



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

FATIMA MATA NATIONAL COLLEGE

FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS) KOLLAM

691001

<http://fmnc.ac.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Fatima Mata National College (Autonomous) is one of the premier educational institutions run by the Roman Catholic Diocese of Kollam. The institution was founded by His Excellency Rt Rev. Dr Jerome M. Fernandez, the first native Bishop of Kollam, in 1951. His Lordship's faith in education as a means to empower the economically and socially marginalized sections, including the Roman Catholics of Latin rite, has delivered immense impetus to the upliftment of people from diverse social spectra.

The college is situated in the heart of Kollam, a city on India's Kerala Coast. Spread over 16.6 acres across two campuses, Fatima is one of the two autonomous colleges affiliated to the University of Kerala, and the first and the only one in the district of Kollam. The new campus at Bishop Catalani Centre is allotted for the Self-financing wing.

FATIMA was accredited by NAAC at 'Four star' level in 2001, reaccredited at 'B++' level in 2007 and 'A' Grade in 2013. It was placed 83 in NIRF-2019. FATIMA was granted autonomy by the UGC in 2014.

FATIMA has seven postgraduate and research departments, three postgraduate departments, one undergraduate department and a self-financing wing offering four undergraduate programmes, of these, four departments have been provided infrastructural development funds by external agencies. FATIMA Civil Service Academy, FATIMA School of Foreign Languages, Certification Programmes in BEC and TKT are the other attractions. The Central Library comprising more than 86,313 books and e-resources functions as a knowledge repository for the faculty and the students.

FATIMA has switched on to the concept of Education 4.0 with focus on digitalization of academic and administrative processes. The institutional initiative to create an Intelligent Learning eco-system that sustains a next-gen platform is premised on the belief that value-creation goes hand in hand with community and nation-building.

The institution emphasizes on strategic decentralization and deployment for effective reach to the stake holders. Adhering to the strict guidelines of the UGC, the Government of Kerala and the University of Kerala, several post-accreditation initiatives were taken up for promoting and sustaining the academic and aspirational demands of the millennial generation.

Vision

- Excellence in Higher Education
- Love of Motherland
- Integrity of Character
- Belief in the dignity of labour
- Spirit of selfless service
- Respect for fellow beings

The Founder's ardent devotion towards Our Lady of Fatima coupled with his patriotic spirit, inspires us to

deliver futuristic educational programmes towards nurturing young minds to a life of dignity and love in service to the motherland. Our Motto, PER MATREM PRO PATRIA, through the Mother for the Fatherland, resonates with this conviction.

Mission

- Acting as a catalyst of change and enlightenment
- Serving as an instrument of social justice
- Providing education to all, especially the less fortunate brethren

The mission of FATIMA clearly manifests the emphasis the college places on the overall development of the students enabling them to become assets to the nation. Ever since the portals of FATIMA were opened to educate the masses, the college has stood true to its mission and vision. The College has responded constructively to the changes that have been taking place over the years, and has incorporated them into its work ethic.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A pioneer institution for higher education in Kerala with 69 years of legacy; autonomous since 2014
- Strategic location and easy accessibility (Located at the city of Kollam and proximity to both railway station and bus terminal, making it accessible to all stakeholders and campus recruiting firms)
- NIRF ranking - 83 and AISHE participation
- Plastic Free Campus with Green Protocol
- NAAC reaccreditation with an 'A' grade
- Seven PhD programmes, 11 PG programmes and 17 UG programmes for catering to the student diversity, covering 740 courses across Arts, Science and Commerce streams
- Periodical restructuring of the Syllabus
- 533 Courses offering employability, skill development, environmental consciousness and sustainability, gender and human values
- ICT enabled learning with Blended, Extended, Virtual, Choice Based and Student Centric Learning approaches
- MOUs and linkages with organizations of national/ international repute
- FATIMA Learning Management System, Integrated Library Management System and Examination Management System
- FATIMA IT Solutions, an internal body which takes care of the online procedures in the campus
- Academic, Administrative, Examination, Green and Gender audits help streamline performance
- DST FIST supported Science departments
- Resource mobilization and research output optimized
- Seven Research Laboratories, 8 Computer Laboratories, Media Room with recording facility, Language Lab and 4 seminar halls
- Multi-Gym facility for both men and women
- ICT enabled Lecture Halls

- Well stacked Library with remote access resource facility
- Committed and responsible PTA and Alumni
- Weekly Value Education Classes
- Online feedback and assessment system
- Guidance and Counselling Centre
- Well defined mechanism for student and staff grievance redressal
- 70% of the students are availing scholarships and freeships (government and non-government)
- A large number of endowments and scholarships
- An attractive student progression.
- “Save A Year” programme for UG students
- 178 research articles in peer reviewed journals, 150 papers presented in seminar proceedings and 72 books published during the post accreditation period.

Institutional Weakness

- Inadequate Consultancy and Industrial Linkage
- Research with unexplored practical applicability
- On-campus placements - expectation level yet to be achieved
- Only 11 add on courses relevant to current scenario
- Less number of students qualify in prestigious competitive examinations like UPSC Civil Service, SSC
- Absence of international students/ faculty
- Only 45 % of full time faculty members are Ph.D. holders
- Just 21 % of full time faculty members are approved research guides of the University of Kerala and other Universities.
- Inadequate liquid waste management system
- Minimum use of non-conventional energy resources
- Inadequate fund for library books
- Inadequate on-campus residential facilities for staff
- External funding for research projects is minimum, and confined to some science departments
- Achievement in arts and sports is comparatively low at the University, inter-university, state and national levels
- The potential of the alumni has not been fully tapped

Institutional Opportunity

- College with Potential for Excellence
- Potential for e-governance
- Non-conventional energy
- FATIMA IT Solutions as a Start Up platform
- Scope for inter-institutional innovative programmes
- Infrastructural funding by FIST and SARD enhances the quality of research in Science departments, which in turn will promote the quality publications
- IQAC initiatives such as POET (Programme for Effective Teaching), Skill Passport and Life-Lab facilitate effective and vibrant teaching-learning process
- IQAC initiative FATIMA Scholarship Tapping Programme for exploring more sources for student scholarships/ welfare activities

- IQAC initiatives such as Science Facilitation Centre, FATIMA is with You, Drive on 'Substance Abuse' for more focused extension activities
- IQAC Drive 'One Faculty-One Project' for garnering more research grants from external agencies
- IQAC Drive 'UGC CARE' for bringing quality and ethics in research publications
- All PG departments elevated to research centres
- On campus placement
- Upgradation of the UG & PG laboratories
- Inter-disciplinary and Need-based research
- Science e-Learning Resource Centre for quality e-content development
- Science IT Hub for making Library as a learning centre
- National and International linkages/ collaborations in academics and research
- Research on local priority themes such as wetlands, minerals and metals, marine and estuarine ecosystem, cashew processing etc.
- Centre for interdisciplinary and community oriented research Platform for utilizing Community Radio, for the students and the faculty
- Enhancing the life skills of students
- Distance Learning System

Institutional Challenge

- General apprehension on autonomous colleges in Kerala
- Resource mobilization from corporate agencies
- Attracting international students/ faculty
- Procedural constraints in the appointment of permanent faculty, administrative and laboratory staff
- Interdisciplinarity
- Lack of Industry Certification
- Limited Innovative and Start up Ecosystem
- Limited funding agencies
- The shortage of personnel in numbers
- Lowering the students-teacher ratio at the UG level
- Introduction of more vocational courses

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

FATIMA offers 35 programmes across Arts, Science and Commerce streams-7 Ph.D., 11 PG and 12 UG in aided and 5 UG programmes in self-financing streams. Under CBCSS, UG programme offers 43 open courses which are inter-disciplinary in nature, incorporating regional, national and global needs into the curriculum. FATIMA offers 740 courses of which 109 are electives, and has integrated 199 courses that address cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics. 11 add-on courses impart transferrable and employability skills. 10 MOUs related to curriculum are established with institutions of national and international repute.

FATIMA initiated Outcome Based Education with POs, PSOs and COs, chosen to meet the demands of Future Work Skills 2020, Trends in Global Higher Education and Kerala Higher Education Council. IQAC organized

four training sessions on OBE which equipped the BOS to streamline the OBE platform.

To optimize the competitive edge of our learners, enrichment programmes are conducted. Fatima Civil Service Academy ensures quality training to learners on Civil Service and Kerala Administrative Service Examinations. The Fatima School of Foreign Languages offers Certificate courses in English, French, German, Spanish and Italian. FATIMA provides progressive Certification Programme in Business English Certificate and Teaching Knowledge Test. IELTS and PSC coaching are also offered at Bishop Jerome Vijnana Vihar, an extension of the college.

FATIMA follows a tradition of receiving feedback from its stakeholders on a regular basis on curricular and extracurricular aspects and necessary changes are made accordingly.

Teaching-learning and Evaluation

FATIMA follows a transparent admission procedure through its online platform, and a reservation policy in accordance with the state and central rules. The demand ratio of the programmes in FATIMA is creditable. The academic calendar guarantees 90 working days for each semester and the Deans and HODs ensure adherence to the course plan.

FATIMA provides Outcome Based Education, with learning outcomes at the course and programme levels, and a mechanism to measure the attainment of outcomes.

The faculty is a competent stakeholder with 45% PhD holders. A healthy teacher-student ratio (1:22) is maintained with a mechanism to identify slow and advanced learners. The mode of instruction is planned accordingly. Student-centric teaching methods are adopted with ICT tools and techniques. FATIMA Learning Management System is the online teaching-learning platform. The mentoring system strengthens the bond between teachers and learners, enriching the learning environment.

The evaluation process is comprehensive, with 80:20 weightage for summative and formative categories respectively. The examination procedures are automated with an Examination Management System, with specific provisions for exam registration, continuous internal assessment, hall ticket generation, question bank, tabulation and mark sheet generation. FATIMA strictly adheres to the examination schedule and publication of results, keeping an average of 37 days between the end semester examination and results. Very few student complaints in this regard is a testimony to the effective evaluation procedures. Over the years FATIMA enjoys a commendable pass percentage, both at the graduate and masters levels.

Research, Innovations and Extension

FATIMA has been a research centre under the University of Kerala since 1988, with seven research departments and 28 faculty members as approved research guides. Fifty three students have registered as research scholars and 52 research scholars were awarded Ph.D during the assessment period. Research and Infrastructural support to the tune of Rs. 33055547/- was availed of from external funding agencies, including DST, KSCSTE, UGC, BARC and Kerala State Planning Board.

178 research papers were published in the UGC CARE listed journals during the assessment period, and 150 papers were presented in seminar proceedings. The Faculty members have 72 published books to their credit.

The college has an h-index of 17. An amount of Rs 7,12,500/ was distributed as seed money to the faculty members. Eleven faculty members were awarded national/ international fellowships for advanced studies/ research from reputed professional bodies and agencies.

FATIMA follows Research and Consultancy Policies, and in the assessment period an amount of Rs 194050/- was generated through consultancy and training. FATIMA utilized an amount of Rs 1021147/- as capital for providing facilities for consultancy services. FATIMA has won 67 awards/recognitions from Government/Government recognised bodies during the last five years for extension activities.

FATIMA has been instrumental in conducting more than 217 extension and outreach programmes during the assessment period. 139 students have undertaken Collaborative activities research/internship/on-the-job training/project work.

FATIMA has signed 15 MOUs with institutions of national, international recognition, other universities, industries and corporate houses during the assessment period.

Infrastructure and Learning Resources

The two campuses of FATIMA spread over 16.6 acres of land with built-up area of 25520.12 m². have state-of-the-art facilities for academic deliberation and research work. FATIMA follows green protocol and ensures technology-enhanced learning.

The highlights of the infrastructure facilities include 66 ICT enabled classrooms, 14 UG and PG laboratories, 7 research laboratories, 8 computer labs with 203 OFC networked computers, Botanical Garden, Herbarium and Xylarium, Museums, Language Lab, 4 Seminar Halls, Mini Auditorium, Bishop Jerome Auditorium, Media room and Canteen. Two state-of-the-art boardrooms of IQAC and the Conference Room in the office of COE serve venues for constructive discussions. The athletic track, kabaddi, badminton, volleyball and basketball courts, football and hockey fields, multi-station gymnasias for men and women, Counselling Centre and the Chapel secure the physical and emotional well being of stakeholders.

The fully automated Fatima Library Management System with a total collection of 86313 books, 70 Journals, 50 periodicals and different online sources, is the academic powerhouse in FATIMA.

The indigenous FATIMA IT Solutions is instrumental in developing cloud-based Institution Management Systems (IMS), Web portals, and online Feedback System. Moodle-based LMS, EMS and Automated Question Bank System enrich FATIMA's technology based academic system. The campus is Wifi enabled. Uninterrupted power supply is guaranteed on the campus with dedicated High Tension Transformer, Generators and UPS. The Reverse Osmosis water treatment plant ensures safe drinking water round the clock. The college has spent 5.48 crores for infrastructure augmentation during the assessment period.

Student Support and Progression

FATIMA has a well-structured student support system with a strong mechanism to track and assist the student progression. During this assessment period, 70% of the Fatimites availed of various government and non-government scholarships. The Best Library User Scholarship for Divyangajan is a distinct initiative of Fatima. Government scholarships include Higher Education Scholarship, Central Sector, INSPIRE, ASPIRE, Blind and

Post matric Scholarships. Institutional Merit Scholarships are instituted by PTA, FSA, and well-wishers of FATIMA. Regarding the capacity development and skill enhancement activities, FATIMA offers ample activities for soft skill and communication development. The college also imparts life skills by providing classes and training on Yoga, physical fitness and health and hygiene. The college provides NET/SET coaching classes and career counselling activities. The institution has a Grievance Redressal Policy and a strong and time bound mechanism for addressing the grievances.

As for the progression of Fatimites, a good number of students are placed in reputed institutions every year and a majority of Fatimites opt for higher studies. Our students also qualify various state and national level examinations like NET, SET, CAT, GATE etc. They also participate at the state and national level sports and cultural activities.

The student union carries out many extra academic activities in the campus. There are student representatives in the IQAC, Anti-Ragging Cell, Anti-Sexual Harassment Committee, Anti-Narcotics Club, Students' Grievance Redressal Cell and the Co-operative Store.

The institution has an active alumni - the Fatima Former Students' Association. Some of the departments have active Alumni Associations.

Governance, Leadership and Management

The institutional efforts towards effective governance and management are powered by its faith in the collective responsibility and efficiency of the stakeholders. The academic flexibility conferred by autonomy is used meaningfully to ensure exemplary governance. A well-structured participative and decentralized governance with the Patron, the Manager, the Governing Council, the Academic Council, the College Council, Principal, Vice-Principals, Deans, Head of the Departments, Board of Studies, Controller of Examinations, the IQAC and the finance committee contribute to the effective functioning of the college. ICT integration in academics and administration has been accomplished through the FATIMA LMS, ILMS and EMS. Syllabus revision has been done with the focus on OBE. The college constantly encourages the faculty to take up funded projects and research activities and to participate in career development and capacity building programmes. PTA, FSA, Alumni Associations, Staff Co-operative Bank, Staff Co-operative Store, FTA, Common Staff Association, Non-teaching Staff Association, etc work in unison to offer welfare measures. External and internal financial assistance has been mobilized for the academic, administrative and infrastructural development and maintenance. The Planning and Evaluation Committee plays a crucial role in mobilizing and utilizing the financial resources based on the policies (research consultancy and quality) and strategic plans. IQAC has played a pivotal role in quality enhancing initiatives of FATIMA.

FATIMA has implemented a culture of good governance by encouraging a healthy collaboration and interdependence among all the statutory and non-statutory bodies and various stakeholders.

Institutional Values and Best Practices

Gender equity and sensitization programmes are incorporated in the curricular and co-curricular activities. We ensure our women students safety and security, counselling and mentoring facilities, and exclusive private spaces. Biogas Plant in the canteen provides alternate source of energy. Energy conservation issues are addressed by switching over to LED Bulbs. Management of solid waste is done by strict adherence to Green

Protocol. Rain water harvesting, open well recharge, preservation of perennial pond in the campus are water conservation initiatives. Institutional environment and energy initiatives are analysed through green audit, energy audit and environment audit. FATIMA ensures friendly environment for our Divyangajans. The inclusive environment accommodates diversity in cultural, regional, linguistic, communal and socioeconomic backgrounds.

FATIMA conducts various programmes to sensitize the students and employees to their Constitutional rights and responsibilities. Committees are constituted to monitor adherence to Institutional Code of Conduct. FATIMA upholds its commitment to the nation and global society by organizing commemorative days and festivals of national and international significance.

Fatima Go Green Mission, one of the Best Practices, is to contribute FATIMA's little mite towards the global agenda of "Save our Planet". It is practised both as Green Academics and Green Initiatives. The second Best Practice, **Fatima Student Support Initiatives**, focuses on Student Welfare Activities; Scholarships and Awards; Gender Support and Gender Empowerment Initiatives, Counselling and Mentoring facilities.

