



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



## PROFESSIONAL ETHICS PROGRAMME FOR NON TEACHING STAFF AND SUPPORT STAFF



### FATIMA COLLEGE (Autonomous)

#### Professional Ethics Programme for Non Teaching and Support Staff

Year	Sl.No	Programme	Date	No of Participants
2019 - 2020	1	Capacity Building Programme on Enhancing Relationship Style for Non-Teaching Staff	14.06.2019	68 Non-Teaching staff members
	2	Capacity Building Programme on Enhancing Relationship Style for Support staff	14.06.2019	23 sub staff
	3	Faculty Development Programme on Psycho Spirituality for Non-Teaching Staff & support staff	28.09.2019	68 staff members + 23 sub staff
	4	Capacity Building Programme on The Art of Balancing Life and Work	14.12.2019	61 Non-Teaching staff members
2018 - 2019	5	Capacity Building Programme on Demonstration & Training of Fire Extinguishers & Fire Safety & Health & Fitness	01.12.2018	68 Non-Teaching staff members
	6	Capacity Building Programme for Support staff	19 <sup>th</sup> & 26 <sup>th</sup> July 2018	33 Non Teaching Staff Members
	7	Capacity Building Programme for Support staff	28.07.2018	22 sub staff
2017 - 2018	8	Training Programme on Emotional Intelligence for Non-Teaching & Support staff	06.04.2018	93 staff members
2016 - 2017	9	Orientation Programme on Self Analysis and Work Culture	13.06.2016 & 14.06.2016	91 staff members
	10	Capacity Building Programme for Support staff	27.01.2017 to 06.02.2017	23 staff members
2015 - 2016	11	Orientation Programme on Inter Personal Relationship	15.06.2015	93 staff members

*Sandya*  
IQAC Coordinator

**IQAC Co-ordinator**  
Fatima College (Autonomous)  
Madurai - 625018.



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**2019-2020**



## FATIMA COLLEGE (AUTONOMOUS) CAPACITY BUILDING PROGRAMME

Dr. Sr. G. Celine Sahaya Mary, M.B.A., Ph.D., D.Litt.  
Principal



FATIMA COLLEGE(Autonomous)  
Re – Accredited with 'A' Grade by NAAC (3<sup>rd</sup> Cycle)  
College with Potential for Excellence (2004-2019)  
94<sup>th</sup> Rank in India Ranking 2019 (NIRF)  
Mary Land, Madurai-18.  
PHONE: 2668016, 2669015  
FAX : 0452-2668437  
Email : principal@fatimacollegemdu.org  
Date : 12.06.2019

### Circular

The IQAC is organizing a **Capacity Building Programme** for the Non-Teaching and the sub-Staff on June. 14, 2019 on the topic **“Enhancing Relationship Style”**. All are expected to be present.

  
Principal



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**CAPACITY BUILDING PROGRAMME FOR NON-TEACHING STAFF ORGANISED BY IQAC**  
**JUNE 14, 2019**

DATE	TIME	SESSIONS	RESOURCE PERSON	TOPIC
14.06.2019	9.30 - 9.45 a.m.	<b>Inauguration</b>		
	9.45 - 10.45 a.m.	<b>Rev. Dr. Steephen C</b> , Assistant Professor, Dept. of Psychology, Anugraha Institute of Social Sciences, Dindigul		ஊக்கம் தரும் உறவுப் பாணி “Enhancing Relationship Style”
	10.45 - 11.00 a.m.	<b>Break</b>		

**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC**  
**JUNE 14, 2019**

The Non-Teaching Staff of Fatima College were exposed to a well enriching experience on 14.06.2019. Rev. Dr. Steephan. C, Assistant Professor, Department of Psychology, Anugraha Institute of Social Sciences, Dindigul addressed the audience. The session was highly informal including some activity filled sessions. Father spoke on the strategies of escaping stress that is caused in the work environment. He also insisted the importance of working systematically in order to get better results. He also spoke on the importance of work life balance. They thanked Father Steephen, for rejuvenating them so that they could productively work effectively throughout the academic year.

The session came to a close with thanking father.





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**Dr. Mary Magdalene, Assistant Coordinator of IQAC addressing the Inaugural Session**



**Resource Person Rev Dr. Steephen addressing the Non teaching Staff**



**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC  
JUNE 14, 2019  
Participants Attendance**

**Fatima College (Autonomous), Madurai - 625018**  
**The Capacity Building Programme**  
**for the Non-Teaching Staff organized by IQAC**  
**14.06.2019**

S. No.	Name	Signature
1.	Mrs. P. J. Philomena	Philomena A.
2.	Mr. T. Antony Dhanasekeran	-
3.	Mrs. V. Elizebeth Rani	V. Elizebeth Rani
4.	Mr. M. James	M. James
5.	Mrs. S. Siriya Malar Annai Mary	S. Malar
6.	Mrs. A. R. Jacintha	A. R. Jacintha
7.	Mrs. J. Mary Clarabai	J. Clarabai
8.	Mrs. R. Sundari	R. Sundari
9.	Mrs. S. Mary Puspa Rani	S. Mary Puspa Rani
10.	Mr. S. Ganeson	Ganeson
11.	Mr. T. Appavu	T. Appavu
12.	Mrs. M. Magdaline Manonmani	M. Magdaline
13.	Mrs. S. Emelda Daisy	S. Emelda Daisy



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC  
JUNE 14, 2019**

**Participants Attendance**

S. No.	Name	Signature
14.	Mrs. M. Ahila	M. Ahila
15.	Mrs. P. Kala devi	P. Kala devi
16.	Mr. A. Silvester Lobo	A. Silvester Lobo
17.	Mr. I. Francis Xavier	I. Francis Xavier
18.	Mrs. S. Mahilprabha	S. Mahilprabha
19.	Mrs. K. Jeyabalaji	K. Jeyabalaji
20.	Mrs. L. Shanthi	L. Shanthi
21.	Mrs. P. Jeya	P. Jeya
22.	Mr. M. Jeyakumar	M. Jeyakumar
23.	Mr. P. Palanikumar	P. Palanikumar
24.	Mrs. R. Leema Mary	R. Leema Mary
25.	Mr. R. Gomathinathan	R. Gomathinathan
26.	Mrs. P. Nirmala	P. Nirmala
27.	Mr. R. Boominathan	R. Boominathan
28.	Mr. G. Sai Sankar	G. Sai Sankar
29.	Mr. R. Loyola Prince	R. Loyola Prince





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



### FATIMA COLLEGE (AUTONOMOUS), MADURAI

#### CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC

JUNE 14, 2019

#### Participants Attendance

S. No.	Name	Signature
30.	Mrs. P. Shanthi Reka	N. U. sh
31.	Mr. V. Venis	V
32.	Mrs. P. Senthil Vadivu	P. Senthil Vadivu
33.	Mrs. A. Maria Pushpam	A. Maria Pushpam
34.	Mr. P. Gell Prabhakaran Henry	P. Gell Prabhakaran Henry
35.	Mrs. A. Kamali Ruby Rajakumari	A. Kamali
36.	Mrs. V. Saratha	V. Saratha
37.	Mrs. S. Muthumeenal	S. Muthumeenal
38.	Mrs. S. Meenakumari	S. Meenakumari
39.	Mrs. D. Sahaya Hilda Mary	Hilda Mary A
40.	Mrs. M. Kavitha	M. Kavitha
41.	Mrs. R. Maria Chitra	R. Maria Chitra
42.	Mrs. K. Kalyani	K. Kalyani
43.	Mrs. P. Kavitha	P. Kavitha
44.	Mrs. G. Florence Sylvia	G. Florence Sylvia
45.	Mrs. C. Mahalakshmi @ Agnes	C. Mahalakshmi @ Agnes



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC**

**JUNE 14, 2019**

**Participants Attendance**

S. No.	Name	Signature
46.	Mrs. S. Alice Mary	A. Alice Mary
47.	Ms. D. Minsala Barveen	D. Minsala Barveen
48.	Ms. Durga Devi	K. Durga Devi
49.	Mrs. A. Sahaya Josephine	A. Sahaya Josephine
50.	Mrs. V. Chandra	V. Chandra
51.	Mrs. Mu. Abiraami	Mu. Abiraami
52.	Mrs. R. Selva Ambika	R. Selva Ambika
53.	Mrs. G. Sangeetha	G. Sangeetha
54.	Ms. R. Bavithra	R. Bavithra
55.	Ms. Menaka	S. Menaka
56.	Mrs. S. Sathya Kala	S. Sathya Kala
57.	Mrs. J. Sylvia Vaiz	J. Sylvia Vaiz
58.	Ms. V. Nivetha	V. Nivetha
59.	Mrs. R. Sakthivelammal	R. Sakthivelammal
60.	Ms. M. Krithika Meenakshi	M. Krithika Meenakshi
61.	Mrs. M. Suguna	M. Suguna





