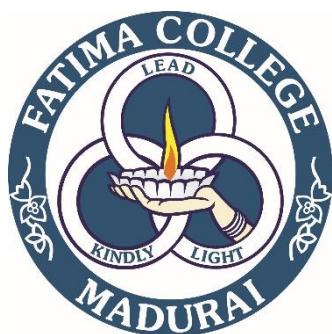


FATIMA COLLEGE (Autonomous)
College with Potential for Excellence
Re-Accredited with 'A' Grade by NAAC (3rd Cycle)
Mary Land, Madurai – 625 018.



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETINGS

2017 - 2018

Minutes of the PQAC meeting held on | DATE- 06.06.2017.

Members Present:

Dr. AP Auxilia Felicitas
(Coordinator)

A-P Auxilia

Dr. Sr. Biji Cyriac
(Assistant Coordinator)

Sr. Biji Cyriac

Miss. Janny M
(Assistant coordinator)

Janny M

Dr. S. Saira Banu (Member)

S. Saira Banu

Mrs. A. Sheila Roselin A (Member)

A. Sheila Roselin

Mrs. C. Sujatha (Member)

C. Sujatha

Mrs. S. Mary Helen Felita (Member)

S. Mary Helen Felita

Mrs. H. Vincent (Member)

H. Vincent

AGENDA:

To plan for the session on 'Walking with the mission & vision of Christianity in Higher Education in a Secular country' on 13/06/2017

- ⇒ The main purpose of the session is to remind the existing faculty their role in enhancing the quality of Higher Education. Hence the session is scheduled to be before the opening of the college.
 - ⇒ The meeting started with a prayer by Dr. Sr. Biji
 - ⇒ The group decided that the focus must be on 'Research' and the co-ordinator suggested that we can interact with the Deans of Research - (Dr. Varantha Esther Rani & Dr. M. Prasammal) and plan the programmes for the year.
 - ⇒ The duties for the Orientation programme on 13th were assigned as follows:
 - * Prayer Song - Department of History
 - * Gospel Reading & Prayer - Department of Maths (Regular)
 - * Welcome Address - Department of Physics
 - * Vote of Thanks - Department of Zoology
 - * Feed back consolidation & collection - Department of B.com(CA)
- (The feed back form was prepared by PQAC and given to B.com(CA))

Minutes of the IDAC meeting held on | DATE- 13 . 06 . 2017

Members Present:

Dr. A.P. Auxilia Felicitas (Coordinator) A.P. Auxilia Felicitas

Dr. Sr. Piji Cyndie (Assistant Coordinator) Sr. Piji Cyndie

Miss. Fanny M (Assistant coordinator) Fanny M

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

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

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

Dr. S. Saira Banu (Member) Dr. S. Saira Banu

Mrs. A. Sheila Roseli (Member) A. Sheila Roseli

Mrs. E. Syjatha (Member) E. Syjatha

Dr. P. Uma (Member) Dr. P. Uma

Mrs. S. Mary Helan Felista (Member) Mrs. S. Mary Helan Felista

Ms. H. Vincent (Member) H. Vincent

AGENDA:

- To plan for the 7 days staff induction programme for the newly appointed staff members

⇒ It was decided to give a 7 days Induction Programme for the newly appointed staff members

⇒ Induction is conducted with the purpose of welcoming new employees to the institution and to prepare them for their new role.

⇒ The programme includes sessions that would orient the newly appointed staff about the vision & mission of the institution, the general culture, Decorum, professional ethics and other aspects that would inculcate the new employees into this noble profession that they are called for.

DATE- _____
 ⇒ The following programme was finalised:

DATE	TIME	RESOURCE PERSON	TOPIC
	9.30-10.00 AM	Inauguration	
15.06.2017	10.00-11.30 AM 12.00-1.30 PM	Dr. Sr. Francisca Flora, Secretary, Fatima College	St. Joseph's Culture & Legacy
16.06.2017	10.00-11.30 AM 12.00-1.30 PM	Dr. Sr. Francisca Flora, Secretary, Fatima College	Fatima culture
17.06.2017	10.00-11.30 AM 12.00-1.30 PM	Dr. Alexander Praven IQAC External Expert	Role of Teachers in Higher Education
19.06.2017	10.00-11.30 AM 12.00-1.30 PM	Dr. Latha, Associate Professor of Home Science with FAT	Professional Ethics
20.06.2017	10.00-11.30 AM 12.00-1.30 PM	Mrs. Fernando Delichia, Associate Professor of the Research Centre of English	Teacher's Decorum
21.06.2017	10.00-11.30 AM 12.00-1.30 PM	Dr. Shyamala, P. HOD of PGIT	Group Dynamics and Team Building
22.06.2017	10.00-11.30 AM 12.00-1.30 PM	Dr. S. Saira Banu, Associate Professor of The Research Centre of English	Walking with the mission & Vision of Higher Education in a secular country

Minutes of the IQAC meeting held on DATE- 19.07.2017.

Members Present:

Dr. A. I. Auxilia Felicitas (Coordinator)	A. I. Auxilia Felicitas
Dr. S. Saia Banu (Assistant Coordinator)	S. Saia Banu
Dr. P. Shyamala (Assistant Coordinator)	P. Shyamala
Dr. Sr. Bindu Antony (member)	Sr. Bindu
Sr. G. Jenita Rani (member)	G. Jenita Rani
Dr. A. Rajaswari (member)	A. Rajaswari
Mrs. A. Mable Jasmine Shobha (Member)	Mrs. A. Mable Jasmine Shobha
Mrs. S. Mary Helen Felista (member)	S. Mary Helen Felista
Mrs. C. Sujatha (member)	C. Sujatha
Mrs. H. Vincent (member)	H. Vincent

AGENDA:

To assign duties among the new members and co-ordinator (Asst) of IQAC.

- * Dr. P. Shyamala - Minutes of the meeting
- * Dr. Sr. Bindu Antony - Finance matters and payment for the resource person
- * Sr. G. Jenita Rani - Documentation of IQAC matters i.e regarding seminar attendance, feedback forms, bulletins
- * Members were encouraged to give suggestions for the effective functioning of IQAC. Responsibility should be divided and wise decisions should be taken at the right time.
- * IQAC members should meet once in a week.
- * Theme for the academic year is to be focused on Research and to strength staff and students' project.
- * Programme for the Non-teaching staff members to be designed for this academic year.

DATE-

- * Summer survey report on parents perception about the college collected during the admission time.
- * 52 students were involved in the survey work and the certificates to be printed and distributed to respective students.
- * To encourage and strengthen the functioning of honesty store.
- * ICSSR proposal follow up and financial aid to be done.
- * IQAC room and technical Assistant cupboard to be discussed with the Principal.

