

## ***STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI***

### **ACTION TAKEN REPORT FOR THE CONDUCT OF THE INTERNAL ACADEMIC AUDIT**

Academic Audit was held between 03 September 2018 and 14 September 2018. Academic Audit was conducted for all departments. with a team of External and Internal Academicians. The process helped to assess and evaluate the functioning of Departments and their respective programmes on quality parameters and create matrices of improvement. The audit reports served to guide Departments in designing syllabi with special focus on programme and course learning outcomes.

### **ACTION TAKEN REPORT ON “THE ROLE OF STUDENTS IN ENHANCING QUALITY EDUCATION”**

- Wooden Disposable Spoons were used in the canteen & Awareness of plastic usage on campus – initiative by Enviro Club
- Step towards ZERO plastic campaign by the Department. of Public Relations
- Nurture the nature for the better future – through Service Learning
- A pioneering Go Green initiative of the Department of Botany was the *Ignite the Spark Workshop* conducted this semester for over 800 students of Shifts I and II in collaboration with the IQAC.
- Go Green Initiative – Thematic Herbal Garden, Grey Water Recycling, Organic Vegetable Garden June 2018, Bottle-garden terrarium workshop
- 72 UG students engaged in research projects under the guidance of Dean of Research

### **ACTION TAKEN REPORT - NEW IQAC TEMPLATE**

- The new IQAC template was executed successfully by the team. The Departments were given individual username and password to feed in the details based on AQAR new manual



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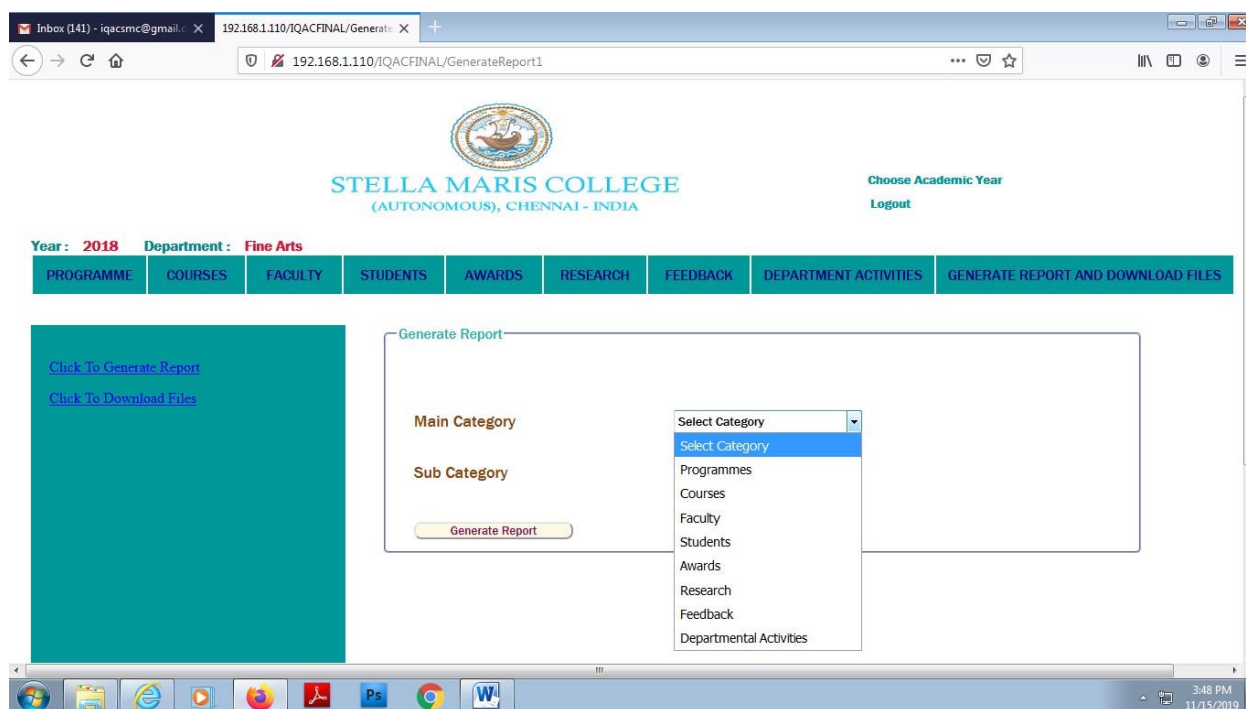
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**Year: 2018      Department: Fine Arts**

PROGRAMME	COURSES	FACULTY	STUDENTS	AWARDS	RESEARCH	FEEDBACK	DEPARTMENT ACTIVITIES	GENERATE REPORT AND DOWNLOAD FILES
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- 1A Faculty general details
- 1B Faculty qualification
- 2 Conferences attended within and outside college
- 3 Professional development programmes within and outside college
- 4 Refresher/Orientation courses
- 5 Faculty as resource person
- 6A Paper presentations
- 6B Books and Chapters
- 7 Faculty provided with financial support

	YEAR	FACULTY ID	FACULTY NAME	DESIGNATION	DATE OF BIRTH	PAN CARD	AADHAR CARD	TEACHING LEVEL	NATIONALITY	SOC CATEGORY
<a href="#">Edit</a>	2018	FAC-0060	Arokia Antoniate Priya	ASSISTANT PROFESSOR	28-05-1985	BEPPP9477Q	795973206732	Both	INDIAN	BC
<a href="#">Edit</a>	2018	FAC-0123	Anne Samuel	ASSOCIATE PROFESSOR	26-01-1969	AABPA1829N	293543838965	Both	INDIAN	BC
<a href="#">Edit</a>	2018	FAC-0149	Anne Samuel	ASSOCIATE PROFESSOR	26-01-1969	AABPA1829N	293543838965	Both	INDIAN	BC
<a href="#">Edit</a>	2018	FAC-0226	Sumithra Dawson	ASSOCIATE PROFESSOR	01-12-1966	ABAPD5278J	426804406284	Both	Indian	OC



### **ACTION TAKEN REPORT - NAAC PREPARATORY MEETING**

- Initial discussions were held about the various criteria which were allocated to working teams
- NAAC manual was made available and circulated to all members
- Data was collected from graduating students
- IQAC advisory committee met in March 2019 and discussed matters pertinent to NAAC 2020-2021

### **ACTION TAKEN REPORT - CURRICULUM RESTRUCTURE MEETING**

The Curriculum Revision was undertaken after four years for all the programmes offered by the college. The new structure and syllabi was introduced from June 2019 for all students admitted from 2019 onwards.