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC**

**JUNE 14, 2019**

**Participants Attendance**

S. No.	Name	Signature
62.	Ms. V. Ebenezer Vimala Rani	<i>Vimala Rani</i>
63.	Ms. R. Suriya	<i>R. Suriya.</i>
64.	Mrs. A. Jeyalakshmi	<i>A. Jeyalakshmi</i>
65.	Ms. M. Deepitha	<i>M. Deepitha</i>
66.	Mr. L. Antony Raj	<i>Antony Raj</i>
67.	Mrs. R. Ramya	<i>R. Ramya</i>
68.	Mr. M. Pandi	—
69.	Mr. A. Micheal James	<i>A. James.</i>
70.	Mrs. P. Jansi Rani	<i>P. Jansi Rani.</i>



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI**

**CAPACITY BUILDING PROGRAMME FOR SUB STAFF ORGANISED BY IQAC**  
**JUNE 14, 2019**

DATE	TIME	SESSIONS	RESOURCE PERSON	TOPIC
14.06.2019	01.30p.m - 01.45 p.m.	<b>Inauguration</b>		
	01.45 - 02.45 p.m.	<b>Rev. Dr. Steephen C</b> , Assistant Professor, Dept. of Psychology, Anugraha Institute of Social Sciences, Dindigul		ஊக்கம் தரும் உறவுப் பாணி  Enhancing Relationship Style
	02.45 – 03:00 p.m.	<b>Break</b>		

The sub staff of Fatima College was exposed to a well enriching experience on 14.06.2019. Rev. Dr. Steephan. C, Assistant Professor, Department of Psychology, Anugraha Institute of Social Sciences, Dindigul addressed the audience. The session was highly informal including some activity filled sessions. Father spoke on the strategies of escaping stress that is caused in the work environment. He also insisted the importance of working systematically in order to get better results. The session was highly interactive here the staff clarified their various doubts. They thanked Father Steephen, for rejuvenating them so that they could productively work effectively throughout the academic year. The session came to a close with thanking father.



**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



**Rev. Dr. Steephan. C, Assistant Professor, Department of Psychology, Anugraha Institute of Social Sciences, Handling session for sub staff**



**Sub Staff participated in the capacity building programme on the topic**  
ஊக்கம் தரும் உறவுப் பாணி

**Enhancing Relationship style**





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**CAPACITY BUILDING PROGRAMME FOR SUB STAFF ORGANISED BY IQAC**  
**JUNE 14, 2019**  
**PARTICIPANTS ATTENDANCE**

**Fatima College (Autonomous), Madurai - 625018**  
**The Capacity Building Programme**  
**for the Sub Staff organized by IQAC - 14.06.2019**

S. No.	NAME OF THE STAFF	SIGNATURE
1.	திருமதி. சோ. அன்னமயில்	சோ. அன்னமயில்
2.	திருமதி. அ. அன்னகாழு	அ. அன்னகாழு
3.	திருமதி. மு. பாப்பாத்தி	பாப்பாத்தி
4.	திருமதி. பாக்கிய மேரி	பாக்கிய மேரி
5.	திருமதி. பி. கவிதா	P. Kaviyitha
6.	திருமதி. பி. கண்ணியம்மாள்	P. Kannyamman
7.	திருமதி. இ. கலைச்செல்வி	E. Kalaiselvi
8.	திருமதி. செ. தவசெல்வி	S. Thavaselvi
9.	திருமதி. வே. சிவகாமி	V. Sivakami
10.	திருமதி. பா. ரேணுகா தேவி	P. Renugadevi
11.	திருமதி. தீபா	B. Deepa
12.	திருமதி. நா. நாச்சம்மா	N. Nachamma
13.	திருமதி. ச. குருவம்மாள்	S. Kuruvamma
14.	திருமதி. மு. சாந்தி	M. Sathi
15.	திருமதி. அந்தோணியம்மாள்	A. Anthonyamma





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**CAPACITY BUILDING PROGRAMME FOR SUB STAFF ORGANISED BY IQAC**  
**JUNE 14, 2019**  
**PARTICIPANTS ATTENDANCE**

S. No.	NAME OF THE STAFF	SIGNATURE
16.	திருமதி. பி. செல்வி	பி. செல்வி
17.	திருமதி. லார்து ஜெயம்	H. லார்து ஜெயம்
18.	திருமதி. சோ. அமிர்தம்	S. அமிர்தம்
19.	திருமதி. செ. பூங்கொடி	—
20.	திருமதி. கு. பத்மா	கு. பத்மா
21.	திருமதி. கா. மகேஸ்வரி	கா. மகேஸ்வரி
22.	திருமதி. மு. சசிகலா	M. சசிகலா
23.	திருமதி. ச. சீதா	ச. சீதா

திரு. சி.வி.சி. சி.வி.சி. சி.வி.சி.





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



## Fatima College (Autonomous)

### Capacity Building Programme

Dr. Sr. G. Celine Sahaya Mary, M.B.A., Ph.D., D.Litt.  
Principal



FATIMA COLLEGE(Autonomous)  
Re - Accredited with 'A' Grade by NAAC (3<sup>rd</sup> Cycle)  
College with Potential for Excellence (2004-2019)  
94<sup>th</sup> Rank in India Ranking 2019 (NIRF)  
Mary Land, Madurai-18.  
PHONE: 2668016, 2669015  
FAX : 0452-2668437  
Email : principal@fatimacollegemdu.org  
Date : 06.12.2019

### Circular

The IQAC is organizing a **Capacity Building Programme** for the Non-Teaching Staff on Dec. 14, 2019 on the topic **"The Art of Balancing Life and Work"** from 09:30am to 12:30pm. All are expected to be present.

  
Principal



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



## Fatima College (Autonomous)

**CAPACITY BUILDING PROGRAMME FOR NON -TEACHING STAFF ORGANISED BY IQAC  
DEC.14, 2019**

DATE	TIME	SESSIONS	RESOURCE PERSON	TOPIC
14.12.2019	9.30 - 9.45 a.m.	<b>Inauguration</b>		
	9.45 - 10.30 a.m.	I	<b>Ms.Andresia Michaeline</b> , Corporate Trainer & Students Counsellor	The Art of Balancing Life and Work
	10.30 - 10.45 a.m.	<b>Break</b>		
	11.00 - 12.30 p.m.	II	Games	
	1.00 - 2.00 p.m.	<b>Lunch</b>		

**FATIMA COLLEGE (AUTONOMOUS), MADURAI  
CAPACITY BUILDING PROGRAMME ORGANISED BY IQAC  
Dec. 14, 2019**

On December 14, 2019 the IQAC team of Fatima College organized a one day Capacity Building Programme for the Non- Teaching Staff. The resource person of the day was Ms. Andresia Michaeline. Around 45 Non-teaching staff were present and the programme began with a prayer song thereby Dr. Saira Banu, Assistant Coordinator IQAC welcoming the resource person.

Ms. Michaeline approach was throughout familiar and friendly. She informed the audience that each one is different and it would be inappropriate to compare one's life with that of others. The session became lot more interesting when few games were included in between the session. The members enthusiastically participated in all the fun games. These games were conducted with the purpose of letting the members know how to maintain good understanding between people.



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The entire session apart from being informative was also filled with fun and humour. The presentation slides that were added for better understanding also had clarity. Topics like time management, Conflict Resolution, Stress management, positive thinking were very beautifully handled by Ms. Michaeline. While explaining such topics, real life incidents were quoted and even few complex topics were also clearly understood by the audience. Ms. Michaeline stressed the importance of soul tribe in order to have a healthy living. She also insisted to have a change in one's life style to lead a harmonious life.

At the end of the programme the winners and the participants of throw ball were given prizes. Ms. Shanthi thanked the resource person for a fruitful presentation and she thanked the IQAC for organizing such a useful session which would help them to create a healthy environment in their workplace as well as at home.



