

# FATIMA COLLEGE(Autonomous)



Affiliated to Madurai Kamaraj University, Madurai  
Re-Accredited with 'A' Grade by NAAC (3<sup>rd</sup> Cycle)  
94<sup>th</sup> Rank in India Ranking 2019 (NIRF) by MHRD

## INTERNAL QUALITY ASSURANCE CELL



## Minutes of the IQAC Meetings

**2018 - 2019**

The Minutes of the IAC Meeting held on DATE- 21.6.2018 .

Members Present

1. Dr. S. Vidya (Coordinator)
2. Dr. S. Saisri Banu (Asst. coordinator)
3. Dr. Mary Magdalene Abraham

Signature

*S Vidya*

*R. Ramabam*

*Magdalenabam*

\* The meeting was held to decide the action plan of IAC for the academic year 2018-2019

\* Have to discuss the UGC guidelines for Autonomous Institutions.

\* Recommendations were suggested based on Annual Quality Assurance Report (AQAR)

\* NAAC online format for the 4th cycle and the master plan submitted to NAAC at the end of the 3rd cycle (Peer Review Report)

\* It was decided to have Mr. J. Sivakumar, HR, Fenner will be the Industrial member of IAC

\* Dr. H. Selvam will be the external Expert.

*S Vidya*

*R. Ramabam*

*Magdalenabam*

The Minutes of the DAAC meeting with the Principal held on DATE: 25.6.18.

### MEMBERS PRESENT:

Dr. Sr. G. celine Sahaya Mary (The Principal) *A. G. Chini*  
 Dr. S. Vidya (Co-ordinator, DAAC) *Sridya*  
 Dr. S. Saira Banu (Asst. Coordinator, DAAC) - *S. Saira Banu*  
 Dr. Mary Magdalene Abraham (Asst. Coordinator, DAAC) *M. Magdalene*

\* Action Plan was discussed based on

- (1) NAAC Peer Review Report
- (2) AAAR (Annual Quality Assurance Report) online
- (3) NAAC Online
- (4) Master Plan.

\* The Action Plan also included the inputs to be given to

1. Teaching
2. Non-Teaching
3. Sub-staff
4. Overall activities of college including committees like Research, Deans, EDC/ FIST.

\* It was decided to conduct 3 days Induction Programme (28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, June 2018) for teaching staff who were appointed from 20<sup>th</sup> June onwards.

\* In the following week of Induction Programme, Micro teaching session was planned to be conducted for the staff members who attended the Induction Programme. (10<sup>th</sup>, 11<sup>th</sup> July)

\* It was planned to conduct DAAC meeting on 26/6/2018 to the selected members of DAAC to inform and organise the Induction Programme and Microteaching.

\* Mr. J. Sivakumar, HE, Fenner agreed to be the Industrial member of DAAC, Fatima college.

The Minutes of the IQAC meeting with the Principal held on DATE: 25.6.18.

### MEMBERS PRESENT:

Dr. Sr. G. celine Sahaya Mary (The Principal) *H. G. Celine*  
 Dr. S. Vidya (Co-ordinator, IQAC) *Sandya*  
 Dr. S. Saira Banu (Asst. Wordinator, IQAC) - *S. Saira Banu*  
 Dr. Mary Magdalene Abraham (Asst. coordinator, IQAC) *Mg dallilu*

\* Action Plan was discussed based on

- (1) NAAC Peer Review Report
- (2) ABAR (Annual Quality Assurance Report) online
- (3) NAAC Online
- (4) Master Plan.

\* The Action Plan also included the inputs to be given to

1. Teaching
2. Non-Teaching
3. Sub-Staff
4. Overall activities of college including committees like Research, Deans, EDC/FIST.

\* It was decided to conduct 3 days Induction Programme (28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, June 2018) for teaching staff who were appointed from 20<sup>th</sup> June onwards.

\* In the following week of Induction Programme, Micro teaching session was planned to be conducted for the staff members who attended the Induction Programme. (10<sup>th</sup>, 16<sup>th</sup> July)

\* It was planned to conduct IQAC meeting on 26/6/2018 to the selected members of IQAC to inform and organise the Induction Programme and Microteaching.

\* Mr. J. Sivakumar, HE, Feroz agreed to be the Industrial member of IQAC, Fatima college.

Minutes of the meeting held on \_\_\_\_\_ DATE- 26.6.2018

### MEMBERS PRESENT

Dr. S. Vidya (Coordinator, IAAC)	<del>S. Vidya</del>
Dr. S. Saira Banu (Asst. Co-ordinator)	S. Saira Banu
Dr. Mary Magdalene Abraham (Asst. Co-ordinator)	Mary Magdalene
Mrs. C. Sujatha	C. Sujatha
Mr. H. Vincent	H. Vincent
Mrs. S. Anul Michael Selvi	S. Anul Michael Selvi
Mrs. R. Meenakshi	R. Meenakshi
Ms. A. Mable Jasmine Shoba	A. Mable Jasmine Shoba

- \* The schedule of conducting 3 days programme for the staff members appointed from June 2018 onwards was discussed in the meeting.
- \* It was decided that Mrs. Sujatha will organise the induction programme on 28/6/18.
- \* Mrs. R. Meenakshi will get ready with PPT slides for Induction Programme.
- \* Day 2 (29/6/2018) will be organised by Mrs. R. Meenakshi and Ms. A. Mable Jasmine Shoba.
- \* Day 3 (30/6/18) will be organised by Mrs. Anul Michael Selvi.

### Schedule of Day 1

Time	Resource person	Topic
9.30 - 9.45am	Inauguration	
9.45 - 10.45am	Dr. Sr. Francisca Floza, Secretary	Culture make a difference
10.45 - 11.45am	Dr. Sr. G. Celine Sabaya Mary	Role of Teacher
11.45 - 12.00pm	Break	
12.00 - 1.00pm	Dr. Saira Banu, Asst. Co; IAAC	Body Lang. Presentation Skills

DATE-

## Schedule of Day 2

Time	Resource person	Topic
9.30 - 9.40 am	Prayer	
9.40 - 10.45 am	Ms. Annet Mary, Asst. Prof. Dept. of Zoology	Aspirations & Ambitions Reach for the stars
10.45 - 11.00 am	Break	
11.00 - 12.45 pm	Dr. Sr. Francis Pauline Student counsellor	The power within you: I
12.15 - 1.00 pm	Dr. Sr. Emily Former Provincial	The power within you: II
1.00 - 2.30 pm	Dr. Vasantha Esther Rani Associate Prof. & Head, Dept. of Home Science	Research in Higher Education: Explore & Excel.

## Schedule of Day 3

Time	Resource person	Topic
9.10 - 10.30 am	Dr. S. Vidya, IAAC Coordinator	Teacher's Quality Prepare to perform
10.45 - 11.45 pm	Dr. S. J. Kala, Associate Prof., Research centre of English	Strategies of Curriculum Development Innovate & Elevate
11.45 - 12.45 pm	Dr. Mary Magdalen Abraham (Asst. Prof.) Research centre of English	Communication Skills Class Room Management Lead using Language English Matters.

\* It was also decided that Mrs. R. Heenakshi and Ms. A. Mable Jasmine Shetha will be in charge for writing minutes of meeting and Report writing. They both have to get report for every session and consolidate the reports sessionwise and date wise for the academic year 2018-2019.

\* Following the Induction programme, it was decided to have Microteaching for the staff who attended the Induction Programme.

H. Vincent

S. Aneel Michael Selvi

C. Sujatha

L. Kun

B. Ramesh

S. Sankar

Minutes of the IAAC meeting held on DATE: 9.7.2018.  
with the Principal

Members Present:

Dr. Sr. G. Celina Sahaya Mary (Principal) *S. G. Celina*  
 Dr. S. Vidya - (Co-ordinator) *S. Vidya*  
 Dr. S. Saira Banu (Asst. Co-ordinator) - *S. Saira Banu*  
 Dr. Mary Magdalene Abraham (Asst. Co-ordinator) *M. Magdalene*

The meeting was held that

- \* It was suggested, on 18/7/2018, the action plan of IAAC framed for the academic year 2018-2019 can be discussed with all IAAC members, including Vice Principals of Shift I & II and Deans to get some more suggestions about the action plan.
- \* It was decided to have micro teaching for newly appointed staff members on 10/7/18 and 16/7/18 in San Jose Seminar Hall and in A2
- \* It was planned to conduct 3 or 4 sessions per year for non-teaching staff and sub-staff
- \* It was finalised that the first session for non-teaching staff is to be conducted on 19/7/18 and 26/7/18 and for sub staff on 18/7/18 and 21/8/18.
- \* Dr. Kala, President of Alumnae Association suggested Mr. Jayanth Anand, Director, Finance, Jaya Engineering and Infrastructure Pvt. Ltd, Tubicoon as Alumnae member of IAAC for the academic year 2018-2019.
- \* It was suggested that Documentation Incharge (person) can be responsible to continue for next 2 years till NAAC visit

DATE-

\* It was appreciated that Mrs. V. Jane Varamani  
Sulka, Assistant Professor, Department of B.Sc. IT  
volunteered for college website upgradations.

K. G. Uthappa  
Sridhar  
R. Ramesh  
Majdallhas



The Minutes of the ISAC meeting held on | DATE- 13.7.2018

Members Present

Dr. S. Vidya: (Co-ordinator) ~~Sandhya~~

Dr. S. Saira Banu (Asst. co-ordinator) P. Banaban

Dr. Mary Magdalene Abraham (Asst. co-ordinator)

Magdallilhan

- \* With the suggestions given by Ms. Mahima [Controller of Examination] there was a slight change in non-teaching staff session (ie) session I will be handled by Dr. Shyamala, Head, Department of MBA.
- \* It was decided that Ms. Mahima, the controller of Examination will address the staff members joined in June 2015 onwards on 20<sup>th</sup> July at 12.00 to 1.30pm in Sargate DJS.
- \* It was suggested to form a resource team, consisting of 6 members, where the staff can submit their profile to this team to act as resource person for other colleges.
- \* It was decided to have atleast 2 persons from each department to send all their department activities to the Fatima Resource Centre.
- \* There were suggestions to update college website
- \* It was discussed that Asia Pacific Quality Network will sponsor Rs. 25000 per year for doing research work.
- \* ISAC members/team will be in charge for each and every body and all activities executed in campus.

