



ST. MARY'S COLLEGE (AUTONOMOUS) RE-ACCREDITED WITH A+ GRADE BY NAAC (CYCLE IV) THOOTHUKUDI, TAMIL NADU

Minutes of the IQAC 2024-25

Minutes of the IQAC meeting

Date: 03.06.2024

The IQAC meeting was organised on 3rd June 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of First Review meeting of Self-study Report.

Agenda:

- i. To conduct First Review meeting
- ii. To consolidate and review the quality assurance initiatives of the previous year.
- iii. To plan for the future activities to enhance the institutional quality.

Action Taken Report:

- IQAC conducted the First Review Meeting of Self Study Report on 7th June 2024.
- ii. Dr. B. Serena Margaret, IQAC Coordinator presented the detail report on activities of previous year
- iii. IQAC planned the future plan to ensure institutional quality

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







S.No.	Members	Signature
	Principal	
1.	Dr. Sr. Jessie Fernando	Regain 200
	Chairperson	
	IQAC Coordinator	B. Serena Margaret
2.	Dr. B. Serena Margaret	B. allena Margarel
	IQAC Coordinator	U
	Management Nominee & Asst. Coordinator	Sall
3.	Dr. Sr. M. S. Ezhilarasi	Escilarase
	Asst. Coordinator	
	Assistant Coordinator of IQAC	11
4.	Dr. S. Beulah Jerlin	Aulahiert
	Assistant Professor of Botany	1-2
	IQAC Members	
5.	Dr. S. M. Rojapoo	Cont
5.	Assistant Professor of History	S.W.O - 1
	Dr. C. Reena	0
6.	Assistant Professor of Mathematics	K
	Dr. C. Zozimus Divya Lobo	- 0.
7.	Assistant Professor of Chemistry	C Diphleh
8.	Dr. T. Priyanka	TP. a las
	Assistant Professor of Commerce	1. pm ander
9.	Ms. S. Anusia	A dausia
9.	Assistant Professor of English (SSC)	10. XI MOSTIC
	Senior Administrative Officer	00
10.	Ms. P. Rose Wens	M. Kosaas
	Office Superintendent	
	Local Society Nominee / Trust	
11.	Ms. S. Rajathi	X. Rajatti
11.	Director, Morning Star Social and Educational port	X. Kayawa
	Thoothukudi	
10	Student Nominee	C (b It)
12.	Ms. P. Sai Akshaya III B.Sc. Botany	P. (Bi-Alalys
	Alumna	
	Ms. P. Rayani Nivethitha	P.D. M. Mart
13.	Project Associate, CSIR - CECRI	P. Rayani Nivethitha
	Karaikudi	0
	Employer	Vanca.
14.	Dr. P. Johnson Durai Raj Director, Postulate Institute of Research &	NEWS
	Technology, Thoothukudi.	
15	Industrialist	an-
15.	Er. J. Sahaya Reegan	
	CEO, Netz Solution, Thoothukudi.	
	Stake Holder -Parent	Cu.
16.	Mr. M. Fortune, B.T. Assistant,	(mar -
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	Thoothukudi	\sim



Date: 10.06.2024

The IQAC meeting was organised on 10th June 2024. 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

Agenda:

- i. To conduct Professional Progression Programme
- ii. To focus on Digital Resources using AI Tools.

Action Taken Report:

- IQAC organised a Professional Progression Programme on "Designing and Development of Digital Resources using AI Tools" on 15.06.2024
- ii. Dr. A. Vimal Jerald, Assistant Professor, Department of Computer Science,

St. Joseph's College (Autonomous), Tiruchirappalli elucidated the different kinds

of AI tools and explained the ways to inculcate AI tools in teaching learning process

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S.No.	Members	Signature
1.	Principal Dr. Sr. Jessie Fernando Chairperson	Rescue 206
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret
3.	Management Nominee & Asst. Coordinator Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	Estifarasie
4.	Assistant Coordinator of IQAC Dr. S. Beulah Jerlin Assistant Professor of Botany	kenlahpentz
5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	S.m.ozt
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. D. pokoh
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Rijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



Date: 18.06.2024

The IQAC meeting was organised on 18th June 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of Student Induction Programme (SIP) for the I PG students.

Agenda:

- i. To conduct Student Induction Programme (SIP) for the I PG students
- ii. To create awareness on SWAYAM NPTEL Portal.
- iii. To focus on e resources and nlist.

