

FATIMA COLLEGE

(Autonomous)

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

Mary Land, Madurai - 625 018.

INTERNAL QUALITY ASSURANCE CELL (IQAC)



MINUTES OF THE IQAC MEETING

2023 - 2024

Date 12.06.2023

VENUE: IQAC OFFICE

Members Present:

- * Dr. K. Rosemary Euphrosia
- * Dr. E. Helena
- * Dr. R. Saktharwari
- * Dr. S. A. Sujja
- * Ms. P. Sume
- * Dr. L. Meena
- * Ms. B. Usha
- * Dr. C. Sujath

Agenda: Year Plan

The first meeting of the academic year 2023-24 started with a prayer. The IQAC Coordinator, Dr. K. Rosemary Euphrosia greeted the gathering and wished the members success in the future endeavours. She thanked the team for their cooperation and constant support. Then she elaborated on the 'Year Plan'. The points discussed in the meeting were:

- * All the members of the IQAC are expected to sit together and share the work equally
- * Student Induction Programme to be conducted for the new entrants - senior staff will handle the sessions
- * Faculty Induction Programme to be conducted for the newly appointed staff
- * Faculty Enrichment Programme to be conducted
- * A capacity Building Programme for the non-teaching staff and a Skill Training Programme for the support staff to be organised
- * Programmes to be organised for the

Date _____

staff and the students of sister colleges

* Fruitful collaborative activities should be planned with the colleges under MAU

* Reports of AQAR, NIRF and AISHE to be submitted on time - the team should be involved in data collection at the earliest

* The External members of the team are

Dr. A. Rose Venis - Academic Expert

Dr. D. Deepa - Alumna

Mr. B.T. Bangera - Industrial Expert

* IQAC meeting with the External Experts should be organised

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

Date 14.06.2023

VENUE: IQAC OFFICE

Members Present:

- * Dr. K. Rosmary Euphrasia
- * Dr. E. Helena
- * Dr. R. Dattaramani
- * Dr. S. A. Sujja
- * Ma. P. Sumadha
- * Dr. I. Meema
- * Ms. B. Usra
- * Dr. C. Sujatha

Agenda: Organising Student Induction Programme (Deekshasamb)

The meeting started with a silent prayer. The IQAC coordinator Dr. K. Rosmary Euphrasia greeted the members and briefed the details with regard to student induction programme. The points discussed were:

The programme will commence on 19 June 2023 and end on 30 June 2023.

- * A detailed schedule for the entire programme has been drafted.
- * Ms. A. Sneha Reselin will coordinate the programme. She is responsible for contacting the Resource Persons and confirming the dates. A detailed report of the programme to be sent by her to the IQAC.
- * Feedback from the students would be collected by the IQAC through appropriate link.
- * The college photographers would be informed of taking photographs during the sessions.

Date _____

* welcome address and vote of thanks for all the sessions to be given by Ms. A. Sneha Baselin

* The members of the IQAC to send their support to Ms. A. Sneha for the successful conduct of the programme.

* The office bearers of the student council will also assist in coordinating the programme.

* The meeting came to an end with the coordinators thanking the members.

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

Date 01.08.2023

VENUE: IQAC OFFICE

Members Present:

- * Dr. K. Rosemary Euphrasia
- * Dr. E. Helena
- * Dr. R. Lakshmi
- * Dr. S. A. Sujja
- * Ms. P. Sumedha
- * Dr. J. Meena
- * Ms. B. USA
- * Dr. C. Sujatha
- * Dr. R. Velamkani, Mahajan

Agenda: Plan for Faculty Induction Programme and Fitness Programme

The meeting started with a silent Prayer. The IQAC Coordinator Dr. K. Rosemary Euphrasia welcomed the gathering and presented the agenda of the meeting: discussion on the Faculty Induction Programme and 'National sports week'. The points discussed were:

Faculty Induction Programme:-

- * A list of all the newly appointed staff and other staff who would attend FIP to be prepared
- * FIP will be conducted from 28 August to 31 August, 2023 at SJ/A2
- * The members of the management and senior staff of Fatima College will be the Resource Persons
- * The team was instructed to monitor the smooth conduct of the sessions each day

* Duty Allotment

- 28.08.2023 - Dr. I. Meena

Inauguration: welcome Address - Dr. R. Satheswar

Preamble - Dr. F. Helena

- 29.08.2023 - Ms. B. Uska

- 30.08.2023 - Dr. R. Satheswar

- 31.08.2023 - Dr. C. Sujatha

Valediction: Vote of Thanks - Dr. S. A. Sujja

* Feedback link to be shared with the participants on 31 August 2023

* The members of the IQAC to be present on the final day for a group photo

National Sports week:-

The coordinator welcomed Dr. R. Velankanni Matharani, the Physical Directress to the meeting. She said that programmes commemorating 'National Sports week' will be organised by the Physical Directress in collaboration with the IQAC.

