STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Academic Year 2019-2020

Minutes & Action Taken Report (ATR)

S.No.	MEETING	DATE	AGENDA	ATR
1.	IQAC Internal Advisory Committee Meeting	July 30, 2019	Preliminary meeting to decide way forward for NAAC SSR preparation and AQAR 2018-19 submission	NAAC SSR Working Committee members list prepared AQAR 2018-19 Preparation taken up
2.	AQAR 2018-2019 working committee meeting	August 06, 2019	AQAR 2018-19 preparation	AQAR 2018-19 preparation in progress
3.	AQAR 2018-2019 working committee meeting	August 17, 2019	AQAR 2018-19 preparation	AQAR 2018-19 preparation in progress
4.	Pre – Admin Audit Meeting	August 22, 2019	Schedule of Administrative Audit and briefing by auditor	Administrative Audit conducted 03 September to 13 September 2019
5.	AQAR 2018-2019 working committee meeting	August 26, 2019	AQAR 2018-19 preparation	AQAR 2018-19 preparation in progress
6.	IQAC Faculty Representatives (MQC) Meeting	September 12, 2019	Introductory meeting NAAC SSR AQAR 2018-19	Formation of Micro Quality Circle (MQC) – List uploaded on website
7.	Minutes of internal advisory 04 Oct 2019 meeting	October 04, 2019	Review of Draft AQAR 2018-2019 Part A and Part B Criteria	AQAR 2018-19 First draft

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8.	Minutes of internal advisory 11 Oct 2019 meeting	October 11, 2019	Review of Draft AQAR 2018-2019 Part B Criteria 3-7 and Student Satisfaction Survey (SSS)	Student Satisfaction Survey (SSS) conducted for 300 students
9.	Minutes of internal advisory 14 Oct 2019 meeting	October 14, 2019	Student Satisfaction Survey (SSS) questionnaire and Review continued of Draft AQAR 2018-2019 Part B Criteria 3-7	Student Satisfaction Survey (SSS)
10.	IQAC Advisory Committee Meeting	October 30, 2019	Agenda of the meeting: * Introduction of new external members * Activities planned for the year 2019-2020 * AQAR 2018-2019 * Preparation for NAAC - SSR 2020-2021	AQAR 2018-2019 Submitted on time in March 2019 Preparation for NAAC - SSR 2020-2021 in progress
11.	Internal advisory meeting	November 01, 2019	Quantitative Metrics - of Draft AQAR 2018-2019 Part B Criteria 3 -7 -Review	Draft AQAR 2018-2019 prepared
12.	Internal advisory meeting	November 04, 2019	Draft AQAR 2018-2019 Quantitative Metrics of Part B Criteria 4 -7 - Review continued	Draft AQAR 2018-2019 prepared
13.	Internal advisory meeting	November 05, 2019	Draft AQAR 2018-2019 Part B Criteria 7 – Review.	Draft AQAR 2018-2019 prepared

14.	Internal advisory meeting	November 09, 2019	Review the content of the Metrics of Draft AQAR 2018-2019	Draft AQAR 2018-2019 prepared and submitted on March 14, 2020
15.	NIRF 2020 Committee Meeting	November 11, 2019	NIRF 2020 preparation	NIRF 2020 preparation started
16.	NIRF 2020 Committee Meeting	November 16, 2019	NIRF 2020 preparation	NIRF 2020 preparation, finalized and submitted on November 2019
17.	IQAC Advisory Committee Meeting	December 16, 2019	Agenda of the meeting: <u>*Strategies for Quality Initiatives *Enhancing Quality in processes * Preparation for NAAC-SSR 2020-2021: - Teaching-Learning - Resource Building - Research - Outreach Programs * Any Other	• India Today submitted on 20 December 2019 • AQAR 2018-2019 Submitted on time in March 2019 • Preparation for NAAC - SSR 2020-2021 in progress
18.	IQAC Faculty Representatives Meeting(MQC)	January 09, 2020	IQAC National Conference 22 January 2020 preparation	IQAC National Conference 22 January 2020 – Emerging Paradigms in Higher Education: 2020 and Beyond
19.	HoDs and IQAC Faculty Representative(MQC Member)	February 05, 2020	NAAC SSR Criterion I preparation	Briefing given to all department HoDs and IQAC Faculty Representatives regarding Criterion I metrics and Course mapping template shared

20.	IQAC Advisory Committee Meeting	March 12, 2020	<u>Agenda of the meeting:</u> Improving Capacities Building Quality Culture Preparation for NAAC - SSR 2020 - 2021: - Feedback mechanism - Student Support and Progression Any other	• Preparation for NAAC - SSR 2020-2021 in progress • Documentation of Research Publications initiated • Feedback mechanism structure in place • Orientation for students • Student placement and pursuit of Higher Studies Shared by CGC
21.	IQAC Advisory Committee Meeting (online during Lockdown)	August 28, 2020	<u>Agenda of the meeting:</u> Online Activities Focus on preparation for NAAC - SSR 2020 – 2021 Extended Profile Criterion 1 to 7 Any other	Webinars conducted for Teachers Preparation for NAAC - SSR 2020-2021 in progress
22.	IQAC , VPs, PRO Meeting each Department Google Meet Link: meet.google.com/bhv-yrgh-fop	Online September 28, 2020 to October 9, 2020	Website Updating and NAAC SSR Evaluative Report	Details of website updating given department wise NAAC SSR Evaluative Report template with evidence samples shared

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23.	Criterion I & VII wise working Committee meeting Google Meet Link: meet.google.com/hhu-xhcu-hok	Online November 2, 2020 to November 6,2020	NAAC SSR: Clarifying Queries Evidence Format	Queries discussed and clarified Evidence Format shared
24.	NAAC SSR Data and Evidence	In campus NAAC SSR Venue: IQAC Conference room December 14, 2020 to December 22, 2020	Checking work in progress: General Profile Criterion 1 Criterion 2 Criterion 3 Criterion 4 Criterion 5 Criterion 6 Criterion 7 Extended Profile Tech support Team	NAAC SSR Data and Evidence collection planned and executed department wise

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Internal Advisory Committee Meeting
Date   : 30 July, 2019
Time   : 10.00 a.m.
Venue   : M 0-2
Agenda   : Preparation for NAAC 2020-2021

The meeting started with a prayer by Dr. Sr. Francisco Nirmala. Dr. Lakshmi Priya Daniel welcomed the members and offered the apologies of those who were unable to attend. She presented the main agenda which was to start preparations for NAAC 2020-2021 in order to move forward with this agenda the immediate action plan was to complete the uploading of the AQAR 2018-2019 for which she gave the reference of two other Colleges (WCC & St. Joseph's ,Trichy) who had already uploaded their AQAR 2017-2018 in the new online format. Dr. Bernadine Joseph & Dr. Geetha Swaminathan spoke about the challenges of the new format which included the DVV (Data Validation and Verification) process.

IQAC Template:

Dr. Lakshmi Priya Daniel discussed the IQAC template which had been formulated under the aegis of Dr. Shiny John Vairamon. The template had been kept open and many of the dept. faculty have completed filling in the details. However certain issues have to be addressed by the IT team.

Dr. Leema Francis & Dr. Vidya Srinivasan also expressed that there was difficulty in uploading documents. In order to resolve such issues the suggestion came up to allocate duration for uploading of documents to be done Dept. wise in the 1st week of August 2019 in the F Block Lab. The IT person Ms. Subbulakshmi and a Computer Science will be deputed to resolve any recurrent problems

Dr. Felbin C Kennedy suggested that the large size of a document uploaded may result in error and therefore requires resizing. Dr. Geetha Swaminathan asked that a schedule be put up for uploading documents in F lab

The next item on the agenda was the NAAC Committee (Steering, Working & Subcommittee) which had to be reframed and intimated to the members concerned. This was endorsed by all present and Dr. Juliana Joe reiterated the need to inform the NAAC Steering & working committee members at the earliest in order to expedite the preparation work. She also suggested that a separate Documents uploading committee be formed with faculty members who are tech savvy

Dr. Lakshmi Priya Daniel brought up the three areas which need to be strengthened:

- Research

- Survey and Feedback mechanism

- Alumnae network

The following are the salient points which emerged after discussion:

- Questionnaire developed by Dr. Bernadine Joseph can be reframed for SSS
- The best methodology to conduct a SSS was debated. Suggestion was to make use of the Computer Labs instead of Mobile Phones to collect feedback from students. Ms. Jeyapriya suggested that this could be combined with the existent course evaluation and teacher evaluation schedules in order to save time and effort. However other members felt that this would be too difficult and could result in a
diluted survey system
- To conduct structured feedback from teachers was agreed upon. Dr. Bernadine Joseph stressed on the importance of analysing any feedback obtained and its use in improving the institution. She also spoke of the need to provide concrete evidence of development of the institution

