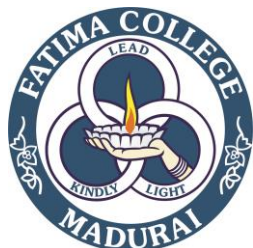


FATIMA COLLEGE(Autonomous)



Affiliated to Madurai Kamaraj University, Madurai

Re-Accredited with 'A' Grade by NAAC (3rd Cycle)

74th Rank in India Ranking 2020 (NIRF) by MHRD

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings

2019 – 2020

DATE- 14.06.2019

Venue: Jubilee Hall

Members present:

All staff members.

NAAC updation meeting for all the staff members was held at Jubilee Hall.

Generally, the status of data submission from various departments, corrections to be carried out by various departments specifically, and the future requirements from the departments were presented in the meeting.

The staff members were given explanation on the quantitative and qualitative metrics in NAAC.




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

Quantitative Metrics:

Criteria I to VII

1. Dr. S. Vidya
2. Dr. S. Saira Banu
3. Dr. Mary Magdalene Abraham
4. Dr. G. Germaine Mary
5. Dr. S. J. Kala
6. Dr. N. Malathi
7. Dr. Sr. J. Arul Mary
8. Dr. Sr. G. Jeyita Rani
9. Dr. D. Jeyamala
10. Mrs. P. Kalai Selvi
11. Dr. C. Sujatha
12. Dr. R. Saktheshwari
13. Ms. N. Jennifer Sharon Sumathi
14. Dr. M. V. Leena Chandra
15. Dr. K. Sangeetha
16. Ms. S. Selvarani


 R. Rangan
 Magdalen
 Germaine Mary
 S. J. Kala
 Malathi
 Sr. Arul Mary
 Sr. G. Jeyita Rani
 D. Jeyamala
 P. Kalai Selvi
 C. Sujatha
 Saktheshwari
 N. Jennifer Sharon Sumathi
 M. V. Leena Chandra
 K. Sangeetha
 S. Selvarani

Qualitative Metrics:

Criteria I to VII

1. Dr. Mary Magdalene Abraham
2. Dr. Mahima Ragland
3. Dr. R. Saktheshwari

Magdalen
 Ragland
 Saktheshwari





IQAC CO-ORDINATOR
 Fatima College (Autonomous),
 Madurai-625019.

DATE-

Minutes of the IQAC meeting held on 18.06.2019

Members Present

Dr. S. Vidya (Coordinator)	<u>S. Vidya</u>
Dr. S. Saira Banu (Asst. Coordinator)	<u>S. Saira Banu</u>
Dr. Mary Magdalene Abraham (Asst. Coordinator)	<u>M. Magdalene</u>
Dr. S. Arul Michael Selvi	<u>S. Arul Michael Selvi</u>
Mrs. C. Sujatha	<u>C. Sujatha</u>
Mrs. B. Chandrika	<u>B. Chandrika</u>
Dr. L. Meera	<u>L. Meera</u>
Dr. D. Jeyamala	<u>D. Jeyamala</u>
Mr. H. Vincent	<u>H. Vincent</u>

AGENDA.

- To plan for a seven day induction programme for the newly joined students.
- A meticulous detailed plan was drawn for the student induction programme from June 19 - June 25, 2019. to orient the newcomers about the various activities that happen in the college.
- To form a core team for NAAC and allocate appropriate duties to them.
- Dr. Vidya proposed an extended team to look into the duties of NAAC criterion.
- The deadline for submission of data for NAAC was finalised as October.
- Staff incharge of different criteria were allotted.
- The Coordinator Dr. Vidya concluded the session by insisting on the time left to consolidate all the information from various departments and to form a database.

S. Vidya

DATE- 11.07.2019.

External Audit on the performance of the college 2018-2019

Chairperson

Prof. M. Selvam

Syndicate Member, Alagappa University
& Senior Advisor IQAC, Bharathidasan University, Tiruchirapalli. 11/7/19

Academician

Prof. R. Jaganathan

IQAC Coordinator

R. Jaganathan

11/7/19

Ayya Nadar Janaki Ammal College
Shivakasi

Industrial Expert

Mr J. Siva Kumar,

AGM - HR & Admin

J.K Fenner (India) Ltd

3, Melakkal Road,

Kochadai, Madurai.

[Signature]
11/07/19

The meeting began with a silent prayer at 11.50 am at SJ5.

Mrs B. Chandirika, Head, Dept of MCA welcomed the gathering.

Dr Vidya, IQAC coordinator, made a comprehensive presentation of the initiatives of the IQAC. She also briefed the gathering about the all round progress of the college (2018-2019)

DATE-

Based on the presentation by Dr Vidya the chairperson and members made their observations

Dr Selvam (chairperson)

Prof Selvam made the following observations:

1. Information collected about the college should have all details and data. For instance, information about a seminar should detail the resource persons, nature & number of participants, titles of presentations along with photographs.
2. Green Audit to be complete with relevant data including emission check. Eg: If the campus is less polluted than the neighbourhood what is the level of carbon dioxide.
3. Keep a chart for maintenance of instruments and machines.
4. Set a benchmark for the institution. Be unique/original.
5. Why should MBA & MCA come under Professional Courses. They are post graduate programmes.
6. Trace the Mentor - Mentee interventions.

