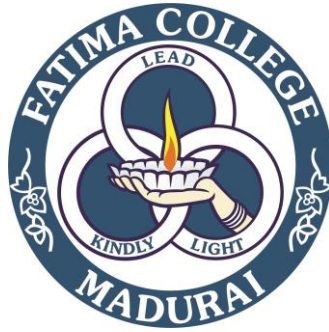


FATIMA COLLEGE (Autonomous)

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

2014-2015

ISAC Meeting 2014-15.

21.07.2014

The members of the ISAC met at the Principal's office on 21st July 2014. Sister Principal said the prayer and welcomed the members. The Internal Members were present.

Members:

Dr. S. A. Joseph Nirmala Mary Chairperson
Principal.

Dr. S. Maria Paulina Coordinator
Head of Associate Prof of History

Sr. S. Francis Pauline member
Secretary

Dr. Sr. K. Fatima Mary member
Vice Principal - I

Dr. Sr. P. A. Mary member
Vice Principal - (SF)

Mrs. Fernando Delistina member
Vice Principal - II

Sr. F. Anockia Mary member
Office manager

Dr. Mahima Razdan member
Controller of Examinations (SF)

Dr. S.S. Kala Assistant Professor of English	Member
Dr. S. Vidhya Assistant Prof. of Comp. Science	Member
Ms. C. Sujatha Librarian	Member
Dr. P. Uma Director of MBA	Member
Mrs. B. Chandrika Asso. Prof. of MCA	Member
Mr. H. Vincent Placement office	Member

The meeting commenced at 2:30 p.m. at A.D. S. Principal briefly summarized the achievements of the College in the last academic year. She also reminded the plan drawn for the academic year 2014-15 in the last GQAC meeting. The discussion was opened by her. Thorough discussions on the year plan took place. The following were decided.

Online Courses:

- view Online Course material - at least 5 Courses to be uploaded initially.

material to be uploaded by each department

- Depending on the success of the Courses they can be extended to the outsiders.

- Online Courses have to be approved by the Board of Studies.

- Tests are also to be conducted online.

- A Core Committee has to be formed for the proper execution of the Courses.

- Self-Study Courses have to be introduced to the Advanced learners.

Extension Activity:

- As the extension activity is credit based, the activities need to be structured. Different papers enlisting the activities rendered to the Society need to be offered.

- Departments can opt for these papers and can continue with the same for a specified period of two years. Thereafter they can opt for other papers in turn.

- The papers offered by the Extension activity cell should be approved by the Board of Studies.

Grievance Cell:

Grievances of Staff and Students need to be redressed in an open forum at a specified date and

- Once in a month the grievances of the staff will be heard and redressed by the Principal and the Secretary.

- once in a month at a specified date and time grievances of the students will be redressed by the Vice Principals, Deans and the Controller of Examinations.

*E. Content:

- E. Content materials have to be prepared and updated. A technician will assist the staff in the same.

- Various need-based input sessions are to be organized for the teaching and the non-teaching staff.

Communication Skills:

- An English speaking atmosphere has to be created in the campus. Students and staff should be insisted on speaking in English, failing which a fine of Rs. 10/- and Rs. 50/- shall be collected from the students and staff respectively.

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

IQAC Meeting

11.08.2014.

The IQAC meeting was held on 11th of August 2014 at 2.30 p.m. at Principal's Office. Sr. Principal, the chair person of the IQAC said a prayer and then she welcomed the members. The agenda for the meeting was Retraining of Teachers with viable sessions.

The members felt that the staff members should be equipped with the knowledge of Proposal writing. Especially Major and Minor Research Project Proposal, Seminar and Conference proposal, Proposal for Publication and other funding agencies for other projects, Courses and Students' Internships.

So a decision was taken to invite Dr. S. Daniel Chelappa, Senior Scientist, Technical Coordination Wing, Bhabha Atomic Research Centre, Department of Atomic Energy, Tamil Nadu and Technical Coordinator, Central Expert Group, Kudankulam Nuclear Power Project in order to enlighten the staff on Proposal writing and effective funding agencies.

The meeting came to an end at 3.30 p.m.

14.

2014

IQAC Meeting
22. 09. 2014

The IQAC Meeting was held on 22nd of September 2014 at 2.30 p.m. at Principal's Office. Sr. Principale, the chair person of the IQAC said a short prayer and then she welcomed the members. The agenda for the meeting was the next Re accreditation by NAAC.

The members unanimously felt that a NAAC Sensitizing programme could be arranged because there are some new staff members. Sr. Principal suggested that Prof. Dr. S. Baskaran Principal (Rtd) ANJA College, Sivakasi can be invited for the session. All the members expressed their interest in that programme and they decided to organize the same.

22-09-14
The meeting came to an end at 3.30 P.M.

IQAC Meeting

13. 10. 2014.

The IQAC meeting was held on 13th of October 2014 at 2.30 p.m. at Principal's office. It was an adhoc meeting. The agenda of the meeting was to discuss the

for the Teaching and non-Teaching Staff members.

It was decided to organize Crash Courses on Internet, MS Excel and Baking and Confectionaries for the Staff members and a Crash Course on Internet for the non-Teaching Staff during the Semester Holidays.

13.10.14

13-10-2014

The meeting came to an end at 3.30. p.m.

IGAC Meeting
7. 1. 2015.

Date : 7. 1. 2015.

Time : 2.30 - 4.00. p.m.

Venue : A2.

The IGAC meeting commenced at 2.30. p.m at A2. The meeting commenced with a prayer said by S. Principal. She welcomed the members. The previous meeting's discussions were reminded by the Coordinator Dr. S. Mania Parkiam.

A review of the decisions taken during the previous meeting was done.

S. Principal said that self-

The Grievance Cell regarding their salary and those grievances were documented. The Management Committee will consider those demands and soon their grievances will be rectified.

Mrs Mahima Rayland, the Controller of Examinations called the members to have a rethinking of the Certificate Courses. Instead of having a number of Courses, a few viable Courses can be conducted and the UGC Sponsored Career Oriented programmes could be continued regularly as usual.

Suggestions:

The following suggestions were made.

- Online Courses offered by reputed foreign Universities that are free of cost can be taken up by Staff and Students, especially the advanced learners.
- Coaching classes for CAT, MAT and EATE Entrance Exams need to be conducted.
- New Courses such as Diploma in Library Science to be started.
- DMLT, Fashion Designing Courses to be made open to all Students.
- Revival of the practice of the Principal addressing the III year and IInd year Students for one hour once a month mandated. to

Punctuality of Staff and Students to classes underscored.

- Need for orientation to the budding staff felt and emphasized.

- Applying for the Ugc Mags and Minor Research Projects by staff to be encouraged.

The meeting came to an end at 4.00 p.m.

7-1-15

7-1-2015

GAC Meeting.
02.02.2015.

Date: 02.02.2015

Time: 2.30-4.00 p.m.

Venue: Principal's Office.

The GAC Meeting commenced at 2.30 p.m. at Principal's Office. The meeting started with a prayer followed by an introductory note by Sr. Principal. The meeting had the agenda of arranging some suggestions for the Teaching and non-Teaching so as to refresh them.

It was decided to organize two sessions for the Teaching faculty. One on Bridging the gap between the teacher and the students. Another on Challenges

arrange a session on SFren Management for the Non-Teaching Staff. The members suggested to invite Rev. Fr. Singarayan, Christ Hall Seminary, Kasumathur for all the three sessions as Resource person.

The meeting came to an end at 4.00 p.m.



02-02-2015