- Dr. Bernadine Joseph then brought up the significance of Strategic planning for the institution and shared that the 2011 report is available with her which could be used for future plans

The next committee will meet in 3rd week of August 2019 (during the C.A. tests)

Decisions taken:

1. AQAR 2018-2019 to be completed at the earliest

2. IQAC template – uploading documents to be done Dept. wise in the 1st week of August 2019 in the F Block Lab.

3. NAAC steering committee members to be confirmed by this week and intimated in order to start the work

4. Research policy to be circulated and reviewed in the next meeting

5. SSS to be conducted but decision pending regarding the methodology to be used

6. To conduct structured feedback from teachers and analyse the feedback obtained, provide concrete evidence of development of the institution

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

AQAR 2018-2019 Faculty Working Committee

Minutes of the meeting held on 06.08.2019 from 12.00 noon to 1.00 pm in the IQAC Office

Agenda: Formation of the AQAR 2018-19 working committee and Criterion Wise Template provided to the members

The members were invited to team up in pairs and given the criteria to work on. The following are the members:

S. No.	Title	Name of the Faculty	Name of the Faculty
AQAR 2018-2019 – FACULTY WORKING COMMITTEE SHIFTS I & II			
1	Curricular Aspects	Ms. Swati	Ms. I. Diana Judith
2	Teaching-Learning And Evaluation	Ms. Christy Preetha	Ms. Leelavathi R
3	Research, Innovations And Extension	Ms. Tracy Jose	Ms. A. Dhanalakshmi
4	Infrastructure And Learning Resources	Dr. Mithila	Dr. Renuka Devi(CM)
5	Student Support And Progression	Dr. Mithila	Dr. Renuka Devi(CM)
6	Governance, Leadership And Management	Dr. Susan Paul	Ms. Janet Sabina Xavier
7	Institutional Values And Best Practices	Dr. H. Shakila	Ms. D. Renuka Devi(BCA)

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

AQAR 2018-2019 Faculty Working Committee

Minutes of the meeting held on 17.08.2019 from 10.30 to 11.30am in the IQAC Office

Agenda: To review the filling in of the AQAR 2018-19 Criterion Wise Template provided to the members in the previous meeting

The members were welcomed by the IQAC Coordinator who launched into discussing the criteria assigned to two members per criterion. Ms. Mithila (Tamil) working with Ms. Renuka (BBA) on the criteria ' Infrastructure and Learning Resources' and 'Student Support and Progression' had some queries regarding 'Technology Up gradation' as to whether the supporting evidence has to be compiled which was resolved. Ms. Janet and Ms. Susan were assigned criterion VI ON 'Governance, Leadership and Management'. Ms. Janet shared that she had gone through the previous year's AQARs which is uploaded on the college website and then asked if the same could be used as a template for the current AQAR compilation. Dr. Lakshmi Priya welcomed the suggestion and encouraged everyone to go through the previously uploaded AQARs which could give them an insight and also advised that the members could look at other colleges' like WCC and St. Joseph's Trichy - AQAR and SSR as samples. Ms. Leelavathi and Ms. Christy Preetha discussed and further clarified details under their assigned area of 'Teaching –Learning and Evaluation'. Ms. Dhanalakshmi along with Ms. Tracy clarified that Industry –Academia Innovative practices should necessarily include tie-ups with the industry /employers as stakeholders under the criterion 'Research, Innovations and Extension'. Ms. Swati enquired about including 'Certificate courses' for programmes on employability /entrepreneurial/skill development under 'Curricular Aspects' which was agreed upon. DR. Lakshmi Priya thanked all the members for their efforts and shared that she had mentioned this core group and their work in the NAAC Committee meeting under the aegis of the Principal held on 16.08.19. The meeting ended at 11.30am.

Decisions Taken:

- To obtain documentary evidence to support the quantitative and qualitative metrics
- To meet the IQAC faculty representatives for a preliminary meeting to update them regarding the need for supporting documents
- To finish filling the gaps further in each criterion by the next week and to meet on 26.08.2019

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : Pre – Admin Audit Meeting

Date   : 22 August 2019

Time   : 10. 30 a.m.

Venue   : Conference Room, CC Block

Agenda   : Orientation on Administrative Audit 2019

Resource Person:

AUDITOR: MR. VIJAYA SAI
Lead Consultant
Consultancy and Training Services
IRCA Approved Lead Auditor
QCI Approved ZED Consultant

The meeting began with a prayer by Dr. Catherine, Secretary, Research & International Programmes. Dr. Lakshmi Priya Daniel, IQAC Coordinator introduced the Resource person Auditor: Mr. Vijaya Sai

Mr. Vijaya Sai began to further introducing his background as an auditor for 26 years. For the past three years he has been an auditor trained in DN Vgl an apex body for accreditation. He expressed his confidence in helping educational institutions improve quality. He said my job is not to find fault with anyone or to check whether anyone is working but to find out the best practices and to find the gaps to create qualitative improvement to fill those gaps. He also said continual improvement is known as best practices.

He told about the seven criteria in the NAAC manual where one and two is not required for this administrative audit. Key indicators are mentioned under each and every criterion. Activities and records should be maintained according to the Key indicators.

Activity of Auditor:

The auditor will not accept any verbal answers. verbal answers are not an evidence to fulfill the requirement. Documentary information is the objective evidence. Sir, requested Dr. Bernadine Joseph to circulate the NAAC manual. Dr. Lakshmi Priya Daniel, IQAC Coordinator said to check the NAAC website. Auditor said he will provide the page numbers of NAAC manual to circulate. He also said IQAC has the major role in improving the quality of institution.

Admin audit was tentatively planned on August 27, 2019 Estimation to complete the process is five to six days. Auditor will send a detailed audit plan to Dr. Bernadine Joseph and also Auditor

said audit report of gaps will be submitted to the Management. He also assured that the information collected in this institution will not be disposed to other organisations

Dr. Felbin, Vice Principal suggested to circulate the manual immediately and mail should be sent to each depts. mentioning the page nos.

Sr. Susan thanked Mr. Vijaya Sai for coming and explaining the procedure and also she requested the team to cooperate.

Dr. Lakshmi Priya thanked the team and said that this Audit was framed for long term quality management and improvement.

Sr. Susan raised a query on the required documents to be produced on the day of Audit. Auditor said all relevant documents could be produced according to the Key indicators.

He also said the purpose of audit is whether the required information is 100% given or partially given and the accuracy of the information is very important. During the audit the auditor will assess whether the existing practice is sufficient or not. Practice difficulties will not comprise the NAAC manual.

Sr. Susan asked, is it necessary to produce the records in common location in every offices?? For which Auditor said audit will be done in the exact location.

Dr. Leema said some documents were kept as soft copy, do we require hard copy, Sir said not required according to the NAAC requirement.

Dr. Renuka asked for a list of documents to be prepared. Auditor said suggestions and opinions will be given on the existing system. He said to find the root cause and eliminate the negatives. Correction and corrective action. Correction action needed immediately to stop the error. So far it was not noticed to prevent it and not to reoccur in the future

The meeting concluded at 11.20 a.m.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

AQAR 2018-2019 Faculty Working Committee

Minutes of the meeting held on 26.08.2019 from 11.30am to 12.00 noon in the IQAC Office

Agenda: Review of collected information criterion wise.

The following members presented their criterion wise workings:

S. No.	Title	Name of the Faculty	Name of the Faculty	Criterion wise workings
AQAR 2018-2019 – FACULTY WORKING COMMITTEE SHIFTS I & II				
1	Curricular Aspects	Ms. Swati	Ms. I. Diana Judith	Gathering information very challenging- will work and complete maximum this week
2	Teaching-Learning And Evaluation	Ms. Christy Preetha	Ms. Leelavathi R	Met the academic deans – gathered 80% information
3	Research, Innovations And Extension	Ms. Tracy Jose (on leave)	Ms. A. Dhanalakshmi	Have divided the work – continuing to follow up in person with departments
4	Infrastructure And Learning Resources	Dr. Mithila	Dr. Renuka Devi(CM)	Progress slow– Sudhakar IT has to send –other details pending
5	Student Support And Progression	Dr. Mithila	Dr. Renuka Devi(CM)	Working- details pending
6	Governance, Leadership And Management	Dr. Susan Paul(Came later)	Ms. Janet Sabina Xavier (on leave)	Working- gathering details in person - pending
7	Institutional Values And Best Practices	Dr. H. Shakila (came later)	Ms. D. Renuka Devi(BCA)	Working- gathering details in person and some responses reached by email- pending

Decisions taken:

To meet the pairs working criterion wise on Thursday 29.08.2019 - to collate and give the information to Joselin Shiny

To further revisit existing gaps and report together in a meeting on Friday 30.08.2019

STELLA MARIS COLLEGE (AUTONOMOUS)

IQAC Meeting with MQC Members (Micro Quality Circle)

Date & Time : 12.09.2019
                   (1.15 pm – 1:45 pm for Shift I Faculty Members)
                   (12.00 noon – 12:30 pm for Shift II Faculty Members)
Venue   **:** Mini Conference Room, CC block

The first meeting for the Micro Quality Circle (MQC) members was organized by the IQAC team. The main agenda of the meeting was to briefly discuss

    i)   The update of the IQAC webpage
    ii)   The preparation of SSR for the 4th cycle of accreditation in 2020-2021
    iii)   Submission of AQAR for the year 2018 - 2019
    iv)   The IQAC template.

