Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**FATIMA MATA NATIONAL COLLEGE**
Name of the head of the Institution	**Dr. Vincent B. Netto**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0474-2743387**
Mobile no.	**9048121811**
Registered Email	**mailbox@fatimacollege.net**
Alternate Email	**principal@fmnc.ac.in**
Address	**Fatima Mata National College (Autonomous), Kollam - 1**
City/Town	**Kollam**
State/UT	**Kerala**
Pincode	**691001**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**19-Jun-2014**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Shaiju P. N**
Phone no/Alternate Phone no.	**04742743387**
Mobile no.	**9447343640**
Registered Email	**iqac@fmnc.ac.in**
Alternate Email	**shaiju@fatimacollege.net**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://iqac.fmnc.ac.in/2020/02/25/aqar-2018-19/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://iqac.fmnc.ac.in/2019/11/06/academic-calendar-2018-2019/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	Four Star	70.55	2001	19-Jan-2001	30-Mar-2007
2	B++	83	2007	31-Mar-2007	22-Mar-2013
3	A	3.13	2013	23-Mar-2013	31-Dec-2019
4	A	3.11	2021	23-Feb-2021	22-Feb-2026

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Jun-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Remaining data entered in excel file	03-Jun-2019 363	133
Life Lab	03-Jun-2019 363	133
POET (Programme On Effective Teaching)	03-Jun-2019 363	133
FATIMA Science Facilitation Centre	03-Jun-2019 363	376
SIET Sponsored Residential Training Programme for selected High School Students of Kollam District- 'Sasthrajalakom'	20-Nov-2019 3	275
Implementation of Online Question Banking- QnSmart	03-Jun-2019 363	133
IQAC inititive 'One Faculty One Project'	03-Jun-2019 363	133
FATIMA Nature Day Celeberations-FATIMA Green Band	08-Oct-2019 1	2160
FATIMA Learning Management System (www.moodle.fmnc.ac.in)	03-Jun-2019 363	133
FATIMA Digital Garden Project	03-Jun-2019 363	170
[View File](#)		

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	FIST Programme 2018	DST	2018 1825	9000000
Institution	Autonomy	UGC	2018 365	2000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)

10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Implementation of online question bank 2. Implementation of outcome based education 3. Fatima Learning Management System 4. Fatima Green Initiatives 5. Research Promotion Activities IQAC initiative One faculty one project scheme

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Management Board	**24-Mar-2021**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**16-Feb-2021**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**11-Feb-2020**

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college has a well monitored and effective information system for managing various activities and programmes in the Library, Examination Wing, and in the general functioning of the college such as Library Information system, Examination Management System and Institutional Management system. The library information system has been upgraded during this academic year to ease the full fledged availability of its resources to the faculty and the students. The inhouse activities of the library are managed by LIBSOFT software. Further, online catalogue is prepared with KOHA software, an open source library management system. This online catalogue is made available in the campus Local Area Network (LAN). The research theses are stored in the institutional repository through Dspace software. The library promotes open source software. We are on the process for full automation of examination system. As part of it, during this academic year, the online hall ticket and the draft mark list generation have been introduced. Rovan EMS is the software exclusively for Examination Evaluation procedures. As an initiative of IQAC, the procedure of online question banking is at the final stage of implementation QnSmart. Through the institutional information system, students can download their Transfer Certificates (TC) and Conduct certificate. At this point, the students are made to submit the online programme evaluation and feedback. Further, at the end of each semester, the students have submitted online curriculum feedback. The result of the same is made available as graphical representation in the college website. This ensures a valid and reliable assessment of the curriculum. For the efficacious performance of the above, we make use of the software EDUFIZZ, developed by the college itself. Furthermore, the college campus is wifi enabled through Jionet. We have two leased lines in which one connection is enabled in the main campus and the other one is in the Bishop Catalani

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
Nill	Excel file attached	Nill	Nill

View File

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
Nill	Excel file attached	Nill	Nill	Nill

