



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Reaccredited by NAAC with 'B++' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### Internal Quality Assurance Cell

2022-2023

### Minutes of Meeting

Date: 28.06.2022

Time: 2:00 p.m. – 3:00 p.m.

Venue: IQAC Room

#### Attendees

S.No	Name of the Faculty	Designation
1	Rev. Dr. Roy	Principal/Chairperson
2	Rev. Fr. Jijo Jose	Vice Principal
3	Ms. Maya Mathew	IQAC Coordinator
4	Dr. Tharini	AAA Coordinator
5	Ms. Deepashree.P	Member
6	Ms. Nagarathna.M	Member
7	Ms. Gulla Keerthi	Member
8	Dr. Prakasha	Member
9	Dr. Thanapackiam	Member
10	Dr. Mamatha	Member
11	Dr. Mahesh	Member
12	Ms. Uma Maheswari	Member
13	Ms. Shanmugapriya	Member
14	Ms. Madhuri	Member
15	Dr. Sivakami	Member
16	Ms. Sivakami	Member

#### Absentees

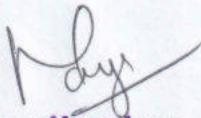
S.No	Name of the Faculty	Designation
1	Dr. Maria Priya	Member
2	Ms. Amrutha	Member

Electronics City P.O., Bengaluru - 560 100

Tel.: 080-27836065 / 27834611, Fax: 080-27832299, Email: [principal@sfscollege.in](mailto:principal@sfscollege.in)  
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S.NO	Agenda	Discussion
1	<b>FDP in collaboration with SFS College, Aalo, Arunachal Pradesh</b>	<ul style="list-style-type: none"> <li>IQAC has initiated a collaboration with St. Francis de Sales College, Aalo, Arunachal Pradesh and an MOU will be signed with them.</li> <li>The two institutions will conduct quality programs for the benefit of the faculty and students.</li> <li>An online FDP will be conducted for the faculty of both colleges.</li> </ul>
2	<b>Alumni Meet</b>	<ul style="list-style-type: none"> <li>The IQAC will organize the annual Alumni meet in August.</li> <li>The IQAC members will take up the responsibility for the Meeting.</li> </ul>
3	<b>SNS 21-22</b>	<ul style="list-style-type: none"> <li>The Student National Seminar will be conducted for the academic year 2021-2022 in June 2022.</li> </ul>
4	<b>AQAR 20-21</b>	<ul style="list-style-type: none"> <li>The AQAR for 2020-2021 will be submitted by the IQAC.</li> <li>The AAA team is working on the completion of the AQAR.</li> </ul>
5	<b>Feedback for 21-22</b>	<ul style="list-style-type: none"> <li>The IQAC will initiate the Curriculum and overall feedback from various stakeholders for the academic year 2021-2022.</li> </ul>
6	<b>Workshops</b>	<ul style="list-style-type: none"> <li>The IQAC in collaboration with Kristu Jayanthi College, Bangalore will organise various workshops for Quality Development of the Institution.</li> </ul>
7	<b>Quality Audit</b>	<ul style="list-style-type: none"> <li>The IQAC will review the activities conducted by the departments and the various cells and committees.</li> </ul>



**Coordinator**  
 Internal Quality Assurance Cell  
 St. Francis de Sales College  
 Bengaluru - 560 100.



**PRINCIPAL**  
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## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### Internal Quality Assurance Cell

2022-2023

### Minutes of Meeting

**Date:** 18.10.2022

**Time:** 2:00 p.m. – 3:00 p.m.

**Venue:** IQAC Room

### Attendees

S.No	Name of the Faculty	Designation
1	Rev. Dr. Roy	Principal/Chairperson
2	Rev. Fr. Jijo Jose	Vice Principal
3	Ms. Maya Mathew	IQAC Coordinator
4	Dr. Tharini	AAA Coordinator
5	Ms. Deepashree.P	Member
6	Ms. Gulla Keerthi	Member
7	Dr. Prakasha	Member
8	Dr. Thanapackiam	Member
9	Dr. Mamatha	Member
10	Ms. Uma Maheswari	Member
11	Ms. Shanmugapriya	Member
12	Ms. Madhuri	Member
13	Ms. Sivakami	Member
14	Dr. Maria Priya	Member
15	Ms. Amrutha	Member
16	Ms. Vimala	Member
17	Mr. Raju	Member
18	Mrs. Sandra	Member
19	Ms. Mary	Member
23	Mr. Ashin	Member
26	Mr. Joshy	Member

