

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**Academic Year 2020 -2021****Minutes & Action Taken Report**

S.No.	MEETING	DATE	AGENDA	ATR
1.	Online meeting with departments – BY, BI, BT	28 September, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
2.	Online meeting with departments - EC and CH	29 September, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
3.	Online meeting with departments - EL both Shifts and FA	30 September, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
4.	Online meeting with departments - CS and HS	01 October, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
5.	Online meeting with departments - CM Shift I	03 October, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
6.	Online meeting with departments - CM Shift II	05 October, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
7.	Online meeting with departments - PY,PR and SC	06 October, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up

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8.	Online meeting with departments - SW and LANGs	07 October, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
9.	Online meeting with departments - PH , VOC and ZL	08 October, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
10.	Online meeting with departments - MT and IS	09 October, 2020	Website Updation and NAAC SSR Evaluative Report preparation	Website - updated department pages NAAC SSR - Preparation taken up
11.	Advisory Committee Meeting	28 October, 2020	NAAC SSR preparation	NAAC SSR - Preparation taken up and progress outlined
12.	NAAC SSR preparation meetings Criterion - I	02 November, 2020	Criterion - I : Criterion wise working Committee meeting (Online) - Queries raised Evidence Format	Google Meet Link: meet.google.com/hhu-xhcu-hok NAAC SSR Metric Wise Preparation Checking Data & Evidence
13.	NAAC SSR preparation meetings Criterion - II	04 November, 2020	Criterion - II : Criterion wise working Committee meeting (Online) -Queries raised Evidence Format	NAAC SSR Metric Wise Preparation Checking Data & Evidence
14.	NAAC SSR preparation meetings Criterion - III	05 November, 2020	Criterion - III : Criterion wise working Committee meeting (Online) -Queries raised Evidence Format	NAAC SSR Metric Wise Preparation Checking Data & Evidence

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15.	NAAC SSR preparation meetings Criterion - IV	05 November, 2020	Criterion - IV : Criterion wise working Committee meeting (Online) -Queries raised Evidence Format	NAAC SSR Metric Wise Preparation Checking Data & Evidence
16.	NAAC SSR preparation meetings Criterion -V	05 November, 2020	Criterion - V : Criterion wise working Committee meeting (Online) -Queries raised Evidence Format	NAAC SSR Metric Wise Preparation Checking Data & Evidence
17.	NAAC SSR preparation meetings Criterion - VI	05 November, 2020	Criterion - VI : Criterion wise working Committee meeting (Online) -Queries raised Evidence Format	NAAC SSR Metric Wise Preparation Checking Data & Evidence
18.	NAAC SSR preparation meetings Criterion - VII	05 November, 2020	Criterion -VII : Criterion wise working Committee meeting (Online) -Queries raised Evidence Format	NAAC SSR Metric Wise Preparation Checking Data & Evidence
19.	Steering Committee members meeting with the Principal NAAC SSR Preparation)	05 January, 2021	Online Activities Focus on preparation for NAAC -SSR 2020 – 2021	Online activities conducted and documented across departments
20.	Advisory Committee Meeting	07 January, 2021	NAAC SSR preparation	NAAC SSR - Further progress report given and preparation of IIQA outlined
21.	NIRF 2021 Committee Meeting Day1	19 January, 2021	Preparation for NIRF 2021	NIRF data collection and preparation

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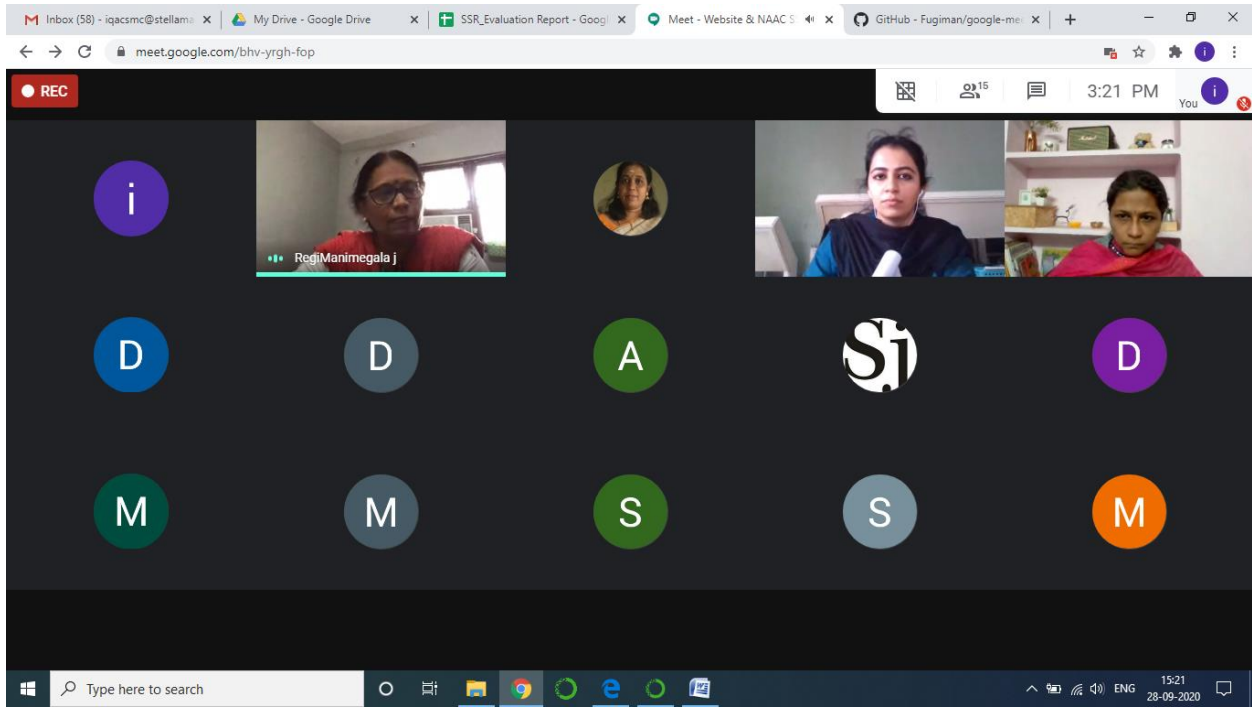
Academic Year 2020 -2021