View File

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Excel file attached	Nill

View File

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Mathematics	03/06/2019
BSc	Physics	03/06/2019
BSc	Chemistry	03/06/2019
BSc	Polymer Chemistry	03/06/2019
BSc	Botany	03/06/2019
BSc	Zoology	03/06/2019
BSc	Psychology	03/06/2019
BA	English Language and Literature	03/06/2019
BA	Malayalam	03/06/2019
BA	Economics	03/06/2019
BA	History	03/06/2019
BCom	Finance	03/06/2019
BA	English Language Literature and Communication (SF)	03/06/2019

BCom	Cooperation (SF)	03/06/2019
BCom	Computer Application (SF)	03/06/2019
BCA	BCA	03/06/2019
MSc	Mathematics	03/06/2019
MSc	Physics	03/06/2019
MSc	Chemistry	03/06/2019
MSc	Botany	03/06/2019
MSc	Zoology	03/06/2019
MSc	Psychology	03/06/2019
MA	English Language and Literature	03/06/2019
MA	Malayalam	03/06/2019
MA	Economics	03/06/2019
MCom	Finance	03/06/2019

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Excel file attached	Nill	Nill
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	Excel file attached	Nill
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

FMN College believes in transparency and accountability when it comes to imparting her services. To monitor the quality of delivery and of the outcome standards of the institution, structured feedback is collected from all the stake holders – Students, Parents, Teachers, Employers and Alumni – at regular intervals. Online semester feedback is conducted every semester and curriculum feedback is collected from the outgoing batches at FMNC. The faculty members inform and educate the students on the importance of participating in the feedback exercise. They are educated on the anonymity of the feedback analysis

as some students may deter from the feedback exercise fearing identification. The students submit the online feedback forms from their respective student account, which is accessed by entering their student ID and password. The feedback of the students is ranked on a three point scale rating. It helps the institution to evaluate the implementation of the curriculum and the effectiveness of curriculum. The curriculum feedback focus on the effectiveness of curriculum, delivery of content, faculty involvement, meeting of objectives, and acquisition of skills. Once the feedback is obtained, it is sent to the departments concerned for analysis, and further study. The constructive suggestions are utilized for the effectiveness of the teaching learning process, curriculum development, and for improving the academic standards of the college. The teachers' feedback is done annually. The teacher's responses are elicited on the effectiveness of BoS, redesigning of curriculum and syllabus revision, focus of employability skill in existing syllabi, adequacy of ICT facilities and its effectiveness, and advantages in having representation from industry in improving and updating the syllabi. All the teachers participate in the feedback exercise and their suggestions help to strengthen the services offered by the college. Alumni feedback is done via paper communications and email. The questions focus on having alumni association in the college, participation of Alumni in curriculum redesign, and relevance of the course to job requirement. Parents' feedback is collected in paper and in person during the regular PTA interactions. In general, the suggestions of parents have helped us improve the services offered by the college. Employer's feedback is a gauge that testifies the success of the courses offered by the college and is a testimony to the courses, meeting the current employment needs of the society. Feedback forms are mailed to the employers based on the data given by the alumni employed in the relevant organization. The thrust area of the feedback is on measuring the competency of FATIMITES employed at their organization and relevance of the curriculum in meeting the market needs. The revised pattern of internal examination is an implementation of the suggestions received from the stakeholders.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nill	Excel file attached	Nill	Nill	Nill
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2597	357	67	16	50

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
133	133	7	67	3	10

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The students who sought admissions to the UG and PG programmes of the college are assigned to the faculty members at the commencement of the academic program. All the faculty members of the college are mentors. Each faculty member will be allotted with 20-22 mentees. The mentors render their service to the mentees till the completion of the programme through personal as well as group mentoring. Mentoring is an adaptation process for the first year students. It helps the first year students to understand the challenges and opportunities present in the college and to develop a smooth transition to campus life, to counsel academically weak undergraduate first year students and to play an important role in helping students cope with academic, extra-academic and personal problems and to provide positive role models. Aims • To help the students to come up with an aim and sort out ways to achieve their goals • To inculcate the spirit of responsibility, discipline and enthusiasm • To give individual recognition, encouragement and enhance their confidence level • To help the students to balance academic and personal responsibilities • To minimize dropouts through personal counselling • To create an interactive environment to help them open up their concerns • To make them adaptable to the system in the college • To give personal support at the time of need The Practice • Well-committed teaching staff to help students beyond teaching hours • Each mentor is assigned 20-22 mentees • Group/Individual Mentoring sessions • Mentor helps the students in personal and academic issues • Mentors coordinate with the parents regarding the progress of the students. • Mentors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest. • Mentoring registers are kept with the mentors which include provisions for student details-Academic, Co-Curricular, Extra-Curricular and Personal details • Mentoring is strictly monitored by the Dean of Student Affairs • Satisfaction survey is conducted and the feedback is analyzed. Evidence of Success • Results in the examinations • Attendance • Participation in co-curricular and extra-curricular activities • Discipline on campus • Progression in postgraduate education and research • Improved learning outcomes and employability of graduates