The activities planned were:-

* Tournaments to be organised

- Basket Ball

- Kho-Kho

- Volley Ball

Date _____

* FIT India Pledge on 22 Aug-2023

* Fitness Activities by the students

The meeting came to an end with Dr. K. Rosemary, Faculty thanking the team and the Physical Director.


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

Date 21-08-2023

VENUE: IQAC OFFICE

Members Present:

- * Dr. K. Rosemary Euphrasia * Dr. E. Helena
- * Dr. R. Sathiyawasi * Dr. S. A. Sujia * Ms. P. Sumedha
- * Dr. L. Meena * Ms. B. Usfa * Dr. C. Sujatha

Agenda: UMIS ID Creation

The meeting started with a silent prayer. The IQAC Coordinator ~~Dr. K. Rosemary Euphrasia~~ welcomed the ~~staff~~ and briefed on the need to create UMIS ID for each student. She further elaborated on

- * The objectives of UMIS (University Management Information System) ID Creation

- * Mode of collecting data from the students

- * Orienting the staff with regard to
 - uploading the data on the portal
 - Verification of EMIS with UMIS

Then, a discussion on creating UMIS ID followed in which the members suggested ways to do the same. After consolidating and analysing the suggestions, the coordinator presented

The decisions taken. It was decided that

* Google form to be created for collecting the data

* The class teachers will upload the collected information on the portal

* Orientation session to be given to the staff of shift I on 27 Sep. 2023 and staff of shift II on 6 Oct. 2023

The meeting came to an end with the coordinator thanking the members

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

Date 11.09.2023

VENUE: IQAC OFFICE

Members Present:

* Dr. K. Rosemary Euphonia * Dr. E. Helena
* Dr. P. Lakshmi * Dr. S. A. Sujja * Ms. P. Sumedha
* Dr. L. Meema * Ms. B. Vafa * Dr. C. Sujatha

Agenda: Organising a Career Guidance Programme for III UG & II PG students

The meeting started with a prayer. The IQAC Coordinator Dr. K. Rosemary Euphonia greeted the members and briefed the details regarding the Career Guidance Programme to be organised for all III UG (both shifts) and II PG students on 16 October 2023 from 12.30 to 01.30 p.m. The points

discussed were:-

* Staff of Madurai District Employment Office will address the students on that day at Jubilee Hall.

* The members of the IQAC were given duties on the day of the programme:

- Stage arrangement : Dr. C. Sujatha
- Refinement : Dr. S. A. Sujja
- Prayer song : Dr. E. Helena
- Welcome Address & Vote of Thanks : Ms. P. Sumedha

Date _____

* The members of the Student Council can be requested to maintain discipline throughout the programme.

The meeting came to an end with the coordinator thanking the team for their cooperation and coordination.

K. Benzlyde

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

Date 10.10.2023

VENUE: IQAC OFFICE

Members Present:-

* Dr. K. Rosemary Euphonia * Dr. F. Helena
* Dr. R. Sathyanwasi * Dr. S. A. Sujja * Ms. P. Arumedia
* Dr. L. Meena * Ms. B. Uska * Dr. C. Sujatha
* Dr. M. Meena Kumari * Dr. S. Arul Jothi

Agenda: Organising an awareness programme on the welfare schemes for women

The meeting started with a silent Prayer. The IQAC coordinator Dr. K. Rosemary Euphonia greeted the members of the IQAC staff from the Department of Sociology and Women's Cell & briefed the requirements of the "Widows and Orphan Women Welfare Board" of Tamil Nadu, regarding the conduct of an awareness programme to be organised on 18 October 2023 in collaboration with Fatima College. The points discussed were:

- * Staff of the department of sociology and Women's Cell will take care of the conduct of the programme
- * As the ministers Ms. Moolay and Mrs. Geetha Jeevan, and other Higher officials would attend the programme arrangements for welcoming them in

All Time

the lobby should be made
 * Refreshment will be taken care by
 the welfare Board

* Duty allotment:

• stage arrangement

• Report writing - women's cell

• Prayer

• welcome address

• Vote of Thanks - Dept. of Sociology

* The members of the Student Council
 can be requested to maintain
 discipline throughout the programme

The meeting came to end with
 the coordinator thanking the gathering

K. Rangaswami

IQAC Co-ordinator

Fatima College (Autonomous)

Madurai - 625 018.