Action Taken Report:

- IQAC organised Student Induction Programme (SIP) for the I PG students on 1st July 2024.
- ii. Dr. K. Vinitha, Librarian focused on the use of e-Resources and e- books under the nlist for students.
- iii. Dr. B. Serena Margaret, IQAC, SIP & MOOC Co Ordinator & Associate Professor of English gave orientation on the registration process of SWAYAM NPTEL Portal, the submission of weekly assignments, the proctored exams, the grading system, and the awards won by the students.

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2.	Chairperson IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret
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7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Djockoh
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Rijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans

Date: 28.06.2024

The IQAC meeting was organised on 28th June 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of Second Review Meeting on Self Study Report

Agenda:

- i. To conduct Second Review Meeting on Self Study Report
- ii. To review the sections of the report
- iii. To consolidate the progress of First Review meeting.

Action Taken Report:

- IQAC conducted Second Review Meeting on Self Study Report was held on 2nd July 2024.
- ii. Dr. B. Serena Margaret, IQAC, SIP & MOOC Co Ordinator & Associate Professor of English presented the review of updates and progress on the Self- Study Report.
- iii. IQAC reviewed each section of the report.

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	Principal	
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	Chairperson	2
	IQAC Coordinator	
2.	Dr. B. Serena Margaret	B. Serena Margaret
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3.	Dr. Sr. M. S. Ezhilarasi	Estiparase
	Asst. Coordinator	
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	Assistant Professor of Botany	1 0
	IQAC Members	
5.	Dr. S. M. Rojapoo	Saiozt
	Assistant Professor of History	
6.	Dr. C. Reena	$\Omega -$
	Assistant Professor of Mathematics	K
7.	Dr. C. Zozimus Divya Lobo	C Develat
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8.	Dr. T. Priyanka	T. Rijarlee
	Assistant Professor of Commerce	1. pyanter
9.	Ms. S. Anusia	S. Anusia
	Assistant Professor of English (SSC)	
	Senior Administrative Officer	P. Rosans
10.	Ms. P. Rose Wens	r'Kosses
	Office Superintendent	



Date: 12.06.2024

The IQAC meeting was organised on 12th June 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of a Two-Day Orientation Programme

Agenda:

- i. To conduct a Two-Day Orientation Programme
- ii. To equip faculty members with different strategies and ease academic ambience
- iii. To exchange ideas and experiences of faculty

Action Taken Report:

- IQAC organised a Two-Day Orientation Programme on Eudaimonic Educators for faculty members on 21st and 22nd June 2024.
- ii. Fr. Arul Edward Joseph, Director, Anugraha Institute of Counselling, Psychotherapy & Research, Dindigul equipped faculty members with strategies to foster a healthy and balanced work environment.

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	Principal	
1.	Dr. Sr. Jessie Fernando	Reservi 20th
	Chairperson	Vuestie
	IQAC Coordinator	
2.	Dr. B. Serena Margaret	B. Serena Margaret
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	Management Nominee & Asst. Coordinator	Call
3.	Dr. Sr. M. S. Ezhilarasi	tollarase
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	Assistant Coordinator of IQAC	11
4.	Dr. S. Beulah Jerlin	Reulaplas 1
••	Assistant Professor of Botany	1.2
	IQAC Members	
5.	Dr. S. M. Rojapoo	1. Oft
5.	Assistant Professor of History	2.11.0 -1
	Dr. C. Reena	0
6.	Assistant Professor of Mathematics	K
	Dr. C. Zozimus Divya Lobo	
7.	Assistant Professor of Chemistry	(Dirthe
8.	Dr. T. Priyanka	TP: he
	Assistant Professor of Commerce	1. produce
9.	Ms. S. Anusia	A dausia
9.	Assistant Professor of English (SSC)	W. XI Mashie
	Senior Administrative Officer	0.0
10.	Ms. P. Rose Wens	M. Kosaa
	Office Superintendent	
	Local Society Nominee / Trust	
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11.	Director, Morning Star Social and Educational port	X. Koyalo
	Thoothukudi	
10	Student Nominee	P. (Rui-dalya
12.	Ms. P. Sai Akshaya III B.Sc. Botany	1. Cor res-12
	Alumna	b
	Ms. P. Rayani Nivethitha	P. P N. M. M.
13.	Project Associate, CSIR - CECRI	P. Rayani Nivethitha
	Karaikudi	
	Employer	12/122
	Dr. P. Johnson Durai Raj	Voch
14.	Director, Postulate Institute of Research &	NOW
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15.	Er. J. Sahaya Reegan	
	CEO, Netz Solution, Thoothukudi.	
	Stake Holder -Parent	Tu.
16.	Mr. M. Fortune, B.T. Assistant,	(page
	Karapettai Nadar Boy's Hr. Sec School	-0-
	Thoothukudi	~



