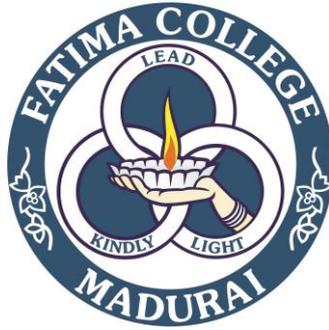


FATIMA COLLEGE (Autonomous)

College with Potential for Excellence

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

Mary Land, Madurai – 625 018.



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETINGS

2013 - 2014

IQAC Meeting, 2013-2014.

26.06.2013.

The first meeting of the IQAC was held on 26.06.2013 at 12-00 noon in A2. Principal Dr. Joseph Nirmala Mary, the chair person conducted a short prayer along with a reading from the Scripture. She welcomed all the members of the Meet. All the Internal members attended the meeting.

Members of the IQAC

1. Dr. Sr. A. Joseph Nirmala Mary : Chair Person.
Principal
2. Dr. Mrs. S. Maria Parkiam : Co-ordinator
Head of Associate Prof. of History.
3. Sr. S. Francis Pauline : member
Secretary, Fatima College
4. Dr. Sr. P. A. Mary : member
Vice-Principal - I
5. Dr. Sr. T. T. Lillykutty : member
Vice Principal (S.F.)
6. Dr. Mrs. S. Reruga : member
Vice-Principal - II
7. Sr. F. Brockia Mary : member
Superintendent I/c.
8. Dr. Miss Mahima Royland : member
Controller of Examinations (S.F.)
9. Dr. Mrs. S. Geetha : member
Head & Assoc. Prof. of English
10. Dr. Mrs. T. V. Anandi : member
Head & Asso. Prof. of Economics.
11. Dr. Mrs. S. J. Kala : member
Asst. Prof. of English.
12. Dr. Sr. K. Fatima Mary : member
Superior of the Community
13. Dr. Mrs. S. Anul Michael Selvi : member
Asst. D. ...

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| 14 | Dr Mrs. S. Rosemary
Head of Assoc. Prof. of Maths. | member |
| 15 | Miss. G. Genevieve Mary
Head of Assoc. Prof. of Comp. Sc. | member |
| 16 | Miss. P. S. Prabhavathy
Librarian. | member |
| 17 | Mrs. E. Helena
Head of Assoc. Prof. of Maths (SF) | member |
| 18 | Dr. Mrs. P. Uma
Director of MBA. | member |
| 19 | Mrs. B. Chandika
Head of Assoc. Prof. of MCA. | member |
| 20 | Mrs. R. Meenakshi Devi
Asst. Prof. of BBA. | member |
| 21 | Dr. Mrs. T. Seyantki Vijayarani
Dean of Academic Affairs (Arts) | member |
| 22 | Dr. Mrs. G. Jheva Shantha Kumari
Dean of Academic Affairs (Science) | member |
| 23 | Dr. Mrs. P. Shyamala
Dean of Academic Affairs (SF) | member |
| 24 | Mr. H. Vincent
Placement Officer. | member |

At the outset Sr. Principal spoke on the significance and role of the IQAC. She made every member to feel the greater responsibility and trust which have been laid on the members. She introduced the new coordinator Dr. S. Mania Parkiam and thanked the former IQAC Coordinator Dr. B. Shyamala for the tireless services she had rendered in the past years.

Sr. Principal opened the discussion and she triggered on the year

to each and every member to come out with valuable suggestions. She quoted the comments of the NAAC Peer Team members during their visit on Reaccreditation.

The members came out with valuable suggestions and resolved to undergo the following proposals.

- Action Plan for the next four years
- Exposure for the Staff
- Collaboration with foreign Universities.
- Signing MoUs with South Asian Universities
- Visiting faculties
- Projects
- Semester Abroad Programme.

Sister Principal discussed various ways and means of exposure of staff members. She insisted that the staff members should get out of the shell, cross the frontiers of the nation in order to extend their expertise outside and at the same time updating their knowledge. It was decided to draw the action plan for this academic year by having discussions in each department and bring out the solid proposals within 30 days.

The meeting came to an end at 1.30 p.m. with the utterance of gratitude by Dr. S. Maria Parkiam.