**Resource person Ms. Andresia Michaeline, Corporate Trainer handling session on “The Art of Balancing Life and Work”**





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



**Resource person Ms.Andresia Michaeline, Corporate Trainer, conducting activity on “ Stress Management”**

**Capacity Building Programme for Non-Teaching Staff**

**Participants Attendance**

**Fatima College (Autonomous), Madurai - 625018**

**The Capacity Building Programme  
for the Non-Teaching Staff organized by IQAC**

**14.06.2019**

S. No.	Name	Signature
1.	Mrs. P. J. Philomena	Philomena A.
2.	Mr. T. Antony Dhanasekaran	-
3.	Mrs. V. Elizebeth Rani	V. Elizebeth Rani
4.	Mr. M. James	M. James
5.	Mrs. S. Siriya Malar Annai Mary	S. Malar
6.	Mrs. A. R. Jacintha	A. R. Jacintha
7.	Mrs. J. Mary Clarabai	J. Clarabai
8.	Mrs. R. Sundari	R. Sundari
9.	Mrs. S. Mary Puspa Rani	S. Mary Puspa Rani
10.	Mr. S. Ganeson	Ganeson
11.	Mr. T. Appavu	T. Appavu
12.	Mrs. M. Magdaline Manonmani	M. Magdaline
13.	Mrs. S. Emelda Daisy	S. Emelda Daisy



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



## Capacity Building Programme for Non-Teaching Staff Participants Attendance

S. No.	Name	Signature
14.	Mrs. M. Ahila	M. Ahila
15.	Mrs. P. Kala devi	P. Kala devi
16.	Mr. A. Silvester Lobo	A. Silvester Lobo
17.	Mr. I. Francis Xavier	I. Francis Xavier
18.	Mrs. S. Mahilprabha	S. Mahilprabha
19.	Mrs. K. Jeyabalaji	K. Jeyabalaji
20.	Mrs. L. Shanthi	L. Shanthi
21.	Mrs. P. Jeya	P. Jeya
22.	Mr. M. Jeyakumar	M. Jeyakumar
23.	Mr. P. Palani kumar	P. Palani kumar
24.	Mrs. R. Leema Mary	R. Leema Mary
25.	Mr. R. Gomathinathan	R. Gomathinathan
26.	Mrs. P. Nirmala	P. Nirmala
27.	Mr. R. Boominathan	R. Boominathan
28.	Mr. G. Sai Sankar	G. Sai Sankar
29.	Mr. R. Loyola Prince	R. Loyola Prince

S. No.	Name	Signature
30.	Mrs. P. Shanthi Reka	P. Shanthi Reka
31.	Mr. V. Venis	V. Venis
32.	Mrs. P. Senthil Vadivu	P. Senthil vadivu
33.	Mrs. A. Maria Pushpam	A. Maria Pushpam
34.	Mr. P. Gell Prabhakaran Henry	P. Gell Prabhakaran Henry
35.	Mrs. A. Kamali Ruby Rajakumari	A. Kamali
36.	Mrs. V. Saratha	V. Saratha
37.	Mrs. S. Muthumeenal	S. Muthumeenal
38.	Mrs. S. Meenakumari	S. Meenakumari
39.	Mrs. D. Sahaya Hilda Mary	D. Hilda Mary
40.	Mrs. M. Kavitha	M. Kavitha
41.	Mrs. R. Maria Chitra	R. Maria Chitra
42.	Mrs. K. Kalyani	K. Kalyani
43.	Mrs. P. Kavitha	P. Kavitha
44.	Mrs. G. Florence Sylvia	G. Florence Sylvia
45.	Mrs. C. Mahalakshmi @ Agnes	C. Mahalakshmi @ Agnes



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



## Capacity Building Programme for Non-Teaching Staff Participants Attendance

S. No.	Name	Signature
46.	Mrs. S. Alice Mary	S. Alice Mary
47.	Ms. D. Minsala Barveen	Dunsala Barveen
48.	Ms. Vanaja	P. Vanaja
49.	Mrs. A. Sahaya Josephine	A. Sahaya Josephine
50.	Mrs. V. Chandra	V. Chandra
51.	Mrs. Mu. Abiraami	Mu. Abiraami
52.	Mrs. R. Selva Ambika	R. Selva Ambika
53.	Mrs. G. Sangeetha	G. Sangeetha
54.	Ms. R. Bavithra	R. Bavithra
55.	Ms. Menaka	S. Menaka
56.	Mrs. S. Sathya Kala	S. Sathya Kala
57.	Mrs. J. Sylvia Vaiz	J. Sylvia Vaiz
58.	Ms. V. Nivetha	V. Nivetha
59.	Mrs. R. Sakthivelammal	R. Sakthivelammal
60.	Ms. M. Krithika Meenakshi	M. Krithika Meenakshi
61.	Mrs. M. Suguna	M. Suguna

S. No.	Name	Signature
62.	Ms. V. Ebenezer Vimala Rani	V. Ebenezer Vimala Rani
63.	Ms. R. Suriya	R. Suriya
64.	Mrs. A. Jeyalakshmi	A. Jeyalakshmi
65.	Ms. M. Deepitha	M. Deepitha
66.	Mr. L. Antony Raj	L. Antony Raj
67.	Mr. J. Stephen	J. Stephen
68.	Mr. M. Pandi	M. Pandi
69.	Mr. A. Micheal James	A. Micheal James
70.	Mrs. P. Jansi Rani	P. Jansi Rani





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



## FATIMA COLLEGE (AUTONOMOUS), MADURAI

### FACULTY DEVELOPMENT PROGRAMME

Dr. Sr. G. Celine Sahaya Mary, M.B.A., Ph.D., D.Litt.  
Principal



**FATIMA COLLEGE**(Autonomous)  
*Re - Accredited with 'A' Grade by NAAC (3<sup>rd</sup> Cycle)*  
*College with Potential for Excellence (2004-2019)*  
*94<sup>th</sup> Rank in India Ranking 2019 (NIRF)*  
Mary Land, Madurai-18.  
PHONE: 2668016, 2669015  
FAX : 0452-2668437  
Email : principal@fatimacollegemdu.org  
Date : 26.08.2019

## Circular

There will be a **Faculty Development Programme** organized for the Non-Teaching Staff on Sep. 28, 2019 on the topic **“Psycho-Spirituality”** from 09:00 am to 12:00 noon. All are expected to be present.

  
**Principal**





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



## FATIMA COLLEGE (AUTONOMOUS), MADURAI FACULTY DEVELOPMENT PROGRAMME

### FOR NON-TEACHING STAFF ORGANISED BY IQAC

- Resource Person : Rev. Dr. Fr. Sundar Wilson, OFN Cap, Director, Anugraha, Capuchin Institute for counselling and Psychotherapy, Dindigul
- Topic : Psycho Spirituality
- Date : 28.09.2019
- Time : 9.00 a.m. – 12.00 noon
- Venue : SJ5

### FACULTY DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF 28.09.2019

A half-day session on “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. The session focussed on balancing the work place and home front. Through 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 and a lot that was learnt is being put in to practice.



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



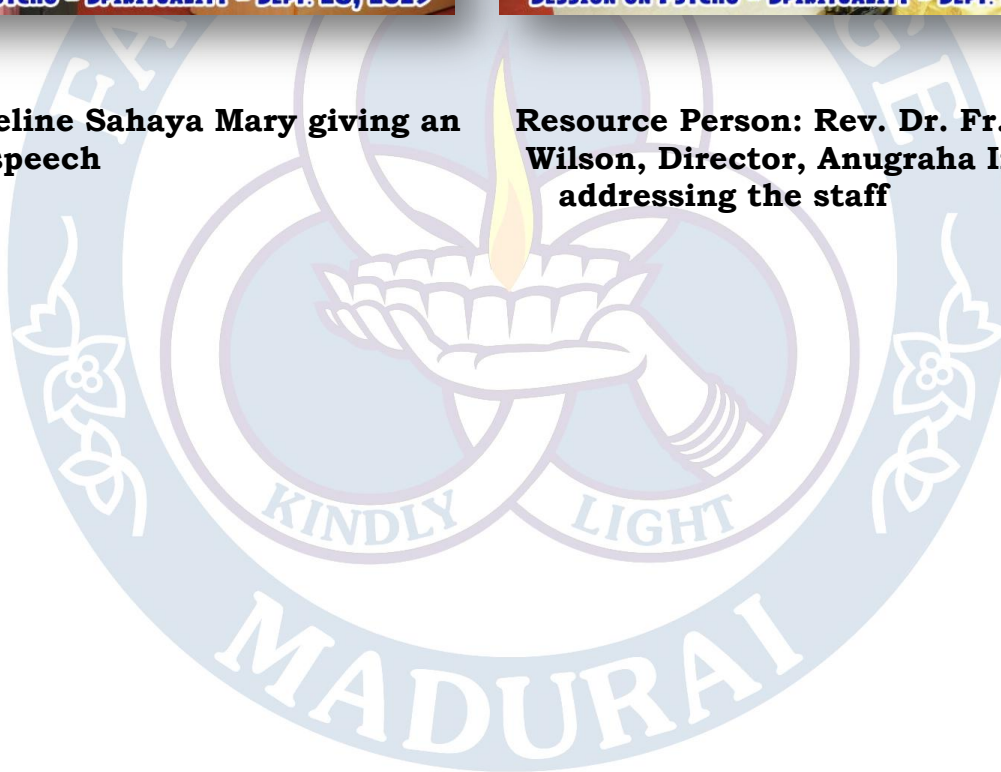
SESSION ON PSYCHO – SPIRITUALITY – SEPT. 28, 2019