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2954	133	1:22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
133	133	Nill	66	60

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Excel Template Attached	Nill	Nill

View File

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nill	**Excel file attached**	**Nill**	**Nill**	**Nill**

View File

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nill	**Nill**	**0**

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://fmnc.ac.in/fatima-academics/outcomes/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	**Nill**	**Excel file attached**	**Nill**	**Nill**	**Nill**

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://iqac.fmnc.ac.in/feedback-report/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes
Name of the teacher getting seed money
Excel Template Attached
View File

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the	Name of the award	Date of award	Awarding agency

		fellowship		
International	Dr. Sinilal B	Postdoctoral Research Fellowship	01/06/2019	University of Sciences(UScien ces), Philadelphia

No file uploaded.

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1825	FIST	90	52.5
Major Projects	1095	SERB	39.59	23.45
Any Other (Specify)	1095	KSCSTE	15	0

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0.03

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
DISHA- a hands-on practical training for Higher Secondary teachers	Zoology	19/10/2019
FIRMAT(NSDC)	Zoology	25/07/2019
Aquarium Construction Maintenance	Zoology	23/01/2019
National Workshop-cum- training on DNA Fingerprinting in collaboration with E Cell (IIT Bombay)	Zoology	08/06/2019
Workshop on Artificial Intelligence using python	Computer Science (SF)	04/10/2019
Workshop on Python for Absolute Beginners	Computer Science (SF)	16/12/2020
Invited Talk on Research Methodology	Chemistry	09/02/2019
Workshop on assembling of LED Bulbs Hands on training to students for development of skill for assembly of LED Bulbs	Chemistry	04/02/2020
Professionalism in life	Botany	20/05/2020

sciences at academic level		
Research Methodology: Concepts, tools and applications	Botany	23/05/2020

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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil

No file uploaded.

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

No file uploaded.

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Zoology	1
English	2
Mathematics	Nill
Commerce	2
Mathematics	4

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	3	Nill
National	Botany	1	Nill
International	Chemistry	4	Nill
National	Commerce	1	Nill
National	English	1	Nill
National	History	2	Nill
International	Physics	26	Nill
National	Zoology	3	Nill

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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Zoology	1
Chemistry	1
English	3

Malayalam	4
No file uploaded.	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Nill	Nill	Nill
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Excel file attached	Nill	Nill	Nill	Nill	Nill	Nill
[View File](#)						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Excel file attached	Nill	Nill	Nill	Nill	Nill	Nill
[View File](#)						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	32	20	32
Presented papers	2	16	7	21
Resource persons	Nill	Nill	12	20
No file uploaded.				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Commerce	Tax Consultation	Various stakeholders	5000
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s)	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees

department				
Nil	Nil	Nil	Nill	Nill
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Excel file attached	Nill	Nill	Nill
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill
No file uploaded.			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Excel file attached	Nill	Nill	Nill	Nill
View File				

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Excel file attached	Nill	Nill	Nill
View File			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Excel file attached	Nill	Nill	Nill

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
97.5	97.19

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Fully	20.11	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	84430	6215116	118	62410	84548	6277526
Reference Books	2700	1000000	Nill	Nill	2700	1000000
Digital Database	2	5900	Nill	Nill	2	5900
Library Automation	1	Nill	Nill	Nill	1	Nill

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Excel file attached	Nill	Nill	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	180	6	180	1	0	15	15	35	0
Added	23	1	23	0	0	0	0	0	0
Total	203	7	203	1	0	15	15	35	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

25 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Learning Management System	http://www.moodle.fmnc.ac.in/
Media Lab	https://fmnc.ac.in/fatima-infrastructure/recording-studio/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
15	1497579	46	4542288

