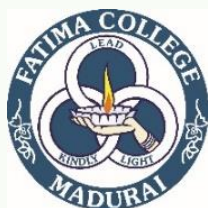


FATIMA COLLEGE

(Autonomous)



Re-Accredited with 'A' Grade by NAAC (3rd Cycle)
College with Potential for Excellence (2004-2019)
74th Rank in India Ranking 2020 (NIRF) by MHRD
Mary Land, Madurai - 625 018.

INTERNAL QUALITY ASSURANCE CELL



MINUTES OF THE IQAC MEETING

2020 -2021

DATE- 17.07.2020

Members present:

NAAC committee (Collection, Review and validation) & Heads of the Departments.

In the meeting held at 10 am in Jubilee Hall, the following aspects were discussed:

* Presentation of QLM in the Criteria I & V, Criterion II, Criteria III & VII, and Criteria IV & VI.

* Decision on future course of work was made.

QLM:

* All data were received from Library, Controller of Examinations, ROSA, Post-V. Criterion 1.1.1. is pending from Department of Economics.

* Write-ups for all metrics were completed.

Criteria I & V:

* Data with respect to feedback were pending from Departments of Economics, and M.Sc.IT.

* 1.1.2 - 75% of data completed.

* 1.1.3 - Out of 10 departments, 7 departments' checking completed and is in progress.

* 1.3.2 & 1.3.3 - Attendance data to be collected.

* 1.4.1 - Data pending from Department of Economics.

* 5.1.1 - Collection completed.

* 5.1.2 - Data to be collected from office.

* 5.1.3 - Data with respect to Quiz club to be collected.

* 5.1.4 - To follow-up departments with 'NIL' data; Career counselling and competitive examinations to be included. Placement Officer to be informed to follow up with Departments.

- * S.1.5 & S.2.3 - 'NIL' marked by many departments regarding data of higher studies by PG students.
- * S.3.1 & S.3.3 - Validation in progress
- * S.4.2 - Audited statement is pending

Criterion II :

- * 3.1. - Data collection in process
- * 3.2 - Yet to collect certain data.
- * 3.3.2 - Data to be collected from Department of Commerce.
- * 3.6.2 & 3.6.3 - Data pending from AICUF & Consumer club.
- * 3.7.1. & 3.7.2 - Data collection almost completed.
- * 3.4.2 & 3.7.1 - First round of data collection over. Help from Nbaary can be sought for Criterion II.

Criterion VI :

- * 7.1.2 & 7.1.4 - Grievance to be followed-up.
- * Office managers to be followed up for data with respect to Boards.
- * Institutional policies to be made ready.

Criteria IV & V :

- * 4.1.6 - Data templates were ready; Grievance photos with students to be made ready.
- * 4.1.4 - Finance data to be followed up.
- * 4.2.2 & 4.2.3 - Templates were kept same; But Sops were different.
- * 4.2.4 - Library data collected; Data regarding Library usage to be followed up.
- * 6.3.2 - Audited statements were pending

Criterion II:

- * Grievance Notebook to be followed up.




IQAC CO-ORDINATOR
(IQAC CO-ORDINATOR)
Kadur - 625018,

DATE: 07.10.2020

VENUE: L2 TIME: 2 pm

Members Present: * Rev. Dr. Sr. G. Celine Sakaya Mary - Principal

- * All the members of NAAC team.

The NAAC team met at L2 on Oct 07, 2020. The meeting started with a prayer. The agenda for the meeting was discussion on External Review meeting.

Dr. S. Vidya, the Coordinator of IQAC briefed the members about the need of a review by external experts. She also said that IIRQA has to be applied by November or December.

Important suggestions was made in the meeting.

- * Suggestion was made to opt out Metric 6.4.2.

Some clarifications were also put forth:

- * It was brought to the notice of the Principal that no data has come from The Research Centre of Economics and the next in command can be the Head.
- * Usage of Bicycles from Hostel to college can be implemented.
- * Number of competitive exams to be collected and

entered in Criterion V.

- * 5.3.1 - sports awards to be entered as NIL.
- * 5.4.2 - Alumnae account for 2013-2015 to be made ready.
- * Elective (1.2.2) → Sociology and Economics - ratification with BOS and rectification to be done with the consent of Sr. Principal.
- * Collaboration and individual paper publications can be repeated and included in Criterion III
- * It was suggested to have IQAA on Dec 09 and External Review on Nov 16 - Nov 20, 2020. Internal Review to be completed before Nov 6, 2020

All the Suggestions proposed in the meeting were unanimously accepted by the members present.

Sandya

(IQAC COORDINATOR)



IQAC CO-ORDINATOR
Fatima College (Autonomous),
Madurai-625018.

DATE- 17.11.2020

VENUE: L2 TIME: 10am

Meeting with NAAC team

Members Present: * Rev. Dr. Sr. Celine Sahaya Mary - Principal
* All the members of NAAC team.

The NAAC team met at L2 to discuss the progress of the activities of NAAC. The meeting began with a prayer. Thereafter Dr. S. Vidya, Coordinator of IQAC briefed the agenda of the meeting.