The members were taken through the recommendation of the previous accreditation cycles and as we are preparing the AQAR for the year 2018-19, areas that need to be developed to enhance quality were discussed. This mainly included the enhancement of the research activities in all the Departments. All teaching faculty were asked to take up research publications, attend and organize conferences etc. The MQC members were also informed that multiple publications by a faculty will be counted only once and that for improvement in this criterion it is essential that all faculty of the Department should take up research activities.

All data verification and validation now is done online and hence uploading documentary evidence for all the data included in the annual report is mandatory, for which a separate NAAC portal is to be created in the IQAC web page for this purpose. The MQC members were asked to go through the SOP in the NAAC portal to know the documentary evidence that needs to be uploaded for each criterion.

The deadline for the AQAR 2018-19 is October 2019. Any data that needs to be included, deleted or edited can be done by the Departments according to the schedule given by the IQAC. The Departments can also use this opportunity for troubleshooting in uploading evidences and creating links to access them. For the year 2019-20 the IQAC representatives from each Department were requested to begin collecting data along with evidences in support of the data for the NAAC SSR.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Internal Advisory Committee Meeting
Date   : 04 Oct, 2019
Time   : 12.00 a.m. – 2.30 p.m.
Venue   : CC Block Mini Conference Room

Agenda: Review of Draft AQAR 2018-2019 Part A and Part B Criteria

The meeting started with a prayer by Dr. Juliana Joe. Dr. Lakshmi Priya Daniel welcomed the members and presented the action taken after the previous meeting held on 30 July 2019

Action Taken:

- IQAC Template troubleshooting done department wise first week of September
- NAAC Steering and Working Committees confirmed
- NAAC Advisory Committee External Members Confirmed
- Research policy circulated
- MQC Meeting held
- SWOT Analyses initiated
- Admin Audit Completed 3 – 13 Sep 2019
- Academic Audit 2018 review under progress

*Dr. Felbin C Kennedy unable to attend as VPs had to be present during the conduct of Inter years on that day and Dr. Vidya Srinivasan joined the meeting later

Dr. Bernadine Joseph stayed until 1:00pm and gave her suggestions for Part A & B

Members present for discussion of Part A and Part B Criteria 1 and 2: Dr. Geetha Swaminathan , Dr. Leema Francis, Dr. Juliana Joe

*Changes made circulated as soft copy by mail on AQAR 2018-19 Draft Template

Next follow-up meeting scheduled for 10 October 2019.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Internal Advisory Committee Meeting

Date   : 11 October, 2019   (rescheduled from 10 October 2019)

Time   : 10.30 a.m. – 12.30pm

Venue   : CC Block Mini Conference Room

Agenda: Review of Draft AQAR 2018-2019 Part B Criteria 3-7 and Student Satisfaction Survey (SSS)

The meeting began with Dr. Bernadine Joseph, Dr. Geetha Swaminathan , Dr. Leema Francis in attendance . Dr Lakshmi Priya presented the two Student Satisfaction Survey templates that were discussed and one framework was devised.

* Dr. Felbin C Kennedy, Dr. Vidya Srinivasan and Dr. Juliana Joe unable to attend as they were called for an urgent meeting with the Principal. Dr. Juliana Joe however came in at the end and deliberated on the SSS.

Decisions taken regarding SSS:
- SSS only for final year students considering only last year's (2018-19) courses
- 10 to 15 students per Department with 85% attendance to take the survey
- A teacher from each Department will accompany the group
- Survey to be completed within October

* Soft copy of SSS by mail circulated

Next follow-up meeting scheduled for 14 October 2019.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title : IQAC Internal Advisory Committee Meeting

Date : 14 October, 2019

Time : 11.00 a.m. – 2.30pm

Venue : CC Block Mini Conference Room

Agenda: Student Satisfaction Survey (SSS) questionnaire and Review continued of Draft AQAR 2018-2019 Part B Criteria 3-7

SSS questionnaire finalized and arrangements made to conduct with students who had been shortlisted for proficiency prizes from every department.

Review continued of Draft AQAR 2018-2019 Part B Criteria 3 on Research. Suggestions were recorded on the draft AQAR template and soft copy circulated after the meeting.

Next follow-up meeting scheduled for 01 November 2019.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Meeting

Date   : Wednesday October 30, 2019

Time   : 4:30 p.m. to 6:00 p.m.

Venue   : Mini Conference Room, CC Block

Members Present: Sr. Susan Matheikal fmm, Secretary of the College; Dr. Deepak Swaminathan, Serial Entrepreneur; Ms. Sarala Vasu, Alumna; Dr. Leema Francis, Dean, Commerce and Business Studies; Dr. Bernadine Joseph, Dean, Planning and Communication,; Dr. Geetha Swaminathan Director, SCEED; Dr. Felbin C. Kennedy, Vice-Principal - Shift I and Associate Professor, Department of Mathematics; Dr. Vidya Srinivasan, Vice-Principal - Shift II and Associate Professor Department. of Commerce; Dr. Juliana Joe, Dean of Academic Affairs & Associate Professor, Department of Zoology; Dr. Renuka Rajarathnam, Dean, Research and International Programmes; Dr. Mary T Abraham, Dean of Student Affairs and Assistant Professor, Department of Social Work; Sr. Stella Mary fmm, Dean of Student Affairs and Assistant Professor, Department of Economics; Dr. Rita Jayaraj Head and Assistant Professor, Department. of Zoology; Dr. Sumithra Dawson, Head and Associate Professor, Department of Fine Arts; Dr. Dolly Thomas, Head and Associate Professor, Department of History; Dr. Maria Agnes Sasitha, Head and Assistant Professor, Department of Sociology; Dr. Mary N. L, Head, and Assistant Professor, Department of Chemistry; Dr. R. Shanmuga Sundari Assistant Professor, Department of Physics; Dr. Birunda Antoinette Mary J. Head and Assistant Professor, Department of Computer Science; Ms. Niveditha K. Students' Union President 2019 - 20; Dr. Lakshmi Priya Daniel, IQAC Coordinator and Associate Professor, Department of Fine Arts; Ms. Sahaya Joselin Shiny, Secretary.

Members Absent: Dr. Sr. Rosy Joseph fmm, Principal; Dr. Sandra Joseph, Associate Professor, Department of Social Work; Sr. Veera, Bursar; Ms. Zonita Mason Controller of Examination and Associate Professor, Department of Commerce-Shift I; Dr. Rajeswari Thyagarajan, Director, Mudhra Fine Blanc Pvt. Ltd.

Messages Received: Dr. Sr. Rosy Joseph fmm, Principal; Dr. Sandra Joseph, and Sr. Veera, Bursar.

Title   : IQAC Advisory Committee Meeting

Date   : Wednesday October 30, 2019

Time   : 4:30 p.m. to 6:00 p.m.

Venue   : Mini Conference Room, CC Block

Dr. Lakshmi Priya Daniel, IQAC Coordinator welcomed the gathering and invited Sr. Susan,to begin the meeting with a prayer. Dr. Lakshmi Priya Daniel conveyed to the members the apologies sent by Dr. Sr. Rosy, Principal; Dr. Sandra Joseph, and Sr. Veera, Bursar.

Dr. Deepak Swaminathan, Ms. Sarala Vasu and Dr. Rajeswari Thyagarajan were welcomed as external members and introduced to the committee.

The Coordinator listed the following core activities carried out by the IQAC during the period June to October 2019 and highlighted the achievements:

- Starting of preliminary work for NAAC accreditation
- Ongoing preparation of the NAAC - Self Study Report which will be submitted in July 2020
- The completion of the first draft of the Research Policy and the review process that would begin shortly
- AQAR reports till 2017-2018 already uploaded on the College website; the report for 2018-19 was ready for upload
- Discussion of the National Education Policy draft among staff and students with two external experts in July 2019
- A National Conference is being planned by the IQAC for Jan. 2020
- The Sr. Hedwige Award to Stella Maris College by the Xavier Board
- The receipt of the Paramarsh Award by the College, under the UGC Scheme under which Stella Maris College would mentor six institutions
- Collection of backlog data for AQAR in August 2019 done with the help of a few faculty members constituting a working committee
- The ongoing process for NIRF submission which will be done in Nov. 2019
- Completion of surveys among alumnae and feedback from parents
- Completion of Student Satisfaction Survey on a requirement fulfilled for AQAR 2018-2019

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Meeting

Date   : Wednesday October 30, 2019

Time   : 4:30 p.m. to 6:00 p.m.

