



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 -2018-2019

Minutes of Meeting Held on 23rd November 2018

Members Present

1. Rev.Sr. Pauline Mary, Secretary
2. Dr. Mrs. Joseph Catherine, Principal
3. Sr. Sebastia Mary, Administrative Officer
4. Mrs. V. Hema Rani, Administrative Officer
5. Dr. Mrs. K. A. Sheeba, Assistant Professor of Physical Science, Staff
6. Sr. C. Christina Mary, Assistant Professor
7. Mrs. J. Rubina, Assistant Professor
8. Dr. Mrs. Alma Juliet Pamela, Dean of Academics & Research, Co-ordinator of the IQAC
9. Dr. Mrs. Hemalatha Kalai Mathi – External Member
10. Dr. Mrs. Kapila Shobini – External Member
11. 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
- Activities Organized
- Enhancing students' competencies
- Extension services
- Research
- National Seminar
- Project
- Academic Audit
- Any other suggestions
- Vote of Thanks

Proceedings

The meeting began with the prayer to St. Francis of Assisi at 2.00pm on 23rd november 2018. Dr. Joseph Catherine the Principal welcomed the members for the meeting. Sr. M . Irudhaya Mary, Secretary of IQAC presented the minutes of the previous meeting held on 12th February 2018

At the outset Dr. Joseph Catherien the principal said that there were two PTA meetings held and they were successful. Sr. Pauline Mary the secretary suggested that the PTA meeting could be organised once in six months.

Dr. Alma Juliet Pamela said that the norms and procedure should be followed and the money collected through registration could be utilized for organizing programmes of P.T.A. Dr. Hemalatha said that P.T. A. should be registered under the Tamil Nadu Co-Operative Society Registration act of 1975 as their college has done it. Sr. Secretary said that meanwhile we could find out the procedure for registration.

Dr Kapila suggested that the institution must follow the By Laws to frame P.T.A. Dr. Hemalatha suggested that Rs.2000 could be collected from the students towards PTA every year. She also suggested that the parents could be invited to select the PTA members and the members could propose the amount and fix it for an annum.

Sr. Secretary said that the P.T.A. office bearers could be selected from local area to enhance the feasibility of the function of P.T.A Dr. Joseph Catherien said that the P.T.A members come only once in a year. The effectiveness of Alumni need to be oriented.

Dr. Kapila said that the alumni become highly dedicated and they could be invited on Independent day and Republic Day. She also added that alumni meeting could be organized every year. They could also be contacted through social media, whatsapp group etc., as well as could be invited for Christmas Programmes.

Sr. Secretary said if so active alumni is identified and if they should become part of active alumni, there could be an effective group of alumni. Dr. Alma Juliet Pamela said that the alumni used to be very active, they had a separate room and they used to attend the General Body meeting. The alumni used to contribute monetary fund towards women's cell. Mrs. Ugin Rosita and Muthulakshmi could be invited for a programme for instances citizenship camp etc.

Dr. Hemalatha said that the various activities of the college such as Christmas Programme college day etc., could be published in the news papers with the help of Alumni.

With regard to Swatch Bharath Dr. Hemalatha said the students could be taken for rally on "Vigilance Awareness Day", National Unity Day and Plastic Free Drive etc., She added stating that the students could be taken to important places such as special schools, Vivekanandhar Illam, Bharathiyar Illam, Ramakrishna Illam, Visit to Planetarium and Museum etc., She added the community development programme could be organised discipline-wise such as naming the trees, plants of the campus where the activities could be distributed over the year.

Dr. Alma said a number of Major and Minor projects were submitted. Dr. Hemalatha said all those apply for projects on Yoga, Meditation and getting fund for the same from DST. Dr. Joseph Catherine said that a number of staff submitted minor project but did not receive the fund.

Dr. Alma Said a number of research colloquims has been organised both fot the research scholar and teaching staff such as on case study, Psychological testing and the resource persons wre invited from other college of education and Academic writing and expository writing could be added as part of curriculum.

Dr. Hemalatha said the research scholars should be taught on how to write articles in journals, care listed and Index-journals and it could be published in the college journals too. Dr. Joseph Catherine said that the college has applied for organizing national seminar to ICSSR, the National Seminar would be organised on 1st february 2019 and that the project has been acknowledged.

Dr. Kapila said about academic Audit and evaluating the activities whether the objectives and actualized the format could be downloaded for B.Ed programmes, M.Ed, M.Phil separately. Certificate course for 32 hour and Diploma Course 42 hours. The meeting concluded with vote of thanks proposed by Mrs. Rubina, Assistant Professor of Psychology.

Resolutions

- P.T.A. meeting could be organised once in six months
- P.T.A. could be registred under the Tamil Nadu Co-Operative Society Registration Act of 1975.
- P.T.A. Office bearers could be selected from local areas.
- The alumni could be invited for Independence Day and Republic Day celebration.
- College Activities could be published in the News papers such as Christmas and College day Programme.
- Major and Minor Projects could be submitted to DST and other agencies.

Confirmation of the Members.

Members Present	Signature
Sr. Pauline Mary	Sr. Pauline Mary
Dr. Mrs. Joseph Catherine	Catherine
Sr. Sebastia Mary	S. S.
Mrs. Hema Rani	Hema
Dr. Mrs. Sheeba	A. Beeba
Sr. C Christina Tay	Sr. Christina Mary
Mrs. S. Rubina	Rubina
Dr. Mrs. Alma Juliet Pamela	Alma
Dr. Mrs. Hemalatha Kalaimathi	D. Hemalatha Kalaimathi
Dr. Mrs. Kapila Shobini	Kapila Shobini
Sr. M. Irudhaya Tay	H. Irudhaya Tay



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Action Taken Report

Action Taken for 2018-2019

Plan of Action	Achievements/Outcomes
Grievance redressal measures to be enhanced and monitored.	Effective measures were devised for grievance
To conduct one National Seminar, one state level Workshop & Seminar for School Teachers	All the seminars at the National, State and institutional level were organised
Awareness programme on Anti-ragging and anti- sexual harassment.	Awareness was created on Anti-ragging and anti- sexual harassment.
To promote well-being of staff and students	National Seminar on Enhancing Well-being in Classroom was conducted.