The session then gained momentum with Dr. S. J. Kala, Associate Professor, The Research Centre of English presenting the process done so far in Criteria I & V. The following were the highlights of the presentation:

- * Two more metrics to be completed.
- * Difficulties and limitations faced while working
- * Completion of 1.1.3 within a day.
- * Metrics 1.2.1 & 1.1.3 were discussed and 1.2.2, 1.3.2 & 1.3.3, 1.3.4, 1.4.1 & 1.4.2 were also presented.

Soon after the presentation by Dr. S. J. Kala, Dr. S. Vidya suggested few points:

- * Anything to be uploaded for review has to be internalized in NAAC validation group.
- * IQAC can do internal audit with data for AQAR which is a continuous process for NAAC.
- * Award for the best performing department
- * Training for Non-Teaching Staff.
- * Research document in the office to be improved.
- * FRC to collect MOUs.
- * Assurance to be made on the documentation

of Bills for computers. Stock registers to be got ready for computers.

* Coaching for competitive exams to be offered to students.

Few important points were highlighted:

1. Common data can be shared with various metrics.
2. Check the size of photos and format.
3. Check the year mentioned on the header.
4. To justify ICT enabled campus. Planned to buy a cell phone projector.

Dr. Germine, Associate Professor & Head, Dept. of C.Sc., presented the works so far done in Criterion VI. The highlights were:

- * 6.2.3 discussed
- * 6.3.2 Total no. of teachers to be checked.
- * 6.3.3 Check no. of events conducted
- * 6.3.4 July 31st - to be completed
- * 6.4.2 Requisition was made to opt out
- * 6.5.3 Feedback of IQAC for programmes.
- * NIRF certificate to be added
- * Pending data a) Policy document b) Budget

Dr. S. Saira Bano, (Associate Professor, The Research Centre of English) incharge of Criteria III & VII listed the work done so far:

- * Out of the remaining 6 metrics 3 almost over and one metric needs one week for completion
- * Criterion VII fully completed, all the metrics discussed.

Dr. Jeyamala, incharge of Criterion IV informed the members that the entire work related to Criterion IV is over and sent for review. All the metrics were then presented for discussion.

Few suggestions were given for the improvisation of the documentation of data:-

1. A.1.3 - to capture photos with students present.
2. Accounting - to be checked with NIRF.
3. Budget should be cross checked with Sr. Secretary alongwith office Managers. The same is also for IT Budget.
4. For percentage calculation - to leave Saturday which were holidays.

At the end Sr. Principal insisted for clarification of certain metrics.

Dr. S.J. Kala, incharge of Criterion V in her presentation informed about the pending metrics (only 2). She further pointed out that there were no audited statement for private scholarship. She also mentioned that one week is needed to wrap up metric 5.2.1 (Placement).

Following Dr. S.J. Kala, Ms. S. Selvarani, Assist. Prof. & Head, BCA presented to the group about the remaining work in Criterion II.

They were:

- To get the Register No. of Catholic students
- To find the data of BC, MBC and OBC students.
- To collect information regarding Ph.D (200) scholars. Full/Part Time.
- To get the details of policies related to mentoring.

DATE-

Finally Dr. Mary Magdalene, Associate Professor, The Research Centre of English summarized the quantum of work done in QLM.

Few recommendations were made by the members present:-

- * to change the photos related to MAM- H.1.2.
- * JH- locations to be included in photos.
 - 1) WASABI 2) Women's Day 3) Kotto.
- * 7.1.8 - to highlight the details of physically challenged.

Sandya

(IQAC COORDINATOR)

IQAC CO-ORDINATOR
Fatima College (Autonomous),
Madurai-625018.

DATE- 18.11.2020

VENUE: L2 TIME: 10 am

Meeting with NAAC committee

Members Present: Members of the NAAC Committee.

The meeting commenced with Dr. S. Vidya Coordinator of IQAC welcoming the members. Further she informed the members about the tentative dates for External Review. - 27th November or 3rd December. Three colleges namely St. Joseph's College, Trichy, ANJA College, Sivakasi were enlisted to finalise any one.

- * Dr. S. Vidya then presented the basic information of the process of External Review.
- * It was decided that July 31, 2020 will be the first day of the academic year.
- * It was proposed to have the internal review on Nov 23 and Nov 24.
- * Regarding the Internal Review a discussion with Dr. Medona, Associate Professor and Head, Dept. of Chemistry, was also planned.
- * It was decided that in the next meeting the date for IQA will be fixed.

The meeting came to an end with Dr. S. Vidya thanking the members of the NAAC team for their constant cooperation in the process of the consolidation of NAAC work.



(IQAC COORDINATOR)


IQAC CO-ORDINATOR
Fatima College (Autonomous),
Madurai-625018.

DATE-01.12.2020,02.12.2020

VENUE: L2

Members Present : Rev. Dr. Sr. M. Francisca Flora - Secretary
Rev. Dr. Sr. G. Celine Sahaya Mary - Principal
NAAC TEAM
Internal Review Team

External Members: 1) Prof. R. Jaganathan
Head, Dept. of Mathematics,
Associate Prof. & Co. ord. of IQAC
ANJA College, Sivakasi.
2) Dr. N. Senthilkumar
Head, Dept. of Botany,
Asst. Coord. of IQAC & Dean of
Curriculum Development Cell,
ANJA College,
Sivakasi.

