

**St. Mary's College (Autonomous)**  
**Re-accredited with 'A+' grade by NAAC (4<sup>th</sup> Cycle)**  
**Thoothukudi**



**Minutes of the IQAC**  
**2023 - 2024**

**Minutes of the IQAC meeting:**

**Date: 01.06.2023**

The IQAC meeting was held on 01<sup>st</sup> June 2023. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. All the IQAC members attended the meeting and discussed the conduct of the Orientation Programme to celebrate the World Environment Day along with the Department of Tamil (SSC).

**Agenda:**

- i) To organise an Orientation Programme for the students on the World Environment Day in order to spread an awareness on the need to protect the environment.
- ii) To organise an upskilling programme for the non-teaching staff.
- iii) To illuminate the specific roles and responsibilities of the faculty in contributing to the overall institutional development process.

**Action Taken Report:**

- i) The IQAC organised an Orientation Programme along with the Department of Tamil (SSC) on 5<sup>th</sup> June 2023 on "LIFE Initiative – Lifestyle for Environment." 250 students participated in the online programme.
- ii) The IQAC organised an upskilling programme for the non-teaching staff on MS Office and Tally from 5<sup>th</sup> June to 9<sup>th</sup> June 2023.
- iii) The IQAC organised an orientation programme for the faculty on "The Role of Teachers in Prioritising Institutional Development" on 24<sup>th</sup> June 2023.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024



Minutes of the IQAC Meeting

| S.No. | Members  | Signature |
|-------|--|-----------|
| 1.    | <b>Principal</b><br>Dr. Sr. Jessie Fernando<br>Chairperson   |           |
| 2.    | <b>IQAC Coordinator</b><br>Dr. B. Serena Margaret<br>IQAC Coordinator                              |           |
| 3.    | <b>Management Nominee &amp; Asst. Coordinator</b><br>Dr. Sr. M. S. Ezhilarasi<br>Asst. Coordinator |           |
| 4.    | <b>Assistant Coordinator of IQAC</b><br>Dr. S. Beulah Jerlin<br>Assistant Professor of Botany      |           |
| 5.    | <b>IQAC Members</b><br>Dr. S. M. Rojapoo<br>Assistant Professor of History                         |           |
| 6.    | Dr. C. Reena<br>Assistant Professor of Mathematics   |           |
| 7.    | Dr. C. Zozimus Divya Lobo<br>Assistant Professor of Chemistry                                      |           |
| 8.    | Dr. T. Priyanka<br>Assistant Professor of Commerce   |           |
| 9.    | Ms. S. Anusia<br>Assistant Professor of English (SSC)  |           |
| 10.   | <b>Senior Administrative Officer</b><br>Ms. P. Rose Wens<br>Office Superintendent                  |           |

## Minutes of the IQAC meeting:

**Date: 08.06.2023**

IQAC meeting was held on 8<sup>th</sup> June 2023. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. All the IQAC members discussed the conduct of the Students Induction Programme for the I UG & the I PG students and the conduct of Energy Audit and the Green Audit.

### Agenda:

- i) To conduct Students Induction Programme for the I UG & the I PG students to help them learn about the facilities, resources, campus etiquette, academics, and overall ambience of the institution.
- ii) To conduct the Energy Audit and the Green Audit.

### Action Taken Report:

- i) The Internal Quality Assurance Cell organised the Students Induction Programme for the I UG students from 21<sup>st</sup> June 2023 to 30<sup>th</sup> June 2023 and for the I PG students on 26<sup>th</sup> June 2023.
- ii) IQAC conducted the Energy Audit and the Green Audit in the college premises on 21<sup>st</sup> and 22<sup>nd</sup> June 2023 for improving energy efficiency and for promoting responsible environmental stewardship.

