



**Criterion** : VI - Governance, Leadership and Management

**Metric** : 6.5.1 – IQAC – Institutionalizing the Quality Assurance Strategies – Programmes for Non-Teaching Staff

**Year** : 2015 - 2020



## CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC FOR THE NON-TEACHING STAFF

On **December 14, 2019** the IQAC team of Fatima College organized a one day Capacity Building Programme on **Work – life Balance** for the Non- Teaching Staff. The Resource Person was Ms. Andresia Michaeline. 45 Non-teaching staff attended the programme. Topics like time management, Conflict Resolution, Stress management, positive thinking were very beautifully handled by Ms. Michaeline. At the end of the programme the winners and the participants of the Throw Ball match held earlier were given prizes.





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## CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC FOR THE NON-TEACHING STAFF

A session on **Life Coping Skills** through **Psycho- Spirituality** was organised for the Non-Teaching staff of Fatima College as part of the capacity building programme on **Sep. 28, 2019**. Rev. Dr. Fr. Sundar Wilson, OFN Cap, Director, Anugraha, Capuchin Institute for counselling and Psychotherapy, Dindigul was the Resource Person. The entire session was interactive with excellent, practical psychological inputs to enhance life coping skills. fun-filled activities and exercises Rev. Dr. Wilson made participants aware of the attitudinal changes needed in the work place and the home front. Needless to say the session received a positive feedback from the 100 Non-Teaching staff.



**SESSION ON PSYCHO - SPIRITUALITY - SEPT. 28, 2019**





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## CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC FOR THE NON-TEACHING STAFF

The Internal Quality Assurance Cell of Fatima College organized a Capacity Building programme for Non-Teaching staff and Sub staff on **Dec. 01, 2018**. The session started at 9.00 a.m. The session I was on **Fire Service/ Safety Measures**.

### Session I -Fire Service/ Safety Measures

**Mr. Thirumurugan**, District Fire Officer, Fire & Rescue Services, Madurai addressed the gathering by explaining protective measures. He explained about the importance of Fire Safety and how to prevent ourselves from risks. There was a practical demonstration of the operation of Fire Extinguishers, their varieties and which kind of extinguisher for what kind of fire was explained.

### Session II -Health Tips and Fitness

**Mr. Doss**, Fitness Trainer and Consultant from Grace Kennet Hospital gave wonderful health and fitness tips for working women through his video clippings.





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### Session III

Games for all the Non-Teaching Staff were conducted and prizes were distributed. The participants enjoyed a lot and felt relaxed as it was a break from their daily routine.





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## CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC FOR THE NON-TEACHING STAFF

Internal Quality Assurance Cell (IQAC), Fatima College (Autonomous) organized “Capacity Building Programme” for Non-Teaching Staff and Sub-Staff on **19<sup>th</sup>, 26<sup>th</sup> and 28<sup>th</sup> of July, 2018**

. Dr. Sr. G. Celine Sahaya Mary, Principal, Fatima College (Autonomous) inaugurated the session. She oriented the participants on the importance of involvement in their respective work and applauded the IQAC team for organizing the session.

Dr. Mrs. P. Shyamala, Head of the Department, Department of Management Studies, Fatima College (Autonomous), was the Resource Person for the session on “**Motivation**”. She addressed the participants on the steps to be followed for a successful life viz. Developing ‘Can do’ attitude, getting away from negative people, thankfulness, positive self-talk and think present. She conducted a few interactive games and played videos which engaged the participants effectively.

Mr. Hariharan, Channel Head, Madurai Zone, Star Health Insurance, was the Resource Person for the session on “**Team building**”. He highlighted the various types of personalities in reality based on their level of willingness and ability. The resource person conducted several activities and invited views from the participants continuously.

During the post-lunch session, a discussion on the topic “**Openness is necessary in daily life**” was organized for the participants. Mr. Antony Dhanasekaran, Lab Assistant, Zoology Department, Fatima College (Autonomous), was the facilitator for the session. Members actively expressed their views on the chosen topic.





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### VARIETY OF CAPACITY BUILDING PROGRAMMES FOR THE NON-TEACHING STAFF





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## CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC FOR THE NON-TEACHING STAFF

The Internal Quality Assurance Cell (IQAC) of Fatima College and Hi-Tech Arai Pvt. Ltd., Madurai jointly organized a One- Day **National Seminar for the non-teaching staff on “Office Automation in Higher Education Institutions – A Strategic Approach” on February 9, 2019** at Jubilee hall. The programme was sponsored by Hi-Tech Arai Pvt. Ltd., Madurai. Dr. Sr. Francisca Flora, the Secretary of Fatima College, Dr. Sr. G. Celine Sahaya Mary, the Principal of Fatima College, and Mr. B.T. Bangera, Managing Director, Hi-Tech Arai Pvt. Ltd., Madurai, graced the occasion. Mr. BoomiBalasubramanian, Founder & CEO, Intersect IQ, Digital Strategy Advisor; Dr. V. Senthil, Assistant Professor & IT manager, Thiagarajar School of Management, Madurai; and Dr. I. Kaspar Raj, Director, Computer Centre, Gandhigram Rural Institute – Deemed to be University, Gandhigram were the Key Speakers of the day. **94 non-teaching staff from various colleges took part in the seminar.**



*Mr. Boomi Balasubramanian clarifying queries*





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*Dr. V. Senthil speaking on the importance of Automation*



*Dr. I. Kaspar Raj highlighting the use of open software for automation*





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## TRAINING PROGRAMME – EMOTIONAL INTELLIGENCE

The IQAC conducted a session for the Support Staff of Fatima College on **April 06, 2018** on the topic emotional intelligence. Dr.SairaBanu, Associate Professor, Department of English was the Resource Person. The session was made lively and vibrant by theme games, inspirational videos, and participative discussions.



Rev. Fr. Emmanuel Arockiam, Director, Jesuit Centre for Counselling, Loyola Technical Institute, Madurai, the Resource Person, engaging the participants in an activity to reinforce the significance of self-confidence and effective performance, on 14 June 2016



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Mr. Lakshmi Narayanan, Ms. Golda Sunder and Ms. Archana, English Language Trainers, IL&FS conducting sessions for the Non-Teaching Staff in November 2015