P. Banaban

Minutes of the IAAC meeting held on DATE- 17.7.18.

Members present

Dr. S. Vidya (Co-ordinator)

Dr. S. Saira Banu (Asst. co-ordinator), R. Rameban

Dr. Mary Magdalene Abraham (Asst. co-ordinator) *M. Magdalene*

- \* Assigned responsibilities for ROSA, Cultural Deans, Ac, EA etc to be followed.
- \* Volunteers were invited among IAAC members to arrange the basic needs for conducting Non-teaching staff and sub-staff sessions.
- \* Feedback from Alumnae was collected during the Annual Alumnae meet conducted on 14<sup>th</sup> July, 2018.
- \* Feedback forms are getting ready to get feedbacks from final year students, Parents during Parents teachers meeting to be held.

~~Sandra~~

R. Rameban

*M. Magdalene*

*[Signature]*

The Minutes of the IAAC meeting held on DATE- 18/7/2018

### Members Present

Dr. S. Vidya (Coordinator)	<i>S. Vidya</i>
Dr. S. Saira Banu (Asst. Coordinator)	<i>S. Saira Banu</i>
Dr. Mary Magdalene Abraham (Asst. Coordinator)	<i>M. Magdalene</i>
Dr. H. Fatima Mary (Vice Principal - Shift I)	<i>H. Fatima</i>
Dr. G. Uma (Vice Principal - Shift I)	<i>G. Uma</i>
Dr. J. Arul Mary (Vice Principal - Shift II)	<i>J. Arul Mary</i>
Dr. M. Arasamonal (Vice Principal - Shift II)	<i>M. Arasamonal</i>
Dr. B. Sahayarani Fernando	<i>B. Sahayarani</i>
Mrs. S. Arulmozhi Pachiaseeli	<i>S. Arulmozhi</i>
Dr. V. Vasantha Esther Rani	<i>V. Vasantha</i>
Dr. S. J. Kala	<i>S. J. Kala</i>
Dr. N. Malathi	<i>N. Malathi</i>
Mrs. E. Helena	<i>E. Helena</i>
Dr. S. Arul Michael Selvi	<i>S. Arul Michael Selvi</i>
Dr. L. Meena	<i>L. Meena</i>
Mrs. C. Sujatha	<i>C. Sujatha</i>
Mrs. R. Keertheshi	<i>R. Keertheshi</i>
Mrs. A. Mable Jasmine Shoba	<i>A. Mable Jasmine Shoba</i>
Mr. H. Vincent	<i>H. Vincent</i>

- \* NAAC visit to Fatima college is during the year 2019. We have only short period of time i.e. (Aug 2018 - Oct 2019) to get ready for NAAC.
- \* The prime focus of IAAC is NAAC visit for this year.
- \* It should be decided how to go about and execute the recommendations framed by the Principal, co-ordinator of IAAC and the 2 Assistant coordinators of IAAC.
- \* Recommendations to be looked into are:
  - I: \* To focus on the overall college activities.
  - \* To arrange provisions to get feedbacks from stakeholders (i.e. Alumnas, Parents, Public, etc).

DATE-

- \* Online feedback can be made possible so that only the institute can view the feedback given
- \* To have cluster colleges a team of 6 members can be assigned where they can visit various colleges and industries to have a healthy and active team.
- \* To update the knowledge of Non-teaching staff, 3 online courses can be conducted
- \* All notice boards in the college should be informative and the information to be changed for every 15 days.
- \* college website has to be modified.
- \* Active MoV's to be listed on Boards.
- \* Input sessions can be arranged for parents (ie) Not Parent teachers meeting.
- \* All male staff and volunteers (ie) students and teachers should be trained how to handle and use fire extinguisher.
- \* Whether jeans and long kurtis can be dress code for students
- \* With compulsions, student who live in their own house can be motivated to have rain water harvesting and to plant trees
- \* Digital certificate can be practised.
- \* It was decided to have separate central room for extension, research etc. under one roof.
- \* LED TV's can be used as clock or for flashing any other useful information
- \* Ductbin is to be identified with Red, Green, and Blue colour
- \* Digital boards can be kept to display all committees of the college
- \* Curtains, Mike, wall as mike etc to be changed  
  - ↳ Auditorium, Seminar hall, A2, HBA etc.
- \* To avoid traffic in campus, one more main gate can be constructed.
- \* With joining hands with ROSA, Hobile

DATE-

- Library, Talking books for visually challenged can be arranged for the villagers.
- \* Music class for students can be conducted in Campus.
  - \* There can be Intercollegiate Seminar for Non-teaching staff members.
  - \* Mother Rose Birthday is on Aug. 24 which can be considered and celebrated as "Non-teaching day"
  - \* Quality circle can be formed for non-teaching staff too.
  - \* Non-teaching staff members should attend seminars atleast 3 times a year.
  - \* on 19th and 26th July 2018, a Programme for Non-teaching staff is organised.
  - \* Gloves and Masks should be provided for non-teaching staff.
  - \* Atleast one project per semester, in industries can be undertaken by staff members and students.
  - \* Foreign language, Syllabus should be based on MHED syllabus and the syllabus booklet should be distributed to the students and credits for foreign language to be mentioned in the syllabus.
  - \* new online courses like political science etc. can be started.
  - \* There should be skill training Programmes atleast 2 times a year.
  - \* Reputed companies like wipro, can be invited for campus interview.
  - \* The class teacher and the head of the department should know what the students do in the hostel.
  - \* These were the recommendations and suggestions placed and the members positively said that all recommendations can be carried out.

Other discussions were

- \* Along with Gym, diet plan can also be included.
- \* HED is providing fund for infrastructure to Aided colleges and even to departments
- \* It was suggested to Penlock (write on the Board the name, photos of the retiring staff to create history.
- \* Instrumentation Lab was made to use by the outside. It was suggested that our staff and students can make use of it.
- \* It was decided that kit purch for instrumentation lab should be used.
- \* It was noted that the chemistry instrumentation lab is under repair. If repairs heavy expenses will be involved including freight.
- \* Advanced instruments can be purchased
- \* Trained Lab technicians to be appointed.
- \* Facilities provided in college should be highlight and all staff and students should be aware of it.
- \* Regarding dress code for students Jeans and kurthi can be opted
- \* But if this choice is given to students later it will be very difficult to get back to the old dress code
- \* Other problem represented was, ~~at~~ whether all students can buy and be willing to wear Jeans and long kurthi's? It can create a difference and complex among students.
- \* In 2016-17, there was a discussion whether uniform can be made mandatory for all the students. But it was not practised.
- \* No money should be collected from students without the knowledge of class teacher, HOD and Principal.
- \* Higher nose care fund and any other money collected by college from students can be

DATE-

- collected along with college fees.
- \* If any staff go/act as resource person they can contribute lot of their honorarium to college.
  - \* If something is invented by the outsider, resourceful persons can be appointed and college can get ideas from them and also help them to get patent.
  - \* It was also suggested that Department can be recognised with award, if they have more certificate course, publications etc.
  - \* Baby care center can be started within the campus.
  - \* Health centres with Doctors / Nurse can be started within the campus.
  - \* TO WEAT Block, bakery products are made only by Maida flour, which should be reduced and some healthy products can be made.
  - \* Vice principals are responsible to check the hygiene of the canteen.

~~S. J. K.~~  
B. Sabaraj Kumar

H. Vincent

S. J. K.

S. J. K.

S. J. K.

S. J. K.

S. J. K.

S. J. K.

S. J. K.

S. J. K.

R. Gaudan

~~S. J. K.~~

S. J. K.

The minutes of the meeting held on

DATE- 6.8.18:

Members Present

Dr. S. Vidya (Co-ordinator)

~~Sridya~~

Dr. S. Saira Banu (Asst. Coordinator) - S. Anaban

Dr. Mary Magdalene Abraham (Asst. Coordinator) ~~Magdullhan~~

Mr. H. Vincent

H. Vincent

Mrs. S. Anil Michael Selvi

S. Anil Michael Selvi

Mrs. R. Meenakshi

R. Meenakshi

Ms. A. Mable Jasmine Shoba

A. Mable Jasmine Shoba

Dr. L. Meena

L. Meena

Mrs. C. Sujatha

C. Sujatha

Mrs. B. Chandrika

B. Chandrika

\* It was decided to have a regular meeting on all 1<sup>st</sup> Monday at 1:30pm in Lobby

\* Mrs. B. Chandrika will be in charge for GC and will meet the GC coordinators and facilitators once in every 3 months.

\* August 9<sup>th</sup>, a programme has been planned to demonstrate fire safety. I and II year UG students both shift I and II will attend this programme at 9am to 10:30am.

\* Usage of fire extinguisher will also be demonstrated for teachers after 10:30am. Mrs. Sujatha and Mrs. Anil Michael Selvi will take care and organise the programmes.

\* On August 10<sup>th</sup> or 11<sup>th</sup>, there will be a flash mob by our student at 10:30am in Railway station



DATE-

- \* new Notice display boards to be purchased.  
Mr. Vincent will be in charge to enquire about the boards rate and models.
- \* After T<sub>1</sub>, Feedback to be collected from students about the college infrastructure, teachers, library syllabus, activities etc. for about a maximum of 30 questions. Mrs. B. Chandrika and Dr. Hema will be in charge.
- \* Mrs. Anil Michael Selin will take care in preparing feedback questions for the I year students, parents which is to be collected during first year parents and teachers meeting.
- \* To conduct music class for students, it was enquired that Rs. 1200 will be charged as fee for 8 hours which is still to be finalised.