SESSION ON PSYCHO – SPIRITUALITY – SEPT. 28, 2019

**Rev Sr.Dr.C.Celine Sahaya Mary giving an introductory speech**

**Resource Person: Rev. Dr. Fr. Sundar Wilson, Director, Anugraha Institute addressing the staff**





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



**2018-2019**

**FATIMA COLLEGE (AUTONOMOUS), MADURAI – 625 018**

**TRAINING PROGRAMME ON EMOTIONAL INTELLIGENCE  
FOR NON-TEACHING & SUPPORT STAFF**

**ORGANIZED BY  
INTERNAL QUALITY ASSURANCE CELL**

**SCHEDULE**

<b>Resource Person</b>	:	Dr.S.SairaBanu, Associate Professor, Department of English, Fatima College
<b>Theme</b>	:	Emotional Intelligence
<b>Date</b>	:	06.04.2018
<b>Time</b>	:	3.00 p.m. – 4.00 p.m.
<b>Venue</b>	:	A2



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI – 625 018**  
**TRAINING PROGRAMME ON EMOTIONAL INTELLIGENCE**  
**FOR NON-TEACHING & SUPPORT STAFF**

**ORGANIZED BY**  
**INTERNAL QUALITY ASSURANCE CELL**

**DATE:** 06.04.2018  
A2

**VENUE:**

**PARTICIPANTS LIST**

1. Sr. F. Arockia Mary
2. Sr. S. Stella Arul Mary
3. Mrs. G. Amali Fatima
4. Mrs. Mercy Fernando
5. Mrs. P. J. Philomena
6. Mr. T. Antony Dhanasekaran
7. Mrs. V. Elizabeth Rani
8. Mr. M. James
9. Mrs. S. SiriamalarAnnai Mary
10. Mrs. A. R. Jacintha
11. Mrs. J. Mary Clara Bai
12. Mrs. R. Sundari
13. Mrs. S. Mary Pushparani
14. Mr. S. Jesumani
15. Mr. S. Ganesan
16. Mr. T. Appavu
17. Mrs. M. MagdalineManonmani
18. Mrs. S. Emelda Daisy
19. Mrs. Akila
20. Mrs. Kaladevi
21. Mr. A. Silvester Lobo
22. Mr. I. Francis Xavier
23. Mrs. S. MahilPrabha





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



24. Mrs. JeyaBalaji
25. Mrs. L. Shanthi
26. Mrs. P. Jeya
27. Mr. M. Jeyakumar
28. Mr. P. Palani Kumar
29. Mrs. R. Leema Mary
30. Mr. R. Gomathi Nathan
31. Mrs. P. Nirmala
32. Mr. V. Venis
33. Mr. R. Boomi Nathan
34. Mr. G. Sai Sankar
35. Mr. Loyala Prince
36. Mrs. P. ShanthiRekha
37. Mrs. P. SenthilVadivu
38. Mrs. S. Annamayil
39. Mrs. S. Catherine
40. Mrs. N. Nachammai
41. Mrs. A. Anna Kamu
42. Mrs. A. LourduJeyam
43. Mrs. M. Pappathy
44. Mrs. S. Guruvammal
45. Mr. A. Aruldoss
46. Mrs. M. Shanthi
47. Mrs. A. Maia Pushpam
48. Mrs. K. Vidhya
49. Mr. R. GellLPrahakaran Henry
50. Mr. L. Jeyaseelan
51. Mrs. A. Kamali Ruby Rajakumari
52. Mrs. V. Saradha



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



53. Mrs. S. Muthumeenal
54. Sr. D. Therese
55. Mrs. S. MeenaKumari
56. Mrs. V. Dhivya
57. Mrs. D. Sahaya Hilda Mary
58. Mrs. M. Kavitha
59. Mrs. R. Maria Chithra
60. Mrs. K. Kalyani
61. Mrs. P. Kavitha
62. Mrs. Linta Joseph
63. Mrs. S. Florence Sylvia
64. Mrs. C. Mahalakshmi @Agnes
65. Mrs. D. Alice Mary
66. Mrs. A. Sahaya Josephine
67. Mrs. V. Chandra
68. Mrs. Mu. Abiraami
69. Mrs. R. SevaAmbika
70. Mrs. G. Sangeetha
71. Ms. R. Bavithra
72. Mrs. S. Sathya Kala
73. Mrs. J. Sylvia Vaiz
74. Ms. V. Nivetha
75. Mrs. R. Sakthivelammal
76. Ms. M. KiruthikaMeenakshi
77. Ms. M. Suguna
78. Ms. V. Ebenezar Rani
79. Ms. R. Suriya
80. Mrs. A. Jeyalakshmi



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



81. Mr. L. Antony Raj
82. Mrs. R. Ramya
83. Mr. M. Pandi
84. Mr. A. Micheal James
85. Ms. P. Jansi Rani
86. Mrs. S. Amirtham
87. Mrs. M. Radha
88. Mrs. M. Anthoniyammal
89. Mrs. Bagaya Mary
90. Mrs. P. Kavitha
91. Mrs. Kanniammal
92. Mrs. S. Selvi
93. Mrs. E. Kalaiselvi

**IQAC Coordinator**

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





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



## FATIMA COLLEGE (AUTONOMOUS)

### IQAC - REPORT ON “CAPACITY BUILDING PROGRAMME”

**July 19, 26 & 28 2018**

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

#### **July 19<sup>th</sup>, 2018(I Batch)**

The programme was held at San Jose (SJ5) from 9.30 am to 3.30 pm. The first batch of 33 non-teaching staff attended the session.

Rev. 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 next session on “Team building”. He highlighted the various types of personalities in reality based on their level of willingness and ability. He familiarized the participants on the four types of quadrants from A1 (with low willingness and low ability) to A4 (with high willingness and high ability), and the ways to deal with each type of personality in the workplace. The resource person conducted several activities and invited views from the



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**Year** : 2015 - 2020



participants continuously. He concluded his address by insisting on the attitude of a person as either 'because of' (those who give reasons for not doing things) and 'in spite of' (those who show results). Mr. Hariharan brought to light the fact that success is realized with employees displaying a sense of ownership.

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)**, acted as the facilitator for the session. The participants were divided into two groups, the one who spoke for and the other group against the chosen topic. Members actively expressed their views on the chosen topic.

On the whole, participants recorded a positive feedback on the programme. The discussion held in the afternoon session was fruitful enabling them for relationship-building and created an understanding among them. The members felt energized at the end of the programme and registered their gratitude to the management and IQAC team for organizing the session.

### **July 26<sup>th</sup>, 2018(II Batch)**

The Session started at 9:40 a.m with prayer song. Mrs. C. Sujatha, Librarian, Fatima College, Madurai welcomed the chief guest Dr. Shyamala, Head of the Department, Management Studies, Fatima College, Madurai and the gathering.

Dr. Shyamala motivated the participants through her vibrant talk and activities. The session's theme was **MOTIVATION**; she explained the thoughts and ideas through stories and videos. The concepts were you can do, Participation in the target, How to avoid negative thoughts, failure is part of our life, Never escape from failure. Mr. Palani gave the vote of thanks.

