

ST. MARY'S COLLEGE (Autonomous)
(Re- accredited with 'A' Grade by NAAC)
THOOTHUKUDI



MINUTES OF THE IQAC

2012 - 2018

(vii) Minutes of the IQAC meeting :

Date: 23 .04.2018

Agenda

01. Assess progress of NAAC work

The IQAC meeting was held on 23rd April 2018. The IQAC coordinator Dr.Sudha Rani led the meeting. It was presided over by the principal Dr. Sr. Alphonse Roseline Mary. She encouraged to continue the NAAC report preparatory work. The following activities were done.

- Reframing of syllabus was done
- Feedback from students were obtained
- A Workshop was organised on formulating Course Outcomes and Enriching Curriculum on 14th February 2018
- A Workshop on School System and Assessment of NAAC work done by expert counsel on 20th and 21st April 2018
- Continual preparation of the NAAC work is in progress

The meeting ended with thanking the principal Dr. Sr. Alphonse Roseline Mary, for lending her unconditional support and encouragement to the IQAC members. The

S. Sudha Rani
IQAC Coordinator

Roseline
IQAC President





S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	Roseline
2	Dr. Tmt. S. Sudha Rani Co-ordinator	S. Sudha Rani
3	Tmt. J. Anila Maily Asst. Co-ordinator	J. Anila Maily
4	Tmt. A. Amora Vice Principal (SSC)	A. Amora
5	Tmt. X. Esther Vimala Dean, UGC Affairs	X. Esther Vimala
6	Dr. P.J. Joslin Dean, School of Biological Sciences	P. J. Joslin
7	Tmt. S. Thenmozhi Dean, School of Language & Culture	
8	Tmt. Mary Judith Reene Fernando Dean, School of Management & Economics	M. Reene
9	Dr. Tmt. T. Linda Fernando Dean, School of Physical & Computing Sciences	T. Linda Fernando
10	Dr. Tmt. M. Glory Research Coordinator	M. Glory
11	Dr. Tmt. M. Mary Hepsibai Associate Professor	M. Hepsibai
12	Dr. A. Lakshmi Assistant Professor	A. Lakshmi
13	Dr. J. Arul Jesti Assistant Professor	J. Arul Jesti
14	Sr. F. Mary Joyce Baby Assistant Professor	Joyce Baby
15	Tmt. L. Smila Assistant Professor	L. Smila
16	Tmt. S. Jamesammal Assistant Professor	S. Jamesammal
17	Dr. Alexander Praveen Durai External Experts	
18	Mr. Resington External Experts	Resington

(vi) Minutes of the IQAC meeting :

Date: 09 .02.2018

Agenda

01. Resume NAAC work
02. Organise Workshop on Curriculum Development

The IQAC meeting was held on 09th February 2018. The IQAC coordinator Dr.Sudha Rani led the meeting. It was presided over by the principal Dr. Sr. Alphonse Roseline Mary. She reiterated to resume NAAC work with all seriousness.

- A team was instituted to collect documents
- It was decided to organize workshops on Curriculum and SchoolSystem

The meeting ended with the resolution to implement the plans.

Sudha Rani

IQAC Coordinator

Roseline

IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 09.02.2018 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr. Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr. S. Sudha Rani Co-ordinator	<i>S. Sudha Rani</i>
3	Ms. J. Anila Maily Asst. Co-ordinator	<i>J. Anilamaily</i>
4	Ms. A. Amora Vice Principal (SSC)	
5	Ms. X. Esther Vimala Dean, UGC Affairs	<i>X. Esther Vimala</i>
6	Dr. P.J. Joslin Dean, School of Biological Sciences	<i>P. J. Joslin</i>
7	Ms. S. Thenmozhi Dean, School of Language & Culture	<i>S. Thenmozhi</i>
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	<i>M. J. R. Fernando</i>
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	
10	Dr. M. Glory Research Coordinator	<i>M. Glory</i>
11	Dr. M. Mary Hepsibai Associate Professor	
12	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	<i>Jemy Diaz</i>
13	Dr. A. Lakshmi Assistant Professor	<i>A. Lakshmi</i>
14	Dr. J. Arul Jesti Assistant Professor	<i>J. Arul Jesti</i>
15	Sr. F. Mary Joyce Baby Assistant Professor	<i>Joyce</i>
16	Ms. L. Smila Assistant Professor	<i>L. Smila</i>
17	Ms. S. Jamesammal Assistant Professor	<i>S. Jamesammal</i>
18	Dr. Alexander Praveen Durai External Experts	
19	Mr. Resington External Experts	<i>Resington</i>

(v) Minutes of the IQAC meeting :

Date: 09.12.2017

Agenda

01 Analyse situation for not going on the Second window

The IQAC meeting was held on 09 December 2017. The IQAC coordinator Dr. Sudha Rani led the meeting. It was presided over by the principal Dr. Sr. Alphonse Roseline Mary. The Minutes of the previous meeting was read and approved. The meeting analysed and discussed reasons for not going for the second window. The following reasons were placed:

- Needed time for better understanding of criteria
- Collecting required data and documents
- Need for better work for better accreditation

The team decided to disseminate work and rework again.

S. Sudha Rani

IQAC Coordinator

Rose

IQAC President



St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 09.12.2017 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr. Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr. S. Sudha Rani Co-ordinator	<i>S. Sudha Rani</i>
3	Ms. J. Anila Maily Asst. Co-ordinator	<i>J. Anila Maily</i>
4	Ms. A. Amora Vice Principal (SSC)	
5	Ms. X. Esther Vimala Dean, UGC Affairs	<i>X. Esther Vimala</i>
6	Dr. P.J. Joslin Dean, School of Biological Sciences	<i>P. J. Joslin</i>
7	Ms. S. Thenmozhi Dean, School of Language & Culture	<i>S. Thenmozhi</i>
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	<i>M. Judith</i>
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	
10	Dr. M. Glory Research Coordinator	<i>M. Glory</i>
11	Dr. M. Mary Hepsibai Associate Professor	
12	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	<i>Jeszy Diaz</i>
13	Dr. A. Lakshmi Assistant Professor	<i>A. Lakshmi</i>
14	Dr. J. Arul Jesti Assistant Professor	<i>J. Arul Jesti</i>
15	Sr. F. Mary Joyce Baby Assistant Professor	<i>Joyce</i>
16	Ms. L. Smila Assistant Professor	<i>L. Smila</i>
17	Ms. S. Jamesammal Assistant Professor	<i>S. Jamesammal</i>
18	Dr. Alexander Praveen Durai External Experts	
19	Mr. Resington External Experts	<i>Resington</i>

(iv) Minutes of the IQAC meeting :

Date: 23 .10.2017

Agenda

01. NAAC preparation
02. Expert opinion on new NAAC format

The IQAC meeting was held on 23 October 2017. The IQAC coordinator Dr.Sudha Rani led the meeting. It was presided by the principal Dr. Sr. Alphonse Roseline Mary .The Minutes of the previous meeting was read and approved. The agenda was placed for discussion and the Action taken was listed.

- A special preparatory meeting was organized with an expert counsel on 4th September 2017
- On 17th October 2017 an expert review was made on the NAAC preparation and more inputs were given on Quantitative Metrics

The following plans were placed:

- To intensify NAAC work

The meeting ended with the resolution to implement the plans.