The members of the NAAC team and the Internal Review team had a meeting with the External Review Committee on Dec 01 & 02, 2020. The meeting began with the invocation of the blessings of the Almighty.

Dr. S. Vidya, the Coordinator of IQAC of Fatima College welcomed the External Peer Team and other members present. The floor was then open to the suggestions of the External Peer Team.

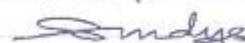
The members of the External Peer Team Prof. R. Jaganathan and Dr. N. Senthilkumar reviewed the NAAC-IV cycle SSR of Fatima College on Dec 01, 02, 2020, organized by the Internal Quality Assurance Cell (IQAC), Fatima College.

DATE-

The Committee was highly appreciative of the scholastic presentation by each criterion. The Committee also presented its feedback and valuable suggestions were provided. Dr. Vidya and the Heads of all the criteria received the suggestions. Some of the important points from the feedback presented were:

- * Captions for photos
- * Journals with ISSN number to be included
- * Follow tool tips while uploading SSR.
- * To check the updated news posted in NAAC Website and NAAC Portal.
- * To present research publications as Future Plan
- * To highlight the infrastructure of the college.

The meeting came to an end with Dr. S. Saira Banu, Associate Professor, The Research Centre of English, Fatima College thanking the External Peer Team for their meticulous scrutiny and all other members present in the meeting.



(IQAC COORDINATOR)

IQAC CO-ORDINATOR
Fatima College (Autonomous),
Madurai-625018.

DATE- 07.12.2020

VENUE: JUBILEE HALL

General Staff Meeting - NAAC

Members Present: Sr. Secretary, Sr. Principal, All the Staff

On December 7, 2020, IQAC had organised a one day meeting for all the faculty of Fatima college. The purpose of the meeting was to present the work done in all the criteria by the NAAC team and to receive the valuable suggestions of the teachers.

Dr. S. Vidya, Coordinator of IQAC, welcomed the audience and briefed the whole day's schedule. She also said that it had been two years that the NAAC team consisting of 16 members have been tirelessly working in the collection and validation of the data for 107 metrics. She informed that there will be a six member team for NAAC internal review. Also the External review was held on Dec 1 and Dec 2 by two external experts from ANJA college and attended by Sr. Secretary and Sr. Principal.

The following are some of the highlights briefed by Dr. S. Vidya:

- * Out of the 107 metrics 72 QnM and 35 QLM. 10 metrics nearing completion.
- * To make note of the missing data
 - a) that are given but not included
 - b) Wrong data / factual error or misrepresentation

All the teachers were requested to follow the presentation carefully and make note and submit a report to IQAC.

DATE-
The Coordinator gave the order of ~~ap~~ presentation for the whole day:

- a) Profile of the College
- b) Criterion I
- c) Criteria II & III
- d) Criteria IV & V
- e) Criteria VI & VII
- f) QLM

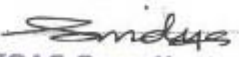
Dr. S. Vidya concluded her introductory talk with a request to the audience to provide their ideas which would enhance the quality of the work by the NAAC team and in turn help Fatima have a clean sweep with A++.

The session was then taken over by the heads of each criterion who presented the data of all the metrics of their respective criterion.

The Post Lunch session was exclusively for NAAC QLM presented by Dr. Magdalene. She presented the QLM of 35 metrics.

The day ended with a positive note.




IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 21.12.2020.

VENUE: JUBILEE HALL

General Staff Meeting by IQAC

Members Present:- Sr. Secretary, Sr. Principal
NAAC Team and All the Staff

The meeting started with Dr. S. Vidya, Coordinator of IQAC thanking all the teachers for the suggestions and appreciations for the NAAC work and promised to carry out all the possible suggestions.

- * The Heads of the Departments were asked to get ready for presentation and the department to be maintained properly for the visit.
- * The Heads were informed to follow the Sample Heads Presentation sent by Dr. Joseph Albert and requested not to imitate but only have that as a model template.
- * Suggestions given by Dr. Cecil can be taken and Dr. Germaine Mary can also be consulted whose presentation was much appreciated.

She then listed the instructions given by Dr. Joseph Dorairaj:

- a) Presentation not more than 12 min - can be a centralised one.
- b) Heads can have handouts if necessary.
- c) Departments to be all set for NAAC visit.
- d) Criterion wise supportive documents to be kept ready.


e) All the members of the department to have clarity regarding vision and mission of the College and of the department.

f) Review will be done in two stages.

- i) Internal Review - End of January
- ii) Second Mock visit with external - First week of February.

She insisted on the uniformity of the data as very important.




IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 05.01.2021.

VENUE: L2 (11.30 a.m.)