Date 16.10.2023

VENUE: IQAC OFFICE

Members Present:-

* Dr. K. Rosemary Euphrasia * Dr. E. Helena
* Dr. R. Saktharajani * Dr. S. A. Sujia * Ms. P. Sumedha
* Dr. J. Meena * Ms. B. Usta * Dr. C. Sujatha
* Dr. K. Jatha * Dr. M. Pappa

Agenda: "My Language, My Signature" Campaign

The meeting started with a prayer. The IQAC Coordinator greeted the members and briefed the recommendations of the UGC with regard to the 'Bharat Bhasha Utsav'. It was decided that in collaboration of the Dept. of Tamil and staff of Hindi "My Language, My Signature" campaign will be organised on 20 October 2023. The students who could write in any of the Indian languages should be identified and encouraged to ~~take part~~ in the campaign. The members of IQAC and the staff of Tamil Department will facilitate the same on that day. The Coordinator thanked the members present at the end of the meeting.


K. Rosemary
IQAC Co-ordinator
Fatima College (Autonomous)
M.

Date 16.10.2023

VENUE: IQAC OFFICE

Members Present:-

* Dr. K. Rosemary Euphrasia * Dr. E. Helena
* Dr. R. Sathyanarayanan * Dr. S. A. Sujja * Ms. P. Samedha
* Dr. L. Meena * Ms. B. Usta * Dr. C. Sujatha
* Dr. K. Jatta * Dr. M. Pappa

Agenda: "My language, my signature"
Campaign

The meeting started with a prayer. The IQAC Coordinator greeted the members and briefed the recommendations of the UGC with regard to the 'Bharatiya Bhasha Utsav'. It was decided that in collaboration of the Dept. of Tamil and staff of Hindi, "my language, my signature" campaign will be organised on 20 October 2023. The students who could write in any of the Indian languages should be identified and encouraged to take part in the campaign. The members of IQAC and the staff of Tamil Department will facilitate the same on that day. The Coordinator thanked the members present at the end of the meeting.


K. P. S. Prasad
IQAC Co-ordinator
Fatima College (Autonomous)

Date 31.10.2023

VENUE: IQAC OFFICE

Members Present -

- * Dr. K. Rosemary Euphrasia * Dr. E. Helena
- * Dr. R. Saktheshwari * Dr. S. A. Sujja * Ms. P. Sumedha
- * Dr. J. Meena * Dr. C. Sujatha

Agenda: Convening IQAC meeting with External members

The meeting started with a silent Prayer. The IQAC Coordinator Dr. K. Rosemary Euphrasia greeted the members of the IQAC and informed that a meeting with the External members should be convened in the month of November. The points discussed were:-

- * The meeting is proposed to be conducted on 29 November 2023
- * Invite letters to the External members will be sent in the first week of November
- * As the report of the college is already sent to two of the Experts, the Coordinator will focus on presenting a brief report of the activities, along with Action Taken Report and Action Plan
- * Duties on the day of the programme:
 - Master of Ceremony : Dr. B. Usha
 - Minutes of the meeting : Ms. P. Sumedha
 - Welcome address : Dr. R. Saktheshwari

Date _____

• Refreshment and lunch : Dr. S. A. Sujja
Dr. C. Sujatha

The meeting came to an end with the coordinator Dr. K. Rosemary Buprasia thanking the members.

K. Remylyli
IQAC Co-ordinator
Fatima College (Autonomous)

Date 29.11.2023

VENUE: SJ5

Members of the Internal Quality Assurance Cell (IQAC) along with the External Members met on 29.11.2023 to review the activities of the College for the academic year 2022-2023 and to give suggestions for improvements:

The following members were present:

1. Dr. Sr. G. Celine Sakaya Mary *Sr. G. Celine Sakaya Mary*
Principal
2. Dr. Sr. M. Francisca Flora *Sr. Francisca Flora*
Secretary
3. Dr. K. Rosemary Euphrasia *K. Rosemary Euphrasia*
Associate Professor of Computer Science & IQAC Coordinator
4. Dr. E. Helena *Helena*
Assistant Professor of Mathematics & Asst. Coordinator of IQAC.
5. Dr. R. Saktheshwari *Saktheshwari*
Assistant Professor of English & Asst. Coordinator of IQAC
6. Dr. Sr. M. Fatima Mary
Vice-Principal-I (SRJF-I)

