

# St. Mary's College (Autonomous)

Re-accredited with 'A+' grade by NAAC (4<sup>th</sup> Cycle)



Thoothukudi.



## Minutes of the IQAC 2022 - 2023

## Minutes of the IQAC Meeting 2022 – 2023

### Minutes of the Meeting

**Date: 08.07.2022**

The IQAC meeting was organised on 8<sup>th</sup> July 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of Professional Progression Programme for the faculty.

#### Agenda:

- i. To formulate the best design of Curriculum Framework with desired learning outcomes in the Higher Order Levels in the Cognitive, Affective and Psychomotor Domains of Learning,
- ii. To aid the faculty to be aware of the recent Teaching and Learning strategies.
- iii. To know about the preparation of Teaching module and Criteria for assessment.

#### Action Taken Report:

- i. IQAC organised a Two-Day Workshop on “Curriculum, Pedagogy and Assessment: An Integrated Design Approach for OBE as a TOTAL Teacher” on 13<sup>th</sup> & 14<sup>th</sup> July 2022.
- ii. It emphasised the importance for OBE and Taxonomy Based Educational module.
- iii. It explored new Teaching- Learning Strategies and Instructional Design in OBE.
- iv. 160 Faculty from various disciplines were the beneficiaries.

*B. Serena Margaret*  
IQAC Coordinator  
IQAC Co-ordinator  
St. Mary's College (Autonomous)  
Thoothukudi

*Lucia Rose*  
Chair Person  
Principal  
St. Mary's College (Autonomous)  
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St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2022-2023



S.No.	Members	Signature
1.	<b>Principal</b> Dr. Sr. A.S.J. Lucia Rose Chairperson	<i>Lucia Rose</i>
2.	<b>IQAC Coordinator</b> Dr. B. Serena Margaret IQAC Coordinator	<i>B. Serena Margaret</i>
3.	<b>Management Nominee</b> Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	<i>Ezhilarasi</i>
4.	<b>IQAC Members</b> Dr. S. Euchrista Immaculate Sylvia Associate Professor of Physics	<i>S. Euchrista Immaculate Sylvia</i>
5.	Dr. S. Beulah Jerlin Assistant Professor of Botany	<i>Beulah Jerlin</i>
6.	Ms. S. M. Rojapoo Assistant Professor of History	<i>S.M. Rojapoo</i>
7.	Dr. C. Reena Assistant Professor of Mathematics	<i>Reena</i>
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16.	Stake Holder – Parent Mr. M. Fortune, B.T. Assistant Karapettai Nadar Boy's Hr. Sec. School, Thoothukudi	<i>M. Fortune</i>

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**Date: 20.07.2022**

The IQAC meeting was organised on 20<sup>th</sup> July 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of the Students Induction Programme for the I UG & I PG students as per the UGC guidelines and the uploading of data in the UGC Activity Monitoring Portal.

#### Agenda:

- i. To plan the sessions for the Students Induction Programme for the I UG & I PG students.
- ii. To help the students to acclimatise themselves to the new learning environment.

#### Action Taken Report:

- i. IQAC organised the Students Induction Programme for the I UG students from 28<sup>th</sup> July to 1<sup>st</sup> August and for the PG students on 2<sup>nd</sup> August 2022. 647 I UG students and 182 I PG students were the beneficiaries.
- ii. The sessions highlighted the ethos of the institution and learning resources available to the students in the campus.

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## Minutes of the IQAC meeting 2022 – 2023

### Minutes of the meeting

**Date: 01.08.2022**

The IQAC meeting was organized on 1<sup>st</sup> August 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of the Professional Progression Programme for the Supportive Staff and the uploading of activities carried out under 'Azadi ka Amrit Mahotsav' in the UGC Activity Monitoring Portal.

### Agenda:

- i. To conduct the Professional Progression Programme for Supportive Staff.
- ii. To aid the staff to focus on the progressive ways to learn about themselves as self-sustained individuals.
- iii. To assist them to be relieved from stress in workplace and home.

### Action Taken Report:

- i. IQAC organised a Two-day Professional Progression Programme for the Supportive Staff on 10.08.2022 and 11.08.2022 on "Interpersonal Relationship and Organizational Effectiveness."
- ii. 45 Supportive Staff were the beneficiaries.
- iii. IQAC uploaded the activities carried out under 'Azadi ka Amrit Mahotsav' in the UGC Activity Monitoring Portal.

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### Minutes of the meeting

**Date: 22.08.2022**

The IQAC meeting was organised on 22<sup>nd</sup> August 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the preparation of data for ARIIA and the conduct of competitions and activities to focus on the ‘Swachhta Pakhwada Campaign’ as per the guidelines of UGC.

### Agenda:

- i. To focus on the Innovation Initiatives and its parameters and to prepare the data for ARIIA.
- ii. To organise competitions and activities to highlight the importance of healthy and hygienic practices among the youth and the society.