*B. Serena Margaret*  
IQAC Coordinator

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

*Pessy J do*

Chair Person  
Principal  
**St. Mary's College (Autonomous)**  
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| 11.   | <b>Local Society Nominee/Trust</b><br>Ms. S. Rajathi<br>Director. Morning Star Social and Educational Port,<br>Thoothukudi |           |
| 12.   | <b>Student Nominee</b><br>Ms. M. Apshan, II M.A English Literature   |           |
| 13.   | <b>Alumna</b><br>Dr. H. Sujitha<br>Assistant Professor of Mathematics<br>St. Xavier's College (Autonomous), Palayamkottai  |           |
| 14.   | <b>Employer</b><br>Dr. P. Johnson Durai Raj<br>Director, Postulate Institute of Research and<br>Technology, Thoothukudi    |           |
| 15.   | <b>Industrialist</b><br>Er. J. Sahaya Reegan<br>CEO. Netz Solution, Thoothukudi  |           |
| 16.   | <b>Stake Holder – Parent</b><br>Mr. M. Padmanabhan<br>Junior Engineer, Thermal Power Station<br>Thoothukudi.               |           |



## **Minutes of the IQAC meeting:**

**Date: 03.07.2023**

IQAC meeting was conducted on 3<sup>rd</sup> July 2023. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. All the IQAC members attended the meeting and discussed the signing of an MoU with the International Association of Tamil Research (IATR), Kuala Lumpur, Malaysia.

### **Agenda:**

- i) To sign an MoU with the International Association of Tamil Research (IATR), Kuala Lumpur, Malaysia.
- ii) To carry out joint research projects and conduct academic activities.

### **Action Taken Report:**

- i) The institution signed an MoU with the International Association of Tamil Research (IATR), Kuala Lumpur, Malaysia on 22.07.2023 in Kuala Lumpur, Malaysia.
- ii) The institution received Certificates of Appreciation from the Department of Indian Studies, University Malaya, Kuala Lumpur, Malaysia, and the International Association of Tamil Research (IATR), Kuala Lumpur, Malaysia for the participation in the 11<sup>th</sup> International Conference on Tamil Studies held from 18<sup>th</sup> July 2023 to 24<sup>th</sup> July 2023 at University Malaya, Kuala Lumpur, Malaysia

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024  
Minutes of the IQAC Meeting



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| 1.    | <b>Principal</b><br>Dr. Sr. Jessie Fernando<br>Chairperson   |           |
| 2.    | <b>IQAC Coordinator</b><br>Dr. B. Serena Margaret<br>IQAC Coordinator  |           |
| 3.    | <b>Management Nominee &amp; Asst. Coordinator</b><br>Dr. Sr. M. S. Ezhilarasi<br>Asst. Coordinator                         |           |
| 4.    | <b>Assistant Coordinator of IQAC</b><br>Dr. S. Beulah Jerlin<br>Assistant Professor of Botany                              |           |
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| 12.   | <b>Student Nominee</b><br>Ms. M. Apshan, II M.A English Literature   |           |
| 13.   | <b>Alumna</b><br>Dr. H. Sujitha<br>Assistant Professor of Mathematics<br>St. Xavier's College (Autonomous), Palayamkottai  |           |
| 14.   | <b>Employer</b><br>Dr. P. Johnson Durai Raj<br>Director, Postulate Institute of Research and<br>Technology, Thoothukudi    |           |
| 15.   | <b>Industrialist</b><br>Er. J. Sahaya Reegan<br>CEO. Netz Solution, Thoothukudi  |           |
| 16.   | <b>Stake Holder – Parent</b><br>Mr. M. Padmanabhan<br>Junior Engineer, Thermal Power Station<br>Thoothukudi.               |           |

## **Minutes of the IQAC meeting:**

**Date: 08.08.2023**

IQAC meeting was held on 8<sup>th</sup> August 2023. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the IQAC members attended the meeting and discussed the upload of the various activities conducted to celebrate the International Year of Millets 2023 as per the directions of the UGC and the reports of other activities in the UGC Activity Monitoring Portal and the ways to enhance the students' performance in the online courses in the SWAYAM-NPTEL Portal.