All Time

Date

7.	Dr. R. Dayana Christy Vice-Principal-II (Shift-I)	Report 29.11.2023
8.	Dr. Sr. G. Jenita Rani Vice-Principal-I (Shift-II)	Report 29/11/23
9.	Dr. M. Meenacki Vice-Principal-II (Shift-II)	11.11.23
10.	Dr. M. Meenakumari Dean of Arts	Report
11.	Dr. M.V. Leena Chandra Dean of Science	Report
12.	Mrs. V. Mageshwari Dean of Self-Financing	Report
13.	Dr. S. J. Kala Dean of Research	S. J. K.
14.	Dr. B. Medona Head, Department of Chemistry	B. Medona
15.	Dr. S. Vidya Head, Dept. of Computer Science	S. Vidya
16.	Dr. L. Meera Assistant Professor of MBA	ABSENT
All Time		

Date _____

17. Mrs. B. Usha
Asst. Professor of MCA

Usha B

18. Dr. S. A. Sujia
Asst. Professor of Tamil

Sujia

19. Mrs. P. Samedha
Asst. Professor of English (SF)

P. Samedha

20. Dr. C. Sujatha
Librarian

C. Sujatha

21. Mr. H. Vincent
Placement Officer

H. Vincent

22. Mr. B. T. Bangera
Managing Director
Hi-Tech Arai Pvt. Ltd.,
Madurai - 625014.

B. T. Bangera

23. Dr. A. Rose Veris
Dean of IQAC
Associate Professor of Chemistry
St. Joseph's College (Autonomous)
Tiruchisappalli - 620002.

A. Rose Veris

24. Dr. D. Deepa
Asst. Professor, Dept. of Management
Studies, Madurai Kamaraj
University, Madurai - 625021.

D. Deepa

All Time

Date _____

25.	Sr. F. Drockia Mary Office Manager (Shift-I)	Sr. Drockia Mary
26.	Sr. S. Stella Aul Mary Office Manager (Shift-II)	Sr. Shree
27.	Ms. S. K. Jaya Harini III B.A. History - President Students' Union - (Shift-I)	Sr. Harini
28.	Ms. R. Swarna Meera III B.A. JMC - President Students' Union - (Shift-II)	Swarna

The meeting commenced with a soulful prayer by the college staff choir. The Assistant Coordinator of IQAC Dr. P. Saktheswari welcomed the gathering and also introduced the external members, Dr. A. Rose Venis, Member Secretary and Dean of IQAC and Associate Professor of Chemistry, St. Joseph's College, Tiruchappalli; Mr. B. T. Bangera, Managing Director of Hi-Tech Arai Private Limited, Madurai; and Dr. D. Deepa, Assistant Professor, Department of Management Studies, Madurai Kamaraj University, Madurai. The formal welcome was followed by Dr. K. Rosemary Euphrasia, Associate Professor

All Time

of Computer Science and the Coordinator of IQAC who took up the session and presented an exhaustive report highlighting the important activities of the college. In her presentation the coordinator touched upon the accomplishments, best practices, MoU's signed and action taken based on the recommendations given by the experts in the previous meeting. A well charted Action Plan for the forthcoming year was also presented by the IQAC Coordinator. She also pointed out that the meeting was the first meeting after NAAC accreditation and proudly informed the forum that Fatima College secured 'A++' by NAAC, Cycle IV and the autonomy status of the institution is extended to 10 more years from 2022-2023 to 2031-2032.

The presentation session was followed by a discussion session where the following points were discussed:

- Dr. Rose Veris pointed out that department activities could also be highlighted in the presentation.
- He also felt that conduct of academic audit once in two years is

of Computer Science and the Coordinator of IQAC who took up the session and presented an exhaustive report highlighting the important activities of the college. In her presentation the coordinator touched upon the accomplishments, best practices, MoU's signed and action taken based on the recommendations given by the experts in the previous meeting. A well charted Action Plan for the forthcoming year was also presented by the IQAC Coordinator. She also pointed out that the meeting was the first meeting after NAAC accreditation and proudly informed the forum that Fatima College secured 'A++' by NAAC, Cycle IV and the autonomy status of the institution is extended to 10 more years from 2022-2023 to 2031-2032.

The presentation session was followed by a discussion session where the following points were discussed:

- Dr. Rase Veris pointed out that department activities could also be highlighted in the presentation.
- He also felt that conduct of academic audit once in two years is

too long a period.

→ Dr. B. Medona, Head, Department of Chemistry, stated that the norms given after the accreditation does not demand for Academic Audit every year.

→ Dr. Venis suggested to have atleast an internal audit each year to facilitate better functioning of the departments.

→ He also pointed out that the enrolment of students in MOOC courses is ^{little} less and advised to initiate strategies for a good number of enrolment.

→ As a response to the external member's query Dr. Sr. Fatima Mary, Vice-Principal-I (Shift-I) told that each department has Value Added Certificate and Crash Courses.