Thereafter the chairperson had detailed discussions with the Secretary, Principal, IQAC coordinators and Deans to fill in the format of the "Report of the External Peer Team on the performance of the college" (2018-2019). The meeting lasted till 6.30pm. A copy of the report is available with the IQAC.

DATE- 11.07.2019.

Prof R. Jaganathan

Prof Jaganathan was effusive in his appreciation for the college over the following points:

1. The NIRF ranking
2. The Study in India programme
3. The UBA programme
4. The Cyber Security
5. Customised texts for Part II English
6. FONDE - As it has scope for self learning, can be expanded as a Bridge course.
7. High Placement
8. Involvement of the staff and students in the Gaja Relief. Reflects the social responsibility of the college.
9. Number of publications & workshops reflects the focus on research.
10. FCAA chapters and research funding
11. The laurels brought by students - testimony that teaching learning is progressive.

Prof. Jaganathan also made the following suggestions/observations:

1. To carry out energy audit - ANJAC was audited by DT Solutions, Madurai.
2. Activities through MOU's should be listed.
3. OBE activities to be listed. Example: Start tutorials to deal with portions which do not feature in the end semester exams.
4. More sessions for OBE - create own model for OBE (Dr Kala clarified)
5. Format for AAR is not updated
6. Staff contribution for relief work should be highlighted.
7. Incubation in the right sense should.

DATE- 11.07.2019

be strengthened with application of thought. Activities can include development of an app.

Mr. Sivakumar

Mr Sivakumar appreciated the efforts taken by the college in making the students ready for the future. He had the following suggestions:

1. Keep data for MOOC, online & NPTEL courses ready.
2. WEAT should provide statistics of employment
3. Display the Vision and Mission of the college in prominent places.
4. Boards on trees to be tied & not nailed.
5. Details of books bought each academic year.
6. Details of library utilisation.
7. Quality Circle - not to man the parking area. He said he could train the students on the concept of Q.C.
8. Have an annual activity calendar.
9. Feedback collected on Parents Day, Hostel Day to be flashed.
10. To insist on wearing Helmet - Staff & Students
11. Try to keep the campus plastic free.

Members Present

Dr. Sr. M. Francisca Flora *S. Francisca Flora*
Secretary

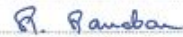
Dr. Sr. G. Celine Sahaya Mary *G. Celine*
Principal

DATE-

Dr S. Vidya
IQAC coordinator



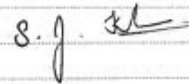
Dr S. Saira Bannu
IQAC coordinator-Asst



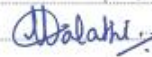
Dr Mary Magdalene Abraham
IQAC coordinator-Asst



Dr S.J. Kala
Dean of Academic Affairs



Dr Malathi
Dean of Academic Affairs



DATE-

Minutes of the IOAC meeting held on 28.8.2019.

Members Present

Dr. S. Vidya	(Coordinator)	<i>S. Vidya</i>
Dr. S. Saira Banu	(Asst. Coordinator)	R. Ramesh
Dr. S. Akul Michael Selvi	(Member)	S. Anilichalser
Ms. C. Sujatha	(Member)	C. Sujatha
Dr. D. Jeyamala	(Member)	<i>Jeyamala</i>
Ms. B. Chandika	(Member)	B. Chandika
Dr. L. Meera	(Member)	<i>Meera</i>
Mr. H. Vincent	(Member)	H. Vincent
Ms. P. Sumedha	(Member)	P. Sumedha

* The meeting was regarding the allotment of duties and observing the completion of duties of various committees for the NAAC - Sponsored National Seminar on "Disruptive Innovation in Higher Education Curriculum - Quality Enhancement of Digital Natives and Promoting Social Equity."

* It was discussed that participants from around 50 colleges will be attending the Seminar.

* It was decided that Ms. C. Sujatha will take care of Lunch and Refreshments.

* Ms. Chandika will be incharge of invitation and Brochure. To see that they are sent to the colleges.

* Dr. Jeyamala will take care of the Certificates and Proceedings of the Seminar.

Ms. Vincent will be incharge of Registration and distribution of Seminar Kit to the participants.

DATE-

- * It was also discussed that a receipt book can be maintained for the Registration fee collection to make the task Hassel free.
- * Finance and Accounts maintenance will be taken care of by Dr. Anil Michael Selvi.
- * Dr. L. Meera and Ms. P. Sumedha will be incharge of the Master of Ceremony.
- * Dr. Vidya will be giving the Welcome Address followed by Dr. Saira who will welcome the Chief guest.
- * Dr. Magdalene will propose the Vote of Thanks.