### **Agenda:**

- i) To upload the report of the various activities in commemoration of the International Year of Millets 2023 and the report of other activities in the UGC Activities Monitoring Portal.
- ii) To enhance the students' performance in the online courses and to get good grades in the SWAYAM – NPTEL courses.

### **Action Taken Report:**

- i) IQAC uploaded the report of various in the UGC Activity Monitoring Portal every month.
- ii) The institution received Active Local Chapter Award for the Jan-April 2023 semester from NPTEL, IIT Madras.

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

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







St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024



Minutes of the IQAC Meeting

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| 1.    | <b>Principal</b><br>Dr. Sr. Jessie Fernando<br>Chairperson   |           |
| 2.    | <b>IQAC Coordinator</b><br>Dr. B. Serena Margaret<br>IQAC Coordinator                              |           |
| 3.    | <b>Management Nominee &amp; Asst. Coordinator</b><br>Dr. Sr. M. S. Ezhilarasi<br>Asst. Coordinator |           |
| 4.    | <b>Assistant Coordinator of IQAC</b><br>Dr. S. Beulah Jerlin<br>Assistant Professor of Botany      |           |
| 5.    | <b>IQAC Members</b><br>Dr. S. M. Rojapoo<br>Assistant Professor of History                         |           |
| 6.    | Dr. C. Reena<br>Assistant Professor of Mathematics   |           |
| 7.    | Dr. C. Zozimus Divya Lobo<br>Assistant Professor of Chemistry                                      |           |
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| 9.    | Ms. S. Anusia<br>Assistant Professor of English (SSC)  |           |
| 10.   | <b>Senior Administrative Officer</b><br>Ms. P. Rose Wens<br>Office Superintendent                  |           |

**Minutes of the IQAC meeting:**

**Date: 10.10.2023**

IQAC meeting was conducted on 10<sup>th</sup> October 2023. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the IQAC members attended the meeting and discussed the registration of the institution in the UGC UTSAH (Undertaking Transformation Strategies and Actions in Higher Education) portal and uploading the data for NIRF Pre Qualifier.

**Agenda:**

- i) To register the institution in the UGC UTSAH (Undertaking Transformation Strategies and Actions in Higher Education) portal.
- ii) To upload the data for NIRF Pre Qualifier.

**Action Taken Report:**

- i) IQAC registered the institution in the UGC UTSAH (Undertaking Transformation Strategies and Actions in Higher Education) portal on 16.10.2023.
- ii) IQAC registered for the NIRF Pre Qualifier on 18.10.2023.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024



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| 2.    | <b>IQAC Coordinator</b><br>Dr. B. Serena Margaret<br>IQAC Coordinator                              |           |
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| 4.    | <b>Assistant Coordinator of IQAC</b><br>Dr. S. Beulah Jerlin<br>Assistant Professor of Botany      |           |
| 5.    | <b>IQAC Members</b><br>Dr. S. M. Rojapoo<br>Assistant Professor of History                         |           |
| 6.    | Dr. C. Reena<br>Assistant Professor of Mathematics   |           |
| 7.    | Dr. C. Zozimus Divya Lobo<br>Assistant Professor of Chemistry                                      |           |
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| 10.   | <b>Senior Administrative Officer</b><br>Ms. P. Rose Wens<br>Office Superintendent                  |           |

## **Minutes of the IQAC meeting:**

**Date: 22.11.2023**

The IQAC meeting was held on 22<sup>nd</sup> November 2023. The IQAC Coordinator Dr. B. Serena Margaret led the meeting. All the IQAC members attended the meeting and discussed the hosting of the Professional Progression Programme for the faculty and the action plan for the even semester.

### **Agenda:**

- i) To host the Professional Progression Programme for the faculty members on E-content development and multimedia production.
- ii) To analyse the report of the activities of IQAC during the odd semester and outline the action plan for the even semester.

