

FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)
Affiliated to University of Kerala



3.1.2 Minutes

IQAC INTERNAL QUALITY ASSURANCE CELL

Minutes of the Managing Board Meeting of Fatima Mata National College, Kollam held on June 05, 2015 at Bishop's House.

The meeting of the Managing Board of Fatima Mata National College, Kollam was held on June 05, 2015 at Bishop's House. His Excellency Most Rev. Dr Stanley Roman presided over the meeting. The following members attended.

1. Rev. Fr Anil Jose (Manager)
2. Dr S. Kevin (Former Pro Vice Chancellor, University of Kerala)
3. Rev. Fr Joseph John
4. Dr Vincent B. Netto (Principal)
5. Dr Titus A. R. (Vice Principal)

The meeting commenced at 11.30 am with a silent prayer and the Manager welcomed the members of the Board. The following agenda was transacted.

Agenda Item No. 1 – Minutes of the previous meeting

Minutes of the previous meeting held on 04/07/2014 was presented by ex-officio Secretary, and were confirmed and ratified.

Agenda Item No. 2 – Briefing of the Decisions of the Governing Council.

The Principal made a brief description of the decisions made and guidelines mooted by the Governing Council. The concept of autonomy envisages, and the responsibility of the college warrants, that the process of evaluation must be fool-proof and error-free. Hence, it was resolved to provide photocopy of the answer sheet to the candidates on demand.

The idea of appointing an external expert panel in order to assess the progress of the college under autonomy was approved.

It was decided to provide seed money and incentives for teachers engaged in research.

Agenda Item No. 3. Approval for commencing UG programmes under self-financing stream - 2015-16.

The Managing Board decided to go ahead with the Governing Council's resolution to introduce UG programmes of B.Com (Co-operation), BSc Computer Science, and BA English Language, Literature and Communication, under self-financing stream, recommended by the Board of Studies and ratified by the Academic Council.

The Board affirmed the proposal of Dr Kevin as to consider the viability of a question bank.

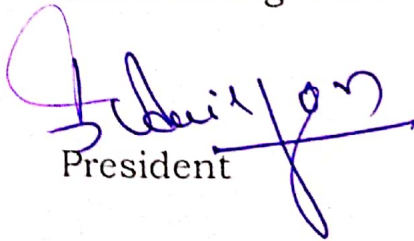
Agenda Item No. 5 Sanction for administrative and admission related matters.

Dr Titus A.R. informed the Board about the website and software in process and also explained the measures for online admission. The Board permitted to proceed with such measures.

The Board willingly consented to such practices as publishing handbooks for autonomous and non-autonomous streams separately. The handbooks (in the autonomous stream) would contain all the details – academic, non-academic and examinations. The Principal promised that every student on admission will get syllabus booklet. It was also decided to constitute an academic audit committee comprising two to three members, preferably chaired by an eminent academic person.

The Principal sought the permission of the Board for introduction of an SMS alert system and the Board granted its permission. The Board underscored the urgency and significance of soft skill development and computer awareness for the students, a criterion that should serve a bench mark for the Fatimites making them different and distinct from other students of other institutions. The College could levy fees in this regard, if inevitable. The Board resolved to initiate steps in the direction from the academic year (2015-16).

The meeting came to a close at 1 p.m. sharp.


President


Secretary

Minutes of the Managing Board Meeting of Fatima Mata National College, Kollam held on October 20, 2017 at the Bishop's House.

The meeting of the Managing Board of Fatima Mata National College, Kollam was held on October 20, 2017 at the Bishop's House. His Excellency Most Rev. Dr Stanley Roman graced the meeting with his presence. Rev. Fr Anil Jose, the manager, presided over the meeting. The following members attended.

Most Rev. Dr Stanley Roman (Patron)
Rev. Fr Anil Jose (Manager)
Rev. Fr Rolden Jose Jacob (Pro Manager)
Prof. Abraham Arackal
Rev. Fr Joseph John
Dr Vincent B. Netto
Dr Titus A. R.

The meeting commenced at 11.00 am with a prayer. The Principal, ex-officio Secretary, presented the minutes of the previous meeting held on May 08, 2017. The other items of the agenda transacted at the meeting included:

1. Action taken report
2. NAAC Reaccreditation
3. IQAC recommendations and external Peer Team
4. External Monitoring
5. Appointments – Controller of Examination and Deans
6. Any other matter

Agenda # 1 - Action taken report

The Principal made a brief presentation of action taken regarding the Software Change, Admission, NAAC Reaccreditation, Short term courses, Mode of appointment UGC regulations/ Non-teaching staff pattern, and Campus Discipline.

Agenda # 2 - NAAC Reaccreditation

The Principal elaborated on the institutional preparation for NAAC Reaccreditation. His Lordship sought clarification from the Principal on the commitment and competency of the persons included in the NAAC coordination committee and the Principal put in plain words the circumstances that led to the constituting of the committees. His Lordship underscored the necessity of choosing the best candidates for appointments in sync with the national outlook as envisaged by the founder, Late Bishop Jerome M. Fernandez and reflected in the name of the college.

