

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

2015 - 2016

IQAC - 2015-16

The IQAC core committee met in the Principal's office on 5th Aug 2015 at 2pm.

Members Present:

- | | |
|--|-------------------|
| 1. Dr. Sr. K. Fatima Mary
Principal | Chairperson |
| 2. Dr. L. Caroline Sugirtham | Coordinator |
| 3. Sr. Biji Cyriac | Asst. Coordinator |
| 4. Dr. S. Saira Banu | Member |

Action plan for the year 2015-16 were discussed. The following are the highlights:

- (i) Preparation of e-content for one full paper based on EMRC model
- (ii) Effective English communication in the campus - staff and students should talk in English to be made compulsory - To implement Newspaper reading.
- (iii) Quiz club to be active - periodical departmental quiz to be conduct on general topics
- (iv) To train PG students in the second semester on week-ends on Net syllabus.

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

19th August 2015:

The IQAC core committee members met Dr. S. Vidhya, e-content development cell' coordinator to discuss the action plan for the e-content development. Dr. S. Vidhya briefed the group on the details of the e-content module.

Action plan:

- 1) Preparation of list of members from each department
- 2) 25th Aug - Briefing the staff
- 3) 9th Sept. - Story board presentation
- 4) 3rd week Sept - First round of shooting
- 5) Full paper - preparation by Dec 2015
- 6) Jan - Feb. 2016 - Video shooting
- 7) Mar 2016 - upload in website.

Members present:

- 1) Dr. L. Caroline Sugirtham
- 2) Sr. Biji Cyriac
- 3) Dr. S. Saija Banu
- 4) Dr. S. Vidhya.

The meeting lasted for an hour.

22nd August 2015:

Dr. L. Caroline and Dr. Saija had a discussion with Mrs. Meenakshi Devi, Quality Circle Coordinator. List of facilitators, briefing the facilitators, forming QCs, identifying the problem,

topics discussed.

25th Aug 2015:

The IQAC core committee members, e-content development cell coordinator Dr. S. Vidhya and Quality Circle coordinator Mrs. Heenakshi Devi met in the Principal's office at 2p.m.

Members present:

1. Dr. L. Caroline Sugitham
2. Sr. Biji Cyniac
3. Dr. S. Saira Banu
4. Dr. S. Vidhya
5. Mrs. Heenakshi Devi

Agenda for the meeting:

Discussion on:

1. Action plan for one major paper e-content development and uploading in website
2. Action plan for formation of Quality Circles and activities.

IQAC meeting with the external expert

Dr. F. R. Alexander Pravin Durai
Dean, School of Management Studies,
St. Joseph's College, Tiruchirapalli
on 16-09-2015 at 11.30am in A2

Cell: 9443838457

Members Present:

1. Dr. Sr. K. Fatima Mary - Principal, Chairperson
2. Dr. L. Caroline Sugitham - Coordinator

4. Sr. S. Francis Pauline - Secretary
5. Sr. M. Fatima Mary - Vice Principal (Shift I)
6. Mrs. Fernando Delisua - Vice Principal (Shift II)
7. Mrs. K. Mary Jacinta - Vice Principal (Shift III)
8. Sr. F. Arackia Mary - Office Manager (Shift I)
9. Dr. S. Sarita Banu - Member
10. Sr. J. Anul Mary - Member
11. Mrs. R. Meenakshi Devi - Member
12. Mrs. C. Sujatha - Member
13. ~~Dr.~~ Mrs. P. Uma - Member
14. Mrs. B. Chandrika - Member
15. Mrs. H. Vincent - Member
16. Ms. Mable Jasmine Sheta - Member
17. Mrs. Vimala - e-content coordinator
18. Dr. T. Jeyanthi Vijayarani - Dean of Arts
19. Dr. B. Medona - Dean of Science
20. Mrs. E. Helena - Dean of SF Course
21. Dr. G. Dhara Shantha Kumari - UAC Affairs Committee
22. Dr. S. J. Kala - " " "
23. Dr. B. Shyamala - " " "

The external expert gave a detailed talk on New Higher Education policies.

Highlights:

1. Knowledge should be converted into skills
2. Education should be "for profit" institution.
3. Performance based funding in future.
4. Move from permanence to performance
5. Vocational courses - Skill based papers framed in accordance with NSDC (National Skill Development Council Train students and output evaluated by CQI (Quality Skill Certification))

6. Placement Assurance - coordination with leading companies - PPP (Public Private Partnership)

7. ~~Teacher~~ Training in HE

8. Credit transfer systems - MOOC -

Massive Open Online Courses for open & distance on line learning

9. MOOC - to utilise "electronic gadgets"

9. Education to be globalised - Foreign

• Exchange Courses

10. Research is outcome based i) impact factor ii) patents

The members had serious and useful discussions after lunch and the meeting went on till 4.30pm

Best practices suggested:

1) Life skills acquisition - introduce life skills for first year.

