

ACTION TAKEN REPORT (2016-2017)	
Preparation for Extension of Autonomy from 2008-2017	Applied for extension and Autonomy granted for a period of six years w.e.f. 2017 to 2022-2023 including ex-post-facto approval from the period of 2015-2015 to 2016-2017
Introduction of new programmes	<ul style="list-style-type: none"> • B.Sc. Psychology • B.B.A (Bachelor of Business Administration) • Bachelor of Vocational Programme <ul style="list-style-type: none"> • B. Voc. Food Processing and Quality Control • B. Voc. Sustainable Energy Management
Augmenting quality education by providing orientation programmes and faculty development programmes	<p>Orientation Programme for new recruits and recently recruited faculty on 'Teacher Effectiveness'</p> <p>June 6, 7, 8, 2016: Teacher Effectiveness</p> <ul style="list-style-type: none"> • Professional Ethics • Counselling Skills • Mentoring • Communication Skills • Time Management
<p>To equip faculty with current trends in Higher Education</p> <ol style="list-style-type: none"> 1. Excellence in Higher Education 2. Curricula Planning and Development 3. Teaching-Learning-Evaluation 	<p>June 2016: Higher Education in India – Pathways to Excellence Models of Teaching-learning-evaluation Programme and Curricula Design: Principles and Practices. Course Integration (Faculty with 10 years teaching) 'Teachers as Effective Leaders'</p> <p>July 2016 (Science Depts.) Revisiting the Vision and Mission of Stella Maris College</p> <p>Nov 2016 (Mid-level Faculty) 3Q Education - Life Transformation</p>

<p>To increase research culture on campus and research output by providing capacity building opportunities for faculty</p>	<p>Aug 2016 – (Depts. of Physics, Chemistry, Botany and Zoology) Resource Person - Prof Jayavel, Centre for Research, Anna University, Chennai</p> <p>Sept 2016 – (Dept. of Mathematics) Resource Person - Prof. Sundar, IIT (Madras)</p> <p>Sept 2016 – (Depts. of Economics, Sociology, Social Work and Commerce) Resource Person - Prof Shanshanka Bhide, Director, Madras School of Development Studies, Chennai</p> <p>Sept, 2016 (Science Departments) Resource Person: Prof. L.S. Ganesh, IIT (Madras) (Depts. of Economics, Public Relations, Computer Science & International Studies).</p> <p>Oct 2016 (Dept. of English) Resource Person - Prof. Ganesh Krishnamoorthy, Head, Dept. of English, Madras Christian College, Chennai</p>
<p>Research Output</p>	<p>Publications: 25 publications Arts – 9 Sciences – 12 Commerce – 4</p> <p>Books: 8 books Arts – 8</p>
<p>Improve Social Relevance through meaningful outreach</p>	<ul style="list-style-type: none"> • The NALAM Centre initiated on 8 August 2016 seeks to establish wellness oriented multi-dimensional services for rehabilitated psychiatric patients. • Tailoring, block printing and jute production initiated on 15 November 2016. • Sponsorship for children's education • Certificate programme in 'Community Mental Health Care' Thirty one participants received Certificate • Stella Maris College Networking Centre signed an MoU with Alamo Group of Colleges, Texas, USA on 3rd Aug 2016 • Two day training programme on 'cashless transaction' on 13th, 14th Feb 2017 • One day seminar on 'Gandhian Ideology/Philosophy and rural industrialization on 28th Feb, 2017

SIGNATURE



IQAC - CO-ORDINATOR
STELLA MARIS COLLEGE
(AUTONOMOUS)
17, CATHEDRAL ROAD,
CHENNAI - 600 086.

