



# FATIMA COLLEGE

(Autonomous)

*Re-Accredited with 'A++' by NAAC (Cycle - IV)*

Mary Land, Madurai - 625 018.

## INTERNAL QUALITY ASSURANCE CELL



## MINUTES OF THE IQAC MEETING

# 2021 - 2022

DATE- 01 . 06 . 2021.

Venue: IQAC OFFICE

The IQAC team met on 1<sup>st</sup> June 2021 to plan for an online session on NEP-2020. Dr. S. Vidya explained the purpose of the session to the members. The team decided to invite Dr. A. Mercy Puffalatha, Programme Consultant, South Asia Programme, UNESCO & former Principal, Lady Doak College, Madurai as the Resource Person. It was decided that all the teaching fraternity of Fatima College would attend the session. Dr. Magdalene volunteered to welcome the virtual gathering. Due to the spread of Corona it was suggested to have the session online.

Technical support to be provided was allotted to the teachers incharge of Webinarjam (Dr. G. Preetha, Asst. Prof. of B.A and Dr. Sulekha Asst. Prof. of IT). Ms. P. Sumedha took over the duty of thanking the audience and Dr. S. Saira was given the task of composing the Report.

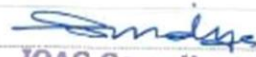
The meeting ended with the coordinator of IQAC thanking the entire team for their spontaneity and workmanship in rendering the work.

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

DATE- 22.07.2024  
VENUE: IQAC OFFICE  
TIME: 11 a.m.

A meeting was organised for the members of the IQAC by the Coordinator Dr. S. Vidya to plan a one-day Virtual Faculty Enrichment Programme, for the teaching staff of Shift II. Dr. Magdalene invoked the blessings of the Lord Almighty. Dr. Saira explained to the team that during the Pandemic, it has become a very tough time for the teachers to reach out to the students and make them learn. Moreover the purpose of real teaching in Online mode was also getting lost. In order to find a feasible and practical solution there was a necessity to conduct a session which would boost up the morale of the teaching fraternity. Dr. Vidya recommended Dr. Alex, Associate Professor, Dept. of Commerce, St. Joseph's College, Trichy to be the Resource person. The suggestion was well taken by all the members.

Dr. S. Vidya would moderate the entire session, Dr. Magdalene would welcome the gathering and introduce the Chief Guest and Dr. S. Saira Bani would take care of the Interaction Session. Further it was intimated to the members that Sr. Principal would deliver the introductory and Technical formalities of conducting the Online event were handed over to Ms. S. Selvarani, Asst Prof. & Head, Dept. of BCA. The members were appreciative of such an event during the odd time which was indeed the need of the hour.

  
IQAC Co-ordinator  
Fatima College (Autonomous)  
Madurai - 625 015.



DATE- 03.08.2021.

VENUE: IQAC OFFICE

With the main purpose of planning for the orientation of the Newly appointed Faculty about the Fatima environ and its curriculum and Evaluation Pattern and also to make them accustomed to the New Normal the IQAC team met on Aug 3, 2021 and brainstormed various topics for the Faculty Induction Programme. Finally it was decided that the Induction Programme will be one full day session and will be conducted in the campus at SJ 5.

It was also settled that the Programme for the day will be split into four productive sessions wherein Dr. S. Vidya, Coord. IQAC will orient the Staff on the "Dynamics of the Faculty Induction Programme", Dr. Magdalene, Asst. Coord. IQAC to address on the title "The Courage to Teach", Dr. S. Saies Asst. Coord. IQAC to speak on the New Normal Teacher and Dr. S.J. Kala, Associate Prof. of English and Dean of Arts to explain the Curriculum and evaluation pattern. The following duties were allocated to the members of IQAC:

Prayer: Dr. C. Sujatha, Librarian, Fatima College.

Welcome Address: Dr. S. Vidya, IQAC Coordinator.

Refreshments: Dr. Anil Michael Selvi, Member, IQAC

Report: Ms. P. Sureshka, Member, IQAC.

Dr. C. Sujatha suggested that vote of thanks may be given by one of the participants. Dr. S. Saies recommended the inclusion of Dr. Sr. A. Joseph Nirmala Mary, CoE to explain the methods and process of examination and evaluation. The meeting came to an end by the coordinator thanking the team.