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

FATIMA believes in providing a good ambiance with 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 includes 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 up-gradation of the IT resources on 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 updating of the college websites. To ensure an 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. The 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 their 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 Classrooms 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 attendants and office assistants from the aided stream and 21 maintenance from the Bursar's office.

http://iqac.fmnc.ac.in/2019/09/03/institutional-code-of-conduct/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships offered from different institutional bodies	282	428000
Financial Support from Other Sources			
a) National	Scholarships from Government or other private bodies	1486	16780100
b)International	0	Nill	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Excel file attached	Nill	Nill	Nill
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2019	NET / SET Coaching	111	Nill	15	Nill

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nil	Nill	Nill

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	Excel file attached	Nill	Nill	Nill

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	12
GATE	2
Any Other	10

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Excel file attached	Nill	Nill

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for	Number of awards for	Student ID number	Name of the student

			Sports	Cultural		
2020	Best Paper Award	National	Nill	1	RS190005	Aiswarya S
2019	National Fistball Championship	National	1	Nill	U1823092	Sidhikh A
2020	Quiz	International	Nill	1	U1824034	C. H. Viveknamboothiri

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As the saying goes, Charity begins at home, we at FMN College believe that our assets, the students of the college should be taught the first steps of being responsible citizens. FMNC provides ample avenue to nurture social responsibility, leadership skills, secular outlook, comprehensive perception and holistic development in students by making them part of the bodies that play a crucial role in running the college. The presence of an elected student Union, instils democratic ideals. The Student Union is guided by teachers in the capacity of Union Consultant, Arts Consultant and Magazine Editor. The Chairman, elected by the class representatives is a member of the College Council one of the premier bodies that run the college, thereby giving a platform for the students to express their concerns. Student members are part of the IQAC as well, giving them a chance to participate in the functioning of important bodies in the college. The College Union organises events such as Arts Festival, Sports Day, Women's Day. Department Associations programmes, College Day and Publication of student's magazine 'Pyari Ma'. Apart from the regular activities of the college, the students organised a mass signing of petition to the KSRTC, requesting them to make the Low Floor buses differently abled friendly. Their compassion towards the needy was evident in their distribution of food packets to the needy teaching that, "Love is Something Else". The active committees in the college consists of student members showing that Fatima college believes in integrating student participation in all the endeavours. The mandatory committees such as Anti Ragging Cell, AntiSexual Harassment Committee, Antinarcotics Club, Students Grievance Redressal Cell, Committee for SC/ST, Minority OBC Cell, and Cell for Divyangjans have student members. The Antinarcotics club consists of 53 student members and every year the committee observes Antinarcotics week on enlightening the students on the dangers of using drugs and substances. The Electoral Literacy Club inaugurated this year, serves its purpose in educating the students on healthy aspects of the electoral system in our country. Student membership in the Cooperative store helps them get an idea on logistics and supply of books and stationery required by students. The Ethics committee has three student members and the purpose of the committee is to maintain decorum in the campus. Members of NSS and NCC, have several avaenues for nurturing social responsibility. In addition to the routine work, there are student clubs in the college which help the students hone their skills related to arts, literature and science. The Professors of the Future programme practiced by the departments gives the students first hand experience in teaching. The Radio Club in collaboration with Radio Benziger helps students host a radio programme called, "Rhythms of Fatima", giving students exposure to the familiarize with jobs related to radio broadcast.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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.

5.4.2 – No. of registered Alumni:

1818

5.4.3 – Alumni contribution during the year (in Rupees) :

1600500

5.4.4 – Meetings/activities organized by Alumni Association :

1) 11th Jan 2020 - Rev. Fr. Richard Memorial annual inter department quiz competition 2) 17th Jan 2020 - Prof. Clement d' Cruz Memorial Inter College Quiz Competition 3) 21st Jan 2020 - Msgr. A.J Rozario Memorial Intercollegiate Basketball tournament 4) Msgr. A.J Rozario Endowment Scholarship – Rs. 55000/- 5) 26th Jan 2020 - Annual Re-Union

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	The college engages various agencies for internship, research and student support through MoUs with public and private agencies.
Library, ICT and Physical Infrastructure / Instrumentation	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. FATIMA has 14