Venue   : Mini Conference Room, CC Block

Dr Lakshmi Priya Daniel also highlighted the following activities proposed for the coming months:

- To establish an incubation centre
- To embark on a project on Women in Leadership which had been envisaged as a collaborative workshop with Trinity Western University, Canada
- The International Conference to be held on December 12 2019 in collaboration with the University of Melbourne
- To conduct a follow-up of the Academic Audit conducted in Sep. 2018 and for the Administrative Audit that had been conducted in September 2019.

Dr. Lakshmi Priya Daniel also pointed out that the Administrative Audit had been conducted across the College at which 21 departments/offices were covered. She mentioned that the External Auditor had specifically appreciated the manner in which the activities of the Career Guidance Cell were planned.

Dr. Lakshmi Priya Daniel briefed the members on faculty programmes that had already been completed and on the plans for the coming year. She highlighted some programmes that would be conducted for the non-teaching staff as well as the plans for conducting programmes with the Students' Union.

Ms. Sarala expressed her interest in knowing more about the incubation centre. In the ensuing discussion a few existing activities undertaken in idea generation came to light such as the Incubation Centre of the Commerce Department . As a part of this endeavour Dr. Leema Francis briefed the members on the Entrepreneurship Development Cell a part of the Commerce Department's Incubation Centre which collaborates with Anna University. Forty students were trained in stock brokering through the EDC. Ms. Sarala Vasu suggested that the College collaborate with IIT Madras. To this, Dr. Felbin C. Kennedy replied that the Department of Mathematics already had such a collaboration.Ms. Sarala clarified that students of Social Work

Title   : IQAC Advisory Committee Meeting

Date   : Wednesday October 30, 2019

Time   : 4:30 p.m. to 6:00 p.m.

Venue   : Mini Conference Room, CC Block

and Commerce should collaborate. Dr. Felbin informed the members about data analytics which they had started; she expressed the intent of the Mathematics Department to collaborate with Liverpool Hope University.

Dr. Renuka Rajaratnam expressed an interest in including Social Entrepreneurship, where service to society should encompass all disciplines.

Dr. Geetha suggested that every Department be linked. She informed the members about available funding from the Department of Science and Technology and the Department of Biotechnology; she further pointed out that all science departments as well as the departments of Mathematics and Computer Science could benefit. Dr. Lakshmi Priya Daniel reiterated that the suggested Incubation Centre would be multidisciplinary and student-centered with faculty from various departments providing mentorship.

The members were shown the Annual Quality Assurance Report 2018-2019 and the collated data. New external members were also given the highlights.

A brief discussion on Intellectual Property Rights followed. At Dr. Deepak's request for a clarification on this, Dr. Geetha Swaminathan explained that IPR was at present considered only for PhD scholars and faculty. Dr. Deepak suggested that faculty and students be trained by an external expert in IPR and that creative ownership be encouraged. The latter was made in response to Dr. Felbin's information about the rise in numbers of students carrying out independent research.

Dr. Deepak asked for more information on Best Practices of College. Dr. Geetha Swaminathan expanded on the vision of the college, and mentioned the focus on Social Awareness Programmes, the Language Partnership Programme and the Pathway Programme.

Ms. Sarala Vasu added the Mahindra Pride School run by Mahindra Tec

The President of the Students' Union Ms Nivedhitha was then asked to share her views. She told the Committee that IQAC student representatives were actively invloved in SWOT analyses; she

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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Meeting

Date   : Wednesday October 30, 2019

Time   : 4:30 p.m. to 6:00 p.m.

Venue   : Mini Conference Room, CC Block

further expressed the opinion that the humanities needed to have a more application-oriented approach to learning. Dr. Bernadine was concerned about why teaching and teacher evaluation rated average and fair and not excellent. Ms. Nivedhitha replied that the answers to the questions were written in a report format by the class representative and that the ratings could be wrong. She also pointed out that the class representatives expressed difficulty in having to collate answers of the entire class. Dr. Deepak wanted to know what gap the students had found, in terms of various criteria such as teaching-learning, infrastructure and facilities on campus and suggested that steps are taken to identify this gap. Dr. Felbin further advised the students to identify the lacunae and and report it. Dr. Deepak suggested that the the questions and options be reformatted and rephrased. The question of how to get feedback effectively from students was discussed.

The members were briefed about procedures followed earlier in the class committee meetings procedure and new procedures followed mid semester.They were also informed about the online evaluation done at the end of the semester. Ms. Sarala expressed concern over the fact that students of the College never asked questions during discussions and the relative lack of application-oriented courses for humanities disciplines.

Dr. Deepak suggested that using an external agency and a mobile-based application for feedback would be effective. He the informed the members about applicationss with firewalls available. To Dr. Renuka's query about what other colleges did regarding feedback where the analyses could show accuracy, Dr. Deepak said that a 15% discounting on feedback in terms of realistic measurements would be acceptable.He suggested that the IQAC explore different methods of collecting feedback and choose the most effective one.

The meeting ended with the IQAC coordinator thanking the members of the Committee for their involvement and suggestions.

The next meeting has been scheduled for the first week of December, 2019.

Title   : IQAC Internal Advisory Committee Meeting

Date   : 1 November, 2019

Time   : 11.00 am – 1.30pm

Venue   : CC Block Mini Conference Room

Agenda: Quantitative Metrics - of Draft AQAR 2018-2019 Part B Criteria 3 -7 -Review continued

Dr. Lakshmi Priya Daniel, IQAC Coordinator brought forward the minutes of the previous meeting and stated that the Student Satisfaction Survey was completed with about 300 students and the results would be published on the college website. The members of the committee for reviewing the Quantitative Metrics of the Draft AQAR 2018-2019 were present and discussed Criterion 3 on Research at length.

Decisions taken:

- Missing data will be collected from the departments
- MoUs from the secretariat office of the Principal to be added
- Citation index from the concerned faculty to be updated
- List of colleges who visited the research center to be obtained

The copy of the updated Criterion was emailed to the members for perusal.

The next meeting is to be held on 4 Nov. 2019 to complete the review of Draft AQAR 2018-2019.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Internal Advisory Committee Meeting

Date   : 04 November, 2019

Time   : 10.30 am – 5.00pm

Venue   : CC Block Mini Conference Room

Agenda: Draft AQAR 2018-2019 Quantitative Metrics of Part B Criteria 4 -7 - Review continued

The members of the committee were present for reviewing the Quantitative Metrics of the Draft AQAR 2018-2019 and started discussions on Criterion 4 on Infrastructure and moved on to complete the discussions on Criteria 5 and 6.

Some of the suggestions which emerged after discussion to be presented to Sr. Principal for consideration are as follows:

- Seed money for research proposal writing to be given to every department mandatorily
- WiFi connectivity to be reinstated in the OAT
- Any information regarding students- attending any programmes /interviews, scholarships etc. to be shared / reported at all levels from Principal's Office, VPs, HoDs, Student Deans etc.

The copy of the updated Criteria 4 to 6 was emailed to the members for perusal.

The next meeting scheduled for 5 Nov. 2019 to complete the review of Draft AQAR 2018-2019 for Criterion 7.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Internal Advisory Committee Meeting

Date   : 05 November, 2019

Time   : 10.30am – 12.30pm

Venue   : CC Block Mini Conference Room

Agenda: Draft AQAR 2018-2019 Part B Criteria 7 – Review.

The members reviewed Criterion 7 which was pending from the Draft AQAR 2018-2019. This criterion contained largely qualitative metrics and the changes were recorded on the soft copy of the template. A first level discussion of the best practices of the college was held and the two areas suggested were Gender Equity as there were many programs in the year 2018-19 and Entrepreneurship Development both of which had not been featured in the previous AQARs.

The copy of the updated Criterion was emailed to the members for perusal.

The next meeting is to be held on 09 Nov. 2019 to review the content of the Qualitative Metrics of Draft AQAR 2018-2019.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Internal Advisory Committee Meeting

Date   : 09 November, 2019

Time   : 09.30am – 11.30am

Venue   : CC Block Mini Conference Room

Agenda: Review the content of the Metrics of Draft AQAR 2018-2019

The members reviewed the Qualitative Metrics alone and a few changes were made. The draft was circulated to Dr Bernadine Joseph who had prepared the inputs.

The copy of the updated Qualitative Metrics was emailed to the members.

