

Minutes of Planning and Evaluation  
Committee Meeting held on 07.09.2017 at 2.30 PM

Members:

1. Dr. Sr. G. Celine Sahaya Mary *Sr. G. Celine Sahaya Mary*  
Principal and Chair person.
2. Dr. Sr. M. Francisca Flora *S. Francisca*  
Secretary.
3. Dr. V. KalaiSelvan  
Director i/c  
Directorate of Distance Education  
Associate Prof and Head  
Department of English Lang Studies  
School of Eng and Foreign Language.  
MKU, Madurai. *V. KalaiSelvan*  
07/09/17
4. Sr. M. Fatima Mary *fatima*  
Vice-Principal I.
5. Mrs. R. Alphonsa Fernando *R. Alphonsa Fernando*  
Vice Principal - II.
6. Mrs. B. Chandrika *B. Chandrika*  
Vice Principal - SF
7. Dr. Mrs. D. Fatima Baby *D. Fatima Baby*  
Dean of Academic Affairs - Arts
8. Dr. B. Medona *B. Medona*  
Dean of Academic Affairs - Science
9. Mrs. E. Helena *Helena*  
Dean of Academic Affairs - SF.

10. Sr. S. Stella Aoul Mary,  
Office Manager

Sr. Stella

11. Sr. D. Therese,  
Office Manager Shift II

Sr. Therese

12. Mr. T. Francis Xavier

T. Francis

13. Ms. Ishwarya III B.Sc Comp Science.

14. Ms. T. Purni Princy III B.C.A.

The meeting of the "Planning and Evaluation Committee" started at 3 p.m on 7<sup>th</sup> Sep. 2017 with a prayer by Mrs. Alphonsa Fernando, Vice Principal-II and welcome address by Mrs. E. Helena, Dean of self-financing courses. The report of the activities of the college for the academic year 2016-2017 was presented by Dr. Sr. Celine Sakaya Mary, Principal, Fatima College. The external member of the committee, Dr. V. Kalaiselvan, University nominee (Director I/c, Directorate of Distance Education, Associate prof & Head, Dept. of English Language Studies, School of English & Foreign Languages, MKU, Madurai) after listening the report, appreciated the performance of the college at the local, State and national levels. After the discussion with the members of the committee, he has given the following guidelines for better national rank and A+ grade by 'NAAC' in the forthcoming years.

- \* Higher ranking (I-V) by NIRF should be the bench mark of the college. Utilise the existing potentials to achieve higher rank.
- \* Online admission
- \* Automation of all the systems and activities

## of the College Examination Reforms:

- \* Full automation of Examination - Introduce bar coding
- \* Make facilities to the students to download the course completion certificate and mark sheets as soon as the results are uploaded in the website with OTP and Adhar numbers -
- \* Form a committee to implement the examination reforms.

## Research:

Staff members of both shift I and II can send their applications to the University to get the research guidership.

## Placement:

- \* Constitute a students tracking bureau and create a data base of students for better placements.
- \* Organise sponsored training programmes to improve the placement record.

## Other Areas:

- \* Department of English can start M.A (EIS), M.A (EIT), subject to the terms and conditions pertaining to it. Organise spoken English classes for the women of the society. This can be incorporated with WEAT.
- \* Start more M.Phil courses to enrich the research knowledge.

The external member also discussed the latest developments in the educational policy of the government which are to be implemented in the near future like no need of migration certificate for the students to move

from University to University and the students can get their duplicate certificates by producing Adhar card, to make the system student friendly. The session was totally interactive and came to an end with the vote of thanks proposed by Dr. B. Medona, Dean of Science.

Dr. G. Celina Sahaya Maurya