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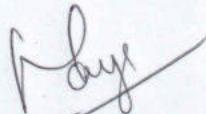


### Absentees

S.No	Name of the Faculty	Designation
1	Dr.Mahesh	Member
2	Mr. Manjunath	Member
3	Ms. Divya	Member
4	Ms. Nagarathna.M	Member
5	Dr. Sivakami	Member

S.NO	Agenda	Discussion
1	<b>OBE</b>	<ul style="list-style-type: none"> <li>As the next academic year begins the OBE document for the second-year NEP is to be formulated.</li> <li>The OBE cell will take up the initiative and guide the departments in the process.</li> </ul>
2	<b>UG Odd Semester Academic Council Meeting</b>	<ul style="list-style-type: none"> <li>The UG Odd Semester Academic Council Meeting will be conducted to discuss and approve the courses and activities.</li> <li>The Even semester Audit reports will be discussed in the Council meeting</li> </ul>
3	<b>Trip for Staff</b>	<ul style="list-style-type: none"> <li>A one-day trip for all the faculty and staff will be organized by the management.</li> </ul>
4	<b>Benchmark for 22-23</b>	<ul style="list-style-type: none"> <li>The IQAC will work on the benchmarks to be set for the Academic year 2022-2023.</li> <li>The inputs will be taken from various stakeholders and the draft will be submitted to the management for approval.</li> </ul>
5	<b>Quality Audit 21-22</b>	<ul style="list-style-type: none"> <li>IQAC will initiate quality initiatives with Oxford College, Bangalore.</li> <li>The IQAC Coordinator of the College will be invited to conduct the AAA for 2021-22.</li> <li>The Green Audit will also be initiated.</li> </ul>

6	<b>Documentation</b>	<ul style="list-style-type: none"> <li>• To streamline the documentation process, the IQAC has initiated the submission of documents of the faculty and all the activities every month.</li> <li>• The data verification will be carried out by the AAA Team and approved by the IQAC Coordinator.</li> </ul>
7	<b>St. Vincent Pallotti</b>	<ul style="list-style-type: none"> <li>• St. Vincent Pallotti College, Bangalore has requested the Principal to orient them on the NAAC requirements, and the Principal has asked the IQAC to organize a workshop for the IQAC members of St. Vincent Pallotti College.</li> </ul>
8	<b>AQAR 21-22</b>	<ul style="list-style-type: none"> <li>• The AQAR 21-22 documentation needs to be processed and the submission to be made by December 2022.</li> </ul>



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## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### Internal Quality Assurance Cell

2022-2023

### Minutes of Meeting

Date: 25.01.2023

Time: 2:00 p.m. – 3:00 p.m.

Venue: IQAC Room

S.No	Name of the Faculty	Designation
1	Rev. Dr. Roy	Principal/Chairperson
2	Rev. Fr. Jijo Jose	Vice Principal
3	Ms. Maya Mathew	IQAC Coordinator
4	Dr. Tharini	AAA Coordinator
5	Ms. Gulla Keerthi	Member
6	Dr. Prakasha	Member
7	Dr. Thanapackiam	Member
8	Dr. Mamatha	Member
9	Ms. Uma Maheswari	Member
10	Ms. Madhuri	Member
11	Ms. Sivakami	Member
12	Dr. Maria Priya	Member
13	Ms. Amrutha	Member
14	Dr. Mahesh	Member
15	Ms. Nagarathna.M	Member
16	Dr. Sivakami	Member

### Absentees

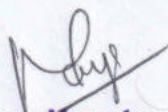
S.No	Name of the Faculty	Designation
1	Ms. Deepashree.P	Member
2	Ms. Shanmugapriya	Member