*At this juncture – a new development had been noticed that the AQAR 2018-19 was no longer available in the NAAC website. Upon sending a query the response was that the portal will be opened individually according to the accreditation status of each institution.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   **:** NIRF 2020 Committee Meeting

Date   **:** 11 November, 2019

Time   **:** 10.30am – 1.30am

Venue   **:** CC Block Mini Conference Room

Agenda   **:** NIRF 2020 – Preparation

Members :
Dr. Leema Francis
Dr. Sandra Joseph
Dr. Vidya Srinivasan
Dr. Lakshmi Priya Daniel

Secretarial Assistance:
Ms. Gayatri (Principal's office)
Ms. Sahaya Joselin Shiny (IQAC Office)

Dr. Leema Francis and Dr. Sandra Joseph initiated NIRF 2020 - compilation and collation of data. Ms. Gayathri and Ms. Joselin Shiny had already completed some of the parameters. The parameter on Student Strength had to be reviewed as also the parameter on Faculty details.

The decision was taken to form smaller working committees with faculty members who had worked on the previous year's NIRF report. As the new semester was beginning on 15.11.2019 the new members were to be informed by the IQAC Coordinator and a preliminary meeting was scheduled for 15th or 16.11.2019.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : NIRF 2020 Committee Meeting

Date   : 16 November, 2019

Time   : 10.00am – 1.00pm

Venue   : CC Block Mini Conference Room

Agenda   : NIRF 2020 – Preparation

Faculty members who had worked on the previous year's NIRF report were present in smaller working committees. They were briefed by Dr. Lakshmi Priya Daniel about the need for details to complete the NIRF 2020 report. The discussions continued with the core committee making a decision to call for the information from the various faculty members as and when required. Queries were raised as to whether the academic year to be considered in Graduate Outcomes for students taking up Higher Studies was the year ending in Apr 2018 0or 2019. It was suggested that the query be sent directly to NIRF Help desk. Another suggestion was to check with the Bursar's Office regarding inclusions made in Utilisation and expenditure for which a letter was submitted by the IQAC Coordinator to the Principal. This was to ensure that the Financial Utility Parameter could be enhanced through addition of department level expenses etc. The meeting ended with members seeking to gather information for NIRF 2020.

The next meeting was scheduled for 18.11.2019.

Core Committee
Dr. Leema Francis
Dr. Felbin C Kennedy
Dr. Sandra Joseph
Dr. Vidya Srinivasan
Sr. Veera
Dr. Juliana Joe
Dr. Geetha Swaminathan
Dr. Mary George
Dr. Hima Bindu
Dr. Lakshmi Priya Daniel

Sl. No.	Details	Working Committee
1.	Students Intake/Strength	Ms. Shanthi Ranjit Ms. A. Dhanalakshmi Dr. Subasri Dr. Nanthamil Nangai
2.	Scholarship	Ms. Mary T Abraham Ms. Leema
3.	Higher Studies and Placements	Ms. Lissie Josephine Dr. Susan Paul Ms. Geraldine Maria Smith Ms. Renuka Devi (C.Sci.) Ms. Nivedita
4.	Faculty Details	Ms. Victoria Henry Ms. Jesintha Preethi Ms. Charulatha
5.	Facilities	
	Financial Resources: Utilized amount for the capital and operational expenditure in the previous three years	Mr. Sekar
	Details of Physically Challenged Students (PCS) facilities	Ms. Meenakshi (New Block)
6.	Graduation Details	Ms. S Jothilakshmi Dr. Avila Josephine B
7.	Perception	Dr. Hima Bindu Ms. K. Latha
	Over all Assistance	Ms. Gayathri Ms. Sahaya Joselin Shiny Ms. Subbulakshmi

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Meeting

Date   : Monday, December 16, 2019

Time   : 3:00 p.m. to 4:00 p.m.

Venue   : Conference Room, CC Block

Members Present: Dr. Sr. Rosy Joseph fmm, Principal; Sr. Susan Matheikal fmm, Secretary of the College; Dr. Rajeswari Thyagarajan, Director, Mudhra Fine Blanc Pvt. Ltd ; Ms. Sarala Vasu, Alumna; Dr. Bernadine Joseph, Dean, Planning and Communication; Dr. Geetha Swaminathan Director, SCEED; Dr. Felbin C. Kennedy, Vice-Principal - Shift I and Associate Professor, Department of Mathematics; Dr. Sandra Joseph, Vice-Principal - Shift I and Associate Professor, Department of Social work; Dr. Vidya Srinivasan, Vice-Principal - Shift II and Associate Professor Department of Commerce; Ms. Zonita Mason Controller of Examination and Associate Professor, Department of Commerce-Shift I ; Dr. Renuka Rajarathnam, Dean, Research and International Programmes; Dr. Mary T Abraham, Dean of Student Affairs and Assistant Professor, Department of Social Work; Dr. Rita Jayaraj Head and Assistant Professor, Department. of Zoology; Dr. Sumithra Dawson, Head and Associate Professor, Department of Fine Arts; Dr. Dolly Thomas, Head and Associate Professor, Department of History; Dr. R. Shanmuga Sundari Assistant Professor, Department of Physics; Dr. Birunda Antoinette Mary J. Head and Assistant Professor, Department of Computer Science; Ms. Ajie George, Head and Associate Professor, Department of English; Dr. Mary George, Associate Professor, Department of Chemistry; Dr. Srinidhi, Head and Assistant Professor, Department of Public Relations; Dr. M. Mahalakshmi, Librarian; Ms. Niveditha K. Students' Union President 2019 - 20; Dr. Lakshmi Priya Daniel, IQAC Coordinator and Associate Professor, Department of Fine Arts;
Members Absent: Dr. Deepak Swaminathan, Serial Entrepreneur; Dr. Leema Francis, Dean, Commerce and Business Studies; Sr. Veera Barboza fmm, Bursar; Dr. Juliana Joe, Dean of Academic Affairs & Associate Professor, Department of Zoology; Dr. Sr. Stella Mary fmm, Dean of Student Affairs and Assistant Professor, Department of Economics; Dr. Mary N. L, Head, and Assistant Professor, Department of Chemistry; Dr. Maria Agnes Sasitha, Head and Assistant Professor, Department of Sociology and Ms. Sahaya Joselin Shiny, Secretary.
Messages Received: Dr. Deepak Swaminathan; Dr. Leema Francis; Sr. Veera Barboza fmm; Dr. Juliana Joe; Dr. Sr. Stella Mary fmm; Dr. Mary N. L; Dr. Maria Agnes Sasitha and Ms. Sahaya Joselin Shiny.
The IQAC advisory committee meeting commenced with a prayer by Dr. Birunda. Dr. Lakshmi Priya Daniel, IQAC Coordinator then welcomed the external members Dr.Rajeswari Thyagarajan and Ms. Sarala Vasu. She also welcomed the new Vice-Principal Dr. Sandra Joseph and new members Dr. Ajie George, Dr. Mary George, Dr. Srinidhi and the Librarian Dr. Mahalakshmi. She then enquired if everyone had perused the minutes of the meeting held on 30th October 2019 that had been circulated by mail. She said that all the changes that had been suggested for the minutes had been incorporated.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Meeting

Date   : Monday, December 16, 2019

Time   : 3:00 p.m. to 4:00 p.m.

Venue   : Conference Room, CC Block

Dr. Daniel then presented a powerpoint on the activities of the IQAC from October to December. She spoke of the SSR that has to be submitted in 2020 and highlighted the work being done for the NAAC report. The work that has been done in the period 31 October to 15 December 2019 includes conduct of faculty and staff development programmes. There has also been a follow up of audits and feedback systems. The NIRF 2020 submission was uploaded on 27 November 2019 and the IQAC coordinator thanked all who had assisted in the process. The IPR Workshop with DST was held on 11th and 12th November for faculty.

An International Conference Titled "Shaping Women Leaders" was held in collaboration with the University of Melbourne on 12th December, 2019, for the students and faculty. The conference was very well received by all who participated. The College has been selected to mentor six institutions as they prepare for accreditation under the PARAMARSH scheme and this process has been going on. The team has received very positive feedback from the mentee institutions. The submission date for the India Today Ranking is 23 December and the team working on collating the data is hoping to complete the work by 19 December. It is now a NAAC mandate to have photographs geo-tagged and this had been done. The IQAC also organised a faculty workshop on "Millennials in the Classroom- a Holistic Approach to Engaging Education." It was facilitated by Dr. Brenda Lee Sasaki, Trinity Western University, Canada. Some of the programmes that are slotted for the semester are – Workshop on Effective Communication & Work Ethics, January 2020, A session on health & hygiene and medical check-up for the support staff, Workshop on Inter-personal Relationship and Team building to enhance quality work for non-teaching staff in February 2020, a National Conference on Strategies to Achieve Academic Excellence in Higher education in slotted for January and a workshop on Initiatives Towards a Cleaner Environment on campus for student representatives and the support staff is also planned for January.