STELLA MARIS COLLEGE (AUTONOMOUS)

**IQAC ADVISORY MEETING
VENUE: CC BLOCK (SMALL CONFERENCE ROOM)**

Time; 4.00pm

20/04/2017

AGENDA

Prayer – Dr Agnes Rozario, Vice Principal, Shift I

Welcome –

Introduction of New IQAC Advisory and Internal Members

Report of the IQAC – 2016-2017 - Dr Sandra Joseph, IQAC Coordinator

Plan of Action – 2017-2018 - Dr Sandra Joseph, IQAC Coordinator

Any Other

Vote of Thanks

STELLA MARIS COLLEGE (AUTONOMOUS)
MINUTES OF THE IQAC ADVISORY COMMITTEE MEETING
HELD ON 20 APRIL 2017

Time: 4:00 P.M

Venue: CC Block, Small Conference Room

MEMBERS PRESENT:

Chairperson:

Dr. Sr. Jasintha Quadras, fmm., Principal

Member of Management:

Sr. Veera Barboza fmm, Bursar

Nominee from Local Society:

Ms. Latha Rajan, Director, Ma Foi Strategic Consultants

Nominee from Alumnae:

Dr. Fatima Vasanth, Deputy Principal, Loyola College

Nominee from Employers/Industrialist/Stakeholders:

Ms. Rajshree, Cognizant Technologies Foundation

Senior Administrative Members

Dr. Leema Francis, Dean, Commerce & Business Studies - Shift -II

Dr. Bernadine Joseph, Dean, Planning & Communication - Shift I

Dr. Priscilla Jebakumari, Vice-Principal - Shift I

Dr. Agnes Rozario, Vice-Principal - Shift I

Dr. Sr. Rosy Joseph fmm, Controller of Examination & Associate Professor, Dept. of Mathematics

Dr. Felbin C. Kennedy, Dean, Academic Affairs & Associate Professor, Dept. of Mathematics

Dr. Renuka Rajarathnam, Dean, Research & International Programmes

Senior Faculty Members

Dr. K. H. Rajini, Associate Professor, Dept. of Physics

Dr. Sumitra Dawson, Head UG, Dept. of Fine Arts

Dr. Rita Jayaraj, Head, Dept. of Zoology

Dr. Mary N. L, Assistant Professor, Dept. of Chemistry
Dr. R. Shanmuga Sundari, Assistant Professor, Dept. of Physics
Dr.Sujitha, Assistant Professor, Dept. of English
Dr. J. Maria Agnes Sasitha, Head, Dept. of Sociology
Dr. Sr. Stella Mary fmm, Assistant Professor, Dept. of Economics
Dr.Vidya Srinivasan, Head, Dept. of Commerce, Shift-II
Dr. Birunda Antoinette Mary J, Assistant Professor, Dept. of Computer Science

Student Nominee

Ms. Sharline, Students' Union President 2017-18

Co-ordinator of IQAC

Dr. Sandra Joseph, Associate Professor, Dept. of Social Work

MEMBERS ABSENT WITH APOLOGIES:

Member of Management:

Sr. Susan, fmm, Secretary

Nominee from Local Society:

Dr. V. Suresh, General Secretary, PUCL

Senior Administrative Members

Dr. Nirmala Kanagaraj, Vice-Principal - Shift II

Sr. Francisco Nirmala, Dean, Student Affairs, Assistant Professor, Dept. of Physics

Ms. Shantha Gabriel, Public Relations Officer

Senior Faculty Members

Dr. Dolly Thomas, Head, Dept. of History

Dr. Crystal David, Associate Professor, Dept. of Economics

IQAC Secretary

Ms. Chanchu Nair, IQAC, Secretary

The meeting began with an opening Prayer rendered by Dr. Agnes Rozario, Vice-Principal, Shift-I

Proceedings:

Dr. Sandra, IQAC Coordinator welcomed and presented the IQAC activities of 2016-17. She then called for a discussion on the plan of action for the forthcoming academic year 2017-18. She emphasised the following areas of concern:

Focus areas of discussion:

1. Enhancing research and publication output of faculty members
2. Academic Audit
3. Curriculum Restructure

Dr. Fatima Vasanth made the following suggestions:

1. Ph.D. must be made compulsory for all faculty, including management appointed faculty.
2. All faculty with Ph.D. degrees should be motivated to take up Guideship for M. Phil and Ph.D
3. All departments can plan and collaboratively decide their topics for research and publications.
4. The Dean of Research plays a pivotal role and assists in applying for major and minor projects and from other institutions like ICSSR etc. that fund research activities.
5. A Research Park can be created to help faculty and students in publications and other finances.
6. Research awards can be instituted and given on college day.

Ms. Rajshri added that PG students must be involved in research activities of the department. The College should progress from U.G to P.G to Ph.D. programmes as in IIT. She also suggested that Research methodology must be made part of the curriculum.