The salient features of the new structure are as follows:

- Introduction of LOCF (*Learning Outcome based Curriculum Framework*): The overall curriculum, as well as the revised syllabi for every individual course is based on the clear identification of the Institutional Learning Outcomes, Broad Programme Learning Outcomes, Programme Description and Programme Specific Learning Outcomes for each programme and Course Learning Outcomes for each course
- Greater flexibility in Electives
- Introduction of Interdisciplinary courses to provide an interdisciplinary approach to the programmes
- Holistic development through Life Skills Courses: An awareness of societal issues, citizenship rights, culture, health and hygiene and holistic way of life through soft skills courses
- Credit transfer of online courses into regular elective course options
- Introduction of extra credit options through certificate courses for postgraduate students, through Student Training Programmes (Games, NSS, YRC & NCC) under Part V for undergraduate students
- Introduction of Service Learning as a pedagogy for enhanced learning outcomes and a deeper and more meaningful community engagement
- Two streams in Foundation English: (i) skills approach (ii) language through literature

#### **ACTION TAKEN REPORT – ADVISORY COMMITTEE**

- Preparation for uploading AQAR 2018-2019, by collecting data through the establishment of the small working committee from July 2019
- IQAC template trouble shooting exercise done Department wise in September 16-30, 2019 in the Mini Conference Room with the IT team and BCA faculty
- NAAC steering & working committee members confirmed and introductory meeting held on August 16, 2019
- Research policy circulated to the internal IQAC core committee members
- Methodology of preparing Student Satisfaction Survey - agreed upon

- Institutional feedback template prepared and circulated to the Departments for parents and alumnae
- SWOT analyses of Institution initiated across Department for faculty
- Life Skills Centre set up in SMCDRIVE in partnership with Bank of New York – August 30, 2019
- IQAC web page updated on the College website with all reports and the review by the previous NAAC – Peer Team
- Micro Quality Circle (MQC) meeting held on September 12, 2019

## **STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

### **MINUTES OF THE INTERNAL ACADEMIC AUDIT CORE COMMITTEE MEETING ON PROCEDURE FOR THE CONDUCT OF THE INTERNAL ACADEMIC AUDIT**

Date : 12 July, 2018

Time : 1.30 pm

Venue : Small Conference Room, CC Block.

Dr. Shiny John Vairamon, IQAC Coordinator welcomed the members and the meeting was initiated by Sr. Nirmala invoking the blessings of the Almighty.

The primary objective of the meeting was to finalise the audit process and schedule. The members deliberated on several issues and the following are the main points of discussion.

Dr. Bernadine Joseph clarified that identifying gaps in the process was the main focus of this audit .

The members were divided into 6 teams of two members each and each team was allotted three to four departments for the academic audit site visit.

The need for having an external auditor was debated and it was finally agreed that there will be an external member in each audit team. The following names were suggested:

1. Mr. Deepak Swaminathan
2. Mr. Satish
3. Mr. Prabhakar
4. Dr. Uma Maheshwari
5. Dr. Fatima Vasanth
6. Dr. Nithila Spurgen
7. Ms. Latha Suresh
8. Ms. Marie
9. Mr. L. S. Ganesh
10. Dr. Anthuvan

It was decided to have a pre audit orientation session with the Heads of Departments.

Dr. Felbin suggested the inclusion of IQAC departmental representatives in the audit team. In case the departmental representative was a junior faculty member, she was to be replaced with a suitable DQAC member with sufficient years of experience. This was agreed upon by the committee members.

It was agreed that the format for the audit report would be re –drafted. Dr. Bernadine consented to do the same. Ms. Shilaja of the English department will assist Dr. Bernadine.

The audit schedule with the revised dates was prepared.

<b>Schedule for Academic Audit 2018</b>	
Jan –Mar, 2018	Focal Area discussion and reports to be sent to IQAC
June 25, 2018	Consolidated academic audit SSR by departments
July 11, 2018	Preliminary meeting for planning
July 12, 2018	Meeting on procedure for conduct of the IAA at SMC
July 19, 2018	Feedback to Departments which have not complied with SSR format
July 19 & 20, 2018	Formulating and finalising questions by auditor teams to be asked during site visit
July 25, 2018	Resubmission
July 25, 2018	Nomination of external auditors by the departments
July 31, 2018	Feedback on completed SSR
August 7, 2018	Meeting with Heads of Department
August 10, 2018	Informing external auditors about procedure and conduct, sending SSR (soft copy) and finalised questions
August 17 -25, 2018	Site Visits to be completed
August 31, 2018	Audit Reports sent to Principal for approval and forwarded to departments

The members agreed to meet on 19<sup>th</sup> and 20<sup>th</sup> of July to finalise the common questions that need to be raised during the audit.

**MINUTES OF THE INTERNAL ACADEMIC AUDIT CORE COMMITTEE  
MEETING ON PROCEDURE FOR THE CONDUCT OF THE INTERNAL  
ACADEMIC AUDIT**

Date : 20 July, 2018

Time : 2.00 pm

Venue : Chemistry Instrumentation Room, H-Block

**Members Present:** Dr. Bernadine Joseph, Dr. K.H Rajini, Dr. Agnes Rozario, Dr. Francisco Nirmala, Dr. Sandra Joseph, Dr. Shiny John Vairamon, Dr. Juliana Joe, Dr. Leema Francis, Dr. Vidya Srinivasan, Dr. Birunda, Ms. Shanta Joseph and Dr. Dolly Thomas.