Minutes & Action Taken Report

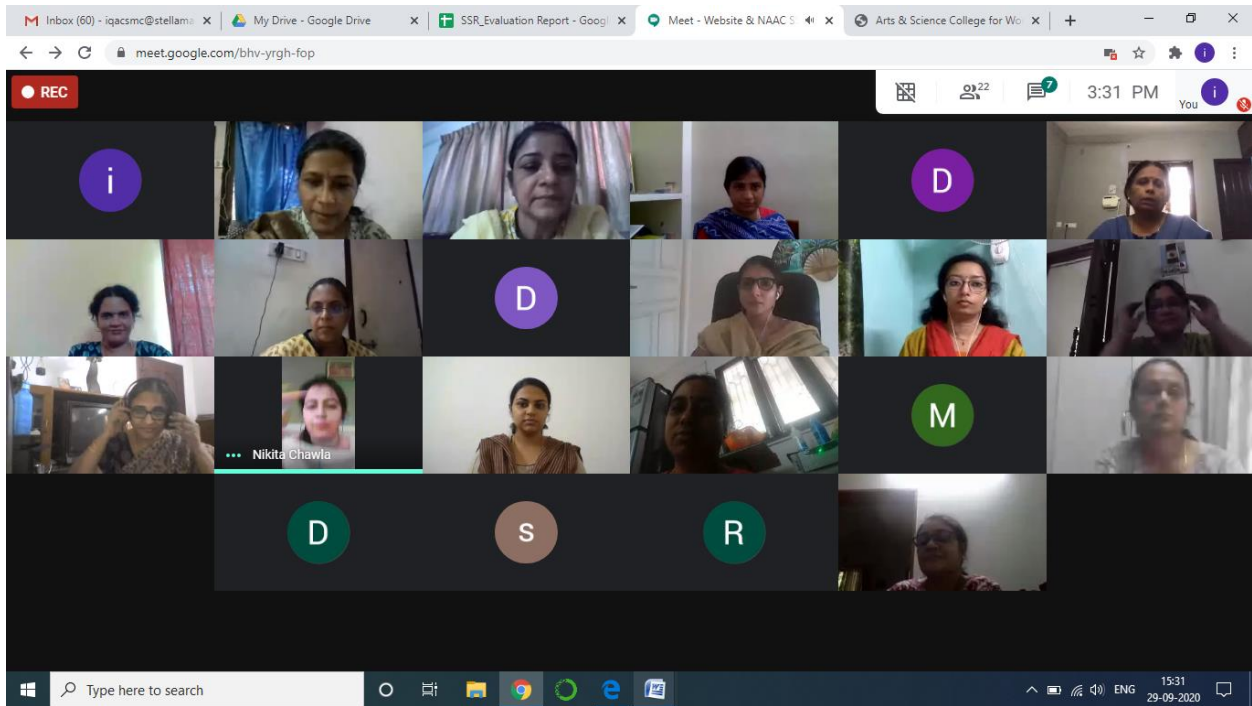
22.	NIRF 2021 Committee Meeting Day2	25 January, 2021	Preparation for NIRF 2021	NIRF data collection and successful submission on time – 3 February 2021
23.	Meeting held for IIQA Day1	08 February, 2021	Preparation for IIQA	IIQA data collection and preparation
24.	Meeting held for IIQA Day2	09 February, 2021	Preparation for IIQA	IIQA data collection and preparation
25.	Meeting held for IIQA Day3	10 February, 2021	Preparation for IIQA	IIQA data collection and preparation
26.	Meeting held for IIQA Day4	12 February, 2021	Preparation for IIQA	IIQA preparation and submission on time – 15 February 2021
27.	Advisory Committee Meeting	12 May, 2021	<ul style="list-style-type: none">• IIQA , NAAC SSR and DVV• PTV	NAAC SSR – 16 April 2021 Final PTV preparation taken up and progress outlined – successful timely submission of IIQA, SSR and DVV (8 May 2021) reported

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28th September, 2020 – Meeting BI,BY and BT

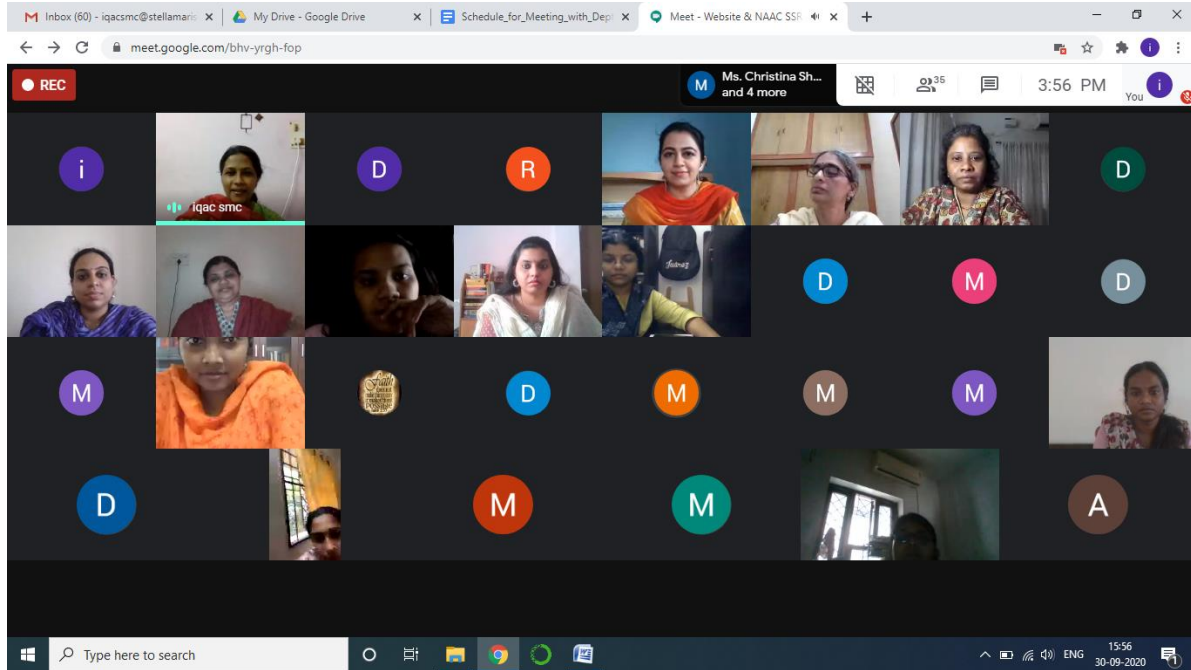


29th September, 2020 – EC and CH

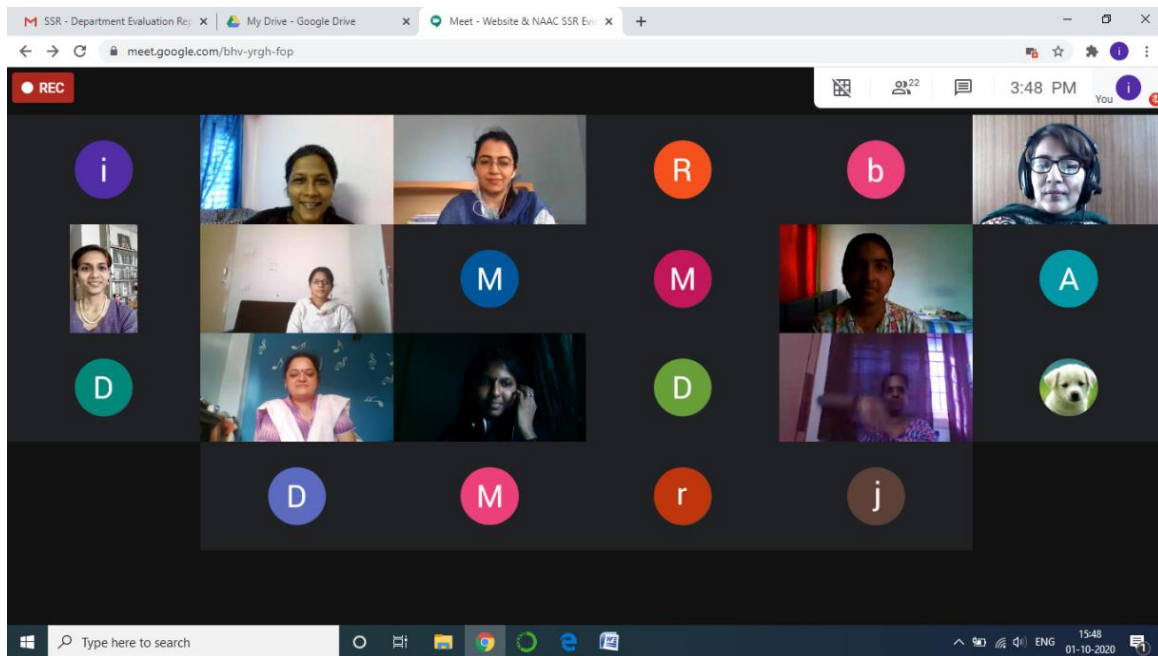


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30th September, 2020 – EL both Shifts and FA