Dr. Geetha Swaminathan explained the activities of SCEED and their collaboration with IQAC. She also explained the features of the 'PARAMARSH' programme and the role of Stella Maris College as a mentor. She also brought to the notice of all members present that the NAAC SSR format will be revised in January 2020.

The idea of an incubation centre was discussed during the last meeting in October. Ms. Sarala Vasu prepared a draft for the same and sent to the IQAC office but will send to SCEED and Principal's office and discussions regarding implementation to be held during the next meeting.

Title   : IQAC Advisory Committee Meeting

Date   : Monday, December 16, 2019

Time   : 3:00 p.m. to 4:00 p.m.

Venue   : Conference Room, CC Block

Dr. Sandra Joseph suggested that the proposed strategies for the future and ideas should be taken to the departments for a feedback. Dr. Bernadine Joseph agreed to the suggestion saying all decisions should be inclusive.

Dr. Daniel said feedback mechanism from various stakeholders like parents, alumnae and the industry needs to be strengthened and towards this an initial step to be taken is to identify 100 stakeholders per department which will be used to create a database.

Dr. Bernadine Joseph suggested that departments be grouped together to critically evaluate the best practices.

Dr. Felbin C Kennedy advised that the faculty deputed to attend various conferences and workshops outside be asked to prepare a presentation and share the same with other faculty members during non-working hours. There was a further proposition that faculty who attend sessions on NIRF and NAAC preparations should have a forum to share their ideas.

Dr. Rajeswari said that there is no need for a physical meeting as online platforms like a WhatsApp group can be used for the same. Dr. Mahalakshmi said that such sharing of faculty experience can also be put up on D' Space.

Dr. Rajeswari also wanted to know the purpose of having an IQAC. Dr. Daniel explained that it was mandated by the NAAC and it is a body that promotes quality in the education process. She explained the role of the IQAC and DQAC.

Dr. Rajeswari asked if regular auditing was done and was informed that the college has had an academic, administrative and energy audit in the recent past apart from the regular requisite government and financial audits. One of the positive outcomes of the administrative audit was that Department manuals are being prepared with the roles and functions for each office.

There was a discussion regarding the outreach programmes initiated on campus. Dr. Vidya spoke of the financial literacy drive in collaboration with SBI, which was done by the students of the Commerce department. It was a successful campaign. Ms. Nivedita, the president of the Students Union, said the Union has been taking feedback from students on campus cleanliness drives and they are looking forward to the inputs of the environment conference in January. She also

Title : IQAC Advisory Committee Meeting

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Venue : Conference Room, CC Block

expressed happiness with the International Conference on 'Shaping Women Leaders', which she felt had a big impact on the participants.

Dr. Bernadine cautioned that there are fraudulent websites and organizations that advertise the services offering to help institutions get a grade 'A' for accreditation.

Ms. Sarala Vasu said the Pathway programme should be showcased as one of the best practices. Ms. Sarala went on to say that the Pathway programme will be conducted on January 06, 2020 for 20 students of Shifts I & II by Mahindra Pride. The second set will be done in April.

Dr. Geetha Swaminathan explained that the AQAR 2018-2019 would be uploaded when the NAAC Portal was opened specifically for our institution according to the accreditation date.

The meeting came to a conclusion with Dr. Sr. Rosy Joseph, Principal thanking Dr. Lakshmi Priya Daniel and the team for all the hard work. She spoke of all the conferences that had been recently concluded on campus and said that some of the foreign delegates were still present on campus. She thanked the external experts and all the members present.

The next meeting has been scheduled for February, 2020.

Date   : 09 January, 2020

Venue : M 0-2

Agenda: Preparation for IQAC National Conference - 22 January 2020

Dr Lakshmi Priya Daniel, the IQAC Coordinator welcomed everyone and said that the preparations were well underway for the IQAC National Conference– Emerging Paradigms in Higher Education: 2020 and Beyond - to be held on 22 January 2020 in the SS Block, Stella Maris College.

The following items were discussed:

- The invited chief guest and keynote speaker for the inaugural session was Dr. Anne Mary Fernandez, former Registrar of University of Madras and Karunya University, Coimbatore

- Two technical sessions with invited speakers were to be arranged in the SS Block II Floor hall

- The IQAC representatives both students and faculty (MQC members) asked to help coordinate and organize the conference. Organizing team list had been prepared and communicated

- The schedule for the conference and the invitations to be circulated to other colleges including PARAMARSH Mentee institutions shared

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Date   : 5 February, 2020

Time   : 11.35am and 1.15pm (Shift II & Shift I)

Venue   : CC Block, Small Conference Room

Agenda   : NAAC SSR Preparation Criterion I – Curriculum - Course Outcomes, Course Mapping

Criterion – I Team:
Dr. Juliana Joe
Ms. Jeyapriya
Dr. Shyamala
Dr. Mary George
Dr. Priya Mary George
Ms. Evangel

Following instructions were given to HoDs and MQC members:

- Departments requested to check the AQARs in the college website

- Details given in IQAC template submitted by the department to be generally followed

- To identify and include all possible courses/details with appropriate justifications.

Common decisions conveyed:

Programme code : eg. CS for Computer Science

Department code is the programme code

Programme Name: B.C.A. ,M.Sc.(IT)

New Course:

- Totally New course- first time offered by a department (New title)
- Courses with a new title without minimum of 50% changes in the course content cannot be considered as a new course

Courses with employability/ entrepreneurship/ skill development**:**

   Documents Required:

- Syllabus copy of the courses highlighting the focus on employability/ entrepreneurship/ skill development along with their course outcomes
- Scanned images of MoUs
- Provide mapping of the courses to employability / entrepreneurship / skill development

   To avoid:

   The courses which are not directly leading to employability / entrepreneurship / skill development are not to be included

Value added courses offered-

Documents Required:

- List of students enrolled
- Brochure and Course content or syllabus along with course outcome of Value added courses offered
- Certificates of randomly selected students enrolled in such courses and attendance sheets of selected courses
- Departments to maintain attendance sheet, mark sheet and sample certificate and scanned image of student certificates for all the value added courses

Field projects/ internships / student projects -

Documents Required:

- List of students undertaking the field projects/ internships / student projects program-wise in the last completed academic year along with the details of title, place of work etc. (Departments to prepare)
- Internship completion certificate from the organization where internship was completed along with the duration. (Departments to prepare)
- Report of the field visit / sample photographs of the field visit / permission letter (Departments to prepare)
- Reports of students projects. (Departments to maintain)

Department level:

- Research Projects carried out by students under SMICMR can be included under student projects
- SAP/SL field projects can also be included(Proper documents to be maintained)
- Dissertation which includes conducting surveys outside the college/university premises and collection of data from designated communities or natural places can be included under field projects. Other dissertations can be included under student projects
- MC/ME/Component projects (individual/group) can also be included if the project reports(proper document) is available in the department
- Structured feedback obtained for design and review of syllabus from Students, Teachers, Employers and Alumni to be collated department wise

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Meeting

Date   : Thursday March 12, 2020

Time   : 2:00 p.m. to 3:00 p.m.

Venue   : Conference Room, CC Block

MEMBERS PRESENT: Dr. Sr. Rosy Joseph fmm, Principal; Sr. Susan Matheikal fmm, Secretary of the College; Dr. Deepak Swaminathan, Serial Entrepreneur; Dr. Rajeswari Thyagarajan, Director, Mudhra Fine Blanc Pvt. Ltd. ; Ms. SaralaVasu, Alumna;
Dr. Leema Francis, Dean, Commerce and Business Studies; Dr. Bernadine Joseph, Dean, Planning and Communication,; Dr. Geetha Swaminathan Director, SCEED; Dr. Felbin C. Kennedy, Vice-Principal - Shift I and Associate Professor, Department of Mathematics; Dr. Sandra Joseph, Vice-Principal - Shift I and Associate Professor, Department of Social Work; Dr. Vidya Srinivasan, Vice-Principal - Shift II and Associate Professor Department. of Commerce; Dr. Juliana Joe, Dean of Academic Affairs & Associate Professor, Department of Zoology; Ms. Zonita Mason Controller of Examination and Associate Professor, Department of Commerce-Shift I; Dr. Renuka Rajarathnam, Dean, Research and International Programmes; Dr. Mary T Abraham, Dean of Student Affairs and Assistant Professor, Department of Social Work; Sr. Stella Mary fmm, Dean of Student Affairs and Assistant Professor, Department of Economics; Dr. Rita Jayaraj Head and Assistant Professor, Department. of Zoology; Dr. Sumithra Dawson, Head and Associate Professor, Department of Fine Arts; Dr. Dolly Thomas, Head and Associate Professor, Department of History; Dr. Maria Agnes Sasitha, Head and Assistant Professor, Department of Sociology; Dr. Mary N. L, Head, and Assistant Professor, Department of Chemistry; Dr. R. Shanmuga Sundari Assistant Professor, Department of Physics; Ms. Birunda Antoinette Mary J. Head and Assistant Professor, Department of Computer Science;
Ms. Niveditha K. Students' Union President 2019 - 20;
Dr. Lakshmi Priya Daniel, IQAC Coordinator and Associate Professor, Department of Fine Arts; Ms. Sagaya Joselin Shiny,Secretary.

