

## Minutes of the IQAC 2019 – 2020

### Minutes of the IQAC meeting:

**Date: 10.06.2019**

The first IQAC meeting was held on 10<sup>th</sup> June 2019. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. The IQAC members discussed at length the conduct of One Week Students' Induction Programme for the first year UG students. They charted out the various sessions of the Students' Induction Programme in such an organised manner in order to assist the incumbents to acclimatise to the new role and new environment, learn about the institutional policies, processes, practices, culture and values.

### Agenda:

- i) To help the students in the smooth transition from the school life to college life.
- ii) To enlighten the students about the vistas of education and life skills.
- iii) To create an awareness on the learning resources available in the institution.

### Action Plan:

- i) Organised the One Week Students' Induction Programme based on the guidelines given by the UGC and trained the students on SAGE principle (Socializing, Assisting, Governing and Experiencing).

*B. Serena Margaret*  
IQAC Coordinator

**IQAC Co-ordinator**  
**St. Mary's College (Autonomous)**  
**Thoothukudi**

*Lucia Rose*  
Chair Person  
**Principal**


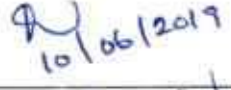
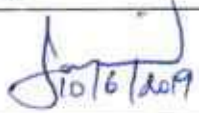
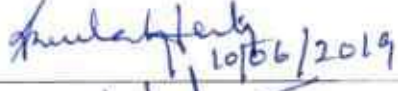


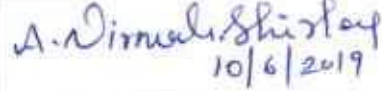
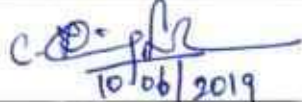
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**Thoothukudi - 628 001.**





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 10.06.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	 10/6/2019
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 10/6/19
3	Sr. K. Reetha Asst. Coordinator	 10/06/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 10/6/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 10/6/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 10.6.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	 10/6/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	 10/6/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 10/06/2019

**Minutes of the IQAC meeting:**

**Date: 12.06.2019**

The IQAC Coordinator Dr. B. Serena Margaret led the meeting on 12<sup>th</sup> June 2019. The IQAC members discussed the Orientation programme to be organised for the faculty on "Qualitative Educators for Social Change."

**Agenda:**

- i) To equip the faculty to foster environments of self-confidence and passion for learning among students through value-based approaches.
- ii) To highlight the quality initiatives and to encourage practices that promote the academic ambience of the institution.
- iii) To enhance the professional career of the faculty.

**Action Plan:**

- i) To assist the faculty to enrich the Academic Performance of the students through qualitative measures and to promote the understanding of Assessment criteria and methodology of the Career Advancement Schemes for the faculty.

*B. Serena Margaret*  
IQAC Coordinator

**IQAC Co-ordinator**  
**St. Mary's College (Autonomous)**  
**Thoothukudi**

*Lemmi Rose*  
Chair Person  
Principal

**St. Mary's College (Autonomous)**  
**Thoothukudi - 628 001.**





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 12.06.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	Lucia Rose 12/06/2019
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 12/6/19
3	Sr. K. Reetha Asst. Coordinator	Reetha 12/06/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	Janet 12.6.2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	Beulah Jerlin 12/06/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	A. Lakshmi 12.6.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	S.M. Rojapoo 12/6/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 12/6/19
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Zozimus Divya Lobo 12.06/2019



**Minutes of the IQAC meeting:**

**Date: 24.06.2019**

IQAC meeting was held on 24<sup>th</sup> June 2019. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. All the IQAC members discussed the orientation programme to be organised for the II & III UG students and II PG students.

**Agenda:**

- i) To emphasise the importance of ethical values among the students.
- ii) To inspire the students to dream big and achieve their goals with determination.

**Action Plan:**

- i) Organised Motivational Training Programme on Personality Development for the students.