- The meeting began at 2:00 p.m. with a prayer by Dr. Dolly Thomas. The minutes of the previous meeting was signed after which Dr. Bernadine Joseph projected the questions that could be asked to the students and initiated discussions on whether it could be given as a questionnaire or asked during the site visit. The committee decided on asking questions to the students during the site visit.
- It was agreed that before a questionnaire was administered, students would be briefed by the Head of the Department on the process of Academic Audit that the College has undertaken .
- Dr. Sandra Joseph and Dr. Leema Francis felt that several courses may not lend themselves to a higher order learning, so some of the questions included in the questionnaire may not be applicable.
- One of the Academic Auditors will facilitate and help students to understand the questionnaire.
- Dr. Bernadine Joseph suggested that the Department of Commerce prepare a separate set of questions. The group suggested that all departments follow the same pattern.
- It was decided that inclusive teaching methods be integrated in course work. Dr. Leema Francis and Dr. Vidya Srinivasan pointed out that all faculty members may not be able to integrate such methodologies.
- The external will be the lead team member. Members suggested having two to three questions under each category for the student questionnaire. Dr. Rajini suggested reordering of the questionnaire with reference to quantitative learning and the questionnaire was reordered.



- Faculty members agreed to all points under the other thematic areas and finalised the student's questionnaire with a few more inclusions.
- The schedule for the site visit of the academic audit was finalised to be held from 16 to 21 August, 2018.
- Dr. Bernadine Joseph suggested that the guidelines for Academic Audit of our College be formatted in the pdf form and then circulated to the external members.
- The committee agreed upon the criteria for the external Audit member that they must be academicians with more than fifteen years of teaching experience with Ph. D degree, not a member of board of studies and should be affiliated to higher educational institution.
- The faculty agreed that the corrected SSR draft should be sent to the respective departments by Wednesday, July 25, 2018.
- The committee agreed to the next meeting would be held on July 30, 2018 at 11 a.m.

**MINUTES OF THE INTERNAL ACADEMIC AUDIT CORE COMMITTEE  
MEETING ON PROCEDURE FOR THE CONDUCT OF THE INTERNAL  
ACADEMIC AUDIT**

**Date** : 30 July, 2018

**Time** : 11.00 am

**Venue** : Conference Room, CC Block.

**Members Present:** Dr. Bernadine Joseph, Dr. K.H Rajini, Dr. Agnes Rozario, Dr. Francisco Nirmala, Dr. Felbin C Kennedy, Dr. Shiny John Vairamon, Dr. Juliana Joe, Dr. Leema Francis, Dr. Vidya Srinivasan, Dr. Birunda and Dr. Dolly Thomas

During the meeting the list of sources of evidence by focal area was projected and discussed. All the questions for which the Departments are unlikely to have supporting evidence were highlighted and some were deleted. A meeting has been scheduled with the Heads of Department and DQAC/IQAC representatives on 8 August 2018.

Since the Departments have not had sufficient time to prepare for the site visit, it was decided that the visit would be postponed to the first week of September to enable further discussion and planning during the CA week. The proposed dates are 3rd, 4th, 6th, 7th and 10th of September. During the last week of August leading up to the site visits the respective team members will meet the third year students and II PG of each department and brief them about the academic audit process.

The persons selected as the external members for the visits will be given copies of the following documents- The SSR, Appendices, Report Guidelines and preparation for site visit.

The Committee was in an agreement that the academic audit team should spend some time to deliberate on the possible outcomes of the academic audit process.

It was decided that the Academic Audit Committee will meet on August 6, 2018 to decide on the questions to be asked during the visit.

**MINUTES OF MEETING FOR THE BRIEFING TO DQAC FACULTY  
REPRESENTATIVES ON PROCEDURE FOR THE CONDUCT OF THE  
ACADEMIC AUDIT**

Venue: AV Room, CC Block

Date: Friday, August 10, 2018

Time: 10.30 am

**Members Present:**

**Core Committee Members**

1. Dr. Bernadine Joseph
2. Dr. Leema Francis
3. Dr. Sr. Francisco Nirmala
4. Dr. Shiny John Vairamon
5. Dr. Sandra Joseph
6. Dr. Vidya Srinivasan

**DQAC Faculty Members**

7. Ms. Shanti Ranjit
8. Ms. Jesintha Preethi
9. Ms. U Jeyapriya
10. Ms. D. Renuka Devi
11. Ms. Divya Dovina
12. Ms. Mary .T. Abraham
13. Ms. J. Beula
14. Dr. K. Shyamala
15. Dr. C. S. Ramya

16. Ms. R. Sagaya Jansi
17. Dr. J. Anbumalarmathi
18. Dr. K. Veena Gayathri
19. Dr. Shrinidhi.S
20. Ms. Deepa Shelton
21. Dr. Nanthamil Nangai
22. Dr. Srabani Bhattacharyya
23. Ms. Neenadevi. C
24. Dr. J Regi Manimegala
25. Dr. Avila Joephine B
26. Ms. Janet Sabina Xavier
27. Dr. Sarah Surya
28. Ms. A. Dhanalakshmi
29. Ms. Charulatha A R

Dr. Shiny John Vairamon welcomed the gathering and shared with the faculty members the 'Quality Mandate' sent by the UGC for Higher Educational Institutions

Dr. Bernadine Joseph briefed the members on the purpose of conducting the academic audit and the expected outcome of academic audit. The following are the points shared by her.