MEMBERS ABSENT & MESSAGES RECEIVED: Sr. Veera, Bursar.

The IQAC advisory committee was held on 12 March 2020 from 2 pm onwards. The meeting commenced with a prayer by Ms. K. Niveditha, president of the Students' Union 2019-20. Dr. Lakshmi Priya Daniel, IQAC Coordinator then welcomed the external members Mr. Deepak and Ms. Sarala Vasu. External member Dr. Rajeswari joined a few minutes after the meeting began.

Dr. Daniel then presented a power point on the core activities of the IQAC, which include preparation of the SSR that has to be submitted in 2020 and highlighted the work being done for the NAAC report by the steering and criterion wise working committees. The IQAC was also

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Meeting

Date   : Thursday March 12, 2020

Time   : 2:00 p.m. to 3:00 p.m.

Venue   : Conference Room, CC Block

involved in preparing for ranking by various agencies. A follow up of the administrative audit and feedback systems was also undertaken.

Dr. Daniel shared the photographs and spoke about the activities that IQAC conducted and facilitated in the organization of for students, faculty and staff from 17 December to 12 March 2020 which are as follows:

A National Conference on "Emerging Paradigms in Higher Education" was organised on 22.1.2020. As part of the Project on "Women in Leadership" for faculty across departments a workshops on Leading the Self and Others was conducted by Dr. Meher Spurgeon. A one day workshop on "Teamwork, professionalism and Work Ethics" was organised for administrative staff on 22.2.2020. The session was conducted by Mr. Roy Anand. The sessions were very interesting and were well received by all the participants. There was a health check - up organised by the Deans of Student Affairs for the non-teaching and support staff on 11.3.2020.

Stella Maris College under the ongoing Paramarsh scheme has been mentoring six institutions as they prepare for accreditation and this process has been going on collaboratively between the IQAC and SCEED. The team of Ms. Charulatha of B.C.A department and Dr. Shilaja of the English department has received very positive feedback from the mentee institutions where they conducted Workshops on Online Teaching Tools. The six institutions were invited to visit Stella Maris to share about Infrastructure Development and Innovative Practices. Five institutions have completed the visit during which they were appraised with all the changes that have been introduced in college as a part of NAAC initiatives. The visiting colleges found the visit fruitful and a good learning experience. One of the mentee institutions has requested for more time to plan the visit.

Dr. Lakshmi Priya Daniel participated and presented a paper at the National Conference on Sustaining and Enhancing Quality Initiatives at Christ University, Bangalore 5-7 March 2020. She was accompanied by Dr. V. Dhanalakshmi from the Department of Mathematics.

Several meetings have been conducted by the IQAC, such as the NAAC SSR preparation committee meetings and Criterion 1 meeting with Heads of Department. Work is also being done on Feedback forms. Since feedback from industry and stakeholders was identified as a gap the questionnaire is being prepared. Ms. Birunda has prepared a questionnaire for industry feedback which will be shared with all the departments who can amend it to include Programmed specific

Title   : IQAC Advisory Committee Meeting

Date   : Thursday March 12, 2020

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Venue   : Conference Room, CC Block

questions. Ms. Sarala Vasu offered to get feedback from the top employers who come to Stella Maris for recruitment. She has requested that she be given a questionnaire for the same.

There was a discussion on the feedback mechanisms in college. Dr. Sandra Joseph wanted clarity on the Student Satisfaction Survey. In the ensuing discussion Dr. Juliana Joe suggested that each department should frame department specific questions on the curriculum and the feedback can be taken from outgoing third year students. Dr Felbin Kennedy said instead of leaving it to the departments to frame the questionnaire, the academic deans can share the questionnaires they already have and departments can choose questions relevant to them. Mr. Deepak, said as he had suggested earlier he would like to reiterate the importance of using technology such as artificial intelligence to ensure that feedback mechanisms are foolproof. Dr. Rajeswari supported his suggestion and said that better tools should be adopted for creating formats for questions and also for data analysis. She also said all feedback is meant for introspection and the objective should be for self-improvement. Dr. Felbin responded that feedback is a continuous process at Stella Maris right from the days of autonomy to the Credit based system. The process has evolved based on challenges experienced. Dr. Rajeswari wanted to know if corrective action is taken after feedback to which Dr. Leema said feedback is periodically assessed and is used to improve syllabi and teaching methods. This was supported by others who said corrective action is taken at department level and the Vice Principals' office follows up on it.

Dr. Felbin said students have been viewing feedback mechanisms as a complaint register and there was a need to develop a sense of ownership among them. The inconsistency in the responses is also an issue that needs to be overcome. There is the problem of some students not being able to comprehend the questions. Dr. Rita Jeyaraj suggested that IQAC representatives could explain the process to students before they begin. There was a suggestion that the questions could be discussed in class but most felt students would find this unacceptable. There was a suggestion that alumnae could be called back for student interactions as they may be more willing to share issues rather than with teachers. Dr. Rajeswari shared about IIT Madras and the efforts they have made to build up their alumni base. She commended the efforts of Ms. Uma Krishnan. Ms. Uma Krishnan happens to be an alumna of Stella Maris and it was suggested that she could be contacted to help the Stella alumnae connect as well.

Ms. Sarala Vasu raised the issue of mistakes in the website. She shared that Latha Rajinikanth was projected as an alumna of Stella Maris, which is not true. It was ascertained that there are several fake/proxy Stella Maris websites that also exist. Data uploaded in the college website is

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

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Date   : Thursday March 12, 2020

Time   : 2:00 p.m. to 3:00 p.m.

Venue   : Conference Room, CC Block

vetted at different levels. Mr. Deepak suggested that steps should be taken to secure the college website by obtaining the necessary certification.

The meeting came to a close with Dr. Lakshmi Priya Daniel thanking Dr. Sr. Rosy Joseph, Principal, the external experts and all the members present. She said there would be one more IQAC advisory meeting mid-April. The meeting was concluded at 3 pm.

Title : IQAC Advisory Committee Virtual Meeting
Date : Friday August 28, 2020
Time : 3:00 p.m. to 4:00 p.m.
Venue : Google Meet

MEMBERS PRESENT: Dr. Sr. Rosy Joseph fmm, Principal; Sr. Susan Matheikal fmm, Secretary of the College;Dr. Deepak Swaminathan, Serial Entrepreneur; Dr. Rajeswari Thyagarajan, Director, Mudhra Fine Blanc Pvt. Ltd.

Dr. Leema Francis, Dean, Commerce and Business Studies; Dr. Bernadine Joseph, Dean, Planning and Communication,; Dr. Geetha Swaminathan Director, SCEED; Dr. Felbin C. Kennedy, Vice-Principal - Shift I and Associate Professor, Department of Mathematics; Dr. Regi Manimegala, Vice-Principal - Shift I and Associate Professor, Department of Economics;

Dr. Vidya Srinivasan, Vice-Principal - Shift II and Associate Professor, Department. of Commerce; Ms. Zonita Mason, Controller of Examination and Associate Professor, Department of Commerce-Shift I; Dr. Renuka Rajarathnam, Dean, Research and International Programmes; Ms. Jeyapriya U, Dean of Academic Affairs and Assistant Professor, Department of Computer Science; Dr. Mary T Abraham, Dean of Student Affairs and Assistant Professor, Department of Social Work; Dr.Sr. Stella Mary fmm, Dean of Student Affairs and Assistant Professor, Department of Economics; Dr. Juliana Joe, Associate Professor, Department of Zoology ;

Dr. Rita Jayaraj, Assistant Professor, Department. of Zoology; Dr. Sumithra Dawson, Head and Associate Professor, Department of Fine Arts; Dr. Dolly Thomas, Head and Associate Professor, Department of History; Dr. Maria Agnes Sasitha, Head and Assistant Professor, Department of Sociology; Dr. Mary N. L, Head, and Assistant Professor, Department of Chemistry; Dr. Ajie George, Head & Associate Professor, Department of English; Dr. Mary George, Associate Professor, Department of Chemistry; Dr. R. Shanmuga Sundari Assistant Professor, Department of Physics; Ms. Birunda Antoinette Mary J. Head and Assistant Professor, Department of Computer Science; Dr. Shrinidhi S,Head and Assistant Professor, Department. of Public Relations; Dr. Mahalakshmi M, Librarian; Ms.Ava Chris PF, Students' Union President 2020-21; Dr. Lakshmi Priya Daniel, IQAC Coordinator and Associate Professor, Department of Fine Arts.