2) ICT infusion - e-content - video shoot class-room teaching.

3) Library - 30 hrs per paper for each student - outside class - monitor - give relevant assignment on this - internal marks + 5 marks.

4. Internship compulsory

5. Self-learning paper one - compulsory - one staff for it (no work load) but exam/evaluation by the staff

6. Comprehensive viva - UG - 2 credits

7. M-Phil - ~~and~~ ~~to~~ e-content

Seminar on "Teaching-learning-Techniques" for both regular & SF staff on 02nd Oct 2015 from 9-4pm in San Jose Auditorium.

Chief Guest: Dr. Fr. Francis Xavier LICET, Loyola College Chennai

Minutes of the seminar:

Session I: MINDSET

A teacher ought to know the level of each student. She should have the confidence to COMMUNICATE, explain CONCEPTS, UNDERSTAND Each & student - Each student is a potential leader.

→ Mindset & Subconscious:

People are like dynamite - power is within - Value what is Yours - Tap the intuitive, emotional, subjective, logical, analytical, objective potentials from your INNER SELF and to transform into a DYNAMIC personality to transform become catalyst of social change.

Session II:

"What you are versus what you want to be"

- Confidence to strength
- Hardwork is not-needed but SMART work is the need of the hour
- You must be the change you want to see in the world.
- The potentials in subconscious level is projected and becomes REALITY

→ Think → Analysis → Plan → Try →
Keep on doing till you succeed -
"FORMING THE STUDENT"

SUCCESS PROCESS - MINDSET -

- ① Make choice
- ② Visualize goal
- ③ Create environment
- ④ Work hard - work with 'self' & "others"
- ⑤ Periodic evaluation of progress
- ⑥ Perseverance
- ⑦ Get inner infinite energy

In the last session, he highlighted on "Performance Based Assessment" for staff. Performance implies building the potential in students towards placement.

The whole days excellent enriched sharing of a wide variety of colourful inputs energised each staff in the journey as "teachers".

12th December 2015

Seminar on "Quality Circle - Need for Implementation"

Participants: QC facilitators
QC student groups
Staff who joined after 1995

Resource person: Mrs. Selvi Santhosham
Head, Administration,
TVS Lakshmi Vidhya Sangam

cell phone : 984 34 20688

The program started with a demonstration of QC activities by two groups of school students. It was an excellent performance. Their talent show displayed vigour and perseverance to improve their quality in life. The two groups had worked on the problems "Lack of decision making skills" and "Writing skill promoters" respectively.

Following the demonstration, Mrs. Selvi Sankarsham spoke on 'what is Quality Circle' and the 'Need for Quality Circle' in educational institution.

Highlights of the lecture:

- QC was introduced by Dr. Ishikawa, Japanese, Father of QC, to empower workers. It was a bottom-up approach.
- Same believe to empower students.
- Marzano strategies - top 5 needs to improve students skills.
 - (1) Problem solving skills
 - (2) Analytical "
 - (3) Logical thinking "
 - (4) Presentation "
 - (5) Interpersonal "
 - (6) Leadership "
- QCM (Quality Circle Movement) is an excellent tool for VALUE BUILDING (Total Quality Person) TQP and leads to a Holistic Education for Empowerment.
- QCs ensure improvement in self, social and environmental issues.

- Facilitator serves as resource person.
Duties:
 - 1) Educates QC
 - 2) Develop skills & abilities
 - 3) Creates healthy atmosphere
 - 4) Corrects feedback and motivates
- QC formation:
 - (1) Form a team (voluntary)
 - (2) Name a team - Acronym
 - (3) Significance of name
 - (4) Maintain a log book
 - (5) Choose the leader.
- ~~14~~ steps - QC techniques -

(1) Brainstorming	(2)
(3) Problem selection	(8) Methods of Data collection
(4) Define the problem	
(5) Reason for selection	(9) Data Analysis
(6) Milestone chart	(10) Pareto diagram
(7) Deming wheel - PDCA - Plan Do Check Act	(11) After Implementation - Re data Collection
(12) Fish bone diagram	(14) Standardisation

"Quality is a Journey, not a Destination" -
