



# 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                |

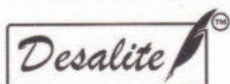
#### Absentees

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

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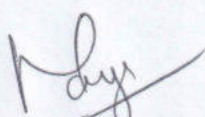
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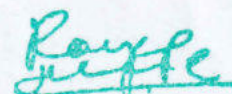




| S.NO | Agenda  | Discussion   |
|------|---|--|
| 1    | <b>FDP in collaboration with SFS College, Aalo, Arunachal Pradesh</b> | <ul style="list-style-type: none"> <li>• IQAC has initiated a collaboration with St. Francis de Sales College, Aalo, Arunachal Pradesh and an MOU will be signed with them.</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**  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100.





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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

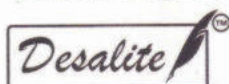
### Attendees

| 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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### 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                |
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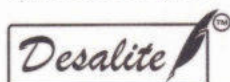
### Absentees

| 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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### 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 |
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| 1    | Ms. Uma Maheswari   | Member      |
| 2    | Ms. Madhuri         | Member      |
| 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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