The second session was presented by Dr. Hariharan, Channel Head, Star Health Insurance, Madurai, who was welcomed by Mrs. Emelda Daisy of the library. His



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topic was based on **TEAM BUILDING**; he divided the society into quatrains and explained each section with examples, the participants got involved in fruitful debates over some of the ideas expressed. Mr. Ganesan concluded the session and thanked the chief guest.

Afternoon session started at 1: 40 PM. Two topics were taken up for discussion this time.

1. போதுமென்ற மனமே பொன் செய்யும் மருந்து

2. வெளிப்படைத்தன்மை நம்மிடம் இருப்பது நன்மை

1. Contended mind is a perpetual feast

2. Open minded personality is good or bad?.

The above topics were seriously discussed and there were lot of views exchanged.

The participants were all very happy about this session. They suggested that many more seminars of this type should be organized. They felt that they had good rejuvenation.



**Rev.Dr. Sr. G. Celine Sahaya Mary, Principal, Dr.Vidhya IQAC Co-ordinator,  
Dr.P.Shyamala Head, Dept of Management Studies during the Inaugural  
session**





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**Rev. Dr. Sr. G. Celine Sahaya Mary, Principal oriented the participants**



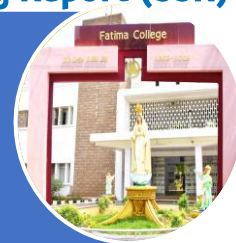
**Dr. Shyamala, Head Department of Management Studies Handled session on “Motivation” on 19<sup>th</sup> & 26<sup>th</sup> July 2018**



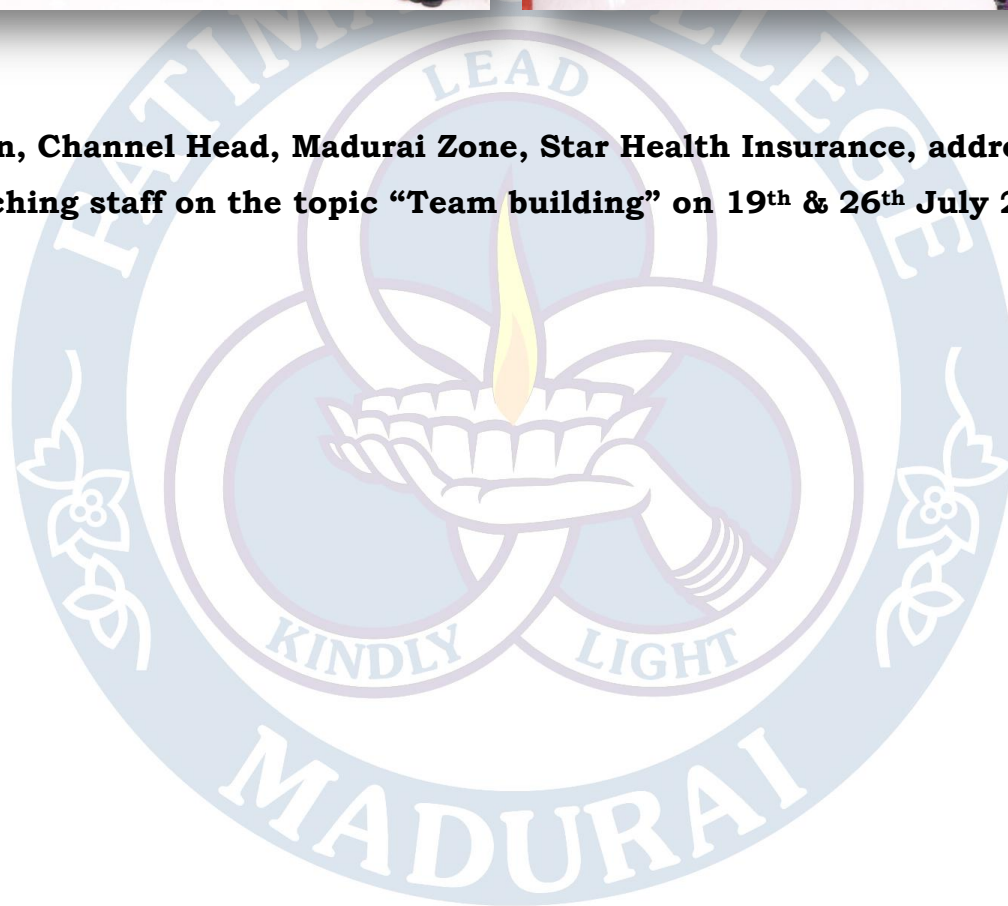
**Criterion** : VII – Institutional Values and Best Practices

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**Mr. Hariharan, Channel Head, Madurai Zone, Star Health Insurance, addressing the non teaching staff on the topic “Team building” on 19<sup>th</sup> & 26<sup>th</sup> July 2018.**



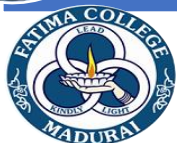




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**Year** : 2015 - 2020



## **Fatima College (Autonomous)**

### **Capacity Building Programme For Non Teaching Staff**

**July 28, 2018**

	TIME	SESSION S	RESOURCE PERSON	Topic
28.07.2018	9.00 - 9.15a.m.		<b>Prayer</b>	
	9.15 - 10.15 a.m.	I	<b>Dr. Sr. Francis Pauline,</b> Student Counsellor (Shift-II)	Self-Motivation & Emotional Stability
	10.15-10.30 a.m.		<b>Break</b>	
	10.30- 12.00 p.m.	II	<b>Dr. Saira Banu,</b> Assistant Coordinator, IQAC & Associate Professor, The Research Centre of English	Team Building
	12.00-1.00 p.m.	III	<b>Dr. Velanganni Matharasi,</b> Physical Director	Physical Fitness
	1.00 – 2.00 p.m.		<b>Lunch</b>	
DATE	TIME	SESSION S	RESOURCE PERSON	Topic
28.07.2018	9.00 - 9.15a.m.		<b>Prayer</b>	
	9.15 - 10.15 a.m.	I	<b>Dr. Sr. Francis Pauline,</b> Student Counsellor (Shift-II)	Self-Motivation & Emotional Stability
	10.15-10.30 a.m.		<b>Break</b>	
	10.30- 12.00 p.m.	II	<b>Dr. Saira Banu,</b> Assistant Coordinator, IQAC & Associate Professor, The Research Centre of English	Team Building
	12.00-1.00 p.m.	III	<b>Dr. Velanganni Matharasi,</b> Physical Director	Physical Fitness
	1.00 – 2.00 p.m.		<b>Lunch</b>	





**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



**Fatima College (Autonomous)**  
**Capacity Building Programme For Non Teaching Staff**  
**July 28, 2018**  
**For Non Teaching Staff**

**Report**

The programmed organized on July 28<sup>th</sup>, 2018 was meant for the sub staff. In the first session, **Dr. Sr. Francis Pauline**, Student Counsellor (Shift-II) gave speech on 'Self Motivation & Emotional Stability'.

Following this session there was a break for refreshment.

The second session was handled by **Dr. Saira Banu**, Assistant Coordinator, IQAC & Associate Professor, the Research Centre of English, who shared her views and ideas on one aspect of **successful Interpersonal Relationships, namely 'Forgiveness'**. The participants shared many personal stories.

The third session was handled by **Dr. Velanganni Matharasi**, Physical Director who shared with the participants several health tips and simple relaxation exercises. She conducted fun-filled games which acted as real stress-busters.

The programme gave a refreshingly different experience for the sub-staff, who took a day off from their routine in order to get physically and emotionally recharged for better performance at their workplace.



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**Year** : 2015 - 2020



**INAUGURAL SESSION**



**Dr. Sr.Francis Pauline, Student Counsellor  
Handling Motivation Session**





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



**Physical Activity Session by Dr. Velanganni Matharasi, Physical Director,  
Fatima College**



**Dr. Saira Banu, Assistant Coordinator, IQAC & Associate Professor, The Research Centre  
of English Discussing the topic on “Team Building”**





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



## Participants Attendance List

FATIMA COLLEGE (AUTONOMOUS), MADURAI - 625 018.

