

Minutes of the IQAC meeting on 22.7.16 at 2.45pm

Members present

1. Dr. Vincent B Netto
2. Dr. Titus A. R
3. Sri. Sasi Varma
4. Dr. Dersanambika
5. Dr. Marilyn V. J
6. Sylvia Antony
7. Sr. Janat. J
8. Dr. Kochuthresia T. C
9. Dr. Mary Antony
10. Fr. Jackson James. V
11. Mr. Stancilaus
12. Antony. A
13. Dr. Shibu Joseph S. T
14. Dr. Joseph James. V
15. Prijith Jacob Thomas
16. Dr. P. S. Anil Jose
17. Dr. C. Francis
18. Dr. P. Radhika
19. Dr. Shelly M. R
20. Prof. Grata Ildaphonse
21. Dr. Mary Tresa P. Miranda

Minutes of the meeting held in IQAC room at 2.45pm on 22.7.2016

The meeting started at 2.45pm with a silent prayer. Twenty one members were present. The Chairperson of the IQAC and principal welcomed the members. The co-ordinator, Dr. Miranda then read the minutes of the previous meeting which was subsequently approved by the House. She also presented the Action Taken Report.

The agenda was then taken up for consideration. The first item on the agenda was the forthcoming NAAC sponsored National Seminar on August 26 & 27, 2016. Dr. Radhika was made the convener and Dr. Shibu Joseph and Dr. Mary Antony the joint conveners.

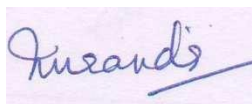
The next item was discussion on the future plan of the college. Dr. Netto said that the Department of English was starting a Bridge Course in Communicative English with immediate effect. The timings for the proposed course was from 3.45pm to 4.30pm. The College Librarian, Mr. Prijith Thomas expressed his apprehension over the under utilization of the e-resources in the library. The library was also having voltage

problems. He said that he had plans for conducting orientation classes on the proper and correct use of UG and PG students. Free hours could be utilized for this exercise provided he was informed in advance.

Dr. Netto requested all the Heads of Departments to convene regular class-wise PTA meetings Dr. Dersanambika, the Controller of Examinations suggested setting up of a database of department alumni and appointment of a Public Relations Officer in the college. Dr. Miranda suggested motivating the UG students to attend summer internship programmes in prestigious institutes. Dr. Netto suggested adoption of a flexi time for conducting examination while the the co-ordinator suggested adopting a shift system for maximum space utilization. Dr. Joseph James suggested that it would be beneficial if the college can provide sufficient number of LCDs to the departments. Fr. Jackson, Co-ordinator of the Self-financing stream of the college, wanted a better waste disposal mechanism to operate in the campus. He further added that Rs. 10 lakhs as subsidy was being sanctioned by the Central Government for foolproof waste disposal units to be set up, and this scheme was to be tapped by the college authorities. Mr. Sasi Varma wanted the college to switch over to solar energy to mitigate the current energy crises.

The principal said that from the next academic year, the open course classes would be shifted to the last hour from the present 1st and 4th hours. Free hours could be engaged with functional language classes.

The meeting came to a close at 4.05pm.



Mary Tresa Miranda
(Co-ordinator)



Dr. Vincent B. Netto
Chairperson

Action Taken Report

- National Seminar on 'Institutionalizing Quality and Accountability in higher Education through Autonomy' conducted on August 26 & 27, 2016
- An orientation class on utilization of e-resources was given to the UG and PG students.
- Classwise PTA meetings were conducted.
- Departments started the initiative to construct a database of their department Alumni.
- The college invited quotations for LCD projectors.
- Science students were sent to various research laboratories and the R & D wing of industries to do projects.
- An incinerator was installed for the disposal of solid non-biodegradable waste.

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

Date & Time : 17 January 2017 at 11.00 am

Place of Meeting : IQAC Office, FMN College, Kollam

Members Present

- 1.Rev Fr Anil Jose (Manager)
- 2.Dr Vincent B Netto(Chairperson)
- 3.Dr Mary Teresa P Miranda (Co-ordinator)
- 4.Dr K S Dersanambika (JtCo-ordinator)
- 5.Sri SasiVarma
- 6.Sri Raju Mathew
- 7.Dr Titus A R
- 8.MrsGrata Ildaphonse
- 9.Fr Jackson James
- 10.Dr M Maria Brijit
- 11.Dr Suma N
- 12.Dr Mary Antony
- 13.Dr P Radhika
- 14.Dr Shelly M R
- 15.Dr C Francis
- 16.Sri Antony A
- 17.Dr Kochuthresia T C
- 18.Dr Joseph James V
19. Sri Prijith Jacob Thomas
20. Sri Joseph Xavier V
- 21.Dr P S Anil Jose
- 22.Dr Shibu Joseph S T

The meeting was called to order at 11.00am. Following a silent prayer, the Chairman and Principal Dr Vincent B Netto, welcomed the members to the meeting.