	Laboratories, 66 class rooms with LCD, 3 smart classes, central instrumentation unit, online research database, research rooms and 7 research labs. Library comprises a Central Library, Bishop Catalani Campus Library, and department level reference libraries. The resources include 86313 books, 70 research journals, 60 magazines, 520 back volumes of journals, and 45 research theses.
Research and Development	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.
Curriculum Development	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.
Teaching and Learning	FATIMA considers Student Centric Learning both as a mindset and culture characterized by innovative methods of teaching. As SCL envisages, FATIMA assures the active involvement of learners in developing the course contents and its implementation. 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.
Examination and Evaluation	The office of the Controller of Examinations was established and the Manual of Examinations prepared on conferment of autonomous status. 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. 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.
Human Resource Management	The institution has a well-defined policy for the recruitment and upward mobility. The retirement vacancies are filled by appointing Assistant Professors on contract till the official procedures of permanent posting are regularised. The Assistant Professors on contract for the government sanctioned posts are paid by the government and the others by the management. The institution organises training programmes for the professional development of the faculty members. The faculty members are encouraged to attend the professional training programmes in other institutions also. The college has a self-appraisal system to evaluate the performance of the faculty.
Admission of Students	The institution has fully automated the admission process through the EdufFizz software. The students can submit the application through student portal and the admission procedures are carried out by the office portal. Admission process starts with the online submission of application. The rank list of the applicants is published within a day after closing

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	G suit and FAMS
Administration	FAMS, SPARK, BIMS
Finance and Accounts	BIMS, FAMS
Student Admission and Support	FAMS
Examination	FAMS, ROVEN, QnSMART

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	Nill

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Prospects of funding in research	Nill	17/10/2019	18/10/2019	133	Nill
2019	Hands on training on QnSMART	Nill	17/08/2019	17/08/2019	133	Nill
2019	SAAC orientation	SAAC orientation	03/09/2019	03/09/2019	133	20

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration

programme				
Excel file attached	**Nill**	**Nill**	**Nill**	**Nill**

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	**Nill**	**Nill**	**Nill**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff cooperative bank, College cooperative store, Department wise staff club, Common Staff association, Fatima Teachers Association	**Staff cooperative bank, College cooperative store, Non-teaching staff association**	**Parent Teacher Association, faculty members, various government and nongovernmental agencies, PTA, Former Students Association (FSA), Philanthropists, Management, Association of Retired Teachers (ART) and Alumni have offered financial support in the form of merit cum means scholarship and fellowships to the students. Students Union, Department level Associations and various clubs have organized various programmes and activities to enrich the socio-cultural literary well being of the students. Further, contract staff is given one month salary and bonus during festival seasons by the management. Jobs were given to eligible family members of the non teaching 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. College offers student welfare scheme funded by college faculty.**

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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 Page 89/126 03-08-2021 10:14:46 Self Study Report of FATIMA MATA NATIONAL COLLEGE 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.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	Yes	Directorate of Collegiate Education	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Infrastructure development (IQAC board room, LCD class room, Zoology museum renovation, Fitness centre) 2. Academic Support Induction ceremony, Personality and career development sessions, conselling sessions, scholarships and awards) 3. Extra-curricular Activities (Swatch Fatima, College union and club activities)

6.5.3 – Development programmes for support staff (at least three)

1. Orientation programme on SAAC 2. One day retreat of overall development 3. Basic computer proficiency training

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Fatima Learning Management System 2. FAMS 3. Introduction of OBE

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	Excel file attached	Nill	Nill	Nill	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on "Women Empowerment through STEM (Science , Technology, Engineering and	28/02/2020	28/02/2020	71	32

Mathematics) as part of National Science Day 2020				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	13
Provision for lift	No	Nill
Ramp/Rails	Yes	13
Braille Software/facilities	Yes	13
Rest Rooms	Yes	13
Scribes for examination	Yes	13
Special skill development for differently abled students	Yes	13