IQAC – Capacity Building Programme – 2018 (28.07.2018)

S. No.	NAME OF THE STAFF	SIGNATURE
1.	திருமதி. சோ. அன்னமயில்	சோ. அன்னமயில்
2.	திருமதி. அ. அன்னகாமு	அ. அன்னகாமு
3.	திருமதி. ஸ்ரீ. பாப்பாத்தி	பாப்பாத்தி
4.	திருமதி. பாக்கிய ஹரி	பாக்கியஹரி
5.	திருமதி. பி. கவிதா	P. கவிதா
6.	திருமதி. பி. கண்ணியம்மாள்	P. கண்ணியம்மாள்
7.	திருமதி. இ. கனகசெல்வி	E. கனகசெல்வி
8.	திருமதி. செ. தவசெல்வி	S. தவசெல்வி
9.	திருமதி. வே. சிவகாமி	V. சிவகாமி
10.	திருமதி. பா. ரேணுகா தேவி	P. Renuka devi
11.	திருமதி. தீபா	D. தீபா
12.	திருமதி. நா. நாச்சம்மா	நா. நாச்சம்மா
13.	திருமதி. ச. குருவம்மாள்	ச. குருவம்மாள்
14.	திருமதி. மு. சரத்தி	M. சரத்தி
15.	திருமதி. அந்தோணியம்மாள்	அந்தோணியம்மாள்
16.	திருமதி. பி. செல்வி	S. செல்வி
17.	திருமதி. சோ. அமிர்தம்	S. அமிர்தம்
18.	திருமதி. செ. பூங்கொடி	S. Pongkodi
19.	திருமதி. மு. பத்மா	M. பத்மா

S. No.	NAME OF THE STAFF	SIGNATURE
20.	திருமதி. கா. மகேஸ்வரி	K. மகேஸ்வரி
21.	திருமதி. மு. சசிகலா	-a-
22.	திருமதி. ஆ. சீதா	A. சீதா

23. திருமதி. எ. மஞ்சளா E. மஞ்சளா



**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



## **FATIMA COLLEGE (AUTONOMOUS), MADURAI**

### **IQAC - Capacity Building Programme - II**

**01.12.2018**

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 on Fire Service/ Safety Measures.

#### **Session I -Fire Service/ Safety Measures**

Mrs. Hilda, the non teaching staff, Fatima College welcomed the gathering. **Mr. Thirumurugan**, District Fire Officer, Fire & Rescue Services, Madurai addressed the gathering by explaining valuable protective measures. He explained about the importance of Fire Safety and how to prevent ourselves from risks. He shared his experiences during his rescue operations. He explained about the monkey travel during smoke and how to get out of fire accidents in big building and malls. 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. The participants raised doubts and clarifications and he explained and clarified.

**Mr. Thirumurugan, District Fire Officer, Fire & Rescue Services, Madurai**

**Demonstrated the fire safety measures with his team**







**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



## Session II -Health Tips

**Mr. Doss**, Fitness Trainer from Kennet Hospital gave wonderful health tips for working women through his video clippings. He explained about the exercises and workouts that are helpful for both mental and physical health. Also highlighted about exercises will Improve health, strong muscles and flexibility and also how do exercising can reduce the risk of getting diseases.

**Mr. Doss, Fitness Trainer, Kennet Hospital giving Health and Body Fitness tips**



## Session III

Games for all the non teaching staff were conducted and prizes were distributed. The participants enjoyed a lot and felt relaxed and got benefited out of this session.



**Non teaching staff shown their involvement by their enthusiastic participation in the games.**



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**Year** : 2015 - 2020



2016-2017



## Fatima College (Autonomous) Orientation Programme

DR. SR. K. FATIMA MARY,  
M.A., Ph.D., HDSE, PGDVE.  
PRINCIPAL



FATIMA COLLEGE (Autonomous)  
(Re-Accredited with 'A' Grade by NAAC)  
(College with Potential for Excellence)  
Mary Land, Madurai - 625 018.  
Tamil Nadu.  
PHONE: 0452-2668016, 2669015.  
FAX: 0452-2668437  
Email: fatimacollegemdu@gmail.com  
Date: 09.06.2016

### Circular

The IQAC is organizing a **Two-day Orientation Programme** for the Non-Teaching staff on the topic **"Self-Analysis and Work Culture"** on June, 13<sup>th</sup> and 14<sup>th</sup> from 09:00am to 04:30pm in A2. All are expected to be present.

*Dr. Sr. K. Fatima Mary.*

Principal





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



## Fatima College

### Internal Quality Assurance Cell (IQAC)

#### Orientation Programme for Non-Teaching Staff on Self-Analysis and Work Culture

- Resource Person : Rev. Fr. Emmanuel Arockiam,  
Director, Jesuit Centre for Counselling,  
Loyola Technical Institute, Madurai
- Date : 13.06.2016 & 14.06.2016
- Time : 9.00 a.m. – 4.30 p.m.
- Venue : A2

#### Two-day Orientation Programme for the Non-Teaching staff Organized by IQAC – June 13 & 14, 2016





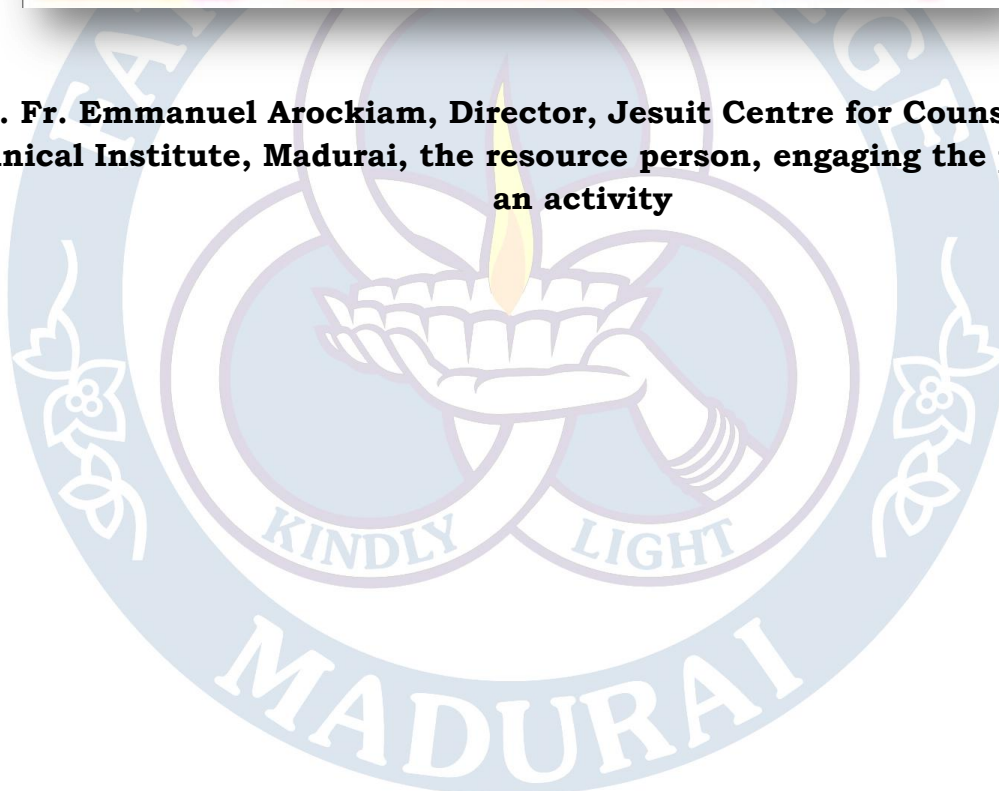
**Criterion** : VII – Institutional Values and Best Practices

**Metric** : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

**Year** : 2015 - 2020



- **Rev. Fr. Emmanuel Arockiam, Director, Jesuit Centre for Counselling, Loyola Technical Institute, Madurai, the resource person, engaging the participants in an activity**





