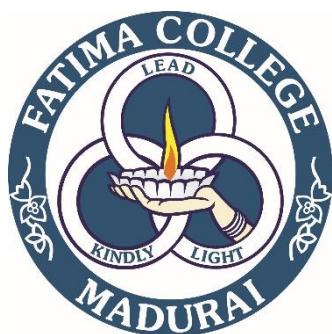


**FATIMA COLLEGE** (Autonomous)  
College with Potential for Excellence  
Re-Accredited with 'A' Grade by NAAC (3rd Cycle)  
Mary Land, Madurai – 625 018.



**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETINGS**

**2016 - 2017**

Minutes of the Adhoc Meeting of IQAC DATE-07.06.2016.

Members Present:

- \* Dr. A.I. Auxilia Felicitas (Co-ordinator) A.I. Felicitas
- \* Sr. Biji Cyiac (Assistant Co-ordinator) B. Cyiac
- \* Dr. Saira Banu S (Member) S. Banu S
- \* Sr. J. Arul Mary (Member) J. Arul Mary

- ⇒ The meeting was held to plan for the orientation programme to be conducted on 10<sup>th</sup> & 11<sup>th</sup> of June, 2016.
- ⇒ It was decided to fix the time schedule in consultation with the resource person Rev. Fr. George Chinnappan, SDB, Salastian Priest, Director of Christhathayam.
- ⇒ It was planned to have a session about the culture of Fatima College for the junior staff with less than 5 years of experience and it was concluded to request Rev. Dr. Sr. Francisca Flosa to be the resource person for the session.
- ⇒ Planning for the In Service Training of Teaching and Non-Teaching Staff members on 13<sup>th</sup> & 14<sup>th</sup> of June was done. The resource persons Prof. DA. Jeyakar Chellaraj and Prof. V.K. Boominathan (General Staff Orientation Programme on Professional Ethics) were contacted regarding the time schedule for those 2 days.
- ⇒ The following decisions were made regarding the Organisation of the session:
  - \* Welcome Address - Dr. A.I. Auxilia Felicitas.
  - \* Bible Reading - Sr. Arul Mary J
  - \* Prayer - Sr. Biji Cyiac
  - \* Vote of Thanks - Dr. Saira Banu S
  - \* Resource Person Hospitality - Ms. Vincent H (Placement Officer)

DATE-

\* Feed back Consolidation:

→ Teaching Staff Members - Sr. Uma P (MBA)

→ Non-Teaching Staff Members - Mrs. Sujatha

\* Link Person to Contact Rev. Fr. Emmanuel Arackiam for Non-Teaching Staff Programme - Sr. Biji Guriac.

\* Non-Teaching Staff Programme Report - Miss. Janny M.

→ It was decided to request the secretary to give a session for the non-teaching staff members also.

1. A. I. J. P. P.
2. R. Ramesh
3. Sr. Pooja

Sr. P. P. P.



Minutes of IQAC meeting held on DATE- 22.07.2016

Members Present:

Dr. A I Auxilia Felicitas  
(Co-Ordinator)

A. I. Felicitas

Dr. Biji Cyriac  
(Assistant Co-ordinator)

B. J. Cyriac

Miss. Fanny M  
(Assistant Co-ordinator)

Fanny M

Dr. S. Saija Banu (Member)

S. Saija Banu

Dr. J. Arul Mary (Member)

J. Arul Mary

Mrs. A. Sheela Roseline (Member)

A. Sheela Roseline

Mrs. C. Sujatha (Member)

C. Sujatha

Ms. S. Mary Helan Felista (Member)

S. Mary Helan Felista

Mr. H. Vincent (Member)

H. Vincent

The following discussions were made:

- ⇒ It was decided to meet once in a month for regular events and Ad-hoc meetings would be organised as and when necessary.
- ⇒ It was concluded to invite delegates from other colleges for research.
- ⇒ The IQAC of our college's motive is to develop the staff members and students.
- ⇒ Library club is to be organised with the participation of all UG students.
  - \* Utilisation of library by each and every class is to be insisted.
  - \* A programme to be organised for students using library.
- ⇒ Finding impact of the utilisation.
- ⇒ To strengthen Q.C activities, conversing in English by students is emphasised.
- ⇒ In EAT the students are stream lined on the basis of their capacity.
- \* Placement officer raised a question: Are they

moving to the next level?

→ A seminar is to be conducted for the student in odd semester and imparting for others is to be carried out in the even semester.

→ Emphasis to be made on the library utilisation of the staff members.

→ A workshop proposal to be prepared for the M.Phil and Ph.D Research Scholars.

A. J. M. K.

R. Ramesh

Janyam

C. Sujatha

Dr. P. Srinivas Reddy

Minutes of IQAC meeting held on | DATE- 27.07.2016

Members Present:

Dr. AP Auxilia Felicitas (Co-ordinator)	A. I. [Signature]
Sr. Biji Cyriac (Assistant co-ordinator)	[Signature]
Miss. Janny M (Assistant co-ordinator)	Janny M
Dr. S. Sara Banu (Member)	S. Sarabam
Sr. J. Anil Mary (Member)	Sr. Anil Mary
Mrs. A. Sheila Roseline (Member)	A. Sheila M
Mrs. C. Sujatha (Member)	C. Sujatha
Dr. Uma P (Member)	P. Uma
Mrs. Mary Helen Felista S (Member)	M. Helen
Mr. H. Vincent (Member)	H. Vincent

The following discussions were made:

- ⇒ Objectives are to be prepared for the different committees.
- ⇒ Concentration to be made on the NAAC criterions.
- ⇒ IQAC should act as a monitoring body.
- ⇒ Planning and Execution of activities must be done by different groups.
- ⇒ A programme is to be conducted for two from each cell, HODs, Office managers and system Engineers.
- ⇒ Grievance Register in respect of Infrastructure is to be maintained in the Reception and is to be signed by the person who attends it.
- ⇒ Following students services can be provided:
  - \* Stores.
  - \* Group Insurance
- ⇒ Action plans of different clubs and committees to be presented by the members.
- \* Resource person to scrutinise action plans
- \* Get ideas for all future activities from resource person
- ⇒ Consultancy score to be given credits.
- ⇒ Profile in the website should be crisp.



DATE-

⇒ Target group for students programme was suggested as First Generation Learners and the topic to be discussed could be 'Quality Enhancement of students' containing scholarships available, career etc.