20/1/15

IQAC Meeting

30.07.2013.

The IQAC meeting was held on 30.07.2013 at 2.30 p.m. in Principal's Office.

Principal Dr. Sarpin Nirmala Mary, the Chair person of the IQAC conducted a short prayer along with a reading from the Scripture. She welcomed the members of the meet. The agenda of the meet was Extension of Autonomous Status. Eight members were selected to form a Core Committee to prepare the Autonomy Review Report. In general the achievements of the College under Autonomous Status were discussed. The method of preparation and means of preparation were discussed in detail. The meeting came to an end by 4.00 p.m.

30/7/13

IQAC Meeting

26.08.2013.

The IQAC meeting was held on 26.08.13 at 2.30 p.m. in Vice-Principal's office.

Dr. S. Lilly Vice-Principal (Sf) conducted a short prayer along with a reading from the Scripture. She welcomed the members of the meet. Eight members who were selected to form the core committee for the Autonomy Review Report were present.

The previous reports were gone through by the members and then discussed about the key points of the report.

the members and discussed the various details of the report. Collection of photos, financial details, publications and other details were divided among the members. They decided to complete the work within a month. The meeting came to an end by 4.00 pm.

IQAC Meeting
26.09.2013

The IQAC Meeting was held on 26.09.2013 at 2.30 p.m. in Documentation Centre.

Dr. S. Maria Parkiam, Coordinator of IQAC welcomed the members of the meet. It was a special meet to discuss the curriculum of the past five years. So all the three Deans of Academic Affairs were present along with Dr. B. Syamala who is in charge of Documentation. The discussion was about the changes introduced in the curriculum in the past five years, Innovative Courses, Computer oriented Courses and Value added Courses and the various innovations introduced in the Evaluation pattern etc., were discussed in detail. In answering the proforma of extension of autonomy the dates of various meetings like Academic Council meet, Awards Committee meet, Governing Body meet, Planning and Evaluation Committee meet and Board of Studies

IGAC Meeting

22.10.2013

The IGAC meeting was held on 22.10.13 at 2.30 p.m. in A2.

Principal Dr. Josephin Nirmala Mary, the chair person conducted a short prayer along with a reading from the Scripture. She welcomed all the members of the meet. All the Galunad members attended the meeting.

The agenda of the meeting was to discuss the necessary courses to be conducted for the staff during the study holidays.

A brief explanation over the agenda was given by Sr. Principal. Dr. S. Manjula Parkiam, the Co-ordinator started the interaction regarding the courses. Two courses were put forward. One was on SPSS and another was on Documentation. Regarding the SPSS Software package Sr. Fatima Mary expressed about the previous courses that were conducted in the Campus. She stressed on the importance of SPSS Software for the Social Sciences Research. So it was decided to conduct the course during the Semester Holidays for both the I and II Shift staff members who are interested in that.

About the course on Documentation Sr. Principal emphasized

regarding Documentation through a well organized Course work. Suggestions came from the members that resource persons could be invited from the institutions where documentation is up to the mark. It was suggested that this Course can be conducted in the Even Semester beginning. Besides a number of other programmes and innovations were also discussed.

The meeting came to an end by 4.00 P.M.

IGAC Meeting
27.11.2013.

The IGAC meeting was held on 27.11.2013 at 2.30 p.m. in Principal's office.

Principal Dr. Sr. Joseph Nirmala Mary, the Chair person conducted a short prayer along with a reading from the Scripture. She welcomed all the members of the meet.

The agenda of the meeting was to discuss the preparation of proposals for various Schemes under the XII plan guidelines. Mainly the proposal for College with Potential for Excellence II Phase was discussed in an elaborate manner. Principal began the discussion with the achievements of the College under the I Phase of Title

The members actively contributed towards the accomplishments in various arenas like Curriculum, Teaching and Learning, Research and Extension, Student's Support, Infrastructure Governance and Best Practices.

After hearing from the members Sr. Principal entrusted the work of preparing the Report on the achievements of the II cycle of the I Phase and the programmes, action plan and the budget for the II phase with Dr. Shyamala, Dr. S. Renuka, Dr. S. Maria Paikiam and Dr. Magdalene Abraham to prepare the same along with her.