[Signature]
 P. Ramesh
 Bindurajam

[Signature]
 S. Myler
 H. Vincent
 C. Anjatha

[Signature]

[Signature]
 Iyobli Jasmir Sathya

[Signature]

Minutes of the IQAC meeting held on DATE- 24.7.17.

Members Present

Dr. A.I. Auxilia Felicitas (co-ordinator)	A.I. Auxilia Felicitas
Dr. S. Saiva Banu (Assistant Coordinator)	S. Saiva Banu
Dr. P. Shymala (Assistant Coordinator)	P. Shymala
Dr. Sr. Bindu Antony (Member)	Sr. Bindu Antony
Mrs. S. Mary Helen Felista (Member)	S. Mary Helen Felista
Mrs. C. Sujatha (member)	C. Sujatha
Mr. H. Vincent (member)	H. Vincent
Mrs. Kalaiselvi	Mrs. Kalaiselvi

AGENDA:

- * Mrs. Kalaiselvi focused on EDI. To impart entrepreneurial skills to students in tie up with TCF. Materials will be provided to the students from Aug 3rd-5th. Interested candidates can join. 6 modules are provided in the course. Whoever wishes to join can login and the TCF hub train the Co-ordinators.
- * Orientation about the courses and test will be conducted in our campus.
- * Separate module can be discussed for professional courses and PG students.
- * Mr. H. Vincent focused on the Annual Quality Assurance report.
- * Action plan has to be prepared according to the IQAC format.
- * International Seminar / Conference has to be organised for this academic year and registration fee is Rs. 500 for other college staff members.
- * Reading habits of the students should be improved and we have to move in.

DATE-

right according to the goals of our institution.

- * Benchmark should be fixed and the co-ordinators of all the cells have present their Action plan.
- * NAAC work should be started and the (NAAC) team members have to make the presentation
- * Rain water harvesting waste management have to be initiated through environmental Green club.
- * Q.C activities have to be strengthened.
- * Wall painting Competitions can be conducted through Cultural Deans.
- * Community reading can be encouraged for rural children and strengthen mobile library.
- * Honesty store can be strengthened through adding more items like first aid, rackets, medicines.

B. Sub

S. Meyler

H. Vincent

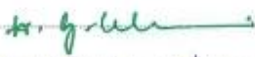


C. Sijath

R. Ramesh

A. S. S. S.

Minutes of the meeting held on DATE- 31.7.17

Members Present

Dr. Sr. G. Celina Sakaya Mary (Principal, Chairperson)	
Dr. A.I. Auxilia Felicitas (Co-ordinator)	
Dr. S. Saiar Banu (Assistant Coordinator)	R. Ramesh
Dr. P. Shyavale (Assistant Coordinator)	
Dr. Sr. Birdu Antony (Member)	Dr. Binda

AGENDA.

The following were discussed with the Principal by the IQAC coordinators & members.

- * Handing over of documents and records by the co-ordinators of various cells.
- * EDI programme through TCE and the online modules were discussed.
- * Certificates for the students those who did survey during admission has to be given after preparing the report.
- * To Expand honesty store and a permanent place needed for it.
- * Room for IQAC and a cupboard to keep all the documents were requested.
- * Technical support can be given to the IQAC members at least one day/week.
- * International Seminar/conference has to be organised on general topics that suits all the staff members.
- * Pre NAAC preparation has to be done after forming the Core Committee of NAAC.
- * Chemistry and Zoology Departments can take the initiative for rainwater harvesting.
- * Initiate waste management through

DATE-

- environmental and green club.
- * Q.C activities have to be strengthened through coordinating with MBA and BBA departments.
 - * Wall painting - in, visible and public places have to be discussed with Vice Principals.
 - * Community reading through mobile library can be encouraged.
 - * Formulate framework for cluster colleges regarding sharing of resources and action plan for the same.
 - * Physical activity for the students can be discussed with Physical Education director.
 - * Cupboard can be used for the needy students as scheme initiated by Tirunelveli collector which will help the students.
 - * IAS coaching can be initiated through IQAC.

R. Ramesh

A. J. J. J.

Minutes of the IQAC meeting held on DATE: 10.08.2017.

Members Present

Dr. A.I. Auxilia Felicite (Co-ordinator)	A.I. Felicite
Dr. S. Saiva Banu (Assistant co-ordinator)	S. Banu
Dr. P. Shyamala (Assistant co-ordinator)	P. Shyamala
Mrs. A. Mable Jasmine Shatha (Member)	A. Mable Jasmine Shatha
Mrs. S. Mary Helen Felista (Member)	S. Mary Helen
Mrs. C. Sujatha (Member)	C. Sujatha
Mr. H. Vincent (Member)	H. Vincent
Dr. T.V. Anandi	Absent
Dr. M. Meera Kumari	
Dr. J. Saal Evangelin	J. Saal Evangelin

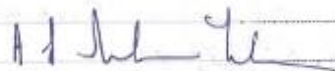
AGENDA

- * The IQAC members can make use of documentation technician Ms. Keerthika for 3 hours in a week. One system can be allotted in the documentation for doing IQAC works.
- * After preparing the report based on the survey the certificates can be issued to the students who involved in admission duty.
- * Physical activity can be given to the students on weekly basis.
- * List has to be prepared for handing over the documents from different cells and committees.
- * Honesty store to be given to one of the Quality circle team.
- * IAS Coaching has to be given to the students effectively in collaboration with Economics, Sociology and History departments.

DATE-

- Different strategies has to be followed in teaching / coaching IAS.
- * Dr. Ananthi, Dr. Meenakumari & Dr. Saeal Evangelin highlighted about the IAS syllabus, resource persons, fees structure and tie up institutes on locally basis
 - * UPSC and Banking Exam coaching can be given to the students as it is the need of the hour.
 - * Students those who are joining in Competitive Exam coaching classes can be exempted from Certificate courses
 - * An International Conference has to be planned by IQAC.
 - * Plan of rain water harvesting can be allotted to the Department of Chemistry & Zoology.