IQAC Coordinator


IQAC President



St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 23.10.2017 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr. Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr. S. Sudha Rani Co-ordinator	<i>S. Sudha Rani</i>
3	Ms. J. Anila Maily Asst. Co-ordinator	<i>J. Anilamaily</i>
4	Ms. A. Amora Vice Principal (SSC)	
5	Ms. X. Esther Vimala Dean, UGC Affairs	<i>X. Esther Vimala</i>
6	Dr. P.J. Joslin Dean, School of Biological Sciences	<i>P. J. Joslin</i>
7	Ms. S. Thenmozhi Dean, School of Language & Culture	<i>S. Thenmozhi</i>
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	<i>M. Reene</i>
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	
10	Dr. M. Glory Research Coordinator	<i>M. Glory</i>
11	Dr. M. Mary Hepsibai Associate Professor	
12	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	<i>Jesy Diaz</i>
13	Dr. A. Lakshmi Assistant Professor	<i>A. Lakshmi</i>
14	Dr. J. Arul Jesti Assistant Professor	<i>J. Arul Jesti</i>
15	Sr. F. Mary Joyce Baby Assistant Professor	
16	Ms. L. Smila Assistant Professor	<i>L. Smila</i>
17	Ms. S. Jamesammal Assistant Professor	<i>S. Jamesammal</i>
18	Dr. Alexander Praveen Durai External Experts	
19	Mr. Resington External Experts	<i>Resington</i>

(iii) Minutes of the IQAC meeting :

Date: 07 .09.2017

Agenda

01. Assessment of Workshop on Evaluation Reforms
02. Assessment NAAC preparation

The IQAC meeting was held on 07th August 2017. The IQAC coordinator Dr.Sudha Rani led the meeting. The Minutes of the previous meeting was read and approved. The agenda was placed for discussion and the Action taken was listed.

- Workshop on Evaluation Reforms and Practice was organized on 1st August 2017
- Staff were trained to frame questions appropriately for evaluation
- Assessment of the progress of the NAAC work was done

The following plans were placed:

- Organise an experts review on NAAC work
- To progress rapidly in data collection

The meeting ended with the resolution to implement the plans.


IQAC Coordinator


IQAC President



St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 07.09.2017 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr. Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr. S. Sudha Rani Co-ordinator	<i>S. Sudha Rani</i>
3	Ms. J. Anila Maily Asst. Co-ordinator	<i>J. Anilamaily</i>
4	Ms. A. Amora Vice Principal (SSC)	
5	Ms. X. Esther Vimala Dean, UGC Affairs	<i>X. Esther Vimala</i>
6	Dr. P.J. Joslin Dean, School of Biological Sciences	<i>P. J. Joslin</i>
7	Ms. S. Thenmozhi Dean, School of Language & Culture	<i>S. Thenmozhi</i>
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	<i>M. Judith</i>
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	
10	Dr. M. Glory Research Coordinator	<i>M. Glory</i>
11	Dr. M. Mary Hepsibai Associate Professor	
12	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	<i>Jesy Diaz</i>
13	Dr. A. Lakshmi Assistant Professor	<i>A. Lakshmi</i>
14	Dr. J. Arul Jesti Assistant Professor	<i>J. Arul Jesti</i>
15	Sr. F. Mary Joyce Baby Assistant Professor	<i>Joyce</i>
16	Ms. L. Smila Assistant Professor	<i>L. Smila</i>
17	Ms. S. Jamesammal Assistant Professor	<i>S. Jamesammal</i>
18	Dr. Alexander Praveen Durai External Experts	
19	Mr. Resington External Experts	<i>Resington</i>

(ii) Minutes of the IQAC meeting :

Date: 07 .08.2017

Agenda

01. Assessment of Workshop on Evaluation Reforms
02. Assessment NAAC preparation

The IQAC meeting was held on 07th August 2017. The IQAC coordinator Dr.Sudha Rani led the meeting. The Minutes of the previous meeting was read and approved. The agenda was placed for discussion and the Action taken was listed.

- Workshop on Evaluation Reforms and Practice was organized on 1st August 2017
- Staff were trained to frame questions appropriately for evaluation
- Assessment of the progress of the NAAC work was done

The following plans were placed:

- Organise an experts review on NAAC work
- To progress rapidly in data collection

The meeting ended with the resolution to implement the plans:


IQAC Coordinator


IQAC President



St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 07.08.2017 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr. Sr. S. Alphonse Roseline Mary Principal	Roseline
2	Dr. S. Sudha Rani Co-ordinator	S. Sudha Rani
3	Ms. J. Anila Maily Asst. Co-ordinator	J. Anilaidy
4	Ms. A. Amora Vice Principal (SSC)	
5	Ms. X. Esther Vimala Dean, UGC Affairs	X. Esther Vimala
6	Dr. P.J. Joslin Dean, School of Biological Sciences	P. J. Joslin
7	Ms. S. Thenmozhi Dean, School of Language & Culture	S. Thenmozhi
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	M. Reene
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	
10	Dr. M. Glory Research Coordinator	M. Glory
11	Dr. M. Mary Hepsibai Associate Professor	
12	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	Jemy Diaz
13	Dr. A. Lakshmi Assistant Professor	A. Lakshmi
14	Dr. J. Arul Jesti Assistant Professor	J. Arul Jesti
15	Sr. F. Mary Joyce Baby Assistant Professor	Joyce
16	Ms. L. Smila Assistant Professor	L. Smila
17	Ms. S. Jamesammal Assistant Professor	S. Jamesammal
18	Dr. Alexander Praveen Durai External Experts	
19	Mr. Resington External Experts	Resington

Minutes of the IQAC

2017 June – 2018 April

(i) Minutes of the IQAC meeting :

Date: 17.07.2017

Agenda

01. Assessment of Feedback obtained
02. Orientation on Curriculum Structuring
- 0.3. NAAC preparation

The IQAC meeting was held on 17th July 2017. The IQAC coordinator Dr.Sudha Rani led the meeting. The Minutes of the previous meeting was read and approved. The agenda was placed for discussion and the Action taken was listed.

- The online Feedback obtained was generated and analysed
- A report was being prepared on the same

The following plans were placed:

- A Workshop on Evaluation Reforms was planned to be conducted
- To review the working process of NAAC preparation done so far

The meeting ended with the resolution to implement the plans.


IQAC Coordinator


IQAC President



St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 17.07.2017 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr. Sr. S. Alphonse Roseline Mary Principal	Roslie
2	Dr. S. Sudha Rani Co-ordinator	S. Sudha Rani
3	Ms. J. Anila Maily Asst. Co-ordinator	J. Anilamaily
4	Ms. A. Amora Vice Principal (SSC)	
5	Ms. X. Esther Vimala Dean, UGC Affairs	X. Esther Vimala
6	Dr. P.J. Joslin Dean, School of Biological Sciences	P. J. Joslin
7	Ms. S. Thenmozhi Dean, School of Language & Culture	S. Thenmozhi
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	M. Reene
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	
10	Dr. M. Glory Research Coordinator	M. Glory
11	Dr. M. Mary Hepsibai Associate Professor	
12	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	Jesy Diaz
13	Dr. A. Lakshmi Assistant Professor	A. Lakshmi
14	Dr. J. Arul Jesti Assistant Professor	J. Arul Jesti
15	Sr. F. Mary Joyce Baby Assistant Professor	
16	Ms. L. Smila Assistant Professor	L. Smila
17	Ms. S. Jamesammal Assistant Professor	
18	Dr. Alexander Praveen Durai External Experts	
19	Mr. Resington External Experts	Resington

Minutes of the IQAC – 2016 – 2017

(ii) Minutes of the IQAC meeting :

Date: 21 .04.2017 **Time:** 2.00 p.m.

Agenda

01. Academic Audit Review

02. NAAC preparation.

The IQAC meeting was held on 21st April 2017. The IQAC coordinator Dr.Sudha Rani led the meeting. It was chiefly convened to evaluate the Academic Audit process at the earliest with the view to prepare for NAAC. The Minutes of the previous meeting was read and approved. The agenda was placed for discussion and the Action taken was listed.

