M.Ed. and M.Phil. Students should publish an article in college journal and Scopus listed journal as a part of their course completion. The staff members were informed to prepare more of e-content for the subjects handled.

Resolution

- Resolved to take photos of the infrastructure facilities of the college

- Resolved to submit all reports and photos of this academic year to the IQAC
- Resolved to proceed further for the reconstruction of the website and NAAC work
- Resolved to conduct Panel discussion on Review of Related Literature.
- Decided that Staff will inform to students to subscribe college You Tube.
- Resolved to make Compulsory article submission by M.Ed. and M.Phil. students
- Resolved to Apply for IPR
- Resolved to prepare more e-content.

Confirmations by the Members

S.No	Name	Designation	Signature
1	Sr. Pauline Mary	Secretary	<i>Sr. Pauline Mary</i>
2	Dr Joseph Catherine	Principal	<i>Catherine</i>
3	Sr. Sebasti Mary	Administrative officers	<i>Sr. Sebasti Mary</i>
4	Mrs. V. Hema Rani	Administrative officers	<i>Hema</i>
5	Dr A. Alma Juliet Pamela	IQAC Coordinator/ Dean of Academics & Research	<i>Dr Alma Juliet Pamela</i>
6	Dr K.A. Sheeba	Controller of Examination	<i>Dr K.A. Sheeba</i>
7	Dr Sr.M. Irudhaya Mary	IQAC Secretary	<i>Sr. M. Irudhaya Mary</i>



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Action Taken Report

Action Taken for 2021-2022

Plan of Action	Achievements/Outcomes
Curriculum Restructure LOCF	Implemented Curriculum Mapping
Faculty Development Programme	Orientation on Becoming a better Teacher for the staff, enhanced the sustainability to be a better teacher
Faculty Development Programme	Awareness on the current trends in Education and recent NEP 2020
To enhance Research Activities	More Research Colloquium and Webinars were conducted
To organise programme related to Community Sensitisation	Awareness Rallies, visits to rural village, old age home, home for destitute and special children were organised for community service
To Provide necessary documents for NAAC	Prepared and checking is on process