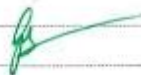


H. Vincent

C. Sujatha

J. Nabeela Tasmeen Shobha

R. Panabam



Minutes of the IQAC meeting held on DATE- 16.08.2017

Members Present

Dr. A. I. Auxilia Felicitas (Co-ordinator)	A. I. Auxilia Felicitas
Dr. S. Saira Banu (Assistant Co-ordinator)	S. Saira Banu
Dr. P. Shyamala (Assistant Co-ordinator)	P. Shyamala
Mrs. A. Mable Jasmine Shobha (member)	A. Mable Jasmine Shobha
Mrs. S. Mary Helen Felista (member)	S. Mary Helen Felista
Mrs. C. Sujatha (member)	C. Sujatha
Mrs. H. Vincent (member)	H. Vincent
Dr. G. Jeyta Rani (member)	G. Jeyta Rani
Dr. S. Selvarani	S. Selvarani
Dr. N. Malathi	N. Malathi
Mrs. E. Supriya	E. Supriya
Mrs. A. Saira Rani	A. Saira Rani
Mrs. T. Latha Premakumari	T. Latha Premakumari
Mrs. G. Revathy	G. Revathy
Mrs. C. Stella	C. Stella

Agenda

- * Dept of Hindi & French staff members have to take care of first aid and sick room and proper instructions have to be given to the students
- * Rain water harvesting scheme has to be taken care by the Dept of Chemistry & Zoology
- * Dr. N. Malathi highlighted about the machine for rain water harvesting which would cost Rs. 18000 approx. 15000 ltr of water will be harvested in 1 hour of rain
- * Green club co-ordinators and Environmental club were asked to come out with

DATE-

rough quotation for waste management within the campus.

Recycling of paper can be planned. Food waste, leaf litters can be utilized for waste management. Hostel waste can also be included and present to the management.

Cluster Colleges framework has to be developed.

Rules for the Best Teacher Award has to be reframed.

A. H. H. H.

B. H. H.

1. Mahesh Kumar Shikha

2. S. S. S.

3. Vincent

4. S. S.

5. S. S.

6. S. S.

[Handwritten signature]

Minutes of the IQAC meeting held on DATE- 11/09/2017

Members Present

Dr. A.P. Auxilia Felicitas (Co-ordinator)	A.P. Auxilia Felicitas
Dr. S. SivaBamu (Assistant co-ordinator)	S. SivaBamu
Dr. P. Snyama (Assistant co-ordinator)	P. Snyama
Mrs. S. Mary Helen Felista (Member)	S. Mary Helen Felista
Mrs. C. Sujatha (Member)	C. Sujatha
Dr. A. Rajeswari (Member)	A. Rajeswari
Sr. G. Jenita Sari (Member)	G. Jenita Sari

Agenda:

The closing ceremony of Swatchha Pakhwada programme and the duties were allotted among the IQAC members.

All the Co-ordinators NSS, Staff incharge and the other cell members have to attend the programme.

Flex have to be planned for the closing ceremony.

Part V Co-ordinators and five representatives from each will attend the function.

A programme has to be arranged for the students regarding addiction to gadgets.

Duty list for the workshop on Oct, 14, 2017 has to be prepared.

Certificates to be designed for the closing ceremony, and the information has to be given to Ce Secretary regarding the closing ceremony on 18.9.2017 at 12.00 noon.

S. Mary Helen Felista
 C. Sujatha
 A. Rajeswari
 G. Jenita Sari
 S. SivaBamu
 P. Snyama
 A.P. Auxilia Felicitas

Minutes of the IQAC meeting held on DATE- 26/09/2017.

Members Present.

Dr. A.I. Auxilia Felicitas. A.I. Auxilia Felicitas
(Coordinator)
Dr. S. Saiva Banu S. Saiva Banu
(Assistant Coordinator)
Dr. P. Shyamala P. Shyamala
(Assistant Coordinator)
Mrs. S. Mary Helen Felista (Member) S. Mary Helen Felista
Mrs. C. Sujatha (Member) C. Sujatha
Dr. A. Rajeswari (Member) A. Rajeswari
Sr. G. Jenita Rani (Member) G. Jenita Rani

Agenda

Allotment of duties for the one day workshop on 01.10.2017.

Prayer Song : Dr. J. Sural Evangelin, Dr. A. Angel

Master of Ceremony : Dept. of Sociology

Agenda Preparation : Mrs. C. Sujatha

Backdrop ppt : Dept. of MCA

Welcome Address : Dept. of MBA

Refreshment : Dr. A.I. Auxilia Felicitas

Resource Person's : Mr. H. Vincent

Hospitality

Certificate writing : Dept. of Tamil.

Feedback preparation : Dr. S. Saiva Banu

Feedback form distribution : Dept. of Mathematics (S.F)

Collection/Consolidation

Attendance : Sr. G. Jenita Rani Mrs. C. Sujatha

Report Preparation : Dept. of Home Science

Bill Settlement : Dr. A. Rajeswari

Mrs. A. Mable Jasmine Shobha

Vote of Thanks : Dept. of Economics

Hall Arrangement : Mrs. P. Jansi Rani (Supervisor)

DATE-

Survey report has to be prepared after marks consolidation.

International Conference has to be arranged by IQAC on the areas of Students psychology & Counselling, Mentoring, Stress and Conflict management, Resistance to change, professional ethics, work life balance.

BRI
E. Srinivas
C. Anjatha

M. J.
P.
B. Ramakrishna

A. K. Srinivas

Minutes of the IQAC meeting held on DATE- 6/10/2017

Members Present

- Dr. A.P. Analia Felicita (Co-ordinator) A.P. Analia Felicita
- Dr. S. Saiva Banu (Assistant Coordinator) S. Banaban
- Dr. P. Sivanala (Assistant Coordinator) P. Sivanala
- Mrs. S. Mary Helen Felita (Member) S. Mary Helen Felita
- Mrs. C. Sujatha (Member) C. Sujatha
- Dr. A. Rajeswari (Member) Rajeswari
- Mrs. A. Mable Jasmine Shabha (Member) Mable Jasmine Shabha
- Sr. G. Jeyanthani (Member) Jeyanthani
- Mrs. H. Vincent (Member) H. Vincent

Agenda.

Handing over of charges by different Committee/ cell has to be given remainders and ask them to sign in the list prepared by IQAC.

Tentative budget for the session on 14th Oct 2017

Mondarium for the Resource person	- ₹ 15,000.
Refreshment (Staff)	- ₹ 7,000.
Lunch	- ₹ 1,000.
Certificates	- ₹ 1,000.
Photo	- ₹ 200.

Number of staff members attending the session - 175 and those who have completed 25 years of service, the session is optional. The staff members have to sign in the attendance sheet both morning and in the afternoon.

P. Sivanala H. Vincent Jeyanthani S. Banaban
 S. Mary Helen Felita C. Sujatha Rajeswari Mable Jasmine Shabha

Minutes of the IQAC meeting held on DATE- 16/10/17.

Members Present.