⇒ The duties allotted are:

- \* Proposal - Dr. S. Sarā Banu & Mrs. Sujatha C
- \* Reports - Dr. A.I. Auxilia Felicitas & Miss Fanny M
- \* Orientation Criteria's - Dr. Uma P & Mrs. Mary Helen Felista S
- \* Objectives - Dr. Sr. Biji Cysiac, Dr. Sr. Anil Mary & Mrs. Sheila Roseline A

C. Sujatha

Dr. Sarā Banu  
A.I. Auxilia Felicitas  
Uma P  
Fanny M  
R. Ransbam

Dr. Fanny M

Minutes of the meeting with Principal sisters on DATE: 02.08.2016

Members Present:

Dr. Sr. K. Fatima Mary  
(Principal, Chairperson)

*K. Fatima Mary*

Dr. AI Auxilia Felicitas  
(Co-ordinator)

*A. I. Felicitas*

Dr. Sr. Biji cysiac  
(Assistant co-ordinator)

*Biji cysiac*

Miss. Fanny M  
(Assistant co-ordinator)

*Fanny M*

Dr. S. Sura Banu (Member)

*S. Sura Banu*

Agenda:

To discuss about the organisation of the seminar on  
'Implications of the New Education Policy: A Discourse on  
10/8/16.'

⇒ The main object of the seminar is to give a clear picture  
of the policy emphasising quality education with values,  
Inclusiveness and Accessibility to everyone and pluralism.

It was discussed:

⇒ To organise a seminar at regional level.

⇒ Inviting 5 members each from various schools and colleges.

*Fanny M*  
*S. Sura Banu*

*A. I. Felicitas*  
*S. Sura Banu*

*K. Fatima Mary*



Minutes of the meeting of IQAC held on DATE- 05.08.2016.

Members Present :

Dr. AI Auxilia Felicitas (Coordinator)	A. I. M. U
Dr. Sr. Biji Cysiac (Assistant Coordinator)	Biji
Mrs. Fanny M (Assistant coordinator)	Fanny
Dr. S. Susa Banu (Member)	S. Panabau
Dr. Sr. J. Azul Mary (Member)	S. Anney
Mrs. A. Sheila Roseline (Member)	A. Sheila R.
Mrs. C. Sujatha (Member)	C. Sujatha
Mrs. S. Mary Helen Felista (Member)	S. Mary
Mrs. H. Vincent (Member)	H. Vincent

Agenda:

→ Discussion on the organisation of seminar.

→ The duties were allotted as follows:

- \* Reception - Mr. Vincent & M. Phil English
- \* Welcome Address - Computer Science Department
- \* Master of Ceremony - Dr. S. Susa Banu
- \* Refreshment - Department of BBA
- \* Report - SF English.
- \* Accounts - Dr. P. Uma
- \* Stage Decoration - SF Tamil & English
- \* Feed back consolidation and Overall coordination:
  - Dr. AI Auxilia Felicitas
  - Mrs. M. Fanny.
  - Mrs. A. Sheila Roseline

A. I. M. U

S. Anney  
Fanny

S. Panabau  
C. Sujatha

Sr. P. Anney

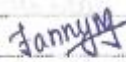
Minute of the meeting of ZQAC held on: DATE- 22. 08. 2016.

Members Present:

Dr. AT Auxilia Felicitas  
(Coordinator)



Mis. Fanny M  
(Assistant Coordinator)



Sr. Azul Mary J (Member)



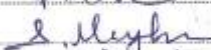
Mrs. C. Sujatha (Member)



Dr. Uma P (Member)



Mrs. S. Mary Helen Felista (Member)



Mr. H. Vincent (Member)



Agenda:

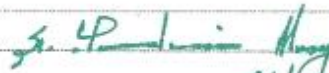
- Discussion on the expenses.
- Activities to be taken in written format to the principal.
- Questionnaire for research, extension, placement.
- Impact of Extension.
- Photos and videos from beneficiaries.
  - \* Presentation Incharge - Dr. Uma P & Mrs. Mary Helen Felista S.
  - \* Programme by October or November.
- Heads & coordinators to present in front of External Member.
- Contribution must be made by the external Member.
- Works were allotted as under:
  - \* Proposal - Dr. Saisa Banu S and Mrs. Sujatha C.
  - \* Students programme for all the majors -  
Dr. AT Auxilia Felicitas and Mis. Fanny M
  - \* Hostel rules circulation to various Departments -  
Sr. Azul Mary J.
  - \* Objectives - Dr. Sr. Biji Cyril, Mrs. Sheila Roseline A and Dr. Sr. Azul Mary.
  - \* Centralised Address Register - Mr. Vincent H.
- Sessions for Technicians to be arranged.

DATE-

- Guideship - Preference of candidates from within to be insisted.
- Furniture checking to made.
- The placement officer insisted on Revamping the Rain Water Harvest System and updating glass.

  
Jany M  
C. Anjalla

  
P. Uma

  
S. P. L. in  
26/05/16



Minutes of the IQAC meeting held on DATE- 31. 08. 2016

Members Present:

- Dr. A.I. Auxilia Felicitas (Coordinator) A.I. Auxilia Felicitas
- Dr. Sg. Biji Cysiac (Assistant coordinator) Biji Cysiac
- Mrs. Janny M (Assistant coordinator) Janny M
- Dr. Sr. J. Asul Mary (Member) Sr. Asul Mary
- Mrs. A. Sheela Roselin (Member) A. Sheela Roselin
- Dr. Uma P (Member) Uma P
- Mrs. S. Missy Helen Felista (Member) S. Missy Helen Felista
- Mr. H. Vincent (Member) H. Vincent

Agenda:

- ⇒ The following discussions were made:
  - \* A session on 'Role of IQAC in Quality Enhancement of College', for all the staff members.
  - \* Resource person from outside who is involved in IQAC practically.
  - \* Before 15th September.
  - \* IQAC members of other colleges can be invited as participants.
- ⇒ Input session for HODs and coordinators:
  - \* A session by Dr. Uma P; Dr. Maria Packiam S; Dr. Mary Magdalene Abraham; Dr. Vasantha Esther Rani.
  - \* Participants - Head of the Departments, next senior, 2 members from each committee, office managers and system Engineers.
  - \* The speaker would insist on what is actually required from each category.
  - \* Based on that the participants will prepare a report which will be presented to an external expert.
  - \* The report to be modified based on his suggestions.
- ⇒ Punctuality & Decorum to be maintained in all meetings.
  - \* If we make them assemble half or one hour before their listening is affected and they are not

DATE-

receptive so we can ask them to assemble at the right time.