Date: 18.07.2024

The IQAC meeting was organised on 18th July 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of a workshop on Financial Wellness

Agenda:

- i. To conduct a workshop on Financial Wellness
- ii. To enlighten the faculty on smart money management

Action Taken Report:

- IQAC in collaboration with FinEdu Connect organised a Workshop on Financial Wellness for faculty members on 23rd July, 2024.
- Mr. N. Suresh, Securities Market Trainer addressed the participants on Money Saving Techniques, Insurance and Mutual Fund.

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	Principal	
1.	Dr. Sr. Jessie Fernando	Receive 200
	Chairperson	9
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2.	Dr. B. Serena Margaret	B. Serena Margaret
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	Management Nominee & Asst. Coordinator	
3.	Dr. Sr. M. S. Ezhilarasi	Estiparase
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	Assistant Coordinator of IQAC	
4.	Dr. S. Beulah Jerlin	kulappent
	Assistant Professor of Botany	1 0
	IQAC Members	
5.	Dr. S. M. Rojapoo	Sauort
	Assistant Professor of History	(
6.	Dr. C. Reena	0 -
0.	Assistant Professor of Mathematics	K
7.	Dr. C. Zozimus Divya Lobo	C. Dopekah
1.	Assistant Professor of Chemistry	C. of prior
8.	Dr. T. Priyanka	TP 1
0.	Assistant Professor of Commerce	T. Rijarlee
9.	Ms. S. Anusia	S. Anusia
	Assistant Professor of English (SSC)	
	Senior Administrative Officer	P. Resars
10.	Ms. P. Rose Wens	M. Kosaas
	Office Superintendent	



The IQAC meeting was organised on 24th July 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of orientation programme on Interactive Flat Panel

Agenda:

- i. To conduct orientation programme on Interactive Flat Panel
- ii. To enhance digital learning and teaching for faculty

Action Taken Report:

- i. IQAC conducted orientation programme on Interactive Flat Panel on 24th July 2024.
- ii. The faculty members of the Centre of Digital Excellence highlighted the features like screen mirroring, screen recording and interactive whiteboard software

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	Chairperson	0
	IQAC Coordinator	
2.	Dr. B. Serena Margaret	B. Serena Margaret
	IQAC Coordinator	U
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	Assistant Coordinator of IQAC	
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5.	Dr. S. M. Rojapoo	Saiozt
	Assistant Professor of History	
6.	Dr. C. Reena	
0.	Assistant Professor of Mathematics	K
7.	Dr. C. Zozimus Divya Lobo	C. Dipehoh
1.	Assistant Professor of Chemistry	C. and bringer
8.	Dr. T. Priyanka	T. Rijarlee
0.	Assistant Professor of Commerce	1. Kyarles
9.	Ms. S. Anusia	S. Anusia
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	Senior Administrative Officer	P. Rosans
10.	Ms. P. Rose Wens	M. Kosaas
	Office Superintendent	



Date: 04.09.2024

The IQAC meeting was organised on 4th September 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct an orientation programme on ERP portal

Agenda:

- i. To conduct an orientation programme on ERP portal
- ii. To discuss the ERP system suitable for our educational institution.
- iii. To pool and consolidate the data through ERP.

Action Taken Report:

- i. IQAC conducted orientation programme on ERP portal on 10th September 2024
- ii. Mr. Subbiah, Project Manager, Peace Soft Technologies, Tirunelveli enunciated the ERP system suitable for educational institutes to manage and automate the daily activities of administration and academic areas.
- iii. IQAC consolidated and uploaded the data in website through ERP portal.

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







S.No.	Members	Signature
1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservi 200
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret
3.	Management Nominee & Asst. Coordinator Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	Estifarasie
4.	Assistant Coordinator of IQAC Dr. S. Beulah Jerlin Assistant Professor of Botany	kulappent
5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	Saust
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Dopekoh
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Rijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



Date: 15.10.2024

The IQAC meeting was organised on 15th October 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of an Orientation Programme on Students Satisfaction Survey

Agenda:

- i. To conduct an Orientation Programme on Students Satisfaction Survey
- ii. To explain the feedback questionnaire to the students.
- iii. To formulate actionable steps to improve student satisfaction.