What makes FATIMA unique are the various initiatives under "**Share and Care Programmes**", to accomplish our institutional mission of social commitment, selfless sacrifice and concern for less fortunate brethren.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	FATIMA MATA NATIONAL COLLEGE
Address	Fatima Mata National College (Autonomous) Kollam
City	Kollam
State	Kerala
Pin	691001
Website	http://fmnc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Vincent B. Netto	0474-2743387	9048121811	-	mailbox@fatimacollege.net
IQAC / CIQA coordinator	Shaiju P. N	0474-2749585	9447343640	-	iqac@fmnc.ac.in

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	01-01-1951
Date of grant of 'Autonomy' to the College by UGC	19-06-2014

University to which the college is affiliated		
State	University name	Document
Kerala	University of Kerala	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	12-07-2016	View Document
12B of UGC	12-07-2016	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Fatima Mata National College (Autonomous) Kollam	Urban	16.6	25520.12

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Botany	36	Plus Two	English	55	55
UG	BSc,Chemistry	36	Plus Two	English	54	54
UG	BSc,Chemistry	36	Plus Two	English	23	23
UG	BSc,Mathematics	36	Plus Two	English	60	58
UG	BSc,Physics	36	Plus Two	English	53	53
UG	BSc,Psychology	36	Plus Two	English	37	37
UG	BSc,Zoology	36	Plus Two	English	55	55
UG	BCom,Commerce	36	Plus Two	English	72	72
UG	BA,Economics	36	Plus Two	English	141	141
UG	BA,English	36	Plus Two	English	66	66
UG	BA,History	36	Plus Two	English	42	42
UG	BA,Malayalam	36	Plus Two	Malayalam	65	65
UG	BA,English Self Financing	36	Plus Two	English	60	58
UG	BCom,Commerce Self Financing	36	Plus Two	English	60	60
UG	BCom,Commerce Self Financing	36	Plus Two	English	55	45
UG	BCA,Computer Science Self Financing	36	Plus Two	English	35	35

PG	MSc,Botany	24	Degree	English	16	16
PG	MSc,Chemistry	24	Degree	English	13	13
PG	MSc,Mathematics	24	Degree	English	15	15
PG	MSc,Physics	24	Degree	English	15	15
PG	MSc,Psychology	24	Degree	English	14	13
PG	MSc,Zoology	24	Degree	English	15	15
PG	MCom,Commerce	24	Degree	English	25	23
PG	MA,Economics	24	Degree	English	25	24
PG	MA,English	24	Degree	English	25	24
PG	MA,Malayalam	24	Degree	Malayalam	19	18
Doctoral (Ph.D)	PhD or DPhil,Botany	36	MSc	English	4	4
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	MSc	English	2	2
Doctoral (Ph.D)	PhD or DPhil,Physics	36	MSc	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	MSc	English	8	8
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	MCom	English	5	5
Doctoral (Ph.D)	PhD or DPhil,Economics	36	MA	English	1	0
Doctoral (Ph.D)	PhD or DPhil,English	36	MA	English	3	3

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				17				93			
Recruited	0	0	0	0	6	11	0	17	33	60	0	93
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				23			
Recruited	0	0	0	0	0	0	0	0	5	18	0	23
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				25
Recruited	20	5	0	25
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				24
Recruited	10	14	0	24
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	7	0	12	13	0	38
M.Phil.	0	0	0	0	4	0	2	6	0	12
PG	0	0	0	0	0	0	8	9	0	17

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	17	0	24
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	9	32	0	41

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		3		7

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	21	0	0	0	21
	Others	0	0	0	0	0
UG	Male	814	7	3	0	824
	Female	1759	5	11	0	1775
	Others	0	0	0	0	0
PG	Male	49	2	0	0	51
	Female	301	5	0	0	306
	Others	0	0	0	0	0
Certificate / Awareness	Male	68	0	0	0	68
	Female	296	0	0	0	296
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	45	49	39	53
	Female	78	86	85	58
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	62	75	80	71
	Female	187	141	127	144
	Others	0	0	0	0
General	Male	115	121	120	106
	Female	297	282	295	274
	Others	0	0	0	0
Others	Male	76	78	85	73
	Female	229	201	189	169
	Others	0	0	0	0
Total		1089	1033	1020	948

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Botany	View Document
Chemistry	View Document
Commerce	View Document
Commerce Self Financing	View Document
Computer Science Self Financing	View Document
Economics	View Document
English	View Document
English Self Financing	View Document
History	View Document
Malayalam	View Document
Mathematics	View Document
Physics	View Document
Psychology	View Document
Zoology	View Document

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	33	33	32	29
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of departments offering academic programmes

Response: 14

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2894	2796	2587	2453	2357
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
946	854	791	820	761
File Description		Document		
Institutional data in prescribed format		View Document		

2.3**Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2800	2636	2533	2371	2220
File Description		Document		
Institutional data in prescribed format		View Document		

2.4**Number of revaluation applications year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
651	532	518	262	56

3 Teachers**3.1****Number of courses in all programs year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1087	1087	992	899	834
File Description		Document		
Institutional data in prescribed format		View Document		

3.2**Number of full time teachers year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
67	67	67	67	67
File Description		Document		
Institutional data in prescribed format		View Document		

3.3

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
133	133	131	129	115
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution**4.1****Number of eligible applications received for admissions to all the programs year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
15537	12624	13381	18586	13260
File Description		Document		
Institutional data in prescribed format		View Document		

4.2**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
364	368	368	356	322
File Description		Document		
Institutional data in prescribed format		View Document		

4.3**Total number of classrooms and seminar halls****Response: 66****4.4****Total number of computers in the campus for academic purpose****Response: 203**

4.5

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
421.26	298.17	176.23	183.24	243.71

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

The institution initiated curriculum design and development on conferring autonomy in 2014. Syllabus revision was carried out ensuring that the revised curriculum would address local and regional needs and foster global competencies. Steps were taken to incorporate the guidelines provided in the vision and mission of the college, and to include gender sensitivity, environment and sustainability, human values, professional ethics and nationalistic outlook into the curriculum in sync with the historical, social and cultural heritage.

To introduce Outcome Based Education, the Boards of Studies were constituted for all programmes. The suggestions from different stakeholders were taken into consideration while developing POs, PSOs and COs for all UG and PG programmes. The drafted POs were discussed and approved by the higher statutory bodies such as the IQAC, Academic Council and Governing Council, based on institutional vision and mission, Future Work Skills 2020 (published in 2011), Trends in Global Higher Education (UNESCO 2009), directions from Kerala Higher Education Council and periodical circulars and orders from the UGC. The COs and PSOs were developed in the departments, and on the basis of POs and other endorsements by the IQAC, BOS completely revised the syllabus for 26 programmes and 746 courses. The syllabus recommended by the BOS was approved at the Academic Council and ratified at the Governing Council, before it was sent to the University for the final approval.

Syllabus revisions were done twice during the last five years, and 5 new programmes and 43 value added courses were introduced. The 11 add on courses with focus on Life Skills, Professional Skills and Language Skills were designed to develop global competencies and foster employability. In addition, the institution provides certificate programmes in French, German, Italian, English and FIRMAT. The BEC (Business English Certificate) course in collaboration with Cambridge English provides opportunity for students to procure international qualifications. The Curriculum also incorporates field visits, internships and projects, to translate the concepts to real-life situations.

Though the college is situated in the heart of the city, the majority of the students belong to the socially and economically weaker sections and hail from rural or suburban areas. The curriculum caters to the diverse needs of this heterogeneous group. It provides the students awareness in Health Care, Information Technology, Global Business, Industry and Research. The UG programmes include B.A. in English, History, Economics, Malayalam and English Language, Literature and Communication; B.Sc. in Botany, Zoology, Physics, Chemistry, Polymer Chemistry, Mathematics and Psychology; B.Com. in Finance, Co-operation and Computer Applications; BCA. Fatima offers PG programmes in English, Malayalam, Economics, Psychology Commerce, Physics, Chemistry, Botany, Zoology and Mathematics.

The seven research centres of the college - English, Commerce, Economics, Physics, Chemistry, Botany

and Zoology - redefined their thrust areas on the basis of the new curriculum and syllabus. The research done in various fields focuses on how concepts, practices and results of research can be transformed to cater to regional, national and global needs while fulfilling the requirements of international standards.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 97.14

1.1.2.1 Number of all Programmes offered by the institution during the last five years.

Response: 35

1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years

Response: 34

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 72.27

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..

2018-19	2017-18	2016-17	2015-16	2014-15
533	523	486	425	324

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.</p> <p>Response: 67.83</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 2142</p>	
<p>1.2.1.2 Number of courses offered by the institution across all programmes during the last five years.</p> <p>Response: 3161</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Link for Additional Information	View Document
<p>1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).</p> <p>Response: 84.85</p>	
<p>1.2.2.1 Number of Programmes in which CBCS / Elective course system implemented.</p> <p>Response: 28</p>	

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

FATIMA incorporates gender, environment and sustainability, human values and professional ethics in the various programmes and courses. This inculcates in the students an awareness of social constructs of class, race and gender and provides knowledge and understanding of the environment. Students are stimulated to contribute towards maintaining and improving the quality of the environment by keeping the milieu and natural resources clean, thereby preserving them for future generations. Human values and sustainable development are prioritised to make the students socially responsible beings.

The institution has incorporated UG and PG courses with emphasis on Environmental Studies, Women's Writing, Ecology, Conservation Biology, Ethology, Evolution, Human Health and Sex Education, Immunology, Social Behaviour, Social Psychological Processes, Psychology of Individual Differences, History of Human Rights' Movement, Methodology and Perspectives of Social Sciences, Business Ethics and Corporate Governance, *Paristhithi Siddhanthavum Avishkaravum*, *Pennezhuthu*, *Kerala Samskaram*, Business Regulatory Frameworks and Entrepreneurship Development.

The courses of the UG and PG programmes in Botany and Zoology underscore the values of preserving biodiversity and environment protection.

A course, for all B.A./B.Sc. programmes, titled "Environmental Studies" is taught in the second semester which includes the principles of the physical sciences, commerce/economics and social sciences so as to solve contemporary environmental issues such as climate change, air, water and soil pollution, plastic wastes, global warming, ozone layer depletion, acid rains, and impacts on biodiversity and marine life.

Language courses which are offered for all programmes focus on morals, human values and gender sensitisation fostering understanding and compassion towards the less fortunate.

An interactive session per week is set apart exclusively for Value Education classes to inculcate moral ethics and human values. It creates a strong learning environment that enhances academic achievement and develops students' social and relationship skills leaving indelible imprint on their minds with lasting impact.

The ideas, concepts and theories taught within the classrooms are translated into practice by organizing seminars/workshops and field visits - a concerted effort of both the students and teachers. Some of the institutional activities related to the cross cutting issues relevant to professional ethics, gender, human values and environment include Poor Home Visits, Share and Care Programme (FATIMA is with you), Noon Meal Programme, Swatch Bharath Abhiyan, Blood Donation, Hair Donation, Anti-narcotics campaign, IT Mission Programmes, Mental Health Programmes, Gender Sensitization Programmes, Study Tours, visits to ecologically sensitive areas/polluted zones and places, Flora and Fauna Awareness Trips, visits to Botanic Gardens/ Museum/ Herbarium, awareness programmes on Wetland Conservation, Nature Camps, Cleaning the Campus, Green Protocol, Induction Programmes, Plastic free Campus, Bare Foot Walking, Fatima Public Transport Day, constitution of Fatima Green Band, Observation of Environment Days and Gender Sensitization programmes.

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 114

1.3.2.1 How many new value-added courses are added within the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	9	3	1	2

File Description	Document
List of value added courses (Data Template)	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 100

1.3.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
647	254	177	133	317

File Description	Document
List of students enrolled	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)

Response: 100

1.3.4.1 Number of students undertaking field projects / internships / student projects

Response: 967

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	View Document
Link for Additional Information	View Document

1.4 Feedback System

1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

1.4.2 The feedback system of the Institution comprises of the following :

Response: A. Feedback collected, analysed and action taken and report made available on website

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 108.92

2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1089	1045	1058	971	899

2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
982	982	982	942	772

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 98.61

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
284	296	285	272	285

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The institution has designed and implemented decentralized strategies to gauge the relevant data of the admitted students with a view to enhancing the knowledge and skills for the successful completion of the courses and programmes.

Mechanisms to assess the learning levels

- Index marking at the time of admission
- Track recording of their performance in the school
- Personal interface between the HOD, the class teacher and the newly admitted student at the time of admission
- Continuous personal interaction between the class teachers/mentors and the learners
- Analysis of the results in Continuous Assessment Test 1 and 2
- Performance in assignments/class room seminars/class tests
- Performance in co-curricular activities.
- Performance in extra-curricular activities
- Performance in laboratory experiments (science students)

These mechanisms help us to identify and address the advanced and slow learners.

Special Programmes for Advanced Learners: Arranged by the IQAC

- Providing online and offline platforms to engage in academic deliberations with experts and invited dignitaries.
- Walk With a Scholar programme supported by the Govt. of Kerala
- Professors of the Future: Provisions for the advanced learners in the PG stream to engage classes for the UG students
- Peer Group Learning
- Add-on course: FATIMA offers 11 add-on courses to optimize the competitive edge of advanced learners
- FATIMA Civil Service Academy: Quality training to learners aspiring for Civil Service Examinations
- FATIMA School of Foreign Languages: In collaboration with the Pontifical Institute, Aluva, offers Diploma and Certificate courses in English, French, Spanish, German and Italian.

- Promotes Massive Open and Online Courses
- Career Counseling Sessions
- NET/SET Coaching
- Induction into the statutory and non-statutory bodies
- Mandatory Internship for PG Programmes
- Merit scholarships constituted by PTA, FSA, individuals and philanthropists
- Best Library Usage Awards

Special Programmes for Advanced Learners: Arranged by the Departments

- Mentoring sessions
- Advanced learning materials through LMS and Social Media platforms
- Academic Seminars/ Workshops/ Hands-on Training Sessions
- Student Ambassador Scheme: Ensures a student co-ordinator in every department programme.
- Teacher-Learner collaboration in class room lectures and laboratory experiments
- Linkages with industries/ research stations
- Interactions with illustrious alumni
- Publications in Journals/ Periodicals/ Newspapers
- Awards/ Incentives for academic achievements
- Learners are assigned lead roles in programmes like Campus Tree Labelling, Campus Flora Analysis, Campus Bird Count, Pain and Palliative Clinic, Programmes associated with Science Facilitation Centre, Anti-Narcotic Campaign etc.

Special Programmes for Slow Learners: Arranged by the IQAC

- Mentoring
- Remedial Coaching Sessions at the department level
- Induction/Orientation Programmes for students/parents
- Class Parent Teachers' Meeting
- Save a Year Programme
- Counseling through St Josephs' Counseling Centre
- Scholar Support Programme

Special Programmes for Slow Learners: Arranged by the Department

- Continuous Monitoring
- Periodical Class Tests
- Motivational Talks
- Simplified Learning Materials
- Remedial Coaching

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)**Response:** 43:1

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

FATIMA considers Student Centric Learning both as a mindset and culture characterized by innovative methods of teaching. Here students take role models and become active participants in learning, fostering transferable skills such as problem solving, critical thinking and reflective thinking. As SCL envisages, FATIMA assures the active involvement of learners in developing the course contents and its implementation.

1. **Course Content Development:** Student feedback plays a significant role in programme and course designing, and content development. Special care is taken to incorporate the inputs of the students in the modifications in curriculum and syllabi. Student members in the IQAC play pivotal role in the policy decisions regarding the course contents.
2. **Course Implementation (Teaching-Learning Process):** The teaching departments of FATIMA adopt various student centric approaches, making teaching-learning process effective. These include experiential, participative, and problem solving learning strategies.
 1. **Student Centric Learning:** It involves the formal strategies including assignments, class room seminars, individual and group projects, study tours, laboratory visits, botanic garden and herbarium visits, museum/zoo visits, visits on ecologically fragile areas, industrial visits, visits to fresh water and marine ecosystems for familiarizing the diversity of aquatic life forms, internships, exploring FATIMA Learning Management System and utilizing audio-visual presentation. Various strategies are also practised - peer teaching, elocution, quiz competition, paper presentations, poster designing, poster presentation, screening of films and documentaries, publishing journals at the department levels, publishing of books/chapters in books, Role Plays, Professors of the Future, Simulations, Campus Tree Labelling, Campus Flora Preparation, Campus Bird Counting, preparation of Biodiversity Register, maintenance of the College Botanic Gardens/ Herbaria/ Museum, etc.
 2. **Enhancement of Learning Experience:** FATIMA explores a significant number of programmes to strengthen SCL. These include academic seminars/ conferences/ workshops; events, extension and club activities such as Environmental, Science, Community Health, Electoral Literacy, Theatre and Film, Sports, Equal Opportunity etc.; socio-economic surveys, guidance and counseling, lectures by experts, add-on courses, WWS and SSP; and programmes associated with Science Facilitation Centre, Media Lab, and the IQAC initiative, "FATIMA is with You".

FATIMA integrates technology with Student Centered Learning: - Technology has far reaching impact on teaching learning process. One of prime concerns in the post accreditation period has been Technology embedded Learning. To give a technological edge to Fatimites, students are persuaded to make use of FATIMA Learning Management System in the Moodle platform. Teachers interact with the students through the FATIMA LMS, social media platforms and blogs. E-contents developed by the faculty facilitate the access of course lectures anytime from anywhere. Physical facilities like free Wi-Fi, IT Gadgets, LCD Projectors, FATIMA Science IT Hub, FATIMA Science E-Learning Resource Centre, Cyber Lab, and computer laboratories facilitate the implementation of ICT enabled Student Centered Learning.

Learning at FATIMA is no longer teacher-centered but geared to meet the needs of the students, both advanced and slow learners. These and other methods have enhanced the teaching learning experience by modulating their pace of learning, developing their skills, honing their talents and moulding their attitude for a better living.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

FATIMA Teaching Fraternity uses the following e-resources and techniques for effective teaching-learning process:

- **Scientia et Sapentia** (Research Database of FMNC): <http://192.168.1.193/jspui>

This incorporates PhD theses from the FATIMA Research Centres and the theses submitted by teachers under FDP programmes .

