

Fatima Mata National College (Autonomous), Kollam

Minutes of IQAC meeting held on 9-7-2015 at 11.45am

Members present:

1. Rev. Fr. Anil Jose
2. Dr. Vincent B. Netto
3. Sri. K. Sasi Varma
4. Sri. Raju Matthew
5. Dr. P. Radhika
6. Dr. Sheeja Mathews
7. Kochuthresia T C
8. Dr. Mary Antony
9. Dr. Thomas Bennans
10. Dr. P. J. Jojo
11. Dr. Titus A R
12. Prof. Gloria Antony
13. Mr. Sanalraj M K
14. P. M. James
15. Dr. C. Francis
16. Dr. C. Stanley John
17. Dr. Shelly M R
18. Dr. Mary Tresa Miranda

The first meeting of IQAC in the current academic year took place on July 9 2015. The meeting began at 11.00 am. Eighteen members were present. After a silent prayer, the co-ordinator welcomed the members and appraised them of the improvement in the quality of teaching and learning as well as in the infrastructural facilities of the college.

The agenda was then taken up for consideration. The manager said that a new building parallel to the Post Graduate Block would be constructed soon and it would mainly house lecture halls. This he hoped would put an end to the prevailing problem of classroom shortage. Work on the permanent concrete roofing for the second floor of the main building was also due to commence with the assistance of the PTA.

The Chairman and Principal mentioned the various schemes being implemented for improving academics. Teaching in English was much appreciated by the members, who requested the various Deans to monitor academic excellence. The chairman remarked that an orientation programme would be imparted to the mentors and class tutors for effective student support and progression. Research was to be given utmost importance and a copy each of the Ph.D thesis being submitted by researchers from this college was to be compulsorily kept in the college library. The

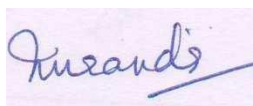
principal was requested to issue the No Objection Certificate to the researcher only after ensuring this. A seminar culture was to be imbibed by faculty and they had to ensure that their publications were in journals having a reasonably high impact factor. The extension and consultancy activities should be socially relevant. The documentation process was to be made more effective. A public relation wing could function and Dr. Mary Antony was requested to be the liaison officer. NET coaching for all post graduates students could be started as a best practice and the fee for course material could be collected from the students.

With regard to the issue of computer shortage, Dr. Stanley John opined that the faulty computers in the college needed to be serviced. A major re-vamping in this regard was necessary, The House constituted a committee to look into the matter with Dr. Jojo as convenor and Dr. Titus, Mr. Sunil, Mr. Ratheesh and Dr. Anil Jose as members. Dr. Jojo said that the termite infestation in Physics lab was acute. Mr. Sasi Varma opined that the help of the Pest Control Board could be solicited while Dr. Miranda said that application of dieldrin would help in containing the problem.

Mr. Sasi Varma and Mr. Raju Mathew gently urged the Manager to pay special attention to the maintenance of the college grounds which would in turn enhance the ambience of the college. The ground on either side of the college entrance should be put to better use and a tie-up with Sports Authority of India could be thought of. Central Govt. schemes could also be tapped for financial assistance. Technique for solid waste management and rainwater harvesting had to be implemented. As a pre-requisite the water requirements of the college were to be precisely worked out. The Chairman remarked that it would be nice and student friendly if the present college bell could be replaced by a computerized announcement system.


The teacher evaluation by the students should be done immediately.

The meeting came to a close at 1. 15 pm.



Co-ordinator

Dr. Mary Tresa Miranda



Chairman

Action Taken Report

- A new building construction procedure initiated.
- Orientation programme for mentors and class tutors organized on 27th & 28th May 2015 which addressed the Important Ingredients of Teaching, Examination System and the Importance of continuing Research.
- More teachers forwarded the applications for research projects.
- Some teachers applied for research guideship.
- Teachers are encouraged to publish their work in leading research journals with reasonably high impact factor.
- Outreach programmes such as, hygiene consciousness, women health and girl education were given to the people of coastal region as part of the extension activities of the college. Students actively participated in the programme.
- Socially relevant project work by the students under the guidance of teachers on waste disposal and related issues with particular reference to health was conducted.
- Remedial coaching, NET, SET and PSC coaching for aspirants started.
- Repair work of the computers in various departments is progressing.

Minutes of the IQAC meeting held on Nov, 19, 2015

Members present:

1. Rev. Fr. Anil Jose
2. Dr. Vincent B. Netto
3. Sri. K. Sasi Varma
4. Sri. K. B. Babu
5. Dr. Titus A. R
6. Dr. K. S. Dersanambika
7. Dr. Sheeja Mathews
8. Dr. Kochuthresia T. C
9. Dr. Ivy Philip
10. Ms. Sylvia Antony
11. Dr. Mary Antony
12. Dr. Thomas Bennans
13. Mr. Sanalraj M. K
14. Dr. P. Radika
15. Dr. Shelly M. R
16. Dr. Joseph James V
17. Mr. Prijith Jacob Thomas
18. Dr. P. J. Jojo
19. Dr. P. M. James
20. Dr. C. Francis
21. Dr. P. S. Anil Jose
22. Dr. C. Stanly John

The meeting commenced at 11.00am with a silent prayer. Twenty two members were present. The Principal welcomed the members. The co-ordinator read the minutes of the previous meeting, which was approved unanimously. She also presented the Action Taken Report. Mr. Sasi Varma opined that it would be better if a typed copy of the action report be given to each member prior to the meeting.