\* Importance of punctuality is to be explained to all the students.

⇒ Planning sessions will be made in the next meeting.

⇒ It was insisted by the members that IQAC should involve in the planning of all the activities of the college & see to that the plans are executed by the respective staff members as IQAC is an important administrative body in the college.

Sanny

A. J. H. H.  
Sh. B. P.  
P. V.

Sr. P. L. M.  
31/05/16



Minutes of the meeting with Principal sisters on DATE- 15.09.2016.

Members Present :

Dr. Sr. K. Fatima Mary (Principal, chairperson)	<i>Sr. K. Fatima Mary</i>
Dr. A. I. Auxilia Felicitas (Coordinator)	<i>A. I. Auxilia Felicitas</i>
Dr. Sr. Biji Cysac (Assistant Coordinator)	<i>B. Cysac</i>
Miss. Fanny M (Assistant coordinator)	<i>Fanny M</i>
Sr. M. Fatima Mary [Vice-Principal (Shift - I)]	<i>Sr. Fatima Mary</i>
Mrs. R. Alphonsa Fernando [Vice-Principal II (Shift - I)]	<i>R. Alphonsa Fernando</i>
Mrs. B. Chandrika [Vice-Principal (Shift - II)]	<i>B. Chandrika</i>
Dr. S. Saira Banu (Member)	<i>S. Saira Banu</i>
Dr. Sr. J. Azul Mary (Member)	<i>Sr. Azul Mary</i>
Mrs. A. Sheela Roseline (Member)	<i>A. Sheela Roseline</i>
Mrs. C. Sujatha (Member)	<i>C. Sujatha</i>
Dr. P. Uma (Member)	<i>P. Uma</i>
Mr. H. Vincent (Member)	<i>H. Vincent</i>
Miss. Susan Anita Andrew - III. B. Com [President, Students Union - Shift - I]	<i>Susan Anita Andrew</i>
Miss. D. M. Kamieni - III. B. Sc. Maths [President, Students Union - Shift - II]	<i>D. M. Kamieni</i>

AGENDA:

- ⇒ Sister principal said IQAC should always aim at Quality Enhancement & Sustenance.
- ⇒ Matters are to be handled in a wider perspective, proper understanding & follow up are essential.
- ⇒ We have to grab opportunity responding to time.
- ⇒ Based on the previous NAAC report we must have concrete policies & Plans.
- ⇒ There must be some innovation in the department.



DATE-

- calendar, Achievement for each semester must be noted.
- Regarding paper publication, multi-disciplinary and Inter-disciplinary factors are to be considered.
  - Citation for papers.
  - Workshop could be conducted for outsiders.
  - LIMCA Record
  - CBCS - papers could be given for self study and at that time the student can attend classes in other majors.
  - No fixed credit for all the students.
  - Online learning can be encouraged.
  - Optional papers can have self study units.
  - Promptness of documentation.
  - 7 days continuous off class programme can be offered as a package.
  - Discussion on consultancy.
  - ⇒ Members suggested the following:
    - \* For SC/ST students, Entrepreneur skills development programme can be arranged to improve their employability.
    - \* Session for the parents of the first generation learners and feedback can be collected.
    - \* Honouring the elderly, whole college can participate & it can also be conducted in outside villages during extension.
    - \* Past & Activities - All camps in the month of January.
    - \* Registration can be done for Organ donation by getting consent from parents.
    - \* Entry Register.
    - \* Maintenance Register - Regular & SF.
    - \* Group Insurance for all the students, trial with a small group.
    - \* Stores for students with minimum profit runned by student volunteers. It could even be Honesty Store.
    - \* Library club - Data collection regarding Newspaper reading, Providing possibility to read.
    - \* English communication - QC - Remindu boards to be kept insisting English speaking & monitoring to be done by all.
    - \* Teaching staff members - Badge.
    - \* Over coat with college name or emblem for the

DATE-

Non-Teaching Staff members

- \* Staff members in social media - Projection to be decent.
- \* Session for HODs, Second seniors, Coordinators of committees & Associations, Hostel director, Office Managers and System Engineers to be organised in October as an orientation for NAAC preparation.

P. V. S.

A. P. S. S. S.  
 R. Anaswan  
 Janyy  
 C. Sujatha  
 Sr. Bus

S. P.

S. P. S. S. S. S. S.  
 15/9/18



Minutes of the IQAC meeting held on \_\_\_\_\_ DATE- 22.09.2016

Members Present:

Dr. AI Auxilia Felicitas (Coordinator)	A-I H-L
Dr. Sr. Biji Cyril (Assistant Coordinator)	B-C
Miss. Fanny M (Assistant coordinator)	Fanny M
Dr. S. Saira Banu (Member)	S. Saira Banu
Dr. Sr. J. Anul Mary (Member)	Sr. Anul Mary
Mrs. A. Sheela Roseline (Member)	A. Sheela M.
Mrs. C. Sujatha (Member)	C. Sujatha
Dr. P. Uma (Member)	P. U
Mrs. S. Mary Helan Felista (Member)	S. Mary Helan Felista
Mr. H. Vincent (Member)	H. Vincent

AGENDA

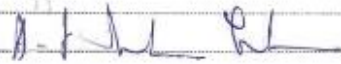
- The following matters were discussed:
- ⇒ Discussion on Input session was made.
  - ⇒ Resource persons for the session are:
    - Dr. Mahima Ragland
    - Dr. Maria Packiam S
    - Dr. Mary Magdalene Absaham
    - Dr. Varantha Esther Rani
    - Mrs. Mathavi Marisekar
    - Dr. Uma P
    - Dr. Lucia Varitha C
  - ⇒ Reminder for maintenance Register
  - ⇒ Reminder for certificates
  - ⇒ Input session members incharge from IQAC are:
    - Dr. Uma P
    - Mrs. Mary Helan Felista S.
  - ⇒ Participants list will be prepared by Dr. Auxilia Felicitas AI and Fanny M.
  - ⇒ Input session planned for 15th & 19th October.
  - ⇒ Diploma & Advanced Diploma courses offered by University of South America - Information to be given to students.
- H-I N-L  
 Dr. S. Saira Banu  
 Dr. Sr. J. Anul Mary  
 Mrs. A. Sheela Roseline  
 Mrs. C. Sujatha  
 Dr. P. Uma  
 Mrs. S. Mary Helan Felista  
 Mr. H. Vincent



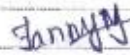
Minutes of the IQAC meeting held on DATE- 04.10.2016.