- A Workshop on Working Skills and Ethics was provided to the Non-Teaching Faculty on 7th April. The non-teaching faculty gave the feedback that it had been a meaningful experience
- On 10th April 2017, Internal Academic Audit was conducted. Departments updated files and documents. It was facilitated by the IQAC Coordinator, Deans and the Vice-principal
- Individual scores were given for each department according to the aspects stated
- External Academic Audit was conducted on 17th April 2017, by experts Dr. Lourdusamy, IQAC Coordinator, St. Xavier's College (Autonomous) Palayamkottai and Dr. Xavier Mahimairaj, IQAC Coordinator, Loyola College(Autonomous) Chennai.
- The experts placed on record their commendation on
 - Specialised programmes organized in addition to regular courses and community service programmes
 - Filing system in the departments with an efficient follow up of IQAC
 - IQAC and its initiatives, preparedness for audit leading to accreditation
- The departments made a power point presentation on Curricular Aspects, Students Attainment, Faculty Attainment, Teaching Learning and Evaluation, Research Consultancy, Extension Activities, Placements and Feedback. The experts presented their suggestions and assessments of the departments' performance in individual reports
- The significant recommendations were-Lack of research and consultancy services
- Restructure syllabus, identifying new topics as per the contents of UGC syllabus and other leading universities
- Feedback was obtained online from students, stakeholders, staff, and Alumnae.



The Staff gave their Feedback on the following:-

- Curriculum Design
- Campus/ Office facility
- Teaching/ Learning Environment
- Evaluation Pattern
- Research Culture
- Extension Activities
- Management / Inter-relationships
- Strength of the Institution
- Weakness of the Institution
- Challenges of the Institution

The Students rated their observations online on the following:-

- Course content
- Learning value
- Application oriented
- Evaluation Process
- Faculty Support
- Campus facilities
- Inculcation of values
- Sports activities
- Extra-curricular activities
- Outreach programmes

The Students rated their observations online on the following for Staff of their discipline

- Subject knowledge
- Regularity in taking class
- Communication skills
- Just in evaluation
- Relating subject to life
- Dedication and sincerity
- Showing concern
- Promoting talents
- Providing guidance
- Overall performance

The Alumnae stated their opinion on

- Course Studied
 - College Ambience
 - Faculty Bond
- The feedback obtained is in the process of assessment
It was decided in the meeting to
 - Bring the reports of the experts of the Academic Audit to the notification of departments
 - Strengthen further the documenting process and work for Self study report
The meeting ended with resolution to work with commitment.

S. Sudha Rani
IQAC Coordinator

Rashe
IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 21.04.2017 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr. S. Sudha Rani Co-ordinator	<i>S. Sudha Rani</i>
3	Ms. A. Amora Assistant Coordinator	<i>A. Amora</i>
4	Sr. F. Mary Joyce Baby Assistant Coordinator	<i>Joyce</i>
5	Ms. X. Esther Vimala Dean, UGC Affairs	<i>X. Esther Vimala</i>
6	Dr. R.D. Thilaga Dean, School of Biological Sciences	<i>R. Thilaga</i>
7	Dr. A. Judy Pinheiro Dean, School of Language & Culture	<i>Judy Pinheiro</i>
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	<i>M. Judith</i>
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	<i>T. Linda Fernando</i>
10	Dr. S. Maria Victorial Rani Dean of Research	<i>S. Maria Victorial Rani</i>
11	Dr. M. Glory Research Coordinator	<i>M. Glory</i>
12	Dr. M. Mary Hepsibai Associate Professor	<i>M. Hepsibai</i>
13	Ms. P. Banumathi Assistant Professor	
14	Dr. A. Amala Arul ARasi Assistant Professor	<i>A. Amala Arul ARasi</i>
15	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	<i>Jesy Diaz</i>
16	Dr. A. Lakshmi Assistant Professor	<i>A. Lakshmi</i>
17	Ms. J. Arul Jesti Assistant Professor	<i>J. Arul Jesti</i>
18	Dr. Alexander Praveen Durai External Expert	
19	Mr. Resington External Expert	<i>Resington</i>

Minutes of the IQAC – 2016 – 2017

(ii) Minutes of the IQAC meeting :

Date: 10 .02.2017 Time: 2.00 p.m.

Agenda

01. Review and evaluation of the Conference
02. Conduct Academic Audit
- 0.3. NAAC preparation
04. Obtain Feedback from students
05. Workshop for Non-teaching staff

The IQAC meeting was held on 10th February 2017. The IQAC coordinator Dr.Sudha Rani led the meeting. The Minutes of the previous meeting was read and approved. The agenda was placed for discussion and the Action taken was listed.

- The National Conference on Cosmic Concerns: An Interdisciplinary Dialogue on Applied Ethics was successfully organized on 27th and 28th January
- Feedback on the conference stated the significance of the theme and resource persons
- Human Values Development Programme was organized on 2nd February
- Monitoring of file maintenance in the departments was done
- Green Audit was done by the department of Botany

The following plans were placed:

- As the institution had to go for its fourth cycle reaccreditation it had to prepare for NAAC
- It decided to conduct Academic Audit both internal and external in this regard
- The need to organize a workshop for non-teaching faculty

The meeting ended with the resolution to implement the plans.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 10.02.2017 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr. S. Sudha Rani Co-ordinator	<i>S. Sudha Rani</i>
3	Ms. A. Amora Assistant Coordinator	<i>A. Amora</i>
4	Sr. F. Mary Joyce Baby Assistant Coordinator	<i>Joyce</i>
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8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	<i>M. Reene</i>
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	<i>T. Linda Fernando</i>
10	Dr. S. Maria Victorial Rani Dean of Research	<i>S. Maria Victorial Rani</i>
11	Dr. M. Glory Research Coordinator	<i>M. Glory</i>
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18	Dr. Alexander Praveen Durai External Expert	
19	Mr. Resington External Expert	<i>Resington</i>

Minutes of the IQAC – 2016 – 2017

(ii) Minutes of the IQAC meeting :

Date: 09 .12.2016 **Time:** 2.00 p.m.

Agenda

01. Documentation process
02. Organising National Conference

The IQAC meeting was held on 9th December 2016. Dr. Sr. Alphonse Roseline Mary, principal chaired the session. Minutes of the previous meeting was read. The IQAC coordinator listed the agenda for discussion and placed the Action taken.

- Organised an outlook on New Education Policy 10th August
- Organised a workshop on - What is documentation and how to document? on 18th August
- Motivational Address for students- Igniting Inspiration and parents 1st September
- Orientation on NAAC accreditation and School System Few departments organized workshops, meetings with whom MOUs are signed
- It was ascertained that the Alumnae Association comes under the Society of the Institution
- e- resources and e-content development in process

It was decided in the meeting to

- Organize a National Conference on Cosmic Concerns: An Interdisciplinary Dialogue on Applied Ethics, based on Human Rights, Media Ethics, Eco-concern, Bio-ethics and Gender Parity
- Preparatory work for the conference's call for papers brochure and resource persons were decided
- Need for strengthening documentation in departments was ensured

The meeting ended with the resolution to execute the plans and work to conduct the National Conference


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 09.12.2016 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr. S. Sudha Rani Co-ordinator	<i>S. Sudha Rani</i>
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4	Sr. F. Mary Joyce Baby Assistant Coordinator	<i>Joyce</i>
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14	Dr. A. Amala Arul ARasi Assistant Professor	<i>A. Amala Arul ARasi</i>
15	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	<i>Jesy Diaz</i>
16	Dr. A. Lakshmi Assistant Professor	<i>A. Lakshmi</i>
17	Ms. J. Arul Jesthi Assistant Professor	<i>J. Arul Jesthi</i>
18	Dr. Alexander Praveen Durai External Expert	
19	Mr. Resington External Expert	<i>Resington</i>

Minutes of the IQAC – 2016 – 2017

(i) Minutes of the IQAC meeting :

Date: 27 .07.2016 **Time:** 2.00 p.m.

