



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University

Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Internal Quality Assurance Cell

MINUTES OF MEETING (APR 2020)

Date: 20/04/2020

Venue: Zoom Meet

Time: 10.00 am

Attendees: IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. Roy P.K	Principal
2.	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3..	Rev. Fr. Tony	The Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5.	Dr. Tharini	PG Member
6.	Prof. Geetha P.S.	Member
7.	Prof. Sailaja	Member
8.	Dr. Shantharaju	Member
9.	Prof. Roshini	Member
10.	Prof. Archana	Member
11.	Prof. Nayana K V	Member
12.	Prof. Bharathi	Member
13.	Prof. J Unamaheswari	Member
14.	Prof. Prashanth SP	Member
15.	Prof. Maria Priya	Member
16.	Prof. Sonia Ashok	Member
17.	Prof. Satiswari	Member
18.	Prof. Siny	PG Member
19.	Mrs. Vimala	Academic Office
20.	Mr. Achuta Rao	Industry Representative
21.	Ms. Divya	Alumni Representative

Electronics City P.O., Bengaluru - 560 100

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Agenda:

- ☐ NAAC Preparation
- ☐ Preparation for SSR Submission
- ☐ Online Classes

Discussion:

The IQAC discussed about the preparation of online classes and activities and events that will be conducted through online in the upcoming days. Since the NAAC second cycle is approaching and simultaneously planning for the SSR submission has to happen and a core committee will be formed to execute the events and reports for the same. Discussion was made for conducting online classes for all the programs.


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Internal Quality Assurance Cell

MINUTES OF MEETING (JULY 2020)

Date: 20/07/20
Time: 12: 00 pm
Venue: Zoom Meet

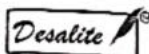
Attendees: IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. Roy P.K	Principal
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6.	Prof. Geetha P.S.	Member
7.	Prof. Sailaja	Member
8.	Dr. Shantharaju	Member
9.	Prof. Koshini	Member
10.	Prof. Archana	Member
11.	Prof. Nayana K V	Member
12.	Prof. Bharathi	Member
13.	Prof. J Umamaheswari	Member
14.	Prof. Prashanth SP	Member
15.	Prof. Maria Priya	Member
16.	Prof. Sonia Ashok	Member
17.	Prof. Satiswari	Member
18.	Prof. Siny	PG Member

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Agenda:

- ☐ SSR Submission
- ☐ Online Classes

Discussion:

The IQAC Members discussed about SSR submission and NAAC Core team has been formed and the team will work towards the SSR submission. Since Covid situation prevails, the team could not meet in person and everyday updates and planning are happening through the online platforms. The planning and implementation of the online classes was done in the meeting. .


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Internal Quality Assurance Cell

MINUTES OF MEETING (Oct 2020)

Date: 20/10/20
Time: 10:30 am
Venue: Zoom Meet

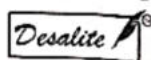
Attendees:

IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. RoyP.K	Principal
2.	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3..	Rev. Fr. Tony	The Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5.	Dr. Tharini	PG Member
6.	Prof. Geetha P.S.	Member
7.	Prof. Sailaja	Member
8.	Dr. Shantharaju	Member
9.	Prof. Roshini	Member
10.	Prof. Archana	Member
11.	Prof. Nayana K V	Member
12.	Prof. Bharathi	Member
13.	Prof. J Umamaheswari	Member
14.	Prof. Prashanth SP	Member
15.	Prof. Maria Priya	Member
16.	Prof. Sonia Ashok	Member
17.	Prof. Satiswari	Member
18.	Prof. Siny	PG Member

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Agenda:

- ☐ SSR Submitted
- ☐ NAAC Peer team Preparation
- ☐ Planning of activities

Discussion:

The Head of the Institution congratulated IQAC Members and all Faculty Members for their efforts put forth for the SSR submission. Team Members were asked to move with the same spirit for further action on SSR.

The next step is the Peer Team visit and the team was asked to prepare for the same. They also planned for online activities to be conducted for the students.



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Internal Quality Assurance Cell

Date: 21.02.2021

Sl. No.	Name	Signature
1	Prof. Maya Mathew	
2	Dr. Tharini	P. Tharini
3	Prof. Geetha P.S.	
4	Prof. Sailaja	
5	Dr. Shantharaju	
6	Prof. Roshini	
7	Prof. Archana	
8	Prof. Nayana K V	
9	Prof. Bharathi	
10	Prof. J Umamaheswari	
11	Prof. Prashanth SP	
12	Prof. Maria Priya	
13	Prof. Senia Ashok	
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Internal Quality Assurance Cell

MINUTES OF MEETING (FEB 2021)

Date: 21/02/2021

Time: 1: 30 pm

Venue: Conference Room

Attendees:

IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. RoyP.K	Principal
2.	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3.	Rev. Fr. Tony	The Management Representative
4.	Prof. Maya Mathew	Coordinator, IQAC
5.	Dr. Tharini	PG Member
6.	Prof. Geetha P.S.	Member
7.	Prof. Sailaja	Member
8.	Dr. Shantharaju	Member
9.	Prof. Roshini	Member
10.	Prof. Archana	Member
11.	Prof. Nayana K V	Member
12.	Prof. Bharathi	Member
13.	Prof. J Umamaheswari	Member
14.	Prof. Prashanth SP	Member
15.	Prof. Maria Priya	Member
16.	Prof. Sonia Ashok	Member
17.	Prof. Satiswari	Member
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Agenda:

- ☐ DVV Submitted
- ☐ Planning for Peer Team Visit
- ☐ Research Activities
- ☐ IQAC Initiatives
- ☐ Planning for orientation Program
- ☐ NAAC

Discussion:

The IQAC Members discussed about the Peer Team Visit and the arrangements have to be made for the same. The Feedback and Appraisal process will also be initiated and carried out by the IQAC. The IQAC has recommended Research and IP Cell to have a recognised IP Cell and the Cell has taken initiatives for the same. Orientations on various quality issues for the staff and students were conducted and few more will be conducted in the upcoming months. The Principal congratulated the IQAC team for overseeing various activities that encourage them to prepare for the Peer Team Visit. The NAAC Core team started working on the Peer team visit and the progress is regularly reported to the Management.



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Internal Quality Assurance Cell

Date: 29.04.2021

Sl. No.	Names	Signature
1	Rev. Dr. Roy P. K	
2	Rev. Fr. Jijo Jose	
3	Prof. Maya Mathew	
4	Dr. Tharini	P. Tharini
5	Prof. Geetha P S	
6	Prof. Sailaja	
7	Dr. Shantaraju	
8	Prof. Roshini	
9	Prof. Archana	
10	Prof. Nayana K V	
11	Prof. Bharathi	
12	Prof. J Umamaheswari	
13	Prof. Prashanth S P	
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Internal Quality Assurance Cell

Minutes of Meeting (April 2021)

Date: 29.04.2021

Time: 12.00 pm to 2.00 pm

Venue: Conference Hall

Attendees:

IQAC Members – Academic Year 2020-2021

Sl. No.	Names	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Maya Mathew	Coordinator, IQAC
4	Dr. Tharini	Member
5	Prof. Geetha P S	Member
6	Prof. Sailaja	Member
7	Dr. Shantaraju	Member
8	Prof. Roshini	Member
9	Prof. Archana	Member
10	Prof. Nayana K V	Member
11	Prof. Bharathi	Member
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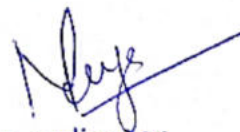
Agenda:

- ☐ NAAC grade
- ☐ Planning for the Internal Audit
- ☐ Plan for Research and other activities
- ☐ IQAC initiatives

Discussion:

The institution received NAAC grading of B++. The Principal congratulated the IQAC team and the IQAC and NAAC Coordinators for taking up the work and executing it well. The Principal proposed to the team that the process for next NAAC cycle to be started and plan for the same needs to be prepared. He said that long term goals and commitment will help in achieving better results. A review of the second cycle of NAAC was done and the areas to be addressed was discussed.

It was decided in the meeting that a Cell will be created "Academic Audit and Accreditation Cell" and will follow the same guidelines of AAA as proposed by NAAC. This team will be in-charge of internal audit and suggestions to be made for the quality improvement of the college. The IQAC proposed the plan for the upcoming semester and the coordinator proposed that the IQAC members need to be more active and involved in executing the plan. The plan was also submitted to the management.



Co-ordinator
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Internal Quality Assurance Cell

Date: 24.08.2021

Sl. No.	Names	Signature
1	Prof. Maya Mathew	
2	Dr. Tharini	
3	Prof. Geetha P S	
4	Prof. Sailaja	
5	Dr. Shantaraju	
6	Prof. Roshini	
7	Prof. Archana	
8	Prof. Nayana K V	
9	Prof. Bharathi	
10	Prof. J Umamaheswari	
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Internal Quality Assurance Cell

Minutes of Meeting (August 2021)

Date: 24.08.2021

Time: 1.00 pm to 2.00 pm

Venue: Seminar Hall

Attendees:

IQAC Members – Academic Year 2020-2021

Sl. No.	Names	Designation
1	Prof. Maya Mathew	Coordinator, IQAC
2	Dr. Tharini	Member
3	Prof. Geetha P S	Member
4	Prof. Sailaja	Member
5	Dr. Shantaraju	Member
6	Prof. Roshini	Member
7	Prof. Archana	Member
8	Prof. Nayana K V	Member
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Agenda:

- ☐ Internal and External Audit
- ☐ AQAR
- ☐ Feedbacks
- ☐ Plan for Next Semester

Discussion:

The IQAC coordinator informed that the Internal Audit will be taking place in the month of September and the AAA will be taking up the responsibility of the Audit. The schedule of the Audit will be prepared and shared with all the HODs and the Cells and Committee coordinators after the approval of the Principal. The External Audit should also be planned as the AQAR for the academic year needs to be submitted by December 2020. The IQAC Coordinator informed that the work for the AQAR 20-21 needs to be started and the same to be completed by November 2021 and submitted to the management for review.

The feedback from all the stakeholders' needs to be collected and analysed and the member's in-charge were asked to take up the task as priority and submit the data to IQAC. The formats for the feedback and the mode of collecting feedbacks were also discussed. As the next academic year will begin in October, the plans for the same needs to be discussed and proposed to the management. The IQAC members were asked to discuss the same in their concerned departments and give inputs to frame the plan for the next academic year.


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