- The objective of academic audit is to evaluate the process rather than the product. Academic Audit is not for any accreditation or grading, but to improve the quality processes so that we can effectively work towards quality education.
- There are different mandates to be followed to run an institution. She also shared a newspaper clipping published on July 30, 2018 which appreciates the outcome based education.

She also briefed the members on the need of Academic Audit? and pointed out the following as the main reasons for conducting such an audit:

- To review and evaluate the courses and programmes to ascertain quality processes and procedures
- To develop action plans that ensure enhancement
- To ensure excellence in quality of education
- To identify and share good practices involving social commitment, holistic education, inclusiveness, good classroom activities and she emphasised on the need of collaborative work

- Coordinator of B.Voc. requested a clarification on how to assess the learning outcome for the B.Voc. Programme as the first batch is doing their final year. Dr. Bernadine added that more emphasis on structured and recorded/ documented feedback from all the stakeholders should be given. All feedback should be measurable. Anything by word of mouth will not be valid until it is documented.
- It was repeatedly emphasised in the meeting that Academic Audit is more on self-reflection and self-improvement.
- Dr. Bernadine also spoke on the AA process which includes peer review and is faculty driven and aims towards students' success.
- AAA can be done externally / internally. Syllabus revision should be done after getting the feedback from all stakeholders, structured conversations and evaluations.
- AA will include Self Study, SSR, Auditor site visit followed by ongoing improvement initiatives.
- The quality of AA can be maintained only if all stakeholders are involved and outcome based assessment is followed. A proper method /structure to be followed and conversations to be organised by focal area.
- Terminologies such as outcome, objective were discussed. The outcome should be based on the level of the course (introductory/advanced)
- Details on what all NAAC expects to upload in the website were explained. Dr. Bernadine also added that papers published in scopus indexed or WoS only will be considered by NAAC.
- Curricula should be revised based on the feedback, relevance to society, environment, etc.
- The format followed for academic audit in the institution is TRB 16-17 which is being followed by many universities in US, Africa and few Indian Institutions. Audit team will meet the faculty and students separately. Once the audit team submits the report, it will be sent to the departments and the departments have full right to respond or comment on the report.

### **Academic Audit Team**

- A faculty team of 20 members underwent training on the basics of audit principles and those members will visit the departments in teams along with external member. The Audit team will look into how the SSR and the evidence matches, the improvements and performance and report on the improvements required. The auditor team will give commendations, affirmations and recommendations at their exit meet. The Departments are allotted dates for the audit team to visit and the team will visit the faculty in Shift I Department from 2- 4 pm and shift II from 9.30- 11.30 am during the allotted dates. They will visit the students of shift I from 12-1 and Shift II from 1-2 pm.

### **Deadlines**

- Submission of revised SSR and appendix by Aug 13, 2018
- Email 2nd external auditor name by 11/8/2018
- Dr. Shiny John Vairamon also informed the faculty that during CA tests days, the faculty members are requested to read the Department SSR, review it and to cross check evidence with SSR. Evidence collected from the past three years will be ideal.

**MINUTES OF THE INTERNAL ACADEMIC AUDIT CORE COMMITTEE  
MEETING ON PROCEDURE FOR THE CONDUCT OF THE INTERNAL  
ACADEMIC AUDIT**

Date: 23.8.2018

Time: 11 am -1 pm

Members Present: Dr. Bernadine Joseph, Dr. K.H Rajini, Dr. Agnes Rozario, Dr. Francisco Nirmala, Dr. Shiny Vairamon, Dr. Leema Francis, Dr. Vidya Srinivasan, Dr. Birunda, and Dr. Dolly Thomas.

Decisions taken-

The time schedule for the site visits was finalized

**For Shift II-**

8.15 am- Reporting time for external members

8.30-9.00 am – Common Briefing

9.00- 9.30 am- Team Briefing

9.30-11.30 am- Meeting with the Department faculty

12- 1.00 pm- Lunch

1.00-2.00 pm- Meeting with students of the Department

3.00 pm- Meeting with the Department to submit report

3.00- 5pm – Preparation of detailed report

5 pm- Exit meeting with Department

**For Shift I-**

10.15am- Reporting time for external member

10.30-11.00 am – Common Briefing

11.00- 11.30 am- Team Briefing

12.00-1.00 pm- Meeting with students of the Department

1.00- 2.00 pm- Lunch

2.00-4.00 pm- Meeting with the Department faculty

4.30 pm- Meeting with the Department to submit report

4.30- 6 pm – Preparation of detailed report

6 pm- Exit meeting with Department

The meeting with the respective departments will take place in the staff room. Meeting with students will take place in the III year class room. The venue for the Shift II, Commerce Department meeting with faculty is not yet finalized.

Secretarial assistance will be provided to each team in the preparation of detailed reports in the cc conference room. The following persons have been selected for the same- Ms. Gayathri, Ms. Chanchu, Ms. Catherine, Ms. Daisy and Ms. Shiny. The IQAC Office will prepare a template (from pg.21) which will be used for the preparation of reports.

The IQAC office will provide each team member a hard copy of the Academic Audit manual and questions for student interaction.

The Chairperson of the Academic Audit teams will be the senior-most member of each team.

Given below is the procedure to be followed during the site visit

- Based on the SSR the auditor team will make positive opening remarks.
- The team will then question the faculty based on the SSR.
- The external audit member will make observations/comments on the syllabus.

- The Department faculty will either make a power point presentation on the 5 Focal Areas or show hard copies/ soft copies of the evidences supporting claims in the SSR.