*B. Serena Margaret*  
IQAC Coordinator

**IQAC Co-ordinator**  
**St. Mary's College (Autonomous)**  
**Thoothukudi**

*Serena Rose*

Chair Person  
Principal

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St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 24.06.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	Lucia Rose 24/06/19
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 24/6/19
3	Sr. K. Reetha Asst. Coordinator	24/06/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	Janet 24.6.2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	Beulah Jerlin 24/06/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	A. Lakshmi 24.6.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	S.M. Rojapoo 24/6/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 24/6/19
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Zozimus Divya Lobo 24/06/2019

**Minutes of the IQAC meeting:**

**Date: 04.07.2019**

IQAC meeting was held on 4<sup>th</sup> July 2019. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. The IQAC members discussed the future course of quality initiatives of IQAC and drafted the action plan for the academic year.

**Agenda:**

- i) To frame the future Action Plan of IQAC
- ii) To keep abreast of the current trends in the academic arena.

**Action Plan:**

- i) Analysed the strategies to implement the Action Plan.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 04.07.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	Lucia Rose 04/07/2019
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 4/7/19
3	Sr. K. Reetha Asst. Coordinator	Reetha 04/07/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	Janet 4/7/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	Beulah Jerlin 04/07/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	A. Lakshmi 4.7.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	S. M. Rojapoo 4/7/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 04/07/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Zozimus Divya Lobo 04/07/2019



**Minutes of the IQAC meeting:**

**Date: 15.07.2019**

IQAC meeting was conducted on 15<sup>th</sup> July 2019. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. The IQAC members discussed the groundwork of the AQAR report for the academic year 2018-2019.

**Agenda:**

- i) To collect the necessary data from all the departments.
- ii) To consolidate the data for all the criteria of AQAR.

**Action Plan:**

- i) Conceptual framework of AQAR 2017-18 & 2018-19.

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

*Suecia Rose*  
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St. Mary's College (Autonomous)  
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Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 15.07.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	<i>Lucia Rose</i> 15/07/2019
2	Dr. B. Serena Margaret IQAC Coordinator	<i>B. Serena Margaret</i> 15/7/19
3	Sr. K. Reetha Asst. Coordinator	<i>K. Reetha</i> 15/07/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	<i>Janet</i> 15/7/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	<i>Beulah Jerlin</i> 15/07/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	<i>A. Lakshmi</i> 15.7.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	<i>S. M. Rojapoo</i> 15/7/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	<i>A. Nirmala Shirley</i> 15/07/19
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	<i>C. Zozimus Divya Lobo</i> 15/07/2019

**Minutes of the IQAC meeting:**

**Date: 16.07.2019**

IQAC meeting was held on 16<sup>th</sup> July 2019. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. The IQAC members deliberated on the procedures to be followed in the registration of Internshala portal by the I PG students for procuring online Internships.

**Agenda:**

- i) To create an awareness on the functioning of Internshala.
- ii) To guide the students to prepare a good resume and register for internships and acquire career opportunities.

**Action Plan**

- i) The I PG students registered in the Internshala portal and got opportunities for online internships.

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

*Louis Rose*  
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Principal  
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Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 16.07.2019

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2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 16/7/19
3	Sr. K. Reetha Asst. Coordinator	 16/07/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 16/7/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 16/07/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 16.7.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	 16/7/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	 16/07/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 16/07/2019



**Minutes of the IQAC meeting:**

**Date: 18.07.2019**

IQAC meeting was conducted on 18<sup>th</sup> July 2019. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. The IQAC members discussed the standpoints of MOOC Mentors' and Mentees meet.

**Agenda:**

- i) To provide guidance and support to the mentees.
- ii) To enlighten them on the feasible approach towards the study of MOOCs.

**Action Plan:**

- i) Mentors encouraged the Mentees and they registered for the MOOCs the SWAYAM Portal along with their mentees.

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


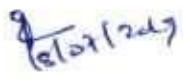

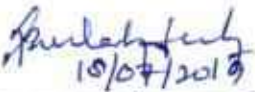




*Serena Rose*  
Chair Person  
Principal  
**St. Mary's College (Autonomous)**  
**Thoothukudi - 628 001.**





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 18.07.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	 18/07/2019
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 18/7/19
3	Sr. K. Reetha Asst. Coordinator	 18/07/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 18/7/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 18/07/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 18.7.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	 18/7/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	 18/7/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 18/7/2019

**Minutes of the IQAC meeting:**

**Date: 08.08.2019**

IQAC meeting was conducted on 8<sup>th</sup> August 2019. Dr. B. Serena Margaret IQAC Coordinator led the meeting. The IQAC members discussed the initiation of the students' wing of IQAC.