~~Miss~~

R. Ganesh

H. Vincent

S. Anil Michael Selin

C. Sujatha

B. Prasad

R. Hema

~~Miss~~

Mayadulhan

✓

The Minutes of the IQAC meeting held on DATE: 28.8.2018.

Members Present

Mr. J. Sivakumar (AGM, HR & Admin, Industry Expert  
J.K. Fenner India Ltd.  
Madurai.

*[Signature]*  
28/8/18

Dr. S. Vidya - (Coordinator)	<i>[Signature]</i>
Dr. S. Saira Bano (Asst. Coordinator) - B. Rameshan	<i>[Signature]</i>
Dr. Mary Magdalene Abraham (Asst. Coordinator)	<i>[Signature]</i>
Dr. M. Fatima Mary (Vice Principal)	<i>[Signature]</i>
Dr. Sr. J. Anil Mary (Vice Principal)	<i>[Signature]</i>
Dr. G. Uma (Vice Principal)	<i>[Signature]</i>
Dr. M. Arasammal (Vice Principal)	<i>[Signature]</i>
Dr. B. Sahayarani Fernando	<i>[Signature]</i>
Mrs. S. Anthonazi Packiaseli	<i>[Signature]</i>
Dr. V. Vasantha Esther Rani	<i>[Signature]</i>
Dr. S. J. kala	<i>[Signature]</i>
Dr. N. Malathi	<i>[Signature]</i>
Mrs. E. Helena	<i>[Signature]</i>
Dr. S. Anil Michael Selvi	<i>[Signature]</i>
Dr. L. Meera	<i>[Signature]</i>
Mrs. C. Sujatha	<i>[Signature]</i>
Mrs. R. Menakshi	<i>[Signature]</i>
Mrs. A. Hable Jasmine Shoba	<i>[Signature]</i>
Mr. H. Vincent	<i>[Signature]</i>

- \* Dr. S. Vidhya, introduced the members of IQAC and the Industrial expert.
- \* It was said that Mr. Sivakumar has rich experience in Airforce and working in Fenner as General Manager. He is also Industrial Expert for Lady doak and Kalasalingam colleges.
- \* Dr. S. Saira presented the various activities of all committees carried out in the college focusing NAAC 2019.
- \* Fatima college has ranked 27<sup>th</sup> and 65<sup>th</sup> in the last 2 NIRF Rankings.

DATE-

- \* Existing Mov's in the college is 44.
  - \* There are 2 international Mov's, 1- with Binary University, Malaysia. 2- Study in India Programme for the foreign students to get into Fatima college.
  - \* In Home Science department, Ph.D course has been introduced.
  - \* Quality circle is taking care of honesty shop and clean, plastic free campus.
  - \* 644 interviews had been conducted in the campus.
  - \* There are 17 publications made in this year.
  - \* ROSA Extension has adopted 16 villages and activities are conducted in the villages periodically.
  - \* ROSA and Environmental club has organised compound wall painting, plastic free campus.
  - \* Alumnae Association have installed solar lights and waste paper recycle unit, oil extraction unit.
  - \* Solid waste decomposing, herbal garden is maintained.
  - \* UPSE exam coaching classes are conducted.
  - \* Other activities are E-content development cell, Research advisory cell, Entrepreneur development cell, SEF, Eco-sustainability cell, Fatima Innovation Drive, SAILS, Hooc-Spoken tutorial has been conducted for students.
  - \* Foreign languages are being taught.
  - \* Standard syllabus are framed. Certificate course, Crash course, Bridge course, Foundation course, HAM, Internship, Environmental Studies, Value Education, Human Rights class, are carried on.
  - \* 8-Minor Research Projects are ongoing.
  - \* Other activities like PT Meet, Mother Rose Care Fund, FCPNG, Feed back from Staff, Student and Peer is done.
- Suggestions From the Expert
- He appreciate all the activities and has given suggestions
- \* Every Member of the college should know the vision & Mission.
  - \* Syllabus should be updated with the recent technologies. So that students should be prepared for futuristic vision.
  - \* 10 days internship Programmes can be conducted in Feeder.

DATE-

- \* Place for everything and Everything in a Place
- \* consider Time as Money, and quick access of required resource should be there.
- \* 5's to be followed in academics (i) Japanese words (i) Sort (ii) Set in order (iii) Show (iv) Standardize (v) Sustain
- \* Like Japanese unwanted things have to be disposed now and then.
- \* Institutions and Industry Link to be strengthened.
- \* Business communication is the need of the hour
- \* Fenner and Fatima college can go for MOU signing and they can join hands together in many social projects
- \* what we teach is not practiced in Industries so syllabus to be framed accordingly.
- \* Communication and listening skill to be improved among employees.
- \* Staff from Fatima college can act as resource person to get inputs to employees of Fenner.

A. Banaban

~~Alax~~

Dr. Anurag  
Jh.

S. Anil Prasad

B. Babbar Singh

28/2/18  
H. Vincent

~~Smidya~~

R. Hun

D. J. S.

S. J. S.

M. S.

S. Anil Prasad

S. Anil Prasad

C. Sujata

111

The Minutes of the IAAC meeting held on DATE- 2.9.2018

Members Present

Dr. S. Vidya - (Coordinator, IAAC)	<u>S. Vidya</u>
Dr. Mary Magdalene Abraham (Asst. Coordinator)	
Mrs. B. Chandrika	<u>B. Chandrika</u>
Mrs. C. Sujatha	<u>C. Sujatha</u>
Dr. L. Muna	<u>L. Muna</u>
Mrs. R. Menakshi	<u>R. Menakshi</u>
Ms. A. Mable Jasmine Shoba	<u>A. Mable Jasmine Shoba</u>
Mr. H. Vincent	<u>H. Vincent</u>
Dr. Anil Micheal Selvi	<u>A. Anil Micheal Selvi</u>

The meeting was held to discuss the following activities:

- \* Last date to fill and submit the passport form along with Rs. 1500 is September 3<sup>rd</sup>, 2018.
- \* Fire Service programme will be conducted in last week of September.
- \* HMRD is insisting to conduct students Induction Programme for 7 days. But it is recommended to be conducted atleast for 2 days. We are going to conduct for 2 hours.
- \* IAAC meeting with the External member Dr. Selvam and with Alumnae member Jeyanth Ananth is to be conducted on September 11<sup>th</sup> at 10:00 clock in A2.
- \* Duties were discussed and allotted to IAAC members to conduct meeting with external Members.

DATE-

\* It was also decided to conduct 2 meetings with the external members in the beginning and end of the academic year.

~~bridge~~

PS

H. Vincent

S. Aul Michael Selvi

C. Ajitha

B. G. S

R. Mani

Allex

Minutes of the meeting held on

DATE: 11.9.2018

## Members Present

Dr. Sr. M. Francisca Flora (Secretary, Fatima college) Sr. Francisca  
 Dr. Sr. G. Celine Sabaya Mary (Principal, Fatima college) Sr. G. Celine  
 Prof. Selvam (National Expert) Mrs. ~~\_\_\_\_\_~~

Dr. S. Vidya - (Coordinator)	S. Vidya
Dr. S. Saira Banu (Asst. coordinator)	S. Saira Banu
Dr. Mary Magdalene Abraham (Asst. coordinator)	Magdalene
Sr. M. Fatima Mary (Vice Principal)	fatima
Dr. Sr. J. Arul Mary (Vice Principal)	J. Arul Mary
Dr. G. Uma (Vice Principal)	G. Uma
Dr. M. Arakammal (Vice Principal)	M. Arakammal
Dr. B. Sahayarani Fernando	B. Sahayarani Fernando
Mrs. S. Anulmozhi Packiaseli	S. Anulmozhi Packiaseli
Dr. V. Vasantha Esther Kani	V. Vasantha Esther Kani
Dr. S. J. Kala	S. J. Kala
Dr. N. Malathi	N. Malathi
Mrs. E. Helina	E. Helina
Mrs. B. Chandrika	B. Chandrika
Dr. L. Meena	L. Meena
Mrs. C. Sujatha	C. Sujatha
Mrs. R. Heenakshi	R. Heenakshi
Ms. A. Mable Jasmine Shoba	A. Mable Jasmine Shoba
Mr. H. Vincent	H. Vincent
Dr. S. Arul Michael Selvi	S. Arul Michael Selvi
Sr. Stella Ann Mary	Sr. Stella Ann Mary

\* The meeting started with silent prayer.

\* welcome Address was given by Dr. Mary Magdalene Abraham.

\* Dr. S. Saira Banu presented the activities of various committees.

\* Dr. S. Vidhya presented the activities that are being carried out in the year 2018-2019.

The following suggestions were proposed by the External Experts.

- \* Fatima college is moving towards 4<sup>th</sup> cycle of NAAC visit.
- \* NAAC has 11 quantitative techniques and 37 qualitative metrics.
- \* IBAAC members have great responsibility to meet the expectations of NAAC.
- \* But NAAC may change any of these 11 quantitative techniques and 37 qualitative metrics at any time. So be ready for any changes.
- \* He also stated that always focus on outcome.
- \* We have to follow OPI method (i.e.) Outcome-Process-Input.
- \* Aim for what should be the outcome plan the process according to it and decide the input and do that right now.
- \* For example if a student enroll himself in any course, it should be known that what will be the outcome of that particular course and how that course will be useful to implement in industries.



DATE-

- \* NAAC emphasis on the outcome, so concentrate in the curriculum.
- \* You change your style by saying students like we are going to discuss about certain topic tomorrow, instead of ~~form~~ going to teach this topic.
- \* If needed, Alternative method can be followed (ie) Let students get materials and discuss. Staff should intervene only when needed.
- \* Find the method how to evaluate students come out with outcome for (eg), have close monitoring over students (ie) many internal assessment can be followed and find the overall assessment at the end of the semester.
- \* Question paper should be set based on conceptual nature and think holders and graduate attributes like knowledge based and skilled based.
- \* Put the students in "Puts" (ie) Put U in right spot if so then they will find the solution.
- \* Don't go to the students level to make the pass and never set question paper to students level.
- \* Mention to students what teaching methodology you will adopt for each topic to be dealt (ie) PPT (or) Talk and chalk method etc. Also explain the applications of what students have learned which should be included in curriculum itself.