→ Mr. B.T. Bagera, Managing Director of Hi-Tech Arai, congratulated Fatima College on achieving the 'A++' status and hoped that the accreditation will be maintained thus.

→ He also emphasised on the steps to be taken to procure NIRF Ranking within 100.

→ Further, he put forth the perks of having collaborations with foreign universities especially on Student Exchange Programmes.

- He also underscored on Industry connect and advised to have programmes in collaboration with industries.
- Mr. Bagera also stressed on having twinning programmes wherein the students are given the flexibility to undertake the first year of the course in Fatima College and the remaining years in any other institution with which the institution has collaboration.
- He further articulated on the initiatives taken up by NEP (National Education Policy) where in the near future the possibility of collaboration by the foreign universities will be more in number and thus he expected a productive preparedness by Fatima College.
- He was too appreciative of the college holding the nomenclature - Fatima Institute of Management for the Professional Courses and enquired whether it functions separately.
- Dr. Sr. G. Jaita Rai, Vice-Principal-I (Shift) replied that the college is working towards making the Professional Courses function as a separate body.
- Dr. D. Deepa, Assistant Professor, Department of Management Studies, Madurai Kamaraj University expressed her gratitude for

being invited for the meeting and congratulated on the soaring success of Fatima College, her Alma Mater.

→ In her deliberations she pointed out that the process of compiling data for NIRF accreditation could be done Criteria Wise.

→ Dr. Deepa also insisted on the importance of collaboration with industries and to have internships and Mini-projects.

→ To a query raised by Dr. Venis regarding the Placement percentage of MBA, Mr. H. Vincent, the Placement Officer, informed that last year around 85 companies had come for Campus Interview.

→ Dr. Venis also provided his valuable suggestion on the formation of a separate team to work for NIRF and insisted to fit the data correctly.

→ To a question on the number of chapters by the Fatima College Alumnae Association (FCAA), Dr. Kala, The Dean of Research, replied that the college has 7 National and 3 International Chapters so far.

→ Mr. Bagera insisted on a separate cell for accreditation which could be coordinated by the IQAC.

→ Dr. Deepa presented her apprehensions towards the collection and documentation of data from the departments. Thus she felt that department data collection should be on regular intervals.

→ Dr. Veris, shared the functioning of IQAC of his institution pointing out how information about the activities are intimated to the IQAC, from where the news is announced to all other departments. He also highlighted the importance of having Academic Audit at the end of March to facilitate the department to get the data from the students, especially the outgoing batch, before they leave the institution.

→ Mr. Bangera too offered his valuable suggestion that a committee can be formed for the outgoing batch nominating students as president and secretary and meetings at regular intervals could be convened to get in touch with the batch of outgoing students.

→ In his discussion he expressed his wish that Fatima College increases its pace of growth and the heights to which the institution has reached within these

70 years could be doubled in at least 5 to 10 years of strenuous effort.

→ To concretise his views Mr. Bangera suggested the need for out of Box thinking and plans to have outstation branches. He also expressed his view that a committee could be formed to foresee and act accordingly.

→ In addition to his suggestion Mr. Bangera reinstated that in future Foreign Universities will have plans to get themselves linked with good colleges. The institution must gear itself and chart out a five year plan and think of some innovative strategies.

→ He enquired whether there were any multi-disciplinary courses or faculty exchange programmes carried out. He shared the functioning of his company and elaborated on hybrid mode of collaboration. He also suggested that if physical collaboration with foreign colleges is not possible then the institution can think of having online courses offered to such institutions.

→ Dr. Veris advised the college to have an LMS (Learning Management System) where the staff can create modules which could be fed into MOODLE.

→ Dr. S. J. Kala pointed out the functioning of Self-learning Course, ^{at the same time} but also explained that it is done only physically and not online.

→ Dr. Deega recommended that awareness about various scholarships, like the Fulbright Scholarship, should be given to the students. Further she also highlighted the importance of research and courses offered by NEPTEL and SWAYAM which the students can take up and get benefitted.

→ Mr. Bangera suggested a new method of teaching especially for the Management students. Instead of the conventional lecture classes, one can adopt innovative updated methodologies of teaching.

→ For Mr. Bangera's suggestion regarding learning process through reading, Dr. M. Meerakumari, Dean of Arts stated that it is incorporated in non-scholastic component and through mandated library hours, termed Reading Culture.

→ Regarding Institute Industry Interface tie up the Dean pointed out the mandatory credits for Internships for PG courses.