**Agenda:**

- i) To encourage the students to participate in all the institutional activities.
- ii) To create an awareness on the quality culture of the institution.

**Action Plan:**

- i) Formation of the students' wing of IQAC.

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


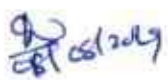

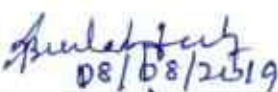


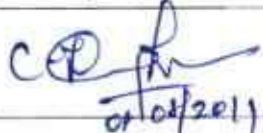
*Luceia Rose*  
Chair Person  
Principal  
St. Mary's College (Autonomous)  
Thoothukudi - 628 001.





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 08.08.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	 8/8/19
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 8/8/19
3	Sr. K. Reetha Asst. Coordinator	 08/08/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 8/8/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 08/08/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 8.8.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	 8/8/19
8	Ms. A. Nirmla Shirley Assistant Professor of Physics	A. Nirmla Shirley 8/8/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 08/08/2019



**Minutes of the IQAC meeting:**

**Date:** 12.08.2019

IQAC meeting was held on 12<sup>th</sup> August 2019. Dr. B. Serena Margaret IQAC Coordinator led the meeting. The IQAC members discussed the structured format for the feedback from the parents and the alumni on institutional performance.

**Agenda:**

- i) To receive feedback from the parents on Institutional Performance.

**Action Plan:**

- i) Received feedback from the parents and the alumnae on Institutional Performance and analysed the various indices.

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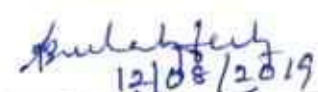
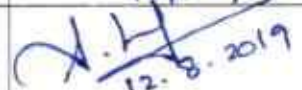


*Srinivas*  
Chair Person  
Principal  
**St. Mary's College (Autonomous)**  
**Thoothukudi - 628 001.**





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 12.08.2019

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1	Dr. Sr. A.S.J. Lucia Rose Chairperson	 12/08/2019
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 12/8/19
3	Sr. K. Reetha Asst. Coordinator	 12/08/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 12/8/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 12/08/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 12.8.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	 12/8/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmalashirley 12/08/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 12/08/2019

**Minutes of the IQAC meeting:**

**Date: 22.08.2019**

IQAC meeting was held on 22<sup>nd</sup> August 2019. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. The IQAC members deliberated on the introduction of the MOOCs to the UG students.

**Agenda:**

- i) To introduce MOOCs to the UG students and highlight the importance of updating their knowledge through the online learning portals.

**Action Plan:**

- i) II & III UG Students opted for MOOCs.

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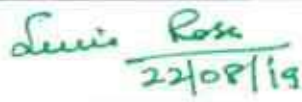
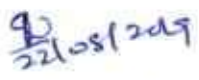

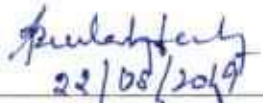


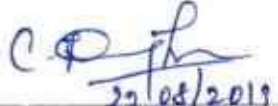
*Luisa Rose*  
Chair Person  
Principal  
St. Mary's College (Autonomous)  
Thoothukudi - 628 001.





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 22.08.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	 22/08/19
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 22/8/19
3	Sr. K. Reetha Asst. Coordinator	 22/08/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 22/8/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 22/08/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 22-8-2019
7	Ms. S. M. Rojapoo Assistant Professor of History	 22/8/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 22/8/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 22/08/2019



**Minutes of the IQAC meeting:****Date: 03.09.2019**

IQAC members met on 3<sup>rd</sup> September 2019 Dr. B. Serena Margaret IQAC Coordinator led the meeting. The external experts were also present. The members considered the changed focus of Curricular Design, standardized outcomes assessment to fulfil accountability, accreditation, and strategic planning requirements and planned to organise a workshop on "Aligning on Assessment Template with specified outcomes."

**Agenda:**

- i) To frame the curricular design according to the needs of the time.
- ii) To update the simplified pathways to OBE.