Sridhar

DATE-3.10.2019

Members Present:

Venue: Principal's room

The Principal, the Secretary, IQAC Coordinators
and the NAAC core committee (newly formed)

The current requirements of NAAC were
discussed. The highlights of the meeting were:

1. The recent expectations of NAAC were explained
and summed up.
2. NAAC observes the attitude of students. Students
are expected to talk extempore with NAAC team.
3. Faculty members of the Institution are expected
to interact with NAAC team without papers in
their hands.
4. Qualitative metrics required for NAAC documentation
was displayed in the intranet.
5. Infrastructure needs to be augmented with
rails for ramps, drip irrigation in the front
garden, and liquid waste management.

It was agreed upon by the members of the
meeting to meet on October 24, 2019.




IQAC CO-ORDINATOR
Fatima College (Autonomous),
Madurai-625019.

Q.

DATE- 24.10.2019

Members Present:

Venue: IQAC office

NAAC committee members

The first NAAC meeting was held in IQAC office with the newly formed NAAC committee members.

The NAAC Committee with criterion IV QLM coordinators had discussion on the work done and the work to be done. It was decided to collect data from January 2019 to November 2019. Earlier, data was collected from June 2013 to December 2018. As next phase, the data was decided to be collected from November 2019.


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

DATE- 21. 11. 2019 .

Members Present :

Venue: IQAC Office

NAAC committee members.

The second NAAC meeting was held in IQAC office at 12.30 pm with all members.

The following was enlightened in the meeting:

1. The due date for data collection for the period January 2019 to November 2019 was November 25, 2019.
2. Every Friday is a review of work in progress and the NAAC committee members to meet with their works done.

It was also discussed that photographs required for criterion IV to be captured with the help of the system engineers Mr. Sai and Mr. Prince. For criterion I, code for programmes to be finalised upon.

The following aspects of different criteria were reviewed in the meeting:

Criterion I:

- 1) Change of programme code from one character to three characters. For e.g. URH - UG Regular History. The admission software has to include characters.
- 2) MOUs can be increased focusing to improve life skills, transferable skills with Graduate Attributes.
- 3) Dr. Meenakumari, Head, Dept. of Sociology to repeat the holding of certificate and crash courses.
- 4) The Departments to be met individually with Principal and Secretary along with the IQAC Co-ordinator.

Criterion II:

- 1) Research and consultancy cell policies need to be

DATE-

redefined. Faculty members need to present the details to RAC before going out for consultancy.

2) Staff members going for consultancy have to record that with photographs for documentation.

3) MKU website to be checked for Guideship notifications.

Criterion IV:


1) Photographs of college infrastructure need to be documented.

2) Stock register for IT infrastructure need to be maintained.

3) Departments to be insisted upon to maintain separate stock register.

Details about MOOC and econtent videos are to be uploaded in AQAR. Data for Qualitative metrics to be ready by December 2019. Best practices are to be streamlined, extension activities under ROSA, Mother Rose care fund, and distinctive practices like admission policy of the Institution can be included.

It was agreed upon by the members to again meet on December 2, 2019 at 12.30 pm.


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

DATE- 2.12.2019

Members Present:

Venue: A2

NAAC committee members.

The third NAAC meeting was held at A2. It was shared in the meeting among the members that once the specified criteria is completed, the metrics from other criteria should be taken up.

A review of various works done were discussed as below:

Criterion I:

* For metric 1.1.2, the percentage formula was checked.

Criterion II:

* Collection and compilation of office and lesson plan were completed.

Criterion IV:

* All audited bills from Self-finance office were collected and yet to be collected from regular office.

* The number of photographs to be taken were got from 4 staff, 2 more yet to be received. Quotation from the photographer (Aadhi studio) to be asked.

* Discrepancies in the data were found.

Criterion II:

* Regarding Incomplete data and classification on publications was done by calling Heads of the regular departments, SF departments yet to be done.

* It was clarified by the librarian that before 2015, publications in all the journals are accepted.

Qlm:

* The deadline for data collection was fixed as December 2019. Till date, it is completed 4 metrics.

* The members of the meeting reflected on distinctive practices.

The schedule for next meeting was consented to be December 20, 2019.

Sandys

DATE-

Minutes of the IQAC Meeting held on 6.12.19.Members Present

Dr. S. Vidya	(Coordinator)	Sandya
Dr. S. Saira Bani	(Asst. Coordinator)	R. Ramban
Dr. Mary Magdalene	(Asst. Coordinator)	Magdalene
Dr. Arul Michael Selvi	(member)	S. Arul Michael Selvi
Mr. P. Sumedha	(member)	Purnima

- * It was decided that on Dec 9 there will be a Skill Training Programme for the Sub-Staff of Fatima College.
- * It will be a Programme conducted by WEAT and organised by IQAC.
- * It was discussed that Dr. Arul Michael Selvi will be in charge of Welcome address and Vote of Thanks which will be given by one of the Sub staff.
- * Refreshments will be taken care of by Ms. Sujatha.
- * It was decided that Ms. Papitha will be the Resource person who will train the Substaff with Craft from Waste (Making of Doormat from old Saree).
- * Further it was planned that after the Skill Training Session, few games will be conducted as a sort of recreation.
- * Purchase of gifts and mementos will be taken care of by Dr. Magdalene.
- * Yet another proposal was presented during the meeting. It was to organise a session for the Non-Teaching Staff, on 14th of Dec 19.