DATE-

- \* Dynamic components → which includes latest technologies, current contour newspaper reading should be included in syllabus where only internal assessment can be made, so that the syllabus remain evergreen.
- \* Fatima college follows 30 hours of library for PG and 15 hours of library for UG as mandatory.
- \* Fatima college makes mandatory for students to go for library - 30 hrs for PG and 15 hours for UG students per semester, this was highly appreciated by the External expert.
- \* But he raised a question that what is the outcome of usage of library hours? Find that outcome and make it a measurable one and quantify them.
- \* Weightage in first semester syllabus can be reduced and concentrate on 3 components (ie) English, Computer Science and Maths - makes, where these 3 components are essential in all fields.
- \* Concentrate more on interface committee and ensure that more industries come for campus interview.
- \* Create small opportunities to make every students to visit industries whether big or small.

DATE-

\* NAAC expect atleast one distinct area where you have successfully implemented and others don't have.  
So we have a strategic goal and link your strength and weakness with this goal.

\* Quality circle for non-teaching staff and cluster colleges are in process to be implemented this idea was highly appreciated by the External expert.

\* Research based on patient is expected now. Though patient outcome research is not a compulsory one, it will be great if we do research with patient outcome.

\* How to motivate staff members?

A question raised by Sr. Principal when he suggested that staff should be called for lot of discussions in large forum. Staff should work beyond the comfort zone.

\* He also suggested that Administrative audit to be conducted atleast once in five years.

DATE-

\* Around Thirty Seven questions can be asked as feedback to staff about the Administration, to find out what is their opinion, suggestions, positive thinking about institution etc can be found out.

\* Based on these suggestion the meeting was concluded with vote of Thanks by Dr. Meena, member of IAAC and Asst. Prof., Dept. of MBA.

P. Ganoban  
 S. Jini Paul  
 B. Saha  
 H. Vincent  
 M. K.  
 S. Anil kishan

H. G. L.  
 C. Sujata  
 R. N.  
 K. N.  
 Maydalene Abraham

M

The Minutes of the IAAC meeting held on

DATE- 9.10.2018

### Members Present

Dr. S. Vidya (Co-ordinator)	<del>Sindya</del>
Dr. S. Saira Bannu (Asst. Co-ordinator)	B. Banu
Dr. Mary Magdalene Abraham (Asst. coordinator)	Magdalene
Mrs. B. Chandrika	B. Chandrika
Mrs. C. Sujatha	C. Sujatha
Dr. S. Anil Michael Selvi	S. Anil Michael Selvi
Ms. A. Mable Jasmine Shoba	A. Mable Jasmine Shoba
Dr. L. Meena	L. Meena
Mrs. R. Meenakshi	R. Meenakshi
Mr. H. Vincent	H. Vincent

- \* It was declared that 307 persons got benefited out of Passport Mela.
- \* There will be separate Induction programmes for UG and PG. on 11<sup>th</sup> or 24<sup>th</sup>
  - Shift I will be handled by Dr. Magdalene
  - Shift II will be handled by Dr. Saira.
- \* Duties were allocated to IAAC members to monitor the students
  - Morning session - Ms. Mable, Dr. Meena, Mrs. Chandrika, Mrs. Meenakshi
  - Noon session - Mrs. Sujatha
- \* Two more activities have to be conducted by IAAC
  1. Inter collegiate Meet (Feb. 2<sup>nd</sup> / 9<sup>th</sup>)
  2. Social Behaviour / Intelligence for Non-teaching
- \* Fire extinguisher Camp has to be conducted
- \* Two day Programme has to be organised on Dec. 10<sup>th</sup> / Dec. 8<sup>th</sup>. Yoga and Talent show for Non-teaching Staff.
- \* Students Programme can be scheduled between Nov. 26<sup>th</sup> to Nov. 30<sup>th</sup>

DATE-

Sub staff Programme has to be scheduled for 2 days (Dec. 8<sup>th</sup> and Jan. 5<sup>th</sup>).

I Day - Training Programme (1st event)  
II Day - Competitions (2nd event)

Teaching staff programme will be scheduled.

\* Administrative Audit

Questionnaire for Management, office, Library, Infrastructure, canteen, sports, Hostel, Environment Garden has to be prepared.

\* Parent's meet feedback have to be consolidated.

\* Cluster colleges forming is in the process.

\* NAAC Guidelines have to be gone through in the website.

~~S. Anand~~

R. Raudam

B. Chandra

L. Hussain

~~S. Anand~~

H. Vinay

C. Sujata

S. Anil kishor Sehri

M. Anandhan



The Minutes of the IAAC Meeting held on DATE- 20-11-2018

Members Present:

Dr. S. Vidya (Co-ordinator)	<u>Sridya</u>
Dr. S. Sairam Banu (Asst. Coordinator)	<u>S. Ramaban</u>
Dr. Mary Magdalene Abraham (Asst. Coordinator)	<u>M. Magdalene</u>
Mrs. S. Anthonozhi Paskiaseli	<u>S. Anthonozhi Paskiaseli</u>
Dr. V. Vasantha Esther Rani	<u>V. Vasantha Esther Rani</u>
Dr. B. Sahayarani Fernando	<u>B. Sahaya Rani</u>
Sr. H. Fatima Mary (Vice Principal)	<u>H. Fatima</u>
Dr. Sr. J. Anul Mary (Vice Principal)	<u>Sr. J. Anul Mary</u>
Dr. G. Uma (Vice Principal)	<u>G. Uma</u>
Dr. S. J. Kala	<u>S. J. Kala</u>
Dr. M. Arisaimmal (Vice Principal)	<u>M. Arisaimmal</u>
Dr. N. Makthi	<u>N. Makthi</u>
Mrs. E. Helena	<u>E. Helena</u>
Mrs. B. Chandrika	<u>B. Chandrika</u>
Dr. L. Meena	<u>L. Meena</u>
Ms. Hable Jasmine Shoba	<u>H. Jasmine Shoba</u>
Dr. S. Anul Michael Selvi	<u>S. Anul Michael Selvi</u>
Mrs. C. Sujatha	<u>C. Sujatha</u>
Mrs. R. Meenakshi	<u>R. Meenakshi</u>
Mr. H. Vincent	<u>H. Vincent</u>

The meeting was organized to discuss about cluster colleges.

\* Dr. Vidya, the coordinator of IAAC have declared the list of colleges like Mangayarkarasi college, Senthamani college, Sermathai Vasan college, Anni Fatima college, Ambika college who have given acceptance to join hands with Fatima college to form cluster colleges.

\* The purpose of the meeting is to discuss Fatima college, being the nodal college, should be clear how to go about forming of Governing body. etc.

\* There were suggestions from members that we can

DATE- 4.12.2018

Venue: SJ5

Members Present :

NAAC Core Committee & Extended Committee

The meeting started with a holy prayer by Sr. Anul Mary. Sr. Principal initiated the process for the 4<sup>th</sup> cycle on this first meeting.

Dr. S. Vidya made a presentation regarding NAAC revised guidelines, the process of applying, fees and formats & Metrics.

It was decided that the extended committee will meet on 7.12.2018 at 2.p.m to proceed further.



*Sandya*

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



The Minutes of the IQAC meeting held on DATE: 6.12.2018.

### Members Present

Dr. S. Vidya (Coordinator)	<del>S. Vidya</del>
Dr. S. Saira (Asst. Coordinator)	R. Ganabam
Dr. Mary Magdalene Abraham (Asst. Coordinator)	Magdalene
Dr. S. J. Kala	S. J. K.
Dr. J. Anil Mary (Vice Principal)	S. Anil Mary
Dr. V. Vasantha Esther Rani	Vasantha Esther Rani
Dr. S. L. Kumari	S. L. Kumari
Dr. N. Halathi	N. Halathi
Mrs. B. Chandrika	B. Chandrika
Mrs. E. Helena	E. Helena
Dr. M. Arasammal (Vice Principal)	M. Arasammal
Dr. G. Uma (Vice Principal)	G. Uma
Mrs. Sujatha	Sujatha
Mrs. S. Anilmozhi Packiaseli	S. Anilmozhi Packiaseli
Dr. S. Anil Michael Seli	S. Anil Michael Seli
Mrs. C. Sujatha	C. Sujatha
Mrs. A. Mable Jasmine Shoba	A. Mable Jasmine Shoba
Mrs. R. Menakshi	R. Menakshi
Mr. H. Vincent	H. Vincent

The meeting was conducted to discuss about cluster colleges.

- \* Instead of having objectives, it can be outcome based.
- \* To form cluster colleges, like minded institutions can be approached
- \* To find out the best practices followed in other colleges
- \* Fatima college being the nodal center, have to search other colleges.

DATE-

- \* Separate cell has to be formed for planning and evaluation
- \* Fatima college being nodal centre should share its facilities to other colleges
- \* Budget should be fixed for arranging such programmes
- \* Other colleges should not be loaded with money
- \* Minimum subscription can be collected
- \* Corporate sponsorships can be invited
- \* Ratio can be fixed for sharing finance (ie) 60% - nodal, 40% - other colleges. But this should be discussed in big forum.
- \* If science lab is shared, wear and tear should be taken into account. The cost of chemicals is too expensive
- \* Incubation centre to be highlighted to other colleges
- \* But it is important to know the need of other colleges
- \* Language lab is to be updated
- \* Indoor stadium, Auditorium, Play ground, library can be put in use with a nominal fee.
- \* Nutrition consultancy, Gym to be started within the month of January 2019.
- \* Gym instructor is needed.

DATE-

Students exchange, Faculty exchange,  
 Student counselling, Career Guidance,  
 Placement fair, Crash courses, Skill training,  
 Value added online courses can be offered  
 to other colleges.