### Action Taken Report:

- i. IQAC submitted the documents for ARIIA Ranking in ARIIA portal on 1<sup>st</sup> November 2022.
- ii. IQAC conducted various competitions and activities to celebrate the cleanliness (‘Swachhta Pakhwada’) campaign on 16<sup>th</sup> September 2022 and uploaded the report in the UGC Activity Monitoring Portal.

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## Minutes of the IQAC meeting 2022 – 2023

### Minutes of the meeting

**Date: 01.09.2022**

The IQAC meeting was organised on 1<sup>st</sup> September 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of a ‘Mass Book Reading Session on Thirukkural’ to focus on the significance of Indian Knowledge System, to celebrate the teachers’ day with the list of activities suggested by the UGC and to create a new record with the India Book of Records and the conduct of ‘Online Thirukkural Reading and Explanatory Sessions’ in multi languages.

### Agenda:

- i. To organise a ‘Mass Book Reading Session on Thirukkural’ holding national flags in the hands in order to highlight the essence of the Indian Knowledge System and the patriotic fervour to the youth.
- ii. To conduct ‘Online Thirukkural Reading and Explanatory Sessions’ in multi languages to project the importance of the all-inclusive Indian ethical guide, which has universal and timeless approach .

### Action Taken Report:

- i. IQAC organised a Mass Book Reading Session on Thirukkural on 09.09.2022 and created a new record in IBR affiliated to ASIA Book of Records.
- ii. IQAC in association with the All India Book of Records conduct ‘Online Thirukkural Reading and Explanatory Sessions’ in multi languages from 6<sup>th</sup> September to 19<sup>th</sup> September 2022.

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## Minutes of the IQAC meeting 2022 – 2023

### Minutes of the meeting

**Date: 19.09.2022**

The IQAC meeting was organised on 1<sup>st</sup> September 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of Orientation Session for the Faculty and the preparation of Action Plan to celebrate the 'International Year of Millets 2023' as per the guidelines of UGC.

### Agenda:

- i. To conduct an Orientation Session for faculty to enhance their career and to promote the ways and means to overcome professional challenges.
- ii. To formulate an Action Plan to mark the celebrations of the 'International Year of Millets 2023.'

### Action Taken Report:

- i. IQAC organised an Orientation Session on "Wise Teachers who safeguard themselves and ..." on 23.09.2022 to divulge the straightforward approach of wise teachers to overcome the challenges and emerge as successful professionals.
- ii. IQAC formulated and uploaded the Action Plan to celebrate the 'International Year of Millets 2023' in the UGC Activity Monitoring Portal on 13<sup>th</sup> October 2022.
- iii. IQAC in association with the department of Tamil inaugurated the celebration of the 'International Year of Millets 2023' on 17<sup>th</sup> October 2022 with the display of food based on Millets based on the Sangam Landscape, an online quiz on 'Millets' on 11<sup>th</sup> January 2023 in association with the quiz club and the library committee, display of healthy dishes using millets on 16<sup>th</sup> February 2023 in association with the PG and Research Department of Mathematics, an International webinar on "Importance of Millets in Today's Global Scenario" on 26<sup>th</sup> March 2023 in association with the Department of Economics, and "Development and Display of Millet Recipes for People Belonging to Special Need Groups" on 19<sup>th</sup> April 2023 in association with the PG and Research Department of Zoology.

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10.	<b>Senior Administrative Officer</b> Ms. P. Rose Wens Office Superintendent	<i>P. Rose Wens</i>

## Minutes of the IQAC Meeting 2022 – 2023

### Minutes of the Meeting

**Date: 07.11.2022**

The IQAC meeting was organised on 7<sup>th</sup> November 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of Faculty Development Programme for the faculty.

#### Agenda:

- i. To conduct a Faculty Development Programme on the effective usage of ICT in the teaching and learning process.
- ii. To facilitate the faculty with the digital innovative pedagogy in order to enhance the Presentation Skills of the faculty in the classroom for the digital learners.

#### Action Taken Report:

- i. IQAC hosted a Three-day FDP on “Presentation Skills in a Classroom” from 17.11.2022 to 19.11.2022 in association with the ICT Academy, Tamil Nadu.
- ii. 21 faculty from St. Mary’s College (Autonomous) and 12 faculty from various institutions were the beneficiaries.

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### Minutes of the meeting

**Date: 16.12.2022**

The IQAC meeting was organised on 16<sup>th</sup> December 2022. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the preparation of data for NIRF and the conduct of the award ceremony of the new record created by the institution.

### Agenda:

- i. To consolidate the data for NIRF
- ii. To obtain the certification from the India Book of Records.

### Action Taken Report:

- i. NIRF preliminary details were uploaded on 28<sup>th</sup> December 2022.
- ii. IQAC organised the award ceremony of the India Book of Records on 21<sup>th</sup> December 2022 and the adjudicator from the IBR handed over the certificate to the principal.