DATE-

- * A Throwball match will be conducted on 12th Dec'19 and the winners will be given prizes on 14th Dec'19.
- * It was decided that on 14th Dec'19 a session on 'Work-Life Balance' will be conducted for the Non-Teaching Staff in the Smart Room.
- * The Resource person will be Ms. Andresia Michaline, Corporate Trainer / Students' Counsellor.
- * It was also discussed that Cluster College meeting is to be finalised on 9th Dec'19.
- * Another proposal about a session on 'Disaster Management' for the students of NSS was proposed and decided that it will be confirmed on 16th Dec'19.

gs

Sridhar

DATE- 19.12.2019
VENUE: IQAC office

Members from the cluster of colleges met
on 19.12.19 at 2.00pm in the IQAC office.

The following members were present:

Dr S. Vidya
IQAC coordinator
Fatima college, Madurai

Sridya

Dr S. Saira Banu
Asst. IQAC coordinator
Fatima college, Madurai

R. Ranaam
19/12/2019

Dr Mary Magdalene
Asst. IQAC coordinator
Fatima college, Madurai

Mallam
19/12/2019

Mrs P. Sumedha
Head, Dept of English SF
Fatima college
Madurai

Sumedha
19.12.2019

Dr Arul Michael Selvi
Asst. Professor
The Research Centre of Tamil
Fatima college, Madurai

Arul
19.12.2019

Dr L. Meena
Asst. Professor
Dept of Management Studies
Fatima college
Madurai

Meena

Page No. 1

DATE-

Mrs M. Karitha
Head, Dept of Physics
NMS Sermathai Vasan College for Women
Madurai

M. Karitha

Mrs M. Thenmozhi
Head, Dept of Business Administration
NMS Sermathai Vasan College for Women
Madurai

M. Thenmozhi

Mrs R. Ranjani
Asst Professor, Dept of Computer Science
NMS Sermathai Vasan College for Women

R. Ranjani

Mrs G. Selva Rani
Asst Professor of Commerce (CA)
NMS Sermathai Vasan College for Women
Madurai

G. Selva Rani

Mrs R. Veeramani
IQAC Coordinator
Head, Dept of Commerce with CA
Mangayarkarasi College of Arts & Science
for Women
Madurai

R. Veeramani

Mrs Krishnaveni
Research Coordinator
Dept of Physics
Mangayarkarasi College of Arts & Science
for Women
Madurai

K. Krishnaveni
19/12/19

DATE- 19.12.2019

Dr. N. Selvalakshmi
IQAC coordinator
Senthamarai College of Arts
& Science
Madurai

Na Pradeep
19/12/19

Mrs M. Saroja
Asst Prof of Physics
& IQAC Member
Senthamarai College of Arts
& Science
Madurai

MB
19/12/19

The meeting began with a silent prayer.

Dr Vidya, the IQAC coordinator of Fatima college welcomed the group. She then reminded all members to follow the action plan drafted earlier. She also requested members to respond to messages and queries posted in the group.

Members stated the work-in-progress.

Mrs M. Kavitha and Mrs Krishnaneni gave the following inputs:

- As decided earlier, the construction of toilets by NMS Sermathai Vasan college is to begin in
- Youth festival to be held in January '20 to be held by the same college.
- 6 students from Mangayarkarasi college were selected for skill training in Solar Technology in collaboration with IIT Chennai.

Dr Vidya suggested that member colleges can take the lead to initiate activities as Fatima college is gearing for NAAC in July 2020.

Dr Laura Bannu and Dr Magdalene Abraham presented the discussions they had with DHAN representative Mr Klamuhil regarding signing an MOU for rejuvenation of "ooranis".

The following points were tabled:

- a) Rejuvenation of 6 "ooranis" - drinking water source
 - b) Each college to work at the oorani closest to it.
 - c) Each college to have a team of 5 students
 - d) work to commence in Jan and go on till March 2020
 - e) Students will be asked to follow a methodology:
 - Group Discussion
 - Tree Plantation
 - Shramdan
 - Conduct games on water literacy
- * Field visit to be conducted on all week ends from 9.00am to 6.00pm.
 - * Participants have to make arrangements for lunch and transport.
 - * 6 'ooranis' have been identified
 - * A DHAN official would be with the teams to carry out field work.

Suggestions:

- * Mrs Kavitha suggested forming self help groups and getting financial help from Banks. This is to be in collaboration with the centre for Women's studies.
- * Mrs Krishnaveni suggested that staff from Fatima College could give talks on research.
- * Dr Vidya spoke of the one day workshop on XML (Extended mark up language). Member colleges can send 10 students each. This is for the Department of Computer Science.
- * Dr Magdalene spoke of the activities of the English Language Teaching and Training Centre. This centre offers training/induction programmes. She requested member colleges to utilise their services.

The meeting came to a close with Dr Vidya asking member colleges to check with their respective Managements about the continuance of the MOU of cluster of colleges.


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

DATE- 20.12.2019

Members Present:

venue: IQAC office

NAAC Committee members.

