

## **Fatima Mata National College (Autonomous), Kollam**

Meeting of the IQAC held on 17-09-2014, Wednesday at 2.30pm in the IQAC Room

Those present:

1. Manager, Rev. Fr. Anil Jose
2. Principal and Chairperson, Dr. Sr. Soosamma Kavumpurath
3. Vice Principal, Prof. Hycinth Sophia Paul
4. Vice Principal, Dr. Titus A. R
5. Dr. Stanley John (Co-ordinator)
6. Dr. Ivy Philip (Secretary)
7. Prof. Sylvia Antony
8. Dr. Diana J Fernandez
9. Prof. Kochuthresia T. C
10. Dr. P. Radhika
11. Dr. Lawrencina Beryl Navis
12. Dr. Usha L. R
13. Prof. Patricia John
14. Prijith Jacob
15. Mr. P. M. James
16. Dr. Charles George D'Cruz
17. Dr. Joseph James V
18. Dr. K. S. Dersanambika

Report of the meeting

The Principal at the outset said that the cleanliness drive was an ongoing process and wanted the teachers to give awareness to the students on the need to maintain a clean campus. The class teachers should address this issue during the value education classes.

Dr. Stanley John said that the improvement of infrastructure was being carried out and that the PTA had assured the college of permitting funds for building a car shed. He also suggested setting up an Information Centre in the college office and the Manager said that the Vice Principals could take care of this. Other requirements were laying of tiles in the departments, repair of the ceiling of Botany & Zoology labs, fixing aluminum sheets over the terrace of the quadrangle which would help the girls students seat themselves comfortably during the lunch break. As for black boards in classes, the Principal said that 18 green boards would arrive within two weeks. The above requirements will be studied by a Committee with Dr. A. R. Titus as the convener and Dr. Stanley John as the member.

The Principal informed the members that the UGC assistance for two SMART classrooms have been arranged, one would be installed in the Seminar Block and the other, the Department of Physics volunteered to arrange in their department. Dr. Jojo (Physics) also suggested that the college avail of the funding for Bio-technology and construction of a college hostel. The Principal replied that the Managing Council was not in favor of a hostel but the suggestion could be presented before the Managing Council once more.

When a member suggested a reading room for boys, the Librarian replied that a whole batch of students cannot be allowed inside the library as it would cause a lot of disturbance especially during the first hour.

The Research Journal, the Principal said should be taken up seriously. A young teacher could be given the charge of taking it forward and seek assistance from Dr. Radhika P. In this connection the following teachers were selected from each department.

Department of Economics	-	Dr. Mary Antony
Department of English	-	Ms. Jaya Sunny
Department of History	-	Dr. C. Francis
Department of Maths	-	Dr. Anil Kumar
Department of Psychology	-	Dr. Sajimon

As part of autonomy, an Academic Audit Committee was essential. So a committee with Dr. Jojo as convener, Ms. Grata Ildaphonse and Dr. Joseph James was formed. The Committee would evaluate the conduct of classes, examinations & performance of teachers and submit a report at the end of each semester. Each department should conduct a least one National Seminar or a Workshop every year.

Dr. Kochuthresia (Head, Department of Physics) was given the charge of student evaluation of teachers & course evaluation by the third year students of degree classes.

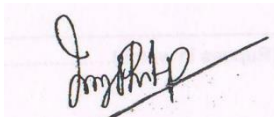
It was decided that the IQAC in association with FTA will conduct a Seminar on Teacher's Day on 30<sup>th</sup> September 2014.

Identity cards for teachers and non-teaching staff came up for discussion next. As there was no unanimous opinion on this issue, it was decided to take up in the general body meeting of Staff Association.

The Manager said that the Bishop was of the opinion that the inauguration of Autonomy be held in third or fourth week of November. A steering committee consisting of the Manager, Principal and two Vice Principals was formed. Dr. Stanley John was selected as the general Co-ordinator with sub-committees headed by Dr. Charles D'Cruz (Publicity), Dr. Jojo (Invitation), Dr. A. R. Titus (Programme), Dr. Hycinth Sophia Paul (Stage decoration). Chief Minister of Kerala, Shri. Oommen Chandy would be the Chief Guest. It was decided to invite former students, retired teachers & other well wishers.

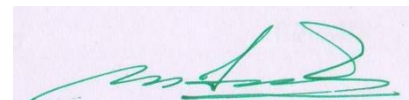
It was decided to include the Principal of Bishop Benziger College of Nursing and Principal of Bishop Jerome Engineering College, Kollam as members of IQAC.

The meeting came to a close at 4pm.



Secretary

Dr. Ivy Philip



President and Principal

Dr. Sr. Soosamma Kavumpurath

### Action Taken Report

- Cleanliness drive was going on in a bid to declare the campus-‘Plastic Free’.
- Students were given awareness classes on waste disposal.
- Infrastructure enhancement measures were progressing and the PTA sanctioned financial assistance for the construction of a car shed.
- Repair work of Botany and Zoology labs were started.
- The construction of the lunch hall for the girl students commenced.
- Black boards in some classes were replaced with green boards.
- Research journal publishing work was progressing.
- Evaluation committee for assessing the performance of teachers and conduct of examinations was constituted.
- Student feedback forms for assessment of teachers and course analysis were circulated among the students of all the departments.
- A committee for making arrangements for the inaugural function of Autonomy Status was constituted.

Meeting of the IQAC held on 12-02-2015, Thursday at 12.15pm in the IQAC Room

Those present:

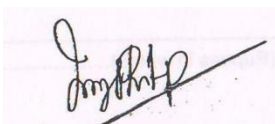
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8. Dr. Lawrencina Beryl Navis
9. Mr. P. M. James
10. Dr. Diana J Fernandez
11. Dr. P. J. Jojo
12. Dr. Shelly M. R
13. Mr. Prijith Jacob Thomas
14. Dr. Joseph James V
15. Prof. Sylvia Antony
16. Dr. Usha L. R

The meeting began with a silent prayer. It was decided to complete the teacher evaluation by students by February 25, 2015. Necessary changes should be made before Feb 20, 2015, in the teacher evaluation forms by a committee consisting of Dr. Diana, Dr. Beryl, Dr. Jojo & Dr. Shelly. The evaluation will be nominated by the Deans. Course evaluation should also be completed.

The other decisions taken were:

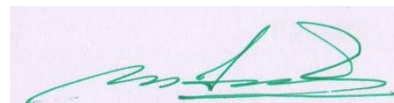
- Updating of research journal.
- All departments should submit their department profile.
- All departments should do their Results Analysis and submit a report to their respective Deans on or before 05/03/2015.
- Portions should be completed before two weeks of exams and a study leave of one week given to the students.
- Board meetings should be conducted before publication of results.
- A Workshop for Exam Reforms can be conducted and the respective Deans should consult the Principal in this regard.
- Work time to be decided in the General Body Meeting of Staff.

The meeting came to a close at 1.15pm.



Secretary

Dr. Ivy Philip



President and Principal

### Action Taken Report

- Teacher evaluation and course evaluation process going on.
- Updation work of research journals started.
- Departments submitted their profile and result analysis of previous semesters.
- Deans ensured that the portions were completed on time before the commencement of examinations.
- Workshops on ‘Perspectives and Challenges of Autonomy’ conducted on 2<sup>nd</sup> August 2014 addressed the examination reforms implemented in the autonomous system.
- Another workshop on ‘Autonomy – Duties and Responsibilities of the Campus Community’ was also conducted on 30<sup>th</sup> September 2014.