**Action Plan:**

- i) Designed an assessment template to measure the learning Outcomes achieved by the students which reveals their academic calibre and helps in evaluating the institutional impact on the students.

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

*Serena Rose*  
 Chair Person  
 Principal  
 St. Mary's College (Autonomous)  
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St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019-2020

Date: 03.09.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	Lucia Rose 03/09/2019
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 03/09/19
3	Sr. K. Reetha Asst. Coordinator	03/09/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	03/09/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	Beulah Jerlin 03/09/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	A. Lakshmi 03.9.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	S. M. Rojapoo 03/09/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 03/9/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Zozimus 03/9/19
10	Ms. D. Jose Mary Dean, School of Language & Culture	Jose Mary
11	Dr. P. J. Joslin Dean, School of Biological Science	P. J. Joslin
12	Ms. M. Jothimani Dean, School of Physical & Computing Science	M. Jothimani 03/09/2019
13	Dr. Fernando Alexandria Dean, School of Management & Economics	Fernando Alexandria
14	Ms. A. Amora Dean, UGC Affairs	A. Amora
15	Dr. V. S. Joseph Albert External Expert	V. S. Joseph Albert
16	Mr. J. Sahaya Reegan External Expert	J. Sahaya Reegan
17	Mr. A Paranjothi Packianathan Parent	A. Paranjothi Packianathan 03.9.19
18	Ms. M. Rajeswari Alumna	M. Rajeswari 03/09/19
19	Ms. S. Minmini Student Representative	S. Minmini

**Minutes of the IQAC meeting:**

**Date: 24.10.2019**

IQAC meeting was held on 24<sup>th</sup> October 2019. Dr. B. Serena Margaret IQAC Coordinator led the meeting. The IQAC members discussed the prospects of participation in the seminar on the Institutional Best Practices.

**Agenda:**

- i) To participate in the seminar on the Institutional Best Practices of IQAC.
- ii) To prepare the template for the best practices.

**Action Plan:**

- i) Presentation on the Institutional Best Practices.

*B. Serena Margaret*  
IQAC Coordinator  
IQAC Co-ordinator  
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*Lucia*  
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5	Dr. S. Beulah Jerlin Assistant Professor Botany	<i>Beulah Jerlin</i> 24/10/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	<i>A. Lakshmi</i> 24.10.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	<i>S.M. Rojapoo</i> 24/10/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	<i>A. Nirmala Shirley</i> 24/10/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	<i>C. Zozimus Divya Lobo</i> 24/10/19



**Minutes of the IQAC meeting:****Date: 26.11.2019**

IQAC members met on 26<sup>th</sup> November 2019. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. The external experts were also present. As digital learning has emerged as a necessary resource for students all over the world, the members endorsed the conduct of an Orientation Programme on the feasible and the learner-centred online resources with a special focus on Google Classroom.

**Agenda:**

- i) To utilise the digital platform for enhanced teaching, learning experience.
- ii) To engage the digital learners in an effective way.

**Action Plan:**

- i) Encourage the faculty to embrace a variety of online tools in order to facilitate, simplify and contextualize the entire learning process.

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

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







St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019-2020

Date: 26.11.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	Lucia Rose 26/11/2019
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 26/11/19
3	Sr. K. Reetha Asst. Coordinator	Reetha 26/11/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	Janet 26/11/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	Beulah Jerlin 26/11/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	A. Lakshmi 26.11.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	S. M. Rojapoo 26/11/19
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 26/11/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Zozimus 26/11/19
10	Ms. D. Jose Mary Dean, School of Language & Culture	Jose Mary
11	Dr. P. J. Joslin Dean, School of Biological Science	P. J. Joslin
12	Ms. M. Jothimani Dean, School of Physical & Computing Science	M. Jothimani 26/11/2019
13	Dr. Fernando Alexandria Dean, School of Management & Economics	Fernando Alexandria
14	Ms. A. Amora Dean, UGC Affairs	A. Amora
15	Dr. V. S. Joseph Albert External Expert	V. S. Joseph Albert
16	Mr. J. Sahaya Reegan External Expert	J. Sahaya Reegan
17	Mr. A. Paranjothi Packianathan Parent	A. Paranjothi Packianathan 26.11.19
18	Ms. M. Rajeswari Alumna	M. Rajeswari 26/11/19
19	Ms. S. Minmini Student Representative	S. Minmini

**Minutes of the IQAC meeting:**

**Date: 05.12.2019**

IQAC meeting was conducted on 5<sup>th</sup> December 2019. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. The members analysed the qualitative measures taken by the IQAC in the odd semester.

