



Fatima College (Autonomous)
Re-Accredited with 'A' grade by NAAC(3rd Cycle)
Mary Land, Madurai – 625 018

Minutes of the Managing Committee Meetings for the year 2019 – 2020

Members of the Committee

1. Dr. Sr. G. Celine Sahaya Mary
2. Dr. Sr. M. Francisca Flora
3. Sr. Emily Joseph
4. Dr. Sr. M. Fatima Mary
5. Dr. Sr. J. Arul Mary
6. Dr. Sr. Bindu Antony
7. Dr. Sr. G. Jenita Rani
8. Sr. F. Arockia Mary
9. Sr. Stella Arul Mary
10. Sr. Arul Vinnarasi

Extract of the Minutes:

- The role of purchase committee defined
- Giving incentive to any staff who publishes more than one article in a UGC recognized Journals every year
- Chalking out the guidelines for better performance and discipline
- Allocating a separate place-as parlour to receive the visitors
- ERP – Enterprise Resource Planning Software to automate day-to-day tasks

- Installation of Urkund to check Plagiarism
- Installation of Tally ERP 9 separately for Office [Shift II]

Suggestions:

- Staff welfare fund for Shift-II, teaching faculty be initiated
- A lift may be installed in the administrative block
- A room for the secretary and the guests be built near the record room
- Renovation of MCA lab
- Zoology department may be linked with the WEAT block through a skywalk

Action Taken Report

S.No.	Suggestions offered	Action Taken
1.	Purchase Committee instituted and its role well-defined	
2.	LED TV installed in Jubilee Hall and Adjacent Shed	
3.	A rainwater sump built in between Students' dining room and the Paper Recycling Unit Recycling Unit	

Sr. G. Liliya Sahaya Mary
Principal
 PRINCIPAL
 FATIMA COLLEGE (AUTONOMOUS)
 MADURAI - 625 018.

Sr. Francisca Flora
Secretary
 SECRETARY
 FATIMA COLLEGE (AUTONOMOUS)
 MADURAI-18



Fatima College (Autonomous)
Re-Accredited with 'A' grade by NAAC(3rd Cycle)
Mary Land, Madurai – 625 018

***Minutes of the Managing Committee Meetings for the year
2018 – 2019***

Members of the Committee:

1. Dr. Sr. G. Celine Sahaya Mary
2. Dr. Sr. M. Francisca Flora
3. Dr. Sr. M. Fatima Mary
4. Dr. Sr. J. Arul Mary
5. Dr. Sr. Bindu Antony
6. Dr. Sr. G. Jenita Rani
7. Sr. Stella Arul Mary
8. Sr. M. P. Stella
9. Sr. Arul Vinnarasi

Extract of the Minutes:

- Fee concession for deserving students economically and socially disadvantage, Orphaned students and those with single parents.
- Recruitment of the new staff based on the norms fixed by the Minority Colleges
- Initiating Okhi Relief fund from staff and students
- Signing an MoA with Binary University with the Objectives as follows:
 - Short Abroad Programme for Staff & Students (Duration 5 days/1 Week/2 Weeks)
 - Faculty Development Programme for Fatima Staff in Binary University
- Honouring the recipient of Best Performance Award on College Day instead of Teachers' Day and that the final word in this regard rests with the Management
- Reflecting on Pay Revision of Management Appointees
- Distributing relief materials to the victims Gaja Cyclone

- Increasing the number of smart-class rooms
- Initiating e-Governance through ERP

Action Taken Report

S.No.	Suggestions offered	Action Taken
1.	Interactive Boards can be Used for Teaching	Interactive Smart Boards have been installed in 5 rooms
2.	e-Governance through ERP can be initiated	Efforts are taken to initiate e-Governance
3.	MOA with Binary University has been signed on Sep. 14, 2018 to promote the following : <ul style="list-style-type: none"> • SAP of 5 days/ 1Week/ 2Weeks for both Staff and students • FDP for Fatima Faculty in BU 	
4.	Online admission implemented in 2018-19	
5.	A Hall as Extension of Jubilee Hall was built to accommodate Shift – I & II Students	
6.	Fee Concession is given to the economically disadvantaged, orphaned and single parent students by the management	
7.	The criteria for the “Best Teacher’s Award” has been changed as follows:: <ul style="list-style-type: none"> • API Score – 50% • Students’ Evaluation – 15% • Peer Group Evaluation – 10% • Management Evaluation – 25% 	
8.	Fee Fixation of Professional Programmes done	
9.	New Programme - B.Com was introduced in Shift II	
10.	Entire Administrative Block is solar powered	

Dr. G. Celina Sahaya Mary
Principal

PRINCIPAL
FATIMA COLLEGE (AUTONOMOUS)
MADURAI - 625 018.