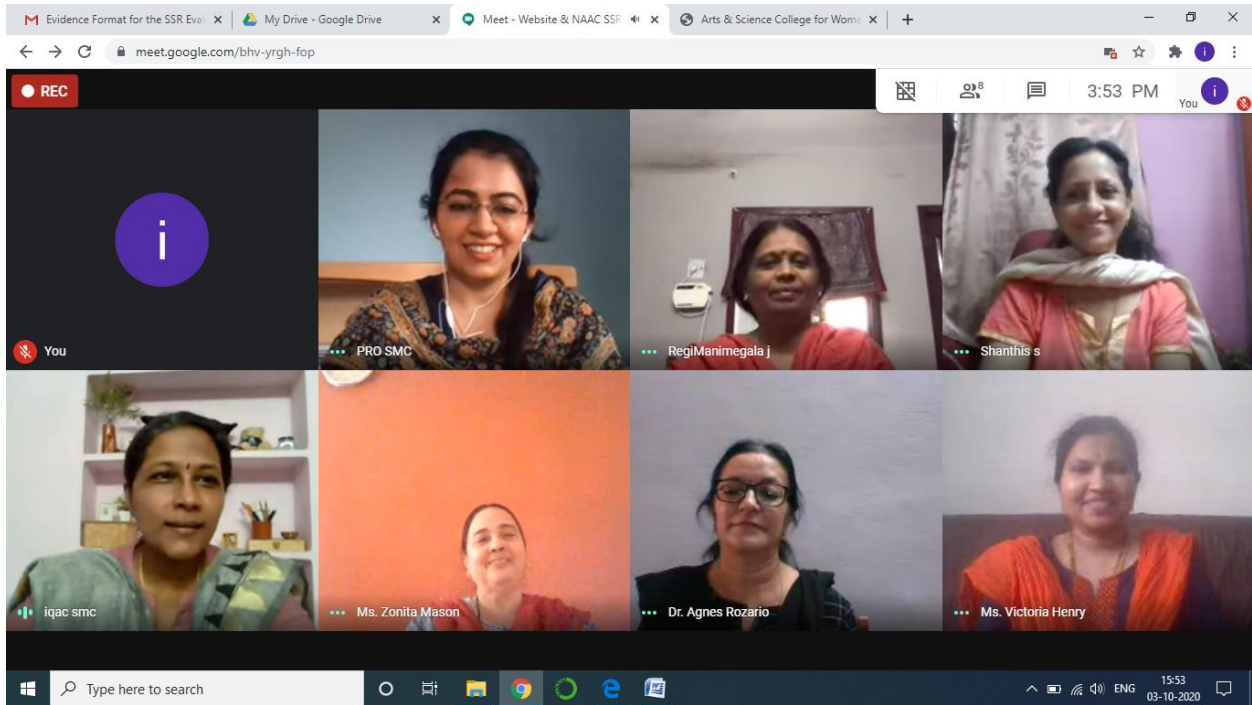


1st October, 2020 – CS, HS

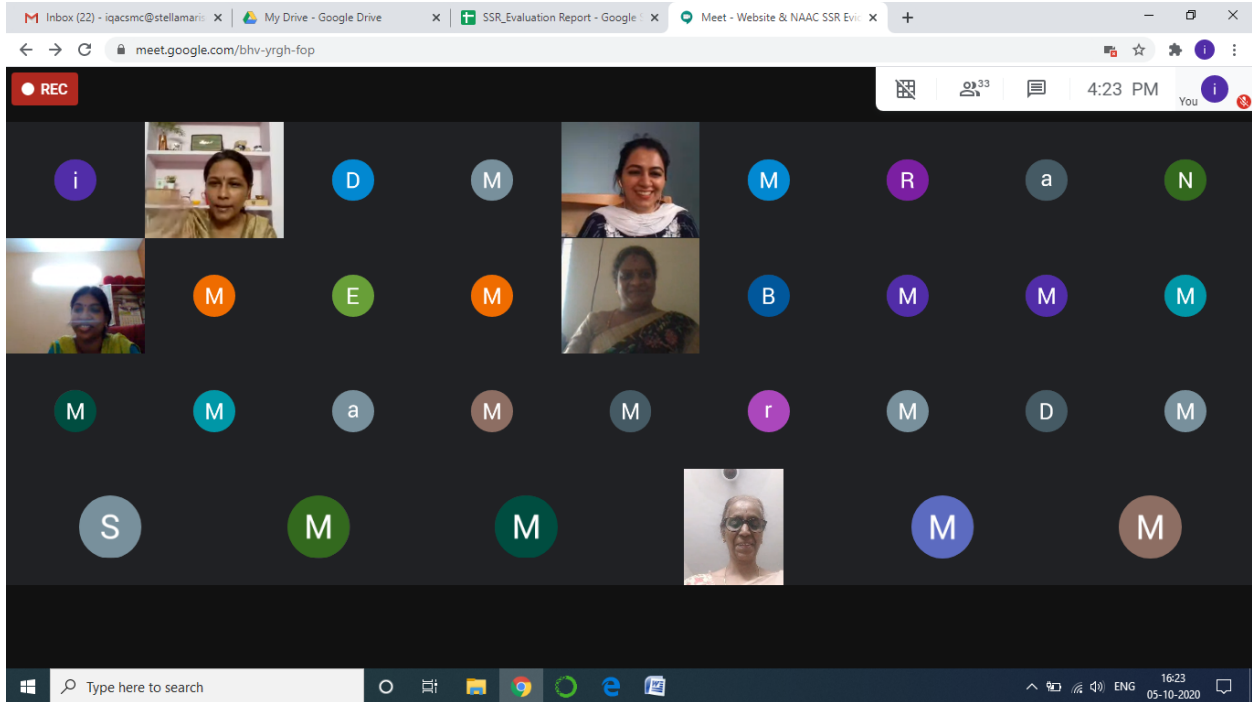


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3rd October 2020, CM – I

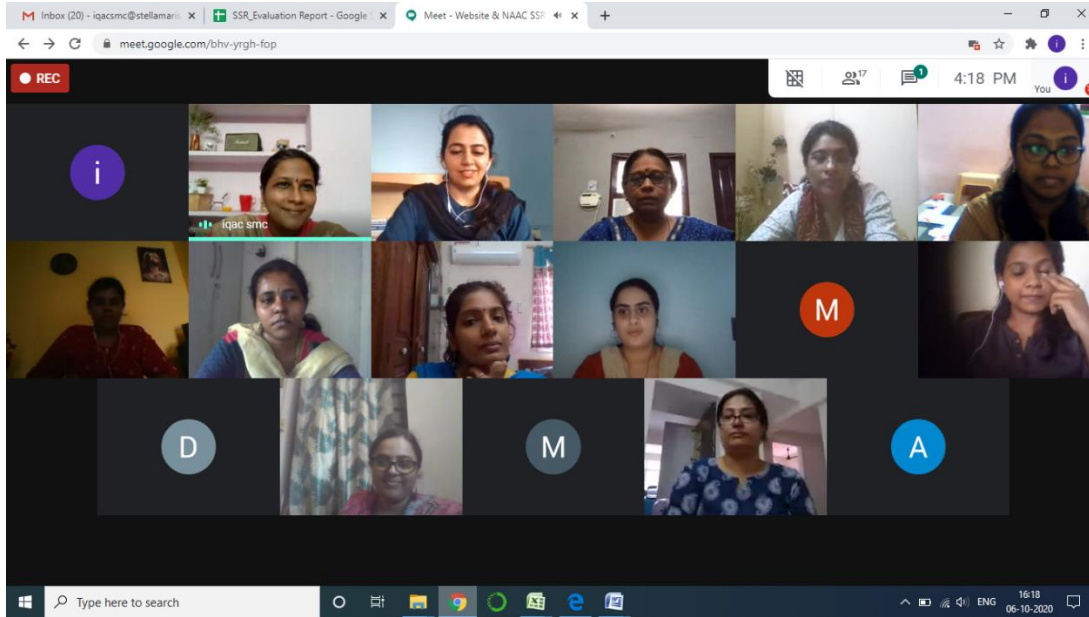


5th October 2020 – CM shift – II

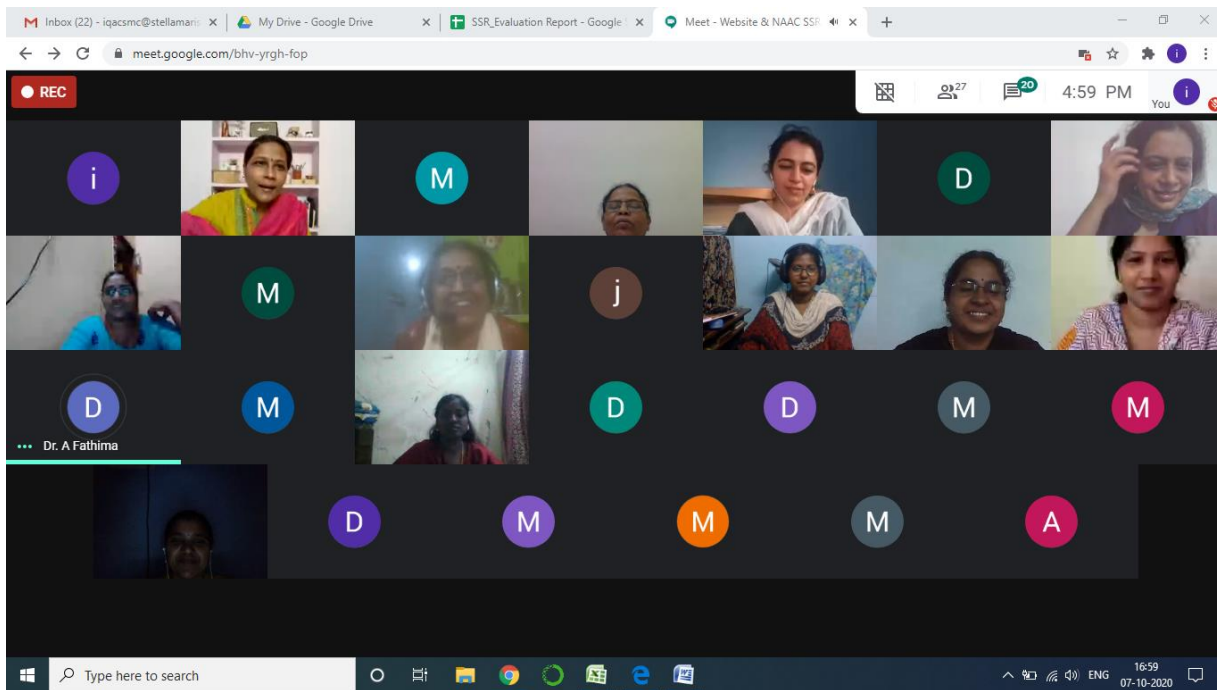