The Board decided to constitute a team for the External Monitoring Committee to look into the progress of all the departments for the forthcoming NAAC team visit. The services of Dr Kevin in these efforts were to be solicited.

The postgraduate students of Latin Catholic community should be given special coaching as to help them qualify competitive examinations including UGC tests. The manager Rev. Fr Anil Jose informed that NET/SET Coaching classes have already been started and PSC coaching classes are on the anvil. Rev. Fr Rolden Jacob underscored the necessity of reframing a concrete and comprehensive institutional policy covering academic (curricular, teaching learning, research and innovations), governance and administration, infrastructure, finance and institutional values and best practices as mandated in the Institutional Accreditation Manual for Autonomous Colleges. Dr Netto read out a draft policy guidelines concerning Research and Development.

Prof. Abraham Arackal emphasized the need for promoting publications on issues of social import, particularly of local concerns,

by the faculty in regional dailies so as to enlighten the society on such issues thus making academic research an outreach activity.

His Lordship expressed his concern over the attempt made by certain sections to present a distorted history and legacy of the Catholic Church in Kollam. A concerted effort must be made to enlighten the Catholic students about the true facts. In this context, Dr Arackal suggested that the Department of History could think of the viability of including the History of the Church in Kerala in the under-graduate syllabus.

His Lordship enquired whether the college still continues with the system of chronicling – a practice in vogue during His Lordship's tenure as the Principal. Prof. Abraham Arackal accentuated the need for having college archives. The Principal gave his assurance in making sincere efforts towards this end.

Agenda # 3 - IQAC Recommendations and External Peer Team

The Principal presented the following recommendations of the Internal Quality Assurance Cell of our college.

- Web portal for the Alumni of our institution, so that world-wide interaction can be made possible.
- IT enabled classrooms
- Instrumentation block
- Appointment of permanent faculty.
- Add on courses
- **Distribution of seed money and incentives**

The Board decided to launch a web portal for alumni; to provide sufficient number of portable LCD Projectors to all Departments so as to make almost all classrooms IT enabled; to set up an instrumentation block on the first and second floors of the PG & Research Block and to start add on courses.

Responding to the recommendation on appointment of permanent faculty, Prof Abraham Arackal stated that inviting applications for teaching posts should be done only after clarifications were sought regarding the role of government nominee in the light of UGC Regulations 2010. The screening committee as specified by the UGC does not make provisions for including government nominee. But, the government has already sanctioned a government nominee in this regard. Dr Netto informed the Board about the unanimous decision of the meeting of the Principals/Managers convened by the KCBC as not to go for appointments abiding the UGC regulations since many of its clauses infringe upon the minority rights. Rev. Fr Joseph John felt that the new regulations are in conflict with the Direct Payment Agreement. It was resolved to wait for further clarifications from the government on the issue.

Agenda # 4 - External Monitoring

Dr Netto suggested the setting up of an external peer team comprising academicians of repute to evaluate the performance of the college. The Board decided to constitute a peer team by including eminent academicians like Dr Alexander IAS, Dr Alexander Jacob IPS, Sri T.P. Sreenivasan, Dr S. Kevin, Dr Achut Sankar, Prof Abraham Arackal, Sr (Dr) Annette Thottakkara, Dr Udaya Kumar (former DCDC), and Dr Udaya Sukumaran.

Agenda # 5 - Affiliation Status of the College

Rev Fr Joseph John enquired if the affiliation conferred to the College was permanent or temporary. The Principal ensured that the affiliation of all programmes except in the Self-Financing Stream was permanent. However, he wanted the matter to be checked with the University.

Agenda # 6 – Any other matter

Research

The principal informed the board that of the seven research departments in the college, two (economics and commerce) had only a provisional status. To tackle this problem, the board unanimously agreed that efforts should be taken to encourage teachers with Ph.D. Degrees in the departments concerned to seek registration as research guides immediately, so that the research activities may progress smoothly.

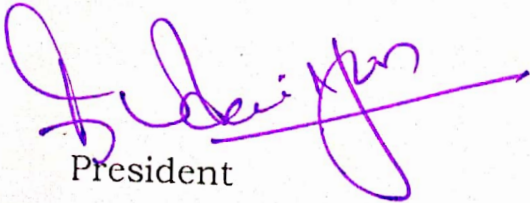
Appointments – Controller of Examination and Deans

The Board decided to extend the tenures of the Controller, the Deputy Controller, the Assistant Controller of Examinations, the Deans of Students' Welfare and Arts till further orders. Dr Shirley Williams was appointed the Dean of Science.

New Courses

The Manager proposed the introduction of a new course in the Self-Financing Stream for B. Com. (Finance) , short term courses in Soft Skill Development, and B. Voc. Programmes. The Board approved of the proposal and gave the nod for initiating them.

The meeting came to a close at 01 p.m.


President


Secretary