Action Taken Report:

- IQAC organised an Orientation Programme on Students Satisfaction Survey on 24th October 2024.
- ii. Dr. B. Serena Margaret, IQAC, SIP & MOOC Co Ordinator & Associate Professor of English highlighted the importance of students' participation on survey and explained the feedback questionnaire to the students

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







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	Principal	
1.	Dr. Sr. Jessie Fernando	Reservi 2 ab
	Chairperson	
	IQAC Coordinator	
2.	Dr. B. Serena Margaret	B. Serena Margaret
	IQAC Coordinator	V
	Management Nominee & Asst. Coordinator	
3.	Dr. Sr. M. S. Ezhilarasi	Estilarase
	Asst. Coordinator	10 01
	Assistant Coordinator of IQAC	
4.	Dr. S. Beulah Jerlin	kulappent
	Assistant Professor of Botany	1 0
	IQAC Members	
5.	Dr. S. M. Rojapoo	Saust
	Assistant Professor of History	- m
	Dr. C. Reena	
6.	Assistant Professor of Mathematics	K
-	Dr. C. Zozimus Divya Lobo	n on DI
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8.	Assistant Professor of Commerce	1. Kyarlee
0	Ms. S. Anusia	T. Pijalee S. Anusia
9.	Assistant Professor of English (SSC)	Ø. grusia
	Senior Administrative Officer	P. Rosan
10.	Ms. P. Rose Wens	P. Rosas
	Office Superintendent	



Date: 15.10.2024

The IQAC meeting was organised on 15th October 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of an Orientation programme on Campus Beautification Committee

Agenda:

- i. To conduct an Orientation programme on Campus Beautification Committee
- ii. To initiate Campus Enhancement Drive for NAAC.

Action Taken Report:

- IQAC conducted an Orientation programme on Campus Beautification Committee on 24th October 2024.
- ii. Dr. B. Serena Margaret, IQAC, SIP & MOOC Co Ordinator & Associate Professor of English discussed the sustainable campus development for NAAC.

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

Chair Person Incipal

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







S.No.	Members	Signature
1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservi 2 ab
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Sevena Margaret
3.	Management Nominee & Asst. Coordinator Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	Estifarasie
4.	Assistant Coordinator of IQAC Dr. S. Beulah Jerlin Assistant Professor of Botany	kulappents
5,	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	S.a. ozt
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. Depekol
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Pijanles
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



The IQAC meeting was organised on 15th October 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of a meeting on Data Preparation for Criterion I

Agenda:

- i. To conduct a meeting on Data Preparation for Criterion I
- ii. To follow the prescribed format in preparing the data for certificate courses.

Action Taken Report:

- IQAC conducted a meeting on Data Preparation for Criterion I Certificate Course on 24th October 2024.
- ii. Dr. C. Reena, IQAC member and Assistant Professor of Mathematics discussed the steps to be followed in preparing the data for certificate courses

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1.	Principal Dr. Sr. Jessie Fernando Chairperson	Requised
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret
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8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Rijarlee S. Anusia
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Roemans



Minutes of the IQAC meeting

Date: 25.11.2024

The IQAC meeting was organised on 25th November 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of an Orientation Programme on E-content Development

Agenda:

- i. To conduct an Orientation Programme on E-content Development
- ii. To create digital learning materials.

Action Taken Report:

i. IQAC organised an Orientation Programme on E-content Development on 6th December

2024.