- **NLIST**: <https://nlist.inflibnet.ac.in/>

e-books and journals of all subjects

- **NDL**: <https://ndl.iitkgp.ac.in/>

e-books, journals, theses, question papers and audio lectures

- **Shodhganga**: <https://shodhganga.inflibnet.ac.in/>

Electronic version of PhD theses from Indian Universities

Other e-content portals which provide course materials for UG and PG programmes include-

- **SWAYAM:** <https://swayam.gov.in/>
- **e-PG Pathshala:** <https://epgp.inflibnet.ac.in/>
- **INFLIBNET:** <https://inflibnet.ac.in/> , <http://vidyamidra.inflibnet.ac.in/>
- **NPTEL:** <https://nptel.ac.in/>
- **FATIMA Web Portal:** <http://fmnc.ac.in/>

Department level web portals are reservoirs of e-materials on various courses uploaded by the faculty members of the institution. The web portal also displays the audio and video lectures of faculty members.

- **ARPIT:** <https://swayam.gov.in/explorer?category=ARPIT>

Teachers join for various Refresher programmes offered by SWAYAM. Knowledge updation by teachers enhances the teaching-learning quality of students. Moreover, the students are given the e-resources available in the site.

ICT tools available

- **Wi-Fi facility:** FATIMA offers free wi-fi across the campus
- **LMS:** www.moodle.fmnc.ac.in
- The institution offers a blended learning platform Moodle.
- The faculty members upload course materials, instructions and procedures to be adopted during practical sessions, and make announcements regarding assignment submissions, seminar sessions and departmental activities.
- It is mandatory for students to submit assignments through Moodle, and grades are announced online.
- The students of the Science stream submit their practical work book through Moodle. The teachers evaluate the work books and let the students know of their performance, as a part of continuous evaluation mechanism.
- **Qn Smart 6.5.3:** Question bank and question paper generation software
- Question bank on each course is prepared and submitted by the teacher concerned.
- Questions address different levels of difficulty.
- Questions are prepared following the taxonomy levels (Remember, Understand, Apply, Analyze and Evaluate).
- Question papers for the end semester examinations are generated from the question bank
- **Audio-Visual Recording Studio**

The institution offers a platform for the teachers and students to conveniently record their audio and video lectures at the FATIMA Science E-Learning Resource Centre. Teachers make use of the facility to offer course materials to the students.

- **Language Lab**

FATIMA offers this facility to help students improve their proficiency in English language taking care of active and passive skills viz. listening, speaking, reading and writing. Special emphasis is laid on enrichment of vocabulary.

- LCD Projectors

Every class room in FATIMA is ICT enabled with in-built LCD projector facility.

Power Point Presentations, Videos, Documentaries, and Educational blogs are developed by teachers.

- Softwares used include Gaussian, Latex, SPSS, Mendeley, Chemdraw, Origin, R Stat, MVSP, and different types linked to Bioinformatics and Computing softwares.

FATIMA Science IT Hub, Cyber Lab and 6 Labs along with the departmental level facilities offer training on various softwares to the students.

File Description	Document
Any additional information	View Document
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	View Document
Link for Additional Information	View Document

2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

Response: 43:1

2.3.3.1 Number of mentors

Response: 67

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Any additional information	View Document
Link for additional information	View Document

2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

Response:

FATIMA follows a tradition of preparing an academic calendar, teaching plan and work diary, for the time bound implementation of academic targets every year. Academic calendar is designed at the beginning of academic year, teaching plans before the commencement of semesters, and work diary as a document for ensuring the target achieved, and for making amends if not satisfactorily accomplished.

Academic Calendar is prepared by the office of the Controller of Examinations, before the commencement of academic year, after consultation with Principal, IQAC, and College Council. This is a document enlisting all academic events, including the dates for Continuous Assessment Tests and End Semester Examinations. The calendar ensures 90 working days per semester.

As the first phase of implementing the academic calendar, it is published and distributed to the staff and students by incorporating with the Student Hand Book. A **Master Time Table** is prepared at the office of the Principal, and sent to the HODs, who consult with the teachers and prepare a **Department Time Table**, based on the Academic Calendar, General Time Table and Curriculum.

Course Plans are prepared by the faculty concerned before the commencement of the semester. If a course is handled by a single teacher, his/her **Teaching Plan** serves as the Course Plan, but if it is handled by more than one teacher, the Teaching Plans of the team are compiled as the Course Plan. Portions for Continuous Assessment Test-I (CAT-I) and CAT-II are ear marked in advance and the completion of the same is ensured at the department level. It is expected that nearly half of the portions will be completed by mid-semester (35 - 40 days) and Continuous Assessment Test-I (CAT-I). After 70 - 75 days, the remaining portions will be completed on time, and students are ready to take the Continuous Assessment Test-II (CAT-II). The Course Plan is verified by the Course Coordinator and HOD. Utmost care is taken to comply with the schedule of Academic Calendar. The admission procedures are completed within stipulated time to ensure effective learning. The odd semester examinations fall in the month of November and the even semester examinations in April.

The implementation of the Course Plan is recorded in the **Teachers' Work Diary**. Any failure in its implementation is noted in the Work Diary. Loss of teaching days/hours because of unforeseen events is compensated by taking extra classes. The Work Diary is scrutinized by the HODs on a daily basis and Deans of Faculties at regular intervals. The faculty members and the whole administrative system of the college strive towards the successful accomplishment of the academic calendar. The activities of the Departments are planned in conformity with the academic calendar. Periodical staff meetings are arranged at the department level to take stock of the situation and monitor the progress of events. Absence of a teacher is taken care of by substitution. Special attention is taken to conduct presentations/seminars after 3.45 pm without disturbing the lecture/practical sessions scheduled according to the time table.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 44.6

2.4.2.1 Number of full time teachers with *Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit.* year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
58	57	54	59	57

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 14.92

2.4.3.1 Total experience of full-time teachers

Response: 1091

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional Information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

Response: 44.8

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	48	56	43	40

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 0.01

2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Number of complaints and total number of students appeared year wise	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

Response:

The office of the Controller of Examinations was established and the Manual of Examinations prepared on conferment of autonomous status in 2014. The manual has been prepared in accordance with the provisions of the Examination Manual of the parent University, but significant changes were brought into in sync with the FATIMA Learning Environment. Among many details, the Manual provides the provisions and procedures of the examination. The manual is made available in the College website and IQAC website.

The Board of Studies and the Academic Council insist on incorporating **Model Question Papers** with every course in FATIMA as to provide clarity with regard to the nature and pattern of assessment and evaluation, both to the teachers and learners.

The office of the Controller of Examinations publishes the **Academic Calendar**, before the commencement of every academic year, incorporating the schedule of Continuous Assessment Tests (CATs) and End Semester Examinations (ESEs). This is also made available in the College website and incorporated in the Student's Hand Book.

An **Internal Examination Committee** is constituted to take care of the CATs. This committee operates in a paper less manner, by providing instructions to the faculty and receiving soft copies of the question papers. CAT I is conducted at the department levels and CAT II in a centralized manner.

Notification regarding the **End Semester Examinations** is issued well in advance and published in the Department Notice Board and College Website. Lists of eligible candidates with satisfactory percentage of attendance are prepared and displayed; and hall tickets generated in accordance with their exam registration. Condonation is granted on medical grounds for students falling short of 10% of the required attendance.

The ESE is conducted by the office of COE, under the supervision of an **Examination Chief Superintendent**. An internal **Examination Squad** is constituted for monitoring the examination procedures and as a precaution to prevent students from indulging in malpractices, and to impose penal remedies if any.

The centralized evaluation process ensures a free and fair play. BOS chairman is the Chairman of the evaluation process of all courses. COE ensures disciplined and transparent evaluation procedures, and in consultation with the Chairman, makes available experienced and senior external faculties for the processes

in addition to the internal evaluators. The results are published within an average of 37 days after the final date of examination. Double valuation is offered at the PG level, and a third valuation, if there is significant difference between the first and second evaluations.

As a student friendly strategy, SAVE A YEAR Programme has been implemented, by which the failed students are given an additional chance in the same year just after the results are published.

FATIMA has made IT oriented reforms in examination procedures both at the Continuous Internal Assessment and End Semester Examination. These reforms have helped in bringing out considerable improvements in the Examination Management System.

FATIMA EMS works through the examination softwares developed by M/s Rovnan Software Solutions Ltd., which in turn is supplemented by the software developed by FATIMA IT Solutions and QnSmart, question bank software, by M/s IPSR Solutions.

- ROVAN Software in the office of the COE controls
 - Question Paper Chart Generation
 - Script Summary
 - Script Allotment
 - Mark Entry
 - Result Processing
 - Result Analysis
 - Result Generation
 - Semester Mark Sheet
 - Revaluation
 - Grace Marks
 - Rank List
 - Consolidated Mark Sheet
 - Tabulated Result & Mark Register-
- FATIMA IT Solutions through FAMS (Fatima Academic Management System) provide
 - Student Registration
 - Fee Collection
 - Student Attendance
 - Internal Marks Entry
 - Exam Registration
 - Hall Ticket Generation
 - Result Publishing
 - Mark Sheet Downloading
- QnSmart (Question Banking Software): Question Papers used to be set by external experts appointed by the Controller of Examinations from the panel prepared by the Boards of Studies. FATIMA, with the technical support of M/s IPSR Solutions, has created an online Question Bank. A comprehensive set of questions prepared by teachers from within and outside the college adhering to strict standards of taxonomy and blueprint is uploaded to the Question Bank.
- All question papers for Semester I UG and PG programmes for the November/December 2019 examinations were generated through the Question Software Management System.

FATIMA LMS has facilitated the submission and analysis platforms for assignments of all UG and PG semesters. The free and open-source learning management System Moodle is used for the purpose. Tests/

Assignments are taken/given through this platform. The Centralised Computer Lab provides facility to nearly sixty students to take the test at a time. Questions are uploaded and the auto locking controls the duration of the test. For practical examinations and assignments, the Moodle online platform helps to reduce the use of conventional records and note books, and the whole process becomes transparent, time bound, open, flexible, student and teacher friendly, and in tandem with the techno savvy generation.

It is a matter of gratification that these reforms have been implemented with software support from three agencies viz., FATIMA IT Solutions, ROVAN and IPSR and adequate physical infrastructure support in the form of computer systems with different configurations/specifications, networking, heavy duty printers and scanners. Manpower under the COE and FATIMA IT Solutions makes these reforms operational.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

FATIMA is in a transition phase, orienting towards Outcome Based Education, in accordance with the guidelines of the Higher Education Council, University of Kerala, UGC, NAAC, Future Work Skills 2020, Trends in Global Higher Education in UNESCO 2009 and the Vision and Mission of the institution. IQAC has been instrumental in this initiative with collaboration from office of the Controller of Examinations, Faculty and Management. Four sessions of Hands-on Training were provided to the faculty in formulating, mapping and measuring the outcomes.

At the inception, seven programme outcomes were identified and approved by the Academic Council and Governing Council:

PO1:Nationalistic Outlook and Contribution to National Development: Understand the distinct features of nationalistic outlook as enshrined in our Constitution and apply them towards national development, and nurture respect and love for the motherland, showing no discrimination based on gender, caste and creed.

PO2: Fostering Global Competencies, and Technical and Intellectual Proficiency: Apply intellectual and technical skill to compete in a global setting and demonstrate proficiency in creating and applying appropriate technique, resources and modern IT tools for ensuring greater personal growth and global outlook.

PO3: Values and Social Commitment: Demonstrate the essence of human values through acts of social commitment, develop professional ethics and responsibilities; function effectively as an individual, and as

a member or leader in diverse teams, and in multidisciplinary settings; show respect for fellow beings by fair treatment, caring and concern; listen responsively, recognize the contributions of others, and engage in reflective practice; imbibe spirit of selfless service; showing appropriate consideration for public health, safety and welfare.

PO4: Affective Skills and Integrity of Character: Receive affective skills and organize activities displaying integrity of character, foster qualities such as emotional self-awareness, emotional reasoning and emotional self-management for addressing workplace challenges, and develop personal integrity and character.

PO5: Critical Thinking, Problem Solving and Research-related Skills: Develop critical thinking, and psycho-motor skills, create a sense of inquiry and research skills and take an analytical approach to learning for cutting edge areas.

PO6: Environment and Sustainability: Design measures which meet the global agenda of environment protection and sustainable development, develop consciousness to preserve the earth's finite resources, and wisdom to balance human needs and the environment, and to instil an environmental consciousness.

PO7: Quest for Excellence: Receive skills towards holistic development and quest for excellence, recognize the need for, and have the preparation and ability to engage in an independent and life-long learning in the broadest context of technological change, develop healthy competition and setting parameters for excellence.

Guidelines were given to BOS for identifying PSOs. Course structure and content were revised accordingly by incorporating COs, and subsequent mapping of outcomes at these three levels. The revised syllabi were then approved by Academic Council, Governing Council, and finally by the University of Kerala. Then the Outcome Based Syllabi were uploaded in the College website, and communicated to the students and teachers, keeping the hard copies at the departments. The college prospectus also gives a brief understanding of the various programmes offered.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

- The institution offers outcome-based curriculum where the course outcomes are integrated within the syllabus. The Course Outcomes and the Programme Specific Outcomes are designed by the respective Board of Studies in such a way that each module within the course addresses the various taxonomy levels. The Course Outcomes and Programme Specific Outcomes are tagged to the

Programme Outcomes of the institution, ratified by the Academic Council and the Governing Council.

- FATIMA has a mechanism to assess the attainment of learning outcomes, at different levels:
 - The continuous evaluation process followed by the institution incorporates seminar presentations, assignment submissions, lab examination, project evaluation, test papers and viva voce examination through which the learning outcomes are measured.
 - The question papers of the End-Semester examinations are set as per the taxonomy levels specified in the syllabus. The questions are well scrutinized by the Chairman, Board of Studies as per the blue print and the course outcomes are assessed from the results of the examinations.
 - The Pass Board meeting conducted after the End-Semester examination prior to result declaration, evaluates the attainment of learning outcomes based on the pass percentage and sort out ways which would improve the performance of the students.
 - After the declaration of results, the Managing Board, the Governing Council and the Academic Council also assess the semester results and submit their reports on the level of attainment of the outcomes suggested.
- Apart from the direct assessments, there are co-curricular activities such as quiz programmes, tutorials, peer teaching, professors of the future and other literary endeavors, both at the department level and the college level, which indirectly assess the learning outcomes.
- The vertical progression to higher studies of each batch of students (UG & PG) is recorded by the class teacher and mentors every year, a testimony to the attainment of learning outcomes. The employability also marks the student accomplishment, which is also an indicative of attainment of the PSOs and POs.
- The stakeholders of the institution, students, parents and alumni offer their constructive feedback on the programmes offered by the institution. The feedback on curriculum by the students are collected and analyzed every year, which fills the lapses incurred in the respective areas, which in turn is also highlighted in the attainment levels of the COs, PSOs and POs.
- FATIMA follows a strategy to calculate the attainment of learning outcomes, by utilizing the data available from the above-mentioned tools.

The Academic Audit conducted every year by a team comprising both internal and external members keenly observe and analyze the results in Continuous and End-Semester evaluations, give constructive suggestions to improve the COs, PSOs and POs very specifically.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response: 75.9

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 718

2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 946

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	View Document
Any additional information	View Document
Link for the annual report	View Document
Link for additional information	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process**

Response: 2.85

File Description	Document
Upload database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

FATIMA holds a tradition of linking academics with research. The College is keen on promoting research and a Research and Consultancy Policies is in force. The research is focused at three levels - firstly, the Professional Research leading to PhD, secondly, the Postgraduate Research leading to the submission of mandatory Dissertations as part of their curriculum, and thirdly, Amateur Research leading to the submission of Dissertations for UG students.

Doctoral research is carried out in the seven research centres recognized by University of Kerala viz., the teaching and research departments of Botany, Zoology, Physics, Chemistry, English, Economics and Commerce. Although the Departments of Mathematics, Malayalam and Psychology are not approved research centres, they facilitate and promote research under the research guides approved by Kerala and Mahatma Gandhi Universities.

The fact that research departments have identified their thrust areas makes the scholars' choice and study comfortable. These thrust areas have direct bearing with the vision and the mission of FATIMA and are immediately linked to the socio-economic-cultural-environmental concerns pertaining to the local/regional/national scenario.

To support research activities, FATIMA provides 7 research laboratories, a central instrumentation centre, 8 computer laboratories and a central library.

The facilities in the research departments are in sync with the thrust areas of research. The development and maintenance of Infrastructure are done by pooling resources from the Management and by funds raised through external project of individual faculty. An IQAC initiative titled 'One Faculty, One Project' is on the move to equip faculty for garnering external funded projects. Infrastructure Development Funds such as DST FIST and KSCSTE SARD are also used for the facility upgradation. Management provides seed money to the faculty for research.

Central Instrumentation Centre in FATIMA is a reservoir for major items of equipment for Science faculty. This facility is augmented with the periodical external infrastructure development funds such as DBT, UGC, DST FIST and KSCSTE SARD.

FATIMA extends an ICT enabled network for the researchers with 8 computer labs with 203 computer systems and peripheral devices. Uninterrupted internet connectivity is assured in the campus. With the DST FIST support, FATIMA has developed a Science IT Hub.

FATIMA Central Library serves as a Knowledge Hub. It offers 70 research journals, 510 bound volumes, 38 PhD theses, research database- *Scientia et Sapientia*, online databases, Cyber Room, Discussion Area, FATIMA Science IT Hub and reference books.

FATIMA promotes quality research and quality publications. During the post accreditation period, 178 papers have been published in UGC CARE listed journals, 150 papers presented in national/ international/ regional seminars, and 72 books/ chapters. The Management has provided incentives to the tune of Rs. 136500/- for attending seminars/conferences/workshops.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)

Response: 1.43

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).