Dr. A.T. Auxilia Felicitas (Co-ordinator)	A.T. Auxilia Felicitas
Dr. S. Saiee Banu (Assistant coordinator)	S. Saiee Banu
Dr. P. Shyamala (Assistant coordinator)	P. Shyamala
Mrs. A. Mable Jasmine Shobha	M. Mable Jasmine Shobha
Mrs. S. Mary Helas Pelista	S. Mary Helas Pelista
Mrs. C. Sujatha	C. Sujatha
Dr. A. Rajeswari	A. Rajeswari
Sr. G. Jhita Rani	G. Jhita Rani
Mrs. H. Vincent	H. Vincent

Agenda.

Name list for the IQAC meeting to be prepared and the absence list will be marked.

Theme and the participants for the International Conference have to be discussed with the Principal.

The survey report has to be prepared during the examination days.

Topics for the workshop/seminar/conference has to be flashed in the intranet and HODs have to give their order of preference for the forthcoming sessions organised by IQAC.

Programme for the non-teaching staff members have to be arranged and the topics have to be discussed with Sr. Stella and Sr. Theresa.

P. Shyamala	H. Vincent	S. Saiee Banu	M. Mable Jasmine Shobha
S. Mary Helas Pelista	C. Sujatha	A. Rajeswari	G. Jhita Rani
H. Vincent	C. Sujatha	A. Rajeswari	G. Jhita Rani

Minutes of the IQAC meeting held on DATE- 22.11.2017.

Members Present

Dr. A.I. Auxilia Felicitas (Coordinator)	H. Vincent
Dr. S. Saira Banu Assistant coordinator	R. Ramoban
Dr. P. Shyamala Assistant coordinator	Shri
Mrs. A. Mable Jasmine Shobha	M. Madhurasini Shobha
Mrs. C. Sujatha	C. Sujatha
Dr. A. Rajeswari	Rajm
Sr. G. Jenita Rani	Gina
Mr. H. Vincent	H. Vincent

Agenda

PPT with Audio has to be prepared by all the ~~staff~~ departments and handed over to the members of IQAC. The collection of CD allotted to IQAC members as follows:

Mrs. A. Mable Jasmine Shobha	: B.Com C.A, B.BA, B.Sc IT SF Tamil.
Mrs. C. Sujatha	: B.A Eng & Journalism, BCA, B.Sc Maths & Statistics.
Sr. G. Jenita Rani	: Physics, Maths, Comp. Science
Dr. A. Rajeswari	: Chemistry, Home Science, Zoology
Dr. S. Saira Banu	: Eng, Tamil, Sociology
Dr. A.I. Auxilia Felicitas	: History, Economics, Commerce
Dr. P. Shyamala	: MBA, MCA, M.Sc (IT)

NAAC sponsored seminars have to be arranged for this Academic year.

Wall painting for Fine Arts has to be included and to be discussed with cultural Deans.

Reminders have to be given to the respective teams and also to the IQAC members.

DATE-

on the following issues

- * place for rainwater harvesting
- * Name badge for staff members
- * Survey about the seminar topics
- * Report on survey about the demand for college
- * Wall painting
- * GC has to be strengthened
- * Cluster College
- * IAS coaching
- * Group IV coaching

A. K. S. S.

H. Vincent

C. Shajitha

J. M.

M. J.

L. M. abli Jasmini Ekobha

A. Ramesh



Minutes of the IQAC meeting held on DATE- 11/12/2017.

Members Present	
Dr. A. T. Auxilia Felicitee (Coordinator)	A. T. Auxilia Felicitee
Dr. S. Siva Bani Assistant Coordinator	S. Siva Bani
Dr. P. Snyasale Assistant Coordinator	P. Snyasale
Ms. A. Mable Jasmine Shobha	A. Mable Jasmine Shobha
Mrs. C. Sujatha	C. Sujatha
Dr. A. Rajeswari	A. Rajeswari
Mr. H. Vincent	H. Vincent

Agenda:

Topics for seminars have to be finalised based on the ranking given by the departments. Ppt with audio cd have to be collected from all the departments on or before 12.12.17.

Awareness programme for the students have to be scheduled by Dr. A. Rajeswari and Ms. A. Mable Jasmine Shobha. The tentative date for the programme will be January, 22nd 2018. It should be scheduled as two sessions for S.F and Regular courses and one hour each session.



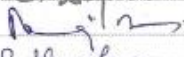
A programme for non teaching staff members have to be arranged and resource person (Ms. Girija) follow up should be done by Sr. Terita Rani.

Regarding the IQAC meeting with the Expert the overall presentation have to be prepared by Sr. G. Terita Rani and Ms. Mary Helen Felicitee. The suggestions of Mr. H. Vincent were discussed in the meeting such as;

bus facility, Schedule, side Grip for Carriage Seminar hall, Extending vehicle parking shed, covered septic tanks, Kari Lakshmi Bai award for best


Minutes of the IQAC meeting held on DATE- 19/12/2017.

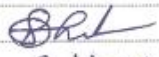
Members Present

Dr. A.I Auxilia Felicitas (Coordinator)	A.I. Juh 
Dr. S. Saira Banu (Assistant Coordinator)	B. Bandan
Dr. P. Shyamala Assistant Coordinator	
Ms. A. Mable Jasmine Shobha	A. Mable Jasmine Shobha
Ms. C. Sujatha	C. Sujatha
Dr. A. Rajeswari	
Mrs. S. Mary Helen Felista	S. Mary Helen Felista
Mr. H. Vincent	H. Vincent

Agenda

Awareness programme on effective utilisation of gadgets to be given to Students on Jan 22, 2018.
 All the IQAC members have to be ready for presentation before the Principal.
 Viva voce for Sr. Genita Lari scheduled on 20/12/17

A.I. Juh 



S. Mary Helen Felista

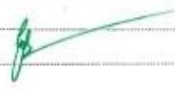
H. Vincent

C. Sujatha



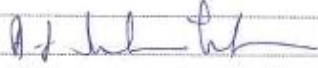

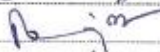

A. Mable Jasmine Shobha

B. Bandan



Minutes of the IQAC meeting held on DATE- 5/1/18

Members Present

Dr. A.P. Auxilia Felicitas (Coordinator)	
Dr. S. Saira Banu (Asst. Coordinator)	S. Sairam
Dr. P. Sivanala (Asst. Coordinator)	
Mrs. A. Mable Jasmine Shobha	A. Mable Jasmine Shobha
Dr. A. Rajeswari	
Mrs. C. Sujatha	C. Sujatha
Mrs. S. Mary Helen Felista	S. Mary Helen Felista
Dr. G. Jeyita Rani	
Mrs. H. Vincent	H. Vincent
Dr. B. Vinisha	B. Vinisha

Agenda:

The Consolidated report on Manne token scheme, dress code and ranking the seminar topics to be submitted to the Principal on or before 10.1.18.