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



## Fatima College(Autonomous)

Internal Quality Assurance Cell (IQAC)  
Orientation Programme

on

Self-Analysis and Work Culture

Date : 13.06.2016 & 14.06.2016

### Participants List

S.No	Non Teaching Staff Name List
1	Sr. F. Arockia Mary
2	Sr. S. Stella Arul Mary
3	Mrs. G. Amali Fatima
4	Mrs. Mercy Fernando
5	Mrs. P. J. Philomena
6	Mr. T. Antony Dhanasekaran
7	Mrs. V. Elizabeth Rani
8	Mr. M. James
9	Mrs. S. SiriamalarAnnai Mary
10	Mrs. A. R. Jacintha
11	Mrs. J. Mary Clara Bai
12	Mrs. R. Sundari
13	Mrs. S. Mary Pushparani
14	Mr. S. Jesumani
15	Mr. S. Ganesan
16	Mr. T. Appavu
17	Mrs. M. MagdalineManonmani
18	Mrs. S. Emelda Daisy
19	Mrs. Akila
20	Mrs. Kaladevi
21	Mr. A. Silvester Lobo
21	Mr. I. Francis Xavier
22	Mrs. S. MahilPrabha
23	Mrs. JeyaBalaji
24	Mrs. L. Shanthi
25	Mrs. P. Jeya
26	Mr. M. Jeyakumar
27	Mr. P. Palani Kumar
28	Mrs. R. Leema Mary
29	Mr. R. Gomathi Nathan
30	Mrs. P. Nirmala
31	Mr. V. Venis
32	Mr. R. Boomi Nathan
33	Mr. G. Sai Sankar





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



34	Mr. Loyala Prince
35	Mrs. P. ShanthiRekha
36	Mrs. P. SenthilVadivu
37	Mrs. S. Annamayil
38	Mrs. S. Catherine
39	Mrs. N. Nachammai
40	Mrs. A. Anna Kamu
41	Mrs. A. LourduJeyam
42	Mrs. M. Pappathy
43	Mrs. S. Guruvammal
44	Mr. A. Aruldoss
45	Mrs. M. Shanthi
46	Mrs. A. Maia Pushpam
47	Mrs. K. Vidhya
48	Mr. R. GellLPrabhakaran Henry
49	Mr. L. Jeyaseelan
50	Mrs. A. Kamali Ruby Rajakumari
51	Mrs. V. Saradha
52	Mrs. S. Muthumeenal
53	Mrs. S. MeenaKumari
54	Mrs. V. Dhivya
55	Mrs. D. Sahaya Hilda Mary
56	Mrs. R. Maria Chithra
57	Mrs. K. Kalyani
58	Mrs. Linta Joseph
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60	Mrs. C. Mahalakshmi @Agnes
61	Mrs. D. Alice Mary
62	Mrs. A. Sahaya Josephine
63	Mrs. V. Chandra
64	Mrs. Mu. Abiraami
65	Mrs. R. SevaAmbika
66	Mrs. G. Sangeetha
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70	Mrs. R. Sakthivelammal
71	Ms. M. KiruthikaMeenakshi
72	Ms. B. Saranya
73	Ms. M. Suguna
74	Ms. V. Ebenezar Rani





**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



75	Ms. R. Suriya
76	Mrs. A. Jeyalakshmi
77	Mr. L. Antony Raj
78	Mrs. K. Bhavani
79	Mr. M. Pandi
80	Mr. A. Micheal James
81	Ms. P. Jansi Rani
82	Mrs. K. Kalyani
83	Mrs. S. Amirtham
84	Mrs. M. Shanthi
85	Mrs. M. Radha
86	Mrs. M. Anthoniyammal
87	Mrs. Bagaya Mary
88	Mrs. P. Kavitha
89	Mrs. Kanniammal
90	Mrs. S. Selvi
91	Mrs. E. Kalaiselvi

**IQAC Co-ordinator**  
**Fatima College (Autonomous)**  
**Madurai - 625018.**



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## Fatima College ( Autonomous)

### Capacity Development Programme

DR. SR. K. FATIMA MARY,  
M.A., Ph.D., HDSE, PGDVE.  
PRINCIPAL



FATIMA COLLEGE (Autonomous)  
(Re-Accredited with 'A' Grade by NAAC)  
(College with Potential for Excellence)  
Mary Land, Madurai - 625 018.  
Tamil Nadu.  
PHONE: 0452-2668016, 2669015.  
FAX: 0452-2668437  
Email: fatimacollegemdu@gmail.com  
Date: 23.01.2017

### Circular

The Fatima Resource Centre is Organizing **Seven-Day Capacity Building Programme** for Non-teaching staff from 27.01.2017 to 06.02.2017 from 11:00a.m to 01: 00p.m. All are expected to be present.

*Dr. Sr. K. Fatima Mary*

Principal



**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



## Fatima College ( Autonomous)

**Fatima Resource Centre Organizes**

**Capacity Building Programme for Sub-staff**

Day-1 (27.01.2017)		
TIME	DETAILS	RESOURCE PERSON
11.00 a.m.- 12.00 noon	Inaugural Address	<b>Dr. Sr. K. Fatima Mary</b> , Principal & <b>Dr. Sr. Francisca Flora</b> Secretary
12.00 noon- 1.00 p.m.	Setting Priorities	<b>Sr. F. Arockia Mary</b> , Off. Manager & <b>Sr. S. Stella Mary</b> , Off. Manager
Day-2 (30.01.2017)		
11.00 a.m.- 12.00 noon	Transmitting the Rich Experiences	<b>Mrs. S. Annammayil</b> <b>Mrs. Anna Kamu</b>
12.00 noon- 1.00 p.m.	Stress Management	<b>Dr. P. Uma</b> , MBA Director
Day-3 (31.01.2017)		
11.00 a.m.- 12.00 noon	Conflict Management	<b>Dr. Asnet Mary</b> , Dept. of Zoology
12.00 noon- 1.00 p.m.	Relaxation Techniques	<b>Dr. Velanganni Matharasi</b> , Physical Director
Day-4 (01.02.2017)		
11.00 a.m.- 12.00 noon	Clean Campus	<b>Dr. Latha</b> , Dept. of Home Science with FBT





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12.00 noon- 1.00 p.m.	Spiritual Quotient	Mrs. Alphonsa Fernando, Dept. of Physics
Day-5 (02.02.2017)		
11.00 a.m.- 12.00 noon	Group Discussion  Clean Campus Drive: Suggestions and Proposals	
12.00 noon- 1.00 p.m.		
Day-6 (03.02.2017)		
11.00 a.m.- 12.00 noon	Confidence Building - I	Dr. C. Sahayamary Sophia, The Research Centre of Economics
12.00 noon- 1.00 p.m.	Confidence Building - II	Dr.SaralEvangelin, Dept. of History
Day-7 (06.02.2017)		
11.00 a.m.- 12.00 noon	Professionalism Vs Personal Life	Dr.Vasantha Esther Rani, Dept. of Home Science with FBT
12.00 noon- 1.00 p.m.	Time Management	Dr.Shyamala, PG Dept. of IT
Feedback & Valediction in the presence of  Dr. Sr. K. Fatima Mary, Principal		



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**Activity session by Dr. Shyamala, Asst prof  
PG & IT Department**



**Confidence Building session  
Dr. C. Sahayamary Sophia, Asst  
Prof, Dept of Economics**



**Dr. Uma, HOD, Dept of MBA  
addressing the Sub Staff**



**Participants of the Programme**





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**Year** : 2015 - 2020



### Day 1

#### **Session-I**

The Seven-Day capacity Building Programme for the Helpers was organized by the Fatima Resource Centre from 27.01.2017 to 06.02.2017.

The First Day of the Programme began at 11.00 a.m. at A2. Dr. Sr. K. Fatima Mary, Principal gave an inaugural address describing the needs and benefits for arranging this programme.

Followed by her, Dr. Sr. Francisca Flora, secretary spoke to the participants, and motivated the workers to do their work with passion.

#### **Session-II**

The 2nd session was handled by Dr. S. J. Kala, Associate Professor, Dept. of English, one of the FRC coordinators.

### Day-2

#### **Session-I**

The Second day of the capacity Building Programme was scheduled from 11.00 am to 12.00 noon. Dr. Uma, MBA Director, delivered a talk on “Stress Management”. It was an activity-based learning experience where the staff members were enlightened with simple techniques to overcome and handle stress effectively.

#### **Session-II**

The 2<sup>nd</sup> session resumed after a break and the session was handed over to Ms. Annamayil, Senior sub-staff. She shared her experience and difference in work culture between the past and the present. Some of them shared about how they joined in the college, expectations of College, Students, Staff and among them.





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**Year** : 2015 - 2020



### **Day-3**

#### **Session-I**

The 3<sup>rd</sup> day of the capacity building programme was on 31.1.17 from 11.00 am to 12.00 noon, Ms. Asnet Mary, Ass. Prof., Dept. of Zoology addressed the helpers on “Conflict Management”. She gave some useful steps to manage conflicts.

