

Fatima Mata National College (Autonomous), Kollam

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC)

Date & Time : 25 September 2017 at 2.30 pm

Venue : IQAC Office, FMN College, Kollam

Members present:

Rev. Dr. Rolden Jose Jacob (Pro Manager)

Dr. Vincent B. Netto (Principal)

Shri. K. Rajesh (Managing Director, CAPEX)

Dr. Mohan Nair MS, DHHM (Director, Dr. Nair's Hospital, Kollam)

Shri. Raju Mathew (Senior Sub Editor, Malayala Manorama)

Dr. A. R. Titus (Vice-Principal)

Ms. Grata Ildaphonse (Vice-Principal)

Dr. Noeline B. Fernandez (Co-ordinator)

Dr. Parvathy (Secretary)

Dr. K.S. Dersanambika (Controller of Examinations)

Dr. Sherly Williams (Dean of Science)

Dr. Shelly M. R. (Dean of Arts)

Mr. Dodd Bernard Nigli (Administrative officer)

Dr. P. Radhika

Dr. Antony Akhila Thomas

Dr. Mary Antony

Prof. Sylvia Antony

Dr. Sheeja Mathews

Ms. Vimala V.

Dr. Joseph James

Shri. Prijith Jacob Thomas (Librarian)

Mr. Sanalraj M.K. (Nodal officer)

Dr. Mary Teresa P. Miranda (Special invitee)

Ms. Sharon Germani (Student representative)

The meeting commenced at 2.30 pm. Following a silent prayer, the Chairman, Dr Vincent B. Netto welcomed the gathering. He welcomed the newly appointed office bearers to the meeting- Dr Akhila Thomas (NAAC coordinator), Dr Noeline B. Fernandez (IQAC coordinator) , and Dr S. Parvathy (IQAC Secretary).

Dr Netto specified the significant role IQAC has to perform as the college is preparing the Self Study Report (SSR) for NAAC reaccreditation. The guidance and suggestions given by IQAC will definitely go a long way to equip the college in the mission.

The agenda of the meeting was announced by the chair, and the items on the agenda were taken up for discussion.

The presentation of the minutes of the IQAC meeting held on 24 March 2017 was made by the Secretary, Dr S. Parvathy, and was approved by the members present.

The Co-ordinator, Dr Noeline B. Fernandez, then presented the Action Taken Report.

The agenda of the day, NAAC re-accreditation, was taken up for discussion.

- Dr Akhila Thomas briefed the members of the body on the preparations for the submission of the SSR from Nov. 1 – Dec. 31. The convenors of various committees have helped her complete almost 75 % of the work. The set goal is A+ with 3.51 as against the present score of 3.13. She acknowledged the support she has received from both the faculty and the management.
- Mr R. Rajesh, CAPEX Director, inquired whether the college authorities were able to rectify the anomalies and address the challenges of the previous accreditation process. He also referred to the proper utilization of funds from the UGC. When Dr Akhila stated that there is delay in the funds being released, Dr Darsanambika commented that of late, funds are disbursed by the UGC only for the purchase of equipment.
- Dr Mohan Nair felt that necessary funds be pumped in for rectifying the anomalies, and preparing the college for the accreditation. Resolved to approve.
- Dr Netto stated that although commendable improvement has been made, the infrastructure still needed enhancement. Measures are successfully taken for waste disposal. The campus was declared clean and plastic free, thanks to the 'Clean Campus' campaign launched in the college.
- Mr Rajesh felt the need for designing and launching a web portal for the Alumni of the institution, so that world-wide interaction could be made possible. The former students would definitely sponsor many programmes and activities, if they were informed. Resolved to approve.
- Dr Vincent Netto expressed his happiness over the efficient functioning of the tutorial and mentoring system in this college.
- The NAAC Accreditation was being done according to several Key indicators. Dr Parvathy, who is the convenor of the Curricular Aspects, presented the work done by her team. The programme outcomes of all

the departments had been prepared. She pointed out that though the college was able to do well in syllabus restructuring, it did not have commensurate success in devising and implementing add-on courses.

- Dr Akhila remarked that the college did not have much to claim with respect to preparing students for global competencies. The Add on courses that had notched a good track record at the institution stopped by 2012. She suggested that more courses be added to the self-financing stream.
- It was generally felt that there was a need for MoUs to be drafted and documented. Mr Rajesh suggested that Chemistry students attend training/internship at KMML
- Dr Parvathy said that students of the English department regularly received hands-on training at Malayala Manorama office. Mr Raju Mathew said he could help provide MoUs for the same. Resolved to approve.
- Dr James Joseph appraised the gathering of the Teaching-Learning Evaluation being done by his team. Some of the data required for processing, were not available.
- Dr Darsanambika mentioned that the qualification of teachers *in toto* has dwindled. There were too many guest teachers because of the undue delay in the appointment of permanent faculty. The number of permanent faculty stood at 76 as against 107 in the last accreditation year.
- Dr Netto asked whether we could facilitate a shift from a teacher centric teaching-learning process to a student centric one. Dr James Joseph felt it was feasibility only at PG level. Resolved to make a proposal to the NAAC for a seminar in the subject.
- There was a discussion on how to implement Active Learning Methodology (ALM) effectively. Mr. Raju Mathew opined that students should use the library to become active learners.
- To a query from the Principal, the student representative Ms Sharon replied that the students were satisfied with the ongoing teaching-learning process.
- Dr Sherly Williams presented the work done by the Research Innovation team. She commented that the number of Research Guides in the institution was going down, and that new appointments were not taking place. The number of major research projects taken up by the faculty was also less, in contrast to what the college could showcase during the previous NAAC visit. The publications should be in UGC approved research journals. There was also the suggestion that more teachers be sent for seminars and FDP programmes.
- Dr Netto remarked that the management encouraged faculty to do research projects, but the initiative had to come from the part of the teachers.
- Mr Raju Mathew suggested that only if research is product oriented, will it gain patents.
- The Manager suggested that more teachers should become research guides.
- The librarian, Mr Prajith talked about the introduction of Wi Fi facility in the campus and stated that IT enabled classrooms were the need of the hour. Answering Mr Raju Mathew's query, Mr Prajith said that only 10% of the total students use library regularly. The library regularly works for two more hours, outside class time. Students do not misuse the facilities in the library, as there are CCTVs monitoring them.
- Responding to a query about the status of the language laboratory of the department, Dr Radhika, HoD of the Department of English said that the Language Lab was set up two decades back, and it became outdated