### **MINUTES OF THE MEETING FOR BRAIN STORMING ON “THE ROLE OF STUDENTS IN ENHANCING QUALITY EDUCATION”**

**Time:** 10:10-10:30 a.m.

**Date:** July 18, 2018

**Venue:** Office of the Dean of Student Affairs

#### **Members Present:**

##### **Faculty members:**

Dr. Shiny John Vairamon - IQAC Coordinator

Dr. Sr. Francisco Nirmala – Vice Principal

Dr. A. Punitha – Dean of Student Affairs

Ms. Mary T. Abraham– Dean of Student Affairs

Ms. S. Nalini– Dean of Student Affairs

#### **Students Union Members 2018- 2019**

Ms. Nora Alexy - President

Ms. Ayesha Khan .A - Vice President

Ms. Rita George Parakkal - General Secretary



Ms. Swathi .V - Cultural Secretary (Shift I)

Ms. Prastina Ann Lynda .S - Cultural Secretary (Shift II)

Ms. Delna Johnson- Treasurer

- **Questions analyzed by the Students Union 18-19**

1. How can students play an important role in enhancing the quality of education?
2. What are the various initiatives that can be taken by the students for a clean environment?
3. How to bring inclusiveness among students for creating a clean environment and ways to improve quality education?

- **Answers discussed:**

1. **Clean Environment:**

- Long term and short term segregation of waste

Ex: \* banning plastics.

\* bringing own cutlery.

\* separate bins for bio-degradable and non-bio degradable waste.

\* spread awareness through posters.

\* segregation of plastic waste and recycling it.

2. **Include Enviro Club:**

- Committees to ensure clean classrooms and campus.
- Planting of saplings such as Palmyra Tree.
- Saving forms of energy.
- Less use of papers and recycling the used or waste papers.
- Conduct workshops.

3. **Idea proposed by the students of sociology:**

- 12 students (2nd and 3rd years).
- Meeting to be held for further ideas on garbage disposal during events.

#### **4. Quality Education:**

- An intercollegiate panel discussion could be conducted(Inter-collegiate).
- New learning techniques can be discussed

#### **5. Conclusions:**

- Follow up meeting will be held on August 2nd 2018.
- Reviews and feedbacks to be noted and discussed.

### **MINUTES OF THE MEETING FOR BRAINSTORMING ON “THE ROLE OF STUDENTS IN ENHANCING QUALITY EDUCATION”**

**Time:** 10:15-11:15 a.m.

**Date:** August 09, 2018

**Venue:** Office of the Dean of Student Affairs

#### **Members Present:**

##### **Faculty members:**

Dr. Shiny John Vairamon - IQAC Coordinator

Dr. Sr. Francisco Nirmala – Vice Principal

Dr. K. H. Rajini – Vice Principal

Dr. A. Punitha – Dean of Student Affairs

Ms. Mary T. Abraham– Dean of Student Affairs

Ms. S. Nalini– Dean of Student Affairs

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Ms. Rita George Parakkal - General Secretary

Ms. Swathi .V - Cultural Secretary (Shift I)

Ms. Pristina Ann Lynda .S - Cultural Secretary (Shift II)

Ms. Delna Johnson- Treasurer

### **Questions analyzed by the Students Union 18-19**

1. How can students play an important role in enhancing the quality of education?
2. What are the various initiatives that can be taken by the students for a clean environment?
3. How to bring inclusiveness among students for creating a clean environment and ways to improve quality education?

### **Answers discussed:**

#### **□ Quality of Education:**

1. To encourage student research in the form of seminars, research papers, written assignments and training in extensive reading skills.
2. Use and presentation on interactive PPTs, videos, documentaries.
3. Lecture concepts to be broken down to simple ideas with relatable examples.
4. To encourage discussions and debates in order to instill in them critical thinking skills; also to encourage paper presentations by students.
5. Introduce and administer concept-orientated exercises that will encourage practical application of the concepts.
6. Strict measures to be taken on students who practice plagiarism.
7. The assessments can be framed to check for application of concepts as opposed to the currently set questions which focus only on the learning understood from notes.

#### **□ Feedback on the answers discussed:**

##### **a. Panel Discussion :**

- Students across colleges in Chennai will be encouraged to send presentations on the role of students in enhancing the quality of higher education.
- 10 students will be shortlisted from the presentations received and invited to attend the panel discussion on the same.

- A speaker will be identified to address the gathering on quality of education.
  - A moderator will also be identified who will lead constructive discussions.
    - Time limit of 15 minutes given per person.
  - b. New seminars for encouraging extensive reading to be introduced.
  - c. To encourage critical thinking –case studies and exercises on similar topics could be given.
  - d. Software for detecting plagiarism on assignments and projects will be enforced.
- **Clean Environment :**

1. Discussion with the students who attended the Trinity University Conference from the department of Sociology.
  - Stands with colored bins to be implemented.
  - Budget: If Rs.20 is collected from each student, 40 dustbins of Rs.3000 each could be placed on campus.
  - Paper shredding machines could be placed on the campus.
  - Plastic recycling area is suggested.
  - Bio-degradable and non-biodegradable waste to be segregated.
  - Spreading awareness by presenting videos and posters on clean environment and garbage disposal through LED during the events.
  - Own cutleries to be brought by the student community thereby helping to reduce plastic on campus.
2. Enviro Club :
  - To collaborate with the Kabadiwala, Non–Governmental Organisation.
3. Institutional Swach Bharat :
  - Toilet cleanliness.
  - Checking water wastage in washrooms and drinking water facilities.
  - To involve students in maintenance of thematic herbal gardens.