The fourth meeting was held at IQAC office at 12.30 pm. The highlights of the meeting were as follows:

1) It was agreed upon that the work, whether clerical or any other nature, should be completed in all respects in its fullest form.

2) Criterion VI was decided to be taken up by the team of Dr. S. Vidya and Ms. P. Kalaiselvi; and criterion VII will be taken up by the team of Dr. Gemine Mary and Dr. S. Saira.

3) Qualitative metrics by Dr. Magdalene and her team. Out of total 36 metrics, each completed around 4 metrics i.e. $3 \times 4 = 12$ metrics.

Suggestions:

1) Non-teaching staff should be made to stay one day specifically for NAAC work.

2) Staff should also be made to stay for NAAC work.

3) It was consented upon that from 8.30 am to 5.30 pm, both teaching and non-teaching staff should stay.

Next meeting for NAAC was fixed as 10th January, 2020 at 12.30 pm.


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

NAAC Data Validation Committee

DATE- 10.01.2020

Criteria I & II

1. Dr. S. J. Kala
2. Dr. N. Malathi
3. Dr. Sr. J. Arul Mary

S. J. Kala
N. Malathi
Dr. Arul Mary

Criterion II

1. Dr. S. Vidya

S. Vidya

Criteria III & VI

1. Dr. S. Saira Banu
2. Dr. Sr. G. Jenita Rani

S. Saira Banu
G. Jenita Rani

Criteria IV & V

1. Dr. G. Germaine Mary
2. Dr. D. Jeya Mala

Germaine Mary
D. Jeya Mala

Qualitative Metrics

1. Dr. Mary Magdalene Abraham
2. Dr. Magima Ragland
3. Dr. R. Saktheshwari

M. Magdalene
Magima Ragland
R. Saktheshwari

NAAC Data Collection Committee

Criteria I, II & III

1. Mrs. P. Kalai Selvi
2. Dr. C. Sujatha

P. Kalai Selvi
C. Sujatha

Criteria IV & V

1. Dr. R. Saktheshwari
2. Ms. N. Jennifer Sharon Sumathi

R. Saktheshwari
N. Jennifer Sharon Sumathi

Criteria VI & VII

1. Dr. M. V. Leena Chandra
2. Dr. K. Sangeetha

M. V. Leena Chandra
K. Sangeetha

Criteria II - Ms. S. Selvarani

S. Selvarani

S. Vidya

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

DATE- 10.01.2020.

Members Present:

Venue: IQAC office

NAAC Committee members.

The fifth meeting held at IQAC office at 1.00 pm.

All the teams attended the meeting.

1) Discussion about the agenda for the meeting to be held on January 14, 2020. In SJS was done and the details were:

a) Prayer - Dr. Magdalene

b) Revised guidelines - Dr. S. Vidya

c) Presentation by collection and validation teams on criteria I to VI

(i) Ms. P. Kalai Selvi - Criteria I, II + III on collection

(ii) Dr. S. Vidya - Criteria II - validation

(iii) Dr. Kala - Criteria I + II - Validation

(iv) Dr. Saktheshwari - Criteria II + IV - Collection

(v) Dr. Sr. Jenita - Criteria III - validation.

(vi) Dr. Germaine Mary - Criteria IV - validation

(vii) Dr. Leena Prema Kumari - Criteria V - collection.

(viii) Ms. Selvarani - Criteria VI - collection

(ix) Dr. S. Vidya - Criteria VI - validation

(x) Dr. Saira - Criteria VII - validation.

d) Discussion and clarifications with & by HODs.

e) Concluding remarks - Principal.

2) As FRC computers were affected with ransomware, it was advised to take back up in Google Drive or in CD/DVD, but specifically not to be backed-up in pen drive or hard disks.

3) The members need to be cautious about allowing other staff members to access the machines in FRC.

DATE-

4) Discussion about media centre was made.
Suggested rooms being L1, L2 or old FRC to
use for recording which can later be used to
put as in media centre.

It was consented to meet on 14th January
2020 at 11 am at SJS.


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

DATE- 27. 01. 2020

Venu: FRC

Members Present: Dr. Saira Banu (Asst. Coordinator) & Ramaban
Dr. Mary Magdalene (") Mynduldr
Dr. S. Akil Michael Selvi (Member) & Amul
Dr. D. Jeyanala (") Ar
Dr. C. Sujatha (") C. Sujatha
Dr. L. Meera (")
Ms. P. Sumedha (") P. Sumedha

The topic for discussion for the meeting was regarding the Seminar in Sermathai College and Fire Safety Session.

- It was decided that since the seminar concerns the business related students from B. Com and B.B.A can participate.
- It was proposed that on 29th of January there will be a session on Fire Safety.
- It was informed that 3 staff and 24 students (Dept of Industry and Fire Safety) of Subbulakshmi Lakshminipathy College of Arts and Science were the key organisers alongwith the team of IQAC from Fatima College.
- Committees were formed to take care of the various duties.
 - * Invitation, PPT, inviting the Sisters/Welcome Add - IQAC
 - * MC, VOT, Prayer Song - Dr. Meera.
 - * Refreshment / Lunch - Dr. Sujatha / Dr. Amul Michael Selvi
 - * Memento - IQAC.
- It was finalised that Dr. Velankani will take care of the arrangements in the ground for the fire safety demonstration.
- Timing : SHIFT I - 3pm
SHIFT II - 11am.