→ Mr. Bangera insisted that the institution has to find out its unique practices. He also pointed out how his employees

benefitted from the English classes handled by the teachers of Fatima College and informed that the college feedback was very good from his employees
→ Further he advised that the college can brainstorm and find out the strategies adopted by the top 25 colleges in NIRF Ranking and implement similar methods and wished that the college should be within 75th Rank.

→ Dr. S. J. Kala requested Ms. Bangera to join hands with Fatima College and extend his support by making arrangements for Global Industrialists' visit the institution for foreign exchange programmes or for some international conferences and symposiums. She also highlighted how such meeting would also pave way to signing of MoUs which would be beneficial to the students in the form of Exchange Programmes.

→ For the query related to the effectiveness of Outreach Programmes raised by Ms. Bangera, Dr. Kala pointed out that the college caters to all the functioning of HRD and activities are systematically carried out under UBA (Urat Bharat Abhiyan). She also proudly

Date _____

placed on record that Fatima College's name is mentioned in the official portal of UBA.

→ Dr. Deepa expressed that Outreach and Alumnae Chapters could be included in the presentation.

→ Dr. S.J. Kala placed a requisition to Mr. Bangora to have Fatima College in his priority list for funding for which the latter gave his consent.

The meeting came to a close with Dr. S. Heleka, Assistant Coordinator of IQAC thanking the External Members and all other dignitaries in the hall and assured that all the valuable suggestions by the external experts will be sincerely taken into consideration.

K. Rangappa

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

Date 11.12.2023

VENUE: IQAC OFFICE

Members Present: Dr. K. Rosemary Euphrasia, Dr. K. Helena, Dr. R. Sakthaswari, Dr. L. Meera, Dr. S.A. Sujā, Dr. C. Sujā, Mrs. B. Usha, Mrs. P. Sumodha.

Agenda: Voter ID Application Mela

The meeting started with a silent prayer. The IQAC Coordinator Dr. K. Rosemary Euphrasia welcomed the gathering and presented the agenda of the meeting.

* Discussion on the objectives of the Voter ID application Mela.

* Collection of department-wise name lists of individuals without Voter ID 11.

* Collecting Voter ID forms from the Collectorate

* Allotting a place for registration

* Guiding students through the registration process.

Discussion on Voter ID Application Mela:

* The meeting started with a silent prayer.

The IQAC Coordinator, Dr. K. Rosemary briefed the details of the Voter ID application Mela.

* Each department will compile and submit a list of students/staff without Voter IDs.

* Forms required for voter registration will be collected from the District Collectorate office and kept available in the IQAC office.

Date _____

- * A suitable place will be assigned within the institution for smooth registration.
- * Volunteers will be assigned to assist students in filling out forms and completing the registration process.
- * The students need to be informed about the documents needed for applying voter ID:
 - Aadhar Card
 - Parents' Voter ID
 - 2 Passport Size Photos
 - Address Proof.

The meeting ended with Dr. K. Rosemary Euphrasia thanking the gathering.

K. Rosemary Euphrasia

IQAC Co-ordinator

Fatima College (Autonomous)

Madurai - 625 018.

Date: 12.12.2023.

Venue: IQAC OFFICE

Members Present: Dr. K. Rosemary Euphemia, Dr. K. Helena,
Dr. R. Sakthaswari, Dr. L. Meera, Dr. S.A. Sujja,
Dr. C. Sujatha, Mrs. B. Usha, Mrs. P. Sumedha.

Agenda: Voter's Day Awareness Programme.

The meeting started with a silent prayer. The IQAC Coordinator Dr. K. Rosemary Euphemia welcomed the gathering and presented the agenda of the meeting.

- * Planning the speech for the awareness programme
- * Promoting voter awareness through a dance performance
- * Organising an oath-taking ceremony
- * Conducting a slogan writing competition using envelopes.

Discussion on Voter's Day Awareness Programme

1. Plan to organise a guest lecture on that special day. Get a suggestion for choosing the chief guest and discuss the speech which will highlight voter rights, the power of individual votes, and the need for active participation in democracy.

2. Arrange a dance performance designed to engage the audience emotionally and foster interest in voting.

Date _____

3. As a symbolic gesture, an oath-taking ceremony will be held, with participants pledging to exercise their voting rights responsibly.

4. As per the communication from the Madurai District Election Commission Office

a) A slogan writing competition will be organised to foster creativity and spread impactful messages about the importance of voting.

b) Students will be encouraged to participate in wall painting competition to be held at Thamukkam grounds.

Responsibilities for each segment of the programme were assigned to relevant teams. The meeting ended with Dr. K. Rosemary Euphrasia thanking the gathering.