Members Present:

Dr. A.I. Auxilia Felicitas  
(Coordinator)



Miss Janny M  
(Assistant Coordinator)



Dr. S. Saira Banu (Member)



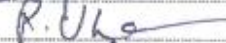
Mrs. A. Sheila Roseline (Member)



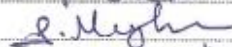
Mrs. C. Sufatha (Member)



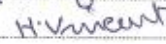
Dr. P. Uma (Member)



Mrs. S. Mary Helen Felista (Member)



Ms. H. Vincent (Member)



### AGENDA

Following matters were discussed:

- Following staff members were fixed as resource persons for the session on 'Quality Enhancement & Sustenance'
- \* Dr. Saira Banu explained about the details about the DIDAC (International Exhibition & conference on Educational Resources & Solution - September - 28-30) session she attended and informed the group that Integrated Software package facility for generating various reports. As the cost is high it can be procured by the college only with the help of some funding agency.
- \* Criterion II - Dr. Mary Magdalene Abraham.
- \* Criterion III - Dr. Vasantha Esther Rani
- \* Criterion IV & VII - Dr. P. Uma
- \* Criterion V - Mrs. Mathavi Marisekar
- \* Criterion VI - Dr. S. Maria Packiam.
- ⇒ Finalisation of participants list for the session on 'Quality Enhancement & Sustenance' - Management and Administration, deans, heads of the departments & the next seniors, co-ordinators & Assistant coordinators of various committees and cells of the college and hostel director.
- ⇒ To ensure Quality Enhancement & Sustenance a session on Model teaching and microteaching is planned. Session will be held in November and December 2016.

DATE-

Evaluation to be given to the principal. Strengths & Weaknesses to be given.

⇒ Reminders to be given to Drs. Biji Cynic and Dr. Sr. Abel Mary J for maintenance register and certificates.

⇒ Dr. S. Saira Banu & Mrs. C. Sujatha to be reminded for project proposal.

C. Sujatha

A. J. John  
P. V.  
Samy  
B. Banaban

J. P. ...  
6/10/16



Minutes of the IDAC meeting held on

DATE- 19.10.2016

Members Present:

Dr. A.I. Auxilia Felicitas  
(Coordinator)

A. I. Auxilia Felicitas

Dr. S. Piji Cysiac  
(Assistant Coordinator)

S. Piji Cysiac

Miss. Janny M  
(Assistant Coordinator)

Janny M

Dr. S. Sara Banu (Member)

S. Sara Banu

Dr. Sr. J. Paul Mary (Member)

Sr. J. Paul Mary

Mrs. A. Sheila Roseline (Member)

A. Sheila Roseline

Mrs. C. Sujatha (Member)

C. Sujatha

Dr. P. Uma (Member)

P. Uma

Mrs. Mary Helen Felista (Member)

M. Helen Felista

Ms. A. Vincent (Member)

A. Vincent

AGENDA:

- ⇒ Hand book and Note pad for all meetings.
- ⇒ Frequent meeting is necessary. (Once in a week or once in 10 days).
- ⇒ Next meeting will be on 27th.
- ⇒ Data collection by library club to be completed and submitted by first week of December.
- ⇒ Internet usage register can be kept in each department.
- ⇒ Discussion about Micro-Teaching and model-Teaching.

A. I. Auxilia Felicitas

S. Piji Cysiac

P. Uma

Janny M

S. Sara Banu

C. Sujatha

S. Piji Cysiac  
19/10/16



Minutes of the IQAC meeting held on DATE- 27.10.2016.

Members Present:

Dr. AP Auxilia Felicitas  
(Coordinator)

A. J. J. J.

Dr. Sr. Biji Cysiac  
(Assistant coordinator)

B. B.

Miss. Fanny M  
(Assistant coordinator)

Fanny M

Dr. S. Sarva Banu (Member)

S. Sarva Banu

Dr. Sr. J. Azel Mary (Member)

J. Azel Mary

Mrs. A. Sheila Roseline (Member)

A. Sheila Roseline

Mrs. C. Sujatha (Member)

C. Sujatha

Dr. P. Uma (Member)

P. Uma

Mr. H. Vincent (Member)

H. Vincent

AGENDA:

- ⇒ It was decided by the IQAC team to meet the principal on 31st.
- ⇒ Decided to request principal sister for a separate committee for consultancy.
- ⇒ Research Extension Consultancy to be interlinked.
- ⇒ Requirements for API score for physical Director & Librarian.
- ⇒ For model teaching & Micro teaching & related departments to be combined into groups.
- ⇒ All the members of the group will be present for Model teaching & Micro teaching.
- ⇒ Micro teaching for teachers having below 5 years' experience in Fatima College.
- ⇒ The HOD, second senior member from the Department and a member of IQAC will be the evaluators.

H. Vincent

A. J. J. J.  
S. Sarva Banu  
Fanny M  
C. Sujatha  
H. Vincent

Sr. P. L. M. M. M.  
27/10/16

Minutes of the meeting with the Principal Sister on DATE- 31.10.2016.

Members Present:

Dr. Sr. K. Fatima Mary  
Principal, chairperson

S. P. ...

Dr. A.I. Auxilia Felicitas  
(Co-ordinator)

A. I. ...

Dr. Sr. Biji Cyriac  
(Assistant coordinator)

B. J. ...

Mrs. Fanny M  
(Assistant coordinator)

Fanny M

Sr. M. Fatima Mary (Vice Principal - Shift I)

Sr. Fatima Mary

Mrs. R. Alphonsa Fernando (Vice Principal II - Shift I)

R. Alphonsa Fernando

Mrs. B. Chandirika (Vice Principal - Shift II)

B. Chandirika

Dr. S. Saira Banu (Member)

S. Saira Banu

Dr. Sr. J. Avel Mary (Member)

Mrs. A. Sheila Roseline (Member)

A. Sheila Roseline

Mrs. C. Sujatha (Member)

C. Sujatha

Dr. P. Uma (Member)

P. Uma

Mr. H. Vincent (Member)

H. Vincent

Student Representatives

AGENDA:

→ IQAC to organise a Staff-Induction Programme for staff members who have five years and less of experience in Fatima College in three phases.