Principal and Core Committee

Members Present:

- * Dr. Sr. G. Celine Sabaya Mary - Chairperson - Principal


NAAC Core Committee:

- * Dr. S. Vidya - IQAC Co-ordinator
- * Dr. S. Saira Banu
- * Dr. Mary Magdalene
- * Dr. S. J. Kala - Dean of Arts
- * Dr. Sr. G. Jesita Rani - Asst. Prof. of Physics
- * Dr. B. Medora, Head, Dept. of Chemistry
- * Dr. G. Germaine Mary, Head, Dept. of Comp. Science.
- * Dr. Sr. J. Arul Mary, Vice Principal (Shift II)

The Principal and the members of the Core Committee met on 05.01.2021 at 11.30 am in L2. The meeting began with a silent prayer. Dr. S. Vidya - IQAC Coordinator welcomed the group and presented the purpose of the meeting. The team then discussed the action plan to gear up for NAAC. Dr. S. Vidya announced the date for the submission of IIR and intended to consolidate the work to be done. She also expected the need to scrutinise the status of work done criterion wise.

- * She also mentioned that NIRF work is yet to be started, wherein AQAR was in progress.
- * The only list of various committees was finalised and it was decided to meet them as a team.

- * It was also resolved that SSS is to be done in February. Prior to this, meeting the students regarding online response can be done in January.
- * It was decided to fix time schedule for meeting the various committees which has to be then flashed. The list of the scheduled meeting began with a discussion with the campus facelift team first followed by the programme coordinators.


IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 06.01.2021.

VENUE- L2, (2 pm)

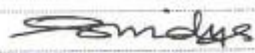
CORE COMMITTEE AND CAMPUS FACELIFT

Members Present:

- * Dr. S. Vidya - IQAC - Coordinator
- * Members of the Core Commi
- * Members of Campus Facelift

The meeting began with Dr. S. Vidya insisting on the high priority given to the team which will consolidate the areas inside the campus which need to be tended to. She highlighted few places in the campus which included the Hostel and indoor stadium, the start-up junctions and few other important places.

The renovation work included, painting, carpentry and plumbing and repair work, wherever needed. It was also notified to the team that Dr. Mary Magdalene and Dr. Sr. J. Arul Mary will be the link person for this committee. Finally it was decided that the members will be split into four teams of two members each and different blocks will be allotted to them and a detailed report was expected to be submitted on 11 January 2021.


IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 06, 01, 2021

VENUE: L2 (2pm)

CORE COMMITTEE AND PROGRAMME COORDINATORS

Members Present:

- * Mr. S. Vidya : IQAC Coordinator
- * Members of the Core Committee
- * Programme Coordinators

The meeting commenced with the coordinator of IQAC - Mr. S. Vidya explaining the nature of work of the programme coordinators.

- * It was briefed that the programme Coordinators will have to accompany the Peer Team in Campus Visit and Visit to Departments.
- * Further the programme were oriented to alert every team according to the schedule, exhibits and departments presentations.
- * The refreshment committee team was informed about its nature of work and overall coordination in providing refreshments in each block.
- * It was also proposed to have ^{meetings with the} parents, non-teaching staff and teaching staff.
- * It was decided to check with the hospitality team for the arrangement of vehicles. A suggestion was also made to have the vehicles ready within the campus.

IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 07.01.2021

VENUE: JH TIME: 2pm

MEETING WITH THE COMMITTEES ALLOTTED FOR
THE PREPARATION FOR NAAC (DAY 1)

MEMBERS PRESENT: * IQAC Coordinator and Members of the Core Committee
* Assistant Coordinators
* Members of the various committees
(Refer to Annexure)

A general meeting was convened for the staff of various committees for the preparation of NAAC in the JH on 7 Jan 2021 at 2pm. The meeting commenced with a silent prayer followed by Dr. S. Vidya briefing the staff about the purpose of the meeting. The following points were discussed in the meeting:

- * The Hospitality Committee was oriented about the readiness and prompt preparedness on the Day of NAAC. Few points like the arrangement of vehicles and accommodation have to be looked into.
- * The cultural committee was briefed on the overall plan about the programme to be given. The cost incurred towards the arrangements, the timing and other requirements were also discussed.
- * All the committees were informed to frame the budget and in consultation with the finance committee finally mail the Budget to IQAC before 13th January 2021.
- * The Reception Committee was told to focus on the Lobby and Portico decoration and contact

the link person and IQAC.

- * The teachers incharge of the notice board decoration were alerted to check the condition of the boards and have the boards filled with appropriate academic themes and quotations.
- * The Room allotment committee was informed to see to the proper arrangements of all the rooms in the campus especially Halls that have LCD projectors and also to make sure about the availability of collar mikes and hand mikes.
- * The overall support committee was told to check the discipline of students in the canteen and coordinate with student union and the extended committee.
- * A separate meeting was organised for the members of ROSA regarding the display of documents. The following points were discussed:
 - * It was decided that the presentation will be done in JH.
 - * It was suggested to the committee to refer to the photos of the earlier NAAC.
 - * The committee was also told to plan and identify the requirements and mail the Budget to finance committee.
 - * It was also mentioned that the members will be in consultation with the link persons for any clarifications.


 IQAC Co-ordinator
 Fatima College (Autonomous)
 Madurai - 625 018.

DATE- 08.01.2021.