2018-19	2017-18	2016-17	2015-16	2014-15
2.66	1.375	1.10	1.01	0.98

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document
Any additional information	View Document

3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years

Response: 1.72

3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	3	3

File Description	Document
List of teachers and their international fellowship details	View Document
e-copies of the award letters of the teachers	View Document
Any additional information	View Document

3.2 Resource Mobilization for Research**3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Response: 351.79

3.2.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
129.84	15.01	34.026	32.003	50.438

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by government and non-government	View Document
Any additional information	View Document

3.2.2 Percentage of teachers having research projects during the last five years

Response: 5.3

3.2.2.1 Number of teachers having research projects during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	6	8	6	6

File Description	Document
Names of teachers having research projects	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 21.05

3.2.3.1 Number of teachers recognized as research guides

Response: 28

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 26.62

3.2.4.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	4	4	5

3.2.4.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	14	14	11

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

FATIMA organizes activities to develop a culture of academic and technological innovations. Different pedagogical approaches and diverse technologies are made use of by the different stakeholders to make the ecosystem compatible to innovations, and creation and transfer of knowledge.

FATIMA IT Solutions with the technical collaboration of skilled student groups, have successfully created electronic course contents on topics of academic interests, and uploaded those in the College website and LMS, making them available to the academic community and to those interested. The cloud based free and open academic and administrative softwares developed by FATIMA IT Solutions have proved user friendly, error free and reliable, which prompt them to make efforts for commercializing the softwares outside the campus for sister concerns.

The college has implemented Fatima Learning Management system through Moodle, and the Central Library serves a nodal point providing technical assistance for its effective functioning. There is an initiative to extend its support to the educational institutions outside the campus.

The Central Library shares the technical knowledge in ILMS with five libraries in the state - St Berchman's Higher Secondary School Library, Changancherry, Vaddy Public Library, Kollam, Don Bosco College Library, Kottiyam, Kollam, Quilon Law Library, Kollam and Msgr. Peter Thekkevila Memorial Library, Thangassery. The service includes the installation of Koha, customization, and training of library staff.

Seven research departments of FATIMA promote active research in their thrust areas, and have successfully created new knowledge in their respective domains. The knowledge thus generated is shared with the community through publications in research journals/ periodicals/ newspapers; dissertations of UG, PG and PhD scholars; and deliberations in the academic forums. During the assessment period, 178

research papers, 150 seminar presentations, and 52 PhD theses have been produced in addition to the mandatory dissertations in UG and PG programmes. The research thrust area on the societal issues such as environmental pollution, radioactive impact, biodiversity conservation, and socio-economic issues like poverty, gender discrimination/inequality have far-reaching implications. The institution is proud that the research outputs serve the cause of the affected communities.

FATIMA, in collaboration with State Institute of Education Technology, has organized science facilitation programme for school students.

The different departments contribute their little mite in community orientation; as for instance, the Department of Zoology organizes Training programmes for Higher Secondary Biology Teachers, and offers consultancy in ornamental fish culture; the Department of Botany conducts extension programmes in plant identification, gardening and wood sample analysis; and the Department of Commerce offers tax consultancy services.

FATIMA Science Facilitation Centre is instrumental in making Science outreach programmes in collaboration with ISRO, BARC etc.

FATIMA Translation Services offers translation in French, Latin, Italian, English, Sanskrit and Hindi.

St Joseph's Counselling Centre acts as a nodal counselling agency, offering counselling services in and out of the campus.

FATIMA School of Foreign Languages offers certificate courses in European languages including French, German, Italian and Spanish.

Needless to say, the process of knowledge creation and dissemination in the campus is in accordance with the FATIMA Research and Consultancy Policies.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.

Response: 0

3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee	
Response: A. All of the above	
File Description	Document
Any additional information	View Document
Link for additional information	View Document

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years	
Response: 1.86	
3.4.2.1 How many Ph.Ds are registered within last 5 years	
Response: 52	
3.4.2.2 Number of teachers recognized as guides during the last five years	
Response: 28	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI web site	View Document

3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years	
Response: 1.39	
3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years	

2018-19	2017-18	2016-17	2015-16	2014-15
51	35	17	38	37

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 1.73

3.4.4.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
102	6	22	16	13

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed

Response: 7.74

File Description	Document
Bibliometrics of the publications during the last five years	View Document
Any additional information	View Document

3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 16.5

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document
Any additional information	View Document

3.5 Consultancy

3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response: 1.88

3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

2018-19	2017-18	2016-17	2015-16	2014-15
1.83	0	0	0.51	0

File Description	Document
List of consultants and revenue generated by them	View Document
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View Document
Any additional information	View Document

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 10.21

3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
6.819	3.39247	0	0	0

File Description	Document
List of facilities and staff available for undertaking consultancy	View Document
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View Document
Any additional information	View Document

3.6 Extension Activities

3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years

Response:

FATIMA strives to achieve excellence in higher education and fosters love for mother land in all the students, helping them develop integrity of character and belief in the dignity of labour. The institutional endeavour is to encourage a spirit of selfless service and cultivate respect for all fellow beings. Accordingly, FATIMA undertakes extension activities, giving thrust to care and share programme, altruistic gestures, environmental consciousness drives and social commitments.

'FATIMA is With You' is a programme, where the college collaborates with the Quilon Social Service Society (QSS), the official social development organisation of the Catholic Diocese of Quilon, and works for the upliftment of the weaker sections.

The Science Facilitation Centre provides school students the opportunity to explore the possibilities of Science.

Various extension activities sensitize students on social issues through NSS, NCC (Army & Navy), AICUF, Jesus Youth, Bhoomithrasena, Nature/Eco/Environment Club, Community Health Club, Science Club and Swachh Fatima.

Major activities of the period 2014-2019 include *Sasthrajalakam* (Window to Science); Campaign against substance/drug abuse; Visits to Pain & Palliative Care Clinic, Poor Home, Orphanages, Old Age Home and Children's Home; Blood Donation Camps; Rebuild Kerala Mission; Flood and Ockhi Relief activities; Community Health Survey; Swachh Fatima; Swachh Bharat Abhiyan; Swachhata Hi Seva; Campus Cleaning; Plastic Bottle Collection Drive, Swachh Vidyalaya, Cleaning Drive at Indian Railways; NSS activities; Rallies (related to various social issues); Soft skill development program of the IT mission; Training Programme at Juvenile Home; Stem-Cell Donation Drive and Awareness programmes; Organ donation, Hair donation, Corneal Transplantation and Donation; Mental Health Fest - Cognethra; Anti-Narcotic Campaign in collaboration with Kerala Excise Department; Gender Sensitization Programmes; Beach Cleaning Drive; Tree Plantation Drive; Survey on Vector Borne Diseases; *Kaithangu* (Helping Hand)--Kuttanad relief project –AICUF; An Interactive Session on the topic "Anemia in Women" aired by Radio Benziger 107.8 FM as part of "Poshan Abhiyaan", Prime Minister's Over Reaching Scheme for

Holistic Nourishment; Nature Photography Exhibition and Bare Foot Walk.

A team from the Department of Zoology has been conducting research for more than 15 years on the pollution status of the Ramsar site, Ashtamudi Lake, with the financial support of UGC and KSCSTE. As part of this study, awareness programmes are regularly organized for the local community on the need for conserving the Wetlands in their vicinity. The report was submitted to the Hon'ble Mayor of Kollam, for necessary action.

'Rhythms of Fatima' is a radio programme by the students of Fatima, aired every Tuesday at 11.00 am and 5.15 pm Wednesday through the Community Radio Radio Benziger 107.8. One of the main attractions of this 30-minute programme is 'Green Thoughts', where a 5-minute presentation is made on the Green Practices and 'Green Living'. The programme showcases the artistic skills of our students and conscientizes the community about the environmental issues.

All these programmes ensure the overall development of FATIMITES, inculcating in them a sense of social commitment, a feeling of brotherhood, especially towards the less fortunate, a national outlook, and a concern for the environment.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

Response: 67

3.6.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	0	3	2

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 217

3.6.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
61	58	49	25	24

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

Response: 97.52

3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
2894	2796	2589	2202	2306

File Description	Document
Reports of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Response: 27.8

3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

2018-19	2017-18	2016-17	2015-16	2014-15
12	1	6	7	2

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 15

3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	2	1	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	View Document
Any additional information	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The strategic location of the campus - hardly 500 metres from Kollam Railway Station and with access to National Highway and other major road ways - makes its academic programmes accessible for the diverse student category hailing from urban and rural areas, and collaborations and linkages effective.

The college ensures state of the art physical and infrastructural facilities for optimising the teaching-learning transactions. The college functions in two campuses - the main campus spread over 14.96 acres of land with built-up areas of 24428.5 square metre, and the annexure, Bishop Catalani campus with 1.6 acres of land area and 1550 square metre built-up area.

The main campus

- Main Block: Accommodates the administrative wing, with the offices of Principal, Manager, Vice Principal; Bursar, Finance Officer, Staff Co-operative Bank and Co-operative Store; the Central Library; E-Learning Resource Centre; Science IT Hub; IQAC; Bishop Jerome Hall; Bishop Baccinelli IQAC Board Room; Media Room; Language Lab; NCC Office (Army & Navy); PTA Room; offices of FSA, Anti-Ragging Cell and Students Grievance Redressal Cell; Reprographic Centre; PG and Research departments of Botany, Zoology, Physics, English and Chemistry; PG departments of Mathematics, Psychology and Malayalam; Seminar Hall-Botany & Zoology; Museum: Zoology, Xlarium and Herbarium.
- Bishop Ferdinand Ossi Block: Covers the teaching and research departments of Economics and Commerce.
- PG and Research Block: Encompasses PG Class Rooms, Research Laboratories, Msgr Rosario Memorial Computer Lab and NSS Office.
- Quadrangle Block: Includes the COE office, Dining and Recreation area for ladies, Yoga Centre and Gym, First Aid Centre and the Toilet Block for women.
- Canteen
- Golden Jubilee Block: Houses Board Room, Chapel, Bishop Stanley Roman Hall and the Self Financing departments of English, Commerce and Computer Science.
- History Block: Accommodates History and Physical Education departments.
- Pavillion Block
- Security Block

There are an administrative office, an air-conditioned computer lab, a conference room, 8 class rooms and a library in the **Bishop Catalani Campus**.

FATIMA has 14 Laboratories for UG and PG, 66 class rooms with LCD, and 3 smart classes.

A central instrumentation unit, online research database, research rooms and seven research labs augmented with necessary infrastructure support are set apart for research.

FATIMA has eight computer labs, 203 computers and necessary peripherals.

The luxurious greenery of the campus with Bishop Jerome Botanic Garden, Butterfly Garden, Shrub Jungle, *Janmanakshatra Vanam* and Fruit Garden is nostalgic to FATIMITES. Exclusive pavements for pedestrians and rain water harvesting system add to the synergy with nature. Napkin vending machines and incinerators take care of women's hygiene.

Biogas plant works as a solid waste treatment mechanism. Uninterrupted power supply is ensured by a dedicated HT line and power Generators. The Reverse Osmosis treatment plant ensures safe drinking water.

Chapel and Counselling Center cater to the spiritual and mental well being of the Fatimites.

Three car parking areas for staff and one two-wheeler bay for students and an exclusive two-wheeler parking area for women students in the quadrangle ensure hassle free parking.

FATIMA Administrators and Policy Makers are dedicated to updating the facilities at FATIMA, with a motto, 'GROW WITH FATIMA'.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

4.1.2 The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)

Response:

The College is committed to the physical and mental development of students, and the Physical Education Department coordinates various activities of the college in this regard.

The various play grounds include an athletic track, basketball (28x15.2m), volleyball (18x9m), kabaddi (12.5x10 m) and badminton courts (14x6m), a football field and a hockey ground (91.4 x 54.8 m). The fitness center accessible to both students and staff members of the college comprises twelve stations multi-gym equipment, treadmills, weight training sets, dumbbell sets, bunch press desk, and weight machines. The fitness center for ladies has facilities like treadmill, mini gym station, weight training sets, aerobic exercise equipment, yoga and meditation area.

Intensive training is provided to promising students of the College in association with the Sports Authority of India (up to 2017), Abilash Football Academy, and Crikzone Cricket Academy. A motorized lawnmower helps keep the grass well-trimmed.

The annual sports and games are conducted in these courts and maximum participation from students in intra- and inter-collegiate events is ensured. The walking area and the courts are open to all from 6 am to 8

am, and the general public also can access this facility during this time.

The meditation cum prayer area just in front of the grotto of the lady of Fatima and the college chapel in the Jubilee Block ensure the spiritual and mental wellbeing of the Fatima family.

The firing range adjacent to the football court provides a space for the firing practice of NCC cadets. External agencies like Kerala Police use this range for their training camps and selection processes.

Bishop Jerome Hall, located in the main building is the pulse of the college as it hosts programs of academic importance as well as cultural significance, in addition to competitions, inaugurations, variety entertainment and festival celebrations like Onam and Christmas. The annexure campus also has a mini auditorium which can accommodate 200 persons. Bishop Stanley Roman Hall with a seating capacity of 125 is another facility for cultural and academic activities. The Chemistry Gallery of the college is also used as venue for literary events. In addition to this, the three seminar halls available in Science departments (Botany, Zoology and Chemistry) are utilized for academic and extra-curricular deliberations.

The lush green open campus, at times, makeshifts to an ideal platform for organizing cultural, academic and co-curricular activities like exhibitions, fests, campaigns and celebrations.

The media room with a video recording provision facilitates screening of movies/videos.

In accordance with the UGC directives, the College imparts Yoga training to the students and staff under the aegis of the PTA. The dining room in the Quadrangle and the enclosed space in the Golden Jubilee Block serve as makeshift Yoga Centres in the evening.

File Description	Document
Upload any additional information	View Document
Geotagged pictures	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)

Response: 36.52

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
195.42	115.77	38.85	39.94	130.45

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	View Document
Upload any additional information	View Document
Link for any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The FATIMA Library System is the knowledge hub of the institution. It comprises a Central Library, Bishop Catalani Campus Library, and department level reference libraries. The central library is located in the heart of the Administrative block spread over two floors and has the facility to accommodate three hundred persons at a time. The facilities in the first floor are open to all, comprising circulation area, general reading facility, and UG stack area. The first-floor houses PG section, office of the Librarian, Reference section, PG reading room, discussion area, faculty reading room and the Journal section.

The resources include 86313 books, 70 research journals, 60 magazines, 520 back volumes of journals, and 45 research theses. The documents in the central library are organized according to Dewey Decimal Class Number and provide open access facility to users. The central library also provides institutional membership in National Digital Library and NLIST. Another major attraction of the Central library is “Scientia et Sapientia Research Database”, the in house databases developed using Dspace open-source

digital repository software. To ensure effective utilization of the available resources, orientation programs and hands-on training programs are conducted at regular intervals for PG students to use electronic resources.

The Libsoft Integrated Library Management Software has been in effect since 2006. The circulation of the documents is presently done using LIBSOFT 4.1. The Open Source Movement in the field of information technology paved the way to have advanced software in the area of Library Technologies. The college library staff also explored this area of IT and implemented Koha Open Source during the last academic year. The Web OPAC developed using Koha is now available on the networks. The library shares this technical knowledge to five libraries in the state. It includes the installation of Koha, customization, and training of library staff for handling the system. The beneficiaries of this project include St Berchaman's Higher Secondary School Library Changancherry, Vaddy Public Library, Kollam, Don Bosco College Library, Kottiyam, Kollam, Quilon Law Library and Msgr Peter Thekkevila Memorial Library.

In addition to the normal searching system in the different databases, the library also has an online integrated search interface developed using Google Custom Search Engine. The library is the nodal center for managing the IT-related activities of the institution including the management of the Fatima Learning Management System. The central library has its own web page from 2013 onwards developed using WordPress Open source Content Management system. This library website is a gateway to open journals, books, and other knowledge resources. In addition to this, it also has an official Facebook page to interact with the patrons. The central library provides consultancy service in the areas of the Koha Library Management Software and Moodle Learning Management System.

File Description	Document
Upload any additional information	View Document
Paste Link for additional information	View Document

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc	View Document

4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 3.79

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
7.64	1.05	2.34	3.72	2.7

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 9.25

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 280

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities**

Response:

The institution subjects itself to frequent updation in IT related facilities. Digitalization was accounted on every aspect of campus transactions in the post accreditation period. To steer the activities, FATIMA IT Solutions was constituted for the development, maintenance and upgradation of the IT related services and techniques, in tune with the FATIMA IT Policy, Strategic and Perspective Plan.

FATIMA now enjoys total networking of IT gadgets using Optical Fiber technology to ensure uninterrupted connectivity. On par with the developments in information and communication technology, FATIMA IT Solutions makes regular updation of the hardware and software resources.

A major development in the area of IT is the establishment of a fully air conditioned computer lab in the Main Campus and another in the Catalani Campus with sixty nodes of latest configuration. The computerised Language Lab and Media Room with recording facility are significant additions for improving language proficiency, e-content development and communication with the media.

The web portal comprises individual websites of all departments, LMS, Student Login, Office Login and email module. The college provides institutional email address to faculty members and research scholars. The college uses cloud technology and web-based application to ensure 24x7 working of the college portal. All softwares are installed in dedicated leased servers to ensure data security. The college software is developed using various open sources as part of the promotion of open source movement in the institution. The college web portal is a major IT initiative. All the classrooms in the campus are ICT enabled with the installation of LCD projectors.

Another significant initiative is the implementation of Learning Management System in Moodle Platform. The college library is entrusted with the running and maintenance of LMS.

Wifi network provides wireless internet connectivity across the campus. The office of the COE is automated using Rovam Exam Management System and uses QnSmart software for the automated question bank. The continuous assessment marks and online attendance system operate on FATIMA Academic Management System (FAMS). The student portal facilitates downloading of hall tickets and marks sheets during end semester examinations.