**Agenda:**

- i) To analyse the effectiveness of the qualitative measures undertaken by the IQAC.

**Action Plan:**

- i) Chart the framework for the continual advancement of institutional performance and reinforce the quality of teaching and learning.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 05.12.2019

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	<i>Lucia Rose</i> 5/12/19
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 5.12.2019
3	Sr. K. Reetha Asst. Coordinator	<i>K. Reetha</i> 5/12/2019
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	<i>Janet</i> 5/12/2019
5	Dr. S. Beulah Jerlin Assistant Professor Botany	<i>Beulah Jerlin</i> 05/12/2019
6	Dr. A. Lakshmi Assistant Professor of Chemistry	<i>A. Lakshmi</i> 5.12.2019
7	Ms. S. M. Rojapoo Assistant Professor of History	<i>S.M. Rojapoo</i> 5/12/19
8	Ms. A. Nirma Shirley Assistant Professor of Physics	<i>A. Nirma Shirley</i> 5/12/2019
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	<i>C. Zozimus Divya Lobo</i> 05/02/19

**Minutes of the IQAC meeting:**

**Date:** 20.01.2020

IQAC meeting was conducted on 20<sup>th</sup> January 2020. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. The external experts were present. The IQAC members validated the benefits of the Local Chapter on SWAYAM NPTEL Portal.

**Agenda:**

- i) To apply to the National Coordinators of the SWAYAM-NPTEL portal to be the local chapter.
- ii) To encourage the faculty and the students to apply for the MOOCs.

**Action Plan:**

- i) Applied to SWAYAM-NPTEL to be the local chapter and received the sanction letter as the Local Chapter with LC Id. 3688.

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

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







St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019-2020

Date: 20.01.2020

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	Lucia Rose 20/1/2020
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 20/1/20
3	Sr. K. Reetha Asst. Coordinator	Reetha 20/1/2020
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	Janet 20/01/2020
5	Dr. S. Beulah Jerlin Assistant Professor Botany	Beulah Jerlin 20/01/2020
6	Dr. A. Lakshmi Assistant Professor of Chemistry	A. Lakshmi 20.1.2020
7	Ms. S. M. Rojapoo Assistant Professor of History	S. M. Rojapoo 20/1/20
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 20/1/20
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Divya Lobo 20/01/2020
10	Ms. D. Jose Mary Dean, School of Language & Culture	Jose Mary
11	Dr. P. J. Joslin Dean, School of Biological Science	P. J. Joslin
12	Ms. M. Jothimani Dean, School of Physical & Computing Science	M. Jothimani 20/1/2020
13	Dr. Fernando Alexandria Dean, School of Management & Economics	Fernando Alexandria
14	Ms. A. Amora Dean, UGC Affairs	A. Amora
15	Dr. V. S. Joseph Albert External Expert	V. S. Joseph Albert
16	Mr. J. Sahaya Reegan External Expert	J. Sahaya Reegan
17	Mr. A. Paranjothi Packianathan Parent	A. Paranjothi Packianathan 20.1.20
18	Ms. M. Rajeswari Alumna	M. Rajeswari 20/01/20
19	Ms. S. Minmini Student Representative	S. Minmini



**Minutes of the IQAC meeting:**

**Date: 30.01.2020**

IQAC meeting was conducted on 30<sup>th</sup> January 2020. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. The IQAC members discussed the conduct of the the Performance Management Meeting with Heads of the Department.

**Agenda:**

- i) To analyse the performance of the students in Continuous Internal Assessment.
- ii) To emphasise the remedial measures for slow learners.