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6th October 2020 - PY,PR,SC

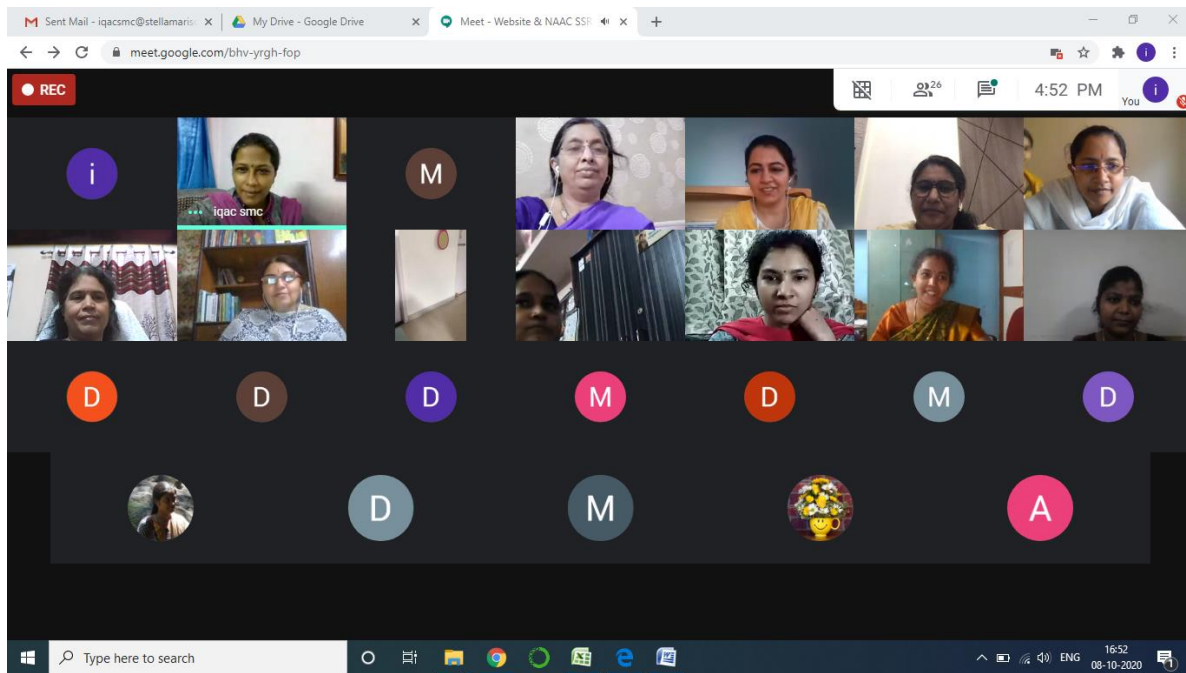


7th October 2020 – SW and LANGs

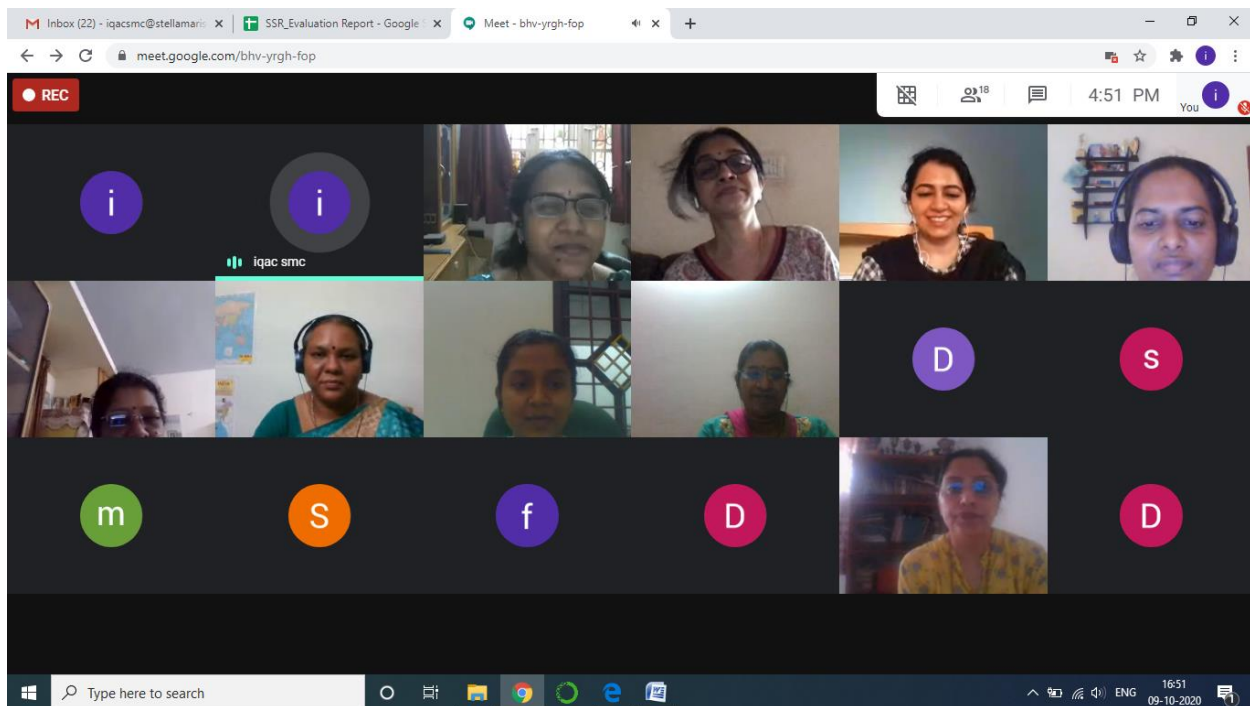


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8th October 2020 - PH,ZL and VOCTIONAL