The document management system used in IQAC manifests IT implementation. All the documents received in the office of the IQAC are managed using this system. IQAC started online feedback system developed by FATIMA IT Solutions from 2018 for collecting curriculum feedback from students, faculty, alumni and employers. Feedback of the activities is in online mode from 2018. All the administrative areas are managed using ERP developed by FATIMA IT Solutions. Right from the beginning of Autonomous period, FATIMA resorted online admission system.

Communication to the parents is sent through SMS. SMS alert to parents provides awareness about student's attendance. The college library is automated using Koha ILMS and institution research database is developed using Dspace digital resource management system. FATIMA taps the potential of Web 2.0 tools for communication with students and staff members. FATIMA have developed communication platforms like FATIMA FRATERNITY for paperless official communication and Facebook Page for the effective dissemination of news and services.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 14:1

File Description	Document
Upload any additional information	View Document
Student - computer ratio	View Document
Student - computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution.

Response: <5 MBPS

File Description	Document
Upload any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Institution has the following Facilities for e-content development

1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipments and softwares for editing

Response: A. All of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 38.51

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
130.95	80.68	79.2	90.75	97.39

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

FATIMA believes in providing a good ambience with the state-of-the-art infrastructure.

The college has well defined policies to ensure optimum utilization of resources available. The Managing Board, Planning Committee, Finance Committee, IQAC and the College Council operate together, ensuring the optimal utilization of available resources. The core team member in charge of the physical infrastructure, liaisons for IQAC with the Manager's office for augmentation and timely maintenance.

FATIMA is well maintained by specialized staff working under the college bursar's office. Twenty-one management staff work under the supervision of this office, which include electrical workers, plumbers, cleaning and other workers. The college gives priority to the maintenance of existing facilities and regularly updates these facilities. Digitalization of the academic and administrative processes and upgradation of the energy resources have been given prominence during the last few years.

FATIMA IT Solutions ensures the proper maintenance and upgradation of the IT resources in the campus. The maintenance of internet connectivity and different computer labs is taken care of by this team. The System Administrator is entrusted with the timely rectification of bugs in the office Management System and timely updation of the college websites.

To ensure uninterrupted power supply, College installed a high-tension transformer and power generators during this period. A biogas plant was commissioned during this period for energy and waste management, used and maintained by the Canteen.

FATIMA Central Library functions as a knowledge repository. The collection includes books published from 1850. The library advisory committee chaired by the college Principal ensures quality services and advises the Librarian in the smooth functioning of the library system. The library also promotes guest users from other colleges and research centers to explore the resources.

Central instrumentation facility envisions advanced equipment with applications in different fields of

science and technology under a single roof. The Dean of Science is entrusted with the responsibility of the effective utilization of this facility. In addition to this, research departments have research laboratories, and the teaching Science departments have UG and PG laboratories, which are utilized by the research scholars, PG and UG students, under the guidance of research supervisors and faculty concerned. These laboratories are maintained by the laboratory staff.

The Bursar's Office also oversees the maintenance of the physical infrastructure.

The Football Academy and Crickzone Cricket Academy make the cricket ground and football court accessible to the aspirants from outside during spare time.

The college campus is open from 6 am to 8 am for the general public for jogging and physical fitness. Agencies like NCC and Kerala Police use the firing range during their camp and selection process.

FATIMA has 14 Laboratories for UG and PG, 66 Class rooms with LCD projectors, furniture and white/green boards, 3 Smart Classes, Herbarium, Xylarium, Museum, Language Lab, Media rooms, E-Learning Centre, and IT hub, which are regularly cleaned and maintained by a team of lab attendars and office assistants from the aided stream and 21 maintenance staff from the Bursar's office.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 58.57

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1596	1469	1387	1555	1606

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years

Response: 12.01

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships besides government schemes in last 5 years	View Document
Institutional data in prescribed format	View Document

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations offered by the Institution during the last five years.

Response: 61.82

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1267	2088	1215	1541	576

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies

2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 6.14

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
74	39	40	88	60

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch).

Response: 39.85

5.2.2.1 Number of outgoing student progression to higher education during last five years.

Response: 346

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: IIT/JAM/ NET / SLET/ GATE/ GMAT/CAT,GRE/ TOEFL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 40

5.3.1.1 Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
6	7	5	2	9

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

FATIMA believes in grooming the student community as instruments of social change in consonance with the futuristic demands of the society and the nation. Leadership qualities are nurtured among students enabling them to take up tasks and also to promote peace and harmony in all their activities, leading to a sustainable secular co-existence. FATIMA offers various platforms for the development of such healthy attributes. An active student council and various committees catering to students' interests are some of these forums.

In order to encourage students to voice their opinions and to train them in democratic practices, a students' council is constituted every year. The presidential mode of election was changed to parliamentary mode from the academic year 2016-17 onwards, where class representatives are selected from every class, who later elect the office bearers of the college union for the academic year. The Student Council (College Union) functions under the guidance of Staff members in the capacity of Union consultant, Arts Club consultants and Magazine consultants.

The Student Council comprises the following office bearers: Chairman, Vice Chairperson, General Secretary, Magazine Editor, Arts Club Secretary, University Union Counsellors (2), Lady Representatives (2), Class Representatives (5) and Association Representatives (11).

The student council is concerned with the organization of student activities including extracurricular events and sports.

The major events organized by the Student Council include Arts Festival, Film Festival, Sports Day, Women's Day and College Day, publication of College Magazine, Association Activities at Department Level, Drama Festival, Charitable programmes like Blood Donation Camp, 'Swachh FATIMA' campaign

and Noon Meal Programme. Under the leadership of Student Council, the students were instrumental in providing material and financial help to the victims of Ockhi and flood.

The presence of students' representatives is ensured in academic and administrative bodies and events.

1. Two representatives in the Co-operative Store: The student representatives ensure the availability of materials in the Co-operative store such as note books, text books, laboratory manuals and records, sheets and papers for practical purposes, stationery, etc.

2. Two representatives in the Internal Quality Assurance Cell: The students gain first-hand information regarding the functioning of the vital decision-making body of the College. They are free to express their views and air their concerns on matters concerning the student community.

3. Student Council Chairman is the ex-officio member of the College Council.

4. Three representatives in the Ethics Committee: The students get to know of any violation with regard to ethical practices of the college by the student community and how the situation is addressed by the committee. The student representatives are free to voice their concerns, if any, regarding the process and action taken.

Student members ensure their representation in various clubs/ committees viz., The Anti Narcotics Club, Students' Grievance Redressal Cell, Committee for SC/ST, Minority and OBC Cell, Cell for Divyangjans and Electoral Literacy Cell.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

Response: 29

5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
27	31	21	13	12

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

Response:

Former Students' Association (KLM/TC/300/2017), alias FATIMA Alumni Association, serves as a rendezvous for the former students to come together after stepping out of her portals. Formally inaugurated in 1956, barely five years after the formation of the college, the FSA serves its role in upholding the mission and vision of the college by supporting the institution in all her endeavours. The former students of the institution assemble in the college on 26th January every year for their annual meeting. Meetings of the Executive Committee are held periodically and the Principal is the ex-officio President of the Association. Fatimites have excelled as notable academicians, literary figures, scientists, artists, sports persons, entrepreneurs, politicians, and activists, taking FATIMA to greater heights. The record of the registered alumni is 1512 in the current year, with three executive meetings and one general body meeting on an average.

The FSA's contributions and activities are aimed at

- 1. Social responsibility:** The Alumni has sponsored various scholarships, and notable among them is the Rev. Msgr. A. J. Rozario endowment to support the meritorious but economically deprived. FSA was instrumental in depositing a principal amount of Rs 7.5 lakhs, the interest accumulated is distributed as Scholarship. Over the years there has been a steady increase in the Endowments.
- 2. Academic activities:** The FSA organises "Prof. Clement D'Cruz Memorial Inter College Quiz Competition" every year, ensuring participation from various colleges in Kerala. Rev. Fr Richard Memorial annual inter department quiz competition organised by the FSA, is solely for the students of the college.

Apart from these activities, the feedback of the Alumni has helped in framing the syllabus of the courses, and in bringing noteworthy changes in the college. The Board of Studies comprises an Alumnus, a spokesperson of the group who can garner the suggestions of the fraternity.

- 1. Sports and Extracurricular activities:** The "Msgr. A.J Rozario Memorial Intercollegiate Basketball Tournament" was inaugurated on January 16, 2019 to commemorate the memory of Rev A.J. Rozario, the founder.

Department Level Alumni: Some of the departments in the college have active alumni meetings. In the year 2018, the Dept of English started "Fatima English Literature Alumni Association" (FELAA), as a

response to suggestions received by the alumni over the years, thereby making the total number of departments with formal Alumni associations four, the others being Chemistry, Botany and Commerce. In total, there were 16 Alumni meetings.

Commerce has an Alumni directory. An alumnus of Commerce has instituted a scholarship with a capital of Rs. 2 Lakhs in the academic year 2016-17.

1977-80 alumni of Botany spent Rs. 2.5 Lakhs for renovating the Botany Seminar Hall and the alumni of Zoology spent an amount in the tune of 6.7 lakhs for the renovation of Zoology seminar hall and museum.

The FSA has formal chapters in the Middle East, at Dubai and Abu Dhabi, and are actively involved in organizing get-togethers and celebrations regularly.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

5.4.2 Alumni financial contribution during the last five years (in INR).

Response: E. <2 Lakhs

File Description	Document
Any additional information	View Document
Link for additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

Fatima Mata National College (Autonomous) is managed by the Catholic Diocese of Quilon, under the visionary guidance of the Patron, His Excellency, the Bishop of Quilon. The institutional effort towards effective governance and management is powered by its faith in the collective responsibility and the endeavour for excellence among various stakeholders.

The governance in FATIMA is in tune with the institutional vision viz., excellence in higher education, love of motherland and belief in the dignity of labour with a spirit of selfless service and respect for fellow beings. Its mission to act as a catalyst of change and enlightenment, serving as an instrument of social justice, ensuring education to all, especially the less fortunate brethren.

The leadership in FATIMA perceives and imparts academic and moral education to reduce and remove social stigma and inequality. The flexibility conferred by autonomy is wielded to ensure exemplary governance. New policies are drafted on time in consensus with all decision making statutory and non-statutory bodies. Special effort is taken to check errors in existing policies; to schedule and run programmes effectively; and to bring transparency as well as accountability in all processes.

The governing system in FATIMA functions by the co-ordinated efforts of the **Managing Board, Governing Council, Academic Council, BOS, College Council, Office of the Controller of Examinations, IQAC, Planning and Development Committee and Finance Committee.**

The **Managing Board** is the governing body, with the Manager as the President and the Principal as the Secretary. This body appoints staff, sets the strategic direction, vision and values for the college, and explores sources of funds for the maintenance and development of FATIMA.

The **Governing Council** is the Executive Body of the College, which examines and approves plans, policies, academic and non-academic documents and strategies, proposed by **Academic Council, IQAC, BOS, Office of the COE, and Finance Committee.** It also evaluates the activities and programmes of the college and offers suggestions pertaining to all aspects of development. The college Manager is the Chairman and Principal is the ex officio Secretary of Governing Council.

The **College Council** is the statutory body of the college which comprises the Principal, the Heads of Departments, the Librarian, the Senior Superintendent, IQAC Co-ordinator and the elected members of the faculty and students. This body meets frequently to deliberate over the functioning of the college.

The Principal, as the head of the institution, exercises effective leadership by envisioning futuristic and time bound goals and executing participatory action plans. He is also responsible for the day-to-day functioning of the college.

PTA, Alumni, Teachers, Students, Employers and representatives from the neighbouring community are

part of these decision taking and implementing authorities. They take lead roles in making FATIMA an **Educational Hub**, thereby making the governance in FATIMA a participatory one, for providing 21st century quality education to all.

New strategies are developed with a futuristic vision to enable the college to excel and transform FATIMA to a **College with potential for excellence**. Accordingly, a perspective and strategic plan has been formulated and implemented.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.1.2 The effective leadership is reflected in various institutional practices such as decentralization and participative management.

Response:

Case Study: INFRASTRUCTURE DEVELOPMENT

Concept and Initiation

The institutional efforts towards effective governance and management are powered by its faith in the collective responsibility and efficiency of the stake holders. Once the college was conferred autonomous status, new programmes and courses were introduced. Special care was taken to start customised programmes to meet the academic demands. This attracted a large number of students to the institution. This called for the creation of new space and augmentation of infrastructure. Moreover, as part of improving the academic standards, integration of advanced technology in various teaching-learning processes became equally pivotal. Besides, there was a greater demand to enhance the recreational and other facilities of the women students since they formed the majority.

Planning

FATIMA upholds joint efforts in assuring quality culture in every academic and administrative activity. Based on the feed backs from various stake holders, the Managing Board and IQAC deliberated on the need for strengthening the infrastructure facility at FATIMA. Through discussions with various stakeholders, viz. teachers, students, parents, alumni and management, IQAC identified the different areas for improvement and reported it to the Planning and Evaluation Committee. Consequently, joint decisions were taken at different bodies to upgrade the infrastructure to meet the emerging requirements in the academic and administrative domains.

Execution

The process of infrastructural development has been done by the concerted efforts of the management, IQAC, teachers, parents, alumni and students. The management facilitated the infrastructural facilities by

tapping funds from both the government and non-governmental sources. The management trust alone contributed a sum of Rs. 536.5 Lakhs/-during the last five years in this context. Teachers, non-teaching staff, parents and alumni contributed their share in materializing this endeavour. The projects were completed on a priority basis.

Outcomes

- A new block with 9 classrooms and 4 staff rooms has been built and named as Bishop Ferdinand Ossi Block.
- An annexure campus has been established and named as Bishop Catalani Centre, with 8 class rooms, library, computer lab and seminar hall.
- An additional dining room has been built for women students with a seating capacity of 250.
- A full-fledged office of the Controller of Examinations (COE) has been established.
- A separate block has been developed to accommodate the Department of History.
- IQAC Board room has been built with all modern amenities and named as Bishop Baccinelli IQAC Board Room.
- A full-fledged IQAC office room has been established.
- Ladies gym has been built to ensure the physical well-being and also to support the “Fit India” Movement.
- 2 new computer labs with 60 computers each.
 - Msgr. Rozario memorial computer block.
 - Bishop Catalani computer centre.
- All the classrooms are further equipped to incorporate ICT and enhance the teaching and learning activities inside the classrooms.
- An electric room is constructed that houses high tension transformers and generators to ensure uninterrupted electric supply.
- Enhanced facilities for Divyagjans.
- Reverse-Osmosis (RO) plant is set up to ensure clean and safe drinking water everywhere in the campus.
- For solid waste management, a biogas plant is installed.

File Description	Document
Any additional information	View Document
Link for strategic plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Activity: Restructuring of the Curriculum and Syllabi

Concept & Initiation: The strategic plan of FATIMA is anchored in the mission of the excellence in higher education, and this is supported by definite development plans that foster global competency with sustainable human values. The systematic restructuring of the syllabus and curriculum at regular intervals to meet the global and local needs is a typical example of the successful implementation of strategic plan by the institution; and needless to say, the autonomous status conferred to the college proved beneficial in this direction.

Planning and Execution: FATIMA has a well-defined procedure to design new curriculum and syllabus, and revise and amend the existing ones as to guarantee the holistic development of the students.

The syllabus revision was done in the light of the mandates of the University Grants commission (UGC) and the recommendations of the IQAC. Programme Outcomes (POs) were developed at the institutional level whereas the Course Outcomes (COs) and the Programme Specific Outcomes (PSOs) were developed at the BOS level with the aim to inculcate 21st century skills in our students and prepare them for global competency.

Before convening the BOS meeting, the initial planning was done by faculty members under the guidance of IQAC. On the basis of a thorough study, IQAC identified the parameters for facilitating the process of restructuring the curriculum. Demand ratio, employability and entrepreneurship skills, environmental sustainability and gender sensitization were taken into account for restructuring the syllabus. At each stage of syllabus revision, efforts were taken to transform the academic activities into a competency-oriented knowledge acquisition process. Analysis of the syllabus of other reputed universities and autonomous institutions, discussions with the experts in the field of curriculum designing, feedback from the students, parents and alumni have further defined the pathway for effective restructuring.

The syllabus designed by the BOS was subsequently approved by the Academic Council and ratified by the Governing Council. The syllabus was submitted to the affiliating university for approval.

Implementation: The new syllabus was implemented in 2015 and 2019.

Outcomes:

- 5 New Programmes started in the Self-financing stream:
 - B.A. English Literature & Language with Communicative English.
 - B.Com Co-operation
 - B.Com with Computer Application
 - Bachelor in Computer Application
 - B.Sc. Computer Science
- 11 add-on courses introduced.
- Fatima Civil Service Academy in collaboration with Triune Academy, Kochi.
- Fatima School of Foreign Languages in partnership with the Pontifical Seminary at Aluva.
- 72% of courses at an average have employability, skill tag and contents related to professional ethics.

Thus, it can be concluded that the strategic plan developed by the college foresees the transformation of

FATIMA into a Knowledge Hub and into a College with Potential for Excellence.