Agenda

01. Responsibilities of the members
02. Action plan

The first meeting of the IQAC for the academic year was held on 27th June 2016. Dr. Sr. Alphonse Roseline Mary, principal inducted the new team of IQAC members with Dr. S. Sudha Rani Assistant Professor of English as IQAC Coordinator. Mr. Resington external member of IQAC chaired the session. He pointed principles of identifying problems and finding solutions for them. The minutes of the previous meeting was read and approved.. Action taken is as follows:

- Orientation on New Educational Policies given
- Orientation for teaching faculty was given on 13th and 14th June on Psychological Bases of Learning – How to tap?, Enriching Learning with Web Tools and Resources, Effective Classroom Communication, Professional Ethics for Teachers and Healing of Inner Child
- Orientation for non-teaching faculty was given on ICT operating skills on 14th

The IQAC coordinator related the functions and future plans of IQAC

- To strengthen Documentation
- Release of Newsletter – Bi-annual/ Quarterly
- Updating Website
- Orientation for Non-Teaching staff on Office Management
- Maintenance and Updating of Files/Records/ Bills
- To organize workshops, meetings with whom MOUs are signed
- Make the Alumnae Association a Registered Body
- Start online courses, develop e-resources and create e-content



- Take efforts to make the Library, 'Digital Library'
- Ensure excellence in the functioning of Centres
- Initiate Eco-feminine Excellence in campus and CDP Areas
- Repairing, renovating and enhancing infrastructure
- Installation of sound systems in the Smart- classrooms
- Obtain Online Feedback
- To organize Orientations/ National Conference and Workshops

The coordinator and the members avowed to work for quality enhancement of the institution.

S. Sudha Rani

IQAC Coordinator

Rale

IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 27.07.2016 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	
2	Dr. S. Sudha Rani Co-ordinator	
3	Ms. A. Amora Assistant Coordinator	
4	Sr. F. Mary Joyce Baby Assistant Coordinator	
5	Ms. X. Esther Vimala Dean, UGC Affairs	
6	Dr. R.D. Thilaga Dean, School of Biological Sciences	
7	Dr. A. Judy Pinheiro Dean, School of Language & Culture	
8	Ms. Mary Judith Reene Fernando Dean, School of Management & Economics	
9	Dr. T. Linda Fernando Dean, School of Physical & Computing Sciences	
10	Dr. S. Maria Victorial Rani Dean of Research	
11	Dr. M. Glory Research Coordinator	
12	Dr. M. Mary Hepsibai Associate Professor	
13	Ms. P. Banumathi Assistant Professor	
14	Dr. A. Amala Arul ARasi Assistant Professor	
15	Dr. Jemma Hermaline Jesy Diaz Assistant Professor	
16	Dr. A. Lakshmi Assistant Professor	
17	Ms. J. Arul Jesti Assistant Professor	
18	Dr. Alexander Praveen Durai External Expert	
19	Mr. Resington External Expert	

Minutes of the IQAC – 2015 – 2016

(iii) Minutes of the IQAC meeting :

Date: 15.03.2016

Time: 2.00 p.m.

Agenda

01. Review the teaching learning process
02. Obtain feedback

The meeting of the IQAC was held on 15th March 2016. Dr. A. Sebasty initiated the meeting by listing the agenda to be discussed. The previous minutes was read and approved. It placed on record the action taken.

- NAAC sponsored National Seminar on Quality Enhancement in Higher Education: Teaching, Learning and Evaluation was organized on 7th and 8th January 2016
- Papers presented was published as a book
- The Research forum organized a National Level Seminar on Multi disciplinary Research
- Seminar on E-content development conducted for teaching faculty

Plans were listed for implementation. It was decided to

- Evaluate the teaching, learning process
- Obtain feedback from students and stakeholders
- Alumnae gathering to be increased

The meeting ended with the resolution to further the plan of action.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 15.03.2016 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	Rosalie
2	Dr.A. Sebasty Co-ordinator	Sebasty
3	Ms. Fernando Alexandria Assistant Co-ordinator	Fernando Alexandria
4	Ms. S. Thenmozhi Assistant Co-ordinator	S. Thenmozhi
5	Ms. A. Amora SSC Assistant	A. Amora
6	Dr. R.D. Thilaga Dean of Science & Marine Studies	Thilaga
7	Ms. X. Esther Vimala Dean of Arts	X Esther Vimala
8	Dr. S. Maria Victorial Rani Dean of Research	S. Hanavichand Rani
9	Dr. A. Judy Pinherio Dean of Students	Judy Pinherio
10	Ms. P. Jeya Selvi Associate Professor	P. Jeya Selvi
11	Dr. M. Glory Associate Professor	M. Glory
12	Ms. M. Jothimani Associate Professor	M. Jothimani
13	Dr. D. Amutha Associate Professor	D. Amutha
14	Ms. A. Malini Apsala Associate Professor	A. Malini Apsala
15	Dr. Amala Arul Arasi Assistant Professor	A. Arul Arasi
16	Ms. Maria Sahaya Sharmila Assistant Professor	Maria Sahaya Sharmila

Minutes of the IQAC – 2015 – 2016

(ii) Minutes of the IQAC meeting :

Date: 11 .12.2015 **Time:** 2.00 p.m.

Agenda

01. Evaluation of Extension of Autonomy visit
02. Organise National Seminar

The meeting of the IQAC was held on 11th December. Dr.Sr.S. Alphonse Roseline Mary chaired the meeting and thanked the members for their commitment during the Extension of Autonomy visit on 21st & 22nd September, 2015. Dr.A. Sebasty IQAC coordinator listed the agenda to be discussed and enumerated the action taken.

- As per the recommendations of the Academic Audit External Experts the placement cell was working to improve the opportunities and provide training
- A proposal was sent to establish Centre for Women's Studies Centre
- Workshop on Research Projects was conducted on July 8th
- The institution successfully secured the extension of Autonomy
- An evaluation of the Autonomous Committee recommendations was made
 - The Committee observed that, overall performance of the college in particular in the component of curriculum design and implementation is in the perception of autonomous status of a college.
 - More number of new PG programmes are to be introduced in the years to come like (a) M.Sc. Computer Science, (b) M.Sc. Chemistry, (c) M.A. Mass Communication and Journalism, and (d) M.B.A/Hotel Management.
 - Interdisciplinary approach need to be considered in the existing UG programmes.
 - Website of the college need to be upgraded.
 - A Research Advisory Committee may be constituted
 - All science laboratories need to be strengthened with latest equipments.
 - English Language Lab need to be upgraded.



- Students should be trained to face computer based testing.
- Alumini Association details need to be uploaded on the website.
- 40 research proposals was sent

The IQAC planned the following:

- Procedures for the National Seminar on 7th and 8th January 2016
- Publishing proceedings
- Make the Research forum to organize a National Level Seminar on Multi disciplinary Research.

The meeting ended with the resolution to continue its committed work.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 11.12.2015 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr.A. Sebasty Co-ordinator	<i>Sebasty</i>
3	Ms. Fernando Alexandria Assistant Co-ordinator	<i>Fernando Alexandria</i>
4	Ms. S. Thenmozhi Assistant Co-ordinator	<i>S. Thenmozhi</i>
5	Ms. A. Amora SSC Assistant	<i>A. Amora</i>
6	Dr. R.D. Thilaga Dean of Science & Marine Studies	<i>R.D. Thilaga</i>
7	Ms. X. Esther Vimala Dean of Arts	<i>X. Esther Vimala</i>
8	Dr. S. Maria Victorial Rani Dean of Research	<i>S. Maria Victorial Rani</i>
9	Dr. A. Judy Pinherio Dean of Students	<i>Judy Pinherio</i>
10	Ms. P. Jeya Selvi Associate Professor	<i>P. Jeya Selvi</i>
11	Dr. M. Glory Associate Professor	<i>M. Glory</i>
12	Ms. M. Jothimani Associate Professor	<i>M. Jothimani</i>
13	Dr. D. Amutha Associate Professor	<i>D. Amutha</i>
14	Ms. A. Malini Apsala Associate Professor	<i>A. Malini Apsala</i>
15	Dr. Amala Arul Arasi Assistant Professor	<i>A. Amala Arul Arasi</i>
16	Ms. Maria Sahaya Sharmila Assistant Professor	<i>Maria Sahaya Sharmila</i>

Minutes of the IQAC – 2015 – 2016

(i) Minutes of the IQAC meeting :

Date: 17 .07. 2015 **Time:** 2.00 p.m.