VENUE: JH

MEETING WITH THE COMMITTEES ALLOTTED FOR THE PREPARATION FOR NAAC (DAY 2)


MEMBERS PRESENT: * IQAC coordinator & Members of the Core Committee
* Assistant coordinator
* Members of the Committee

Day 2 of the meeting with the members of the various committees began with a prayer followed by Dr. S Vidya welcoming the gathering. The following suggestions were made during the meeting:-

- * The Refreshment and Lunch committee was informed to plan the budget and also decide on the menu.
- * Care to be taken regarding refreshments for parents and alumnal.
- * Help could be taken from overall support team.

The following points were discussed with Committee incharge of Press, Documentation and Video.

- * The staff incharge of documentation to plan for complete coverage.
- * It was informed to them to have the report of every event and have necessary photos.
- * The Press Committee should take care of Today's engagement in Tamil and English Newspaper.
- * The together incharge of video have to take care of ~~taking~~ the entire event and do proper editing before uploading in the website.


IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 12.01.2021.


VENUE: JH (2 pm)

MEETING WITH THE TEACHING-STAFF ON DATA UPDATION FOR NAAC

MEMBERS PRESENT: * Dr. Sr. M. Francisca Flora
* Dr. Sr. G. Celina Salaya Mary
* IQAC team and
* all the teaching staff

The teaching staff gathered in JH for a meeting on Data Updation for NAAC. Dr. S. Vidya, the Coordinator welcomed the gathering and following are the highlights of the meeting:

- * The Ppt of the Heads need to be prepared.
- * Certain important metrics have to be given little more insight.
- * Data only for five years to be shown.
- * Lesson Plan till date for all the courses to be collated and presented.
- * Supportive documents for all the necessary data to be produced.
- * Average Pass percentage of the students can be shown as a graph.
- * Boards can be made to highlight the Vision and Mission of the departments.
- * All the departments were alerted to get ready with proper documentation and be prepared for Internal Reviews.


Smidha
IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 01 . 02 . 2021


VENUE: JH

GENERAL STAFF MEETING REGARDING INTERNAL REVIEW
FOR NAAC PREPARATION

Members Present : * Members of the Internal Review Committee
* IQAC Coordinators Members of the Core Committee
* Assistant Coordinators
* All the teaching staff.

As a follow-up of NAAC preparation the IQAC had planned for an Internal Review of all the Departments. The meeting began with a silent prayer followed by Dr. S. Vidya presenting the highlights of the meeting. The following are the points put forth in the meeting:

- * It was informed to the heads that there was no necessity for decoration.
- * Presentation of Criteria II and V were explained again to the members.
- * All the staff were expected to be present at 9 a.m. on the day of Internal Review.
- * It was told that files, Papers and other necessary requirements can be procured from the office.
- * Discussions on feedback questionnaire for students was done.
- * Overall idea about the conduct of NAAC Internal Review was given.


IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 03, 02, 2021

VENUE: JH

MEETING WITH THE HEADS OF THE DEPARTMENTS AND SECOND SENIOR.

Members Present: *

- * Dr. Sr. G. Celine Sakaya Mary
- * Dr. S. Vidya, IQAC coordinator
- * IQAC Assistant coordinators
- * Heads and Second Senior of all the Departments.

The Principal, IQAC team and the Heads and second seniors met in the JH for a meeting for preparation for External Mock Review visit. Dr. S. Vidya pointed out the various documents to be presented for display. She also informed that External Mock Review Visit will be on 24th and 25th February. It was also decided to finalise the Vision and Mission of each department. Dr. Saiea Banu, the Assistant Coordinator highlighted few points related to Criterion III. The following were the points presented :-

- * Details of extension activity
- * Syllabus of extension activity
- * Details of any collaborative activity of the department.
- * Original documents to be presented in the display.
- * Awards received by staff and students to be concentrated on.
- * Blogs to be updated and plastics to be avoided in the campus.
- * Books and Chapters must have ISBN number and Seminar proceedings must have ISSN and ISBN numbers.


Dr. S. Vidya
IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

DATE- 10.02.2021

NAAC: GENERAL STAFF MEETING.

VENUE: JH

Members Present: *

- * Dr. S. M. Francisca Flora (Secretary)
- * Dr. S. G. Celine Sabaya Mary (Principal)
- * IQAC Team & NAAC CORE Committee
- * All the teaching staff

The IQAC Team and the NAAC core committee met all the teaching staff to orient about Mock NAAC visit. Dr. S. Vidya addressed the session and presented the following points:

- * To get ready with the Lesson Plan.
- * ID to be worn by the teachers.
- * Value Added Courses include Certificate Course and Crash Course. (Usage).
- * It was resolved that February 16 at 10 am in JH there will be heads presentations to the NAAC Core Committee and Internal Review Committee.
- * Dates for mock visit was announced (26th & 27th Feb)
- * It was informed that after the submission of IQAC concentration on SSR followed by SSS then AUV to be given.
- * the departments to be arranged for Mock NAAC presentation.



IQAC Co-ordinator

Fatima College (Autonomous)

Madurai - 625 018.

DATE- 26th & 27th Feb, 2021

Mock Visit by External Peer Team

VENUE: J.H.