⇒ Schedule for Micro teaching & Model teaching was discussed and finalized with the direction of the principal.

\* The departments are divided into groups.

\* During the first phase the participants will have to do Micro Teaching. Topics will be given on the spot from the papers handled by the participants, during the previous semester. The regular classes are to be adjusted for those who are doing the Micro Teaching.

\* A senior member from each department (decided by the departments) will present a Model Teaching session during the second phase.

\* The final phase will be the second round of Micro teaching by the participants of Phase I.

\* First Phase: Micro Teaching: November 21-29, 2016

\* Second Phase: Model Teaching: December 1-9, 2016



DATE-

- \* Third Phase: Micro Teaching: December 13-20, 2016.
- \* All the members of the group will be present for Model & Micro Teaching.
- \* Heads are requested to ensure that only those who have class during the sessions are exempted for that particular hour.
- \* The HOD, second senior member from the Department and a member of IQAC will be the evaluators.
- \* The schedule for all the three phases of the programme is given below. If the given schedule cannot be followed due to some reasons the Heads are requested to make sure that all the sessions are completed by the last date.
- ⇒ Criteria for Evaluation:
- \* Duration of presentation: 20-30 minutes for each person.
  - \* Total Marks: 50 Marks
  - \* Constructive comments for improvement to be given in Evaluation.
  - \* Subject content.

GROUP	NAME
i History, Economics & Sociology	Dr. A.T. Anvilia Felicita
ii English (Regular & SF) and Journalism	Dr. P. Uma
iii Tamil (Regular & SF), French & Hindi	Mrs. B. Chandrika & Mrs. A. Sheela Roseline
iv Mathe (Regular & SF), Physics & Statistics	Dr. S. Saira Banu
v Chemistry, Home Science, Zoology, Fashion Designing & Garment construction	Mrs. Mary Helen Felista & Mr. H. Vincent
vi Commerce (Regular & SF), BBA, M.Com CA	Dr. Sr. Biji Cyriac & Mrs. C. Sujatha



GROUP	DATE- NAME
VII Computer Science; BCA, B.Sc. IT & computer staff from B.Com CA & M.Com CA	Ms. R. Alphonse Fernando & Dr. Sr. Arul Mary J
VIII MBA, MCA, PG (IT), PGDCA & DCA	Sr. Fatima Michael & Miss. Fanny M.

- ⇒ Model teaching will be done by a teacher who has experience more than 15 years.
- ⇒ Overall performance of the students should be in par with the other institutions.
- ⇒ Programmes conducted must be ultimately benefit the society.
- ⇒ Coordinator stated that in the GH they are going to constitute organ donation society after the committee is set up, awareness programme will be conducted.
- ⇒ Teachers who avail O/D must update immediately in the documentation centre.
- ⇒ Library must be utilised by the students, off-class - at least 15 hours for UG & 30 hours for PG - compulsory credits will be provided for students so it will be a prerequisite for appearing in the examination.
- ⇒ IQAC can make use of the deans room for group work.
- ⇒ Deans room can be utilised by IQAC with separate login.
- ⇒ Orientation programme for PG students, M.Phil & P.hd Scholars and professional courses to be conducted on 16th November, last note.
- ⇒ Blood bank data base to be created - students must obtain willingness letter from parents, this will be taken care by Vice Principal II, Shift I & Part V Programme.
- ⇒ Instead of attending a refresher course, 10-12 publications can also be made within a stipulated period.
- ⇒ IQAC to collect programmes completed by each department in the last semester with outcome & specific programmes planned for the next semester.
- ⇒ TOT materials to be encouraged.

DATE-

- ⇒ Physics department is planning to conduct a programme for Higher Secondary teachers in summer.
- ⇒ Science department can prepare materials for pollution control which can be learnt by link of videos.
- ⇒ Programmes on organic farming will be conducted in the next semester.
- ⇒ Solar panel can be encouraged considering the huge cost.
- ⇒ Mrs. Alphonso Fernando, stated that, Physics department is trying it in micro-level, a few lights can be attached to a small solar panel.
- ⇒ IQAC has to develop time bound concrete programmes.
- ⇒ Departments must encourage inter departmental projects.
- ⇒ Mail ID to be created for IQAC - fcigac2016@gmail.com.
- ⇒ Project proposal to be finalised by the end of November.
- ⇒ Enquiry to be made about Group Insurance with the Nationalised Insurance Companies.

Sr. Prof

A. J. L. L.  
 P. U.  
 Janny  
 R. Raveban  
 H. Vincent  
 C. Shilpa

St. Pauline Mary  
 31/10/16



Minutes of the IQAC meeting held on DATE- 01 . 11 . 2016

Members Present:

Dr. A.I. Auxilia Felicitas (Coordinator)	A. I. M. K.
Dr. Sr. Biji Cysiac (Assistant coordinator)	Dr. Biji
Mrs. Janny M (Assistant coordinator)	Janny M
Dr. S. Saira Banu (Member)	S. Saira Banu
Dr. Sr. Azul Mary J (Member)	Dr. Azul Mary J
Mrs. A. Sheela Roseline A (Member)	A. Sheela Roseline A
Mrs. C. Sujatha (Member)	C. Sujatha
Dr. P. Uma (Member)	P. Uma
Mrs. S. Mary Helan Felista (Member)	S. Mary Helan Felista
Ms. H. Vincent (Member)	H. Vincent

AGENDA:

- ⇒ Orientation on Library E-Resources - Mrs. Sujatha C.  
(Time, Venue, Other details and contacting departments)
- ⇒ IQAC bulletin collection work - Dr. Sr. Biji Cysiac.
- ⇒ Departmental Activities (Odd & Even) collection and consolidation - Dr. Sr. Azul Mary J & Mrs. Sheela Roseline A
- ⇒ Micro-Teaching & Model-Teaching (Grouping, Schedule, Evaluation Criteria & Rooms) - Dr. A.I. Auxilia Felicitas, Dr. Saira Banu S and Mrs. S. Mary Helan Felista.
- ⇒ Mentoring (Details & Schedule preparation for departments) - Dr. Uma P.
- ⇒ Blood Bank data base :-
  - \* Part V - Mrs. Alphonza Fernando R
  - \* Extension - Ms. Vincent H
  - \* Consolidation - Mr. Vincent H
- ⇒ Departmental activities & Mentoring Schedule and Blood-bank data base to be handed over to the principal before the end of November by the concerned persons

Dr. Biji

H. Vincent

P. Uma  
C. Sujatha

S. Saira Banu

A. I. M. K.  
S. Saira Banu

Janny M

11/11/16



Minutes of the IQAC meeting held on DATE- 18.11.2016.