- \* Inter college publication can be started
- \* Collaboration with ISR can be made
- \* Thrust area to be identified and  
 it should be defined.

~~Sandhya~~

A. Sawabam

~~P. K. M.~~

H. Vincent  
 Dasan Raj  
 A. S. P. S. P. S. P.

~~C. Sujata~~

S. Anil Michael Selvi

~~H. S. S.~~  
 M. S. S.

M. S. S.

✓

DATE: 7.12.2018

Members present:

Venue: Instrumentation room

NAAC Core Committee & Extended committee.

Discussion in groups was made on the following aspects based on criteria:

- 1.2 - Academic flexibility need to be introduced at some level.
- 1.2.2 - For personalized learning environment, "Capetaria Model" to be followed. Google classrooms are to be created for all.

Other aspects discussed were:

- \* Aspects related to Calendar, Magazine and value added courses to be informed to Ms. Sathya.
- \* Departments to create brochures for value added courses.
- \* Feedback to be uploaded in the website
- \* Dr. Selvam, Dr. Sethuraman, and Dr. Xavier to be consulted
- \* Data about Academic Council meeting, Board of Studies, Syllabus from 2013-2014, MOUs, List of students for value added courses to be collected from the Departments.
- \* Request for scanner and computers to be given to the Principal.

It was decided to meet on 11.12.2018.

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

DATE- 11.12.2018

Members Present:

Venue: A2

Extended committee.

The following were discussed in the meeting.

Criterion I:

- 2.1.1 - Higher Secondary and Domicile Certificate to be collected from foreign students
- 2.1.3 - Letter from Government, Students' List with Caste, and Admission List to be collected.
- 2.2.1 - Dr. Mahima will give the write-up
- 2.2.3 - Differently abled Certificate to be collected.
- 2.3.2 - Discussion on Campus mapping, Geotagged photos, Calendars with campus maps, and Table top Calendars (can be collected from students) was made.
- 2.3.3 - Discussion on Mentoring and E-mentoring was done.
- 2.3.4 - Discussion on collection of Lesson plan from Departments and Biometric System were made.
- 2.4.1 - Staff appointment letters to be collected.
- 2.4.2 - Ph.D Certificate to be collected from Departments
- 2.4.3 - Experience certificate to be collected.
- 2.4.4 - E-copies of award letters to be collected.
- 2.4.5 - Domicile Certificate for other state teachers and Previous degree Certificate to be collected.

DATE-

2.5.1 to 2.5.5 - Supporting documents include Hall ticket, Attendance, (Examination Management System) Under EMS - screenshots of software to be included.

2.6.1 - Course outcomes for all courses to be framed.

2.6.2 - Mapping for Qualitative Metrics to be done.

2.6.3 to 2.6.3 - Ms. Mahima is Incharge of QIm for criteria I+ii and to collect supporting documents.

2.7.1 - Mobile numbers and E-mail IDs to be collected.

Criterion V:

5.1.1 - Self-attested Sanctioned letter of scholarship to be collected from office.

5.1.2 - Details about College Day report, Alumnae and private bodies to be collected from office.

5.1.3 - College website to be updated with Entry in services data.

5.1.4 - Discussed about career counselling.

5.1.5 - Discussion made about Skill based papers, EDC, and Career oriented courses were made under vocational Education.

5.1.6 - Minutes of the meetings to be get ready.

5.2.1 - Students' list to be collected from Placement officer.

5.2.2 - Department data regarding student progression to be collected.

5.2.3 - NET/SLET certificates to be collected.

5.3.1 - E-copies of National/International Award letters/certificates to be collected from the Physical Director and cultural Deans.

DATE-

5.3.2 - Union data related to activities to be collected

5.3.3 - Data to be collected from cultural bears, Union, Physical Director, and Quiz club.

5.4.1 -

5.4.2 - Data on Audited Account Statements to be collected.

5.4.3 -



  
IQAC CO-ORDINATOR  
Fatima College (Autonomous),  
Madurai, 625 002

The Minutes of the IACC meeting held on DATE- 13.12.2018.

Members Present:

Dr. S. Vidya (Coordinator)	<del>S. Vidya</del>
Dr. S. Saira Banu (Asst. Coordinator)	P. Ranaba
Mrs. B. Chandrika	B. Chandrika
Mrs. C. Sujatha	C. Sujatha
Dr. S. Anil Michael Selvi	S. Anil Michael Selvi
Ms. A Mable Jasmine Shoba	A. Mable Jasmine Shoba

The meeting was held to discuss

- \* The Research team has been formed and it is flashed on website. The Research team brochure has been sent to 23 colleges.
- \* Six colleges accepted to join hands to form cluster.
- \* Representatives from each college are invited to have discussion about cluster colleges on 18.12.2018 at 9-1pm.
- \* Agenda of the Programme follows:
  - Prayer Song
  - Welcome Address by Dr. Mary Magdalene Abraham
  - Introductory Address by Principal
  - Presentation by Dr. S. Vidya
  - Tea Break.
  - Discussion Forum
  - Vote of thanks by Dr. S. Saira Banu.
  - Campus tour
  - Lunch in SJS

\* The following duties were allotted to the IACC Members:

Prayer Song by Dr. Anil Michael Selvi

Report writing & Minutes of the meeting

by Ms. A Mable Jasmine Shoba & Mrs. Menakshi

Master of ceremony - Dr. L. Meena

Refreshment & Lunch - Mrs. B. Chandrika & Mrs. C. Sujatha

P. Ranaba

C. Sujatha

S. Anil Michael Selvi

P. Ranaba

~~S. Vidya~~





The Minutes of the IAAC meeting held on DATE: 18.12.2018  
for the purpose of forming "cluster colleges"

Members present

Dr. Sr. G. Celina Sahaya Mary (Principal) *S. G. U*  
 Dr. Sr. M. Francisca Flora (Secretary) *Sr. Francisca Flora*  
 Dr. H. Fatima Mary (Vice Principal) *flm*  
 Dr. G. Uma (Vice Principal) *G. U*  
 Dr. Sr. J. Anil Mary (Vice Principal) *Sr. Anil Mary*  
 Dr. M. Arasammal (Vice Principal) *M. Aras*  
 Dr. S. Vidya (Coordinator) *S. Vidya*  
 Dr. S. Saira Banu (Asst. Coordinator) *S. Saira Banu*  
 Dr. Mary Magdalene Abraham (Asst. Coordinator) *M. Magdalene*

Sermathoi Vasan college for women, Madurai

Mrs. M. Pushparani, IAAC coordinator *M. Pushparani*  
 Mrs. S. Tamizharasi, Asst. Professor, Eng. *S. Tamizharasi*  
 Mrs. M. Kanitha (Associate Prof. & Head, Phy) *M. Kanitha*

Mangayarkkarasi college of Arts and Science for women, Madurai

Mrs. R. C. Shanthakumari (IAAC coordinator) *R. C. Shanthakumari*  
 Dr. C. Jeslina Jeyakumari (HOD, Commerce) *C. Jeslina Jeyakumari*  
 Mrs. R. Veeramani (HOD, B. Com (CA)) *R. Veeramani*

Madonna college Arts & Science college for women

Dr. Sr. S. Thiraviya Regina Rajam  
 HOD of CS, WP, Director Finarts,  
 (Opp) Valemal Engineering college  
 Rameswaram High Road, Visabanur  
 Madurai - 625009. *18/12/18*

Senthamarai college of Arts and Science

Mrs. N. Selvalakshmi (HOD, Commerce, IAAC coordinator) *N. Selvalakshmi*  
 Ms. J. Kalairani (Asst. Prof, Commerce, IAAC member) *J. Kalairani*

Dr. V. Vasanthi Esther Rani

Dr. S. J. Kala

Mrs. B. Chandrika

Dr. S. L. Kumari

Mrs. E. Helena

Dr. N. Malathi

Mrs. C. Sujatha

Dr. L. Meena

Ms. A. Mable Jasmine Shoba

Mrs. R. Meenakshi

DATE-

classmate & Rani

S. J. Kala

B. Chandrika

S. L. Kumari

E. Helena

N. Malathi

C. Sujatha

L. Meena

A. Mable Jasmine Shoba

R. Meenakshi

The purpose of the meeting is to form cluster colleges and the following matters were discussed.

\* Dr. S. Vidya, Coordinator of IQAC, Fatima college explained the purpose of forming cluster colleges and to promote cooperation among the well established colleges.

\* Fatima college will be the nodal agency and the partnering colleges are

- (i) Sermathai Vasan college for women, Madurai.
- (ii) Mangayarkarasi college of Arts and Science for women, Madurai
- (iii) Madonna Arts and Science college for women
- (iv) Senthannurai college of Arts and Science

\* Dr. Vidya gave a brief explanation to other colleges about the General activities, Specific activities, and objectives, Methodology, Role of members of body/committee, Programmes/Activities, Sharing of Human Resource, Academic Programmes, Research and Extension.

\* There was an open discussion with the members and the following points were discussed.

The Minutes of the ISAC meeting held on DATE- 18.12.2018.  
for the purpose of forming Cluster Colleges.

- It was clarified that academic strength mentioned says about Staff Expert.
- Money can be collected from the colleges and can be used for Seminars etc.
- NAAC expect Memorandum of Understanding with International Higher Education and that should be strengthened.
- Infrastructure of Fatima college can be used purely for Academic purpose with nominal charge but if conducted with collaboration with Fatima college, no charge will be made.
- Library of Fatima college can be used by other colleges with nominal charge.
- It should be decided by other colleges whether they are willing to join hands with Fatima college.
- Then having understood the criteria, cluster colleges can be formed.
- MoU can be signed for 1 year and it can be signed for 1 year and it can be extended in future.