Sr. Principal responded by saying that Research Methodology is being taught in all PG departments and a dissertation is mandatory. At the UG level research projects is optional and is supported by the research centre.

Ms. Latha Rajan, was of opinion that Loyola model must be studied and rigorous training must be given to faculty on research methodology. She also mentioned that there are several corporate funding for research activities that must be tapped to enhance research activities on campus.

Alumna should also be strengthened and involved in the activities of the college including research.

Dr. Sumithra and Dr. Mary N.L inquired on the faculty support for research in Loyola, for which Dr. Fatima Vasanth stated that research is undertaken on non-teaching days which is April, May and November (approx 3 months) and also suggested that teaching hours can be reduced.

Ms. Sharline (Students Union President) spoke about the Research Cell certificate programme on research and that she benefitted from this endeavour.

Dr. Fatima Vasanth emphasised that research must be executed at a higher level for the purpose of publication.

On curriculum restructure Dr. Fatima opined that feedback should be taken only after a full cycle of the new syllabus is introduced (2018-2019).

The meeting ended with Sr. Principal thanking the external members for their valuable insights and suggestions. Dr. Sandra Joseph thanked the participants for their presence and contributions to the IQAC. The meeting adjourned at 5.30 PM

PLAN OF ACTION FOR AUTONOMY REVIEW

7, 8 DECEMBER 2016

COMMITTEES AND TASKS

Planning Meeting on 20, Oct 2016

Venue: Principal's Office

Members Present

Dr Leema Francis

Dr Bernadine Joseph

Dr Agnes Rozario

Dr Nirmala Kanagaraj

Dr Sandra Joseph

CORE COMMITTEE:

1. Dr Sr Jasintha Quadras
2. Dr Priscilla Jebakumari
3. Dr Agnes Rozario
4. Dr Nirmala Kanagaraj
5. Dr Leema Francis
6. Dr Bernadine Joseph
7. Dr Renuka Rajarathnam
8. Dr Shantha Gabriel
9. Dr Felbin Kennedy
10. Dr Lakshmi Priya
11. Sr Francisco Nirmala
12. Ms Lora Deva Prasanna
13. Dr Sandra Joseph
14. Dr Sumithra Dawson

Submission of Report to UGC and all members of the Autonomy Review Committee to be completed and checked by 20 Oct, 2016

Final date for despatch 26 Oct, 2016

Responsible Person to despatch Reports - Dr Sandra Joseph with Office of the Principal (Sri Priya and Premi)

Committees	Tasks	Responsible Persons
Reports Committee	Planning the Programme Schedule PPT and Reports to be kept in Principal's Office IQAC Office Presentation of Autonomy Status 2008 onwards Curriculum update from 2008 Best Practices Innovations in teaching learning and evaluation Placements Utilisation of Grants update for last three Plan periods X,XI,XII Financial Report of last five years Library upgradation Technology upgradation Improved facilities and infrastructure	Core Committee will finalize the Reports Dr Sr Jasinthia Quadras Dr Priscilla Jebakumari Dr Agnes Rozario Dr Nirmala Kanagaraj Dr Leema Francis Dr Bernadine Joseph Dr Sandra Joseph Dr Sumithra Dawson
Travel and Accommodation	To arrange ticket booking and booking accommodation for the members Vehicles on campus for departure to hotel/ airport Air Tickets can be booked once confirmation by members Pick up and drop to and from airport to be arranged Travel for the local members (University and DCEs office to be clarified)	Dr Priscilla Ms Lora Ms Sasitha Ms Raji
Decoration	Flower arrangements, potted plants to be arranged at doorways and halls. Principal's office	Sr Hilda Fine Arts Dept Dr Margret Dr Swapna
Food	Coffee breaks Lunches Dinners In case of travelling to airport food to be packed and sent along in the vehicle	History and IS Dept Ms Arthi Ms Dolly
Mementoes	To be purchased and kept ready for all members SMC mementoes Other gifts	Dr Agnes -VP Dr Sandra - IQAC