Shift I - Consolidated report to be prepared by Dr. G. Jeyita Rani and Mrs. C. Sujatha

Shift II - Mrs. A. Mable Jasmine Shobha & Mrs. Mary Helen Felista.

A session has to be arranged for the students in view of motivating the physically challenged students.

Resource Person for that session listed by all the members of IQAC as well as Dr. B. Vinisha.

The session has to be arranged for NCS students in consultation with Dr. B. Vinisha. The Resource Persons suggested by the members are:

Mrs. Jaanet - Principal MISS College,
 Mr. Kannan - Former Principal MISS College
 Mr. Vikram
 Fr. Nilson - Anugate, Dindigul.
 NGO person.

DATE-

The awareness programme on electronic gadgets to be arranged on Jan 22nd, 2018.

Shift II - 10.00 a.m - 11.00 a.m

11.30 a.m - 12.30 noon.

Shift I - 1.30 p.m - 3.30 p.m.

Discipline has to be maintained in the session and the class teachers from respective major has to accompany the students.

Copy of Attendance has to be handed over to Dr. A. Rajeswari (Shift I) & Ms. A. Mable Jasmira Shobha (Shift II)

Professional Courses are instructed to attend the session along with Shift II

The session for teaching and non-teaching staff members have to be arranged on the topic Commitment of staff members towards their role

The probable dates for the session

15th & 17th February - Working day

10th & 24th February - Holiday

Resource person for the session - Dr. S. Girija Management Consultant and Faculty Trainer.

Rs. 5,000 honorarium to be given excluding travelling expenses.

A. S. J. K. U.

~~Dr. S. Jeyaram~~

S. Jeyaram

H. Vincent

C. Sujatha

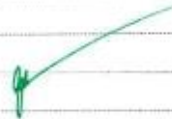
Dr. Jasmira Shobha

~~Dr. S. Jeyaram~~

~~Dr. S. Jeyaram~~

Dr. S. Jeyaram

Bruce



Minutes of the IQAC meeting held on DATE- 9/1/18.

Members Present

Dr. A.P. Auxilia Felicitas (Coordinator) A.P. Lal Lal
 Dr. P. Shyamala (Asst. Coordinator) P. Shyamala
 Ms. A. Mable Jasmine Shobha A. Mable Jasmine Shobha
 Dr. A. Rajeswari A. Rajeswari
 Ms. C. Sujatha C. Sujatha
 Mrs. S. Mary Helen Felista S. Mary Helen Felista
 Mr. H. Vincent H. Vincent

Agenda:

The session on "Lead Kindly Mentors" by Dr. S. Geerija is scheduled on 11.1.18 and the duties were allotted among the IQAC members -

Shift II - 10.30 a.m - 12.30 p.m

Shift I - 1.00 p.m - 3.00 p.m.

Master of ceremony (Shift II) - Dept of MBA.

& Vote of Thanks, Attendance sheet

Welcome Address - Dept of MCA

Photographer - Mr. H. Vincent

Prayer Song - Ms. P. Anjali Pathina

Report writing - Dept of IT (OG) & History

Room arrangement - Mr. Jansi (Supervisor)

Follow up - Dr. A. Rajeswari

Attendance Sheet (Shift I) - Ms. C. Sujatha

Accounts Settlement - Dr. G. Terita rani

Refreshment (Tea & coffee) - Ms. A. Mable Jasmine Shobha

Follow up - Dr. A. Rajeswari

Feedback form distribution - Dept of BCA, Journalism & Statistics.

P. Shyamala H. Vincent

S. Mary Helen Felista C. Sujatha

A. Mable Jasmine Shobha

A.P. Lal Lal

Minutes of the IQAC meeting held on DATE- 18/1/18.

Members Present:

Dr. A.P. Auxilia Felicitas
(Coordinator)

A.P. Auxilia Felicitas

Dr. P. Shyamala

P. Shyamala

Dr. S. Saiea Banu

S. Saiea Banu

Ms. A. Mable Jasmine Shobha

A. Mable Jasmine Shobha

Dr. A. Rajeswari

A. Rajeswari

Ms. C. Sujatha

C. Sujatha

Ms. S. Mary Helen Felista

S. Mary Helen Felista

Sr. G. Jenita rani

G. Jenita rani

Ms. H. Vincent

H. Vincent

Agenda:

Planning for the programme on 22.1.18.
Discussions on issues of Electronic Gadgets by
Topkids.

Shift II - 10.00 a.m. - 12.30 p.m.

Shift I - 1.30 p.m. - 3.30 p.m.

Session I. 10.00 - 11.00 a.m. Dr. P. Shyamala & Ms. C. Sujatha

II

Ms. Felista & Ms. A. Shobha

III

Dr. Felicitas & Sr. G. Jenita rani

IV

Dr. S. Saiea Banu & Dr. A. Rajeswari

Bill Settlement - Dr. A. Rajeswari & Ms. A. Shobha

Introduction, Prayer song, Vote of thanks by respective
session incharge persons.

Feedback and report on head kidly mentors
were discussed.

The activities discussed in IQAC have been to
be carried out faster.

Remainder has to be given on wall painting
Magazine work is in process. Office bearers have
to take incharge and help in maintaining discipline on
Jan 22nd programme.

A.P. Auxilia Felicitas

S. Saiea Banu

Minutes of the IQAC Meeting held on DATE- 24/1/18

Members Present:

Dr. S. Saibaba

Mrs. C. Sujatha

Dr. G. Jenita Rani

Dr. A. Rajeswari

R. Raudhan

C. Sujatha

[Signature]

Agenda:

- ↓ Consolidated Absentees list has to be prepared for the session awareness on misuse of electronic gadgets.
- * As the traffic jam is more during both shifts coming in the morning - two gates should be opened to avoid the problem.
- Strengthen the online fee remittance process
- * Value Education should be given to all the students.
- * Students' grievance committee have to discuss the problems and present it to the management.
- * Separate dispensary for the students.
- * Separate Staff room for the SF staff members.
- * Separate toilets for the staff.
- * As the strength of students increased, it is difficult to manage in library - so disciplinary code to be followed in library. Off class mandatory library hours can be reduced.
- * Strengthen SF English choir
- * During the ch of staff members students should be trained to work in a disciplined manner.
- * As the fruit stall is overcrowded and more littering also steps have to be taken for proper maintenance.

* Minutes of the IQAC meeting held on DATE- 2/2/2018.

Members Present:

Dr. A.I. Auxilia Felicite Coordinator	A.I. Auxilia Felicite
Dr. S. Saija Banu	B. Rameshan
Dr. P. Snyanala	B. Rameshan
Ms. A. Mallesha Jaganishobha	M. Mallesha Jaganishobha
Ms. C. Sujatha	C. Sujatha
Sr. G. Jeyanthani	J. Jeyanthani
Mr. H. Vincent	H. Vincent

Agenda.