ii. Faculty created digital learning materials for learning and teaching process

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







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	Principal	
1.	Dr. Sr. Jessie Fernando	Reservado
	Chairperson	U activity
	IQAC Coordinator	00
2.	Dr. B. Serena Margaret	B. Serena Margaret
	IQAC Coordinator	0
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	Assistant Coordinator of IQAC	11
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	Assistant Professor of Botany	1 8
	IQAC Members	
5.	Dr. S. M. Rojapoo	Cauth
	Assistant Professor of History	2.W. 0
	Dr. C. Reena	0
6.	Assistant Professor of Mathematics	K
	Dr. C. Zozimus Divya Lobo	PI
7.	Assistant Professor of Chemistry	(Provide
	Dr. T. Priyanka	20
8.	Assistant Professor of Commerce	Winha
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	Assistant Professor of English (SSC)	W HIND
	Senior Administrative Officer	20
10.	Ms. P. Rose Wens	r Kosaas
	Office Superintendent	
	Local Society Nominee / Trust	14.
11.	Ms. S. Rajathi	X. Lajatti
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12.	Student Nominee	P. Bu-Stalia
14.	Ms. P. Sai Akshaya III B.Sc. Botany	L. Cor wards
	Alumna	D
13.	Ms. P. Rayani Nivethitha	P. Rayani Nivethitha
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	Karaikudi	
	Employer	19
14	Dr. P. Johnson Durai Raj	VIANO
14.	Director, Postulate Institute of Research &	Nerg
	Technology, Thoothukudi.	
	Industrialist	
15.	Er. J. Sahaya Reegan	and the
	CEO, Netz Solution, Thoothukudi.	
	Stake Holder -Parent	
	Mr. M. Fortune, B.T. Assistant,	(se :
16.	Karapettai Nadar Boy's Hr. Sec School	X
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Date: 25.11.2024

The IQAC meeting was organised on 25th November 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed about the submission of Self Study Report for the Fifth Cycle of NAAC Accreditation

Agenda:

- i. To submit Self Study Report for the Fifth Cycle of NAAC Accreditation
- ii. To consolidate the data for the assessment year 2018 2023
- iii. To plan for the awareness of Student Satisfaction Survey

Action Taken Report:

- The Internal Quality Assurance Cell submitted the Self Study Report for the Fifth Cycle of NAAC Accreditation for the assessment year 2018 – 2023 on 19th December 2024.
- ii. More than 300 students attended the Student Satisfaction Survey

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	Principal	
1.	Dr. Sr. Jessie Fernando	Ressi 200
	Chairperson	Juni
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••	Assistant Professor of Botany	2
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5.	Dr. S. M. Rojapoo	Const
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	Dr. C. Reena	<u> </u>
6.	Assistant Professor of Mathematics	ik
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	Senior Administrative Officer	2.0
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	Student Nominee	
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	Alumna	· ~ F
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13.	Ms. P. Rayani Nivethitha	P. Rayani Nivethitha
	Project Associate, CSIR - CECRI	U
	Karaikudi	
	Employer	1800
14.	Dr. P. Johnson Durai Raj	XER
- II	Director, Postulate Institute of Research &	/
	Technology, Thoothukudi.	
	Industrialist	07 -
15.	Er. J. Sahaya Reegan	0-
	CEO, Netz Solution, Thoothukudi.	
	Stake Holder -Parent	E.
	Mr. M. Esuterna, D.T. Assistant	6
10	Mr. M. Fortune, B.T. Assistant,	(uth
16.	Mr. M. Fortune, B.1. Assistant, Karapettai Nadar Boy's Hr. Sec School	(and)



The IQAC meeting was organised on 6th January 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed about the submission of the data for National Institutional Ranking Framework (NIRF) 2025.

Agenda:

- i. To submit the data for National Institutional Ranking Framework (NIRF) 2025
- ii. To collect and scrutiny the data for NIRF.

Action Taken Report:

 The Internal Quality Assurance Cell submitted the data for National Institutional Ranking Framework (NIRF) 2025 on 28th January 2025.

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







S.No.	Members	Signature
1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservice 200
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret
3.	Management Nominee & Asst. Coordinator Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	Estifarasie
4.	Assistant Coordinator of IQAC Dr. S. Beulah Jerlin Assistant Professor of Botany	kulappent
5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	Sauszt
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C. D-pola
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Pijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



Date: 21.01.2025

The IQAC meeting was organised on 21st January 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed about the document submission for Data Validation and Verification process for the Fifth Cycle of NAAC Accreditation.

Agenda:

- To undergo the process of Data Validation and Verification process for the Fifth Cycle of NAAC Accreditation.
- ii. To furnish the data as per DVV within the stipulated time.

Action Taken Report:

- The IQAC started the document submission for Data Validation and Verification process for the Fifth Cycle of NAAC Accreditation on 30th January 2025.
- ii. IQAC submitted the Data Validation and Verification on 14th February 2025.