### Expectations from other colleges

- No college is considered to be high or low in status
- Fatima college will take classes for other colleges.
- Common coaching classes, Placement - off campus recruitment drive can be conducted.
- Madonna college has no IASC team and they need guidance to form in their college.
- Jemathai Vasan college has no research incubation but they have women study centre and hand shake work to the society.
- Madonna college invited the members for their international conference topic "Multifaceted Empowerment of women in the society" to be held on 8th February, 2019.

Each college presented their strengths which are as follows:

#### 1. Mangayarkarasi college

- Vocational training programmes like fashion, tailoring, pot making are conducted.
- They have Auditorium with AD system.
- Certificate, Diploma courses like Value Education, English are conducted.

- They have MoU with ISCON Temple.
- They have 20 buses and it can be made use for study tour, extension programmes, field trips etc.

### II Permathai Vasan College.

- They have Bird watching Centre.
- They do extension activities in rural areas.
- Mrs. Kavitha is promoted from script writer to segment coordinator in Radio Programmes.
- Since 2009, they have MoU with Science Forum, Vinyan Prachar Sabha throughout Tamil Nadu.
- They also have collaboration with Prakkhal Trust.

### → Enhancement of Resource Activities 'ATAL'

- They have Centre for women Studies for Society. Online coaching for competitive exams are conducted from Delhi.

### III

### Senthamarai college

- They have transport facility.
- They have a digital zone of TCS which can be used for taking up online Examinations.

IV Madonna college

They have MoU with St Joseph college of Engineering in Tanzania and Africa.

It was suggested to form what's app group for cluster colleges.

To discuss the draft of MoU with terms and conditions, It was decided to have next meeting on 20<sup>th</sup> December 2018 at 2:00 pm.

Dr. J. Alim

~~S. Indya~~

B. Ransbam

~~S. S. S.~~

R. H. H.

~~S. S.~~

~~S. S. S.~~ E. R. R.

C. S. S.

~~S. S. S.~~

M. A. A.

The Minutes of the IQAC meeting with cluster colleges held on DATE- 20.12.18

Members Present:

Dr. S. Vidya (Coordinator) *S. Vidya*  
 Dr. S. Saira Banu (Asst. coordinator) *S. Saira Banu*  
 Dr. Mary Magdalene Abraham (Asst. coordinator) *Magdalene*  
 Dr. V. Vasanthia Esther Rani *V. Vasanthia*  
 Dr. Sr. J. Anil Mary (Vice Principal) *Sr. Anil Mary*  
 Dr. M. Arasammai (Vice Principal) *M. Arasammai*  
 Dr. S. J. Kala *S. J. Kala*  
 Dr. N. Malathi *N. Malathi*

Madonna Arts & Science college for women.

Dr. S. Thiraviya Regina Rajam. *20/12/18*  
 HOD of Computer Science & Director of Fine Arts  
 (Opp) Velammal Engineering College  
 (Opp) Rameswaram High Road  
 Madurai - 625009.

Senthomasai college of Arts and Science

1. N. SELVARAKSHMI - Head, Commerce & IQAC Coordinator *N. Selvarakshmi*
2. J. KALAIKANI - Asst. prof & IQAC member *J. KalaiKani*

Senthomasai Vasan college for women, Madurai.

- 1) Mrs. M. Pushparani, IQAC coordinator *M. Pushparani*
- 2) Mrs. S. Tamizharasi, Asst professor (Eng) *S. Tamizharasi*
- 3) Mrs. M. Kavitha (Associate prof. & Head (phy)) *M. Kavitha*

Mangayarkarasi college of Arts and Science for women, Madurai

- 1) Mrs. R. C. Shanthakumari (IQAC coordinator) *R. C. Shanthakumari*
  - 2) Dr. C. Jestina Jeyakumari (Hod commerce) *C. Jestina*
  - 3) Mrs. R. Veeramani (HOD, B.com C.A) *R. Veeramani*
- Mrs. E. Helena  
 Dr. L. Meera  
 Mrs. C. Sujatha *C. Sujatha*  
 Ms. A. Mable Jasmine shoban  
 Dr. S. Anil Michael Selvi

The meeting was conducted to discuss about the draft of MoU terms and conditions.

The members from other colleges suggested that

- The Preamble and scope of MoU is good. and the time period for MoU can be from Jan. 2019 to May. 2020.
- Signing of MoU can be done Jan 21<sup>st</sup> tentatively where Fatima college will send draft of MoU to other colleges.
- There should be one representative of their choice from each college for cluster college.
- The Action plan can be decided by Executive committee then with planning and working committees.
- After forming cluster college, the upcoming meeting can be conducted in any of the colleges.
- Madonna college is newly started. So only one member can be presented for all the committees.
- Collaboration can be made for certain programmes with common / General themes like Faculty training, Sexual harassment, Drugs, Non-teaching staff programme, Students programme can be conducted.
- Finance specified in MoU can be modified to be more specific.



DATE-

- The following matters to be discussed with Management
- Library Membership Fee: whether it should be collected for the Institution or for a member
  - Fee to be finalised for course like Oil Extraction.
  - Whether male students can be benefited in cluster colleges.
  - It was decided to have next meeting on 9<sup>th</sup> Jan 2019 at 2.00 p.m to discuss the final draft of MOU.
  - Suggestions are invited and sent through whatsapp group.

~~Sindhu~~

S. Ganoban

K. Srinivas Ekan

M. Srinivas

C. Sujatha

M. Srinivas

M. Srinivas

M. Srinivas

M. Srinivas

DATE- 4.1.2019

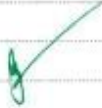
Members Present:

Venue: A2

IQAC coordinators, FRC Link persons of the Departments and the staff in-charge of Documentation from the Departments

The meeting on "NAAC briefing" held in A2 began with a silent prayer. Dr. S. Vidya, IQAC coordinator & Associate Professor, Department of Computer Science, Fatima college (Autonomous) elaborately explained the filling up of the templates for different criteria for NAAC.

The various queries and doubts raised by the members were discussed in detail and were consented upon.



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

The Minutes of the IBAAC meeting held on DATE- 9/11/2019 with Cluster colleges.

MEMBERS PRESENT:

- Dr. S. Vidya (Co-ordinator- IBAAC) *S. Vidya*
- Dr. S. Saira Banu (Asst. Coordinator) *S. Saira Banu*
- Dr. Mary Magdalene Abraham (Asst. Coordinator) *M. Magdalene*
- Sr. J. Anil Mary (Via Principal) *Sr. Anil Mary*
- Sr. M. Fatima Mary (Via Principal) *M. Fatima*

Mangayarkarasi college of Arts and Science for women Madurai

- 1. Mrs. R. C. Shanthakumari (IBAAC coordinator) *R. Shan*
- 2. Mrs. D. Sudha (Head, Dept. of Physics) *D. Sudha*

Semmathai Vasan college for women, Madurai

- 1. Mrs. M. Pushparani (IBAAC - coordinator) *M. Pushparani*
- 2. Mrs. M. Karitha (Associate Prof. & Head, Phy) *M. Karitha*
- 2. Mrs. S. Tamizharasi (Asst. Prof., Eng) *S. Tamizharasi*

Senthamarai college of Arts and Science

- 1. Mrs. N. Selvalakshmi (Head, Commerce, IBAAC coordinator) *N. Selvalakshmi*
- 2. Mrs. S. Vadhu (IBAAC Member) *S. Vadhu*

Madonna Arts and Science college for Women

Dr. S. Thiraniya Regina Rajam (Head, Computer Science & Director of Fine Arts) 9/11/19.

- Dr. G. Uma (Via Principal)
- Dr. M. Arasammal (Via Principal) *M. Arasammal*
- Mrs. S. Anulmozhi Packiaseli *S. Anulmozhi*
- Dr. S. J. Kala *S. J. Kala*
- Dr. N. Malathi *N. Malathi*
- Mrs. B. Chandrika *B. Chandrika*
- Mrs. E. Helena
- Ms. A. Hable Jasmine Shoba
- Dr. L. Meena *L. Meena*
- Mrs. C. Sujatha *C. Sujatha*
- Mrs. R. Menakshi *R. Menakshi*

DATE-

The meeting was organised to discuss about the schedule for signing of MoU with cluster colleges.

The following matters were discussed during the meeting

- \* January 23<sup>rd</sup>, is scheduled for MoU signing
- \* Logo has been discussed & finalised
- \* Schedule is as follows.
  - + 9.00am - 10.00am - Inauguration break.
  - + 10.00am - 11am - Skill training I
  - + 11.00am - 12am - Skill training II
- \* All college Principals should be present
- \* Skill training may be in parallel.
- \* 2 Programmes - 5 students per one Programme can participate
- \* The Skill training Programmes are oil Extraction and Recycling training.
- \* Certificates and Lunch will be provided
- \* Any other Interested Participants can come
- \* Certificates will be signed by Fatima college Principal.
- \* Name list should be sent by each college along with registration form on or before Jan 1<sup>st</sup>
- \* Management people will come along with Principal.
- \* Duties will be shared to cluster colleges.
- \* Vote of thanks will be given by Sermathai Vasan
- \* Students should come with Identity cards.
- \* News will be published by Today's Engagement & website
- \* Invitation will be sent to each college.
- \* Inauguration will be organised by Fatima college
- \* Action Plan will be presented on the same day.

R. Goundan

R. M. →  
R. M. →  
M. →

~~S. M. →~~  
S. M. →  
S. M. →  
S. M. →

The Minutes of The IQAC Meeting held on DATE- 12.1.2019.