**MEETING TO DISCUSS NEW IQAC TEMPLATE AND ISSUES IN  
COLLATING DATA FROM VARIOUS SOURCES**

**Venue:** IQAC Office

**Date:** 20 July 2018

**Time:** 12- 1 pm

**Members present:**

Dr. K. H. Rajini

Dr. Agnes Rozario

Dr. Sr. Francisco Nirmala

Dr. Shiny John Vairamon

Ms. Priya Suresh

Ms. U. Jeyapriya

Ms. J Birunda Antoinette Mary

Ms. Arwa Feroz

Ms. Suganya

Ms. Chanchu Nair

- The purpose of the meeting was to discuss the technical difficulties that exist in the existing IQAC template software. The existing system is not user friendly and requires too much effort to acquire and retrieve data.
- Dr. Shiny proposed that a new Common Framework can be designed to cater to the needs of different reports required for AQAR, AAPR, NIRF, NAAC, etc.
- She also pointed out that as a first step we have to begin identifying the requirements of how to store data, so that collating it for various purposes must be simplified, thereby requiring less effort.
- Ms. Priya discussed deriving/ extracting data from existing sources. Dr. Shiny also said that data from different sources were not tallying (for example, data from the administrative office data and IT Department were not tallying). Therefore data needs to be maintained on periodical basis.
- Dr. Shiny discussed the possibility of calling on the Departments to collect students' data. But Ms. Jeyapriya suggested that student data must collected during application form entry for admission procedure. This would help us collect data at one point and it would be valid.
- Ms. Chanchu said that she had faced problems whenever a sum to total data was needed since the data did not tallying. For instance, when faculty retired or left, details were not accurately available.
- Various committees decide on how data must be derived and analysed. They require data of different base periods. Also classification of data (special categories, community wise, religion wise, minority data) is a problem.
- The team decided to first study what data is required about students and acquire it during application entry for admission to various programmes of study.

- It was decided to understand the 7 parameters that NAAC requires.

So the team decided to read this. It was divided among the members as follows:

1. Ms. Jeyapriya – Curriculum aspects, Infrastructure learning resources.
2. Dr. Shiny, Ms. Suganya, Ms. Arwa – Teaching learning and Evaluation, Student support and progress
3. Ms. Priya – Research Innovation and extension, Institutional values and best practices
4. Ms. Birunda – Governance leadership and management

- Further it was decided to look out for the data requirements of – AAPR, NIRF, NAAC, AQAR.
- It was decided that the team will meet next on 31st July 2018.

### **MINUTES OF THE CURRICULUM RESTRUCTURE COMMITTEE MEETING**

Date: 23.07.2018

Time: 1.30 pm

**Members present:** Dr. Sr. Lourthu Mary, Dr. Juliana Joe, Dr. Agnes Rozario, Dr. Shiny John Vairamon, Dr. Leema Francis, Dr. Felbin C Kennedy, Dr. Sumithra Dawson, Ms. K. Latha

The Deans of Academic Affairs presented the consolidated feedback received from Departments on Curriculum restructure 2015. The following points were discussed.

#### ☐ **Part III:**

1. It is feasible for Departments to have autonomy in credit distribution for major courses
2. Interdisciplinary Major Electives may be offered in place of Allied Electives. Each Interdisciplinary course should be framed and taught by two departments, with equal weightage given to content and credits for both disciplines. To consider o Pairing of departments

- The course will be offered to students from the paired departments or across the college
- Being under Part III, this should be subject to University norms

□ **Part IV:**

1. Considering the University mandate of 12 credits for Soft Skills:
  - To rethink the Soft Skills component o Look at models followed by other Colleges
  - Deans of Academic Affairs to get Soft Skills syllabus of the University of Madras o Consider releasing credits from VE/CD for Soft Skills: 1 credit for VE/CD per year for the first two years of UG programmes. VE/CD to be offered in the third year as mandatory component but without any credit allocation.
2. To introduce General Core (GC) courses by reducing the number of GE courses. GC courses to be offered in first year of undergraduate programme, staggering the semesters of study for different departments.

□ **Part V:**

1. University requirement is 40 hours per year of STP comprising NSS/ NCC/ NSO/ Rotoract/YRC/other social service initiatives  
STP should be systematised, with particular attention to
    - Posting of attendance o Adequate coaches for all games
    - Adequate time for all students in chosen activity o Greater accountability
    - Framing of syllabus for all activities o Conducting activities separately for Shifts I and II
    - To consider other forms of STP like mass drill, street theatre, mime, environment related activities
  2. To consider setting up Centres for Service Learning and Social Actions
- B.V.A. students to have Foundation English and Language in the fourth semester
  - B.V.A. students will be completing the four year programme in 2019. The Department of Fine Arts to plan curriculum revision along with the rest of the College, but may consider presenting for the first two years in 2019, and for the next two years in 2020. □
  - Postgraduate programmes will have dissertation/project

The meeting concluded with a decision taken to present the proposed ideas to the Principal. The Academic Deans to outline proposals under each Part, along with positives / problem areas.



The date for the next meeting will be communicated by the Academic Deans.

## **MINUTES OF THE NAAC PREPARATORY MEETING – 28.01.2019**

Preparation for NAAC (2020-2021)

### **Members Present:**

Dr. Bernadine Joseph

Dr. Leema Francis

Dr. Renuka Rajaratnam

Dr. K. H. Rajini

Dr. Agnes Rozario

Dr. Shiny John Vairamon

**Suggestions from preparatory committee:**

Formulate the steering committee with the approval of the Principal followed by formulation of the working committee

**Duties and Job of the Responsibilities Steering committee**

- To oversee the functioning of the working committee
- Monitor and review the progress of data collection
- Plan regular meeting between steering and working committee
- Evaluate the accuracy, relevance and validity of the data
- Orientation to the Heads of all Departments
- Steering committee study thoroughly the whole new format of NAAC clarification any to be sought from UGC Experts
- Orientation to be given to the working committee on
  - Seven Parameters
  - Source Data
  - Clarity of the period required
  - Orientation to the staff in-charge

**Profile of the College & Extended Profile:**

Dr. Sandra Joseph (Former IQAC Coordinator)

Dr. Sumithra Dawson (HOD- Fine Arts)

**(i) Curricular Aspects:**

Dr. Sr. Lourthu Mary (Academic Deans)

Dr. Juliana Joe (Academic Deans)

**(ii) Teaching Learning and Evaluation:**

Ms. Zonita Mason (COE)

Dr. Felbin C Kennedy (HOD-Mathematics)