File Description	Document
Any additional information	View Document
Link for Strategic Plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

FATIMA has evolved a culture of good governance by adopting a healthy collaboration and interconnection among statutory bodies, students, faculty, experts from industries, academic peers, parents and alumni in the decision-making process and other activities in the college, and thus implementing relevant proposals based on feedback from the stake holders. The organizational structure is as follows:

- The college is managed by the Roman Catholic Diocese of Quilon, under the visionary guidance and leadership of the Patron, His Excellency, The Bishop of Quilon.
- The Managing Board, The Governing Council and The Academic Council, periodically formulate strategic plans and policies of the institution.
- The statutory bodies of the institution are the Governing Council, the Academic Council, the office of the Controller of Examination, Finance Committee, Board of Studies, IQAC and the College Council.
- The Manager of the college is the representative of the management extending guidance and support to the Principal in all the administrative and financial matters.
- The Principal as the Head of the institution steers the academic and administrative activities and services in the college.
- The Vice-Principals provide assistance to the Principal.
- The BOS designs new curriculum and restructures the existing ones.
- The Academic Council monitors and reviews academic programmes in the college.
- The College Council takes all important decisions regarding the functioning of the college.
- IQAC functions in the college to ensure quality in academic and administrative endeavours.
- The office of the Controller of Examinations monitors all activities related to conduct of end semester examinations—question bank, panel of examiners and question paper setters, valuation camp and publication of results—and addresses the grievances related to the examination, if any, in a fair and just manner.
- The Deans keep track of the various academic affairs.
- The HODs correlate the academic activities of the respective departments.
- The Student Council elected by the student body acts as a link between students and the authorities in co-ordinating various academic and co-curricular activities.
- The co-curricular activities are organized by the extension clubs along with NSS and NCC.
- There are Grievance Redressal Cells for both students and staff members. They address issues

raised by the faculty members, administrative staff and students of the college and set corrective measures according to the norms and procedures.

- PTA supports the college management in the smooth functioning of the institution and mobilise the resources for projects, programmes and infrastructure development.
- The Alumni associations also extend support and contribute for the student welfare as scholarships and merit awards.
- The college office consisting of Administrative and Support Staff realises the administrative functions under the supervision of Office Superintendent as per the directions of the Principal.
- Service matters are as per Kerala Service Rules and University Statutes.
- Recruitment and promotional policies are as per the Government of Kerala, University of Kerala and UGC norms.
- Promotions are given to staff on fulfilling the eligibility criteria.

File Description	Document
Any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document
Link for additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

Response:

FATIMA ensures various welfare measures for the teaching and non-teaching staff in order to improve their professional skills and help them achieve personal and professional satisfaction.

Avenues for Professional and Career Development of Faculty Members

- The institution is generous in promoting its faculty members to avail FDP to pursue higher studies.
- The faculty members are constantly encouraged to take up projects and research activities abroad.
- Financial assistance is provided in the form of seed money and incentives for enhancing research activities and for professional development.
- Faculty is granted permission to attend Orientation Courses, Refresher Courses and Short-Term Courses.
- Organizes capacity building programmes for all staff members.
- Deputes teachers in administrative and management positions like Principal, Vice Principals, Controller of Examinations, Deans, and so on.

Staff Co-operative Bank

- Provides basic financial services to the staff. The profit dividend is shared among its members.

College Co-operative Store

- The Co-operative Store makes available textbooks, notebooks, stationery materials and other essential items at reasonable prices. The profit dividend is shared among its members.

Common Staff Association

- Retiring staff members are honoured and felicitated every year.
- Staff members are given due recognition for their achievements by felicitating them in gatherings organised by the common staff association.
- FATIMA family members are supported financially at times of need.
- Celebration of festivals, irrespective of religious or caste differences, strengthen the bonding among the staff.
- Arranges medical camps.
- Organizes staff tour.

Fatima Teachers Association (FTA)

- Due recognition is given to faculty achievements.
- Renders financial help as and when needed

Non-teaching Staff Association

- Wards of the non-teaching staff are financially supported under Non-Teaching Welfare Fund
- Meritorious children of non-teaching faculty are felicitated on their achievements and rewarded financially.
- Renders Monetary Support

Parent Teacher Association (PTA)

- Lecturers on contract are provided loans from the PTA.

Management

- Contract staff is given one month's salary as bonus during festival seasons by the management.
- Jobs are given to eligible family members of the staff on compassionate grounds.
- Preference is given to the children of teaching and non-teaching staff in admission to various courses.
- Financial support is extended to the children of non-teaching staff.

Canteen

- The college runs a canteen providing healthy and ethnic food.
- The canteen provides food on subsidised rates during various staff celebrations.

First Aid Room

- Provides preliminary medical support.
- Three bedded facility
- Wheel chair facility

Medical professionals from Bishop Benziger Hospital make physical visit on demand.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 10.24

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	17	15	28

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.3 Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.

Response: 17

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	0	0	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 6.11

6.3.4.1 Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	6	1	6	9

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

FATIMA has a tradition of mobilizing external and internal financial assistance for the academic, administrative and infrastructural development and maintenance. The fund is utilized in a transparent and systematic way, and the institution is bound to go through stringent auditing measures. The auditing involves two phases - internal and external. The agencies involved vary depending on the nature of fund and funding agency. The types of audit done on these two categories are listed below:

1. PD Account (Personal Deposit Account): Regular and periodic internal audit is conducted by the college office based on the existing Kerala State Financial Code, and routine internal checks are made by the College Finance and Purchase Committees and IQAC in the form of AAA. External audits by DyDCE and AG's office are conducted at the end of the financial year or before the end of the Principal's tenure.
2. Autonomy Grant: Finance Committee, Purchase Committee and IQAC conduct the internal audit. The utilization certificate, audited by an external registered Chartered Accountant, is forwarded to the UGC office.
3. DST FIST Grant: For the FIST grant sanctioned in the year 2011, Finance Committee, Purchase Committee and IQAC conducted the internal audit. The utilization certificate was submitted based on the auditing by a registered Chartered Accountant, and later the DyDCE and AG's office conducted the external audit. In 2018-19, an amount of Rs. 90 Lakhs was sanctioned by DST (FIST grant), and this amount is released for utilization.
4. General Development Grant: Finance Committee, Purchase Committee and IQAC conducted the internal audit. The utilization certificate was submitted based on the auditing of an external registered Chartered Accountant.
5. UGC Grant: Finance Committee, Purchase Committee and IQAC have conducted the internal audit. The utilization certificate was submitted based on the auditing of an external registered Chartered Accountant, subsequently audited and verified by office of the DyDCE and AG.
6. Research Fund from Government Agencies: Research support in the form of Projects, and support for conducting seminars/ workshops/ conferences have been sanctioned to faculty members from

funding agencies as SERB, KSCSTE, KSHC and UGC. The fund was utilized by the faculty concerned strictly in accordance with the guidelines of funding agencies and institution. This was checked by the Principal, and audited by registered Chartered Accountant, subsequently audited and verified by office of the DyDCE and AG.

7. Non-governmental funds generated during this period from Management Trust, PTA, FSA/Individuals are audited internally by their respective executive councils and by a registered chartered accountant.

Audit objections/ clarifications, if any, are taken care of immediately, and irregularities, if any, are rectified and resolved by submitting necessary bills/vouchers/supporting documents.

Financial Transparency: All the financial transactions of the College are strictly supervised by the Finance Committee. The Committee advises the Governing Council on financial matters and meets at least twice a year. The Purchase Committee steers the purchasing procedure. The funds above 5 Lakhs are utilized through the Kerala State e-tender procedure and all others executed under open and competitive tender.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)

Response: 562.78

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Annual statements of accounts	View Document
Link for additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College Planning and Evaluation committee steered by the Manager and the Principal is responsible for planning the institutional requirements and drafts the budget at the beginning of the academic year, with the inputs from HODs, IQAC and COE. This plan is then discussed and finalised by the Finance Committee, Governing Council and Management Board. IQAC plays a key role in mobilizing the financial resources efficiently. IQAC identifies the programmes and the funding source, and plans accordingly. IQAC assesses the area for fund utilization based on the research policy, consultancy policy, quality policy and strategic plans of the college and gives recommendations to the planning committee. Besides this, IQAC is vigilant on the announcement of different government funding agencies, regarding their schemes and educates and equips the faculty to proceed for specific funding in research and development.

FATIMA has established processes and procedures for effective utilization of financial resources received as Governmental and Non-Governmental funds. The institution has a well-defined mechanism for proper mobilization of funds that ensures transparency and the best use of it.

The Government funds are received from University Grants Commission (UGC), Department of Science and Technology (DST), Kerala State Higher Education Council (KSHEC), National Accreditation and Assessment Council (NAAC), Science and Engineering Research Board (SERB), Kerala State Council for Science, Technology and Environment (KSCSTE), State Institute of Educational Technology (SIET), Student Support Programme (SSP), Walk With Scholar (WWS), Autonomous grant and Bhoomithrasena. FATIMA is successful in getting infrastructural fund in the form DST FIST twice (2011 and 2018). Another infrastructural development fund in the form of SARD from KSCSTE is sanctioned and the college is waiting for the release of the fund.

The Non-Governmental funds are from management trust, PTA, Alumni, ART (Association of Retired Teachers) and individuals. Each of these bodies are making their schemes operational based on the directions of the Manager and Principal, who guide them based on the schemes approved at the beginning of the academic year. Along with the general college developmental activities, these funds serve the fuel for department activities and also act as reserve for the scholarship programmes. The non-governmental funds were instrumental in materializing the new Bishop Catalani Annexe Block.

The prospective planning, mobilization of funds and effective utilization have given a facelift to FATIMA.

File Description	Document
Link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives

(second and subsequent cycles)

Response:

IQAC has been phenomenal in promoting quality culture in all academic and administrative activities of the college. It always envisages strategies to enhance the quality of education provided to equip for the global competency. Autonomous status granted in 2014 has increased our responsibility to enhance the quality of curricular and co-curricular activities.

- **Implementation of Learning Management System**

FATIMA formulated the strategic plan in 2015 where the major thrust was on the digitalization of teaching-learning process as it is congruous for the fastest growing and transforming field of higher education. The IQAC has initiated steps to make the teaching-learning process ICT oriented with an appropriate delivery platform and Learning Management System. To translate it into action, IQAC organised a NAAC sponsored hands-on training programme for the faculty members on Moodle. A committee headed by the Librarian has been constituted for the effective implementation of Moodle ensuring the participation of all the departments. Further, admin level training programme was conducted for the faculty members at the execution level. The faculty members are encouraged to do refresher courses on SWAYAM platform. Post Graduate students were enrolled for online courses in SWAYAM platform through MOOC.

- **Development of Question Bank**

One of the greatest challenges of autonomous colleges is to conduct an error-free examination and evaluation. The task of question paper setting and evaluation are more important when students come from different educational backgrounds. An ideal question paper must be set in a way that can measure the change in the level of knowledge of a student in a particular subject. Therefore, a good amount of care and caution should be taken while preparing a question. Since 2014, after attaining autonomous status FATIMA has been conducting examinations with question papers set by external experts. This mechanism is time consuming and sometimes the availability of external experts is also a problem. In order to surpass these difficulties, IQAC proposed the development of online Question Bank which was approved later by Academic and Governing Councils.

Question bank has been developed with QnSmart software. IQAC arranged awareness programmes for faculty members regarding the significance and requisite for online question banking. Further, hands-on training was organised for the faculty members. During the preparation stage, 24x7 technical assistance was given to the faculty members on request, and online question bank has been developed. Examinations are now conducted with the questions generated from this question bank.

Further, IQAC has designed various quality initiatives to fine-tune all academic and administrative activities to enhance its quality in the post accreditation period. This includes **Skill Passport**, ensuring **Skill Tag** to the courses offered in FATIMA; **Life-Lab**, upgrading science learning to an experiential level; **POET** (Programme on Effective Teaching); **One Staff – One Project**, ensuring external funded research project for every faculty; **Vocational Education Placement Cell** and **Career Guidance Cell**; **FATIMA Go Green Mission**, innovative green practices in the campus and **‘Koodeyundu FATIMA’ (FATIMA is with You)**, an outreach programme for the benefit of the local community.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC has been an integral part in fine-tuning the teaching-learning process by scrutinizing it at every stage, identifying the lapses and improving the same with corrective measures. IQAC facilitates teaching-learning reforms and monitors the efficacy of transactions and their implementations at regular intervals, while prioritizing the perspective plan of the institution. Examples of two such reforms facilitated by IQAC are as follows:

Feedback Mechanism:

Feedback is essential as well as powerful as it benefits every process to be in track and enhances the efficiency. FATIMA has evolved a well-defined feedback mechanism to evaluate and improve all its ventures. Feedback from various stake holders acts as a stepping stone to move forward in the right path in its quest for excellence by correcting the mistakes and strengthening the advantages. Further, with the implementation of e-governance in various academic and administrative domains, the feedback process is also made online at selected levels, which in turn, assures its transparency and reliability. Feedback is taken at different levels such as students, faculty, parents, alumni and employers.

Feedback from students is initially taken through informal discussions with Principal, Manager, HODs and the concerned mentors. Further, at the end of each semester, course feedback, and at the end of each programme, curriculum and programme feedback are taken from the students. Before downloading the hall tickets, successful completion of online feedback is made mandatory. Online feedback is easy and convenient for the students and thus it ensures their total participation which in turn adds to the authenticity of the process. Additionally, there are student representations in the IQAC and College Council which empower them to voice their suggestions and remarks while participating in the decision-making process. Furthermore, we have a students' Grievance Redressal Cell which is a formal mechanism to address the grievances of the students both at the academic and non-academic levels and to sort it out productively.

Faculty feedback is taken annually, which mandates the facts to be considered seriously in curriculum and syllabus designing, teaching-learning process and other supporting infrastructure requirements.

Parent feedback is collected during the regular Parent-Teacher Meetings (PTM) conducted in each semester in the respective departments. Besides the teachers of the department, the Principal and the Co-ordinator of IQAC personally attend those meetings. This is an opportunity for the parents to interact with the teachers personally to understand the progress of their wards. They can also propose measures for the

improvement of teaching-learning transactions, that are taken care of positively by the teachers concerned. The parents usually raise their concerns and suggestions in these meetings which are keenly noted down by the HODs and addressed in the higher bodies, followed by rectifications. IQAC facilitates mechanism to collect curriculum feedback during this exercise, which in turn is evaluated both at the department and college levels, and corrective measures are taken accordingly. The college has a functional Parent Teacher Association, which meets annually, and the parents can provide feedback and suggestions for the overall improvement of the curricular transaction of the college, and also in enhancing the facilities needed for the same.

Alumni feedback is another mechanism, where the feedback is collected from the department levels, through the Former Students Association. This is done annually and the data available is used as inputs for enriching the curriculum and syllabus, and also to correct the lapses, if any, in teaching-learning process.

FATIMA takes its opportunities for collecting feedback from the employers regarding the quality of FATIMITES who work under them. This data is used for making the essential changes in the course contents, for inculcating employable skills and qualities in the budding FATIMITES.

Planning, Implementation & Evaluation of Teaching-Learning Process:

IQAC ensures proper planning of all academic events of an academic year, and its implementation thereafter. The college has a proper channel of operation for its planning, implementation and evaluation of its academic activities. It involves the participation of all faculty members. The wheels start rolling a couple of months prior to the commencement of each academic year.

- **Academic Calendar:** The first step of the academic planning is the preparation of the academic calendar. This is prepared by the office of the Controller of Examinations in consultation with the office of the Principal, IQAC, HODs and the Deans of Faculties. This ensures the optimal number of working days, along with incorporating spaces for other co-curricular activities.
- **General Time Table:** This is prepared by the office of the Principal ensuring the proper utilization of the infrastructural facilities and in tune with the Academic Calendar.
- **Department Time Table:** This is prepared by the HODs, based on the Academic Calendar and General Time Table, and also in tune with the Department Level Action Plan submitted for the preparation of Academic Calendar.
- **Course Plan/ Teaching Plan:** In continuation of the Department Time Table, the teachers prepare Teaching Plan/ Course Plan, as per the guidelines proposed by IQAC, which is then approved by the HODs.
- **Implementation of Teaching/ Course Plan:** From the first working day, the implementation of the Teaching Plan/ Course Plan is monitored by the HODs, based on the Teachers' Work Diary, and any unforeseen lapses are corrected accordingly. The Deans of Faculties also monitor the process and suggest changes, if any, required.

As part of evaluation, the proper adherence to the academic calendar is supervised by the Principal and that the course plan is monitored by the HODs and Deans of Faculties. Thus, the mechanism of planning, implementation and periodic evaluation of academic activities is a consistent and systematic process in FATIMA which contributes to its academic excellence.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.Any other quality audit recognized by state, national or international agencies (ISO Certification)**

Response: All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste web link of Annual reports of Institution	View Document
Link for additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Women students constitute a major share (70%) of FATIMA student strength. In order to sensitize and equip them, FATIMA has initiated various measures in curricular and co-curricular activities.

At the academic level, FATIMA is successful in integrating 63 courses in the curriculum, addressing gender sensitive and gender related issues. FATIMA has introduced IT Mission courses for women students in collaboration with Kerala State IT Mission. Skill Development and Career Guidance Programmes have been arranged at the institutional and department level for women students.

Fatima Women's Cell organizes a spectrum of programmes for equipping and empowering women for a secure life. The Cell regularly conducts awareness programmes to sensitize women students of their civic and legal rights, through organizing workshops, seminars and study classes on women safety and women empowerment.

It is a tradition in FATIMA to place the women students in various cells and organizations that helps them develop leadership qualities.

FATIMA takes utmost care about the safety and security of women students, and ensures measures for a safe working environment.

- **Safety and Security**

- 24 x 7 security at the entrance.
- Surveillance system
- ID cards with colour coded strings, help easily identify the batches of the students.
- Women students are permitted to leave the campus during college hours only after an exit Gate Pass is issued by the respective departments. The time of exit and the reason are specified in the Pass.
- On-line attendance system keeps parents updated of the students' attendance position.
- In the auditorium, the balcony is exclusively allotted for women students.
- Anti-Sexual Harassment Cell ensures gender equality and guarantees against sexual harassment and abuse in the campus. The Cell is vigilant to combat violence against women students and ragging in the college. It is highly gratifying to put on record the fact that not one instance has so far been reported to the Cell.