#### **Session-II-Relaxation Techniques**

The 2<sup>nd</sup> session commenced at 12.10 p.m. The topic for the session was “Relaxation Techniques”, delivered by Dr. Velankanni Matharasi, Director of Physical Education. She also conducted games for the helpers and they participated energetically. She taught many relaxation exercises related to their work. This session was more useful for helpers

### **Day-4**

#### **Session-I-Clean Campus**

The 4<sup>th</sup> day of the programme was scheduled from 11.00 am to 12.00 noon on 01.02.2017. The Guest speaker was Dr. R. Latha, Ass. Prof., Dept. of Home Science with FBT. She delivered the key-note address on “Clean Campus”. The lecture turned out to be an interactive and a thought-Provoking session.

#### **Session-II-Spiritual Quotient**

The 2<sup>nd</sup> session began at 12.15 p.m. with a prayer song followed by a talk delivered by Mrs. R. Alphonsa Fernando, Ass. Prof., Dept. of Physics on “Spiritual Quotient”. She said how to travel from God experience to Godliness.

- This session brought god experience for everyone.

### **Day-5**

#### **Session-I-Group Discussion & Games Conducted**

Games were conducted in this session. This session helped each one to know about another. One has to take one flower and say a good thing about the person and give it to her, who has many flowers will be the most liked person. All the helpers participated in the game with happiness. Dr. S. J. Kala talked about being one family and working together.



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### **Day-6**

#### **Session-I-Capacity Building**

Day 6th which was fixed on 03.02.2016 began enthusiastically with a series of two Guest lectures on “Capacity Building” by Dr.Saral Evangelin, Dept. of History, Dr. C. Sahayamary Sophia, The Research Centre of Economics. To have self-confidence, we should love what we do, we should have belief in God, have trust in others, be trustful to others. We should avoid fear, anger, tiredness, superstitions. We should be a confident woman and say I am strong, I’m self-worthy. Many motivational videos were played in this session.

#### **Session-II-Capacity Building**

Dr. C. Sahayamary Sophia shared her thoughts and provoked the minds of everyone by sharing several inspirational videos and how to make strategic decisions. She also nurtured the minds of how to build the capacity to develop and sustain our skills for sustaining ourselves in the society.

### **Day-7**

#### **Session-I-Professionalism Vs Personal Life**

The 7<sup>th</sup> day of the programme was scheduled from 11.00 am to 12.00 noon at 06.02.2017, The guest speaker Dr.Vasantha Esther Rani, Head & Associate Professor, Dept. of Home Science with FBT. She delivered the key-note address on “Professionalism Vs Personal Life”. She said how to organize life, family and work. She said have time for yourself, spend time for family. Balancing life and work gives good health, good time to spend for the work, satisfaction of work, reaching goal and happiness. She concluded by quoting from Bible “Do everything for God not for humans”.

#### **Session-II-Capacity Building**

The final session was delivered by Dr. P. Shyamala, Head &Asso. Prof., PG Department of IT on the topic “Time Management”. The Session was very interactive and team building strategies were demonstrated by different games. She said about using each second usefully and about time management.



Name of the Faculty	27.01.2017	30.01.2017	31.01.2017	01.02.2017	02.02.2017	03.02.2017	06.02.2017
<b>Regular</b>							
1. *திருமதி. நா. நாச்சம்மை	நாச்சி		நாச்சி	நாச்சி	நாச்சி	நாச்சி	-
2. *திருமதி. ச. குருவம்மாள்	குருவம்மாள்		குருவம்மாள்	குருவம்மாள்	குருவம்மாள்	குருவம்மாள்	குருவம்மாள்
3. *திருமதி. மு. சாந்தி	M.சாந்தி		M.சாந்தி	M.சாந்தி	M.சாந்தி	M.சாந்தி	M.சாந்தி
4. *திருமதி. அந்தோணிம்மாள்	M.அந்தோணி		M.அந்தோணி	M.அந்தோணி	M.அந்தோணி	M.அந்தோணி	M.அந்தோணி
5. *திருமதி. பி. செல்வி	பரசலம்		பரசலம்	பரசலம்	பரசலம்	பரசலம்	பரசலம்
<b>SF</b>							பரசலம்
6. *திருமதி. பத்மா	M.பத்மா		M.பத்மா	M.பத்மா	M.பத்மா	M.பத்மா	M.பத்மா
7. *திருமதி. பூங்கொடி	S.பூங்கொடி		S.பூங்கொடி	S.பூங்கொடி	S.பூங்கொடி	S.பூங்கொடி	S.பூங்கொடி
8. *திருமதி. மகேஸ்வரி	K.மகேஸ்வரி		K.மகேஸ்வரி	K.மகேஸ்வரி	K.மகேஸ்வரி	K.மகேஸ்வரி	K.மகேஸ்வரி
9. *திருமதி. சசிகலா	M.சசிகலா		M.சசிகலா	M.சசிகலா	M.சசிகலா	M.சசிகலா	M.சசிகலா
10. *திருமதி. சீதா	A.சீதா		A.சீதா	A.சீதா	A.சீதா	A.சீதா	A.சீதா
11. *திருமதி. அமிர்தம்	S.அமிர்தம்		S.அமிர்தம்	S.அமிர்தம்	S.அமிர்தம்	S.அமிர்தம்	S.அமிர்தம்

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**Criterion** : VII – Institutional Values and Best Practices

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**Year** : 2015 - 2020



**2015-2016**



## **Fatima College (Autonomous) Orientation Programme**

**Dr. Sr. K. Fatima Mary. M.A., Ph.D.**  
Principal



**FATIMA COLLEGE (Autonomous)**  
(College with Potential for Excellence)  
Mary Land, Madurai-18.  
PHONE: 2668016, 2669015.  
FAX: 0452-2668437  
EMAIL: [fatisjl1986@gmail.com](mailto:fatisjl1986@gmail.com)  
Date: 12.06.2015

### **Circular**

The IQAC is Organizing an **Orientation Programme** for the Non-teaching staff on the topic **“Inter Personal Relationship”** on June, 15<sup>th</sup> from 09:00 am to 04:00 pm in A2. All are expected to be present.

*Dr. Sr. K. Fatima Mary.*

**Principal**



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**Year** : 2015 - 2020



**Fatima College (Autonomous)  
Internal Quality Assurance Cell (IQAC)  
Orientation Programme  
on  
Inter Personal Relationship  
15.06.2015**

Resource Person: Rev. Fr. Arul Singarayar, Christ Hall Seminary, Karumathur  
Venue: A2

A half-day session on Interpersonal Relationship was organised for the Non teaching staff of Fatima College as part of the in-service programme on July 15<sup>th</sup>, 2015. **Rev. Fr. Arul Singarayar, Christ Hall Seminary, Karumathur** was the Resource Person. The entire session was interactive with excellent, practical inputs to enhance life coping skills. The session focussed on the following topics: Self Awareness, Self Management, Social Awareness and Relationship Management through fun-filled activities and exercises. Rev. Fr. Arul Singarayar, Christ Hall Seminary, Karumathur 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 93 staff who attended and a lot that was learnt is being put into practice.



**Rev. Fr. Arul Singarayar, Christ Hall Seminary, Karumathur addressing the non teaching staff**



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**Year** : 2015 - 2020



**FATIMA COLLEGE (AUTONOMOUS), MADURAI – 625018**

**ORIENTATION PROGRAMME ON INTER PERSONEL  
RELATIONSHIP**

**FOR NON-TEACHING STAFF**

**ORGANIZED BY IQAC**

**PARTICIPANTS LIST**

**Date:** 15.06.2015

**Venue** : A2

Resource Person: Rev. Fr. Arul Singarayar, Christ Hall  
Seminary, Karumathur

1. Sr. F. Arockia Mary
2. Sr. S. Stella Arul Mary
3. Mrs. G. Amali Fatima
4. Mrs. Mercy Fernando
5. Mrs. P. J. Philomena
6. Mr. T. Antony Dhanasekaran
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23. Mrs. S. MahilPrabha
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28. Mrs. S. Catherine
29. Mrs. P. Pappa
30. Mrs. N. Nachammai
31. Mr. A. Aruldoss
32. Mrs. M. Pappathy
33. Mr. P. Palani Kumar
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70. Ms. M. Suguna



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71. Ms. V. Ebenezar Rani
72. Ms. R. Suriya
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91. Mrs. Kanniammal
92. Mrs. S. Selvi
93. Mrs. E. Kalaiselvi

*L. Carolin Sugathan*

**IQAC Coordinator**

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