Agenda

01. Autonomy visit
02. Action plan

The first meeting of the IQAC for the academic year was held on 17th July. Dr.Sr.S.Alphonse Roseline Mary chaired the meeting. Dr.A. Sebasty IQAC coordinator thanked the members for their cooperation in all of its activities. She enumerated the action taken and listed the agenda to be discussed.

- The Academic Audit was conducted on 10th April 2015
- The auditing team appreciated the Heads of the departments and the faculty for their sincere efforts. They commended the job of the IQAC team
 - Experts gave feedback on the performance of each discipline
 - The evaluation of the departments was reviewed
 - It was noted down and was asked to rectify the review made
 - The Audit was beneficial as the institution was going for extension of autonomy
 - Some significant recommendations were made for the institution
 - Conduct short term training to promote ICT enabled training
 - Augment research publications and projects
 - Process Streaming system for Part II English
 - Organise more Remedial programmes
 - Inclusion of one UG and one PG student in Boards of Studies
 - The need to establish Centre for Women's Studies Centre




- Workshop on e-content development was organized on 13th April. Two faculty from each department underwent training
- Two regular counselors were appointed to resolve psychological problems of students. Counselling was given to those who were in need
- Training for Bank entrance exam was given along with NET/SET coaching

It was decided to work for the Autonomy committee visit. The members drew the following plan of action:

- Send proposal for IQAC National Seminar
- Send proposals for projects
- Enhance college website
- Internal Financial Audit to be taken
- Increase Research projects
- Skill development course specific to each discipline to be introduced

The meeting closed with the decision to carry out the plans.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 17.07.2015 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	<i>Roseline</i>
2	Dr.A. Sebasty Co-ordinator	<i>Sebasty</i>
3	Ms. Fernando Alexandria Assistant Co-ordinator	<i>Fernandoalexand</i>
4	Ms. S. Thenmozhi Assistant Co-ordinator	<i>S. Thenmozhi</i>
5	Ms. A. Amora SSC Assistant	<i>A. Amora</i>
6	Dr. R.D. Thilaga Dean of Science & Marine Studies	<i>Thilaga</i>
7	Ms. X. Esther Vimala Dean of Arts	<i>X Esther Vimala</i>
8	Dr. S. Maria Victorial Rani Dean of Research	<i>S. Maria Victorial Rani</i>
9	Dr. A. Judy Pinherio Dean of Students	<i>Judy Pinherio</i>
10	Ms. P. Jeya Selvi Associate Professor	<i>P. Jeya Selvi</i>
11	Dr. M. Glory Associate Professor	<i>m. Glory</i>
12	Ms. M. Jothimani Associate Professor	<i>M. Jothimani</i>
13	Dr. D. Amutha Associate Professor	<i>D. Amutha</i>
14	Ms. A. Malini Apsala Associate Professor	<i>A. Malini Apsala</i>
15	Dr. Amala Arul Arasi Assistant Professor	<i>A. Amala Arul Arasi</i>
16	Ms. Maria Sahaya Sharmila Assistant Professor	<i>Maria Sahaya Sharmila</i>

Minutes of the IQAC – 2014 – 2015

(ii) Minutes of the IQAC meeting :

Date: 18 .02. 2015 **Time:** 2.00 p.m.

Agenda

01. Conduct Academic Audit
02. e-content development
03. Strengthen counseling
04. Prepare for Autonomous visit

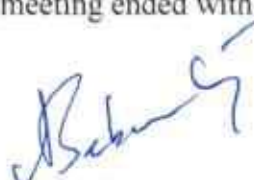
The meeting of the IQAC was held on 18th February 2015. Dr. Sr. Alphonse Roseline Mary chaired the session. Dr. A. Sebasty initiated the meeting by listing the agenda to be discussed. The previous minutes was read and approved. It placed on record the action taken.


- Career oriented programmes were conducted for III year students on 16th and 17th September 2014
- Coaching classes were conducted for IAS, Group I and II exams
- Faculty usage of smartboards in classrooms increased
- Employability skill training was provided by the Alaihal Media and the Computer science department on Short Film making fro 16 to 22, December 16 faculty and 20 students successfully underwent training.
- The AQAR was submitted on 23.12.2014

The next plans for the IQAC were discussed.

- It was imperative to conduct Academic Audit
- Provide training on e-content development
- Counselling forum to be strengthened with regular counselors
- Prepare for the Extension of Autonomous visit

The meeting ended with resolution to carry out the plans.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 18.02.2015 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roscline Mary Principal	Roscline
2	Dr.Tmt.A. Sebastiammal Co-ordinator	Sebastiammal
3	Dr. Tmt. R.D. Thilaga Dean of Science & Marine Studies	R.D. Thilaga
4	Tmt. X. Esther Vimala Dean of Arts	X. Esther Vimala
5	Dr. Tmt. S. Maria Victorial Rani Dean of Research	S. Maria Victorial Rani
6	Dr. A. Judy Pinherio Dean of Students	Judy Pinherio
7	Tmt. Elizabeth James Associate Professor	Elizabeth James
8	Dr. Tmt. M. Glory Associate Professor	M. Glory
9	Dr. Tmt. A. Punitha Tharani Associate Professor	A. Punitha Tharani
10	Tmt. M. Jothimani Associate Professor	M. Jothimani
11	Tmt. A. Lucas Rexceline Associate Professor	A. Lucas Rexceline
12	Dr. Sr. Josephine Alangara Betsy Assistant Professor	Betsy
13	Tmt. A. Malini Apsala Associate Professor	A. Malini Apsala
14	Dr. Tmt. Amala Arul Arasi Assistant Professor	A. Amala Arul Arasi
15	Tmt. A. Amora Assistant Professor	A. Amora

Minutes of the IQAC – 2014 – 2015

(i) Minutes of the IQAC meeting :

Date: 16 .08. 2014 Time: 2.00 p.m.

Agenda

01. Welcoming the new principal
02. Action plan for the year

The first meeting of the IQAC for the academic year was held on 16th August 2014. Dr. Sr. Alphonse Roseline Mary the new principal chaired the session. Dr. A. Sebasty initiated the meeting by listing the agenda to be discussed. The previous minutes was read and approved. The principal enunciated new schemes to be implemented. She insisted on the active role IQAC needs to play to enhance quality. The meeting placed on record the following action taken:

- The IQAC admitted its delay in submitting the AQAR and it was under preparation
- Workshop on Curriculum Restructuring was organized. It created awareness of possibilities to widen the scope of innovation

It proposed to

- Introduce online diploma courses
- Emphasise frequent use of Smart Boards
- Increase opportunities for placement through placement cell
- Raise welfare fund through alumnae association
- Organise medical camp
- Undertake Academic Audit
- Conduct coaching classes for IAS, Group I and II exams

The meeting ended with the resolution to implement the plan.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 16.08.2014 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Alphonse Roseline Mary Principal	Roseline
2	Dr.Tmt.A. Sebastiammal Co-ordinator	Sebastiammal
3	Dr. Tmt. R.D. Thilaga Dean of Science & Marine Studies	R.D. Thilaga
4	Tmt. X. Esther Vimala Dean of Arts	X. Esther Vimala
5	Dr. Tmt. S. Maria Victorial Rani Dean of Research	S. Maria Victorial Rani
6	Dr. A. Judy Pinherio Dean of Students	Judy Pinherio
7	Tmt. Elizabeth James Associate Professor	Elizabeth James
8	Dr. Tmt. M. Glory Associate Professor	M. Glory
9	Dr. Tmt. A. Punitha Tharani Associate Professor	A. Punitha Tharani
10	Tmt. M. Jothimani Associate Professor	M. Jothimani
11	Tmt. A. Lucas Rexceline Associate Professor	A. Lucas Rexceline
12	Dr. Sr. Josephine Alangara Betsy Assistant Professor	Betsy
13	Tmt. A. Malini Apsala Associate Professor	A. Malini Apsala
14	Dr. Tmt. Amala Arul Arasi Assistant Professor	A. Amala Arul Arasi
15	Tmt. A. Amora Assistant Professor	A. Amora

Minutes of the IQAC – 2013 - 2014

(v) Minutes of the IQAC meeting :

Date: 25 .03. 2014 **Time:** 2.00 p.m.