- * Fixing of Date with Sr. Principal regarding the general meeting of IQAC members and also with External DE expert.
- * Papers published in the Journal have to be submitted along with 'OD' letter.
- * Dr. S. Saija Banu highlighted the following points for discussion with the Principal.
 - Cluster colleges
 - More frequent General IQAC meeting
 - Academic Centres - Infrastructure.
 - * Centre for Teaching & Learning
 - * Academic Deans
 - * IQAC.
 - material production - audio lessons
 - Curriculum development
 - * Centre for Research - Research Advisory Committee
 - * Centre for Outreach and Extension - ROSA
 - * Wall Painting
 - * Others
 - LCD projectors and screens in classes. - more to be provided, better maintenance, prompt repair and replacement service.
 - * Boards highlighting Committees at the entrance
 - * Hostel - Meeting has to be arranged for Hostel warden and class teachers to know

DATE-

- rules as well as the behaviour of students in class rooms and Hostals.
- * Tie-ups & Mov's signed for off class programme.
 - * Rainbows can be developed: i.e. classification of Committees as Knowledge, Fine Arts, Theatre, Music, Dance, Yoga & Sports, Community & Social Service.
 - * Exemptions can be given for ROSA staff members as they are going on "Saturdays" for Extension activities.
 - * Possibility of representing Shift I & II courses.
 - * Follow up of Maintenance Register.
 - * Taking steps to serve off students and bring others to serve our students.
 - * Cluster colleges formulated with ArulAnanda College, Mangyasetkassai college and Seenuthaibean college.

A. K. J. P.

B. H.

H. Vincent

C. Sujatha

J. M. S. Jasmine S. S. S.

P. Pandan



Minutes of the IQAC meeting held on DATE- 12/2/18

Members Present

Dr. A. T. Auxilia Felicitas Coordinator	A. I. John
Dr. S. Saija Banu	R. Ramabhan
Ms. A. Mable Jasmine Shobha	A. Mable Jasmine Shobha
Dr. A. Rajeswari	Angi
Ms. S. Mary Helen Felista	S. Meylan
Ms. C. Sujatha	C. Sujatha
Dr. G. Jenita Rani	Jenita
Mr. H. Vincent	H. Vincent

Agenda

- * The core group meeting of IQAC meeting with the principal is scheduled on 26th February 2018.
- Discussion regarding cluster college by Dr. S. Saija Banu Lady Doak College and ANTAC are already in the process of cluster college. It is better that one college can join with Arulanandee college and Medona College.
- * Absenteeism list has to be discussed
- * Discussion points in the meeting to be consolidated by Ms. C. Sujatha
- * Students should not walk in the corridor
- * Online payment of fees to be regulated.
- * As the service is food steps in regular canteen, effective steps have to be taken.
- * Topic for the non teaching staff programme has to be finalized with Sr. Stella.

S. Meylan

H. Vincent

C. Sujatha

Jenita

Angi

A. Mable Jasmine Shobha

R. Ramabhan

A. I. John

Jenita

Minutes of the IQAC meeting held on DATE-20/2/18

Members Present

Dr. A. I. Auxilia Felicitas
Coordinator

A. I. Auxilia Felicitas

Dr. S. Sai Baba

S. Sai Baba

Dr. P. Shyamala

P. Shyamala

Mrs. S. Mary Helen Felicitas

S. Mary Helen Felicitas

Dr. A. Rajeswari

A. Rajeswari

Mrs. A. Mable Jasmine Shobha

A. Mable Jasmine Shobha

Mrs. C. Sujatha

C. Sujatha

Dr. G. Jenila Rani

G. Jenila Rani

Mrs. H. Vincent

H. Vincent

Mrs. F. Mohammed Fazila Pathina

Fazila Pathina

Mrs. P. Yagnini

Yagnini

Agenda:

* The consolidated absentee list prepared for the awareness programme and a session has to be given to them by Union office bearers

Shift II - 10.00 a.m

Shift I - 3.00 p.m

* Mr. Jaisankar will give a session for the non-teaching staff members after discussing with Sr. Stella and Sr. Theresa.

* State level seminar organised by Loyola College and the interested IQAC members can attend the session on March 2nd 2018.

* A session has to be arranged for the staff members before the reopening day of the academic year 2018-19.

* The meeting with Principal, is scheduled on 26th February at 12.00 noon and all the IQAC members are requested to present on that date and come prepared with the points for discussion

A. I. Auxilia Felicitas

H. Vincent

S. Sai Baba

A. Mable Jasmine Shobha

S. Mary Helen Felicitas

C. Sujatha

A. Rajeswari

S. Sai Baba

G. Jenila Rani

Yagnini

Fazila Pathina

A. I. Auxilia Felicitas

Minutes of the IQAC meeting with the Principal DATE: 26/2/18

Members Present

- Dr. Sr. G. Celina Sabaya Mary, Principal
- Dr. A.P. Auxilia Felicitas, Coordinator
- Dr. S. Saiva Baru, Asst. Coordinator
- Dr. P. Shyamala, Asst. Coordinator
- Dr. Sr. M. Francis Flora, Secretary
- Sr. M. Fatima Mary (Vice Principal - Shift I)
- Mrs. R. Alphonsa Fernando (Vice Principal - Shift II)
- Mrs. B. Chandirike (Vice Principal - Shift III)
- Office Manager
- Mrs. S. Mary Helen Pelista
- Dr. A. Rajeswari
- Mrs. A. Mable Jaemine Shobha
- Mrs. C. Sujatha
- Sr. G. Jenita Rani
- Mrs. H. Vincent

Agenda

General

- * Cluster Colleges
- * General IQAC meetings - at least thrice in a year
- * Fee remittance to be made compulsorily through net banking for the students
- * Extra classes like instruments, music etc can be conducted if there is sufficient student strength

Infrastructure

Academic Centres

One room divided by cubicles to be allotted for committees which can also be called as follows:

- Academic Deans
- IQAC
- Centre for Teaching & Learning
- Centre for Material production audio lessons prepared/semester

Research Advisory Committee
ROSA

DATE-
Centre for Research
Centre for Outreach and
Extension

- * Separate room for each department (Shift II)
- * Compound wall painting
- * Two gates (one for entry, one for exit)
- * Extending the existing vehicle parking (shed roof and the shed)
- * Utilisation of the unused septic tanks for the rain water storage (after the water purity test)
- * Stagnation of the drainage water in the eastern side of the college compound wall
- * LCD projectors and screens in classes
 - * More to be provided
 - * Better maintenance
 - * prompt repair and replacement service
- * Boards highlighting committees etc at the entrance.