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### Minutes of the meeting

**Date: 06.01.2023**

The IQAC meeting was organised on 6<sup>th</sup> January 2023. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the member of IQAC attended the meeting and finalised the data for NIRF.

### Agenda:

- i. To review and consolidate the data for NIRF.
- ii. To upload the data for NIRF

### Action Taken Report:

- i. IQAC uploaded the data in the DCS of NIRF on 18<sup>th</sup> January 2023.
- ii. The institution obtained Award Certificate for NPTEL Active Local Chapter.

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### Minutes of the meeting

**Date: 11.02.2023**

The IQAC meeting was organised on 11<sup>th</sup> February 2023. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the designing of templates for Internal Academic Audit.

### Agenda:

- i. To create data templates and facilitate effective data pooling for the Internal Academic Audit.
- ii. To design the templates based on the new AQAR format and consolidate the data for AQAR.

### Action Taken Report:

- i. IQAC conducted the Internal Academic Audit from 20<sup>th</sup> February 2023 to 27<sup>th</sup> February 2023. It reviewed the files and the data and recommended necessary changes before the External Academic Audit.
- ii. IQAC submitted the AQAR for the academic year 2020-21 on 26<sup>th</sup> April 2023.
- iii. The institution obtained Award Certificate from NPTEL, IIT Madras for being the Active Local Chapter.

*B. Serena Margaret*  
IQAC Coordinator  
IQAC Co-ordinator  
St. Mary's College (Autonomous)  
Thoothukudi

*Lucia Rose*  
Chair Person  
Principal  
St. Mary's College (Autonomous)  
Thoothukudi-628 001.





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2022-2023



S.No.	Members	Signature
1.	<b>Principal</b> Dr. Sr. A.S.J. Lucia Rose Chairperson	<i>Lucia Rose</i>
2.	<b>IQAC Coordinator</b> Dr. B. Serena Margaret IQAC Coordinator	<i>B. Serena Margaret</i>
3.	<b>Management Nominee</b> Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	<i>Ezhilarasi</i>
4.	<b>IQAC Members</b> Dr. S. Euchrista Immaculate Sylvia Associate Professor of Physics	<i>S. Euchrista Immaculate Sylvia</i>
5.	Dr. S. Beulah Jerlin Assistant Professor of Botany	<i>Beulah Jerlin</i>
6.	Ms. S. M. Rojapoo Assistant Professor of History	<i>S.M.Rojapoo</i>
7.	Dr. C. Reena Assistant Professor of Mathematics	<i>Reena</i>
8.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	<i>C. Zozimus</i>
9.	Dr. T. Priyanka Assistant Professor of Commerce	<i>T. Priyanka</i>
10.	<b>Senior Administrative Officer</b> Ms. P. Rose Wens Office Superintendent	<i>P. Rose Wens</i>

## Minutes of the IQAC meeting 2022 – 2023

### Minutes of the meeting

**Date: 27.04.2023**

The IQAC meeting was organised on 11<sup>th</sup> February 2023. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and reviewed the report of the IQAC activities for the Academic Year 2022-23 and the conduct of the External Academic Audit.

### Agenda:

- i. To analyse the activities and the initiatives of IQAC towards quality sustenance and plan for the activities of the next academic year.
- ii. To design the presentation template and schedule for the External Academic Audit.

### Action Taken Report:

- i. IQAC assessed the activities and their outcome in the functioning of the institution and planned an effective quality driven approach towards future activities.
- ii. IQAC conducted the External Academic Audit for the Science departments on 9<sup>th</sup> May 2023 and for the Arts departments on 10<sup>th</sup> May 2023. It briefed the departments about the suggestive measures put forth by the external peer team.

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IQAC Coordinator  
IQAC Co-ordinator  
St. Mary's College (Autonomous)  
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Internal Quality Assurance Cell (IQAC) 2022-2023



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10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	<i>P. Rose Wens</i>
11.	Local Society Nominee / Trust Ms. S. Rajathi Director, Morning Star Social and Educational Port Thoothukudi	<i>X. Rajathi</i>
12.	Student Nominee Ms. S. Divya Dibashini, II M.A. English	<i>Divya Dibashini S</i>
13.	Alumna Dr. P. Rayani Nivethitha Project Associate, CSIR – CECRI, Karaikudi	<i>P. Rayani Nivethitha</i>
14.	Employer Dr. P. Johnson Durai Raj Director, Postulate Institute of Research & Technology, Thoothukudi	<i>P. Johnson Durai Raj</i>
15.	Industrialist Er. J. Sahaya Reegan CEO, Netz Solution, Thoothukudi	<i>Er. J. Sahaya Reegan</i>
16.	Stake Holder – Parent Mr. M. Fortune, B.T. Assistant Karapettai Nadar Boy's Hr. Sec. School, Thoothukudi	<i>M. Fortune</i>