Members present:

Dr. AT Auxilia Felicitas  
(Coordinator)

A. J. L. H.

Dr. Sr. Biji Cyriac  
(Assistant Coordinator)

Is. Bop

Miss. Janny M  
(Assistant coordinator)

Janny M

Dr. S. Saira Banu  
(Member)

S. Panabam

Dr. Sr. Arul Mary J (Member)

Dr. Arul Mary

Mrs. A. Sheila Roselin (Member)

A. Sheila

Mrs. Sujatha C (Member)

C. Sujatha

Dr. P. Uma (Member)

P. Uma

Mrs. S. Mary Helen Felista (Member)

S. Mary Helen

Ms. H. Vincent (Member)

H. Vincent

AGENDA:

- ⇒ As there is going to be a programme for a group of staff members it was decided to have Macro Teaching Phase I and Model Teaching Phase II.
- ⇒ For Macro-teaching - 5 topics from the papers handled during the odd semester will be given in advance by the Head of the Departments.
- ⇒ The Head of the Department will be selecting one topic on the spot out of those five.
- ⇒ All members must be present (those who have class during that time alone are exempted).
- ⇒ There will be photo coverage for macro-teaching.
- ⇒ It was decided to instruct the evaluators not to lose credibility in evaluating.
- ⇒ Macro-Teaching will be conducted between 20th & 30th November.

P. Uma

Is. Bop

A. J. L. H.

H. Vincent

S. Panabam  
Janny M

25.11.2016  
C. Sujatha  
18/11/16

Minutes of the IQAC meeting held on | DATE- 28 . 11 . 2016

Members Present:

Dr. AT Auxilia Felicita (co-ordinator)	A. T. Auxilia Felicita
Dr. Sr. Biji cysiac (Assistant Coordinator)	Sr. Biji
Miss. Janny M (Assistant Coordinator)	Janny M
Dr. S. Saira Banu (Member)	R. Parulbanu
Dr. Sr. Azul Mary J (Member)	S. Anurany
Mrs. A. Sheila Roselin (Member)	A. Sheila Roselin
Mrs. C. Sujatha (Member)	C. Sujatha
Dr. P. Uma (Member)	P. Uma
Mrs. S. Mary Helan Felicita (Member)	S. Mary Helan Felicita
Mr. H. Vincent (Member)	H. Vincent

Members of QC

AGENDA:

- ⇒ Model Teaching must be ICT enabled.
- ⇒ ICT includes not only powerpoints, the other ICT enabled strategies & methods must be informed to the staff members through flash.
- ⇒ There was a discussion about the honesty shop.
- ⇒ We need space for keeping the stock and display will be in the ground.
- ⇒ First it was decided to start with stationery
- ⇒ The items could be:
  - \* Pens
  - \* Pencils
  - \* Erasers
  - \* Colour Pens
  - \* Papers
  - \* Stapler Pins
  - \* Whiteners
  - \* Stick files
  - \* Clear bags
- ⇒ Timing 10AM to 3:30 PM.
- ⇒ We must be ready with price list, stock book & Daily maintenance

DATE-

register.

- The programme will be executed by Quality circle under the guidance of Mrs. A. Sheela Rosekin.
- It was decided to start the honesty shop on 8th December and Sister Principal was requested to talk to the students about the honesty shop during the general assembly on 2nd December (Friday).
- Discussions were made regarding the source of purchase, transportation and follow-up.
- The proposal to ICSSR will be sent shortly.
- ILE's training for II.VG & I.PG students - Psychometric Test free of cost will be arranged for the students regarding personality fitment & CV Preparation; those who clear up the test will be given learning modules for 16 hours.
- The programme will be informed to the placement Co-ordinators by the IQAC coordinators and Sr. Saira Banu S.
- They will be informed to involve the placement link persons of the various departments.

A. J. [Signature]

Sr. Prabansu  
Sr. [Signature]

P. [Signature]

C. [Signature]  
H. Vincent

Sr. P. [Signature]  
25/11/18



Minutes of the IQAC meeting held on | DATE- 09.12.2016.

Members Present:

Dr. AJ Auxilia Felicitas  
(Coordinator)

*[Signature]*

Dr. Sr. Biji Cyril  
(Assistant Coordinator)

*[Signature]*

Dr. Saira Banu S. (Member)

R. Raveban

Mrs. Sheila Roseline A (Member)

*[Signature]*

QC Members & Students Representatives

AGENDA:

→ We called the QC Members:

- \* Ms. Geomathi A (Department of History)
- \* Ms. Kalaijuja T (Department of English - Regular)
- \* Ms. Amala Jeyu Shali T (Department of English - SE)
- \* Ms. Adline Aruna F (Department of English - SE)

→ Because of the unforeseen holiday on the demise of The Honourable Chief Minister, honesty shop could not be inaugurated on 8th as planned.

→ QC students will be divided into groups in charge of purchase, stock display & finance.

→ Date of inauguration will be decided after discussing with the principal.

*[Signature]*  
R. Raveban

*[Signature]*

*[Signature]*  
09/12/16

Minute of the POAC meeting held on | DATE- 04.02.2017

Members Present:

Dr. AI Auxilia Felicitas  
(Co-ordinator)

A. J. H. Y.

Mrs. Sheela Roselin (Member)

A. Sheela R.

Mrs. Sujatha C (Member)

C. Sujatha

AGENDA:

- An Orientation programme can be organised during summer and the matter can be discussed in detail in the next meeting.
- Honesty store items can be increased. Suggestions could be got from the students also.
- Conferences & seminars organised by various departments can be planned in advance and in the beginning the semester accompanied information letter containing the (Seminars & conference) details of all the departments can be sent to other colleges.

A. J. H. Y.

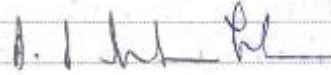
C. Sujatha

Dr. P. L. M. Mary  
04/02/17

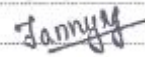
Minutes of the IQAC meeting held on DATE- 10.02.2017.