Agenda:

01. Appreciating service
02. Evaluating curriculum

The meeting of the IQAC was held on 25th March. Dr.Sr.Decla chaired the meeting. Dr. A. Sebasty initiated the meeting by listing the agenda to be discussed. The previous minutes was read and approved. It placed on record the following action taken

- Working the process of documenting for AQAR
- Self Study Courses planned
- A two- day programme was organized in March for all the teachers on the usage of Smart Boards

The IQAC registered its wholehearted appreciation to Dr.Sr.Decla for her support to the IQAC as its president and principal as she was retiring from service. It decided to

- Review and evaluate the curriculum structure
- To introduce online certificate courses

The meeting resolved to work on the proposed plans.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 25.03.2014 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Dr.Tmt.A. Sebastiammal Co-ordinator	
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	Uthayakumari Kalavathy
4	Tmt. X. Esther Vimala Dean of Arts	X. Esther Vimala
5	Tmt. Elizabeth James Associate Professor	E. James
6	Dr. Tmt. T. Linda Fernando Associate Professor	T. Linda Fernando
7	Dr. Tmt. M. Glory Associate Professor	M. Glory
8	Tmt. M. Jothimani Associate Professor	M. Jothimani
9	Tmt. A. Lucas Rexceline Associate Professor	A. Lucas Rexceline
10	Tmt. P.J. Joslin Associate Professor	P. J. Joslin
11	Dr.Sr. Josephine Alangara Betsy Associate Professor	Betsy
12	Dr. Tmt. D. Amutha Associate Professor	D. Amutha
13	Tmt. A. Malini Apsala Associate Professor	A. Malini Apsala
14	Tmt. A. Amora Assistant Professor	A. Amora
15	Tmt. S. Arul Josephine Assistant Professor	S. Arul Josephine
16	Selvi R. Meenachi Sundari Assistant Professor	
17	Tmt. S. Shanmuga Nirmala Assistant Professor	S. Shanmuga Nirmala

Minutes of the IQAC – 2013 - 2014

(iv) Minutes of the IQAC meeting :

Date: 27 .02. 2014 **Time:** 2.00 p.m.

Agenda:

01. Evaluation of the National Seminar
02. Publication of proceedings
03. Usage of ICT tools

The meeting of the IQAC was held on 27th February. Dr. A. Sebasty chaired and initiated the meeting by listing the agenda to be discussed. The previous minutes was read and approved. It noted the members absent for the meeting.

It placed on record the following action taken:

- The National Seminar on Institutional Quality Improvement: Role of Information and Communication Technology was organized on 31 January and 1st February. The coordinator thanked the IQAC members for efficiently organizing the seminar. It evaluated the feedback received and noted it was a fruitful enterprise. It decided to publish the proceedings in the in-house journal Marian Quest
- The proposal for CPE was sent on 10th February
- A workshop on Examination Reforms was organized on 24th February. Based on the recommendations of the resource persons it seemed appropriate to initiate the following changes in evaluation.
 - The ratio of CIA:ESE has been changed to 50 : 50 from 25: 75
 - The pattern of Question paper changed with Section A -objective type questions conducted online
 - Section B and C will have only open choice instead of alternative choices
 - Question Bank will be prepared for each course
- NET/SET coaching classes were conducted for the enrolled PG students

It placed the following actions to be taken

- To prepare AQAR
- Install smart boards for all disciplines
- Plan for enrichment of curriculum

The meeting ended with the resolution to execute the plans proposed.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 27.02.2014 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Dr.Tmt.A. Sebastiammal Co-ordinator	
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	Uthayakumari Kalavathy
4	Tmt. X. Esther Vimala Dean of Arts	X. Esther Vimala
5	Tmt. Elizabeth James Associate Professor	
6	Dr. Tmt. T. Linda Fernando Associate Professor	T. Linda Fernando
7	Dr. Tmt. M. Glory Associate Professor	M. Glory
8	Tmt. M. Jothimani Associate Professor	M. Jothimani
9	Tmt. A. Lucas Rexceline Associate Professor	A. Lucas Rexceline
10	Tmt. P.J. Joslin Associate Professor	P. J. Joslin
11	Dr.Sr. Josephine Alangara Betsy Associate Professor	
12	Dr. Tmt. D. Amutha Associate Professor	
13	Tmt. A. Malini Apsala Associate Professor	
14	Tmt. A. Amora Assistant Professor	A. Amora
15	Tmt. S. Arul Josephine Assistant Professor	S. Arul Josephine
16	Selvi R. Meenachi Sundari Assistant Professor	
17	Tmt. S. Shanmuga Nirmala Assistant Professor	

Minutes of the IQAC – 2013 - 2014

(iii) Minutes of the IQAC meeting :

Date: 17.01.2014 **Time:** 2.00 p.m.

Agenda:

01. Preparation for the National Seminar
02. Enhance facilities and amenities for science departments
03. Establish more linkages

The meeting of the IQAC was held on 17th January 2014. The chairperson Dr.Sr.S.Decla presided over the meeting. Dr. A. Sebasty initiated the meeting by listing the agenda to be discussed. The previous minutes was read and approved. It placed on record the following action taken

- A Seminar was organized for all the PG students on the topic - Human Resource Development and Method of Developing Communication Skills on 5th September
- Career guidance cell organized a workshop on employability skills
- Campus interview conducted and 10 students received placement orders at Vellammal Bodhi Education Trust
- Workshop on Entrepreneurship and Import and Export was organized on 23 October
- Department of Commerce and English upgraded as research centre

The members prepared for the National Seminar. It also placed the following actions to be taken:

- To apply for college with Potential for Excellence
- To Motivate staff to do doctoral research
- Undertake coaching for NET/SET

The meeting ended with the resolve to carry out the proposition.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 17.01.2014 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	<i>Decla</i>
2	Dr.Tmt.A. Sebastiammal Co-ordinator	<i>Sebastiammal</i>
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	<i>Uthayakumari Kalavathy</i>
4	Tmt. X. Esther Vimala Dean of Arts	<i>X. Esther Vimala</i>
5	Tmt. Elizabeth James Associate Professor	<i>E. James</i>
6	Dr. Tmt. T. Linda Fernando Associate Professor	<i>T. Linda Fernando</i>
7	Dr. Tmt. M. Glory Associate Professor	<i>M. Glory</i>
8	Tmt. M. Jothimani Associate Professor	<i>M. Jothimani</i>
9	Tmt. A. Lucas Rexceline Associate Professor	<i>A. Lucas Rexceline</i>
10	Tmt. P.J. Joslin Associate Professor	<i>P. J. Joslin</i>
11	Dr.Sr. Josephine Alangara Betsy Associate Professor	<i>Betsy</i>
12	Dr. Tmt. D. Amutha Associate Professor	<i>D. Amutha</i>
13	Tmt. A. Malini Apsala Associate Professor	<i>A. Malini Apsala</i>
14	Tmt. A. Amora Assistant Professor	<i>A. Amora</i>
15	Tmt. S. Arul Josephine Assistant Professor	<i>S. Arul Josephine</i>
16	Selvi R. Meenachi Sundari Assistant Professor	
17	Tmt. S. Shanmuga Nirmala Assistant Professor	<i>S. Shanmuga Nirmala</i>