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

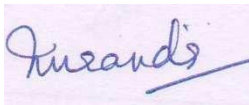
The first item on the agenda, presentation of the minutes of the previous IQAC meeting held on 22 July 2016 was done by the Co-ordinator Dr Mary Teresa P Miranda and was passed by the House with a minor correction regarding the waste disposal scheme suggested by Fr.Jackson. It should read as “upto Rs 10 lakhs subsidy could be obtained by tapping some of the Central Govt Schemes”.

- The Chairperson then presented the Action Taken Report
 1. NAAC sponsored National Seminar on “Institutionalising quality and accountability in higher education through autonomy” was conducted successfully on 26 and 27 August 2016.The Chairman congratulated the co ordinator in this regard.
 2. Orientation classes on the proper use of the library were being given to the UG students during free hours.
 3. Class wise PTA meetings were conducted in all Depts. Suggestions and complaints of the parents were given utmost priority.
 4. Plans for appointing a fulltime PRO was in the offing.
 5. Possibilities of installing a centralized cost effective waste disposal incinerator was being looked into.
- Mr Sasi Varma requested the coordinator to email(within a fortnight)the minutes of each IQAC meeting to all members, as the long intervening period between meetings had a disadvantage. He felt members were inclined to forget what exactly transpired at the meeting.

The House resolved to do accordingly.
- Inquiries by the members on installation of solar panelling were clarified by the Manager, Fr Anil Jose. He said that it was not very feasible and they had a bitter experience regarding it at the Bishop’s House. Mr Sasi Varma suggested seeking more professional expertise. Mr Raju Mathew was of the opinion that steps like switching to alternate forms of energy and scientifically managing all categories of waste generated on the campus was necessary. The concept of sustainable and green environment would make the institution a ‘model college’ which would then be emulated by others.
- The Manager requested Mr Sasi Varma and MrRaju Mathew to liaison with the official concerned regarding cost effective energy utilization and get back to him at the earliest.
- Regarding the Bridge Course in English, the HOD of English, Dr P Radhika, informed the House that her Department were thinking of dropping the idea as there were no takers, inspite of adequate publicity. DrKochuthresia, HoD of Physics requested Dr P Radhika not to drop their decision .She said that a collective effort would be made by all dept. heads to see that the programme materialized.

- The Chairman reminded the members that Cambridge Add-on programmes (BEC & TKT) would be starting soon
- The Controller of Examinations wanted adequate drinking water facilities for the students.
- Regarding the infrastructure, the Manager said that sufficient number of toilets was being constructed and the new block would be inaugurated in March 2017.
- With regard to Academics, it was decided that rigorous and exhaustive internal monitoring should be carried out from February 2017 onwards
- The Chairman said that teacher evaluation forms had been prepared .He read out the format and said that the exercise would commence immediately. To begin with, the UG sem 4 students would be asked to do it. The HOD s should first study the evaluation report prepared by the students and then forward the data to be evaluated by the monitoring committee. Teachers would be given assistance to improve their teaching skills, voice modulation could be improved with the help of public address systems and these could be purchased from AHUJA at very reasonable rates.
- The Chairman said that autonomy funds would be channelized mainly on updating infrastructure and setting up state-of-the-art classrooms, including a media room for the Dept. of Malayalam and a virtual laboratory for the Dept of Zoology.
- It was resolved to entrust the course evaluation to Mrs Grata Ildaphonse. Programme evaluation was entrusted to Dr Titus A R. These activities would start immediately (PG Sem 4 to begin with)
- The Controller of Examinations presented an analysis of the PG and UG examinations and results.
- The Chairman voiced his appreciation for the ' Psychofest 2 K17' that was held recently.
- The Manager requested all the Heads to take academic auditing more seriously. They were to ensure that portions were covered well in time before the examinations. They should also personally assess the performance of their colleagues in the Dept.

The meeting came to a close at 12.30 pm.



Co-ordinator



Chairperson

Office of the IQAC,FMN College (Autonomous), Kollam

Dated:27 January 2017

Action Taken Report

- Minutes of the IQAC meeting held on 17 January 2017 emailed to the executive on 27 January 2017.
- Discussed telephonically with Mr. Sreekumar, CEO, Quilon Consultancy regarding the defunct solar paneling at the Bishop's House and the feasibility of installing a better and updated version in the campus.
- Had discussions with Dr. Krishna Kumar B, Scientist, CSIR-NIST on the viability of installing treatment plants for waste management in the college.
- Bridge course not started yet. The Heads of departments have not contacted Dr. Radhika nor conveyed to her of their efforts towards garnering students.
- Selection of students for Cambridge Add-on Programmes completed and classes to start in April 2017.
- Academic auditing of all departments carried out on Feb 17 & 20, 2017.
- Teacher evaluation carried out at 4th Semester UG level.

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

Date & Time : 24 March 2017 at 11.00 am

Place of Meeting : IQAC Office, FMN College, Kollam

Members Present

1. Rev Fr Anil Jose (Manager)
2. Dr Vincent B Netto (Chairperson)
3. Dr Mary Teresa P Miranda (Co-ordinator)
4. Dr K S Dersanambika (JtCo-ordinator)
5. Dr Rubin Jose
6. Sri Raju Mathew
7. Dr Titus A R
8. Mrs Grata Ildaphonse
9. Fr Jackson James
10. Dr Sheeja Mathew
11. Mr Dodd Nigle
12. Dr Mary Antony
13. Dr P Radhika
14. Dr Shelly M R
15. Dr C Francis
16. Dr Kochuthresia T C
17. Dr Joseph James V
18. Sri Prijith Jacob Thomas
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The agenda of the meeting was read out by the chair and items on the agenda were taken up for discussion.