Photographs and Videography	Wide coverage of visits to depts., other important venues on campus	Physics Dept Sr Nirmala
Cultural programme	Evening of the 7 th of December	Dr Kalpana (20min)
OAT and Hall arrangements	If for dinner etc	Sr Hilda and Team
Inspection of Campus	Check if all areas in the campus are neat and clean, Classrooms, corridors, staircases, lifts Canteen, disposal area, wash rooms, etc	Sr Hilda Deans of Students Main Block – Maths H Block – Zoology A Block – Botany B Block + NN Block + F Block - Commerce HC Block – SW G Block – Fine Arts Play grounds – Sports Enviro Club Rtract Club Student Union
Inspection of Files in respective Departments	Check if all required files are arranged according to protocols	
Temporary office with clerical assistance	A temporary office for the members to be set up with computer and internet facility	Ms Chanchu Small Conference Room (CC Blk) With Stationery, Printer etc
Campus Tour		
CGC		Ms Sarala
Budget		Mememtoes Flower arrangements Food Travel Files for depts Repairs of floors, wash rooms etc

FORMAT FOR PPT PRESENTATION IN DEPARTMENTS

1. Brief Profile of the departments including Vision and Missions
2. New courses introduced 2008 onwards
3. Teaching, learning, evaluation methodologies
4. Student and faculty achievements
5. Department strengths/core specializations
6. Research and publications
7. Best practices
8. Future plans
9. Effective use of autonomy
10. Alumnae

WORKING COMMITTEE FOR REPORTS

Dr Priscilla Jebakumari
Dr Agnes Rozario
Dr Nirmala Kanagaraj
Dr Leema Francis
Dr Bernadine Joseph
Dr Renuka Rajarathnam
Dr Shantha Gabriel
Dr Felbin Kennedy
Dr Mary George
Dr Dolly Thomas
Dr Punitha
Dr Sujitha
Ms Mary Abraham
Ms Birunda
Dr Sumithra Dawson
Dr Sandra Joseph

TEAMS TO VISIT DEPARTMENTS AND OFFICES (14, 15 Nov 2016)

SCIENCES (8 Depts)

Dr Priscilla, Dr Juliana, Dr Nirmala, Dr Rajini

ARTS (10 Depts)

Dr Bernadine, Dr Sandra, Dr Dolly, Dr Regi, Dr Anne, Dr Felbin

COMMERCE

Dr Leema Francis, Dr Agnes Rozario

TIME SCHEDULE FOR VISIT TO DEPARTMENTS

LIST OF FACILITIES/ OFFICES/INFRASTRUCTURE/EXTENSION/EXTRA CURRICULAR ACTIVITIES ETC

Examinations, Library, Archives, Sports, NSS, NCC, LPP, ELLS, Student Support Services, SMCCEP, SMC DRIVE, IQAC, SMICMR, Mentoring, MOUs, International Programmes, Value Education and Christian Perspectives, Campus Placements, Language Lab

Academic Deans – Restructuring and Curriculum Development – 2008 onwards

Bursar – UGC Reports, X, XI, XII Plan utilization certificates,

5 years of Financial Reports

Dr Priscilla – Eco Initiatives

**RECORDS TO BE DISPLAYED IN RESPECTIVE DEPARTMENTS AND OFFICES
FROM THE ACADEMIC YEAR 2008 TO 2016**

VPs OFFICE	EXAM OFFICE
Workloads	Result Galley and result analysis
Time tables	Question Bank
Disciplinary file – action taken	
Remedial classes and their evaluation patterns	
Log book of College activities	
Eco Initiatives on Campus	
STUDENT DEANS OFFICE	ACADEMIC DEANS OFFICE
Clubs and club reports	Analysis of students' attendance
Scholarship File	
Student Union Activities	
DEPARTMENTS	
Minutes of departmental meetings and BOS	History of Department Updated upto April 2016
Growth of the Department	New Programmes/Certificate Courses
Mentoring	Vision and Mission of the Department
Faculty Profiles	Best Practices of the Department
Departmental research and publication profile	Teaching/Learning Methodologies
Stock register of teaching aids	Strengths of the Dept
Student's Forum Reports	Future Plans
Students achievements	Details of Outstanding Alumnae
Guest lectures/ seminars/conferences/ workshops– photo albums	List of Research Projects –UGC, FIST, DST, UBCHEA, Any Other
Co-Curricular Activities	Details of M.Phil. And Ph.D. Scholars
PRINCIPAL'S OFFICE	
	Students feedback (confidential)
	Visitor's books
	Governing Body Minutes& Reports
	Financial Committee Minutes& Reports
Mentoring Booklets	ADMIN OFFICE
Best pedagogic practices –	UGC Utilization Certificates X. Xi. XII Plan
Institution industry interface	Financial Statement of Accounts (last 5 years)
Departmental activities – invites	
Parents teacher meetings file/ registers	
ALUMNAE OFFICE	MAINTAINENCE
Association activities/	Infrastructure Register