Minutes of the IQAC – 2013 – 2014

(ii) Minutes of the IQAC meeting :

Date: 22.08.2013 **Time: 2.00 p.m.**

Agenda:

01. Organise career oriented workshop
02. Workshop on Research Opportunities

The second meeting of the IQAC for the academic year was held on 22nd August. The chairperson Dr. Sr. S.Decla presided over the meeting. Dr. A. Sebastiammal initiated the meeting by listing the agenda to be discussed. The previous minutes was read and approved. It placed on record the following action taken

- A few faculty applied for projects research and consultancy
- UGC sanctioned Major Research projects for Zoology and Botany
- A Workshop on Enhancing Research Opportunities was organized on 24th September
- Maintenance of amenities and facilities for science departments was made with funds received from DST, FIST. A Lab with 22 systems and a Server was established with the fund.
- Usage of ICT tools enhanced with a New Computer Lab for MHRM
- Feedback was received from students in a format prepared by the IQAC. It assessed the feedback content and placed before the principal.
- Career Oriented Programme (COP) was made mandatory for III UG students

It was resolved in the meeting to

- Send proposal for College for Potential Excellence(CPE)
- Organize career oriented workshop for students
- Organize a National Seminar in the month of January 2014.

The meeting ended with the resolution to execute the two propositions.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 22.08.2013 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Dr.Tmt.A. Sebastiammal Co-ordinator	
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	
4	Tmt. X. Esther Vimala Dean of Arts	
5	Tmt. Elizabeth James Associate Professor	
6	Dr. Tmt. T. Linda Fernando Associate Professor	
7	Dr. Tmt. M. Glory Associate Professor	
8	Tmt. M. Jothimani Associate Professor	
9	Tmt. A. Lucas Rexceline Associate Professor	
10	Tmt. P.J. Joslin Associate Professor	
11	Dr.Sr. Josephine Alangara Betsy Associate Professor	
12	Dr. Tmt. D. Amutha Associate Professor	
13	Tmt. A. Malini Apsala Associate Professor	
14	Tmt. A. Amora Assistant Professor	
15	Tmt. S. Arul Josephine Assistant Professor	
16	Selvi R. Meenachi Sundari Assistant Professor	
17	Tmt. S. Shanmuga Nirmala Assistant Professor	

Minutes of the IQAC Meeting – 2013 -2014

(i) Minutes of the IQAC meeting :

Date: 15.07.2013 Time: 2.00 p.m.

Agenda:

01. New coordinator
02. Action plan for the year

The first meeting of the IQAC for the academic year was held on 15th July 2013. The chairperson Dr.Sr.S.Decla presided over the meeting. After a short motivation by the chairperson the former IQAC coordinator Mrs. Alexandria initiated the discussion with her rich experience before and during the NAAC peer team visit. She stressed on the need for systematic documenting of every programme held in the campus.

- Submission of AQAR done on 4th May

The members then expressed their gratitude to the chairperson Dr.Sr.Decla and Mrs.Alexandria Fdo. Dr.A.Sebastiammal Associate professor of English was inducted as the new IQAC Coordinator with a new team of members. The following points were placed:

- Boosting of research and consultancy
- Conducting UGC sponsored seminars and workshops
- Maintenance of infrastructure
- Usage of ICT tools
- Feedback from students

The team resolved to work for the betterment of the institution.


IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 15.07.2013 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Dr.Tnty.A. Sebastiammal Co-ordinator	
3	Dr.Tnty. Uthayakumari Kalavathy Dean of Science	Uthayakumari Kalavathy
4	Tnty. X. Esther Vimala Dean of Arts	X Esther Vimala
5	Tnty. Elizabeth James Associate Professor	
6	Dr. Tnty. T. Linda Fernando Associate Professor	D. Linda Fernando
7	Dr. Tnty. M. Glory Associate Professor	M. Glory
8	Tnty. M. Jothimani Associate Professor	
9	Tnty. A. Lucas Rexceline Associate Professor	A. Lucas Rexceline
10	Tnty. P.J. Joslin Associate Professor	P. J. Joslin
11	Dr.Sr. Josephine Alangara Betsy Associate Professor	Betsy
12	Dr. Tnty. D. Amutha Associate Professor	
13	Tnty. A. Malini Apsala Associate Professor	
14	Tnty. A. Amora Assistant Professor	A. Amora
15	Tnty. S. Arul Josephine Assistant Professor	Josephine
16	Selvi R. Meenachi Sundari Assistant Professor	
17	Tnty. S. Shanmuga Nirmala Assistant Professor	

Minutes of the IQAC – 2012 - 2013

(iv) Minutes of the IQAC meeting :

Date: 28. 01.2013 **Time:** 2.00 p.m.

Agenda:

01. Acknowledging the Re-accreditation
02. Appreciating team work
03. Quality measures to be taken

The IQAC gathered on 28th January 2013. The principal Dr.Sr.Declra congratulated and appreciated the team for securing 'A' grade (with CGPA of 3.14). The IQAC Coordinator Ms.Alexandria Fdo., thanked all the faculty and the Steering committee for their committed work. The recommendations of the NAAC peer team were presented. The IQAC critically analysed its position and resolved to chart plans to improve the quality.

The following quality measures were intended:

- To strengthen research and consultancy
- Enhance quality in teaching with ICT tools
- Introduce changes in curriculum design
- Promote active student participatory learning
- Conduct more Seminars and Conferences
- Strengthen Alumnae

The principal discussed further the avenues available for improvement. She also stressed for the imperative need to continue with quality work and promote a working culture in the campus. It was decided to begin the next academic year with a new IQAC team. The meeting ended with the resolve to continue to execute the plans for the institution.

Alexandria Fdo.

IQAC Coordinator

Peeth
IQAC President





St. Mary's College (Autonomous) – Thoothukudi

IQAC Meeting

Date: 28.01.2013 Time: 2.00p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Tmt. Fernando Alexandria Co-ordinator	
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	
4	Tmt. A.A. Maria Celine Dean of Arts	
5	Dr.Tmt.A. Sebastiammal Associate Professor	
6	Tmt. N. Vimala Associate Professor	
7	Dr. Tmt. A. Punitha Tharani Associate Professor	
8	Tmt. A. Lucas Rexceline Associate Professor	
9	Tmt. J. Anila Maily Associate Professor	
10	Tmt. S. Thenmozhi Associate Professor	
11	Dr. Tmt. T. Linda Fernando Associate Professor	
12	Dr. Tmt. M. Mary Josephine Associate Professor	
13	Tmt. S. Mary Baptista Janet Associate Professor	
14	Tmt. A. Malini Apsala Associate Professor	
15	Tmt. S. Sudha Rani Assistant Professor	
16	Dr. Tmt.K.Vinitha Librarian	
17	Tmt. A. Amora Assistant Professor	
18	Tmt. S. Arul Josephine Assistant Professor	
19	Tmt. Maria Sahaya Sharmila Assistant Professor	
20	Selvi Maria Sahaya Rossiyana Assistant Professor	

Minutes of the IQAC – 2012 – 2013

(iii) Minutes of the IQAC meeting :

Date: 05.09.2012

Time: 2.00 p.m.