Sr. Francisca Jee

Secretary
SECRETARY
FATIMA COLLEGE (AUTONOMOUS)
MADURAI-18



Fatima College (Autonomous)
Re-Accredited with 'A' grade by NAAC (3rd Cycle)
Mary Land, Madurai – 625 018

Minutes of the Managing Committee Meetings for the year 2017 – 2018

Members of the Committee:

1. Dr. Sr. G. Celine Sahaya Mary
2. Dr. Sr. Francisca Flora
3. Dr. Sr. M. Fatima Mary
4. Dr. Sr. Biji Cyriac
5. Dr. Sr. J. Arul Mary
6. Dr. Sr. Bindu Antony
7. Sr. Kulandai Theresa
8. Sr. Arul Vinnarasi

Extract of the Minutes:

- Recruitment of faculty to fill the vacancies caused due to retirement in the Research Centre of Tamil, Sociology, History and in the Office
- Starting business start-up incubators
- Increasing the rainwater sumps to combat water scarcity
- Creating an endowment to help the needy students in commemoration of the centenary of Our Lady of Fatima
- Planting 100 saplings as part of the celebrations of the centenary of Our Lady of Fatima
- Recruit only fully qualified candidates
- Introducing M.Sc. IT Programme
- Website to be updated
- Encourage Department of Computer Science for developing software for online feedback, student Union Election
- It was resolved that admission process in College should be made online. Online admission system includes computerization of all pre and post

admission activities, online payment gateway, auto sums, auto email for student admission application and confirmation of admission.

- Online Course registration and learning to be incorporated in college website
- Department of Computer Science need to automate Feedback System for staff and students and automate college union election

Suggestions:

- A Help desk to guide students and parents during admission can be created
- A Hall as an extension of Jubilee Hall be constructed
- Entire Administrative Block be Solar Powered
- Changing Best Teacher Award into Best Performance Award based on the following criteria
 - API Score - 50%
 - Peer Group Evaluation - 25%
 - Management - 25%
- Office to be automated using Tally ERP

ACTION TAKEN REPORT

S.No.	Suggestions offered	Action Taken
1.	Research activities can be promoted and regularised	Guidelines for Research activities prepared
2.	Business Start-Up Incubator can be Set-up	Business Start-ups set up – Beauty Parlour, Apparel Designing, Nutrition Cafe, Oil Mill, Event Management and Paper Recycling Unit
3.	More number of Rainwater Harvesting Sumps to be established	Decided to build more rainwater Sumps and a New borewell was dug

S.No.	Suggestions offered	Action Taken
4.	Two washrooms for men constructed and Enhanced arrangements made in the Indoor Stadium	
5.	100 saplings planted on campus as part of the Centenary Celebrations of Our Lady of Fatima	
6.	Indoor Stadium put to the use of all Fatimites. The use of infrastructure is shared with needy Outsiders too	
7.	<p>The nomenclature of the “Best Teacher’s Award” given by the Management has been changed to “Best Performance Award” based on the following:</p> <p>Criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> API Score – 50% <input type="checkbox"/> Peer Group Evaluation – 25% <input type="checkbox"/> Management Evaluation – 25% 	
8.	Fully Qualified Candidates in each department appointed by Management	

Sr. F. Celine Sahaya Mary
Principal
PRINCIPAL
FATIMA COLLEGE (AUTONOMOUS)
MADURAI - 625 018.