meetings – files/registers	
Outstanding Alumna	Physical Infrastructure/ Technological Upgradation
SMART details	ICT Register
CGC	OFFICE OF THE PRO
Institution industry interface	Interface with Media
Placement report	
EXTENSION	IQAC OFFICE
SANGAMAM	SSR Report
SMC DRIVE	All Annexures of the Autonomy Report
SMCNC	All NAAC Certificates
SAP/SL	
NSS/NCC/SPORTS AND GAMES	ARCHIVES
Achievements from 2008-16	
LIBRARY	
Update on Books/Journals	
UGC Grants Utilizations	

Vice Principals & IQAC Weekly Feedback Meeting

Date: 1 August 2016

Time: 10.30 am - 11.45 am

Venue: IQAC Department

Members Present:

Dr. Priscilla Jebakumari (Vice Principal)

Dr. Agnes Rozario (Vice Principal)

Dr. Nirmala Kanagaraj (Vice Principal)

Dr. Sandra Joseph (IQAC Coordinator)

The Members met to discuss the following:

1. **National Educational Policy-** National seminar on NEP 2016 organised by the Consortium of Christian Higher Educational Institutions along with Stella Maris College was held on Sunday July 24, 2016 at HC Block.

The faculty and management staff who attended the same is as follows:

1. Dr. Sr. Jasintha Quadras
2. Sr. Susan
3. Dr. Priscilla Jebakumari
4. Dr. Nirmala Kanagaraj
5. Dr. Agnes Rozario
6. Dr. Sandra Joseph
7. Dr. Bernadine Mary Joseph
8. Dr. Raihana Sabir
9. Ms. Shantha Gabriel
10. Dr. Mithila Rengaswamy
11. Ms. Vini Machado

The seminar concluded with a resolution to summarily reject the NEP as it was against the interest of the minority run institutions and to conduct a signature campaign.

As a follow up of this initiative the VP's and IQAC Coordinator met with Sr. Susan, Sr. Principal, Dean of planning and communication and Dean of commerce.

It was decided to involve the faculty in the exercise of reading the 43 page draft and to respond individually and collectively as a department. It was suggested that all collated views should be reported /submitted by 8th August 2016 to the VP's office.

2. In response to the urgent call from the Arch Bishop's office to partake in the protest rally, a meeting was held by Sr. Susan to request the staff to attend and represent our protest in the noble cause. Dr. Agnes Rozario expressed the views in English and Dr. Alice Joseph spoke in Tamil and expressed solidarity in this cause at the rally held at chepauk stadium organised by the Arch Bishop – George Antony Samy and Consortium of Christian Minority Institutions. Thereby the presence of Stella Maris College was made visible by the participation of Dr. Sandra Joseph, Dr. Agnes Rozario, Dr. Shiny John, Dr. Rita Jayaraj, Dr. Benita Maria, Dr. Nirmala Alex and Dr. Alice Joseph at the rally.
3. The Fresher's Talent Day was effectively organised by the student union on 30 July between 10.30 am – 2.15 pm. Three hours of class of Day order - 4 were observed as follows:
Shift –I – First three hours (7.55 am to 10.20 am)
Shift –II – Last three hours (2.30 pm to 5.10 pm)
The Fresher's Talent Day was a true success in terms of active participation of all first years, good coordination and organization by the student leaders. The Programme was of good quality and effective participation.
4. The IQAC office along with the VP's will respond to the communication on
(1) NAAC Accreditation
(2) Use of live animals in research – (Dissection of animals for science practicals) on August 1, 2016.
5. In response to the University Commission on Free Education Scheme it was decided to send Dr. Priscilla Jebakumari (Vice Principle) to attend the function on August 3, 2016 at 3.00 pm.