9th October, 2020 – MT and IS



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28 October Advisory Committee Meeting

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Title : IQAC Advisory Committee Virtual Meeting
Date : Wednesday October 28, 2020
Time : 4:00 p.m. to 4:30 p.m.
Venue : Google Meet

MEMBERS PRESENT:

Dr. Sr. Rosy Joseph fmm, Principal; Sr. Susan Matheikal fmm, Secretary of the College; 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. 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. 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; 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; Dr. Deepak Swaminathan, Serial Entrepreneur; Dr. Rajeswari Thyagarajan, Director, Mudhra Fine Blanc Pvt. Ltd; Dr. Juliana Joe, Associate Professor, Department of Zoology; Ms. Birunda Antoinette Mary J. Head and Assistant Professor, Department of Computer Science;

The IQAC advisory committee meeting for the academic year 2020-2021 was held on 28th October 2020 from 4 pm onwards virtually via Google Meet. The meeting commenced with a prayer rendered by Dr. Sr. Stella Mary fmm. Dr. Lakshmi Priya Daniel, IQAC Coordinator then welcomed the external member present Ms. SaralaVasu and all the other members. Dr. Daniel

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briefed about the agenda of the meeting.

A PowerPoint was presented by the IQAC Coordinator that started off with the list of activities conducted from September 2020. She informed that the working committees headed by the Steering committee were working in full swing for completion of the Self Study Report. Technical Support was given to them by creating official mail IDs for the Criteria groups, gaining unlimited use of Google Drive and Google Classrooms for the ease of communication and collection of data and corresponding evidence. This will pave the way for easy accessibility of the data for all the members of the working committee since few metrics are overlapping across various criteria.

From 28th September till 9th October IQAC Team along with VP Dr. Regi and PRO Ms. Nikita had online meetings with each Department to discuss updating their respective Department content in the website and also suggested a PRO – Liaison in every Department to help with the same. In tandem with that, the IQAC Team presented a sample format for evidence collection of the Department Evaluative Report which was well received by most of the working committee members. It was also decided that the format can be customized as per each criterion requirements.

Dr. Lakshmi Priya also mentioned that the Affiliated Annual Report of the College was being prepared and on the brink of completion awaiting only a detail of the publishing of results after which it will be submitted to the University of Madras.

She presented a few screenshots of the Webinar on “Taking the Lead for Quality Assurance” that was conducted on 26th September by IQAC for the Student wing (150 IQAC Representatives) which was a huge success considering the gratifying response of the students.

Dr. Lakshmi Priya briefly presented the procedure of NAAC SSR once again and informed that the plan is to submit IIQA by January. She added that the action plan to conduct the Student Satisfaction Survey based on the questionnaire given by NAAC is underway for which the current Student’s Union will be helping with the same which was endorsed by Ms. Ava.

Her presentation concluded at 4.20 pm with the assurance that the next IQAC Advisory meeting will be in December 2020.

Dr. Sr. Rosy and Sr. Susan appreciated the collaborative efforts of Dr. Lakshmi Priya and all the others who were working towards finishing the Self Study Report. Ms. Sarala wished the team good luck in finishing the report and achieving a good grade.

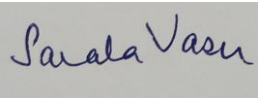


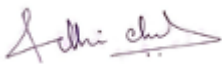
Dr. Dolly in-charge of the General profile shared a few thoughts on how her team is working on the data collection by cross checking the AQARs.

Dr. Geetha suggested that once there is a draft of SSR in place, it can be verified with previous AQARs, AISHE and NIRF reports before finalizing.

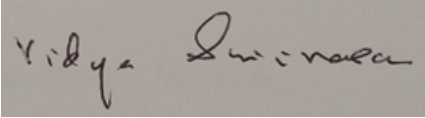
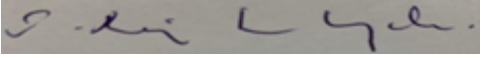
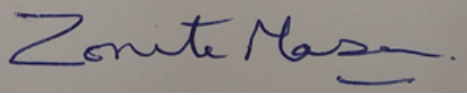
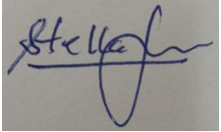
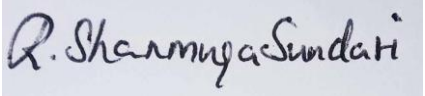
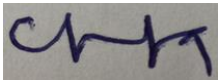
Dr. Lakshmi Priya also mentioned the collection of queries pertaining to each criterion from the working committee members which are collected in the hope of presenting it to NAAC for clarification. Link of the attendance sheet was shared in the chat box and by email for the members to affix their digital signatures.

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 fmm, Principal, the alumna member Ms. Sarala Vasu and all the members present. The meeting was concluded at 4.30 pm.

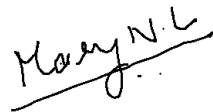
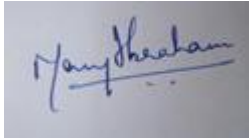
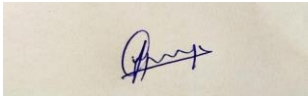
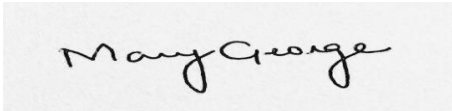
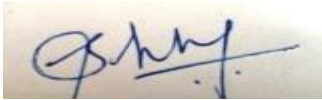

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Name & Designation	Signature
Chairperson: 1. Dr. Sr. Rosy Joseph, fmm Principal	Rosy Joseph
Members of Management: 2. Sr. Susan Matheikal, fmm Secretary	Susanmatheikal
3. Sr. Veera Barboza fmm Bursar	Absent
Nominee from Local Society: 4. Dr. Deepak Swaminathan Serial Entrepreneur	Absent
Nominee from Alumnae: 5. Ms. Sarala Vasu	
Nominee from Employers/Industrialist/Stakeholders: 6. Dr. Rajeswari Thyagarajan Director MudhraFine Blanc Pvt. Ltd.	Absent
Senior Administrative Staff: 7. Dr. Leema Francis Dean, Commerce & Business Studies	
8. Dr. Bernadine Joseph Dean, Planning & Communication	Present
9. Dr. Geetha Swaminathan Director, SCEED	
10. Dr. Felbin C. Kennedy Vice-Principal - Shift I & Associate Professor Dept. of Mathematics	


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11. Dr. Vidya Srinivasan Vice-Principal - Shift II & Associate Professor Dept. of Commerce	
12. Dr. Regi Manimegala Vice-Principal - Shift I & Associate Professor, Dept. of Economics	
13. Ms. Zonita Mason Controller of Examination & Associate Professor, Dept. of Commerce-Shift I	
14. Ms. Jeyapriya U Dean of Academic Affairs & Assistant Professor, Dept. of Computer Science	Jeyapriya U
15. Dr. Renuka Rajarathnam Dean, Research & International Programmes	Renuka Rajaratnam
16. Dr. Sr. Stella Mary fmm Dean of Student Affairs & Assistant Professor, Dept. of Economics	
17. Dr. R. Shanmuga Sundari Dean of Student Affairs & Assistant Professor, Dept. of Physics	
Senior Faculty Members: 18. Dr. Juliana Joe Associate Professor, Dept. of Zoology	Absent
19. Dr. Rita Jayaraj Assistant Professor, Dept. of Zoology	