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	Excel file attached	Nill	Nill
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
FMNC Code of Conduct http://iqac.fmnc.ac.in/2019/09/03/institutionalcodeofconduct/	03/06/2019	• Giving greater emphasis on preventing financial, scientific, and academic fraud • Ensuring more participation of the stakeholders of an institution in its activities • Establishment of a proper process for implementation of the

	code.	
The University Grants Commission ACT, 1956, and its updations thereafter https://www.ugc.ac.in/old pdf/ugc_act.pdf	03/06/2019	.
Student Handbook Academic Calendar	03/06/2019	The students are bound to follow the code of conduct as specified in the Student Handbook. The class teachers brief them about the guidelines specified in the handbook. Thus it is ensured that the students are well aware of the codes of conduct, discipline system, and the policies of the college. Disciplinary action would be taken against those who violate the code of conduct, strictly in keeping with the measures specified in the calendar. The schedule given in the academic calendar of the Handbook is strictly adhered to, unless any unexpected contingency arises which necessitates the shifting of the dates. The calendar helps to inform the students well in advance of the dates of the exam so that they can work out a schedule for preparation work.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Excel file attached	Nil	Nil	Nil

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic Free Campus: Plastic Bottle and Plastic Pen Collection Drive for recycling, insistence on steel lunch containers, ban on plastic flexes and decorations, Soft binding insisted for UG and PG project works, etc 2. Swachh Fatima Green Fatima Campus cleaning Drive: The various departments are allocated specific locations for their cleaning activities. The Department staff coordinate the student cleaning activities in the respective locations. 3. Greening the Campus: Planting saplings in the college ground as part of World Environment Day. The students of the Botany Department plant saplings

coming under RET category as part of their curriculum. 4. Green Protocol: Green protocol is strictly observed in the college campus, canteen, Students' celebrations, College functions 5. Waste management: A biogas plant with the capacity to process 100kg of waste per day is installed adjacent to the canteen to ensure a clean campus. The gas generated from the processing unit is being used successfully for cooking in the canteen. 6. Eco-friendly initiatives like Butterfly garden, Shrub Garden, Fruit Park, Janmanakshatravanam (Birth Star grove) etc to have pockets of greenery in the campus, maintain green diversity and serve as academic and aesthetic spaces. 7. Environmental Club Activities: Observing Environment Day, organising environment consciousness programmes, planting saplings, Great Back Yard Bird Count and Campus Bird Count 2019 undertaken. 8. Paperless Office: A major shift to less paper admission procedures, examination procedures, attendance system, and circulation of official communication through social media and web portals has considerably reduced paper consumption and has ecological benefits.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice One: "GO Green" Best practice Title of the Practice: Fatima Go Green Mission Objectives of the Practice: • Greening the Fatima Campus is our ecological vision and mission • To contribute our little mite towards the global agenda of "Save our Planet" • To foster among our students an awareness about the necessity of a clean campus as integral to their work culture • To preserve our immediate environment is one of the vital steps towards achieving our institutional mission of social justice through eco justice •To instil in our students the realisation that preserving the environment is not just the other person's concern, but the individual responsibility of each one of them Context: The sprawling greenery of Fatima campus is at once our asset and our obligation. The pathway to the college flanked by Cypress trees is the stamp mark of our college. Generations of Fatimites wax nostalgically about these trees, which they fondly call "Cypress muthassimar" (Cypress grandmothers) which is a testimony of their emotional bonding with the college campus and its ambience. Hence it is the obligation of every Fatimite to keep the campus green and clean so that the succeeding generations too can proudly stake claim over it. The management, the faculty and the students work concertedly to achieve this aim. Thus we attempt to broaden the scope of our Institutional vision by incorporating into it our ecological vision of fostering love for Mother Earth. The Practice: As part of "Fatima Go Green Mission", our Institution regularly conducts seminars, conferences and workshops. All the Environment days are also observed with activities relevant to that particular event. The College Environment Club, Science Club, NSS, NCC Army and Navy wings and the various Departments take initiatives in organizing these programmes. Other than these academic exercises, Institution also undertakes various activities to promote this 'Green Best Practice' among students. "Fatima Go Green Mission" has been categorized under two heads: 1) Green Academics 2) Green Initiatives • Green Academics enlist environmental related seminars, conferences, workshops and field visits conducted, environmental days observed, and Suchitwa Mission meetings organized by the college. • Green Initiatives include Swachh Fatima cleaning initiatives, planting saplings, Green projects undertaken like setting up of Butterfly Garden, Shrub Garden, Janmanakshatra Vanam (Birth Star Grove), Fruit Park etc, Green Protocol is observed in the canteen, in the environment friendly soft cover binding of PG and UG project dissertations, for all student celebrations, Plastic free initiatives like ban on using plastic flex, plastic bottle collection drive in the campus, collecting discarded plastic pens for recycling, insistence on using steel lunch boxes etc. Keeping a Biodiversity Register and conducting Green Audit annually are also projects under Green Initiatives. • Evidence of success: The Green Audit conducted annually provide