### **Action Taken:**

- i) IQAC conducted the Professional Progression Programme for the faculty members on 23.11.2023 on “Designing and Development of Digital Resources for Teaching and Learning” to improve the educational outcomes of the millennial learners. 151 Faculty from various disciplines were the beneficiaries.
- ii) The members devised the feasible strategies to carry out the action plan to enhance the quality of the scholarly environment of the institution.

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

*Resmi S do*  
Chair Person  
Principal  
**St. Mary's College (Autonomous)**  
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St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024  
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| 3.    | <b>Management Nominee &amp; Asst. Coordinator</b><br>Dr. Sr. M. S. Ezhilarasi<br>Asst. Coordinator                         |           |
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| 14.   | <b>Employer</b><br>Dr. P. Johnson Durai Raj<br>Director, Postulate Institute of Research and<br>Technology, Thoothukudi    |           |
| 15.   | <b>Industrialist</b><br>Er. J. Sahaya Reegan<br>CEO. Netz Solution, Thoothukudi  |           |
| 16.   | <b>Stake Holder – Parent</b><br>Mr. M. Padmanabhan<br>Junior Engineer, Thermal Power Station<br>Thoothukudi.               |           |



## Minutes of the IQAC Meeting

**Date: 01.12.2023**

The IQAC meeting was organised on 1<sup>st</sup> December 2023. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of a Career Guidance Programme for the UGC NET aspirants and Competitions on energy conservation.

### Agenda:

- i. To aid the students with learning strategies and techniques to get through the NTA UGC NET.
- ii. To conduct the competitions for the students in order to create an awareness on energy conservation.

### Action Taken Report:

- i. IQAC in association with the Career Guidance & Placement Cell organised a Preparatory Session on "NTA UGC NET Paper I" on 6<sup>th</sup> December 2023.
- ii. IQAC, Department of Library and Quiz Club of St. Mary's College (Autonomous), Thoothukudi in collaboration with NLC Tamil Nadu Power LTD., Thoothukudi organised the essay and the quiz competitions on 'Energy Conservation' on 15<sup>th</sup> December 2023 and 18<sup>th</sup> January 2024.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024



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

## Minutes of the IQAC Meeting

**Date: 05.01.2024**

The IQAC meeting was organised on 5<sup>th</sup> January 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the preparation of data for NIRF.

### Agenda:

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

### Action Taken Report:

- i. IQAC submitted the data of the institution on 18<sup>th</sup> January 2024 in the NIRF Portal.
- ii. In the NIRF Ranking 2023, the institution secured a prominent place in 151-200 Rank Band.

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

*Pereira*  
Chair Person  
Principal  
St. Mary's College (Autonomous)  
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St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024



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## **Minutes of the IQAC Meeting**

**Date: 12.01.2024**

The IQAC meeting was organised on 12<sup>th</sup> January 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the conduct of the National Seminar and signing of an MoU with St. Aloysius College (Autonomous) Mangaluru.

### **Agenda:**

- i. To conduct the National Seminar on Research, Patent and Consultancy
- ii. To sign an MoU with St. Aloysius College (Autonomous) Mangaluru.

### **Action Taken Report:**

- i. IQAC in association with the Marian Research Forum organised a national seminar on “Navigating Consultancy, Filing Patent, and Designing Research Article: Insights and Strategies” on 20<sup>th</sup> January 2024.
- ii. IQAC signed an MoU with St. Aloysius (Deemed to be University), Mangaluru to carry out joint research projects and conduct academic activities and events on 20<sup>th</sup> January 2024.

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

*Dessu Sdo*  
Chair Person  
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| 15.   | <b>Industrialist</b><br>Er. J. Sahaya Reegan<br>CEO. Netz Solution, Thoothukudi  |           |
| 16.   | <b>Stake Holder – Parent</b><br>Mr. M. Padmanabhan<br>Junior Engineer, Thermal Power Station<br>Thoothukudi.               |           |

## Minutes of the IQAC meeting

**Date: 08.03.2024**

The IQAC meeting was organised on 8<sup>th</sup> March 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the consolidation and uploading of data for the AQAR 2021 – 2022 and the preparation for IIQA and SSR

### Agenda:

- i. To consolidate and upload the data for the AQAR 2021 – 2022.
- ii. To pool and consolidate the data for IIQA & SSR.