**(iii) Research, Innovation and extension:**

Dr. Regi Manimegala J (HOD- Economics)  
Dr. Marian Benita Maria (HOD-Social Work)  
Dr. Mary N L (Faculty – Chemistry)

**(iv)Infrastructure and Learning Resources:**

Dr. Belina Xavier (HOD-Physics)  
Ms. Mahalakshmi (Libraian)

**(v) Student Support and Progression:**

Dr. J. Maria Agnes Sasitha (HOD- Sociology)  
Ms. Mary T Abraham (Dean of Student Affairs)  
Dr. Vidya Srinivasan (HOD-Commerce -II)

**(vi) Governance, Leadership and management:**

Dr. Dolly Thomas (HOD- History)  
Sr. Fatima Furtado, fmm (Superior & Faculty Fine Arts)  
Dr. Rita Jeyaraj (HOD- Zoology)

**(vii) Institutional Values and Best Practices:**

Dr. Shanthi S (HOD-Commerce -I)  
Ms. Aarti S (HOD-International Studies)  
Sr. Colleen North (Value Education)

The formulated steering committee will tentatively meet on February 5, 2019

**MINUTES OF THE NAAC STEERING COMMITTEE MEETING - I**

**05.02.2019**

Preparation for NAAC (2020-2021)

**Members Present:**

Sr. Veera Janette Barboza fmm

Dr. Shiny John Vairamon

Dr. K. H. Rajini

Dr. Agnes Rozario

Dr. Sr. Francisco Nirmala

Dr. Sr. Lourthu Mary

Dr. Bernadine Joseph

Dr. Leema Francis

Dr. Renuka Rajaratnam

The NAAC steering committees first meeting was held at Small Conference room, CC Block on February 5, 2019 at 10.30 am.

The members of the steering committee for NAAC (2020-2021) as formulated by the Principal was announced.

The minutes of the NAAC (2020-2021) preparatory committee was signed by the members.

The NAAC Weightage across seven key parameters was projected followed by standard operating procedure for data validation and verification (SOP).

### **Decisions Taken**

- The NAAC Manual (w.e.f. 16.01.2019) to be photocopied and distributed by IQAC to the all steering committee members by February 6, 2019.
- The steering committee members agreed to reading thoroughly the entire NAAC Manual (w.e.f 16.01.2019) :make notes and identify areas which concern documents that are not established
- Identified the need to obtain necessary data from passed out students from 2015-16 batch
- Hence, the IT team was called and requested to segregate the student data collected through convocation registration form as department wise and send the copy of the data pertaining to department of chemistry to IQAC office for perusal and subsequent action

### **STELLA MARIS COLLEGE (AUTONOMOUS)**

### **MINUTES OF THE IQAC MEETING HELD ON 29 MARCH 2019 AT 3.30 PM IN CC CONFERENCE ROOM**

### **MEMBERS PRESENT**

#### **Chairperson:**

Dr. Sr. Rosy Joseph, fmm, Principal

**Member of Management:**

Sr. Susan Matheikal, fmm, Secretary

Sr. Veera Barboza fmm, Bursar

**Nominee from Alumnae:**

Dr. Fatima Vasanth, Deputy Principal, Loyola College

**Senior Administrative Staff:**

Dr. Bernadine Joseph, Dean, Planning & Communication - Shift I

Dr. Agnes Rozario, Vice-Principal - Shift I Dr. K. H. Rajini,  
Vice-Principal - Shift I

Dr. Sr. Francisco Nirmala, Vice-Principal - Shift II

Dr. Juliana Joe, Dean, Academic Affairs & Associate Professor, Dept. of Zoology

Dr. Renuka Rajarathnam, Dean, Research & International Programmes

Dr. Mary T Abraham, Dean, Student Affairs & Assistant Professor, Dept. of Social Work

**Senior Faculty Members:**

Dr. Felbin C. Kennedy, Head & Associate Professor, Dept. of Mathematics

Dr. Sandra Joseph, Associate Professor, Dept. of Social Work

Dr. Crystal David, Associate Professor, Dept. of Economics

Dr. Rita Jayaraj, Assistant Professor & Head, Dept. of Zoology

Dr. Sumithra Dawson, Associate Professor & Head UG, Dept. of Fine Arts

Dr. Dolly Thomas, Associate Professor, Head, Dept. of History

Dr. Maria Agnes Sasitha, Assistant Professor & Head, Dept. of Sociology

Dr. Mary N. L, Assistant Professor, Dept. of Chemistry

Dr. R. Shanmuga Sundari, Assistant Professor, Dept. of Physics Dr.

Sr. Stella Mary fmm, Assistant Professor, Dept. of Economics

Dr. Vidya Srinivasan, Associate Professor & Head, Dept. of Commerce, Shift-II

Dr. Birunda Antoinette Mary J, Assistant Professor, Dept. of Computer Science

**Student Nominee:**

Ms. Nora Alexy, Students' Union President 2018-19

Ms. Niveditha K, Students' Union President 2019-20

**Co-ordinator of IQAC**

Dr. Shiny John Vairamon, Associate Professor, Dept. of Chemistry

**Secretary**

Ms. Chanchu Nair, Secretary IQAC

**MEMBERS ABSENT****Nominee from Local Society:**

Dr. V. Suresh, General Secretary, PUCL

Ms. Latha Rajan, Director, MA Foi Strategic Consultants

**Nominee from Employers/Industrialist/Stakeholders:**

Ms. Rajshree, Cognizant Technologies Foundation

**Senior Administrative Staff:**

Dr. Leema Francis, Dean, Commerce & Business Studies - Shift –II

Ms. Zonita Mason, Controller of Examination & Associate Professor, Dept. of Commerce

**Senior Faculty Members:**

Dr. Sujitha, Assistant Professor, Dept. of English

Ms. Priya Suresh, Assistant Professor, Dept. of International Studies

The meeting began at 3.30 pm with a prayer by Sr. Susan Matheikal.