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

DATE-12.02.2020

Members Present:

Venue: Principal's room

Principal, Secretary, HODs and NAAC committee.

Following were the highlights of the meeting:

- 1) The meeting started with a prayer by Dr. Magdalene
 - 2) Dr. Kala presented criteria I & II
 - 3) It was insisted to meet once in a week and share about work with each other
 - 4) Dr. Vidya presented criterion II
 - 5) Final admission file need to be checked
 - 6) Programme code need to be revised
 - 7) Value added courses should be assigned with course code
 - 8) Controller of Examinations, Deans, Dr. Sakayamani (Senior faculty of Arts) and Dr. Madonna (Senior faculty of Science) have to form codes for value added courses.
 - 9) The database received from office were not as required
 - 10) Dr. Saisa presented criterion III. The metric 3.1.1 pertains to policy for research.
 - 11) Policies need to be devised reflecting Vision and mission of the institution.
 - 12) Seed money account to be settled.
 - 13) Consultancy policy can be evolved. For e.g. Jail inmates height & weight. Departments need to identify how to tap resources and carry out consultancy.
 - 14) Opting out metrics needs to be discussed.
 - 15) Dr. Germaine Mary presented criterion IV.
- * Photos completed by Friday (10.2.2020)
 - * Financial documents of the library need to be verified
 - * Stock registers for all machines.
 - * Video demonstration to be made before 12.2.2020, 10 videos per department.
 - * Video conferencing facility to be installed.
 - * 10 machines to be installed in hostel. Libnet to be kept open till 8 pm and also on Saturdays.
 - * Smart board usage.
 - * ICT budget to be discussed with managers.

DATE-

- * Need to check Manna bill from canteen
- * for Q/m, a cross-checking with St. Joseph's College to be done whether pictures are allowed.

Names Suggested for Review Committee:

1. Dr. Medonna - Head
2. Dr. Jeyanthi
3. Dr. Madhavi
4. Dr. Felicitas
5. Dr. Jeyamala
6. Dr. S. Raju

And in stand-by, Dr. Alphonse Fernando and Dr. Rosemary Euphrasia were suggested. The team to be communicated through Dr. S. Vidya, and to be given with guidelines.

* Faculty to be present in campus from February 17th to 28th i.e., shift I from 2 to 4 pm, and shift II from 10 am to 12 pm.

* Four heads to make a presentation and audience will be other heads.

* During visit, in the morning session tips to be given by Review committee, and after noon session Heads will present.


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NAAC Data Validation Committee

- As formed earlier -

NAAC Data Collection Committee

- As formed earlier -

NAAC Data Review Committee (Criteria I to VII)

Criteria I & II

1. Dr. A.I. Audilia Felicitas

2. Dr. T. Jeyanthi Vijayasan

Criteria II & III

3. Dr. Mathavi Manisekar

4. Dr. B. Medona

Criteria VI & VII

5. Dr. S. Raju

6. Dr. D. Jeyamala

* Finally criteria IV to be shared.

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DATE- 17.02.2020

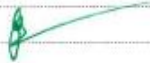
Members present:

Venue: Principal's room

NAAC Review Committee

The meeting was held at Principal's room with Review group along with Dr. S. Vidya.

Dr. Jeyanthi and Dr. Felicitas presented about criteria I & V. Review on both criteria were made and finalised by the members of the meeting.



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DATE-29.02.2020

Members Present:

Venue: Principal's room

Dr. Cecil

and NAAC committee members

Meeting with Dr. Cecil and Committee members was held at Principal's room. The highlights of the meeting were as follows:

Dr. Kala presented the following regarding Criterion I:

- 1) In the metric 1.1.2 - Percentage should be aggregate for one course (major). Each row should have link. For eg. if 40 courses, then 40 links in excel sheet. (Do not alter columns). Within cell, entrepreneurship and employability to be shown. (Activities are not ok)
- 2) For name lists, use serial numbers, and specify total numbers in the sheet itself.

Dr. Saba presented the following regarding Criterion II:

- 3) In the metric 2.2.2, teachers in the last five years, is that 205?
- 4) SOC to be included by Ms. Suganya
- 5) Parent University guidance
- 6) One department for funding
- 7) In the metric 3.4, regarding Research, faculty exchange, Internship etc, title should be given as any of these, nature should be conference.
For e.g.
Title - Research
Nature - Paper Presentation
- 8) HRA paid before July 8th, 2019-20 is the current year.

Criterion III:

- 9) In the metric 4.1.1:

- (a) Money to be given in lakhs
- (b) Audited statement is the evidence of the same.

Criterion IV:

- 10) Proof of Certain competitive exams to be given by the

departments, which will be useful for NIRF ranking of the institution.

11) Certificates to be checked for inter-university competitions.

12) In the metric 5.1.3:

- * Awareness of trends to be possessed by all. Lack of computer literacy, because to be included as part of curriculum.