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

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







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1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservi 2 de
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B.Serena Margaret
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5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	S.m. Jt
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C Dipekoh
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Pijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



Date: 28.01.2025

The IQAC meeting was organised on 28th January 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed about the conduct of Internal Academic Audit for the academic year 2022 - 2023

Agenda:

- i. To conduct an Internal Academic Audit for the academic year 2022 2023
- ii. To review the Academic Audit report

Action Taken Report:

- The IQAC conducted the Internal Academic Audit for the academic year 2022 2023 and 2023 2024 from 5th February to 7th February 2025
- ii. Dr. B. Serena Margaret, IQAC Coordinator and IQAC members reviewed the academic audit report and suggested a few recommendations for improvement.

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







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1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservi 200
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Mangaret
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8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Pijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



The IQAC meeting was organised on 17th February 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of External Peer Review Meeting.

Agenda:

- i. To conduct an External Peer Review Meeting.
- ii. To present the report for the academic year 2022-23 and 2023-24 to the external peer team.
- iii. To enhance the performance of the institution in the academic arena.

Action Taken Report:

- i. The IQAC conducted the External Peer Review Meeting on 20th & 21st February 2025.
- ii. Dr. S. Mohamed Haneef, IQAC Co-ordinator and Associate Professor, Department of English, Sadakathullah Appa College (Autonomous), Tirunelveli was the external expert for the departments from the School of Language and Culture and the School of Management and Economics. Dr. A. Lourdusamy, Deputy Principal, St. Xavier's College (Autonomous), Palayamkottai was the external expert for the departments from the School of Physical and Computing Sciences and School of Biological Sciences.
- **iii.** The external peer team recommended a few suggestions for the enhanced performance of the institution in the academic arena.

Chair Person

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







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1.	Principal Dr. Sr. Jessie Fernando Chairperson	Resei 200
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Mangaret
3.	Management Nominee & Asst. Coordinator Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	Estifarase
4.	Assistant Coordinator of IQAC Dr. S. Beulah Jerlin Assistant Professor of Botany	kulappents
5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	S.m. Jt
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C Dipekoh
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Pijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	& Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



Date: 21.02.2025

The IQAC meeting was organised on 21st February 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of orientation programme on Interactive Digital Panel.

Agenda:

- i. To conduct an orientation programme on Interactive Digital Panel.
- ii. To know how to operate the panel in a user-friendly manner.

Action Taken Report:

- i. IQAC organised an Orientation Programme on Interactive Digital Panel on 24th February 2025.
- ii. Mr. P. Saravanan, Senior Technical Support, Prama HiKvision, Madurai was the resource person. He explained the usage of each menu in the Interactive Digital Panel and how to operate the panel in a user-friendly manner.

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







S.No.	Members	Signature
	Principal	
1.	Dr. Sr. Jessie Fernando	Recei 200
	Chairperson	N33
	IQAC Coordinator	
2.	Dr. B. Serena Margaret	B. Serena Margaret
	IQAC Coordinator	0
	Management Nominee & Asst. Coordinator	
3.	Dr. Sr. M. S. Ezhilarasi	Estilarase
	Asst. Coordinator	reme
	Assistant Coordinator of IQAC	
4.	Dr. S. Beulah Jerlin	kulappent
	Assistant Professor of Botany	6-9
	IQAC Members	
5.	Dr. S. M. Rojapoo	S.a. ozt
	Assistant Professor of History	o va - j.
	Dr. C. Reena	
6.	Assistant Professor of Mathematics	K
7	Dr. C. Zozimus Divya Lobo	a D DI
7.	Assistant Professor of Chemistry	C of percon
8.	Dr. T. Priyanka	00.
0.	Assistant Professor of Commerce	T. Pijanles
0	Ms. S. Anusia	S. Anusia
9.	Assistant Professor of English (SSC)	D. Anusia
	Senior Administrative Officer	P. Rosans
10.	Ms. P. Rose Wens	M. Kosaas
	Office Superintendent	



Date: 21.02.2025

The IQAC meeting was organised on 21st February 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct the Follow Up Action meeting for AAA.

Agenda:

- i. To conduct the Follow Up Action meeting for AAA.
- ii. To evaluate the performance of the institution.

Action Taken Report:

- i. IQAC conducted the Follow Up Action meeting for AAA on 26th February 2025.
- ii. IQAC discussed the Follow Up Action as per the recommendations of the external experts.

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







S.No.	Members	Signature
1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservi 200
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret
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5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	S.m. 52/F
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C Dipekok
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Pijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



Date: 28.02.2025

The IQAC meeting was organised on 28th February 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct the Certificate Course on Indian Knowledge System

Agenda:

- i. To conduct the Certificate Course on Indian Knowledge System
- ii. To prepare the students for competitive examinations.