**IQAC Co-ordinator**

Fatima College (Autonomous)

Madurai - 625 013.

DATE- 09.08.2021

VENUE: IQAC OFFICE

With a view to help new students settle down and feel comfortable in the new environment of the college and to inculcate in them the ethos and culture of the institution; to help them build bonds with other students and faculty members and expose them to the sense of larger purpose and self-exploration, the entire IQAC team catalogued a week long Induction Programme (Deeksharambham), roping in senior teachers from the various cells and committees of the college.

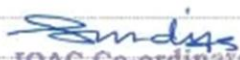
The Induction Programme was decided to be organized in the online mode through Webinarjam platform and the duration was fixed to be one week (26<sup>th</sup> Aug - 2<sup>nd</sup> Sep 2021).

Ms. A. Sheela Roselin, Asst. Prof. of Mathematics and Mr. Mable Jasnin Shobha, Asst. Prof. of Commerce (CA), will be the overall coordinators and will take care of the methodical organisation of the week long event.

Since the Induction Programme was scheduled to be online it was also proposed that it would be feasible to post a feedback link and collect the responses online.

The detailed schedule of the sessions and the Resource Persons is attached in the annexure. Dr. Vidya, Coordinator IQAC thanked the teachers for rendering their support.



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

DATE- 19.08.2021.

VENUE: IQAC OFFICE

TIME: 10 a.m.

The Core Committee of IQAC consisting of Dr. S. Vidya, Coordinator and Dr. S. Saira Banu & Dr. Mary Magdalene Asst. Coordinators met on 19<sup>th</sup> Aug 21 to plan for the organisation of a Faculty Development Programme for the Staff of the Networking Colleges. It was decided that Dr. S. Saira Banu will be the Resource Person who will address the teachers on the most essential topic, "The New Normal Teacher."

Dr. Magdalene was given the task of contacting the Cluster Colleges and inviting the participants. Dr. G. Preetha, Asst. Prof. of BCA was given the duty of taking care of Webinarjam and creating the link for the Programme.

Dr. C. Sujatha's name was proposed for Welcome Address and Ms. P. Sumedha was to introduce the chief guest.

Dr. S. Vidya, concluded the meeting by remarking that such events will strengthen Fatima College's bond with the Networking Colleges.




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



DATE- 24.08.2021  
VENUE: IQAC OFFICE  
TIME: 2 pm.

With a huge surge in the number of COVID cases, the management of Fatima College took its war footing and informed IQAC to organise a vaccination drive. In this regard the members of IQAC gathered on 24th August 2021 and the coordinator Dr. S. Vidya suggested that the Vaccination drive could be conducted with support from the CII (Confederation of Indian Industry). The suggestion was welcomed and work related to the event were further discussed. Dr. S. Saira recommended that the focus could be Faculty and the members of their families. It was also suggested by Dr. Magdalene that the service may be extended to the teachers of the Networking Colleges as well. Since the Programme was planned to be conducted on a large scale it was proposed by Dr. C. Sujatha to get the help of the Vice-Principals. STA was fixed to be the Venue and the task of verification of documents required and other formalities were given to the Non-Teaching staff. Dr. S. Vidya suggested 26th August as the day for the Vaccination drive.

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

DATE- 08.09.2021.


VENUE: IQAC OFFICE

TIME: 2 pm.

The members of the Core committee of IQAC and the senior faculty of ELTTC (English Language Teaching and Training Centre) met on 8<sup>th</sup> Sep'21 to plan and execute a week long Five-Day Faculty Development Programme and a Ten Day Skill Training Programme for the teaching and non-teaching faculty members to enhance the English language and Presentation Skills and communication Skills respectively.

Dr. A. Roselin Mary, Asso. Prof. <sup>and HOD</sup> of English proposed that the staff from the Research Centre of English and Dept of English (SE) would preferably handle the sessions. Dr. S. Vidya informed that all the sessions would take place after the class hours. The planned dates were Oct 5-Oct 9 for the Teaching staff and Sep 21-Oct 4 for the Non teaching staff.

The detailed schedule is attached in the Annexure.





**IQAC Co-ordinator**

Fatima College (Autonomous)

Madurai - 625 018.



DATE: 09.09.2021

VENUE: IQAC OFFICE

TIME: 11 a.m.