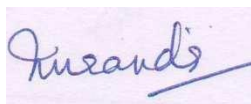
The first item on the agenda, presentation of the minutes of the previous IQAC meeting held on 17 January 2017 was done by the Co-ordinator Dr Mary Teresa P Miranda and was passed by the House .

- The Co-ordinator then presented the Action Taken Report.
 1. Minutes of the IQAC meeting held on 17 Jan 2017 e mailed to the executive on 27 Jan 2017
 2. Telephonic discussion with Mr Sreekumar, CEO, Quilon Consultancy (C/o Mr Sasi Varma) regarding the defunct solar paneling at the Bishop's house and feasibility of installing a better version in the college campus
 3. Held discussion with Dr Krishna Kumar B, Scientist, CSIR-NIST who is also alumnus of the college about the viability of installing a treatment plant for waste management in the College.
 4. Bridge course in English not started as yet. Heads of Departments have not contacted Dr Radhika nor conveyed to her of their efforts towards garnering students.
 5. Selection of students for Cambridge Add on programmes completed and classes to start in April 2017
 6. Academic auditing of all departments carried out on 17&20 February 2017
 7. Teacher evaluation carried out for the fourth semester UG programme.
- At the outset itself the Principal acknowledged the effort put by the Co-ordinator in bringing out the IQAC news letter
- The Manager informed the House that the new building would be inaugurated by the Bishop on 27 March 2017 at 10.00am. He cordially invited the executive for the auspicious function.
- The Joint co-ordinator Dr Dersanambika defended the early commencement of the End Semester Examinations. She vehemently said that teachers should have compensated for the lost working days by working on Saturdays. The Manager resolved the issue by saying that the ESE dates would be finalized at the College Council meeting that was to take place the following week. He requested Dr Dersana to abide by the Council's decision.
- The Principal instructed all HODs to conduct the social of Final Year Undergraduates only after completion of their portions
- Dr Shibu Joseph remarked that contrary to the prevailing practice each Course should be handled by a minimum number of teachers. This would make the teachers concerned more accountable and help scale down the dependence of many students on private tuitions
- Dr Rubin Jose replied that students would not resort to tuitions, if they were provided with notes.
- Dr Kochuthresia said that in the Department of Physics, they were happy with the current status quo. She further added that all were not good teachers. The principal requested all HODs to prepare the time table for the next academic year in such a way that each course was taught by not more than 2 -3 teachers. A

follow-up to this practice would be rotation of teachers for each course which could be implemented a year later.

- Dr Radhika remarked that a shift was required in the concept of a teacher who should, at best, be seen as a facilitator.
- The Principal instructed the Heads to strictly prevent boys and girls from having lunch together in the lecture halls
- On being told that the laxity on the part of teachers to discipline students sternly was largely due to the negative feedback it precipitated. Dr Netto asked the members not to fear trolls . Legal recourse would be taken to deal with them. He also said that nobody should post defamatory material in the public domain.
- The Manager said that henceforth the St. Joseph's Guidance and Counseling center would be affiliated to the Dept of Psychology and the function marking this union would take place that day.
- Mr Raju Mathew said that the recent unsavory events on the campus should not be allowed to mar the prestige of the college. The college should market itself better by regularly highlighting and publicizing the positive measures taken by the authorities as well as the achievements of the students. Fatima's name should not be tarnished. The Principal assured the House of the unstinting support of the Manager.
- The manager and Principal appreciated the dedicated performance of the IQAC Co-ordinator during the two years of her tenure.
- The co-ordinator proposed the vote of thanks. She profusely thanked the Principal and Manager for supporting her. She also thanked the executive and claimed that her success could be attributed to the collective responsibility of the members which had made the IQAC function meaningfully during the previous two years. She also enjoined all the Heads to motivate their colleagues to submit research proposals.

The meeting came to a close at 12.30 pm.



Co-ordinator

Office of the IQAC, FMN College (Autonomous), Kollam

Dated: 10 April 2017



Chairperson

Action Taken Report of IQAC meeting held on 24.03.2017

- Minimum expenditure for installing a solid waste treatment plant in the campus is Rs. 12 lakhs. Due to the paucity of funds, this has been temporarily shelved. However, implementation of green protocol has reduced solid waste to some extent.
- Cambridge Add-on programmes:
Business Education Certificate & Teacher's Knowledge Test commenced on 1 April 2017.
- New building inaugurated on 27 March 2017 by His Lordship Most Rev. Dr. Stanelly Roman, Bishop of Quilon.
- Some classrooms are earmarked for the boys to have their lunch.
- St. Joseph's Guidance and Counseling Centre was inaugurated by His Lordship on 27 March 2017 and the Department of Psychology entrusted with its smooth management and working.