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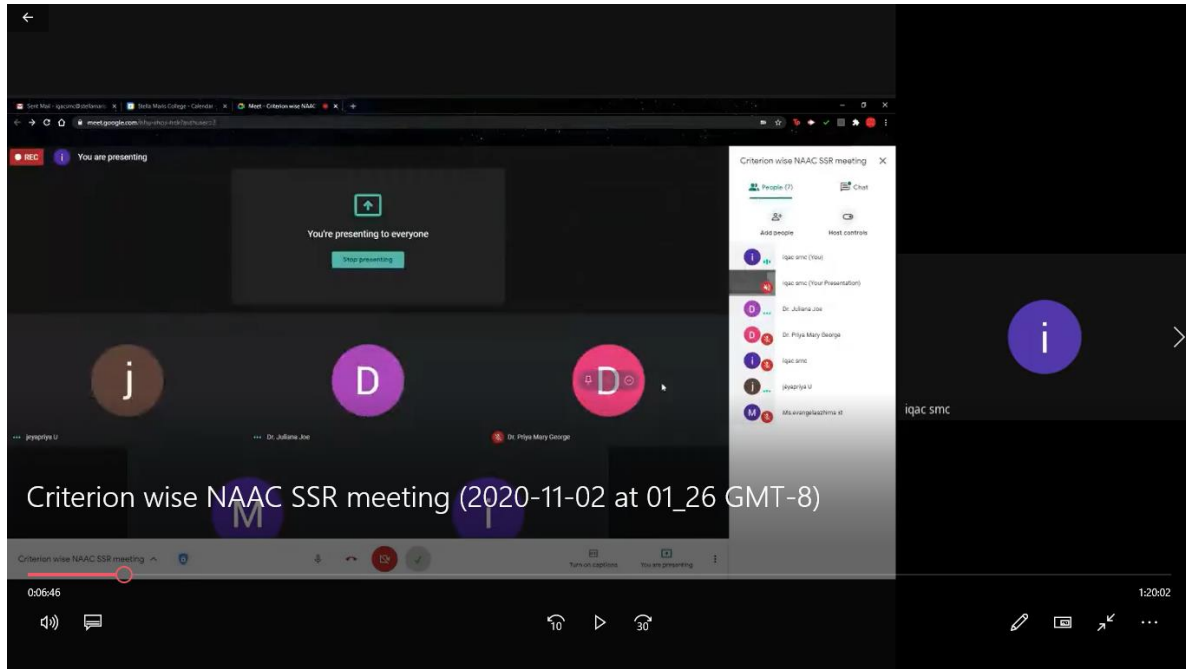
20. Dr. Sumithra Dawson Head & Associate Professor, Dept. of Fine Arts	Sumithra Dawson
21. Dr. Dolly Thomas Head & Associate Professor, Dept. of History	Dolly Thomas
22. Dr. Maria Agnes Sasitha Head & Assistant Professor, Dept. of Sociology	J.Sasitha
23. Dr. Mary N. L Head, & Assistant Professor, Dept. of Chemistry	
24. Dr. Mary T Abraham Assistant Professor, Dept. of Social Work	
25. Ms. Birunda Antoinette Mary J Head & Assistant Professor, Dept. of Computer Science	Absent
26. Dr. Ajie George Head & Associate Professor, Dept. of English	
27. Dr. Mary George Associate Professor, Dept. of Chemistry	
28. Dr. Shrinidhi S Head & Assistant Professor, Dept. of Public Relations	
29. Dr. Mahalakshmi M Librarian	

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<p>Student Nominee: 30. Ms.Ava Chris PF Students' Union President 2020-21</p>	<p>Ava Chris P.F.</p>
<p>Coordinator of IQAC 31. Dr. Lakshmi Priya Daniel Associate Professor, Dept. of Fine Arts</p>	

02 November 2020

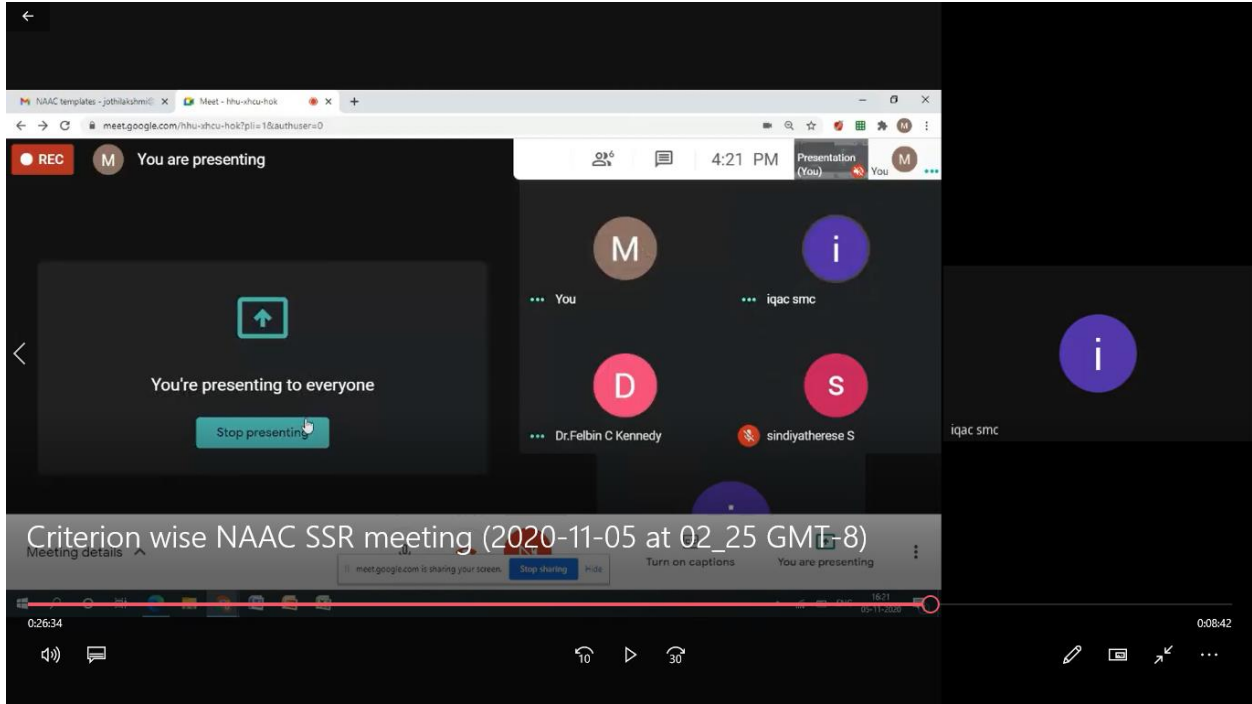
Criterion - I : Criterion wise working Committee meeting



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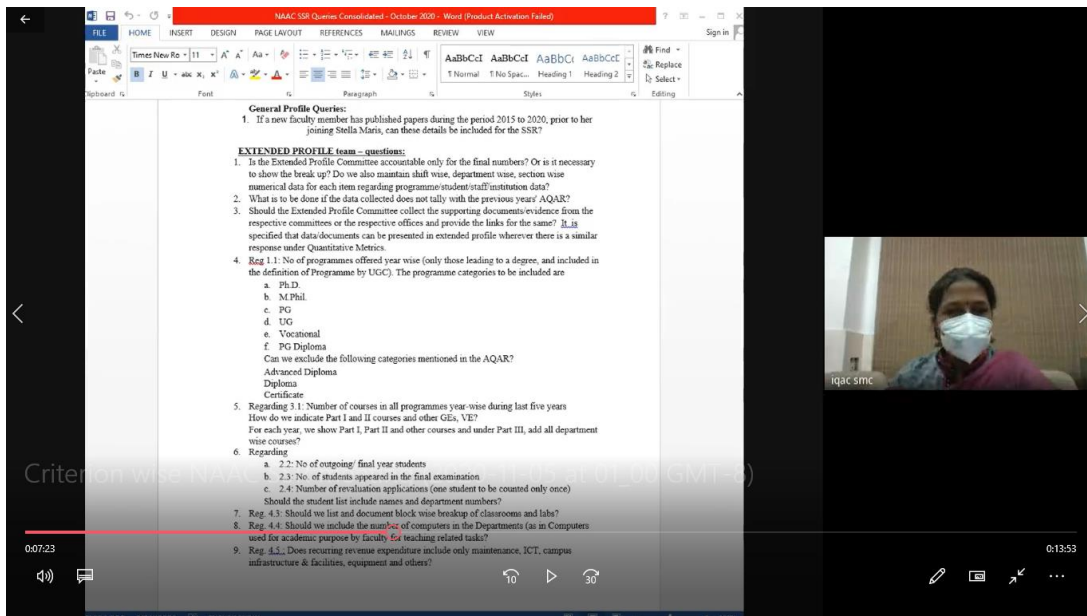
05 November 2020