K. Benzoni

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

Date 13.12.2023

VENUE: IQAC OFFICE

Members Present: Dr. K. Rosemary Euphrasia,
Dr. E. Haleem, Dr. R. Sakthaswari, Dr. L. Meera,
Dr. S. A. Suga, Dr. C. Sujatha, Mrs. B. Usha, Mrs. P. Sumadha

Agenda: AQAR Team Formation.

The meeting started with a silent Prayers.
The IQAC Coordinator Dr. K. Rosemary Euphrasia welcomed the gathering and presented the agenda of the meeting.

- * Review and discussion of AQAR templates
- * Allocation of members to specific criteria
- * Planning data collection from departments
- * Setting the deadline for data submission
- * Discussion on team composition and roles.

Discussion on AQAR Team Formation:

* The AQAR templates are reviewed, and any required modifications or clarifications are discussed. It is emphasized that all team members follow the provided templates for consistency and accuracy.

* Each team member is assigned a specific criterion to oversee and coordinate. Members are instructed to familiarize themselves with the assigned criteria and responsibilities.

* It is decided that each member would coordinate with the department representatives

for timely data collection.

* Fixed a deadline to collect data from all the departments.

* The roles and responsibilities of team members are discussed to ensure smooth coordination.

Team members are asked to stick to the schedule. It is agreed that regular follow up meetings will be conducted to monitor the progress.

AQAR Team List (2022-2023)

CRITERION 1

1. Dr. C. Sujatha
2. Mrs. V. Mageshwari
3. Mrs. A. Sheela Roselin
4. Dr. V. Jane Varanasi Sulekha
5. Ms. F. Gnanadeepam.

CRITERION 2

1. Dr. K. Rosemary Euphemia

CRITERION 3

1. Mrs. P. Sumedha
2. Dr. S. Sukumari
3. Dr. M. V. Keera Claudia
4. Mrs. A. Rosary Infanta

CRITERION 4

1. Dr. L. Meena
2. Dr. S. A. Sujia

3. Dr. K. Selvalakshmi
4. Dr. K. Saritha

CRITERION 5

1. Dr. F. Helena
2. Dr. B. Vinisha
3. Dr. M. Raagam
4. Mr. H. Vincent.

CRITERION 6 and 7

1. Mrs. B. Usha
2. Dr. K. Sangeetha
3. Dr. B. Poornima Sethepathi

QIM

1. Dr. R. Sakthaswari
2. Dr. S. Parvathi
3. Mrs. J. Thelma.

LINK TEAM

1. Mrs. B. Usha
2. Dr. P. Meerasathi Sundari
3. Dr. V. Jase Varamani Sulekha
4. Ms. J. Arockia Jackuline Jai
5. Mrs. S. Selvarani.

The meeting ended with Dr. K. Rosemary Euphrosia thanking the gathering.

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

Date 11.01.2024

VENUE: IQAC OFFICE

Members Present: Dr. K. Rosemary Euphemia, Dr. K. Molo, Dr. R. Saktheshwari, Dr. L. Meera, Dr. S.A. Sujia, Dr. C. Su, Mrs. B. Vela, Mrs. P. Sumedha.

Agenda: Convocation Report & Video Preparation

The meeting started with a silent Prayer. The IQAC Coordinator Dr. K. Rosemary Euphemia welcomed the gathering and presented the agenda of the meeting.

1. Finalising the structure and content of the convocation report.
2. Planning and coordinating the video presentation for the convocation.
3. Delegating tasks and setting deadlines.

Discussion Points and Resolutions

* Finalising the Structure and Content of the Convocation Report

- The report will highlight key achievements of the college during the academic year.
- Deadline for submitting the first draft.

* Planning the Video Presentation

- Objective: Showcase the journey, achievement and activities of the college during the year 2023-24.

- Video duration: Approximately 15 minutes.

Date _____

Delegation of Tasks

Script: Dr. E. Helena _____, Dr. R. Sakthaswari

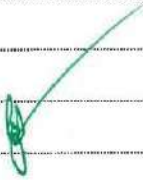
Voice: Dr. S. Saira Banu, Mrs. P. Sumedha

Video: Dr. K. Rosemary Euphrasia, Mrs. B. Usha

Technical Assistance: Mrs. S. Sathya Kala

Quality and consistency in both the report and video presentation were emphasized.

The meeting ended with Dr. K. Rosemary Euphrasia thanking the gathering.


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

Date 05.02.2024

VENUE: IQAC OFFICE

Members Present: Dr. K. Rosemary Euphrasia,
Dr. R. Helena, Dr. R. Saktheshwari, Dr. L. Meera,
Dr. S. A. Sujia, Dr. C. Sujatha, Mrs. B. Usha, Mrs. P. Sumodha

Agenda: NIRE Data submission

The meeting started with a silent Prayer. The IQAC Coordinator Dr. K. Rosemary Euphrasia welcomed the gathering and presented the agenda of the meeting.