Members Present:

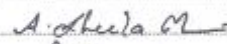
Dr. A.I. Auxilia Felicitas  
(Co-ordinator)



Miss. Janny M.  
(Assistant co-ordinator)



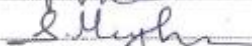
Mrs. A. Sheela Roselin (Member)



Dr. P. Uma (Member)



Mrs. S. Mary Helan Felista (Member)



Mrs. H. Vincent (Member)

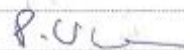


AGENDA:

- More items (Envelops, Hair clips, bindis etc) can be introduced in Honesty store.
- Himalaya products, can be introduced from the next academic year.
- Seminars & conference invitations from other colleges were circulated.
- An orientation programme for 7 days can be organised during summer holidays. Focus has to be on Teachers of Self Financing colleges. The theme of the programme would be "Teaching Pedagogy". However the financial implications of this has to be discussed with the management and the principal and only then it can be finalised.



Dr.  
Janny M.



Dr. P. Uma  
10/02/17



Minutes for the IQAC Meeting held on DATE- 20.02.2017.

Members Present:

- Dr. AI Auxilia Felicitas (Coordinator) A.I. Auxilia
- Dr. Sr. Biji Cyriac (Assistant Coordinator) Sr. Biji
- Miss Fanny M (Assistant coordinator) Fanny M
- Dr. S. Saia Banu (Member) S. Banaban
- Mrs. A. Sheila Roselin (Member) A. Sheila
- Mrs. C. Sujatha (Member) C. Sujatha
- Dr. P. Uma (Member) P. Uma
- Mrs. S. Mary Helan Felista (Member) S. Mary
- Mr. H. Vibant (Member) H. Vincent

AGENDA:

- ⇒ Permission is to be sought from the principal regarding Biannual Group Invitation which can be prepared in the end of June or first week of July for the first semester and End of November for the second semester.
- Faculty Development programme to be organised and the participants could be staff members of all southern colleges.
  - ↳ Invitation for local colleges can be contacted in person
  - ↳ The programme can be conducted for a period of 7 days with 1 or 2 days specialised programme in the concerned department.
  - ↳ For the staff members of our colleges resource person can be an outsider.
  - ↳ Internal resources can be utilised in case of outside participants.
  - ↳ The programme can be done in collaboration with MKU and certificate can be provided with recognition from MKU.
- ⇒ Arrangements are to be made for the meeting with external members.
- ⇒ Reminder (Dr. Sr. Asul Mary) for National Education Policy Certificate.
- ⇒ Financial implications of the management for the programme planned by IQAC.

A.I. Auxilia
Sr. Biji
Fanny M
S. Banaban
A. Sheila
C. Sujatha
P. Uma
S. Mary
H. Vincent
Sr. P. ... 20/02/17

Minutes for the IQAC Meeting held on DATE-02.03.2017.

Members Present:

Dr. A.P. Auxilia Felicitas  
(Coordinator)

A. J. L. H.

Dr. Sr. Biji Cyriac  
(Assistant Coordinator)

Sr. Biji

Miss. Janny M  
(Assistant coordinator)

Janny M

Dr. Sr. Asul Mary J (Member)

Sr. Asul Mary J

Mrs. A. Sheila Roselin (Member)

A. Sheila Roselin

Mrs. C. Sujatha (Member)

C. Sujatha

Dr. P. Uma (Member)

P. Uma

Mrs. S. Mary Helan Felista (Member)

S. Mary Helan Felista

Mr. H. Vincent (Member)

H. Vincent

AGENDA:

- Reports for Autonomy review are voluntarily prepared by Dr. Sr. Biji Cyriac.
- National Seminar from IQAC to be conducted in the month of July or August.
- Reminder was given to Sr. Asul Mary regarding National Educational Policy Certificate.
- External Member meeting can be made in any one day in March.
- Powerpoint should be designed with 5 slides for IQAC containing vision, objectives, mission and high-lights.
- Photos to be attached on board in A4 papers.
- For collecting information from documentation, the team can be divided into two groups as Academics & other activities.
- Department documentation is to be done by Mrs. A. Sheila Roselin & Mrs. C. Sujatha.
- Other Activities is to be done by Dr. Sr. Asul Mary J, Dr. P. Uma, Mrs. Mary Helan Felista & Mr. Vincent A.
- Consolidation of reports to be made by Dr. A.P. Auxilia Felicitas & Dr. Saira Bahu S.
- Reports, Bulletin & Minutes note to be ready by March 15th.

CS

DATE-

1. A. F. Lal  
P. Chh  
Janyal  
S. Mishra

M. P. S.  
A. K. S. Raut  
C. Sujata  
H. V. V. V.

Dr. P. S. S. S. S.  
2/3/17

CS



Minutes for the IQAC meeting held on DATE- 21.03.2017.

Members Present:

Dr. A.T. Auxilia Felicitas  
(Coordinator)

A.T. Auxilia Felicitas

Dr. Sr. Biji Cyril  
(Assistant Coordinator)

Biji Cyril

Miss. Janny M  
(Assistant coordinator)

Janny M

Dr. S. Saira Banu (Member)

S. Saira Banu

Dr. Sr. Arul Mary J (Member)

Arul Mary J

Mrs. A. Sheila Roselin (Member)

A. Sheila Roselin

Mrs. C. Sujatha (Member)

C. Sujatha

Mrs. S. Mary Helen Felista (Member)

S. Mary Helen Felista

Mr. H. Vincent (Member)

H. Vincent

AGENDA:

- ⇒ Academic and other activities Powerpoint to be submitted on Thursday before 10AM.
- ⇒ External Expert meeting is on 27th, March (Monday)
- ⇒ Duties for the meeting on 27th were divided as follows:
  - ↳ Hospitality for External - Mr. Vincent H
  - ↳ Technical Part - Mrs. Mary Helen Felista S
  - ↳ Minutes - Miss. Janny M
  - ↳ Invitation & Intimation to members - Dr. Sr. Arul Mary J
  - ↳ Payment to External & Accounts - Dr. Uma P
  - ↳ Room Arrangement, Tea Arrangement & Photo - Mrs. A. Sheila Roselin & Mrs. C. Sujatha
  - ↳ Welcome Address - Dr. S. Saira Banu
  - ↳ Presentation - Dr. A.T. Auxilia Felicitas
  - ↳ Vote of Thanks - Dr. P. Uma
- ⇒ Next IQAC meeting will be held on 3rd April.
- ⇒ Reminder was given to Dr. Arul Mary J for New Education Policy Certificate and Model Teaching report of chemistry & Physics departments.