Members Present: * Dr. Sr. M. Francisca Flora (Secretary)
* Dr. Sr. G. Selina Sabaya Mary (Principal)

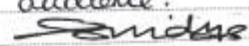
Members of the External Peer Team

1. Prof. A. Joseph Dorairaj (Prof. of English and the Dean, Schools Eng. and Foreign Langs., Gandhigram Rural Institute)
2. Rev. Dr. M. Arackiasamy Xavier S.J, Principal & Associate Prof. Loyola College, Chennai.
3. Prof. V. Rhymend Uthariraj (Prof., Dept. of IT, Madras Institute of Technology, Anna University).

* All the teaching staff.

The members of the Mock NAAC team met the teaching staff after scrutinising the documentation done by all the departments and cells and committees to present the final detailed feedback and give their valuable suggestions. Following are the highlights of the wholesome report given by the Mock NAAC Peer Team:

- * The college's perceptible commendable growth was appreciable
- * it was suggested to fine tune the dept. activities at the institutional level.
- * the photos and documents presents must have clarity and appropriate captions.
- * data to be quantifiable and to be hyperlinked
- * Heads presentation to be improved a little
- * feedback on curriculum done online
- * Focus on more industrial visits and elective courses.
- * few more programmes on Soft Skills may be had and English Dept. can organise for the classes.
- * Overall the team was appreciative of the performance of the institution and congratulated and wished the college to get a good score in NAAC. The meeting came to an end with Dr. S. Saira Banu, Asst. Coordinator thanking the Mock team and the audience.


IQAC Co-ordinator

Fatima College (Autonomous)

Madurai - 625 018.

DATE- 12 . 03 . 21

Venue : L2

Time : 11.00am

The members of the NAAC Validation Committee had a meeting with the Principal.

Dr G. Germin presented a sample of the main page of a metric to be uploaded on the NAAC website.

She requested all members to upload the files by Monday 15.03.21.

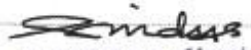
By 22.03.21 links will be given.

Old files should be removed when amendments are made.

Videos to kept in a separate file.

Pr Principal requested the staff to meet the deadline (15.03.21). What has been done so far is the fruit of everyone's labour and that we need to put an end to data collection.

L2 is to be used for uploading.


S. Indira
IQAC Co-ordinator
Fatima College (Autonomous)
Madurai - 625 018.

ANNEXURE



FATIMA COLLEGE (AUTONOMOUS), MADURAI -18.



NAAC 4TH CYCLE - DUTY LIST

INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Dr. S Vidya (Co-ordinator)
2. Dr. S. Saira Banu (Assistant Co-ordinator)
3. Dr. Mary Magdalene Abraham (Assistant Co-ordinator)

S. No.	NAME OF COMMITTEE & STAFF IN-CHARGE
1.	<p>NAAC CORE COMMITTEE</p> <p>Dr. Sr. G. Celine Sahaya Mary - Chairperson Principal</p> <ol style="list-style-type: none"> 1. Dr. S Vidya - IQAC Co-ordinator 2. Dr. B. Medona 3. Dr. G. Germin Mary 4. Dr. S. Saira Banu 5. Dr. Mary Magdalene Abraham 6. Dr. S. J. Kala 7. Dr. Sr. J. Arul Mary 8. Dr. Sr. G. Jenita Rani
2.	<p>PROGRAMME CO-ORDINATORS</p> <ol style="list-style-type: none"> 1. Dr. A. I. Auxilia Felcitas – Co-ordinator 2. Dr. Sr. Bindu Antony 3. Dr. G. Germin Mary 4. Dr. S. L. Kumari 5. Dr. Fernando Delishia 6. Ms. R. Alphonsa Fernando 7. Dr. D. Jeyamala 8. Dr. P. Shyamala <p style="text-align: right;">} - Vice Principals</p> <p>Core Committee Link person: Dr. S. Vidya</p>

3.	<p>HOSPITALITY COMMITTEE</p> <ol style="list-style-type: none"> 1. Dr. T. Jeyanthi Vijayarani – Co-ordinator 2. Dr. S. Raju 3. Dr. J. Saral Evangelin 4. Dr. E. Helena 5. Ms. A. Mable Jasmine Shobha 6. Ms. B. Usha <p>Core Committee Link person: Dr. Sr. J Arul Mary</p>
4.	<p>RECEPTION</p> <ol style="list-style-type: none"> 1. Dr. G. Velankanni Matharasi - Co-ordinator 2. Dr. C. Lucia Vanitha 3. Dr. Antony Amala Jeyaseeli 4. Dr. Arul Deepa 5. Ms. D. Annie Maria Jancy 6. Dr. K. Selva Lakshmi 7. Dr. B. Poornima Sethupathi 8. Ms. T. Charanya Nagammal 9. Dr. P. Ruby Leela 10. Dr. K.R. Subimol 11. Ms. J. Thelma 12. Ms. J. Joseline Charisma <p>Core Committee Link person: Dr. S. Saira Banu</p>
5.	<p>Dr. Sr. Bindu Antony – Co-ordinator</p> <p>A. LOBBY DECORATION</p> <ol style="list-style-type: none"> 1. Ms. A. Paulin Mary 2. Dr. A. Tamil Selvi <p style="text-align: right;">} In-charge</p> <p>All the staff members of the Departments of Mathematics (Aided) and Zoology</p> <p>Core Committee Link person: Dr. Sr. G. Jenita</p> <p>B. PORTICO DECORATION & SARAVILAKKU</p> <ol style="list-style-type: none"> 1. Dr. K. Latha – In-charge 2. Dr. C. Sornamala 3. Dr. A. Mercy Angela 4. Dr. N. Renuka <p>Core Committee Link person: Dr. Sr. G. Jenita</p>