Sandra Joseph
Priscilla Kumar
Nirmala
Alice Joseph 4/8/16

Vice Principals & IQAC Weekly Feedback Meeting

Date: 8 July 2016

Time: 11.15 am - 12.15 pm

Venue: IQAC Department

Members Present:

Dr. Priscilla Jebakumari (Vice Principal)

Dr. Agnes Rozario (Vice Principal)

Dr. Nirmala Kanagaraj (Vice Principal)

Dr. Sandra Joseph (IQAC Coordinator)

The Members met to discuss the following:

- I. Disability Resource Center (DRC)** to be set up as part of SMCDRIVE initiative. Ms. Harriet Sathyavathi to be faculty in charge and maintain all records related to students with disability.

Confidential Report to contain details related to:

- (A) Types of Disabilities
- (B) Allergies and Medications

Ms. Catherine – Social Work Department to coordinate the DRC.

To maintain a separate room and the records for the same.

DRC can conduct regular awareness programs/meetings to ensure effective support.

Things to be done

1. Allow breaks during practicals.
2. To allow students to record the lecture sessions.
3. Reading material to be provided in advance of the lectures.
4. Use of sign language interpreter.
5. Reserve seats in class to ensure good communication & visibility.

II. Department Quality Assurance Cell (DQAC) – Based on the discussion on responsibility, rules and functions the following suggestions were made:

Composition:

Departments with only UG Course – Head of the Department & two Senior / Experienced Faculty

Departments with only PG Course - Head of the Department & two Senior / Experienced Faculty

Departments with both UG and PG Course - Head of the Department & three Senior / Experienced Faculty

Note: Term - Three Years.

Head to decide the members and get the approval of the Principal.

DQAC Members list to be submitted to the different offices –VP, IQAC, Academic Deans and the Controller.

These responsibilities can be ensured by the DQAC members along with the cooperation and participation of the other faculty members of the department.

Responsibilities:

Discipline of the student:

- Dress code
- ID Card
- Regularity
- Punctuality
- Discipline at OAT
- Cleanliness of the class – along with the teacher.

Performance of the students:

- Monitor the performance of the student s periodically by DQAC members along with Class Teacher / Mentor.
- Identify students requiring remedial coaching – along with the course teachers of each class and mentors.

Activities of the Department:

Departments with only UG Course – Head of the Department & two Senior / Experienced Faculty

Departments with only PG Course - Head of the Department & two Senior / Experienced Faculty

Departments with both UG and PG Course - Head of the Department & three Senior / Experienced Faculty

- **Every day** - Check if the faculty is on time to class.
 - If faculty is on leave, check if alternate arrangements are made.
- Check the course schedule.
- Prepare the schedule for remedial classes and monitor the conduct of remedial classes.
- Organise parent - teacher meeting.
- Monitor mentoring.
- Organise periodic department meetings in consultation with the head.
- Plan and monitor student and faculty seminars, sessions, guest lecturers, workshops, conferences etc.
- Ensure timely submission of reports and other information required by different offices.
- Ensure that the department systems, printer and equipment are effectively used and maintained along with the faculty in charge.

Continuous Assessment and End Semester Examination:

- Scrutinise the CA question paper.
- After CA, check the performance of the students for each course.
- Prepare the schedule for the second CA test and organise the conduct of the same.
- A schedule of the type and the time for third components for each course to be decided and monitored.
- Assist in the preparation of examiners list.
- Scrutinise the end semester question paper.
- After valuation check the answer sheets to ensure that all questions are valued and marked.

Feedback Mechanism:

At the end of each semester an analysis to be made by the department of the performance of the students CA and end semester marks.

III. As per the Joint Directorate of Collegiate Education Notification for the 3 days' Workshop on Career Sensitization for the visually impaired students, the following 5 students were deputed to attend the same at Anna University to be held from 9-11, July 2016.