us with the data as to how far our green initiatives have been implemented successfully, and the measures to be adopted in future. • Problems Encountered: ? Since high electrical energy consumption recorded in the college, more of renewable energy sources, like solar energy need to be tapped ? Though plastic free drive is intensively undertaken, 100 percent target not yet achieved which is the greatest challenge ? Tieup to be worked up with some firms for reusing and recycling of plastics ? ewaste management and disposal not yet materialized – College has initiated a move with Kollam corporation for ewaste collection • Resources Required ? Annual quality assessment of air quality and water quality measurements to be undertaken systematically ? Master plan for converting the college into an Ecofriendly Knowledge Hub, maintaining a sustainable balance between man and environment ? Community outreach environment initiatives to be undertaken. Best Practice II Title: Fatima Student Support Initiatives Fatima Student Support Initiatives are classified under three heads: Student Welfare Activities Scholarships and Awards Gender Support and Gender Empowerment Initiatives Objectives of the Practice: ? To extend financial support to economically backward students through our Student Welfare Schemes ? To acknowledge the academic excellence of the bright students, and to motivate others to emulate them, the college has instituted a number of Scholarships and Awards ? To ensure a safe and secure campus, and for empowering our girl students who constitute 71 of our student strength, the college has undertaken several Gender Support and Gender Empowerment Initiatives,. Context Ingrained into the very functioning of the Institution is our mission of providing education to all, especially the less fortunate. College strives level best to fulfil its vision of achieving excellence in higher education, by extending maximum support to our students. In keeping with our vision, we aim at imparting holistic education, which would shape each Fatimite into a promising citizen of the future I. Student Welfare Activities In order to help the financially backward students, the Institution has constituted a Student Welfare Committee. It takes care of the welfare of the students by providing them with monetary and material help. A Student Welfare Fund is mobilized for this purpose. The Fund is raised through voluntary donations from teachers and other benefactors. The class teachers identify the deserving students of each class and their names are forwarded to the Committee. The Committee ensures that the beneficiaries are really profit out of this venture. The funds are distributed under different heads, to meet their necessities. The accounts are maintained, thus ensuring the transparency of the transaction. Students' Welfare Scheme (20182019): List Attached II. Scholarships and Awards The Institutional Scholarships are in addition to the government scholarships availed of by our students. The government scholarship notifications are published in the notice board, and measures taken to expedite the procedure so that the benefit reaches the hand of deserving students. A total of Rs 16,804,455/ was disbursed during 201819 towards government scholarships. Recipients of various Prizes / Scholarships / Awards 201819: list attached III. Gender support and Gender Empowerment Initiatives A. Safety and Security: List attached of measures taken B. Women's Organisations/units: List Attached C. Initiatives/ Activities undertaken: List Attached Evidence of Success: • The progression of the beneficiaries of Student Welfare Scheme and Scholarship winners is attached • Remarkable is the performance graph of our girl students' with regard to progression to higher studies and research, getting placement, winning ranks and scholarships, and also their performance in qualifying examinations. • It is a matter of pride for us that girls are well represented in Students' Union, IQAC, College Cooperative Store, Antinarcotics Club, Students Grievance Redressal Cell, Committee for SC/ST, Minority and OBC Cell, Cell for Divyangajans, Electoral Literacy Club, Ethics Committee. Problems Encountered and Resources Required Problems Encountered • Many of the scholarships were instituted several years back by our former faculty, or their family members. But honouring the sentiments behind it, we've retained all the