The entire team of IQAC met on Sep 9, 2021 to discuss the work to be completed for NAAC Peer Team Visit on Oct 27 & 28, 2021. Dr. S. Vidya, the coordinator charted few plans for the display of Photos and Documents. She also highlighted the sequence of display and the order of compilation. Since IQAC is the repository for all the important documents there was a necessity for proper and systematic organisation, the members were split into small groups and the tasks were shared among them.

Display of photos of important events, documentation, filing and overall facelift of the IQAC office were the tasks to be taken up immediately.

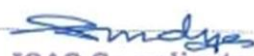
\* Dr. Arul Michael Selvi, Asst. Prof. of Tamil took charge of arranging all the necessary documents and sample of Feedback collected over the five years from Parents, Students, Teachers and Alumni.

\* Dr. Saktheeswari, Asst. Prof. & member, IQAC was deputed for filing all the necessary documents as both Soft and Hard copy.

\* Dr. S. Selvarani and Ms. P. Sumedha, members were in charge of the display of photos.

\* It was also decided that as the preliminary discussions were over it would be apt to gear up for the execution with the help of the technical assistants Ms. Sathya and Mr. Alice.

Further it was finalised that Dr. S. Saire Bana and Dr. Magdalene will coordinate the entire process.

  
Dr. S. Vidya

**IQAC Co-ordinator**

Fatima College (Autonomous)

Madurai - 625 018.

DATE-29.09.2021  
VENUE: San Jose 5

The Principals of the four networking colleges met in SJ5 at 10.00am to renew the Memorandum of Understanding.

The following Principals signed the MOU

Dr S. Rajeswari  
Principal  
Mangayarkarasi College  
Madurai

Rajeswari  
29.09.21

Mrs D. Karthiga Rani  
Principal  
N. M. S. Sermathai Vasan College  
Madurai

D. Karthiga  
29/09/2021

Dr K. S. P. Durairaj  
Principal  
Senthamarai College  
Madurai

K. S. P. Durairaj  
29/9/21

Dr Sr. G. Celine Sahaya Mary  
Principal  
Fatima College (Autonomous)  
Madurai

Sr. G. Celine Sahaya Mary  
29/09/2021

DATE: 29.09.2021

The following members were also present

Dr S. Vidya  
Associate Professor of Computer Sc.  
& IQAC Coordinator  
Fatima College (Autonomous)  
Madurai 625018

S. Vidya

Dr. S. Saira Bannu  
Associate Professor of English  
Head, Dept of Journalism and  
Mass Communication  
Asst Coordinator IQAC  
Fatima College  
Madurai

S. Saira Bannu

Dr Mary Magdalene Abraham  
Associate Professor of English  
Asst Coordinator IQAC  
Fatima College  
Madurai

M. Abraham

Mrs P. Sumedha  
Head, Dept of English (SF)  
Fatima College  
Madurai

P. Sumedha

Dr Arul Michael Selvi  
Asst Professor, Research Centre  
of Tamil, Fatima College  
Madurai

A. Michael Selvi

Mrs S. Selvarani  
Asst Professor & Head, Dept of  
Computer applications, Fatima College

S. Selvarani



DATE- 29.09.2021

Dr R. Saktheshwari  
Asst Professor, The Research Centre  
of English, Fatima college, Madurai

*R. Saktheshwari*

Dr Sujatha  
Librarian, ~~The Research Centre~~  
Fatima college, Madurai

*C. Sujatha*

Dr C. Testina Jaya Kumari  
Head, Dept of Commerce &  
IQAC Coordinators  
Mangayarkarasi women's college  
Madurai

*C. Testina Jaya Kumari*

Mrs R. Veeramani  
Head, Dept of CA  
IQAC Coordinator  
Mangayarkarasi women's college  
Madurai

*R. Veeramani*

Dr N. Selvalakshmi  
Head, Dept of Commerce &  
IQAC coordinator  
Senthamarai college  
Madurai

*N. Selvalakshmi*

Mr B. Eruhan  
Asst Registrar (Retd) MKU  
IQAC Advisor  
Senthamarai college  
Madurai

*B. Eruhan*  
(Retd)

DATE-29.09.2021

Mr. G. Vallamani  
Chief Administrative Officer  
Senthamarai College  
Madurai

Gallam

Mrs. S. Tamizharasi  
Head, Dept of English  
NAAC Coordinator  
NMS Sermathai Vasan College  
Madurai

S. Tamizharasi

Mrs. S. Seyalakshmi  
COC Coordinator  
NMS Sermathai Vasan College

Seyalakshmi

Mrs. M. Pushpa Rani  
IQAC Coordinator  
Head, Dept of Commerce  
NMS Sermathai Vasan College  
Madurai

M. P. R. 12

The Principals of the four networking colleges along with the respective IQAC coordinators met to renew the Memorandum of Understanding.

