

Fatima Mata National College (Autonomous), Kollam

Meeting of the IQAC held on 21-10-2013, Monday 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, Dr. Noel Jose
4. Dr. Stanley John (Co-ordinator)
5. Dr. Ivy Philip (Secretary)
6. Dr. John M. George (Principal BJ group of Institutions)
7. Prof. Mini George
8. Dr. E. V. Wilson
9. Prof. Charles D'Cruz
10. Dr. Jojo P. J
11. Dr. K. S. Dersanambika
12. Mr. Francis Morris
13. Dr. P. Radhika
14. Dr. M. R. Shelly
15. Dr. Rubin Jose
16. Mr. P. M. James

Report of the meeting

The meeting began with a silent prayer. The Principal at the outset thanked all the former and present members for the sincere efforts and hard work put in by them for getting the 'A' grade. She said that all the activities undertaken for the all round development of the college should be continued.

The agenda of the meeting was then taken up for discussion and decision making. As for reconstitution of IQAC, people from different walks of life should be included. Several names were suggested and their consent would be obtained.

The college had applied for autonomy and the Principal said that IQAC had a major role in this. Several rounds of discussions will have to be made at various levels.

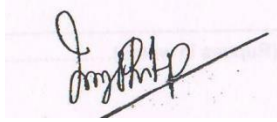
It was decided to promote the research activities of teachers by encouraging them to undertake major projects/ multidisciplinary projects. A screening committee should be formed and Dr. P. J. Jojo was appointed as the convener of this committee. It was suggested that Departments of Botany and Malayalam apply for recognition as research departments.

The Manager, Fr. Anil Jose suggested that orientation programme especially for the recently appointed teachers be conducted in the near future. He said that retired/ senior teachers could inculcate the Fatima culture in the younger teachers.

As for waste disposal measures it was suggested that wastes be segregated. Plastic items should be banned during functions in the departments. Dr. Rubin Jose and Mr. Charles D'Cruz were entrusted with the task of getting more details for waste disposal measures.


Regarding internet connectivity, the Principal asked the departments to take internet connection with department funds. The Manager suggested that one teacher in every department should be entrusted with this responsibility.

Finally Dr. Stanley John reinforced the need to improve the infrastructure of the college and the library. He proposed the vote of thanks and the meeting came to an end at 3.45pm.



Secretary

Dr. Ivy Philip



President and Principal

Dr. Sr. Soosamma Kavumpurath

Action Taken Report

- Teachers were given guidance to apply for major and minor research projects.
- Physics and Botany departments initiated their work to apply for research department status.
- Under the direction of Manager, IQAC entrusted senior faculty members with the responsibility of conducting an orientation programme for the newly appointed teachers.
- A hygiene awareness campaign, regarding the biowaste and plastic waste disposal and management was conducted through value-education classes.
- Additional shelves, chairs and tables were provided to the library.
- Shortage of benches and desks in the classrooms was rectified.

Meeting of the IQAC held on 04-03-2014, Tuesday 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, Dr. Noel Jose
4. Dr. Stanley John (Co-ordinator)
5. Dr. Ivy Philip (Secretary)
6. Prof. Charles D'Cruz
7. Dr. E. V. Wilson
8. Dr. Jojo P. J
9. Dr. K. S. Dersanambika
10. Prof.. Francis Morris
11. Dr. Radhika P
12. Dr. M. R. Shelly
13. Dr. Rubin Jose
14. Mr. P. M. James
15. Dr. Diana Fernandez
16. Mr. Prijith Jacob
17. Prof. George Aloysius
18. Prof. Charles George D'cruz
19. Prof. George Paul

Report of the meeting

The meeting began with a silent prayer. The Principal, at the outset wanted to ensure that the decisions of the previous meeting were implemented. Waste disposal measures, she said were being carried out. She wanted the departments, especially the class teachers to provide awareness to students on keeping the campus clean. Besides the class teachers the following members were also asked to meet the students in this connection during the value education classes.

In the ground floor	:	Dr. Stanley John, Prof. George Paul
In the first floor	:	Dr. Noel Jose, Prof. Francis Morris
In the second floor	:	Dr. Dersanambika, Dr. Rubin Jose
PG and Seminar Block	:	Dr. Radhika, Prof. George Aloysius

The Principal informed the members that the Department of Botany has applied for being recognized as a research department. She said that the UGC team was likely to visit the college in connection with autonomy during the second or third week of March and therefore much preparation was required. The vision plan of the college was distributed to the members and the vision plan of the library was required of the Librarian.

Dr. Stanley John requested that all departments make a LCD presentation of their activities. Printouts could also be given to the members of the team. Personal files were to be updated and relevant copies given to the IQAC. PG and Final Year Degree students should be made to evaluate their courses and their teachers. Newly appointed teachers should submit their self appraisal forms duly filled in. He said that the management team would undertake a mock visit of the departments.

The Principal said that all departments could give a formal request to the management regarding their requirements. An amount of Rs. 5000/- will be given for this purpose. Vouchers must be duly submitted. She also said that a classroom belonging to the Department of Zoology could be converted into a smart classroom.

It was brought to the notice of the Principal that announcements were not heard in the classrooms of the Seminar Block. Water coolers need to be repaired and the Principal said that the PTA could take up the maintenance of the water coolers. When a member pointed out some aspects of the present system of returning books, the librarian replied that a new system of issuing cards to the students would be implemented from the next academic year.

The following committees were formed in connection with impending UGC team visit:

Reception Committee: Convener: Dr. Stanley John

Members: Dr. Noel Jose, Dr. Jojo P. J, Dr. Radhika P and Dr. Supriya M

Food Committee: Convener: Dr. Ivy Philip

Members: Dr. Clara Bernadette Reshma, Mr. George Aloysius, Ms. Patricia John

Entertainment Committee: Convener: Dr. Parvathy S

Members: Dr. Mary Antony, Dr. Dersanambika K. S, Dr. Shibu Joseph S. T

Accommodation Committee: Convener: Mr. Charles D'cruz and Dr. Rubin Jose A. S

Interaction with students: Mr. George Paul and Ms. Grata Ildaphonse. They are to select five students from each department for interaction with the team members.

Interaction with PTA members: Dr. Saju S and Dr Biju Mathew.

Interaction with FSA members: Mr. Charles D'cruz

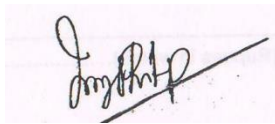
Interaction with non-teaching staff: Mr. P. M. James (AA)

Light, Video & Audio arrangements: Mr. Francis Morris

Documentation in IQAC: Dr. Dersanambika (Convener)

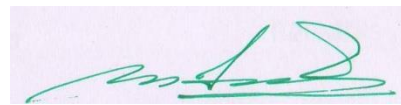
Members: Dr. Sheeja Mathews, Dr. Manohar D. Mullassery, Dr. Satheesh Kumar, Ms. Grata Ildaphonse and Ms. Divya K. J

There would also be interaction of the UGC team with teachers. The meeting came to a close at 4pm.



Secretary

Dr. Ivy Philip



President and Principal

Dr. Sr. Soosamma Kavumpurath

Action Taken Report

- Waste disposal measures carried out. Students were given instructions to put their food wastes and plastic wastes separately in the bins provided.
- Teachers entrusted by the IQAC, have given awareness talks to the students during their value education hours.
- Departments were given monetary assistance as per their request in connection with the UGC team visit.
- Repair work of speakers in class rooms are going on.
- Water coolers repaired under the assistance from PTA.
- Work on the new library issue cards for students initiated.
- The committee was constituted to do the arrangements for the UGC team visit and work entrusted to them.