- * All the details to be present in the website.

13) In the metric 5.4.2.

- * Audited statements to be shown

- * Registration fee can also be included.

14) Profile - no need of NIRF & AICTE

15) Under metric 6.2.3 - note for all screen shots. write notes.

Criterion vi:

16) Under 6.3.4 - Off-campus placement details can be shown, and under 6.3.3 - On-campus placement details can be shown.

17) Place and exact title of institutes and FDP need to be mentioned.

Criterion vii:

18) Under metric 7.1.2:

- * In the report of energy audit, biogas is to be marked

- * Year and signature to be added.

- * Sensor based tape to be fitted

- * Waterlogged photos to be sent.

19) Under metric 7.1.6:

- * Landscaping

- * Disinfectant based Green auditor

- * Tree count for the year 2020 in the campus

- * Industrial visits to Pollution control board

- * Photos to be submitted with caption and date

- * Mission related words to be included.

20) Various queries of the members were answered related to:

- * Master time table in criterion 18
- * Creatag is to be checked
- * Not to split the cells
- * Portable LCPs in all classrooms
- * In 4.1.2 - 100% to be made
- * In 4.1.4 - minimum of 15% is to be in Infrastructure to get full scoring
- * For Library Infrastructure, 15 to 20% to score full
- * Investment in Augmentation is higher than maintenance of Infrastructure
- * In 4.2.2, data related to books to be completed first and then to other categories
- * Annual report data can be called out and signed by Principal
- * Team to work on technical aspects
- * All the pages need to be scanned
- * Mani stela, Vijayawada can be contacted regarding library
- * Off class / during class can be calculated for monthly or weekly
- * Database is to be printed and signed by librarian & the Principal.
- * Effective use of library to be made by staff and students.
- * The minimum ratio of computers to students is 1:15 is required. Library is used by students only. Desktops can only be used.
- * Repetition to be avoided unless projected for different reasons.
- * For research papers, all papers to be included irrespective of having links. Links should take us to the paper specifically. It can also be stored in the college server in PDF format.
- * Regarding academic consultancy permitted to faculty, Management allows staff to retain entire honorarium magnanimously and so fund generated could be documented. (Suggestion by Dr. Cecil)

- * Seed money provided by the Management to promote activities are not returned to the Management.
- * Internships to be taken up for 4 weeks.
- * 80% of students should be employable / become entrepreneurs.
- * SC & ST quota seems inapplicable.
- * Under metric 6.8.3, IQAC activities for all the activities for 5 years can be shown.
- * In criterion vi, before 5 years and currently how in villages.
- * In metric 7.1.10, code of ethics to be passed in Governing body.
- * Annual awareness programmes on code of conduct to be conducted.
- * For metric 7.1.10, minutes to be got ready.
- * Ponds and bunds.
- * Dr. Roseline made the presentation, and suggestion to make it precise with data.
- * Dr. Germaine mentioned about In-house journal and Ph.D. guideship.
- * LED pictures are not visible.
- * Student achievements to be shown under the heading placement.
- * Stock register maintenance in Chemistry / Home Science.
- * Status of feedback, not passed in governing body was discussed.
- * MAC to be written in capital.

Dr. Cecil recommended the following:

1) NAAC visit is for 2 days - On day-1, the peer team visits and makes a checking on all tangible / intangible items

a) Principal

b) IQAC (10 minutes)

c) Heads presentation

* To impress the peer team with first 3 slides

- * Quantitative data to be given
- * Highlight three points about department
 - * show vision and mission
 - * Programmes and courses
 - * Innovative curriculum and pedagogy
 - * Student-centred procedure to be adopted
 - * SWOT analysis
 - * Best practices to be chosen & presented
 - * Future plans
 - * SAIL, online progession details.
 - * Sanctioned & admitted strength
 - * prepare pamphlets or flyers in 4 pages, and to be given before presentation
- d) further, following aspects were discussed:
 - * Short period of 3 more months to go
 - * Number of metrics from department
 - * Scanning of documents & generation of pdf
 - * Supportive documents link to be given in website
 - * Principal & secretary to devise policy and finance plan for criteria IV, V & VI
 - * College website to be enhanced
 - * SSR pages to be upto 100 or 120
 - * Quantitative & qualitative metrics to work together
 - * Full scoring in 2.7.1 a; survey (200 points)
 - * New entrants to be trained in June / July
 - * ERD preparation:
 - Qm to be included along with SSR
 - Qm in the departmental data
 - Common items to be shown under 1946
 - 7 files to be displayed for 7 criteria.
 - * Policies to be written, signed, passed in governing body, and displayed in website
 - * Capability enhancement schemes to be put up in college website
 - * Additional documents for criterion I to be plenty

DATE-

* Standard Operating Procedures to be followed strictly.
SOPs related to financial aspects to be presented together by Principal and Chartered Accountant, and other aspects can be done by the Principal.

* Criteria:

→ PVR (Excel)

→ Uploading in PDF format

→ Displayed in website (interns)

* Team 1 - Audio/Video

Team 2 - web content

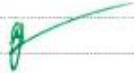
IQAC can coordinate completion of stock checking

* Six themes to be presented for best practices.