**Action Plan:**

- i) Analysis of the performance of the learners regularly.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 30.01.2020

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	<i>Lucia Rose</i> 30/01/2020
2	Dr. B. Serena Margaret IQAC Coordinator	<i>B. Serena Margaret</i> 30.1.2020
3	Sr. K. Reetha Asst. Coordinator	<i>Sr. K. Reetha</i> 30/01/2020
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	<i>Janet</i> 30/1/2020
5	Dr. S. Beulah Jerlin Assistant Professor Botany	<i>Beulah Jerlin</i> 30/01/2020
6	Dr. A. Lakshmi Assistant Professor of Chemistry	<i>A. Lakshmi</i> 30.1.2020
7	Ms. S. M. Rojapoo Assistant Professor of History	<i>S. M. Rojapoo</i> 30/1/20
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	<i>A. Nirmala Shirley</i> 30/01/2020
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	<i>C. Zozimus Divya Lobo</i> 30/01/2020

**Minutes of the IQAC meeting:**

**Date: 14.02.2020**

IQAC meeting was held on 14<sup>th</sup> February 2020. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. The external experts were also present. The IQAC members reflected on the appropriate instructional design methodology in order to assure meeting of the learning objectives and the expected outcomes and the ways to administer the e-content in the actual educational field. They planned to conduct a workshop on E-content Development.

**Agenda:**

- i) To train the faculty on developing E-content.
- ii) To prepare the modules in the respective courses of study.

**Action Plan:**

- i) Developed E-content focusing on the cognitive and the contextual perspectives.

*B. Serena Margaret*  
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IQAC Co-ordinator  
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*Lucia Rose*  
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Principal  
St. Mary's College (Autonomous)  
Thoothukudi - 628 001.





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019-2020

Date: 14.02.2020

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	<i>Lucia Rose</i> 14/2/20
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 14/2/20
3	Sr. K. Reetha Asst. Coordinator	<i>K. Reetha</i> 14/02/2020
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	<i>Janet</i> 14/02/2020
5	Dr. S. Beulah Jerlin Assistant Professor Botany	<i>Beulah Jerlin</i> 14/02/2020
6	Dr. A. Lakshmi Assistant Professor of Chemistry	<i>A. Lakshmi</i> 14.2.2020
7	Ms. S. M. Rojapoo Assistant Professor of History	<i>S. M. Rojapoo</i> 14/2/20
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	<i>A. Nirmala Shirley</i> 14/02/2020
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	<i>C. Zozimus</i> 14/02/2020
10	Ms. D. Jose Mary Dean, School of Language & Culture	<i>Jose Mary</i>
11	Dr. P. J. Joslin Dean, School of Biological Science	<i>P. J. Joslin</i>
12	Ms. M. Jothimani Dean, School of Physical & Computing Science	<i>M. Jothimani</i> 14/02/2020
13	Dr. Fernando Alexandria Dean, School of Management & Economics	<i>Fernando Alexandria</i>
14	Ms. A. Amora Dean, UGC Affairs	<i>A. Amora</i>
15	Dr. V. S. Joseph Albert External Expert	<i>V. S. Joseph Albert</i>
16	Mr. J. Sahaya Reegan External Expert	<i>J. Sahaya Reegan</i>
17	Mr. A Paranjothi Packianathan Parent	<i>A. Paranjothi Packianathan</i> 14/02/20
18	Ms. M. Rajeswari Alumna	<i>M. Rajeswari</i> 14/02/20
19	Ms. S. Minmini Student Representative	<i>S. Minmini</i>



**Minutes of the IQAC meeting:**

**Date: 12.03.2020**

IQAC meeting was conducted on 12<sup>th</sup> March 2020. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. The IQAC members analysed the achievement of the students in the MOOCs. Eight students from I MA English Literature were selected by NPTEL to attend a one-week online workshop on Soft Skills in IIT Madras, Chennai from 16.03.2020 - 21.03.2020

**Agenda:**

- i) To appreciate the students who emerged as toppers in MOOCs.

**Action Plan:**

- i) To further the progress of the students in MOOCs.