### MEMBERS PRESENT

Dr. S. Vidya (Co-ordinator) IQAC)	<del>S. Vidya</del>
Dr. S. Saira Banu (Asst. Co-ordinator)	R. Rangan
Mrs. B. Chandrika	B. Chandrika
Dr. Arul Michael Selvi	S. Arul Michael Selvi
Ms. A. Mable Jasmine Shoba	A. Mable Jasmine Shoba
Mrs. C. Sujatha	C. Sujatha
Mrs. R. Meenakshi	R. Meenakshi
Mr. H. Vincent	H. Vincent
Dr. L. Meena	L. Meena

The following matters were discussed during the meeting

- \* Jan. 23<sup>rd</sup>, 2019 has been scheduled for MoU signing with cluster colleges between 9.00 to 12.00pm
- \* Jubilee hall has been booked
- \* A national conference is to be organized on Feb 9<sup>th</sup> with (collaboration & sponsored) Hi. Tech Arai.
- \* The Theme is "Digitalization of Office".
- \* Speakers have to be finalized.
- \* The Duties of these 2 programmes have been planned as follows:

Jan 23<sup>rd</sup>:

- \* Hall Arrangement
- \* Agenda, Invitation, Banner Preparation
- \* Purchase of Memento
- \* Accounts Maintenance
- \* Lunch & Refreshment
- \* Registration & Reception
- \* Sending details to Press
- \* Report writing.

Agenda (Inauguration)

- Prayer Song
- Welcome Address - By Dr. Vidya
- Honouring the Chief Guest
- Principal's Address
- Other college Principals Addressing

DATE-

- \* Dr. Secretary - Blessing the Programme
- \* Signing of MoU
- \* Vote of Thanks - Sermathi Vasan college
- \* Photo session

Feb 9th, 2019

- \* National conference for Non Teaching Staff
- \* Planned to organise in collaboration with Hi-Tech Ann
- \* Participants will be from other colleges, cluster colleges with our college staff.
- \* By 18th of this month, Address of participants should be ready
- \* By 19th Brochure should be sent
- \* Fifty colleges will be participating (4 staff from each college are expected)
- \* Ten from cluster colleges are compulsory
- \* From our college, twenty staff have to participate
- \* Other duties will be discussed soon.

~~S. Anand~~

B. Ramesh

B. C. S.

L. Murugesan

M. S. S.

H. V. S.

C. Sujatha

S. Anand

M. Jayalalitha

M. Anand

A

Minutes of the IAAC meeting held on DATE- 28.1.2019  
with cluster college Members to present  
the forthcoming Events

MEMBERS PRESENT

Dr. S. Vidya (Co-ordinator, IAAC) *S Vidya*  
Dr. S. Saimbanu (Asst. Co-ordinator) *R. Gandan*  
Dr. Mary Magdalene Abraham (Asst. Co-ordinator) *Magdalene*

Mrs. S. VADHU *S Vadhu*  
SANTHAMARAI COLLEGE of ARTS and SCIENCE, MADURAI

Ms. J. Kalavani *J Kalavani*  
Ms. P. Archana *P Archana*  
N.M.S. Sermathai Vasan College for Women

Ms S.P. Niramathi *S P Niramathi*  
Mrs. G. Selya Rani *G Selya Rani*  
Mrs. M. Puspa Rani *M Puspa Rani*  
M. THENMOZH I *M Thenmozhi*  
S. HEMA LATHA *S Hema Latha*  
M. Kavitha *M Kavitha*

S. Pambanarai *S Pambanarai*  
T. VISWAKUMAR *T Viswakumar*  
Senthamarai college of Arts & Science *T Viswakumar*  
M. SARAVANANUMAR *M Saravananumar*  
Senthamarai college of Arts & Science *M Saravananumar*

M. Pavathi *M Pavathi*  
M. Sakshi *M Sakshi*  
A. Anitha *A Anitha*  
N. Selvalakshmi *N Selvalakshmi*  
Senthamarai college *M Pavathi*  
Senthamarai college *M Sakshi*  
Senthamarai college *A Anitha*  
Senthamarai college *N Selvalakshmi*

Mrs. D. Ramya *D Ramya*  
N.M.S. Sermathai Vasan college for women *D Ramya*

Mrs. R.C. SHANTHAKOMARI *R C Shanthakumari*  
Mangayarkarai college of Arts & Science  
College for Women *R C Shanthakumari*

Mrs. D. Sudha *D Sudha*  
Mrs. K. Loganatha *K Loganatha*

Mrs. R. RANJANI *R Ranjani*  
N.M.S. Sermathai Vasan College for Women *R Ranjani*

Dr. Vimala (CS)	DATE-
Dr. Roseline Mary (Eng)	<u>Vimala</u>
Mrs B. Chandrika	<u>Roseline Mary</u>
Dr. L. Meena	<u>B. Chandrika</u>
Mrs. A. Mable Jasmine dhoba	<u>Meena</u>
Mrs. R. Menakshi	<u>J. Mable Jasmine Dhoba</u>
	<u>R. Menakshi</u>

The following matters were presented by our college and cluster college staff.

- \* Dr. Roseline Mary presented about the activities of ELITE and other cluster colleges - were invited to participate to get benefited.
- \* Dr. Vimala presented about the activities of Cyber Security Cell and cluster colleges were invited for the National Seminar on 'Cyber defense for digital citizens' going to happen on Feb. 15<sup>th</sup>, 2019.
- \* Feb. 9<sup>th</sup> - National conference for Non-Teaching Staff titled 'Digitalization of office' organised by Fatima college. Cluster colleges and other colleges will be participating.
- \* Feb. 2<sup>nd</sup>. There is a planning to organize an International Symposium on Quality Improvement for Teachers. The modules → Emotional Intelligence, Softskill, Class room management, Teacher Quality.
- \* Semmathi Vasan college Faculty presented their activities and invited all.
  - There is an All India Radio Programme on Global Warming. Any one willing to write script in Hindi is welcome.
  - Feb 16<sup>th</sup> - There is a National Seminar from Maths department.
  - Feb 22<sup>nd</sup>. Physics Department organises a seminar.



DATE: \_\_\_\_\_

- Feb 2nd - Job Fair from Muthi companies.
  - BBA need students from cluster colleges to have more participation
  - Practical session can be arranged on Fashion technology.
  - Jan 21st - Inauguration of IAAC. Dr. Vidya has been invited as chief guest.
  - willing to initiate next programme for cluster colleges.
- \* Senthamarai college Presented their forthcoming events as follows. They also stated their requirements:
- Fatima college language Lab is needed for their PG students. Health awareness programme is going to be conducted.
- \* The terms and conditions for using Fatima college resources were discussed.
- To use Library, Rs. 500/- have to be paid by each student per annum.
  - Membership card will be provided for cluster colleges.
  - Meeting can be conducted through Modal Agency.
- \* The following plans are proposed by Mangayarkarasi college
- Diploma course for cluster colleges for 1 year.
    - Fashion technology, Beauty, Mobile core technology, eco friendly products, Airports training.
    - Need ideas to promote Incubation centre for Semmathai Vasan college.
- \* NSS → Need Resource person from Fatima college
  - \* Need Journals for computer science
  - \* Sports - Indoor Stadium can be used. need coach.

DATE-

- February 2nd week, Sales Bazar is going to be conducted from BBA Dept
- Registration Fee Rs. 150 per student
- 4 persons per team
- "Nakshatra", Inter-collegiate cultural fest is to be conducted in February.

Semuthai Vasan college is showing interest to initiate next programme for cluster colleges.

~~Sridhar~~

P. Ganesham

B. U. S.

K. Muni

M. S.

M. S.

M. S.

M. S.

The Minutes of the IAAC meeting held on DATE- 25.1.2019.

MEMBERS PRESENT.

Dr. S. Saita Banu (Asst- Coordinator- IAAC)	R. Ramesham
Dr. Mary Magdalene Abraham (Asst- Coordinator- IAAC)	Magdalene
Mrs B. Chandrika	B. Chandrika
Dr. Arul Michael Selvi	S. Arul Michael Selvi
Mrs. C. Sujatha	C. Sujatha
Mr. H. Vincent	H. Vincent
Dr. L. Meena	L. Meena
Mr. A. Mable Jasmine Shoba	A. Mable Jasmine Shoba
Mrs. R. Menakshi	R. Menakshi

The meeting was held to discuss and allot the duties of Feb 9th conference.

- \* There are 3 sessions in the conference. 2 sessions will be in afternoon.
- \* Invitation Committee duties
  - Address collection
  - Make it Big & Good
  - Confirm the people.
  - Send by post or Email
- \* Reception committee
  - collect Rs. 200/- from Participants
  - Provide Seminar kit
  - Attendance Certificate
  - Feed back form.
  - Registration form will be prepared from IAAC
- \* Certificate & Banner.
  - Design, Print the certificate & Banner
  - Namelist collection
  - Get Facsimile in certificate, writing
  - Distribution
  - Both Principal & H- Tech Arai have to be signed.
  - Banner will be known later

## \* Refreshment &amp; Lunch

- Tea & snacks for 2 hours
- Good Lunch
- High Tea for Chief Guests

## \* Gifts and Mementos

- Purchase of File, Pen, Pad
- Shawls
- Mementos - Shirdi.

## \* Hospitality &amp; Logistics

- One person from Hi-Tech Area may come from outside
- Provide conveyance
- Lunch & Refreshment → VIP's
- Requirements of Speakers - Technological needs
- Check all devices wi-fi, projector, collar mic, Slide Navigator, remote control etc.
- Arrange student volunteers
- Prepare volunteer batches

G. Ganban

B. →

R. H. →

~~M. →~~

H. V. →

C. →

S. A. →

M. →

M. →

✓

The Minutes of the IAAC meeting held on DATE- 8.2.2019..

MEMBERS PRESENT

- Dr. S. Vidya (Coordinator - IAAC) R. Ramesh
- Dr. Mary Magdalene Abraham (Asst. Coordinator - IAAC) B. ~~er~~ <sup>Magdallene</sup>
- Mrs B. Chandrika ~~Mrs~~
- Dr. L. Meena C. Sujatha
- Mrs G. Sujatha R. ~~Meena~~
- Mrs R. Meenakshi H. Vincent
- Mr. H. Vincent

The following duties were discussed for the next day conference.