Hostel.

Hostel wardens to meet Ad's/General staff once in a Semester.

External Links & Tie-Ups & MoUs

off class programmes - outsource - income generating - leave options to students
Each student atleast 3 programmes
Staff, if willing can offer courses separately (Management appointed) or just facilitate.

- * UPSC & Competitive Exams (Coaching)
- * NET/SET Coaching
- * IAS
- * IELTS
- * Computer related courses
- * Sardar Sarabhai Academy

DATE-

Faculty (Teaching Staff)

- * Name badge.
- * ROSA - Staff in charge every week Saturday working day. Therefore some kind of relief generally.
- * More outsourcing - Staff can involve more in research and consultancy, bring others to serve students and staff to go out to serve others, two in one.

Non-Teaching Staff

Basic Computing Course (for updating)
Quality Circles!

Library

- * Off class Library hour - suggestions from students, reduce the time for both UG and PG
- * Due to over crowd, read more near power
- * Staff publication while they submit their CD/D submit their published article to the library
- * Syllabus CD's
- * Audio books based on syllabus
- * Cluster college (sharing library resources)
- * Send the current periodicals content to the Concern colleges
- * If they need take photocopy and send them through courier on payment
- * Strengthen WiFi facility

Students

- * RAINBOW - Students participation (each student involved in minimum 100)
 - Knowledge
 - Fine Arts
 - Theatre

DATE-

- Music
- Dance
- Yoga and Sports
- Community and Social Service
- * Value Education for all 3 years of CG
- * Department staff can conduct meeting with the student representatives at least once in a month to find the requirements of the students
- * Disferry
- * Students to be instructed not to walk on the corridor (office, lab, Departments, Restroom - make use of steps at the respective places)
- * Exam timings - (like any government exam students can leave the hall if they want, after the first half an hour after handing over their papers. However they will not be allowed to leave during the last half an hour.

Highlights

- Sr. Principal - showed a positive ^{note} to cluster colleges and suggested to have an indepth analysis about cluster colleges.
- * what is unique in our college, take an initiative
 - * whether they want to be in cluster
 - * State level, Nodal centre formulated.
 - * prospecting member colleges excelling in different field.
 - * V.P.'s Deans, Members from IQAC involved in cluster colleges
 - * One department can take up the charge of instrumentation centre and utilize effectively
 - * LCD, give a written complaint and office Manager will take steps
 - * Lab can be changed to support the provision of downloading softwares and

DATE-

- regular follow up to be there
- * Revival of certificate course at the beginning of academic year
 - * % of students using mobile phones to be decided in the General Staff meeting

~~S. S. Verma~~

~~H. T. Jha~~

~~B. K. Jha~~

~~S. Jha~~

~~H. Vincent~~

~~C. Sujata~~

~~J. S. Jha~~

~~R. Jha~~

~~P. S. Jha~~

~~B. Pandey~~

8

Minutes of the IQAC meeting held on DATE- 28/ 2/ 18..

Members Present.

Dr. A.T. Auxilia Felicitas (Coordinator)	A.T. Felicitas
Dr. S. Saija Banu	R. Ramaban
Dr. A. Rajeswari	Rajm
Mrs. A. Mable Jasmine Shobha	M. Mable Jasmine Shobha
Mrs. C. Sujatha	C. Sujatha

Agenda.

- * All the Departments have to make some improvements in Audio lesson preparation
- * IQAC meeting with the External member Dr. Alexander Phawson have to be fixed.
- * IQAC seminar for the forthcoming academic year have to be finalised and the topics to be discussed in the next meeting.
- * Certificate to be given to the students for their involvement in doing survey during admission.
- * Session for the non-teaching staff members have to be organised soon.

Rajm
R. Ramaban
C. Sujatha

A.T. Felicitas



Minutes of the IQAC meeting held on DATE: 5/18

Members Present:

Dr. A. I. Auxilia Felicites	Coordinator	A. I. Felicites
Dr. S. Saiva Baru		P. Ramaban
Dr. P. Sthyanala		[Signature]
Dr. A. Rajeswari		[Signature]
Ms. S. Mary Helen Felicita		R. Myhan
Ms. A. Mable Jasmine Shobha		A. Mable Jasmine Shobha
Sr. G. Terita Lani		[Signature]

Agenda

- * The topics for the forthcoming academic year (IQAC seminar) discussed. They are:
 - Students Guidance and Counselling
 - Networking of academic Institutions
- * Minutes of the IQAC to be uploaded in the website
- * Trust the students when the staff member is on CL.
- * New Bulletin of IQAC is in the process of completion and finalised with the printer
- * External member meeting of IQAC member team power point presentation and the date of meeting have to be finalised. The duties for the meeting with external member.

Office Communication - P. Sthyanala

Tea/Juice arrangement

Photographer, TA/DA - Sr. Terita

Attendance certificate

Prayer Song

- Chra.

Agenda

- Mary Helen Felicita

Powerpoint Editing

- Shobha & Mary Helen Felicita

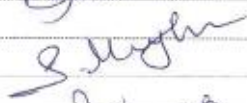

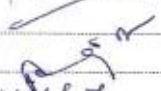
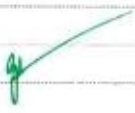
Session for the non teaching staff members to be arranged.

Sub staff - 1.00 p.m to 2.00 p.m

DATE-

- Non teaching staff 2.30 - 4.30
- * The Survey report have to be referred and given for language correction. So that the certificates will be distributed to the students.
- * Wall mounted ceiling fans can be fixed at the main lobby.






 1. Ms. Jyoti J. Shobha
 B. Prasad 

Minutes of the IQAC meeting with the External member on DATE- 27.03.2018

Members Present:

1. Dr. Sr. G. Celina Sabaya Mary (Principal, chairperson) *Dr. G. Celina*
2. Dr. Sr. M. Francisca Flora Sr. Francisca Flora Secretary
3. Sr. M. Fatima Mary (Vice Principal II - Shift II) *Dr. M. Fatima*
4. Mrs. R. Alphonsa Fernando (Vice Principal II - Shift I) *R. Alphonsa*
5. Mrs. B. Chandirika (Vice Principal (Shift II)) *B. Chandirika*
6. Dr. A.T. Auxilia Felicite (Coordinator) *Dr. A.T. Auxilia*
7. Dr. S. Saibaba (Asst. Coordinator) *Dr. S. Saibaba*
8. Dr. P. Shyamala (Asst. Coordinator) *Dr. P. Shyamala*
9. Dr. F.R. Alexander Pravin Durai (External member St. Joseph's College) *Dr. F.R. Alexander*
10. Sr. S. Stella Anul Mary (Office Manager - Shift II) *Sr. Stella*
11. Ms. S. Mary Helen Felicite (Member) - *S. Mary Helen*
12. Ms. A. Noble Jaemine Shoba (Member) - *A. Noble Jaemine Shoba*
13. Mr. H. Vincent (Placement officer) *H. Vincent*
14. Ms. F. Mohammed Fazila Pathina Fazila (President - Student's Union (Shift I)) *F. Mohammed*
15. Ms. P. Yashini (President - Student's Union (Shift II)) *P. Yashini*

AGENDA:

- * Presentation of IQAC report by IQAC coordinator
- * Interaction with external member after his observations and responses on the report.