Academic, administrative & extension themes to be eliminated. Best practices to be captioned in a catchy way, & not to be repeated same as 2nd cycle. ($30 \times 4 = 120$)

* Distinctiveness to be exclusively different, it cannot be holistic development, but to be more specific.

* Action taken report.




IQAC CO-ORDINATOR
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DATE-4.3.2020

Members present:

Venue: SJS

Heads & NAAC Incharge staff members

The meeting for Heads & NAAC Incharge staff members was held on 04.03.2020 in SJS. The meeting pertained to the following:

- 1) The NAAC assessment year will be counting backwards for 7 years (5+2 years) from 2019-20 to 2013-14.
- 2) Handouts were provided that consists of SOPs, template in excel sheets, and how to fill the excel sheets, and also the data requirement, and just the overall details.
- 3) Important points to be noted:
 - a) scheduled meeting with the departments were arranged and the data were checked.
 - b) Information for filing works and maintenance of the files were instructed.
 - c) the total score of overall metrics is 107.
 - d) The departments need to maintain the files, after completion of the scheduled meeting.
 - e) The departments were asked to send the collected data to NAAC committee.
- 4) Each staff to submit two e-material videos, and the video e-material production instructions were given.
- 5) List of active MOUs signed to be provided by the departments. Activities under MOUs to be shown between the period March to May 2020.
- 6) Programme and course terminology of the departments to be clear. The NAAC team will provide the programme codes to the departments.
- 7) The departments were asked to send PO, PSO and COs if not sent. The COs alone without syllabus to be displayed in the college website.


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DATE-6.3.2020

Members Present :

Venue: SJS

Office Staff.

The NAAC meeting for office staff was held in SJS and the substance of the meeting was as follows:

→ The NAAC period pertains to 7 years (5+2 years)

1) From NAAC point of view, it was told that there is no difference between shift I & II staff & students:

a) Full time sanctioned staff details, including both Government & Management faculty

b) 90% class handling. 'Not eligible' staff alone to be shown as Part-time

2) List of students with their total strength:

a) Those enrolled after 31st August

b) Those admitted in the first round.

3) Staff details about Degree certificate, Guidance, Minor or other funding to be provided.

4) Audited statements for Mother Rose endowment fund to be provided along with philanthropists details.

The receipts & expenditure details also to be provided as per the criteria 6.4.2

5) Institution policy to be given, 'b' not will be framed by IQAC

6) Geotagged photographs to be taken and to be filed for reference.

7) Appointment orders to be available in filing.

8) Details of foreign students - Lists with full names, passport & visa details, domicile certificates, course completion in abroad details to be maintained.

9) Name lists for everything to be maintained in office.

10) Need to maintain disabled students' list

highlighting the reasons for the same.

11) Though one year is specified in the NAAC requirement, the office to maintain for 7 years.




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DATE- 10.03.2020.

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Members present:

Venue: IQAC Office

NAAC Validation & Collection Committee

The following were discussed in the meeting:

- 1) Schedule to be separated for validation and collection team, and also separate schedules for Office & departments.
- 2) Programme code to be finalised
- 3) slight difference in the department data and uploaded data was found
- 4) Syllabus hard / soft copy with respect to Citation I
- 5) Paper requirements for Print-out
- 6) Metric-wise data.



Sandhya
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DATE-12.03.2020

Members present:

Venue: SJS

Heads of the departments

The following aspects were discussed in the meeting held at 9.30 am:

- 1) Data (both qualitative & quantitative) was found to be different between uploaded data and department data
 - 2) Programme code will be with 4 characters
 - 3) Feedback to be compiled for alumnae & students separately by the departments
 - 4) The order of filing will be like 2013-14 in the bottom to 2019-20 in the top
 - 5) The department requirements for papers and toners can be met from office.
 - 6) Heads of the department are to make a request to Sr. Annapia Mary for their requirements
 - 7) Qualitative & Quantitative metrics are different.
- The following suggestions were made in the meeting:-
- 1) Antivirus software need to be installed for all the departments
 - 2) Due to slow processing, the RAM size to be increased.
 - 3) Website space usage was 52 GB usage / 90 MB
 - 4) A register for caste discrimination to be maintained in office
 - 5) Dr. Cecil along with Mr. Jude will visit us & the date will be confirmed. Mr. Jagannathan, ANSA college agreed to join on the same day.
 - 6) Dr. Geemine suggested placing a cross in the IQAC room
 - 7) ROVAN purchase order need to be checked
 - 8) Departments machine complaints need to be presented
 - 9) The System Engineers need to visit the departments on March 13th, to check for complaints


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DATE- 20.05.2020.

venue: Jubilee Hall

Members present:

NAAC collection and validation committee

The following aspects were discussed in the meeting held at 10 a.m in the Jubilee Hall:

* Data collected were presented by the respective members for various criteria. Changes to be made in the data collection formats were discussed and finalised.

* NAAC validation committee presented the missing details for various criteria and also listed the departments' status with respect to the data.

* The meeting ended up with plan for forthcoming weeks, and collection and validation works to be carried out.



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