**Proceedings:**

Dr. Shiny John Vairamon, IQAC Co-ordinator welcomed the members of the Advisory Board and introduced the external member Dr. Fathima Vasanth, Deputy Principal, Loyola College. The other external members Mr. V. Suresh, Ms. Latha Pandiarajan and Ms. Rajyashree had expressed their regret in being unable to join.

The minutes of the previous meeting were perused and passed. Dr. Vairamon made a general presentation on the role of the IQAC and highlighted the various reports that have been submitted during this academic year. The highlights of her presentation included the facts that NAAC Accreditation has been extended for seven years up to February 20, 2021. The College has been granted extension of Autonomy up to 2023. The College participated in the NIRF for the first time last year and has been ranked 30<sup>th</sup> out of 1495 Colleges (2018) in India.

Dr. Vairamon then gave an overview of all the faculty enrichment sessions that were conducted during the academic year. She also mentioned that sessions were conducted for IQAC student representatives and administrative staff. A workshop was conducted for the Support staff on wellness. Since February regular meetings have been held by the IQAC Steering Committee to study the new NAAC format.

During the academic year several colleges from across the country have visited the college to study the innovations and best practices of the College, namely Auxilium College, Assam and B.V.Raju College, Bhimavaram, A.P. The Mar Gregorious College of Arts & Science, Chennai Attended an orientation on Academic Audit at Stella Maris

The suggestions of the previous advisory committee meeting have been implemented this academic year and this was highlighted.

The research paper publications and presentations of the faculty were highlighted. The details of Faculty who have registered as Ph.D guides was presented. Several students have also been awarded fellowships at leading research institutes. The details of the various MoU's signed with foreign universities and Faculty and Student Exchange programmes were highlighted. Six International Conferences were organised this academic year and also several National Conferences and Workshops.

Based on last year's recommendation at the advisory board meeting, a session on Professional Ethics was organised and the resource person was Dr. V. Suresh, General Secretary, PUCL

The college also participated in NIRF and was ranked 30<sup>th</sup> in the rankings.

The floor was then opened for discussion.

Dr. Fathima Vasanth suggested that the plan of action report should be presented immediately after the perusal of the minutes of the previous meeting so that the steps taken to implement become clearer. She congratulated the IQAC coordinator for implementing most of the suggestions of the previous meeting. She said that the suggestions had been taken seriously and sincere effort had been made to implement maximum suggestions.

This was followed by a discussion on the NIRF ranking system which has become cumbersome and tedious to work on. Dr. Vasanth enquired as to how the college was dealing with it. Dr. Rosy Joseph said that the students of the Computer Science Department had developed a template and department faculty were updating information at regular intervals so the process has been smoothened out to an extent. Dr. Vairamon said several rounds of meeting of the steering

committee have been held to create a framework on dealing with the 7 parameters and developing quantitative and qualitative matrices, however the biggest challenge still remained collection of data.

There was a discussion on promotion and enhancement of the research culture on campus. Dr. Renuka Rajrathnam shared details of student involvement in research. She spoke of the time constraints faced by the faculty in doing research in a largely teaching oriented environment. Dr. Rosy Joseph spoke of how research scholars on campus have now been roped into teaching to facilitate more time for faculty doing research.

Dr. Vasanth shared the Loyola experience on promoting research. She said the institution had an exclusive centre to facilitate research and cash awards have proved to be a big incentive to promote research. Every department is asked to present research proposals which are judged and selected by an external board. The best proposals are selected and funded. The best work is awarded. This has created a healthy competition among departments to get their proposals selected and awarded.

Research proposals submitted by students get about Rs. 50,000/- as funding. For faculty 75% of the research cost is funded. Faculty are also given a citation which is presented to them at the Annual Research Award Function. These initiatives have greatly enhanced the research atmosphere in Loyola. Funds for research have been raised through industrial funding, alumni support and from the management.

To Dr. Sumitra Dawson's enquiry if Loyola has a central funding committee, the answer was in the negative, Dr. Vasanth said Loyola has a very strong alumni support. Suggestion was made by Dr. Rajrathnam that the college should identify corporates, whose CSR is towards promotion of women's education. She also said our MoU's with foreign universities should explore possibilities for promoting global research. Dr. Sandra Joseph said the Bank of New York, has partnered with the college in setting up a life skills centre which will be coming up shortly.

Dr. Mary N. L. suggested a brainstorming session with leading CEO's to discuss the possibility of research funding. Dr. Agnes Rozario suggested fund raising programmes to be spread across the semester to raise seed money for research. There was a suggestion that several companies would be happy to train students to be industry ready while they are in college itself, so this can be capitalized on to get financial support. There was a suggestion that all the students who get employed via the CGC should contribute their first month salary to the college.

Dr. Vasanth said that each department should be asked to submit at least 5 research proposals.



Dr. Vairamon enquired how Loyola was able to collect data on alumni employment and higher studies since this is required for NIRF ranking. Dr. Vasanth shared that on the day of Convocation the graduates are asked to report in the morning and all the relevant information is gathered, only after that are they given the token and gown to participate in the convocation.

Dr. Bernadine Joseph was of the opinion that all the discussions at the IQAC advisory meeting should be made known to the faculty and their feedback should be sought. Dr. Vairamon requested that all the members of the advisory board should co-operate in the spread of information to the faculty as it is very difficult for the IQAC coordinator to single handedly get feedback from faculty. The term of office of the present external members is coming to an end and suggestions are sought for new members.

The meeting concluded at 5 pm, Dr. Sr. Rosy Joseph, Principal and Sr. Susan, Secretary thanked Dr. Fathima Vasanth for her invaluable suggestions and also thanked the participating members. A special word of appreciation was accorded to Dr. Shiny Vairamon for all the efforts taken in steering the IQAC and organizing the meeting.