Criterion - IV : Criterion wise working Committee meeting



05 November 2020

Criterion - V : Criterion wise working Committee meeting



STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Advisory Committee Meeting 07 January, 2021

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title : IQAC Advisory Committee Blended Meeting
Date : Thursday, 7th January 2021
Time : 11.00 am to 12.00 pm
Venue : CC Block Conference Room and Google Meet
Link <https://meet.google.com/hhu-xhcu-hok>

Agenda:

IIQA submission
Evidence Collection for NAAC – SSR: Criterion I to VII, Technical Support
Any Other

MEMBERS PRESENT:

Dr. Sr. Rosy Joseph fmm, Principal; Sr. Susan Matheikal fmm, Secretary of the College; Sr. Veera, Bursar; Dr. Deepak Swaminathan, Serial Entrepreneur (online); Ms. Sarala Vasu, Alumna (online); Dr. Leema Francis, Dean, Commerce and Business Studies; Dr. Bernadine Joseph, Dean, Planning and Communication(online); Dr. Geetha Swaminathan Director, SCEED; Dr. Felbin C. Kennedy, Vice-Principal - Shift I and Associate Professor, Department of Mathematics (online); 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; Ms. Josephine Lissie A, Dean of Academic Affairs and Assistant Professor, Department of Mathematics; Dr. Sr. Stella Mary fmm, Dean of Student Affairs and Assistant Professor, Department of Economics; Dr. R. Shanmuga Sundari, Dean of Student Affairs and Assistant Professor, Department of Physics; 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. Mary T Abraham, Assistant Professor, Department of Social Work; Dr. Mary George, Associate Professor, Department of Chemistry; Ms. Birunda Antoinette Mary J. Head and Assistant Professor, Department of Computer Science; Dr. Shrinidhi S, Head and Assistant Professor, Department of Public Relations(online); 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: Dr. Rajeswari Thyagarajan, Director, Mudhra Fine Blanc Pvt. Ltd.; Dr. Ajie George, Head & Associate Professor, Department of English; Dr. Mahalakshmi M, Librarian

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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title : IQAC Advisory Committee Blended Meeting
Date : Thursday, 7th January 2021
Time : 11.00 am to 12.00 pm
Venue : CC Block Conference Room and Google Meet
Link <https://meet.google.com/hhu-xhcu-hok>

Agenda:

IIQA submission
Evidence Collection for NAAC – SSR: Criterion I to VII, Technical Support
Any Other

In response to Dr. Sasitha's suggestion regarding emails Dr. Daniel said that there would be a definite attempt to streamline the same. The meeting moved on to a teabreak when the IQAC Coordinator asked Dr. Deepak Swaminathan for his comments during which time which he shared his wishes and appreciation. Dr. Daniel also thanked Ms. Sarala Vasu for her help in gathering feedback from the industry level experts. Sr. Susan Matheikal went on to thank all the faculty teams for their hard work which Dr. Sr. Rosy Joseph endorsed. The meeting came to a close with the next IQAC Advisory meeting scheduled in March 2021.

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IQAC ADVISORY COMMITTEE MEMBERS




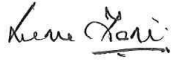

Blended meeting (Online & Offline)

Date: 07.01.2021

Time: 11.00 am – 12.00 noon

Venue: CC Block, 1st floor, Big Conference Room

Google Meet Link: <https://meet.google.com/hhu-xhcu-hok>

S.No.	Name & Designation	Signature
1.	Chairperson: Dr. Sr. Rosy Joseph, fmm Principal	
2.	Members of Management: Sr. Susan Matheikal, fmm Secretary	
3.	Sr. Veera Barboza fmm Bursar	
4.	Nominee from Local Society: Dr. Deepak Swaminathan Serial Entrepreneur	Online
5.	Nominee from Alumnae: Ms. Sarala Vasu	Online
6.	Nominee from Employers/Industrialist/Stakeholders: Dr. Rajeswari Thyagarajan Director MudhraFine Blanc Pvt. Ltd.	Absent
7.	Senior Administrative Staff: Dr. Leema Francis Dean, Commerce & Business Studies	
8.	Dr. Bernadine Joseph Dean, Planning & Communication	Online
9.	Dr. Geetha Swaminathan Director, SCEED	

Stella Maris College (Autonomous), Chennai – 600 086

IQAC ADVISORY COMMITTEE MEMBERS

Blended meeting (Online & Offline)

Date: 07.01.2021

Time: 11.00 am – 12.00 noon

Venue: CC Block, 1st floor, Big Conference Room

Google Meet Link: <https://meet.google.com/hhu-xhcu-hok>

10.	Dr. Felbin C. Kennedy Vice-Principal - Shift I & Associate Professor Dept. of Mathematics	Online
11.	Dr. Vidya Srinivasan Vice-Principal - Shift II & Associate Professor Dept. of Commerce	Vidya Srinivasan
12.	Dr. Regi Manimegala Vice-Principal - Shift I & Associate Professor, Dept. of Economics	Regi Manimegala
13.	Ms. Zonita Mason Controller of Examination & Associate Professor, Dept. of Commerce-Shift I	Zonita Mason
14.	Ms. Jeyapriya U Dean of Academic Affairs & Assistant Professor, Dept. of Computer Science	Jeyapriya U
15.	Ms. Josephine Lissie A Dean of Academic Affairs & Assistant Professor, Dept. of Mathematics	A. Josephine Lissie
16.	Dr. Renuka Rajaratnam Dean, Research & International Programmes	Renuka Rajaratnam
17.	Dr. Sr. Stella Mary fmm Dean of Student Affairs & Assistant Professor, Dept. of Economics	Stella Mary

Stella Maris College (Autonomous), Chennai – 600 086

IQAC ADVISORY COMMITTEE MEMBERS

Blended meeting (Online & Offline)

Date: 07.01.2021

Time: 11.00 am – 12.00 noon

Venue: CC Block, 1st floor, Big Conference Room

Google Meet Link: <https://meet.google.com/hhu-xhcu-hok>

18.	Dr. R. ShanmugaSundari Dean of Student Affairs & Assistant Professor, Dept. of Physics	<i>R. ShanmugaSundari</i>
19.	Senior Faculty Members: Dr. Juliana Joe Associate Professor, Dept. of Zoology	<i>Juliana</i>
20.	Dr. Rita Jayaraj Assistant Professor, Dept. of Zoology	<i>chrr</i>
21.	Dr. Sumithra Dawson Head & Associate Professor, Dept. of Fine Arts	<i>Sumithra Dawson</i>
22.	Dr. Dolly Thomas Head & Associate Professor, Dept. of History	<i>Dolly Thomas</i>
23.	Dr. Maria Agnes Sasitha Head & Assistant Professor, Dept. of Sociology	<i>J. Sasitha</i>
24.	Dr. Mary N. L Head, & Assistant Professor, Dept. of Chemistry	<i>MaryNL</i>
25.	Dr. Mary T Abraham Assistant Professor, Dept. of Social Work	<i>Mary T. Abraham</i>
26.	Ms. Birunda Antoinette Mary J Head & Assistant Professor, Dept. of Computer Science	<i>Birunda A. J.</i>

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Advisory Committee Meeting 12 May, 2021

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

Title : IQAC Advisory Committee Online Meeting
Date : Wednesday, 12th May 2021
Time : 11.00 am to 12.00 pm
Venue : Google Meet
Link <https://meet.google.com/hhu-xhcu-hok>

Agenda:

- IQA, NAAC SSR and DVV
- PTV
- Other Matters

MEMBERS PRESENT:

Dr. Sr. Rosy Joseph fmm, Principal; Sr. Susan Matheikal fmm, Secretary of the College; Sr. Veera, Bursar; Dr. Rajeswari Thyagarajan, Director, Mudhra Fine Blanc Pvt. Ltd.; 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. 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. Josephine Lissie A, Dean of Academic Affairs and Assistant Professor, Department of Mathematics; Dr. R. Shanmuga Sundari, Dean of Student Affairs and Assistant Professor, Department of Physics; Dr. Juliana Joe, Associate Professor, Department of Zoology ; Dr. Rita Jayaraj, Assistant Professor, Department. of Zoology; Dr. Ajie George, Head & Associate Professor, Department of English; 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. Mary George, Associate Professor, Department of Chemistry; 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: Dr. Deepak Swaminathan, Serial Entrepreneur; Ms. Jeyapriya U, Dean of Academic Affairs and Assistant Professor, Department of Computer Science; Dr. Sr. Stella Mary fmm, Dean of Student Affairs and Assistant Professor, Department of Economics; Dr. Mary T Abraham, Assistant Professor, Department of Social Work

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Agenda:

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- PTV
- Other Matters

The final IQAC advisory committee meeting for the academic year 2020-2021 was held on 12th May 2021 virtually during the second lockdown due to the COVID pandemic. Dr. Lakshmi Priya Daniel, IQAC Coordinator welcomed the committee members and the meeting began with a prayer offered by Ms. Ava, the Students' Union President followed by Secretary, Sr. Susan's blessing.

Dr. Daniel started the meeting by sharing that all the reports which were recounted as 'in-progress' at the last meeting were submitted on or before the due dates. She also pointed out that the first three phases of NAAC Self Study Report were complete. A short PPT was presented with the list of activities of the past quarter wherein Dr. Daniel further elaborated on the three phases of NAAC SSR preparation and submission step by step:

- ★ IIQA was submitted online on 15th February 2021 (which was due by 20.02.2021)
- ★ NAAC accepted our IIQA without any clarifications on 03rd March 2021 which was the cue to submit SSR within 45 days
- ★ Finally, on 16th April 2021 the Self Study Report was submitted online soon after which the Student Satisfaction Survey was initiated by NAAC on 19th April 2021 and the response requirement of 10% was met within two days
- ★ The Data Verification and Validation queries came in by 26th April 2021 for which corresponding clarifications were given on 08th May 2021

Dr. Daniel said that the Peer Team Visit (PTV) is anticipated sometime later than June or July subsequent to the DVV results.

The other reports that were submitted during the same period are as follows:

- The India Today report was submitted on 31st January 2021
- The Week report was submitted by Vice Principal's Office on 31st March 2021
- The NIRF was submitted on 3rd February 2021, led by Dr. Leema Francis and Dr. Geetha Swaminathan with others

Geotagged photographs of a few of the many meetings that were held during the preparation of NAAC SSR were presented in a slide. Dr. Daniel's final part of the presentation was about the

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members of NAAC SSR working committees, who were invited and had joined this advisory meeting, as a gesture to appreciate their hard work for preparing the same.

Dr. Daniel personally and on behalf of Dr. Sr. Rosy thanked everyone in the Criterion teams for their dedicated work, support and cooperation throughout the endeavor. She also expressed her gratitude to the Sisters of the Management, Members of the various offices: Bursar's office, the Administrative Office, Dean's Offices, VP's Office, Exam office and the Support Staff. Dr. Daniel specially thanked the MQC members, the CGC supported by Ms. Sarala Vasu and Ms. Madhavi, the IT team, the Hostel Wardens, the Students Union, the Photography club members and the 3 BCA students who developed the web portal for SSR. Dr Daniel also stated that these students would be given certificates of appreciation for their contributions. Dr. Daniel went on to speak about the next work in progress which is the department booklet comprising activities from 2014 till date which would be made ready for the Peer Team Visit.

Dr. Sr. Rosy joined in to thank all the faculty, staff and students for their meticulous work. Sr. Rosy and Sr. Susan applauded Dr. Lakshmi Priya's dedicated work in managing everything.

Dr. Daniel also extended her thanks to Ms. Sarala for her help in getting alumnae and employer feedback. Ms. Sarala congratulated and wished everyone the best.

Dr. Daniel then invited Ms. Ava Chris to express her views about her experience. In response, Ms. Ava expressed her delight in playing her part in all the roles that she was given and shared her wishes. Dr. Geetha pitched in to state her word of thanks to everyone and finally, all were requested to switch on their videos for a group photo.

The meeting came to a close with the next IQAC Advisory meeting scheduled after the College opens for the new academic year in June/July 2021.

Stella Maris College (Autonomous), Chennai – 600 086

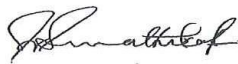

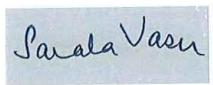

IQAC ADVISORY COMMITTEE MEMBERS

Date: 12.05.2021

Time: 11.00 am – 12.00 noon

Venue: Google Meet

Google Meet Link: <https://meet.google.com/hhu-xhcu-hok>

S.No.	Name & Designation	Signature
1.	Chairperson: Dr. Sr. Rosy Joseph, fmm Principal	Present
2.	Members of Management: Sr. Susan Matheikal, fmm Secretary	
3.	Sr. Veera Barboza fmm Bursar	
4.	Nominee from Local Society: Dr. Deepak Swaminathan Serial Entrepreneur	Absent
5.	Nominee from Alumnae: Ms. Sarala Vasu	
6.	Nominee from Employers/Industrialist/Stakeholders: Dr. Rajeswari Thyagarajan Director MudhraFine Blanc Pvt. Ltd.	Present
7.	Senior Administrative Staff: Dr. Leema Francis Dean, Commerce & Business Studies	
8.	Dr. Bernadine Joseph Dean, Planning & Communication	Present

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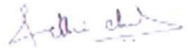
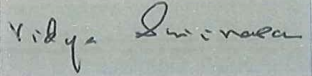
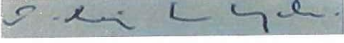
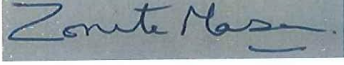
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9.	Dr. Geetha Swaminathan Director, SCEED	
10.	Dr. Felbin C. Kennedy Vice-Principal - Shift I & Associate Professor Dept. of Mathematics	
11.	Dr. Vidya Srinivasan Vice-Principal - Shift II & Associate Professor Dept. of Commerce	
12.	Dr. Regi Manimegala Vice-Principal - Shift I & Associate Professor, Dept. of Economics	
13.	Ms. Zonita Mason Controller of Examination & Associate Professor, Dept. of Commerce-Shift I	
14.	Ms. Jeyapriya U Dean of Academic Affairs & Assistant Professor, Dept. of Computer Science	Absent
15.	Ms. Josephine Lissie A Dean of Academic Affairs & Assistant Professor, Dept. of Mathematics	Present
16.	Dr. Renuka Rajaratnam Dean, Research & International Programmes	Present
17.	Dr. Sr. Stella Mary fmm Dean of Student Affairs & Assistant Professor, Dept. of Economics	Absent

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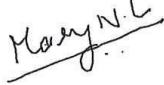
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24.	Dr. Mary N. L Head, & Assistant Professor, Dept. of Chemistry	
25.	Dr. Mary T Abraham Assistant Professor, Dept. of Social Work	Absent
26.	Ms. Birunda Antoinette Mary J Head & Assistant Professor, Dept. of Computer Science	Present

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27.	Dr. Ajie George Head & Associate Professor, Dept. of English	
28.	Dr. Mary George Associate Professor, Dept. of Chemistry	Mary George
29.	Dr. Shrinidhi S Head & Assistant Professor, Dept. of Public Relations	
30.	Dr. Mahalakshmi M Librarian	M. Mahalakshmi
31.	Student Nominee: Ms. Ava Chris PF Students' Union President 2020-21	AvaChrisPF
32.	Coordinator of IQAC: Dr. Lakshmi Priya Daniel Associate Professor, Dept. of Fine Arts	