and dysfunctional. Student friendly modules were prepared for Bridge Course, but students did not come forward to join the course.

- Mr Raju Mathew suggested that library should subscribe rare journals like Nature, to attract the students. The fund should come from FSA through the portal.
- Dr Sylvia talked about the case study of successfully implemented activities which included CAT exams, canteen etc. The management has waived registration fee from the teachers for the seminars conducted by the college. She also suggested that appraisal system should be introduced for Non-teaching staff too.

The second item on the agenda was Technology—Infrastructure facilities & Instrumentation centre.

- Dr Akhila Thomas and Dr Sherly Williams were of the view that the instruments in the science departments were not properly utilised.
- Dr Sherly Williams suggested that separate space should be allotted for Physical science and Life science labs. Instrumentation room was inevitable. Manager approved of the suggestion.
- Dr Netto endorsed the view of the manager, and added that the instruments would be brought to a particular centralized location so that the equipments procured by the science departments could be used for the benefit of the surrounding community and also to generate nominal funds for the college.
- Mr Prijith pointed out that many computers were out of order and needed repair. Resolved to approve.

The next item on the agenda was Clean Campus—Drug Free Campus

- Manager remarked that the management and faculty were trying their best to maintain a clean and green campus. Cleaning campaigns would be arranged more often.
- Dr Netto asked the teachers to discourage students from buying plastic and aluminium parcels at the canteen. Dr Akhila Thomas suggested that after the introduction of drinking water kiosks, selling of mineral water from the canteen should be stopped. The students could be encouraged to use reusable bottles in the campus.
- The Manager said that messages related to the use and misuse of water should be pasted on the walls near the water taps and an attractive caption to this effect be elicited from students.
- Mr Raju Mathew talked about the necessity of an awareness campaign, related to the use of water. Resolved to approve.

Academic & Administrative Audits

- Dr Vincent Netto proposed that faculty can plan a strategy for internal academic audit of each department.
- Dr Noeline recommended a thorough revision of feedback forms to incorporate the key indicators of NAAC. The IQAC should set up the norms, assess the strengths and weaknesses, and devise methods for continuous improvement of quality.


- To Dr Netto's query as to the periodicity of the review, Dr Akhila Thomas suggested that it can be done semester wise. The Deans should be entrusted with academic auditing, including that of admissions.
- Dr Titus suggested that feedback from different stakeholders be reviewed and their inputs taken into consideration when the departments concerned held discussion for the revision of syllabi.
- The Manager insisted that academic and administrative audits are essential.
- Dr Darsanambika demanded a change in examination schedule so that all exams could be completed by March 15, every year.
- Dr Netto said that an expert committee would be constituted to look into the problems associated with exams.

The meeting came to a close at 4.45 pm.



Secretary

Dr. Parvathy



Principal

Dr. Vincent B. Netto

Action Taken Report

- Work on preparation of SSR for submission to the NAAC progressing.
- Management is providing sufficient fund for infrastructural renovations.
- Bathroom renovation completed.
- B.Sc Gallery renovated.
- Support offered to the faculty for acquiring training in ICT enabled teaching learning procedures..
- First aid cum rest room set up for girls in the jubilee block.
- Proper maintenance done for the hockey and football grounds.
- Launch of Clean campus-Green campus programme.
- Regarding waste disposal, students were instructed to bring their lunch only in steel containers. Plastic bottles and plates are restricted. The campus is declared plastic free.
- A informal agreement with CEPCI made and the consent obtained for resource sharing.
- Regular cleaning of the campus premises carried out with the involvement of the students and teachers and non-teaching staff.
- An interactive web portal for the Alumni of our institution will be launched soon.
- In an attempt to equip the faculty in the Active Student Centric Learning, the IQAC has sent a proposal to the NAAC for the conduct of National seminar.
- Repair work of computers and equipments in the laboratories going on.
- Water filter units (RO) are being set up in all the departments and along the various floors to provide drinking water.
- Teacher evaluation, course evaluation, programme evaluation, entry and exit feedback collection are progressing.
- Self-appraisal system introduced for Non-teaching staff.
- Feedback from different stakeholders collected and reviewed.