C. Sujatha

Biji Cyril

S. Mary Helen Felista

S. Saira Banu

H. Vincent

Janny M

Sr. P. Uma  
21/3/17

Minutes of the IQAE meeting with the External member on DATE: 27.03.2017.

Members Present:

Dr. Sr. K. Fatima Mary (Principal, chairperson)	<i>Dr. K. Fatima Mary</i>
Dr. A.P. Auxilia Felicitas (Co-ordinator)	A.P. Aux. Fel.
Dr. Sr. Biji Cyriac (Assistant coordinator)	<i>Dr. Biji</i> Biji M
Miss. Fanny M (Assistant coordinator)	Fanny M
Dr. Sr. M. Francisca Flora (Secretary)	<i>M. Francisca Flora</i>
Dr. Alexander Pravin (External Member, St. Joseph's college, Trichy)	<i>Alexander Pravin</i>
Sr. M. Fatima Mary (Vice principal - Shift I)	<i>Sr. Fatima</i>
Mrs. R. Alphonsa Fernando (Vice Principal II - Shift I)	<i>R. Alphonsa Fernando</i>
Mrs. B. Chandrika (Vice Principal - Shift II)	<i>B. Chandrika</i>
Sr. F. Arockia Mary (Office Manager Shift I)	<i>Sr. Arockia</i>
Dr. S. Saira Bano (Member)	
Dr. Dr. J. Anul Mary (Member)	<i>J. Anul Mary</i>
Mrs. A. Sheela Roseline (Member)	<i>A. Sheela Roseline</i>
Mrs. C. Sugatha (Member)	<i>C. Sugatha</i>
Dr. P. Uma (Member)	
Mrs. S. Mary Helen Felista (Member)	<i>S. Mary Helen</i>
Mrs. H. Vincent (Member)	H. Vincent
Dr. B. Medona (Dean of Science)	
Mrs. E. Helena (Dean of Self Financing Courses)	<i>E. Helena</i>
Dr. Vasantha Esther Rathi (Dean of Research - Shift I)	
Dr. Anasammal M (Dean of Research - Shift II)	<i>M. Anasammal</i>
Sr. S. Stella Anul Mary (Office Manager - Shift II)	<i>Sr. Stella</i>
Dr. SJ Kalra (ERC-coordinator)	<i>SJ Kalra</i>
Dr. S. Vidya (ERC-coordinator)	<i>S. Vidya</i>
Dr. C. Lucia Vanitha (EAC-coordinator - Shift I)	<i>C. Lucia Vanitha</i>
Mrs. V. Mageswari (EAC-coordinator - Shift II)	<i>V. Mageswari</i>
Mrs. TK Latha Maheswari (EAC-coordinator - Shift II)	<i>TK Latha Maheswari</i>
Mrs. Rosa Evangelin J. (RAC member)	<i>Rosa Evangelin J.</i>



DATE-

## AGENDA:

- Presentation of IQAC report by IQAC coordinator.
- Interaction with External member after his observations and responses to the report.

- The meeting started with the prayer song.
- The members were welcomed by Dr. Sai Babu S.
- Presentation of the IQAC report was made by Dr. AD Auxilia Felicitas.
- Our External member Dr. Alexander Pravin made the following Recommendations and Suggestions:
  - ↳ Specific details with evidence to support all claims made - to focus more on qualitative outcome than the quantitative
  - ↳ Consultancy offered - details regarding amount collected with specific break-up to be provided.
  - ↳ Services that can be considered as consultancy:
    - \* Royalty for Book publication.
    - \* Patent Right
    - \* Member of BOS, Governing body
    - \* Visiting faculty
    - \* Remuneration from Tie-up with some institutions.
  - ↳ Placement impressive - to high-light details of 'median salary' - salary information.
  - ↳ No. of funded projects and quality publications should increase.
  - ↳ Women study centre - suggested.
  - ↳ All the programmes for the year - FDP, training, orientation - to be based on one particular theme for the whole year - At the end of the year, the outcome of all these programmes to be assessed.
  - ↳ ICT infusion to be done more comprehensively.
  - ↳ Make separate mention of what is done to challenge fast learners and to cater to the needs of slow learners.
  - ↳ All student related activities should be recorded with attendance list signed by students.



DATE-

↳ Best practices to be improved.

↳ Many academic centres can be started - coaching for all entrance exams and Viscom.

↳ A teacher must basically be a researcher.

↳ Perform or Perish - Jobs may not be so secured in future.

↳ This was followed by responses and queries of the staff:

\* Clarifications made on nature of consultancy service.

\* Discussions regarding MOOC and other courses which can be offered online.

\* Foreign exchange - students - on completing 2 years in India, remaining 3 semesters abroad - student will get foreign degree but credits acquired are enough for placements.

\* Responsibility of institution to verify credibility of foreign universities and the degrees they offer.

\* Catholic institutions can consider - Tu Jen Catholic University.

\* Weightage for pass percentage has been reduced to 50%.

\* Liberal Arts programmes becoming popular in Arts and Science colleges - Arts students taking up courses in other streams and Vice Versa.

→ There was a follow-up meeting with the principal and the points presented were (by the external member):

\* Performance the main criterion for any evaluation.

\* Qualitative research.

\* Specialised institutions / academies to be set-up.

\* Every council / committee under the purview of IQAC.

\* Every document should be available with evidence in the Intranet / Documentation centre, so that any report based on the documents is consistent and uniform.

\* Regular consultation of UGC websites in all departments - UGC policies that are revised must be brought to the knowledge of everyone.

\* Syllabus can be sent to Universities in Mumbai or Kolkata (St. Xavier's College) and also to foreign universities.

\* To prepare much more than NAAC expectations and keep ourselves ahead.

DATE-

- \* Smart work needed more than hard strenuous work.
- \* Maturity of an institution depends on the capacity of the staff to work independently.
- \* Bench-mark-standard of other city colleges than our own.
- \* Repeated award of research grants add to the credit of the individual / institution.
- \* All activities of the college should be routed through IQAC.

Fanny M

- Madhu
- Tie
- C. Sujata
- M. A. N.
- R. S. Singh
- Dr. Prakash
- S. S. S. S.
- B. V. S.
- R. P. S. S.



A. J. Lal Bahadur  
 S. K. R. R. R.  
 S. S. S.

Sr. P. P. P. P.  
 27/03/17

S. S. S.  
 Sr. Y. Y. Y. Y.