Sr. Francisca Flac
Secretary
SECRETARY
FATIMA COLLEGE (AUTONOMOUS)
MADURAI-18



Fatima College (Autonomous)
Re-Accredited with 'A' grade by NAAC(3rd Cycle)
Mary Land, Madurai – 625 018

Minutes of the Managing Committee Meetings for the year 2016 – 2017

Members of the Committee:

1. Dr. Sr. K. Fatima Mary
2. Dr. Sr. M. Francisca Flora
3. Sr. M. Fatima Mary
4. Sr. Biji Cyriac
5. Sr. J. Arul Mary
6. Dr. Sr. Bindu Antony
7. Dr. Sr. G. Jenita Rani
8. Sr. F. Arockia Mary
9. Sr. S. Stella Arul Mary
10. Sr. Elizabeth Antonniammal

Extract of the Minutes:

- Appointment of a retired staff as the V.P – I of Shift II Appointment of V.P-II, Shift II
- Appointment of staff in the department of English, Tamil, History and Hindi
- Conducting online courses through Winways
- Pay scale of the Management Appointees be revised
- Collaborating with Sangam 4 organisers

- Inaugurating the Indoor Stadium in the month of January
- Auditing all the accounts maintained on campus
- Evaluating MBA Programme roping in External Experts
- Initiating online payment of students' fees

Suggestions:

- The Indoor stadium be named as "Fontbonne arena"
- The students' counsellor a religious/lay person be appointed
- A Provision for complaints on ragging be created on the website

ACTION TAKEN REPORT

S.No.	Suggestions offered	Action Taken
1.	Online Courses can be introduced	• Online Courses introduced from 2016 onwards
2.	Pay Revision of Management Appointees done	
3.	A separate e-mail id has been created to log in complaints against ragging and the mail id posted in the college website	
4.	CCTV Surveillance Cameras installed	

Sr. Francis Paulin

Secretary

SECRETARY

FATIMA COLLEGE (AUTONOMOUS)
MADURAI-18



Fatima College (Autonomous)
Re-Accredited with 'A' grade by NAAC (3rd Cycle)
Mary Land, Madurai – 625 018

Minutes of the Managing Committee Meetings
for the year 2015 – 2016

Members of the Committee:

1. Sr. Francis Paulin
2. Sr. K. Fatima Mary
3. Sr. F. Arockia Mary
4. Sr. Biji Cyriac
5. Sr. M. Fatima Mary
6. Sr. Arul Mary
7. Sr. Bindu Antony
8. Sr. Stella Arul Mary
9. Sr. S. Elizabeth

Extract of the Minutes:

- The Role and salary of Shift - II Vice Principal and the Placement Officer defined.
- The recruitment of staff based on the norms fixed by the management – Minority College and in accordance with UGC Norms
- Appointment of staff in the regular posts
- Releasing a special edition of articles in memory of the first Principal of the College, Ms N. Shakunthala
- The Appointment of Co-ordinator of Fatima Resource Centre
- Enrolling the College in National Institutional Ranking Framework (NIRF)
- The appointment of Non-Teaching Staff
- Appointment of VP-II for Shift I

- Introducing **Meditation in Action Movement** as part of Value Education
- The Criteria for the appointment of MBA Director

Suggestions:

- NSS may be introduced to Shift -II students
- A Staff with MSW qualification be appointed exclusively for extension activities
- A Student Counsellor be appointed
- A New UG Programme on Statistics be introduced
- The PG Chemistry Department be upgraded into a Research Centre
- College Website be improved
- A Communicative session on English for Non-Teaching Staff be conducted in different groups without affecting their work
- Rest rooms be built near sports room
- CCTV cameras be installed for surveillance
- Administrative Corridor be renovated
- Herbal Garden and Green House be put up behind the Marina Block

ACTION TAKEN REPORT

S.No.	Suggestions offered	Action Taken
1.	Make the campus more disabled-friendly	<ul style="list-style-type: none"> • Ramps built near the WEAT and Benedicta Block • 4 Wheel Chairs have been added
2.	Infra-structure facilities to be enhanced	<ul style="list-style-type: none"> • Rest Rooms have been built near Sports Room • Massive Digital Board installed • Herbal Garden created behind Marina Block
3.	New Programmes to be introduced	UG Programme on Journalism and Mass Communication introduced

S.No.	Suggestions offered	Action Taken
4.	Yoga to be emphasised	Meditation in Action Movement inaugurated on Feb. 13, 2016
5.	NSS can be introduced to Shift – II students	NSS introduced
6.	Pay Fixation of Shift – II Vice Principal – II and the Placement Officer Done	
7.	Appoint exclusively a staff with social work qualification to coordinate Extension Activities	
8.	The Communicative Skills of the Non-Teaching Staff honed	
9.	Alumnae Association has been Registered as an independent body	

Dr. Francis Paulin

Secretary
SECRETARY

FATIMA COLLEGE (AUTONOMOUS)
MADURAI-18