



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 -2019-2020 Minutes of Meeting Held on 16th March 2020

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

Proceedings

The meeting began with the prayer to St. Francis of Assisi and the Principal Dr. Joseph Catherine welcomed the members of the meeting Dr. Sr. Irudhaya Mary presented the minutes of the previous meeting.

Dr. Joseph Catherine discussed on registration of the P.T.A. and Dr. Kapila Shobini and Dr. Hemalatha Kalai Mathi suggested that the PTA registration which could be registered at the local body and by norms it has to be registered.

The Principal presented a PPT with various activities organized, which was highly appreciated by the external members who suggested that the annual alumni meet could be organized on 26th January.

Dr. Kapila Suggested that we could organize meaningful programmes on disaster management. The innovative school at Thirumullaivoyal could be visited which is run by Sivdai Jeyaraman.

Mrs. Rubina, Assistant Professor of Psychology shared the RRC activities such as visit to Cancer Institute, Adayar and HIV center at Anna Nagar. Dr. Kapila enquired whether women empowerment programme is organized and further suggested e-printing and e- Publishing could be introduced.

Dr. Kapila shared on academic audit and how involved to improve the quality could be organized such as visiting, checking records, no of certificate courses organized and computer literacy awareness, as well as hostel facilities.

Resolution

- Registration of the P.T.A.
- Annual Alumni meet could be organized signature
- Academic Audit to improve the quality
- Programmes on Disaster Management

Confirmation by the Members

MEMBERS PRESENT	
Rev. Sr. Pauline Mary	Dr. Pauline Mary
Dr. Joseph Catherine	Catherine
Sr. Sebastia Mary	S. Sibi
Mrs. Hama Ravi	Hama Ravi
Dr. Mrs. Gheeba	G. A. Beebe
Sr. C. Christina Mary	C. Christina Mary
Mrs. S. Rubina	S. Rubina
Dr. Mrs. Alma Juliet Pamela	Dr. Alma Juliet Pamela
Dr. Mrs. Hemalatha Kalaimathi	Dr. Hemalatha Kalaimathi
Dr. Mrs. Kapila Shobini	K. Shobini
Dr. Sr. H. Prudhaya Mary	H. Prudhaya Mary



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 |

Action Taken Report

Action Taken for 2019-2020

Plan of Action	Achievements/Outcomes
To promote well-being of staff and students	National Seminar on Enhancing well-being in Classroom was conducted.
Awareness programme on Anti-ragging and anti- sexual harassment.	Awareness programme on Anti-ragging and anti- sexual harassment.
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
Grievance redressal measures to be enhanced and monitored.	Effective measures were devised for grievance