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

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

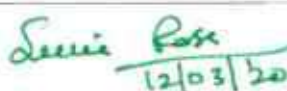
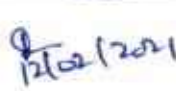

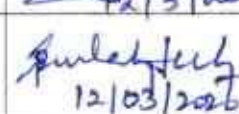
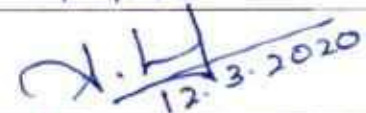
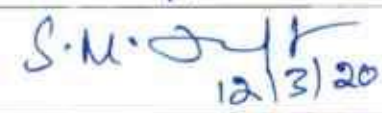
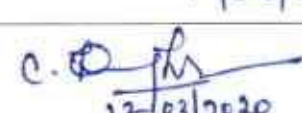






St. Mary's College (Autonomous) - Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 12.03.2020

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	 12/03/20
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 12/03/2020
3	Sr. K. Reetha Asst. Coordinator	 12/03/2020
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 12/3/2020
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 12/03/2020
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 12-3-2020
7	Ms. S. M. Rojapoo Assistant Professor of History	 12/3/20
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmala Shirley 12/03/2020
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 12/03/2020

**Minutes of the IQAC meeting:**

**Date: 30.04.2020**

IQAC meeting was conducted on 30<sup>th</sup> April 2020. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. The IQAC members discussed the conduct of a virtual power seminar in collaboration with the ICT Academy on "Employability Skills for the Future."

**Agenda:**

- i) To develop the essential competencies and the ability of the students for procuring employment.
- ii) To update the students on the workplace know-how.

**Action Plan:**

- i) Equipped the students with the necessary skills for a successful career.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2020 - 2021

Date: 30.04.2020

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	<i>Lucia Rose</i> 30/04/20
2	Dr. B. Serena Margaret IQAC Coordinator	<i>B. Serena Margaret</i> 30/4/2020
3	Sr. K. Reetha Asst. Coordinator	<i>R</i> 30/04/2020
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	<i>Janet</i> 30/4/2020
5	Dr. S. Beulah Jerlin Assistant Professor Botany	<i>Beulah Jerlin</i> 30/04/2020
6	Dr. A. Lakshmi Assistant Professor of Chemistry	<i>A. Lakshmi</i> 30.4.2020
7	Ms. S. M. Rojapoo Assistant Professor of History	<i>S. M. Rojapoo</i> 30/4/20
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	<i>A. Nirmala Shirley</i> 30/04/2020
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	<i>C. Zozimus Divya Lobo</i> 30/04/2020

**Minutes of the IQAC meeting:**

**Date: 22.05.2020**

IQAC meeting was held on 22<sup>nd</sup> May 2020. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. The IQAC members discussed the conduct of a webinar on “Young Professional: Plotting a Career Path Post Pandemic” in collaboration with the Career Guidance and Placement Cell.

**Agenda:**

- i) To guide the students on a potential career path during this pandemic driven epoch.

**Action Plan:**

- i) Students were enlightened on choosing a suitable career.

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

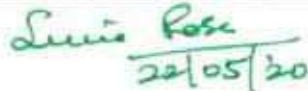
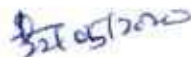
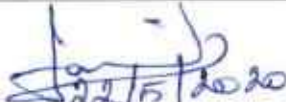
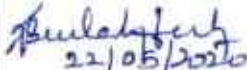

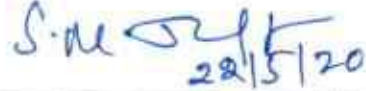
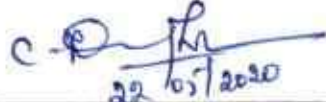
*Levi Rose*  
Chair Person  
Principal  
St. Mary's College (Autonomous)  
Thoothukudi - 628 001.





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2019 - 2020

Date: 22.05.2020

S.No.	Members	Signature
1	Dr. Sr. A.S.J. Lucia Rose Chairperson	 22/05/20
2	Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret 22.5.2020
3	Sr. K. Reetha Asst. Coordinator	 22/05/2020
4	Dr. S. Mary Baptista Janet Associate Professor of Zoology	 22/5/2020
5	Dr. S. Beulah Jerlin Assistant Professor Botany	 22/05/2020
6	Dr. A. Lakshmi Assistant Professor of Chemistry	 22.5.2020
7	Ms. S. M. Rojapoo Assistant Professor of History	 22/5/20
8	Ms. A. Nirmala Shirley Assistant Professor of Physics	A. Nirmalashirley 22/05/2020
9	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	 22/05/2020