- **Counselling:**

- St. Joseph's Guidance and Counselling Centre in the campus provides facilities for personal and career counselling. The Centre is well equipped to extend psychological help to students in the aftermath of behaviour problem or a disaster or a traumatic incident.
- Mentoring: FATIMA has successfully implemented both group and individual mentoring. Women teachers are allotted to attend to the problems of the women students, so that they can open up their problems and grievances without any inhibition.

- **Common Room**

- Quadrangle, a unique feature of FATIMA, provides an exclusive space of their own for our women students, a self-contained unit with dining area, first aid room, rest room etc.
- The Women's Dining Hall inside the Quadrangle gives them maximum privacy to leisurely delight themselves and share the joy of togetherness.
- It is mainly with the women students in view that the First Aid Room has been placed inside the Quadrangle
- Rest Room: Rest rooms, equipped with sanitary pad vending machine, and an incinerator ensure basic amenities to the women students. (Additional information available in <http://fmnc.ac.in/ssrs/7-1-1-institutional-values-social-responsibilities/>)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The College takes all possible measures to keep the campus clean by proper management of all wastes. Green Protocol is strictly observed for all college activities and student celebrations, and the students are advised to practice the 3R's- Reduce, Reuse and Recycle. The College is declared as Plastic Free. Other than periodic campus cleaning activities, Swachh Fatima drive under Swachh Bharath Abhiyan scheme is also exercised with the active involvement of NSS volunteers and NCC Cadets (Army and Navy) and Fatima Green Band.

- **Solid waste management:** The College has employed adequate supporting staff to keep the campus and college premises spick and span. Dust bins are placed at various points in the campus to collect solid wastes. All classrooms, staff rooms, office rooms are provided with waste baskets. The food wastes generated from student meals are collected in dust bins kept for this purpose. The Biogas Plant installed in the canteen premise takes care of the biodegradable food waste in the canteen. Sanitary napkins are disposed in the incinerator installed inside the women's toilets. Insistence on the use of cloth banner, paper files, soft binding, digital display banner etc. has made the campus virtually plastic free. With Green Protocol in place, problem of solid waste management is neatly addressed. Plastic and paper wastes, if any, are sold to waste collectors. Quantum of non-biodegradable solid waste has dropped considerably as a result of institutional drive to conscientize the students regarding reuse and recycle of utility products. Students bring their lunch in steel containers and use of steel glasses and glass tumblers is insisted in the canteen. The installation of RO water System has considerably brought down the use of plastic bottles.
- **Liquid waste management:** Toilet wastes are discharged into underground sewage pits.
- **E-waste management:** The Corporation Authority has a master plan to collect e-waste from the educational institutions, and as per the communication received, the institution has taken steps to store these e-wastes in a separate room to be disposed at regular intervals. Out-dated computer monitors, CPUs and computer peripherals are replaced through exchange policy. Some such computer hardwares are utilized by students for familiarizing themselves with the basics of the system.
- **Chemicals & Radio Active Waste Management:** The waste of non-toxic chemicals and re-agents in the form of liquids are usually channeled out safely without any harm to the bio diversity. The gaseous wastes in the form of fumes are expelled through fume hoods installed in chemistry and biology labs. Electrical and Electronic devices that are irreparably damaged are sold to agencies involved in the recycling of such wastes.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any additional information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

FATIMA prides itself on having an inclusive environment in which all kinds of diversity in cultural, regional, linguistic, communal and socio-economic backgrounds are accommodated. This inclusive environment provides harmonious atmosphere for the curricular, co-curricular and extra-curricular deliberations in FATIMA. FATIMA makes no one feel marginalized, isolated or left out. FATIMA accommodates students and staff from all over the country, without geographical or linguistic barriers. This diversity is the very base of the national outlook that our founder Rev. Bishop Jerome M. Fernandez envisaged, and enshrined in the Vision and Mission statement of the College. The word 'National' added to the name of the Institution is the greatest proof of his dream of instilling a pan-Indian spirit among the Fatimites.

To show esteem to people of varied backgrounds and their cultural values is a sign of respectful relationship and foundation for sustained development. FATIMA respects and values cultural dimensions of all regions and religions. This is well displayed in all the festivals that Fatimites celebrate – Onam, Holi, Christmas, Eid, etc.

FATIMA opens its portals for students and staff of all religion, caste and community. There is no discrimination based on social or financial criteria. The mandatory quota for reservation for all categories as specified by the government is strictly followed by the Institution. College has its own share of welfare schemes to cater to all sections of economically and socially backward communities.

The Student Welfare Committee takes care of the welfare of economically backward students by providing them with monetary and material help. The fund for the purpose is raised from the generous contribution of the teaching faculty.

The **Equal Opportunity Centre** has been constituted as per the directions of UGC to cater the needs of socially deprived sections in the society.

All the major **Scholarships and awards** instituted by the College and various other bodies/ individuals are on merit cum means basis, as an incentive to bright students facing financial constraints.

To ensure dispensation of justice and redressal of grievances of the socially backward communities, College has **Committee for SC/ST**, and **Minority and OBC Cell**, with Principal as the Chairman, Vice Principal, two teaching staff and three student representatives as members in both the bodies.

Committee for Entry in Service Coaching Classes organizes classes to prepare students belonging to SC/ST/OBC/Minority communities to get gainful employment in central and other services.

The **Remedial Coaching Committee** organizes remedial coaching to weaker students belonging to SC/ST/OBC/Minority communities to help them come up to the level necessary for pursuing higher studies efficiently and to bring them to the national mainstream.

The **NET/SET Coaching Committee** organizes classes to prepare SC/ST/OBC/Minority community candidates for appearing in NET/SET to equip them pursue academic careers.

FATIMA has the tradition of accommodating diversities at all levels, and promotes the harmonious co-existence of diverse groups promoting unity in diversity and assuring the integrity of the nation.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The Fundamental duties incorporated in the Constitution is a reminder to all citizens that they should not only be conscious of their rights but also of their duties. FATIMA realises that education will be complete only when students are sensitized to their Constitutional rights and responsibilities.

Every year FATIMA celebrates **national days like Independence Day, Republic Day and Gandhi Jayanthi** with due reverence and enthusiasm.

The birth and death anniversaries of illustrious leaders who have played significant role in the holistic development of our nation are also celebrated. The **National Integration Day on November 19th** to commemorate the birth anniversary of Indira Gandhi, is observed week long as **Communal Harmony**

Week, by conducting a variety of programmes upholding the values of secularism and nationalism. The birth anniversary of **Sardar Vallabhbhai Patel** on October 31st is observed by conducting Unity Run.

To value and preserve the rich heritage of our composite culture is integral to our Constitutional responsibility. To keep up the social morals of secularism and brotherhood, the college conducts all festivals like **Onam, Christmas, Eid and Holi**.

Indian Constitution advocates the necessity to safeguard the rights of the Minorities. Providing education to the less fortunate is the set mission of FATIMA. The **Equal Opportunity Centre, Committee for SC/ST, Minority and OBC Cell** are all constituted to cater to the needs of socially backward communities. **Committee for Entry in Service Coaching Classes, Remedial Coaching Committee, NET/SET Coaching Committee** give special attention to the students of SC/ST/OBC and Minority communities.

The **NSS and NCC (Army and Navy) units** of the College serve to groom Fatimites into disciplined, responsible and nationalistic citizens, upholding their respective mottos of “Not Me But You” and “Unity and Discipline”.

The **Human Rights Forum** of Fatima sensitizes students to the significance of inalienable human rights of every citizen, and also prepares them how to respond if these rights are violated. Human Rights Day is celebrated to emphasize the relevance of Human Rights in our daily lives.

The **Electoral Literacy Club** is constituted for strengthening the culture of electoral participation among the youth. Under the auspices of the Electoral Literacy club, National Voters’ Day is celebrated. Talks on ‘Role of Mass Media in Democracy’, ‘The Role of Youth in Indian Democracy’, and “Strong Democracy Needs Huge Participation” have also been arranged.

FATIMA also organizes activities on topics related to Constitutional awareness, like essay competition on “Constitutional and Legal Safeguards for Women”, seminar on "Challenges to Indian Democracy" etc.

Modules on ‘Constitution of India’ are incorporated in the syllabus.

To promote harmony and spirit of brotherhood among the people of India transcending all parochial concerns is essential for the integrity of the nation, and it is the bedrock of our Constitution. FATIMA promotes an academic culture, where students from different communities, cultural, regional and linguistic backgrounds, interact with each other on equal footing, thus upholding the Constitutional values of Justice, Equality and Fraternity.

File Description	Document
• Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document
Any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

FATIMA conscientiously celebrates days, events and festivals of national and international significance, internalizing and conveying the message these occasions symbolize.

FATIMA upholds its commitment to the nation by celebrating national days and festivals to instil love and respect for the mother land among FATIMITES. On **Independence Day** and **Republic Day**, national flag is hoisted, and national anthem sung.

Gandhi Jayanti is celebrated by engaging in cleaning campaign and participating in peace rallies.

The **National Integration Day**, to commemorate the birth anniversary of Indira Gandhi, is observed week long as **Communal Harmony Week**.

The birth anniversary of **Sardar Vallabhbhai Patel** is observed by conducting Unity Run.

Teachers' Day: Teachers' Day is celebrated in the College as **Peer Teaching Day**. FATIMA commemorates our visionary founder Bishop Jerome Fernandez, by celebrating Founder's Day on **30th September** as Teachers' Day. Eminent speakers are invited to interact with teachers, and help them explore new vistas of teaching.

Kerala State Formation Day: By holding rallies and conducting seminars.

World Environment Day: By planting saplings in the campus and conducting seminars.

World Wetlands Day: By organising seminars on the significance of conservation of Wetlands, and undertaking site visits.

World Ozone Day: By conducting awareness classes.

World Blood Donor Day: By organising blood donation camps and holding awareness classes.

World Mental Health Day: By holding competitions and performing street plays to spread awareness on mental health.

World Population Day: By conducting graffiti designing and caption making competition.

World AIDS Day: By organizing and participating in awareness campaigns and rallies.

World Tiger Day: By holding talks on the significance of protecting our national animal.

World Alzheimer's Day: By arranging awareness classes about the disease.

World Hospice and Palliative Care Day: NSS volunteers attended the WALKATHON 2014 for Endosulfan victims.

World Palliative Care Day: By holding seminars and visiting palliative centres.

World Consumer Day: By inaugurating Consumer Club and holding a talk on the rights of Consumers.

World Social Justice Day: By holding talks.

International Women's Day: By organizing seminars

International Yoga Day: By organizing yoga classes and participating in Mass Yoga classes.

International Volunteers' Day: By arranging a talk on "The Importance of Volunteerism".

International White Cane Day: Raising fund through Flag distribution for welfare of the blind.

International Mother Language Day: By arranging paper presentations.

International Youth Day: By taking pledge.

National Science Day: By organising seminars and competitions.

National Bird Watching Day and Salim Ali Bird Week: By arranging bird watching programme.

Anti-Narcotics Day: By holding seminars and awareness programmes.

Hindi Day: By holding seminars.

Human Rights Day: By taking pledge on safeguarding the fundamental rights of a citizen.

Children’s Day: Raising funds by distributing stamps for Kerala Child Welfare Council

NSS and NCC Day: By holding seminars and marathons

National Festivals of Onam and Christmas are not only occasions for jubilation, but practicing all those values which these festivals symbolize. FATIMITES visit poor homes and orphanages, thus complementing the festive mood, by conveying the spirit of love, sacrifice, sharing, and unity.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICE – I: FATIMA GO GREEN MISSION

Objectives:

- Greening the Fatima Campus is our ecological vision and mission
- To contribute our little mite towards the global agenda of “Save our Planet”
- To preserve our immediate environment is one of the vital steps towards achieving our institutional mission of social justice through eco justice

Context:

Nature’s bounty reflected in the greenery and natural pond of the campus is at once our asset and obligation. The pathway flanked by Cypress trees, which Fatimites endearingly call as “Cypress *muthassimar*” (Cypress grandmothers), is the stamp mark of our college. Hence it is the obligation of every Fatimite to keep the greenery of the campus intact.

Our greatest challenge was the alarming and reckless use of plastic products in campus. After every function, College got piled up with plastic and non-biodegradable wastes. We realised that unless urgent remedial measures are taken up on war footing, it will cost us our rich green ambience. Hence **FATIMA GO GREEN MISSION**.

The Practice:

Studies on Indian Higher Education scenario point out the lack of environmental awareness among students, and it is emphasized that environmental education should be introduced as part of curriculum. **“Fatima Go Green Mission”** is our attempt to inculcate **Green Thoughts** in our students both at the theoretical and practical level. It has been categorized under two heads:

1. Green Academics
2. Green Initiatives

- **Green Academics:** There are 95 courses in our syllabus addressing environmental concerns. Environment related seminars, conferences, workshops and field visits conducted, and environmental days observed come under the rubric of **Green Academics**. Various Clubs and Departments concerted to organize programmes on environmental concerns.

Institution also undertakes various **Green Initiatives** to promote this **‘Green Best Practice’** among students, and drive in the motto in every Fatimite – “My Campus My Responsibility”. ‘Say No’ to plastics has been strictly put in place to replace all plastic items with biodegradable or reusable alternatives. The installation of RO water purifier is to curtail the massive use of plastic bottles. Green Protocol is observed for all programmes organised by College. Green Reservoirs like Botanical Garden, Butterfly Garden, Shrub Jungle, *Janmanakshatra Vanam* (Birth Star Grove), Fruit Park are the ecological pride of the campus. Periodical Swachh Fatima cleaning initiatives, Plastic Free Fatima Mission, Greening the Campus, conducting **Green Audit** are projects under Green Initiatives. **Green Register** is maintained through projects like Campus Tree Labelling, Angiosperm Floral Survey, and Avian Survey. Under the ambitious **Fatima Digital Garden Project**, all plants in the Campus are provided QR codes. The **Fatima Green Band** are the ambassadors of our Green Protocol Mission of **“Haritha Fatima Swachh Fatima”**. Observing Fatima Nature Day, Bare Foot Walking Day, Fatima Public Transport Day, are our Days of **Green Reminders**. **Fatima Green Thoughts** broadcast on Radio Benziger is our attempt to reach the message to the society. We hope this eco-friendly work culture will help us materialize our ecological vision and mission to make Fatima a “Green Belt Zone”.

Evidence of success:

- **Qualitative Evidence**

The sprawling greenery and plastic-litter free campus is the eloquent testimony of our “Fatima Go Green Mission”. A digitalised administrative procedure, paperless admission and examination procedures, online attendance system, and circulation of official communication through social media and web portals have considerably reduced paper consumption. Our greatest measure of success is that the FM Radio programme **‘Fatima Green Thoughts’** and various beyond the campus environment activities have made it possible for us to extend our ecological commitment to the society at large.

Quantitative Analysis: Green Audit conducted periodically provides us with data as to how far our green initiatives have been successfully implemented, and also the measures to be adopted in future.

- **Problems Encountered**

- High electrical energy consumption is recorded in the college
- Though plastic free drive is intensively undertaken, 100 percent target is not yet achieved
- Though the use of Plastic water bottles and pens is considerably reduced, they continue to pose a major challenge to our ideal of an absolutely ‘Plastic Free Campus’

- e-waste management and disposal is yet to be fully materialized
- Lack of waste water recycling mechanism
- **Resources required for**
 - Annual quality assessment of air quality and water quality measurements
 - Installation of renewable energy sources like Solar Energy which would cover the entire campus energy requirement
 - Installation of Water Treatment plant for management of Liquid Waste

BEST PRACTICE – II: FATIMA STUDENT SUPPORT INITIATIVES

Objectives

- To extend support to economically backward students to lessen the financial strain on their family
- To incentivize our meritorious students and motivate others to emulate them
- To sensitize our women students to their rights and responsibilities, and to empower them
- To provide emotional and psychological support to our students and help them tide over periods of crisis

The Context

In order to attain these objectives, College has envisioned **Fatima Student Support Initiatives** under four heads:

- Fatima has been founded with the mission of providing education to all, especially the less fortunate. **Student Welfare Scheme** was conceptualized against this context.
- Fatima acknowledges the academic excellence of bright students, to motivate them further to scale greater heights. Hence, the practice of instituting substantial numbers of **Scholarships and Awards**.
- In the context of growing concerns on gender sensitization, it is Fatima's responsibility to ensure an ideal work place for our women students. Hence **Gender Support and Gender Empowerment Initiatives**.
- To help our students cope with various stress factors and ensure their mental health is a great challenge, which Fatima addresses through **St Joesph's Guidance and Counselling Centre** and **Mentoring system**.

The Practice

I) Student Welfare Scheme

Fatima Student Welfare Scheme: A Student Welfare Committee is constituted to co-ordinate the initiative. A fund is mobilized for welfare activities, which will be allotted for noon meal scheme, purchase of text book, meeting the bus fare and project expenses. The fund is raised through voluntary donations from teachers and other benefactors. Class teachers and mentors distribute the funds to needy students after assessing their family background and financial status.

II) Scholarships and Awards

Fatima has instituted a large number of Institutional Scholarships to supplement the Government

scholarships. Based on the recommendations of Heads of Departments, Awards Committee selects the students, taking into account their performances in examinations.

III) Gender Support and Gender Empowerment Initiatives

With 70% of our student strength comprising women, it is our responsibility to walk that extra mile to support them. Even as we ensure a safe and secure FATIMA for them, we also empower them to survive in a world where women are on a par with men. Fatima has conceived several Gender initiatives to address this issue.

IV) St Joseph's Guidance and Counselling Centre, and Mentoring System

The Head and teachers of Psychology Department, constitute the Counselling support team. Counselling services are allotted to teachers considering their training specialization. Students with behavioural disorders are identified by class teachers or mentors through personal interaction, and those in need of counselling or guidance services are directed to the Counselling Cell in the Department. Confidentiality regarding the referral and the issue is strictly maintained. Fatima has an equally efficient **Mentoring System** to maintain a strong teacher-student rapport.