DATE-

- * The meeting started with a silent prayer
- * The members were welcomed by Ms. A. Mable Jasmine Shabka
- * Presentation of the IQAC report was made by Dr. A. I. Auxilia Felicites
- * Placement report was presented by Mr. H. Vincent, placement officer
- * Our External member Dr. Alexander Pravin Durai made the following recommendations and suggestions:
 - * Appreciated the presentation of IQAC report and progressive improvements that needs to be appreciated as secured 27th Rank in NIRF is a spectacular achievement.
 - * Our college is having a good placement record.
 - * Student Satisfaction survey of our college is showing good results opinion about our college.
 - * The students will focus on teaching methods, average salary, as well as median salary.
 - * College should be turned into Group 'A' category to fulfill the students with certain hopes and their goals.
 - * Our institution should work doubly with vigor.
 - * We should aim at quantum leap so that progressive or graded growth will be made.
 - * Alumnae cell has to act vibrantly and extend the hands for Research work since the Alumnae cell only determines the future of the institution.
 - * College should offer up to merit.

DATE-

- as the major policy decision in admission.
- * Aim at "Care for the clever" so that "A good student will be made as a great student"
 - * Invite or get best brains for the college
 - * Our college record for International Students is not impressive so it needs to be strengthened more.
 - * As the demand for Arts and Science College is increasing more importance has to be given for placement
 - * Find out the avenue of fundings so that Competitive and Radical growth is possible.
 - * Colleges need not depend only on UGC for funding but other agencies can be utilised or approached for funding
 - * Corporate Social Responsibility has to be given more importance.
 - * As the Corporates are moving towards Complex Communication system, colleges should harmonise with one another in the way of thinking, speaking and acting. It should lead to conflicting thoughts and creative problem solving.
 - * Analytics has to be introduced in all fields of subjects.
 - * Research area has to be strengthened.
 - * Credit transfer should be allowed and the college should set precedence for other colleges.
 - * Then Dr. Sr. G. Celina Sabaya Mary, Principal clarified the norms of Credit Transfer System and the University norms regarding it
 - * Faculty Exchange Programme was

DATE-

questioned by Dr. P. Shyamala, which can be done by signing MoU's.

* Clarification regarding Cluster College was made by Dr. A.I. Auxilia Felicitta. External member clarified that one college should take a lead and other colleges can join the team and work together for resources and teaching. It can also be formed as cluster colleges through specialised departments. All the resources can be utilised effectively.

* Meeting came to an end with vote of thanks by Dr. P. Shyamala.

A. I. Auxilia Felicitta


 A. I. Auxilia Felicitta


 Alexander Pravin

Minutes of the IQAC meeting held on DATE - 6/4/18

Members Present

1. Dr. A.P. Auxilia Felicitas (Coordinator) A.P. Auxilia Felicitas
2. Dr. S. Sairabaru (Asst. Coordinator) R. Raudhan
3. Dr. P. Shyamala (Asst. Coordinator) P. Shyamala
4. Dr. A. Rajeswari 1 Rajeswari
5. Ms. S. Mary Helen Felista S. Mary Helen Felista
6. Ms. A. Mable Jasmine Shobha - A. Mable Jasmine Shobha
7. Sr. G. Jaita rani Sr. G. Jaita rani
8. Ms. C. Sujatha C. Sujatha
9. Mr. H. Vincent H. Vincent

Agenda.

- * Orientation programme has to be given to the staff members for the academic year 18-19
- * Audio lesson CDs have to be handed over by the departments on or before June.
- * Hourly basis attendance have to be considered for writing examination (on each subjectwise)
- * CIA improvement is not considered very seriously by the students.
- * Instead make two or three attempts for writing external exams can be made mandatorily.
- * IQAC and other cells have to work in teams.

Sr. G. Jaita rani A.P. Auxilia Felicitas P. Shyamala
 R. Raudhan A. Mable Jasmine Shobha
 S. Mary Helen Felista
 Rajeswari
 H. Vincent

Minutes of the IQAC meeting held on DATE- 11/6/18

Members Present

- 1. Dr. A.I. Auxilia Felicitas (Coordinator) A.I. Auxilia Felicitas
- 2. Dr. S. Sarita Baru (Asst. Coordinator) S. Sarita Baru
- 3. Dr. P. Sanyala (Asst. Coordinator) P. Sanyala
- 4. Dr. A. Rajeswari A. Rajeswari
- 5. Ms. S. Mary Helen Felista S. Mary Helen Felista
- 6. Ms. A. Mable Jasmine Shobha A. Mable Jasmine Shobha
- 7. Dr. G. Jeyita Rani G. Jeyita Rani
- 8. Mr. H. Vincent H. Vincent

Agenda

- * Orientation Programme for the teaching staff members have to be organised on 14th & 15th June for the academic year 2018-19
- * Refreshments have to be arranged for morning and afternoon session
- * Proposed Budget for the session:

Honorarium for Resource Person	: 1500/session = Rs. 4,500
Conveyance	Rs. 2,500
Refreshment & Food	Rs. 1,000
Staff Refreshment Rs. 20/session	
for 2 days [Rs. 80 x 200]	= Rs. 16,000
Photographer	400
	<u>Rs. 24,400</u>

Duties were allotted for the orientation programme.

- Master of ceremony : Mrs. R. Meearakshi, PG, Dept. of IT
 - Welcome Address : Mrs. P. Nancy Vincentia Mary
 - Report writing : Dept. of chemistry
 - Vote of thanks : Mrs. A. Sarfia Rani,
- 15.6.18.
- Welcome Address : Dr. K. Latha
 - Report writing : Dept. of BBA.
 - Vote of Thank : Mrs. V. Magashwari

DATE-

Prayer Song

Feedback for distribution & collection: Dept. of English (Reg).

Accounts Settlement

: Dr. A. Rajeswari

Refreshment

: Dr. P. Shekara.

S. H. K.

H. Vincent

S. H. K.

1. 14 abli. 12. 12. 12. 12. 12. 12.

S. Ramesh

S. Ramesh