The meeting began with an uplifting prayer by the college choir.

Dr S. Vidya welcomed the gathering. She emphasised the need to network to achieve milestones and set new goals.

The Principal of Laturia college, Mrs. G. Celine Sahaya Mary gave the Special Address. She spoke of the resolve of the networking colleges in sharing the best Practices of the partnering institutions. Sr Principal also spoke of the need to set Benchmarks for the common good of the stakeholders.

Dr S. Rajeswari, Principal, Mangayarkarai college felicitated the gathering. Being an alumna she recalled her days in Laturia and expressed her gratitude to her Alma Mater for continuing to guide the networking colleges. She outlined the benefits of networking and wished that the MOV be vibrant for years.

Mrs D. Karthiga Rani, Principal of NMS Sermathurai Vasap college an alumna expressed her thanks to Laturia college for ably coordinating programmes.



DATE- 29.09.2021.

She added that the construction of lavatories in the neighbouring village of Samanatham was an outcome of the networking. She suggested that exchange programmes for staff and students be initiated.

Major Dr K.S.P. Durairaj, Principal of Senthamarai college thanked Fatima college for the initiatives taken. He expressed his willingness to draw from the knowledge sharing activities of the networking colleges. He hoped that the networking would help the colleges in getting accredited. Dr K.S.P. Durairaj appreciated the efforts of Fatima college in the cause of higher education. He especially highlighted the student centric activities of Fatima college and looked forward to participating in all the programmes of the networking colleges.

Following the felicitations the MOU was renewed by signing on the Stamp Paper.

Mrs N. Selvalakshmi, IQAC Coordinator, Senthamarai college proposed the vote of thanks.

  
IQAC COORDINATOR  
Fatima College (Autonomous),  
Madurai-625018.

DATE- 09.12.2021.

VENUE: IQAC OFFICE

TIME: 9 AM.

A meeting was convened at the IQAC office to discuss the implementation of few forthcoming events like

- \* the Second Vaccination Drive
- \* Capacity Building Programme for the Non Teaching Staff
- \* Skill Training Programme for the Sub-staff.

To complete the Vaccination Drive the second phase to administer the second dose of the COVID vaccine was organized. Dr. S. Vidya, Coordinator IQAC suggested to conduct the vaccination camp with the help of the Koodalasangam PHCC. Carmel Hall was decided to be the Venue and the beneficiaries were confirmed to be the staff (Teaching and Non-Teaching) & students. It was also finalised that the college would provide transport for the hospital staff. Dec 10, 2021 was fixed for the Vaccination Camp. Duties related to the event were shared among the members and it was proposed that a common announcement should be made in this regard.

After the discussion on Vaccination Drive was over the coordinator informed the members that within a fortnight IQAC has to conduct 2 programmes for the Non Teaching Staff and Support Staff one each. Dr. S. Saire Baru suggested Dr. M. Manakumari, Asst. Prof. of Sociology as a fitting person to address the Non Teaching Staff. For Skill Training Programme, after a round of discussion it was proposed by one of the members to request the Lab Assistants, Dept. of Chemistry to train the Support Staff on Candle Making. Both the proposals were appreciated and unanimously accepted by the entire team of IQAC.

  
IQAC Co-ordinator  
Fatima College (Autonomous)  
Madurai - 625 012

23

DATE: 16.03.2022

VENUE: IQAC OFFICE

TIME: 10.30 a.m.

On the successful completion of a three month Level A Course on Italian the members of IQAC met and planned for a formal valedictory. Mr. S. Vidya informed the team that Mr. K. Jose Robinson, Director, Nanjil Careers Academy, Manalada Centre, Nagercoil, Course Instructor consented to be present on the campus on 18.03.2022. Hence the Valedictory Programme was fixed on that day.