Action Taken Report:

- IQAC inaugurated the Certificate Course on Indian Knowledge System on 18th March 2025.
- ii. The course is conducted twice in a week and the duration of the course is thirty hours.

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







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1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservice 200
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Margaret
3.	Management Nominee & Asst. Coordinator Dr. Sr. M. S. Ezhilarasi Asst. Coordinator	Estifarasi
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5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	Sauszit
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C D-pekoh
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Rijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



Date: 28.03.2025

The IQAC meeting was organised on 28th April 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed about the conduct of Internal Mock Visit for NAAC Cycle V.

Agenda:

- i. To conduct the Internal Mock Visit for NAAC Cycle V
- ii. To preparation for the NAAC accreditation process.

Action Taken Report:

- i. The Internal Mock Visit for NAAC Cycle V was conducted on 8th and 9th April 2025.
- ii. IQAC team visited the department and assessed the documentation.

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







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1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservi 200
2.	IQAC Coordinator Dr. B. Serena Margaret IQAC Coordinator	B. Serena Mangaret
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5.	IQAC Members Dr. S. M. Rojapoo Assistant Professor of History	Saust
6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C Dipekok
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Rijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans



The IQAC meeting was organised on 7th April 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed about the conduct of External Mock Visit for NAAC Cycle V.

Agenda:

- i. To conduct the External Mock Visit for NAAC Cycle V
- ii. To prepare for the NAAC accreditation process

Action Taken Report:

- i. The External Mock Visit for NAAC Cycle V was conducted on 12th April 2025.
- ii. Dr. B. William Dharma Raja, Dean i/c., College Development Council, IQAC Director, Professor and Head, Department of Education, Manonmaniam Sundaranar University, Tirunelveli and Dr. H. Jimsy Asha, IQAC Coordinator& Assistant Professor, Department of English, Holy Cross College (Autonomous), Nagercoil were the enterprising experts of the mock visit.

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







S.No.	Members	Signature
	Principal	
1.	Dr. Sr. Jessie Fernando	Resei 2ab
	Chairperson	
	IQAC Coordinator	
2.	Dr. B. Serena Margaret	B. Serena Margaret
	IQAC Coordinator	0
	Management Nominee & Asst. Coordinator	
3.	Dr. Sr. M. S. Ezhilarasi	Estiparase
	Asst. Coordinator	to we
	Assistant Coordinator of IQAC	
4.	Dr. S. Beulah Jerlin	kulappent
	Assistant Professor of Botany	5-2
	IQAC Members	
5.	Dr. S. M. Rojapoo	S.a. ozt
	Assistant Professor of History	o va - j.
6.	Dr. C. Reena	0
0.	Assistant Professor of Mathematics	K
7	Dr. C. Zozimus Divya Lobo	a and DI
7.	Assistant Professor of Chemistry	C D-pokoh
8.	Dr. T. Priyanka	OD L
0.	Assistant Professor of Commerce	1. Egalle
9.	Ms. S. Anusia	T. Pijanles S. Anusia
9.	Assistant Professor of English (SSC)	
	Senior Administrative Officer	P. Rozans
10.	Ms. P. Rose Wens	M. Kosaas
	Office Superintendent	



The IQAC meeting was organised on 11th April 2025. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed about the conduct of Orientation Programme on OBE Curriculum.

Agenda:

- i. To conduct Orientation Programme on OBE Curriculum.
- ii. To orient the faculty on OBE curriculum

Action Taken Report:

- i. Orientation Programme on OBE was conducted on 15th April 2025.
- Dr. Baba GnanaKumar, Professor & Director, Centre for Consultancy and Corporate Training, Department of Management Studies, Kristu Jayanti College, Bangalore was the resource person.

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







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1.	Principal Dr. Sr. Jessie Fernando Chairperson	Reservi 200
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6.	Dr. C. Reena Assistant Professor of Mathematics	R
7.	Dr. C. Zozimus Divya Lobo Assistant Professor of Chemistry	C Dipola
8.	Dr. T. Priyanka Assistant Professor of Commerce	T. Rijarlee
9.	Ms. S. Anusia Assistant Professor of English (SSC)	S. Anusia
10.	Senior Administrative Officer Ms. P. Rose Wens Office Superintendent	P. Rosans