Agenda:

01. Review preparations for the visit
02. Allocating duties for non-teaching staff

The meeting was held on 5th September. Members of the IQAC were present. The meeting was chaired by the principal, Dr. Sr. Decla. The IQAC Coordinator Ms. Alexandria Fdo., commenced with the agenda for the meeting. Action taken:

- A team of faculty paid visits to the departments and ensured if proper documentation in the departments
- A special meeting was convened along with the vice-principal to address the students on NAAC visit. The significance of the visit was stated.
- The Alumnae association president intimated the Alumnae on the visit and sought consent for their presence during their visit. The evinced readiness and great interest
- An action plan for the peer team visit was drafted with prime focus on essential details to be covered

After an involved discussion the meeting further resolved to take these following actions

- Review the preparations made for the NAAC visit
- Assign specific duties to non-teaching staff

The schedule of the NAAC committee visit was chartered out. The meeting ended with the resolve to continue the integrated team work.

Alexandria Fdo.

IQAC Coordinator

Decla
IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 05.09.2012 Time: 2.00 p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Tmt. Fernando Alexandria Co-ordinator	
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	
4	Tmt. A.A. Maria Celine Dean of Arts	
5	Dr.Tmt.A. Sebastiammal Associate Professor	
6	Tmt. N. Vimala Associate Professor	
7	Dr. Tmt. A. Punitha Tharani Associate Professor	
8	Tmt. A. Lucas Rexceline Associate Professor	
9	Tmt. J. Anila Maily Associate Professor	
10	Tmt. S. Thenmozhi Associate Professor	
11	Dr. Tmt. T. Linda Fernando Associate Professor	
12	Dr. Tmt. M. Mary Josephine Associate Professor	
13	Tmt. S. Mary Baptista Janet Associate Professor	
14	Tmt. A. Malini Apsala Associate Professor	
15	Tmt. S. Sudha Rani Assistant Professor	
16	Dr. Tmt.K.Vinitha Librarian	
17	Tmt. A. Amora Assistant Professor	
18	Tmt. S. Arul Josephine Assistant Professor	
19	Tmt. Maria Sahaya Sharmila Assistant Professor	
20	Selvi Maria Sahaya Rossiyana Assistant Professor	

Minutes of the IQAC - 2012 – 2013

(ii) Minutes of the IQAC meeting :

Date: 27.08.2012 **Time: 2.00 p.m.**

Agenda:

01. Documenting
02. Students involvement in NAAC
03. Action plan for the visit

The meeting was held on 27th August. Members of the IQAC and Steering committee were present. The meeting was chaired by the principal, Dr. Sr. Decla. The IQAC Coordinator Ms. Alexandria Fdo., initiated the agenda to be discussed and thanked the committee for working with dedication. The follow up action of NAAC preparation action was taken up by the steering committee. The members presented the amount of work that has been done. They also brought to the principal's notice certain lapses that needed to be rectified. The principal agreed to fix solutions regarding maintenance facilities and infrastructural renovation. The IQAC assessed the progress of the work.

It was followed by resolution to take the following action:

- Ensure proper documentation in the departments
- Address the students on NAAC visit
- Intimate the Alumnae on the visit
- Draft action plan for the peer team visit

The meeting ended with the positive note of encouragement from the principal.



IQAC Coordinator


IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 27.08.2012 Time: 2.00 p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Tmt. Fernando Alexandria Co-ordinator	
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	
4	Tmt. A.A. Maria Celine Dean of Arts	
5	Dr.Tmt.A. Sebastianmal Associate Professor	
6	Tmt. N. Vimala Associate Professor	
7	Dr. Tmt. A. Punitha Tharani Associate Professor	
8	Tmt. A. Lucas Rexceline Associate Professor	
9	Tmt. J. Anila Maily Associate Professor	
10	Tmt. S. Thenmozhi Associate Professor	
11	Dr. Tmt. T. Linda Fernando Associate Professor	
12	Dr. Tmt. M. Mary Josephine Associate Professor	
13	Tmt. S. Mary Baptista Janet Associate Professor	
14	Tmt. A. Malini Apsala Associate Professor	
15	Tmt. S. Sudha Rani Assistant Professor	
16	Dr. Tmt.K.Vinitha Librarian	
17	Tmt. A. Amora Assistant Professor	
18	Tmt. S. Arul Josephine Assistant Professor	
19	Tmt. Maria Sahaya Sharmila Assistant Professor	
20	Selvi Maria Sahaya Rossiyana Assistant Professor	

Minutes of the IQAC - 2012 -2013

(i) Minutes of the IQAC meeting

Date: 25.07.2012 **Time:** 2.00 p.m.

Agenda:

01. NAAC Preparation
02. Assignment of work
03. Allocation of duties

The first meeting for the academic year was held on 25th June. The meeting was chaired by the principal, Dr. Sr. Decla. The IQAC Coordinator Ms. Alexandria Fdo., initiated the agenda to be discussed. The preparation of the campus for the NAAC Peer team visit and allocation of duties were dedicated in the meeting. As the NAAC peer team visit was approaching it was resolved to have meetings frequently and to review the campus activities relevant to the process of second reaccreditation.

The action taken in regard of the preparation was placed.

- The departments were updated with the proceedings of the NAAC preparatory work
- Maintenance of files and records were ensured
- Power point presentation of departments was made ready
- Cultural activities and other performances were being prepared

The meeting discussed on other plans to be worked

- List of work to be done was prepared from campus arrangements to classroom
- Staff were allocated duties accordingly
- To monitor the efficacy of the functioning a NAAC Steering Committee was formed



The members of the committee were as follows:

Tmt. Fernando Alexandria –Coordinator

Dr. Tmt. Uthayakumari Kalavathi

Tmt. A.A. Maria Celine

Dr. Tmt. A. Sabastiammal

Tmt. N. Vimala

Dr. Tmt. M. Mary Josephine

Dr. Tmt. T. Linda Fernando

Tmt. Mary Judith Recne Fernando

Dr. Tmt. A. Punitha Tharani

Tmt. J. Anila Maily

Tmt. S. Thenmozhi

Tmt. A. Lucas Rexceline

Tmt. S. Mary Baptista Janet

Tmt. A. Malini Apsala

Tmt. S. Sudha Rani

Dr. Tmt. K. Vinitha

Tmt. A. Amora

Tmt. S. Arul Josephine

Tmt. Maria Sahaya Sharmila

Tmt. Maria Sahaya Rosiyana

The members were assigned specific tasks to monitor. With all dedication and commitment the members avowed to carry out the duties allotted. The meeting came to end with this resolve.

Fernando Alexandria

IQAC Coordinator

Paula
IQAC President





St. Mary's College (Autonomous) - Thoothukudi

IQAC Meeting

Date: 25.07.2012 Time: 2.00 p.m.

S.No.	Members	Signature
1	Dr.Sr. S. Decla Principal	
2	Tmt. Fernando Alexandria Co-ordinator	
3	Dr.Tmt. Uthayakumari Kalavathy Dean of Science	
4	Tmt. A.A. Maria Celine Dean of Arts	
5	Dr.Tmt.A. Sebastiammal Associate Professor	
6	Tmt. N. Vimala Associate Professor	-
7	Dr. Tmt. A. Punitha Tharani Associate Professor	
8	Tmt. A. Lucas Rexceline Associate Professor	
9	Tmt. J. Anila Maily Associate Professor	
10	Tmt. S. Thenmozhi Associate Professor	
11	Dr. Tmt. T. Linda Fernando Associate Professor	
12	Dr. Tmt. M. Mary Josephine Associate Professor	
13	Tmt. S. Mary Baptista Janet Associate Professor	
14	Tmt. A. Malini Apsala Associate Professor	
15	Tmt. S. Sudha Rani Assistant Professor	
16	Dr. Tmt.K.Vinitha Librarian	
17	Tmt. A. Amora Assistant Professor	
18	Tmt. S. Arul Josephine Assistant Professor	
19	Tmt. Maria Sahaya Sharmila Assistant Professor	
20	Selvi Maria Sahaya Rossiyana Assistant Professor	