MEMBERS ABSENT & MESSAGES RECEIVED: Sr. Veera, Bursar; Ms. SaralaVasu, Alumna.

Title : IQAC Advisory Committee Virtual Meeting
Date : Friday August 28, 2020
Time : 3:00 p.m. to 4:00 p.m.
Venue : Google Meet

The IQAC advisory committee meeting was held on 28th August 2020 from 3 pm onwards virtually via Google Meet. The meeting commenced with a prayer rendered by Sr. Susan Matheikal. Dr. Lakshmi Priya Daniel, IQAC Coordinator then welcomed the external members Dr. Deepak Swaminathan, Dr. Rajeswari Thyagarajan and all the other members. Dr. Daniel briefed about the agenda of the meeting. She apprised that the security of the college website has been ensured which was suggested in the earlier committee meeting and also thanked the management for their efforts.

A PowerPoint was presented by the IQAC Coordinator that started off with photographs showcasing activities like workshops, conferences, leadership programmes that were facilitated and organised by the IQAC for students, faculty and staff throughout the academic year from June 2020. The salient points regarding activities conducted from March to August 2020 were as follows:

Several online activities such as webinars, quizzes, and competitions were held during lockdown due to Covid-19 pandemic.

Online activities Conducted by SMC Faculty:
April – May: 56
June: 36
July: 10
August: 5

First set of online activities unfolded on the platform known as Impartus under the aegis of Dr. Sr Rosy Joseph fmmDr. Felbin Kennedy and Dr. Jude Annie Cynthia of Department of Mathematics.

Ms. Birundha, Dr. Lakshmi Priya, Ms. Swati Seshadri and Dr. Shilaja followed suit by conducting a webinar that had participants from outside colleges. And from May onwards every department conducted at least 2-3 webinars with external resource persons and their own faculty as resource person. Eventually online activities tapered off by 15 July, 2020 as the new semester began.

SCEED in collaboration with IQAC has been mentoring 6 Mentee Institutions under the UGC-PARAMARSH scheme. The visits and workshops have been carried out in a well-structured manner and have proven beneficial for the Mentee Institutions.

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Dr. Daniel thanked Ms. Jeyapriya and the Computer Science department for working on bringing in Coursera for Campus that was endorsed by the Management. Coursera platform was opened for all the students, faculty and staff of SMC to enroll in MOOCs (Massive Open Online Courses).

Dr. Mahalakshmi, the Librarian who is the administrator for Coursera for Campus in SMC said that official IDs were created for all the students and by the second week of June invites were sent out to them. She also shared the quantitative details which are as follows:

- Current members in Coursera from SMC: 3273
- Learners who completed 1 course: 807
- Learners who completed 2 courses: 403
- Learners who completed more than 2 courses: 511
- And there are 1403 unique courses while no. of courses completed so far are 4459.

Counselling services were offered by SMCDRIVE and the Department of Psychology during the pandemic and Dr. Sr. Rosy shared that there were a lot of students and outsiders who benefitted by this ongoing service provided by the college. Also the Management has extended their financial aid to those students and staff who are in need amidst the pandemic.

There was a Survey conducted on Devices and Connectivity of Faculty by IQAC initially and for all Students under the aegis of Dr. Sasitha of the Sociology Department in order to improve the reach of online classes.

IQAC in liaison with Principal's Secretariat Office submitted the following reports by March 2020:

- The Week – Hansa Research Survey
- India Today
- NIRF
- MHRD – E-Samiksha
- AAPR
- AQAR 2018-2019 Online
- UNoM

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title   : IQAC Advisory Committee Virtual Meeting
Date   : Friday August 28, 2020
Time   : 3:00 p.m. to 4:00 p.m.
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Online activities specifically organized by IQAC during lockdown were highlighted:

- Workshop on "Using Digital Platforms: Google Classroom" facilitated by Stella Centre for Effective Education & Development (SCEED) with collaborative effort of the Faculty of Department of English, Economics & Computer Science

- Two-day Online Workshop on "The Present & Future of Technology in Education" Organized by Stella Centre for Effective Education & development (SCEED) & facilitated by IQAC under the UGC Paramarsh Scheme

- Online Workshop on "Creating an Enhanced Quality Culture for "Online Teaching and Learning" facilitated by SCEED with collaborative effort of the faculty of Department of Computer Science, Librarian & Sports Officer of Stella Maris College.
- Webinar on "Teach Digital, Reach Glocal" was conducted for 200 SMC faculty

The main focus of the advisory meeting was the NAAC - SSR preparation and this was discussed next as Dr. Daniel briefed about the procedures and details of the revised SSR framework.
Dr. Juliana Joe, head of Criterion I Curriculum Development Working Committee, shared details and spoke about course mapping for which a new matrix was created by her team and Dr. Bernadine Joseph.
Dr. Regi Manimegala shared a few of her initiatives in boosting alumnae involvement by tracing their email ID and other details via departments. Dr. Sr. Rosy Joseph proudly announced that an alumna of the Economics Department 2016 batch had cleared IAS Civil Service Exam.
Ms. Ava Chris, the Students' Union President in her sharing thanked the management for introducing Coursera for all students since it kept them occupied during lockdown and shared a few details on Teach for India Movement. Dr. Geetha Swaminathan stressed upon the need for completing the Evaluation Report of each Department which is part of the General profile in SSR.

Finally everyone joined in through video for a group picture. The meeting came to a close with Dr. Lakshmi Priya Daniel thanking Dr. Sr. Rosy Joseph, Principal, the external experts and all the members present. The meeting was concluded at 4 PM. with the next one likely to be scheduled online in the month of October 2020.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI.

Minutes of meeting held on December 16, 2020 with regard to presentation of data for criterion – II to the steering committee members

A meeting was held on at NAAC conference room on 16, 2020 with regard to presentation of data collected for criterion II – Learning and Evaluation to the steering committee members. The meeting began at 12 Noon and was attended by Dr.Geetha Swaminathan, Dr.Lakshmi Priya Daniel, Dr.Hima Bindhu, Dr.Shanmgasundari, Dr.Kalpana Jeyaraman, Ms. Aarti, Dr.Immaculate, Dr. Shrinidhi, Dr.Veena Gayathri, Ms.Jansi and Ms.Deepasri.

Ms. Jansi invoked God's blessings through a short prayer followed by the presentation of data collected for Criterion II – by Dr.Hima Bindu.

- ➢ Dr.Geetha Swaminathan briefed on the changes updated in the NAAC website and to incorporate the same in Criterion –II. She also suggested the team to categorise the documents collected and yet to be collected as per the SOP.
- ➢ In 2.1.1.1, Students sanctioned strength from the University to be collected from Ms.Gayathri.
- ➢ In 2.1.2 – Reserved Category, minority letter stating 50% can be admitted to be collected from Ms.Premi. As additional information, UDI number for differently abled students to be checked with Mr.Mohan from Administrative Office.
- ➢ Only for students under "other" category, the letter for evidence can be collected from the respective departments.
- ➢ It was suggested to follow the existing number of physically challenged students as per AQAR.
- ➢ In 2.2, catering to Students Diversity, the evidence for Remedial to be collected from IQAC and all the Mini projects to get it signed from the Heads of respective departments from 2016- 2019.
- ➢ To check whether bridge course can be evidence for slow learners.
- ➢ In 2.2.2, Student Teacher Ratio is required only for the academic year 2019-2020.
- ➢ In 2.3.1- Student Centric Methods, to get the evidence from all the departments for participative learning.
- ➢ In 2.3.2, to add Coursera and Online GE courses. The tools of ICT should be in webpage link and there is no word limit for it.
- ➢ In 2.3.3 – Mentoring Ratio is required only for the academic year 2019 – 2020. A manual prepared for Mentoring and a circular for mentoring from Vice-Principal's office.
- ➢ The evidence for the issues raised and resolved like Academic counselling, Scholarships, Fee Concession, Food Tokens and Students counselling to be collected from the Academic Deans, Student Deans and Ms.Shantha, Department of Psychology accordingly and to be uploaded.
- ➢ 2.4, Academic calendar is completed
- ➢ In 2.4.1- Teacher Profile should tally with Extended profile

- In 2.4.2, to include only teaching experience in Stella Maris and to collect appointment order/approval letter from the Principal's Office
- In 2.5 - Evaluation Process and Reforms, a copy of Time Table, standing committee report and other grievances to be collected from the Controller of Examination Office. Finally, the meeting ended at 2.15 p.m.