	<p>C. CAMPUS BLACK BOARDS & NOTICE BOARDS</p> <ol style="list-style-type: none"> 1. Dr. S.L. Kumari – In-charge 2. Dr. M. Arasammal 3. (Ms. N. Shajitha Parveen) Ms. T. Geetha 4. Ms. M. Aabitha Thaslim 5. Ms. K. Ashtalakshmi 6. Ms. I. Janet Shirley <p>Core Committee Link person: Dr. Sr. G. Jenita</p>
6.	<p>D. ROOM ALLOTMENT AND ARRANGEMENT</p> <ol style="list-style-type: none"> 1. Dr. S. Sukumari - In-charge 2. Dr. K. Karthika 3. Ms. A. Gracy Rani 4. Dr. B. Suganthana 5. Ms. C. Helen 6. Ms. A. Sarpia Rani 7. Dr. S. Barathy 8. Dr. W. Shyamala 9. Ms. P. Sakunthala 10. Ms. P. Nancy Vincentina Mary 11. Ms. A. Rosary Infanta 12. Ms. B. Vethamary Jackuline <p>Core Committee Link person: Dr. Sr. G. Jenita</p>
7.	<p>REFRESHMENT & LUNCH</p> <ol style="list-style-type: none"> 1. Dr. Vasantha Esther Rani – Co-ordinator <p>All the staff members of the Department of Home Science</p> <ol style="list-style-type: none"> 2. Dr. A. Rajeswari (Chem.) 3. Ms. I. Jeyasheela 4. Dr. J. Saral Evangelin 5. Ms. V. Sofia Adaikala Mary 6. Ms. A. J. Aruna 7. Ms. E. Supriya 8. Dr. M. Nagarenitha 9. Dr. G. Preetha <p>Core Committee Link person: Dr. S.J. Kala</p>

8.	<p>TRAINING OF STUDENTS AND NON-TEACHING STAFF</p> <ol style="list-style-type: none"> 1. Dr. B. Medona – Co-ordinator 2. Dr. S. Saira Banu 3. Dr. Mary Magdalene Abraham 4. Ms. M. Teresa Nirmala 5. Ms. G. Revathi 6. Ms. S. Rajalakshmi 7. Dr. A. Deumala 8. Ms. S. Mary Helen Felista 9. Ms. S. Selvarani <p>Core Committee Link person: Dr. S. Saira Banu</p>
9.	<p>ALUMNAE MEET</p> <ol style="list-style-type: none"> 1. Dr. R. Velankanni Matharasi – Co-ordinator 2. Dr. Ancemma Joseph 3. Dr. S. Arul Micheal Selvi 4. Dr. P. Loyola Juliet Mary 5. Dr. M. Priyadharsani 6. Dr. N. Asha 7. Ms. M. Fanny 8. Ms. A.J. Bernita 9. Ms. S. Raja Rajeswari <p>Core Committee Link person: Dr. S. J. Kala</p>
10.	<p>PARENTS MEET</p> <ol style="list-style-type: none"> 1. Dr. B. Sahaya Rani Fernando – Co-ordinator 2. Dr. M. Regina Mary 3. Dr. A. Vimala 4. Dr. R. Angel 5. Dr. C. Sahaya Mary Sophia 6. Ms. R. M. Nagalakshmi 7. Dr. K. Saritha 8. Ms. V. Mageshwari 9. Ms. T. Leena Premakumari 10. Dr. S. Arul Jothi 11. Dr. R. Jenovi Rosary Deepa 12. Dr. R. Suganya (MBA) <p>Core Committee Link person: Dr. Mary Magdalene Abraham</p>

11.	HOSTEL COMMITTEE 1. Dr. Sr. J Arul Mary & Wardens Core Committee Link person: Dr. S.J. Kala
12.	PART – V & EXTENSION (ROSA) <div> <div> 1. Sr. Arul Vinnarasi 2. Dr. M. Ragam 3. Dr. R. Ponni 4. Dr. B. Vinosha 5. Dr. C. Prasanna Devi 6. Dr. T.K. Latha Maheswari 7. Dr. S.R. Poongodi 8. Dr. M. Nageswari 9. Dr. Susai Jesintha Mercy 10. Co-ordinators & Asst. Co-ordinators of all Part –V </div> <div> } Co - ordinators </div> </div> Core Committee Link person: Dr. B. Medona & Dr. G. Germin Mary
13.	DISPLAY OF DOCUMENTS 1. Dr. K. Rosemary Euphrasia – Co -ordinator 2. Dr. S. Fatima Rosaline Mary 3. Dr. S. Ivy Jeno 4. Dr. N. Malathi 5. Dr. M. Arasammal 6. Ms. P. Kalaiselvi 7. Dr. R. Saktheswari 8. Dr. P. Anitha 9. Dr. C. Sujatha 10. Dr. R. Jothimani 11. Sr. F. Arockia Mary 12. Sr. B. Margaretmary 13. Ms. M. Jenifer Sharon Sumathi 14. Dr. T. Vasantha 15. Dr. T. Visumathi 16. Mr. H. Vincent 17. Ms. A. Punitha Roselin 18. Ms. J. Shifa Fatima 19. Ms. E. Anni Selva Iniba 20. Ms. L. Madhumitha 21. Co-ordinators of all Clubs, Committees and Cells (other than department clubs) Core Committee Link person: Dr. B. Medona & Dr. G. Germin Mary