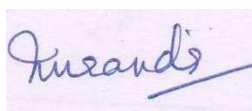
The agenda was then taken up for consideration. With regard to the construction of the new block, Fr. Manager said that the work was delayed as the approval from the Corporation was pending. However, he was hopeful that the work would be completed in 4-5 months. With regard to the financial constraints deterring implementation of solar paneling, rainwater harvesting and centralized server; the House suggested approaching the Hon'ble M.P for assistance. Accordingly a committee was constituted for the purpose with Principal, Manager, Dr. Thomas Bennans, Dr. Joseph James and Dr. Miranda as members. The feasibility of extending the corporation water

pipeline into the college campus was also to be looked into. Application for a new water connection could also be thought of. With regard to waste management, the Principal appreciated the good work of the Department of Botany. It had installed waste bins at all vantage points in the department and the pooled waste was daily taken and disposed of effectively.

Work on the wi-fi networking was progressing. The members raised the issue of the faulty Public Address System and requested the principal to install cctv cameras wherever necessary. Interactive white boards should also be provided at least in PG classrooms. The manager remarked that special funds should be fruitfully utilized and purchases were to be carried out judiciously. The members suggested that an inventory of the equipments in each department should be taken so that future requirements could be accurately itemized. A resource sharing policy among the science departments would go a long way in ensuring quality of research output. With regard to the maintenance of equipments, Mr. Sasi Varma said that 5 years AMC was to be compulsorily demanded from all supply houses while taking purchase orders.

The next item taken up for discussion was academics. The house resolved to bring all examinations under one umbrella. Dr. Radhika remarked that paper valuation was so extensive and time consuming that research and teaching had taken a backseat. She requested a reduction of the CAT examination from 2 to 1. The Controller of Examination vehemently insisted on the conduct of two CATS and finally the Principal and the Manager requested the Controller to maintain the status quo for the time being.

Dr. Stanley said that it was high time that a review was made regarding the pros and cons of autonomy. A workshop was to be conducted in this regard and the House entrusted the work to Dr. Stanley and Dr. Radhika. The meeting came to a close at 12.20pm.



Co-ordinator, IQAC



Principal

Action Taken Report

- Wi-fi networking going on.
- Work on Installation of CCTV cameras started.
- Science research students are informed to avail the resources related to their research from other departments of the college.
- An internal examination committee was constituted to conduct the CAT examinations of the college.

Minutes of the IQAC meeting held on Feb 26, 2016 at 11.00am

Members present

1. Rev. Fr. Anil Jose
2. Dr. Vincent B. Netto
3. Sri. Sasi Varma
4. Sri. Raju Mathew
5. Dr. Titus A. R
6. Dr. Kochuthresia T. C
7. Sylvia Antony
8. Dr. Varghese Roshan Maria
9. Dr. Maria Brigit
10. Dr. Mary Antony
11. Dr. P. Radhika
12. Dr. Ivy Philip
13. Dr. K. S. Dersanambika
14. Adv. Amritha Nelson
15. Dr. Sheeja Mathews
16. Mr. P. M. James
17. Dr. P. J. Jojo
18. Dr. Shelly M. R
19. Mr. Prijith Jacob Thomas
20. Dr. Joseph James. V
21. Dr. C. Francis
22. Dr. C. Stanley John
23. Dr. Mary Tresa Miranda

Minutes

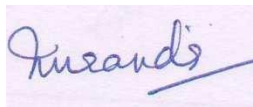
The meeting started at 11.15am with a silent prayer. The Chairperson and Principal welcomed the members. The co-ordinator presented the minutes of the previous meeting, which was then approved by the house. She also presented the Action Taken Report.

The agenda was then taken up for consideration. The Manager remarked that infrastructural developments were being given top priority and construction of the new building was progressing satisfactorily. He expected the ground floor to be completed by July 2016.

The next item on the agenda was the forthcoming RUSA supported National Seminar which was scheduled to be organized on March 4 & 5, 2016. The co-ordinator and organizing secretary of the seminar, Dr. Mary Tresa P. Miranda appraised the members of the preparations that were underway and also the prospective resource persons. A press conference was arranged for March 2, 2016. Mr. Sasi Varma said that he would contact the Manager of Hotel Beach, Kollam regarding the accommodation of resource persons. The principal requested the whole hearted co-operation of all the members for the successful conduct of the seminar.

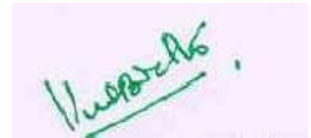
Regarding quality enhancement in academics the House opined that strikes were to be strictly discouraged. Sri. Raju Mathew said that parents were to be sensitized at the time of admission regarding zero tolerance to strike policy of the Management. The Principal said that as part of the disciplinary measures, vehicles would be strictly prohibited from entering the campus after 9.45am. To reduce the number of latecomers, the first hours would start at 10.00am. The principal requested all the Heads to pass on the message of the changed timings to the students. Dr. P. Radhika inquired whether continuous absenteeism was a valid reason for a student to be struck off the rolls. The Principal asked all the HODs to give him the list of students who were continuously absent.

Some of the members said that the Public Address System was not audible in the Post Graduate Block. The Principal assured them that it would be rectified at the earliest. The meeting came to a close at 12.20pm.



Dr. Mary Tresa Miranda

(Co-ordinator)



Dr. Vincent B. Netto

(Chairperson)

Action Taken Report

- National Seminar on Fostering Synergistic Relationships in the Higher Education Scenario: Capacity Building and Pedagogical Innovations conducted in March 2016.
- Construction of the new block nearing completion.
- Vicinity of the girls' bathroom tiled and roofed.
- Walkway constructed.
- Pedestrian walkway from the main gate being constructed.
- College timing changed to 10.00a.m-1.00p.m. & 1.45p.m.-3.45p.m.
- Outside vehicles strictly prohibited in the campus.