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S.NO	Agenda	Discussion
1	<b>Feedback and Quality Audit</b>	<ul style="list-style-type: none"> <li>The student and faculty feedback will be initiated for the Odd semester for the UG students.</li> <li>The Internal audit for the UG will be conducted.</li> </ul>
2	<b>UG Even Semester Plans</b>	<ul style="list-style-type: none"> <li>The planning and submission of the Even Semester plan to be completed by the UG Department HODs.</li> </ul>
3	<b>PG Odd Semester Plans</b>	<ul style="list-style-type: none"> <li>The planning and submission of the Even Semester plan to be completed by the UG Department HODs.</li> </ul>
4	<b>AQAR 21-22</b>	<ul style="list-style-type: none"> <li>The documentation process for the AQAR 21-22 needs to be speeded up.</li> </ul>
5	<b>Research Activities</b>	<ul style="list-style-type: none"> <li>The Research Cell has to create an environment of Research Culture in the College.</li> <li>The Research Cell should support and encourage the staff and the students to publish research articles in the UGC CARE listed journals.</li> </ul>
6	<b>DISHA</b>	<ul style="list-style-type: none"> <li>All the students of the institution should be part of the Outreach and Extension activities conducted under DISHA.</li> <li>It was decided in the meeting that IA component would apply to the students as part of their participation under DISHA.</li> </ul>
7	<b>Faculty support</b>	<ul style="list-style-type: none"> <li>The FEC has proposed to conduct sports activities for the teaching staff and cultural activities for the non-teaching staff.</li> </ul>
8	<b>MOU</b>	<ul style="list-style-type: none"> <li>The institution has signed MOUs with various organizations and institutions.</li> <li>To make all the MOUs functional, the MOUs will be divided among the departments and quality programs to be conducted.</li> </ul>



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## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### Internal Quality Assurance Cell

2022-2023

### Minutes of Meeting

**Date:** 28.04.23

**Time:** 2:30 p.m. – 3:00 p.m.

**Venue:** IQAC Room

#### Attendees

S.No	Name of the Faculty	Designation
1	Rev. Dr. Roy	Principal/Chairperson
2	Rev. Fr. Jijo Jose	Vice Principal
3	Ms. Maya Mathew	IQAC Coordinator
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5	Ms. Gulla Keerthi	Member
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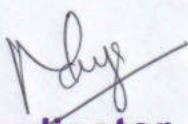
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3	Ms. Sivakami	Member

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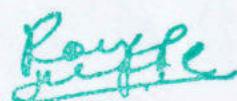


S.NO	Agenda	Discussion
1	<b>PG – Audit and Planning</b>	<ul style="list-style-type: none"> <li>The Internal Audit for the Odd semester for PG will be conducted in April.</li> <li>The Planning for the Even semester is to be completed and submitted to IQAC by the first week of May.</li> </ul>
3	<b>Benchmarks</b>	<ul style="list-style-type: none"> <li>The IQAC will start working on the Benchmarks for the institution for 2023-2024.</li> </ul>
4	<b>Advanced and Slow Learners</b>	<ul style="list-style-type: none"> <li>To help the students more, the Advanced and Slow Learner policy will be drafted by the IQAC and submitted to the Academic Coordinator for further review and approval.</li> </ul>
5	<b>Placement</b>	<ul style="list-style-type: none"> <li>The Placements should improve and the placement Cell will be asked to motivate and support the students in getting placed.</li> </ul>
6	<b>AQAR 21-22</b>	<ul style="list-style-type: none"> <li>AQAR will be submitted as the NAAC has extended the submission date.</li> </ul>
7	<b>FDP</b>	<ul style="list-style-type: none"> <li>An online FDP will be conducted on “Curriculum Design and Development” in the last week of May</li> <li>The IQAC and FEC members will organize the FDP.</li> </ul>
8	<b>NAAC Reassessment</b>	<ul style="list-style-type: none"> <li>The IQAC team felt that the institution could apply for re-assessment to improve the grade.</li> <li>The IQAC will discuss with the management the possibilities of reassessment.</li> </ul>



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