14.	<p>CULTURAL COMMITTEE</p> <ol style="list-style-type: none"> 1. Dr. Sr. M. Fatima Mary – Co-ordinator 2. Dr. G. Dheva Shantha Kumari 3. Dr. P.V. Christy Shanthi 4. Dr. R. Dayana Christy 5. Dr. S. A. Suja 6. Dr. V. Vanitha 7. Ms. J. Kayal Antony 8. Ms. J. Sahaya Bowlin 9. Dr. P. Parameshwari 10. Dr. M. Shapna Yasmin 11. Dr. Niranjana Devi 12. Ms. J. Annaal Mercy 13. Ms. C. Gladious Guna Ranjini <p>Core Committee Link person: Dr. S. J. Kala & Dr. Sr. G. Jenita Rani</p>
15.	<p>CAMPUS FACE –LIFT</p> <ol style="list-style-type: none"> 1. Dr. Sr. Biji - Co-ordinator 2. Dr. G. Germin Mary 3. Dr. M.V. Leena Chandra 4. Dr. M. Meenakumari 5. Dr. E. Helena 6. Dr. V. Bharathy– Botany 7. Dr. M. Meenatchi (BBA) 8. Sr. B. Margaretmary 9. Ms. P. Sumedha <p>Core Committee Link person: Dr. Mary Magdalene Abraham & Dr. Sr. J. Arul Mary</p>
16.	<p>FINANCE COMMITTEE</p> <ol style="list-style-type: none"> 1. Dr. Sr. J. Arul Mary - Co-ordinator 2. Dr. Sr. Bindu Antony 3. Sr. F. Arockia Mary 4. Sr. B. Margaretmary

17.	<p>Dr. L. Caroline Sugirtham – Co-ordinator</p> <p>A) DOCUMENTATION COMMITTEE</p> <ol style="list-style-type: none"> 1. Dr. S. Aarthi 2. Dr. S. Parvathi 3. Dr. V. Suganya 4. Ms. D. Ramya <p>B) CORRESPONDENCE WITH PRESS</p> <ol style="list-style-type: none"> 1. Ms. N. Sangeetha Rani 2. Dr. S. Anburani <p>Core Committee Link person: Dr. S. Saira Banu & Dr. Mary Magdalene Abraham</p>
18.	<p>VIDEO-DOCUMENTATION</p> <ol style="list-style-type: none"> 1. Dr. Sheela Vimala Rani – Co-ordinator 2. Dr. G. Priya 3. Ms. S. Jeny Mary 4. Dr. P. Meenakshi Sundari <p>Core Committee Link person: Dr. S. Saira Banu & Dr. Mary Magdalene Abraham</p>
19.	<p>TECHNOLOGICAL SUPPORT TEAM</p> <ol style="list-style-type: none"> 1. Ms. S. Jebapriya - Co - ordinator 2. Dr. V. Jane Varamani Sulekha 3. Mr. L. Antony Raj 4. Mr. R. Loyola Prince <p>Core Committee Link person: Dr. S. Vidya</p>
20.	<p>TECHNICAL ASSISTANCE FOR NAAC PEER TEAM MEMBERS</p> <ol style="list-style-type: none"> 1. Dr. K. Rose Mary Euphrasia 2. Ms. J. Sylvia Vaiz 3. Mr. G. Sai Sankar <p>Core Committee Link person: Dr. B. Medona & Dr. Mary Magdalene Abraham</p>

S. No.	NAME OF COMMITTEE & STAFF IN-CHARGE
	Core Committee Link person: Dr. B. Medona & Dr. Mary Magdalene Abraham
21.	OVERALL SUPPORT <ol style="list-style-type: none"> 1. Dr. A. Roselin Mary - Co-ordinator 2. Dr. Antony Amala Jayaseeli 3. Ms. A. Sheela Roselin 4. Dr. R. Velankanni Matharasi 5. Dr. R. Suji Karthiga 6. Dr. K. Sangeetha 7. Ms. K. Bhuvaneswari 8. Ms. J. Arockia Jackuline Joni 9. Dr. B. Jayanthi 10. Dr. K. Amutha 11. Ms. P. Eunice 12. Dr. M. Rasi <p>Core Committee Link person: Dr. S. Vidya</p>


 PRINCIPAL
 FATIMA COLLEGE (AUTONOMOUS)
 MADURAI - 625 018.