1. Discussion on NIRE (National Institutional Ranking Framework) parameters and data requirements.

2. Review of current data collection and verification processes.

3. Assigning responsibilities and setting timelines for data submission.

Discussion Points and Resolutions

* Overview of NIRE Parameters

→ The key metrics to be focused in the submission was discussed and finalised.

→ Suggestions to improve ranking through actionable strategies were noted for follow-up.

* Review of Current Data Collection Processes

→ Identified gaps in data from specific departments.

→ Suggested improvements to ensure accurate

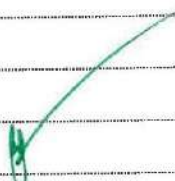
Date _____

and comprehensive data collection.

* Delegation of Responsibilities.

→ Each team members was assigned specific roles as per the discussion.

The meeting ended with Dr. K. Rosemary Puthurathu thanking the gathering.


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

Date 02.03.2024.

VENUE: IQAC OFFICE

Members Present: Dr. K. Rosemary Euphemia,
Dr. K. Helena, Dr. R. Sakthaswari, Dr. L. Meera,
Dr. S.A. Sujana, Dr. C. Sujatha, Mrs. B. USKA, Mrs. P. Sumedha

Agenda: Conducting a Capacity Building Programme for Non-teaching Staff.

The meeting started with a silent Prayer. The IQAC Coordinator Dr. K. Rosemary Euphemia welcomed the gathering and presented the agenda of the meeting.

1. Planning a capacity-building programme for non-teaching staff
2. Identifying training areas and resource persons.
3. Scheduling the programme and setting objectives.

Discussion Points and Resolutions

* Objective of the Capacity-Building Programme
→ Promote better alignment with institutional goals.

* Topics to be covered were

→ Interpersonal Skills like Communication, teamwork, and conflict resolution.

→ Workplace Wellness like Stress Management and Health awareness.

* Mrs. Andhesia Michaeline, Corporate Trainer

All Time

Date _____

was finalised to be the resource person for the session.

* Duration of the programme was fixed to be one day and the tentative dates for the conduct of the programme were discussed.

Delegation of Responsibilities

→ Each team member was assigned specific roles like venue arrangement, participant list preparation, facilitating the resource person and post programme evaluation.

The meeting ended with Dr. K. Rosemary Euphrasia thanking the gathering.

K. Rosemary Euphrasia

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

Date 12.04.2024

VENUE: IQAC OFFICE

Members Present:

- * Dr. K. Rosemary Euphrasia * Dr. F. Helena * Dr. R. Saktheshan
- * Dr. L. Meena * Dr. S. A. Sujia * Dr. C. Sujatha * Mrs. B. USha
- * Mrs. P. Chumedra

Agenda: AQAR Review

The meeting commenced with a soulful prayer. Dr. K. Rosemary Euphrasia, IQAC Coordinator welcomed the gathering and briefed the purpose of the meeting. She then discussed the progress of the AQAR data collection with the in-charge of all the criteria. The following points were discussed and done in the meeting:

- * Completion of collection of data for all the metrics
 - * The Link Team were alerted to get ready to provide links for each criterion once all the necessary work is wrapped up.
 - * It was informed to finish all the pending work
 - * All the metrics were scrutinised carefully
 - * The coordinators of each criterion and staff-in-charge were informed to check the final data before submission to IQAC
- The coordinator thanked the members and the meeting came to an end.

All Time

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

Date 21.04.2024

VENUE: IQAC OFFICE

Members Present: Dr. K. Rosemary Euphrosia,
Dr. E. Helena, Dr. R. Sathyawari, Dr. I. Meena, Dr. S. A. Sujia,
Dr. C. Sujatha, Mrs. B. Usfa, Mrs. P. Sumedha

Agenda: Data status Review

The meeting started with a prayer. The coordinator of IQAC, Dr. K. Rosemary Euphrosia greeted the gathering and briefed the purpose of the meeting. The review took place thus:

- * All the members were informed to present the summary of the collection and upload of the data of metrics in respective criterion
 - * The in-charge staff were told to check the requirements of their respective criterion and upload the data, not leaving any data incomplete.
 - * They were also asked to check the reports, signature, geotagged photos and other relevant data, before the final upload.
 - * The Link Team was informed to create links for all the metrics in a systematic way.
- Finally the coordinator thanked all the members for their focused and meticulous compilation of AQAR data.


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

All Time