### Action Taken Report:

- i. IQAC submitted the AQAR for the academic year 2021 – 2022 on 20 .03.2024 in the NAAC portal.
- ii. IQAC pooled and consolidated the data for IIQA & SSR.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024



Minutes of the IQAC Meeting

| S.No. | Members  | Signature |
|-------|--|-----------|
| 1.    | <b>Principal</b><br>Dr. Sr. Jessie Fernando<br>Chairperson   |           |
| 2.    | <b>IQAC Coordinator</b><br>Dr. B. Serena Margaret<br>IQAC Coordinator                              |           |
| 3.    | <b>Management Nominee &amp; Asst. Coordinator</b><br>Dr. Sr. M. S. Ezhilarasi<br>Asst. Coordinator |           |
| 4.    | <b>Assistant Coordinator of IQAC</b><br>Dr. S. Beulah Jerlin<br>Assistant Professor of Botany      |           |
| 5.    | <b>IQAC Members</b><br>Dr. S. M. Rojapoo<br>Assistant Professor of History                         |           |
| 6.    | Dr. C. Reena<br>Assistant Professor of Mathematics   |           |
| 7.    | Dr. C. Zozimus Divya Lobo<br>Assistant Professor of Chemistry                                      |           |
| 8.    | Dr. T. Priyanka<br>Assistant Professor of Commerce   |           |
| 9.    | Ms. S. Anusia<br>Assistant Professor of English (SSC)  |           |
| 10.   | <b>Senior Administrative Officer</b><br>Ms. P. Rose Wens<br>Office Superintendent                  |           |

## Minutes of the IQAC Meeting

**Date: 02.04.2024**

The IQAC meeting was organised 2<sup>nd</sup> April 2024. Dr. B. Serena Margaret, IQAC Coordinator led the meeting. All the members of IQAC attended the meeting and discussed the consolidation and uploading of data for the AQAR 2022 – 2023 and to reaffirm the accuracy of the pooled data for IIQA and SSR.

### Agenda:

- i. To upload AQAR for the academic year 2022 – 2023.
- ii. To check the data pooled for IIQA and SSR.

### Action Taken Report:

- i. IQAC submitted the AQAR for the academic year 2022 – 2023 on 30.04.2024 in the NAAC portal.
- ii. IQAC confirmed the precision of the consolidated the data for IIQA and SSR.

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

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





St. Mary's College (Autonomous) – Thoothukudi  
Internal Quality Assurance Cell (IQAC) 2023 – 2024



Minutes of the IQAC Meeting

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| 1.    | <b>Principal</b><br>Dr. Sr. Jessie Fernando<br>Chairperson   |           |
| 2.    | <b>IQAC Coordinator</b><br>Dr. B. Serena Margaret<br>IQAC Coordinator                              |           |
| 3.    | <b>Management Nominee &amp; Asst. Coordinator</b><br>Dr. Sr. M. S. Ezhilarasi<br>Asst. Coordinator |           |
| 4.    | <b>Assistant Coordinator of IQAC</b><br>Dr. S. Beulah Jerlin<br>Assistant Professor of Botany      |           |
| 5.    | <b>IQAC Members</b><br>Dr. S. M. Rojapoo<br>Assistant Professor of History                         |           |
| 6.    | Dr. C. Reena<br>Assistant Professor of Mathematics   |           |
| 7.    | Dr. C. Zozimus Divya Lobo<br>Assistant Professor of Chemistry                                      |           |
| 8.    | Dr. T. Priyanka<br>Assistant Professor of Commerce   |           |
| 9.    | Ms. S. Anusia<br>Assistant Professor of English (SSC)  |           |
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