Evidence of Success:

The progression chart of the beneficiaries of **Student Welfare Scheme** and **Scholarship** winners is appended.

A total of Rs14694635/- was disbursed as **Scholarship** amount during 2018-19, with Rs 14254125/- Rs 415510/- and Rs 25000/- towards government scholarships, Institutional scholarships and NGO scholarships respectively.

Gender Audit is an index of our performance as well as an indicator to the future measures to be adopted. The performance of our women students in college level and competitive examinations is commendable. Remarkable is the number of women students who are eligible for scholarships, and their progression to higher studies. A good number of our women who graduate from our Institution rejoin Fatima for their postgraduate studies.

The success of the **Counselling and Mentoring** system lies in the fact that many students on the verge of drop out, successfully complete their course. With a proper counselling, it is seen they could overcome the crisis, and even build up on their latent talents.

Problems Encountered

- At times, due to financial constraints it is extremely difficult to meet the demands of all the **Welfare Scheme** applicants.
- The seed money of a few **scholarships** is currently very nominal.
- Inadequate outside curriculum short term vocational courses for **women** within the campus.
- The students very often find it hard to look upon their teachers as **Counsellors**, and this has proved an inhibition from openly stating their grievances.

Resources Required to

- Broaden the beneficiary base of the **Student Welfare Scheme**, by soliciting more financial contribution from different stakeholders
- Institute more **scholarships and awards** for achievers in cultural and sports events
- Enhance sports infrastructure facilities for **women** in the campus
- Start-ups for **women** under the auspices of Women's Cell
- To appoint a full time **Counsellor** for close monitoring and sustained follow up activities

File Description	Document
Best practices in the Institutional web site	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:****VARIOUS INITIATIVES UNDER “SHARE AND CARE PROGRAMME”**

Education in Fatima is a holistic concept aiming to build individuals combining in themselves competence and character. The College has a glorious legacy of moulding citizens with vision, values and vitality.

In keeping with the vision statement of our illustrious founder Rev. Bishop Jerome M. Fernandez, Fatima upholds a value focussed education.

Value Based Education is the foundation stone on which our edifice of curriculum is built. The College is very particular that the students get groomed into good human beings who will lead a responsible and happy life as also develop in themselves compassion and concern for others.

This is the very reason for allotting an interactive session every week for value education classes, engaged by the class teachers. A special committee is constituted to monitor the management of these sessions. The Value Education Committee has brought out two volumes of “Mindscape – A Vademecum of Value Education” containing a selection of essays pertaining to several aspects needed for creating a value-based culture.

In order to ensure that what they learn gets practised as well, the college has instituted several measures to implement **“Share and Care Programmes”**, which would benefit the less fortunate. To familiarize the students with the ground reality of the miserable living conditions of the financially and socially backward people, they have been encouraged to extend their field of activity outside the campus as well. The little nameless acts of kindness and charity enamel their personalities with philanthropy.

The various programmes undertaken under the “**Share and Care Programme**” are listed below:

- **'JEEVAN REKHA': FATIMA LIFE LINE:** The philanthropic spirit of the students of Fatima is best exemplified in activities like
 - **Blood Donation:** Blood donation is done on a regular basis by the students of Fatima. In case of an emergency, student groups scout for volunteers, conveying the urgency of the situation and immediately reaching help wherever it is required.
 - **Hair Donation:** Fatima is extremely proud of its students and teachers who volunteer to donate their hair to cancer patients. The cancer awareness programmes have motivated the students to address the issue.
 - **Stem Cell Donation:** A Stem-cell donation drive was conducted in the campus. An awareness class on the importance of Stem-cell donation was given and there was good response from the students.
 - **Organ Donation Programme:** An awareness session on Organ Donation “Punarjani” was organized to sensitize the students to organ donation
 - **Pro-Life Exhibition:** Pro-life is a movement started against abortion, which is done as part of family planning. This programme was conducted to alert the students about this issue.
 - **Eye Donation Awareness:** A Seminar was organised to explain to the students about the medical aspects of eye donation, and the procedures and laws regarding eye donation after death. The importance and need for eye donation was conveyed.
- **'SAHAYA HASTHAM': LENDING A HELPING HAND**
 - **Cyclone and Flood Relief activities:** It was an unprecedented student mobilisation that Fatima witnessed when the state was shattered by natural calamities, like the Cyclone Okhi (2017) and the gigantic flood (2018) which virtually engulfed half of the state. Fatimites were at the forefront lending a helping hand to the victims by giving them financial and material help. The flood occurred during the Onam season, when the students had already collected funds for Onam celebration. They called off the celebration and utilized the entire collected amount for various relief activities; rushed off to clean the homes and premises of flood hit areas when water receded. They also visited the relief camps distributing food, clothes, and medicines.
 - **Helping Endosulfan Victims:** Botany Department mobilized a fund to donate to Endosulfan victims. FMNC AICUF members joined hands with Kerala AICUF in a signature campaign to stand for the rights of the Endosulfan victims.
 - **Fatima's contribution to combat Covid-19:** As the fear of the pandemic gripped the masses and shortage of sanitizers became a serious concern, teachers and students of the Department of Chemistry prepared sanitizers and distributed them in the College and at the railway station.
- **'KOODEYUNDU FATIMA' (FATIMA IS WITH YOU): FATIMA COMMUNITY OUTREACH PROGRAMME:** Fatima has started an outreach programme whereby students and faculty of the college collaborate with Quilon Social Service Society, to execute a large number of programmes for the benefit of the local community. The members were given hands on training on candle making and paper bag preparation. They worked as volunteers for General Medical Camp, Cancer Screening Camp etc.
- **'SNEHAVIHITHAM': A SHARE OF OUR LOVE: 'SNEHAVIHITHAM'** is a **Share and Care Initiative** by the College, undertaken with the support of AICUF and IQAC, to offer noon meals to the poor and the destitute. The event is scheduled to be held on the 11th of every month. The students and the faculty are directed to bring one extra meal each to be distributed in poor homes, orphanages and old age homes.

- **‘SANTHVANAM’: FATIMA CHARITY VISITS**

- **Palliative Care Visits:** Members of the Community Health Club annually visit the Pain & Palliative Clinic, and donate clothes and other items for cancer patients.
- **Orphanage and Poor Home Visits:** Under the initiative of various departments, visits to poor homes and orphanages are undertaken on a regular basis every year. Funds and materials collected from the students and teachers are handed over to those Institutions.

- **'SNEHA SPARSAM': TOKENS OF LOVE**

- **Karuthal:** A programme named KARUTHAL, is a financial aid instituted by the Department of Psychology for the most deserving student of the Department.
- The inauguration of College Union 2017 was done by handing over 1000 notebooks to **Rev. Sr. Theresa**, for the children of orphanage *Karunyatheeram*, followed by a number of philanthropic activities.
- College NSS Unit and “Palathulli Peruvellam Society” (All Kerala Charitable Society) jointly conducted a programme to collect dress for all ages for the members of Gandhi Bhavan, Pathanapuram, Kollam.
- There are also individual episodes of financial assistance being given to those in dire necessity.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

FATIMA as an autonomous institution believes that autonomy, the sine qua non of excellence, necessitates quality, accountability, responsibility and transparency and, precisely for that reason, it is a cherished privilege to our college. The culture of learning in Fatima incorporates all the practices, support systems and resources congenial to the holistic development of students. The underlying ethos is a spirit of enquiry, intellectual curiosity, tolerance and excellence.

FATIMA has switched onto the concept of Education 4.0, evident in digitalisation of the academic and administrative processes, where every student has access to FATIMA Learning Management System; Integrated Library Management System; Examination Management System with online Question Banking; ICT enabled teaching learning; Digital Lectures, Digital Assignments, Add on Courses, Value added programmes, student centric teaching methods like peer learning, WWS, SSP, participation in seminars and workshops, paper presentations, and publications; Blended Learning, Extended Learning, Virtual Learning, Choice Based Learning Expert Talk Series; Training in Competitive Edge Examinations; Proficiency in Foreign Languages; Language Lab, Media Room and Instrumentation centre.

The College sets high standards to push the frontiers of knowledge considering the demographic advantage the nation can garner in the few decades ahead. The college is committed to serve the society by making meaningful contributions to the cause of higher education. The shortage of personnel in numbers is a malaise to be remedied. But our strong will to excel will prevail and we are determined to provide for the weak and the marginalized without compromising on quality.

Self-development, Pluralistic outlook and Environmental protection are our priorities. Dialogues, debates and consensus are our precepts.

We have made commendable headway by consistently contributing towards quality and value based education. We need to prove our academic mettle at the national forum and earn a creditable grade not merely for accessing funds for our development but, more importantly, for attracting brilliant minds to our departments as well as our classrooms, and making our college a well-known centre of knowledge creation and dissemination.

Concluding Remarks :

As an autonomous institution, FATIMA is dedicated to the learning and personal development of its members, especially students. It is a repository of knowledge, source of expertise and vocational identity, site for the creation and application of new knowledge and a significant contributor to the society and nation. As an educational establishment it moulds learners who are independent, self-directed and confident, who would provide for the society through leadership and other civic duties. As a knowledge generator, the research done at FATIMA provides new knowledge and change paradigms to aid society in its development and in meeting new challenges. As our pedagogy is student-centred, the learners are well equipped with the skill sets needed to contribute to the economy and also to research that in turn leads to innovation. The co-curricular activities and best practices offered by the institution enable the learners to have a holistic view of life, thereby making them useful citizens and good human beings.

Way back in 1951, FATIMA was founded by the late Bishop Jerome Fernandez with a set aim in his mind—the upliftment of the socially backward community by empowering them through education. His vision, as enshrined in the college motto—Per Matrem Pro Patria (through the Mother for the Fatherland) was to mould every Fatimite into a socially committed citizen. Today, as we stand two decades into the 21st century, we feel gratified that nearly 70 years of our striving has borne fruit. FATIMA could groom generations of students raised on the bedrock of human values. This got evident during the natural calamities that ravaged the entire state. The various “Share and Care Initiatives”, which we uphold as our Institutional Distinctiveness, is yet another testimony of our social obligation. With the same intensity, FATIMA kept pace with the ever burgeoning demands of a technological world, by taking that giant leap forward into the digital world. We Fatimites always stand united and committed to keep the FATIMA flag flying high, and live up to the ideals as envisioned by our saintly founder.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Percentage of Programmes where syllabus revision was carried out during the last five years.</p> <p>1.1.2.1. Number of all Programmes offered by the institution during the last five years. Answer before DVV Verification : 35</p> <p>1.1.2.2. How many Programmes were revised out of total number of Programmes offered during the last five years Answer before DVV Verification : 34 Answer after DVV Verification: 34</p>																				
1.2.1	<p>Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 2144 Answer after DVV Verification: 2142</p> <p>1.2.1.2. Number of courses offered by the institution across all programmes during the last five years. Answer before DVV Verification : 3161</p>																				
1.3.2	<p>Number of value-added courses for imparting transferable and life skills offered during last five years.</p> <p>1.3.2.1. How many new value-added courses are added within the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>25</td> <td>19</td> <td>19</td> <td>18</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>9</td> <td>3</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	33	25	19	19	18	2018-19	2017-18	2016-17	2015-16	2014-15	17	9	3	1	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
33	25	19	19	18																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
17	9	3	1	2																	
1.3.3	<p>Average Percentage of students enrolled in the courses under 1.3.2 above.</p> <p>1.3.3.1. Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2894</td> <td>2796</td> <td>2587</td> <td>2453</td> <td>2357</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	2894	2796	2587	2453	2357	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15																	
2894	2796	2587	2453	2357																	
2018-19	2017-18	2016-17	2015-16	2014-15																	

647	254	177	133	317
-----	-----	-----	-----	-----

1.3.4 **Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)**

1.3.4.1. **Number of students undertaking field projects / internships / student projects**

Answer before DVV Verification : 2894

Answer after DVV Verification: 967

Remark : HEI input edited according to provided documents.

1.4.1 **Structured feedback for design and review of syllabus – semester-wise / year-wise is received from**

1) Students, 2) Teachers, 3) Employers,

4) Alumni

Answer before DVV Verification : A. All 4 of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : HEI input edited according to provided documents. DVV not consider employee feedback because it is not based on curriculum.

2.1.2 **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
372	351	331	326	367

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
284	296	285	272	285

Remark : HEI input edited according to provided documents.

2.3.3 **Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**

2.3.3.1. **Number of mentors**

Answer before DVV Verification : 133

Answer after DVV Verification: 67

Remark : HEI input edited according to provided documents. Only full time teachers only to be consider.

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 1985

Answer after DVV Verification: 1091

Remark : HEI input edited according to provided documents. DVV consider latest completed academic year in number of years

3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years

3.1.3.1. The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	2	3	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	3	3

3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

3.2.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
144.93	15.0108	34.026	29.418	128.4056 7

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
129.84	15.01	34.026	32.003	50.438

3.2.2 Percentage of teachers having research projects during the last five years

3.2.2.1. Number of teachers having research projects during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	6	9	5	7

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	6	8	6	6

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years**3.2.4.1. Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	3	3	6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	4	4	5

3.2.4.2. Number of departments offering academic programmes

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years**3.4.3.1. Number of research papers in the Journals notified on UGC website during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
51	35	17	38	37

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
51	35	17	38	37

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last

five years

3.4.4.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
110	28	28	28	28

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
102	6	22	16	13

3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

3.5.1.1. Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1.83000	0	0	0.05100	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.83	0	0	0.51	0

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

3.6.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
22	24	14	4	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	0	3	2

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated

programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

3.6.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
61	58	49	25	24

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
61	58	49	25	24

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

3.6.4.1. Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2894	2796	2587	2202	2306

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2894	2796	2589	2202	2306

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

3.7.1.1. Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
78	1	21	21	18

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
12	1	6	7	2

3.7.2	<p>Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)</p> <p>3.7.2.1. Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 432 1046 566"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>6</td> <td>6</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 645 1046 779"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>5</td> <td>2</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	2	6	6	1	0	2018-19	2017-18	2016-17	2015-16	2014-15	4	5	2	1	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	6	6	1	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	5	2	1	0																	
4.1.3	<p>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities</p> <p>Answer before DVV Verification : 66</p> <p>Answer after DVV Verification: 15</p> <p>Remark : HEI input edited according to provided documents.</p>																				
4.2.2	<p>Institution has access to the following:</p> <ol style="list-style-type: none"> 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources <p>Answer before DVV Verification : A. Any 4 or more of the above</p> <p>Answer After DVV Verification: C. Any 2 of the above</p> <p>Remark : No Proof provided for E-journal,E-book and database. HEI input edited according to provided documents.</p>																				
4.2.3	<p>Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</p>																				

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2.7	3.7	2.35	2.03	8.17

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7.64	1.05	2.34	3.72	2.7

Remark : HEI input edited according to provided documents.

4.3.3 Bandwidth of internet connection in the Institution.

Answer before DVV Verification : 20 MBPS - 35 MBPS

Answer After DVV Verification: <5 MBPS

Remark : HEI input edited according to provided documents. DVV required leased line connection.

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years**5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
332	287	305	292	344

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : DVV required documents not provide by HEI. wrong documents provide by HEI.

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations offered by the Institution during the last five years.**5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2521	2088	1416	1672	576

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1267	2088	1215	1541	576

Remark : HEI Input edited according to provided documents. DVV consider only metric relevant program.

5.1.5 **The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

5.2.2 **Percentage of student progression to higher education (previous graduating batch).**

5.2.2.1. **Number of outgoing student progression to higher education during last five years.**

Answer before DVV Verification : 377

Answer after DVV Verification: 346

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

5.3.1.1. **Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	7	3	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	7	5	2	9

5.3.3 **Average number of sports and cultural events / competitions organised by the institution per year**

5.3.3.1. **Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
34	41	29	22	19

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
27	31	21	13	12

5.4.2 **Alumni financial contribution during the last five years (in INR).**

Answer before DVV Verification : A. ? 15 Lakhs

Answer After DVV Verification: E. <2 Lakhs

Remark : HEI input edited according to provided documents. Alumni contribution only to be consider.

6.3.3 **Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
20	24	14	9	18

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	0	0	0

Remark : HEI input edited according to provided documents. DVV not consider seminar in this metric.

6.4.2 **Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)**

6.4.2.1. **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
248.5970	132.1444	22.50145	33.25	126.2847

3	2			
---	---	--	--	--

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited according to provided information.

6.5.3	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. Any other quality audit recognized by state, national or international agencies (ISO Certification) <p>Answer before DVV Verification : All of the above Answer After DVV Verification: All of the above</p>
-------	---

7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above</p>
-------	--

7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
-------	---

7.1.6	<p>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit
-------	---

2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: A. Any 4 or all of the above

7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : HEI input edited according to provided documents. DVV not consider document related to tactile path</p>
-------	--

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses in all programs year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>740</td> <td>724</td> <td>626</td> <td>550</td> <td>521</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1087</td> <td>1087</td> <td>992</td> <td>899</td> <td>834</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	740	724	626	550	521	2018-19	2017-18	2016-17	2015-16	2014-15	1087	1087	992	899	834
2018-19	2017-18	2016-17	2015-16	2014-15																	
740	724	626	550	521																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
1087	1087	992	899	834																	
1.2	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>133</td> <td>133</td> <td>131</td> <td>129</td> <td>115</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>67</td> <td>67</td> <td>67</td> <td>67</td> <td>67</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	133	133	131	129	115	2018-19	2017-18	2016-17	2015-16	2014-15	67	67	67	67	67
2018-19	2017-18	2016-17	2015-16	2014-15																	
133	133	131	129	115																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
67	67	67	67	67																	

NAAC