The Coordinator also confirmed that all the participants who completed the course will get certificates and members scoring above 85% would be awarded with a medal. Jubilee Hall was decided to be the venue and the timing was finalised as 11.30 am. The duties were shared among the members of the IQAC team.



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



DATE- 27.07.2022

VENUE: IQAC OFFICE

TIME: 11.45 am

A meeting was convened on 27<sup>th</sup> July 2022 to formally handover the required documents and data of IQAC to the new team headed by Dr. K. Rosemary Euphrasia. Dr. S. Vidya, the former coordinator briefed the new IQAC team on the various activities and programme schedule that are carried out in the college.

Dr. S. Vidya along with her team formally handed over the entire documented files, labelled and catalogued meticulously. She also wished the new team good luck to kickstart the office with all enthusiasm.



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

DATE: 20 04 2022

The IQAC members from the networking colleges met to plan out activities. The following members were present.

Mrs M. Pushpa Rani  
IQAC coordinator  
N.M.S. Sermathai Vasan  
college for women, Madurai

M. Pushpa Rani

Mrs S. Kemmalaktha  
EDC Coordinator  
N.M.S. Sermathai Vasan  
college for Women, Madurai

S. Kemmalaktha

Mrs M. Kaviitha  
IIC Ambassador  
IQAC Member  
Coordinator - Centre for  
Women's Studies  
N.M.S. Sermathai Vasan  
college for Women, Madurai

M. Kaviitha  
20/4/2022

Mrs R. Veeramani  
IQAC coordinator  
Mangayarkarasi college  
of Arts & Science for Women  
Madurai

R. Veeramani  
20/4/22

Dr C. Testina Jayakumari  
Asst coordinator IQAC  
Mangayarkarasi college of  
Arts & Science for women.

*[Signature]*

Dr N. Selvalakshmi  
IQAC Coordinator  
Senthamarai college of  
Arts and Science  
Madurai

*[Signature: N. Selvalakshmi]*

Mrs K. Karitha  
IQAC Member  
Senthamarai college of  
Arts and Science  
Madurai

*[Signature: K. Karitha]*

Dr. S. Vidya  
Associate Professor of Computer Science  
& IQAC Coordinator  
Fatima College (Autonomous)  
Madurai - 625018.

*[Signature: S. Vidya]*

Dr. S. Saira Banu  
Associate Professor of English  
Head, Dept of Journalism and  
Mass Communication  
Asst. Coordinator IQAC.  
Fatima College  
Madurai.

*[Signature: S. Saira Banu]*



Dr. Mary Magdalene Abraham  
Associate Professor of English  
Asst. Coordinator ICAC  
Fatima College  
Madurai.

Magdalena Alth

Mrs. P. Sumedha  
Head, Dept. of English (SF)  
Fatima College  
Madurai

Praveen

Dr. Akul Michael Selvi  
Asst. Professor, Research Centre of Tamil,  
Fatima College,  
Madurai.

Mrs. S. Selvarani  
Asst. Professor & Head, Dept. of Computer  
Applications, Fatima College.

Shwan

Dr. R. Sakthaswari  
Asst. Professor, The Research Centre of  
English, Fatima College, Madurai.

*John Doe*

M. C. Sujatha  
Librarian,  
Fatima College, Madurai.

C. Sujath

The meeting began with a silent prayer. Dr S. Vidya, the IQAC coordinator welcomed the gathering. She exhorted the members to come up with a list of useful activities to be followed in the near future.

An activity initiated by Fatima college is slated for May 7, 2022. Each college is to depute a maximum of 30 teaching staff. Two sessions are to be held. One on 'Work-life Balance' & one on 'Sound Bath' - Sound & music Therapy. The registration fee is Rs 100/-

There was a suggestion to organise a program for the Non Teaching Staff and open it to colleges outside the cluster. This program is to be organised by all the four networking colleges.

Some of the activities suggested were:

Stargazing

Seminar on Temple Art in Tamil Nadu

Bird watch

The following dates were proposed for the activities.

Non Teaching Staff : 14th May at Mangayarkarasi college. The registration fee is to be Rs 100/-

The seminar for students will be held in May depending on the availability of the Resource Person.

DATE-

The program scheduled for May 7<sup>th</sup> is shifted to May 14 as Senthamarai college has the convocation.

There was a suggestion to help the colleges going in for Accreditation by NAAC. Fatima college offered its consultancy service in this regard.



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