- \* Master of ceremony, welcome Address, vote of thanks to Mr. Boombalasekaran by Dr. L. Meena
- \* welcome Address to <sup>Dr. Senthil</sup> by Mrs. Sujatha
- \* welcome Address to Dr. Kaspar Raj by Mrs. Meenakshi
- \* vote of thanks will be delivered by Ms. Daisy, Ms. Hilda
- \* Lighting the lamp - By Principal, Mr. Bungera, Dr. Vidya, Sr. Stella, Mr. Boombalasekaran
- \* Lunch venue is Green Room is for VIP's; Dining Room
- \* Accounts duty for Dr. Anil Michael Selis
- \* Honouring Mr. Bungera & Mr. Boombalasekaran
- \* Gift will be given to Principal & secretary
- \* At the end of Inauguration. There will be Photo session

~~Sridya~~  
 R. Ramesh  
 B. ~~er~~  
 R. ~~Meena~~  
~~Mrs~~  
 H. Vincent  
 C. Sujatha  
 Magdalene Abraham



DATE- 8.3.2019

Members Present:

Venue: Jubilee Hall

All staff members

The meeting on "NAAC Preparation" was held at Jubilee Hall at 2pm for all the staff members.

The Power Point presentation by Dr. S. Vidya summarised the following:

- \* Fatima College (Autonomous) to join hands with newly started colleges.
- \* Clerical work and work pressures are universal, not only in Fatima College. NIRF, NAAC, and OBE are unavoidable, and have funding and growth implications, and have become "necessary evils of the system".

- \* NIRF and NAAC Scores are Important.

UBA activities, the resource centre for Cyber security, 'Study in India' programmes will help our Institution to boost our NAAC score and NIRF ranking.

- \* Faculty need to be observant and aware of the college campus. They must inform IQAC about the developments in the academic field in their respective areas. IQAC will, in consultation with the Principal and Management, try to do the needful. Few initiatives for instance, like the inception of RUSA since 2013, OBE since 2014, new initiatives like biogas, solar energy installation etc.

The meeting ended with words of encouragement to work towards NAAC as follows:

"Let us all be together gear up. Tighten your seat belts. Next July, we all can have a sign of relief. Pray and hope for the best."

Minutes of the IQAC Meeting held on \_\_\_\_\_ DATE- 30.3.2019.

### MEMBERS PRESENT

Dr. S. Vidya (Coordinator- IQAC)	<i>S. Vidya</i>
Dr. Mary Magdalene Abraham (Asst. Coordinator)	<i>M. Magdalene</i>
Dr. S. Saira Banu (Asst. Coordinator)	<i>S. Saira Banu</i>
Mrs. B. Chandrika	<i>B. Chandrika</i>
Mrs. C. Sujatha	<i>C. Sujatha</i>
Dr. S. Anil Michael Selvi	<i>S. Anil Michael Selvi</i>
Ms. A. Mable Jasmine Shoba	<i>A. Mable Jasmine Shoba</i>
Dr. L. Meena	<i>L. Meena</i>
Mr. H. Vincent	<i>H. Vincent</i>
Mrs. R. Meenakshi	<i>R. Meenakshi</i>

\* on 4<sup>th</sup> April, 2019, Dr. Joseph Durairaj from Gandhi Gram University comes for a lecture on "Preparedness for NAAC".

The following duties were discussed and allotted.

Welcome Address - Dr. S. Vidya.  
 Prayer - Dr. Magdalene & Ms. Shoba. Team.  
 Refreshments - Ms. C. Sujatha.  
 Vote of thanks - Dr. L. Meena.

\* on 4<sup>th</sup> Afternoon, NAAC extended committee meeting.  
 \* Before 15<sup>th</sup> April, 2019, a questionnaire has to be prepared from our colleges in Tamil and has to be sent to cluster colleges. The colleges have to take survey on open defecation in their respective adopted villages and the report has to be sent to Senthamarai college. For this we have to raise fund and get support from Fenss India and Hi-Tech Arai, Madurai.

\* AQAR - should be uploaded before May 2019.

\* By the end of April, IQAC News Bulletin has to be ready.

\* The Action Plan of IQAC for the next Academic Year 2019-2020 has been discussed as follows:

1<sup>st</sup> June, 2019 - College Reopens.  
 Before 1<sup>st</sup> - Student Induction & Induction for newly appointed staff.

DATE-

10<sup>th</sup> - 14<sup>th</sup> June 2019 - Student Induction  
12<sup>th</sup>, 14<sup>th</sup> - Orientation for all staff  
10 - 14<sup>th</sup> - New Staff Induction  
July - Activity for Non-teaching & sub-staff  
August - Sports Students Event  
- NAAC sponsored seminar  
September - International conference with Abroad  
University (along with cluster colleges)  
October - Activity for teaching staff  
December - Sub-staff & Non-teaching programmes



Minutes of The IGAC meeting held on | DATE- 4. 4. 2019.

MEMBERS PRESENT.

Dr. S. Vidya	<del>Sindya</del>
Dr. Mary Magdalene Abraham	Magdellian
Dr. S. Sairabaru	A. Bandu
Mrs S. Anemozhi Pachiaseli	S. Anu Pachiaseli
Dr. Anthony (Vice Principal)	Dr. Anthony
Dr. U. Arasammal (Vice Principal)	M. Anu
Dr. Vasantha Esther Rani	Uvasantha Elai
Dr. B. Sakaya Rani Fernando	B. Sabaraj Rani
Dr. N. Malathi	Malathi
Dr. S. J. Kala	S. J. K.
Mrs E. Helena	Helena
Mrs B. Chandrika	B. Ch
Dr. L. Meena	Meena
Ms. C. Sujatha	C. Sujatha
Ms A. Mable Jasmine Shoba.	A. Mable Jasmine Shoba
Dr. S. Anil Michael Selvi.	S. Anil Michael Selvi
Mrs. R. Menakshi.	R. Men
Mr. A. Vincent.	H. Vincent.

- \* Dr. S. Vidya, Addressed the gathering and the Action Plan of 2019-2020 was presented.
- \* The activity with cluster colleges for building hostels in the adopted villages was discussed.
- \* In August, a skill training programme has been planned for cluster colleges.
- \* In September, there will be an International conference involving all colleges.
- \* There will be FDP in Senthambalai college.
- \* There is going to be a youth festival with Mangayarkarasi college.
- \* Faculty exchange programme for 10 hrs between the institutions has to be planned.
- \* By January 2019, there is a survey on Smartcities.

Minutes of The Iaac Meeting held on DATE- 4.4.2019  
for NMAC Extended Committee Members.

MEMBERS PRESENT:

Dr. S. Vidya	<u>Sridyas</u>
Dr. Mary Magdalene Abraham	Magdullhan
Dr. S. Sairabam	R. Rama
Dr. Anil Mary	S. Anuraj
Dr. H. Arasammal	M. Anand
Dr. Sahayarani Fernando	B. Sehaaya Kumar
Dr. S. Anulmozhi Packiaseli	S. Anil Packiaseli
Dr. V. Vasantha Esther Rani	Uvasanthi E.R.
Dr. N. Malathi	Malathi
Dr. S. J. Kala	S. J. Kala
Dr. K. K. Manisekar	
Mrs. E. Helena	Helena
Mrs. B. Chandrika	B. Chandrika
Dr. P. Shyamala	P. Shyamala
Dr. J. J. Rani	J. J. Rani
Dr. R. Saktheshwari	Saktheshwari
Mrs. P. K. Sathi	P. K. Sathi
Dr. M. Mahesha Chandra	M. Mahesha Chandra
Dr. L. Mena	L. Mena
Mrs. R. Menakshi	R. Menakshi
Dr. S. Anul Michael Sathi	S. Anul Michael Sathi
Mrs. A. Mable Jasmine Shoba	M. A. Mable Jasmine Shoba
Mr. H. Vincent	H. Vincent

The following matters were discussed.

- \* The data of all criterias for all the departments have been collected
- \* It has to be consolidated
- \* Duty schedule has been put for April
- \* There will be a meeting on May 3rd.
- \* For further doubts and queries and ideas we can contact Iaac.

DATE- 04.04.2019

Members Present:

Venue: Jubilee Hall

All Staff members

The Resource Person was Prof. Joseph Doraisaj, Dean, English & Foreign Languages, Gandhigram University, discussed "Preparedness for NAAC". The highlights of the meeting were as follows:

\* The Higher Educational Institutions have a dire need to undergo performance evaluation, for future growth and get NAAC certification for recognition. Performance evaluation is Assessment, and Certification by NAAC & Accreditation.

\* Manifest advantages of NAAC Assessment and Accreditation were discussed in the context of stakeholders (parents), placements, internships, and funding. Also UGC has made NAAC Accreditation mandatory for HEIs.

\* Few Global rankings were suggested for HEIs viz. Times Higher Education ranking, QS Stars ranking, and Shanghai Academic ranking of world Universities.

Changes in New Manual:-

Criterion I: Title Nomenclature

\* "Research innovations and extension" was earlier named as "Consultancy"

\* Institutional values and best practices were added.

Criterion II:

\* No changes were made in weightage.

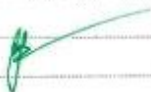
\* The new metric added is Student Satisfaction Survey.

Various queries about the stance of MBA / MCA depts.,

DATE-

Hostel, Gender equity (human rights), details about Peer team visit, and negative impact of mess up of activities especially in the previous year of accreditation were discussed with the resource person.

Finally, Prof. Joseph Doraiswamy gave twenty points for getting a better score in NAAC.



  
TQAC CO-ORDINATOR  
Fatima College (Autonomous),  
MacCura-625018.

DATE- 6.5.2019

Members Present:

Venue: A2

Office staff.

The meeting regarding NAAC preparation for office staff at A2 started with a silent prayer.

The following were discussed in the meeting:

\* NAAC documents to be prepared and consolidated for five academic years.

\* The preparation schedule was discussed and finalised. An it was decided to take a break from 11<sup>th</sup> to 18<sup>th</sup> May 2019, and then the team to resume the NAAC preparation work thereafter.

*Sandya*

IQAC co-ordinator  
Fakira College (Autonomous)