- Ms. Aparna - B.A. History II year
- Ms. Saranya - B.A. History II year
- Ms. Bhuvana - B.A. History III year
- Ms. Gowri - B.A. Sociology II year
- Ms. Shreya - B.Com III year

Dhishik Kumar

Arun Rajan
Shivala, K

Sandra Joseph

Vice Principals & IQAC Weekly Feedback Meeting

Date: 1 July 2016

Time: 1.00 pm - 2.00 pm

Members Present:

Dr. Priscilla Jebakumari (Vice Principal)

Dr. Agnes Rozario (Vice Principal)

Dr. Sandra Joseph (IQAC Coordinator)

1. Class representative's election was completed on 18 June 2016.
2. On 20 June 2016 UNHCR- Meeting was held in Helene De Chappotin Block. It was attended by Sr. Susan, Vice Principals and IQAC Coordinator, Dignitaries, Delegates from the US Consulate and Russian Consulate and others were present. The sharing by Refugees from Srilanka, Africa and Bangladesh was very moving.
3. On 21 June 2016 the Indo American Association Programme organised by the members of (FICCI- Chennai) IAA was very fruitful and enriching. The chief guest – Ms. Durga Das an alumni of the Fine Arts department shared her life experiences as a budding entrepreneur and President of Indo – American cricket league. The students of shift II – B.Com (C.S) were highly motivated through the interaction and the talk given by Durga Das between 4-6 pm in room M-0-1.
4. The IQAC Office contacted Ms. Manju Singh of UGC office regarding the Autonomy visit. The Letter was sent on May 4, 2016 to the PA's Office of Manju Singh and reply to the same is awaited.
5. The request from the Administrative office of the Narcotics Department to display the banner prominently among college students and to create awareness among students was undertaken.
6. The inaugural mass is to be held on 15 July 2016 at 11.30 am in order to accommodate the presence of shift I & II faculty and students during the mass.
7. The CPE details dispatched from the Principals office.
8. Posters were displayed in various points about Anti- Ragging measures.
9. Academics Council Nominations completed on 1 July 2016 at 4.15 pm and three members were nominated namely (1) Dr. Rashida Banu, (2) Dr. K. H. Rajini and (3) Dr. Sr. Rosy Joseph
10. A letter was received from ASP- Traffic Police requesting college to change the timings to prevent traffic congestion in the afternoon. In this regard a meeting was convened

with the ASP and was attended by Sr. Susan, the Vice Principals, Sr. Hilda and the Dean of student affairs at the CC block. The following suggestions were announced over the public address system.

11. Departments were reminded and provision was made for online payment of fees by defaulters.
12. The chief guest for the August 15 Independence Day celebrations may be as follows
 - (1) Mr. Gopal Gandhi
 - (2) Mr. Ramachandra Guha
 - (3) Mr. Pandiarajan
 - (4) Ms. Nandita Das

The departments of Mathematics shift I & II are in charge of August 15, 2016 celebrations.

13. The faculty of science departments to meet with Dr. L. S. Ganesh on July 11, 2016 for finalizing the Vision and Mission statement of the departments.

Suggestions to Prevent Traffic Congestion

Shift I

Students of Shift I please instruct your drivers to come through the IN gate and proceed towards CC Block keeping to the left and turn around the green hut and get picked up near the canteen area and move towards the out gate. The pickup zone for Shift I is allotted along the road near the canteen area.

The mini buses will be parked in front of the Main Block on either side of the portico.

Students please note that in order to facilitate the free flow of traffic both the gates will be open between 12.00 and 2.00 p.m. only.

Students are requested to kindly cooperate and follow the same.

Shift II

Students of Shift II please instruct your drivers to drop and pick you up in front of the Main Block. Cars have to come through the IN gate and leave through the OUT gate immediately. Students are requested to alight from the Car without delaying the others.

The mini buses will be parked in front of the Main Block on either side of the portico.

Students please note that in order to facilitate the free flow of traffic both the gates will be open between 12.00 and 2.00 p.m. only.

Students are requested to kindly cooperate and follow the same.

For Faculty:

Faculties are requested to park self-driven vehicles in the parking lot near the bank. Chauffer driven vehicles can remain parked near the F Block.

Other Suggestions

- Assembly timings for shift II can be at the end of the 6th hour.
- 5th & 6th hour will be of 50 mins duration the break between shift I & II can be between 12.45 -1.05 pm.

Priscilla kumar
Anus Ramesh s/r
Lande prof 8/7/2016