numbers. • Many of the scholarships were instituted during the annual scheme period. As the semester system was introduced, many of the papers were removed from the syllabus. This has made it difficult to find relevant slots to accommodate certain paper specific scholarships. • Majority of scholarships and awards is given for academic performance alone. Only a handful is allotted for achievements in cultural events and sports • A separate sport ground exclusively for girls to develop their fundamental sports skills • FATIMA girls though have proven their credentials in the academic field, have not left a substantial mark in the cultural and artistic fields. • Lack of outside curriculum short term vocational courses inside the campus which would help our girls come out of the campus job ready and thus become selfdependent. Resources Required • Steps to be taken to enhance the principal amount.of the scholarships • Resources to be located for instituting more awards for achievers in cultural events and sports, which would be an added incentive for the students • For the development of a fullfledged sports infrastructure for girls in the campus • Mechanism to give professional grooming to the creatively and artistically talented girl students • We have a team to identify various governmental and nongovernmental schemes and programmes, to do with ICT gadgets to eligible financially backward girl students. • Institute infrastructure facilities to initiate vocational courses like stitching classes, cooking classes, fabric and glass craft work etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://iqac.fmnc.ac.in/best-practice/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Response: Various initiatives under "Share and Care Programme" In keeping with the vision of our illustrious founder Rev Bishop Jerome M. Fernandez, the FATIMA family endeavours to encourage a spirit of selfless sacrifice, respect for all fellow creatures, belief in the dignity of labour along with integrity of character among its members. Value based education is the foundation stone on which our edifice of curriculum is built. This is the very reason for allotting a special hour every week for value education classes. The Value Education Committee has brought out two volumes of "Mindscape – A Vademecm of Value Education". To supplement this, the college has instituted several measures to implement the "Share and Care Programmes", which would benefit the less fortunate both in our own student community and also the society at large. Realizing that the students should be familiar 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. This alone will ensure that we live up to the vision of our saintly founder Rev Bishop Jerome M. Fernandez. Various Share and Care initiatives undertaken by the college are: 1) Fatima Vimala Hrydayam Noon Meals: Fatima Vimala Hrydayam Noon Meals is a programme both for the deserving students of the college as well as outside the campus. The students bring one extra meal to be distributed among the needy students, and also to the destitute community outside. 2) Fatima Jeevan Rekha (FATIMA Life Line): The philanthropic spirit of the students of Fatima is best exemplified in activities like a) Blood Donation: Blood donation is done on a regular basis by the students of FATIMA, in order to help people suffering from acute and chronic diseases. b) Hair Donation: FATIMA is extremely proud of its students and teachers who volunteer to donate their hair to cancer patients. The students are also made to share their experiences with their friends as to what motivated them for this altruistic gesture. 3) Fatima Sahaya Hastham (Lending a Helping Hand): Flood

Relief activities: It was an unprecedented student mobilisation that FATIMA witnessed when the gigantic flood virtually engulfed half of the state. Students of FATIMA 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 various Association activities. When the gravity of the situation loomed large before them, they siphoned off the entire amount for various relief activities. They at once rose to the occasion called off all the celebration and rushed to clean the homes and premises of the flood hit areas. They also visited the relief camps distributing food, cloths, and medicines. Financial help was also extended by the teachers, who gave their one day salary for relief measures.

Provide the weblink of the institution
http://iqac.fmnc.ac.in/2019/12/02/fatima-distinctiveness/

8.Future Plans of Actions for Next Academic Year

Future Plan of Action • Webinars/ Workshops/ Panel Discussions on Topics of Academic and Research Significance • Training Programmes and Placement Drives • Village Adoption Activities • Involvement in Teaching-Learning Process with special emphasis on Student Centric Learning • One Week Basic Training in Computers for the non-teaching staff • One Week Faculty Induction Programme for newly recruited faculty • Workshop on Syllabus Revision • One Week Asynchronous Online Training Programme on 'Online Teaching Tools Techniques' for School Teachers • Awareness Programme on 'UGC Regulations 2019' • Introduction of Mentoring Card • Training Programme on 'SPARK' 'Office Procedures' for non-teaching staff • 'Deeksharambh'- Induction Programme • Platinum Jubilee International Seminar Series • Online Department Journals • Seminar on IPR • FDP on 'Research Methodology' • One Week Training Programme on 'Statistical Tools in Academics Research' • Workshop on 'E-Content Development with regard to MOOCS' • 'FATIMA EXPO 2022'- Exhibition