The meeting came to an end at 4.00 p.m with the word of thanks by the Principal.

IQAC Meeting.

20.12.2013.

The IQAC meeting was held on 20.12.2013 at 2.30 p.m in Principal's Office.

Principal Dr. Jospin Nirmala Mary, the chair person said a prayer and welcomed the members of the meet.

The agenda of the meeting was to discuss the organization of the SPSS Advanced level Course for the selective staff and the Research Scholars.

that Dr. Pushparaj from the Department of Econometrics, Madurai Kamaraj University can be entrusted the task of conducting the Session. Priority was to be given to those staff members who attended the Basic level Course in order to attend the Advanced Level Course.

Besides, the Time Schedule was also fixed. Thereby from 20th to 22nd of January 2014 the SPSS Course was accommodated. The Heads of the Departments were given instruction that the Internal Test should be conducted without disturbing the staff who attend the Advanced Level Course on SPSS. Resumes for the Course, Resource persons and Lab facility etc. were also discussed elaborately.

The meeting came to an end at 4.00 p.m. with the utterance of thanks by the Principal.

IQAC Meeting

30.01.2014

The IQAC meeting was held on 30.01.2014 at 8.30 p.m. in Principal's Office. The meeting got started with the hymn. Principal Dr. Joseph Virmala Mary, the Chair person welcomed the members for the meeting.

that it was purely on the preparation of the CPE Report. The achievements of the College under CPE during the I cycle of the I Phase, the Action Plan and the Budget with year wise split up, Expected outcome etc were thoroughly scrutinized with the guidance of the Principal. All the additional documents and annexure were verified. It was decided to send the proposal on 5th of February 2014 after getting the recommendations from the Dean of College Council and the Registrar of the Madurai Kamaraj University, Madurai.

The work got prolonged till 7.00pm. The meeting came to an end with the word of gratitude and tea.

I QAC Meeting

28.02.2014.

The I QAC meeting was held on 28.02.2014 at 2.30 P.M in Principal's Office. It was an adhoc meeting. Only ten members including the team preparing the Ugc proposals were present. The meeting got started with the prayer. Sr. Principal welcomed the members and spoke on the emergency of the meet. She outlined the agenda that it was mainly,

for financial assistance under the merged schemes and UG and PG grant for Autonomous Colleges. The members came forward with their ideas. They suggested to apply for five schemes including the scheme for the Physically Challenged.

Immediately, the members started collecting data for preparing the schemes and within three days they planned to send the proposals to the UGC.

The meeting came to an end by 3.30 P.M.

~~11/2/20~~
25/2

IQAC Meeting

12.03.2014

The IQAC meeting was held on 12.03.2014 at 2.30 p.m. in Principal's Office. Sr. Principal read a passage from the Scripture, followed by a short prayer. She welcomed the members.

A series of agenda were put forward. The following were the agenda

- FDP
- Feedback on curriculum by the final year students
- Academic Audit
- Submission of yearly academic and non academic records.
- Retraining of the Teaching Staff

- Updating the grievance cell into Open Forum.
- Applying for ugc Sponsored Seminars and Conferences.

On Academic Audit a detailed discussion was conducted. Sr. Lilly the Vice Principal and Sr. Fatima Mary emphasized the presence of the External member in the Academic Audit. It was agreed that External member should be invited and it can be held in the month of July 2014 for the academic year 2013-2014.

About the retraining of the staff, Dr. S. Maria Pauliam expressed that a session on "from a good teacher to a great teacher" could be conducted with Dr. K. Alex as resource person. It was also suggested that for the non-teaching staff a session on life skills could be organized by the same resource person - on the same day. Thereby Sister Principal accepted the plea and asked the coordinator of the IQAC to organize the same on 22nd of March 2014.

Sr. Principal underlined the importance of Major and Minor Research Project and made the

to apply for the same in the
month of June.

Unifamly all the members agreed
on applying to various funding
agencies in order to organize
conferences on inter department basis.
Dr. S. Mania Parkianu expressed
a new venture of updating the
grievance cell in to an open Forum.
A serious discussion was followed.
Various pros and cons were debated.
At last it was concluded that in
the new Academic year we can
make a trial.

The meeting came to an
end at 4.30 p.m with the utterance
of gratitude.

~~12/2/14~~