



ST. FRANCIS DE SALES COLLEGE

BANGALORE - 560 100

Internal Quality Assurance Cell

MINUTES OF MEETING (APR-JUNE 2014)

Date: 01/04/2014

Venue: Conference Hall

Time: 10.00 am

Attendees:

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
4	Rev. Fr. Tony	The Management representative
5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
7	Mr. Ashley Crasto	Member
8	Mr. Raju Kunnel	Member
9	Mr. William Antony	Member
10	Mrs. Sailiaja M.	Member
11	Mrs.Kusuma R.	Member

Agenda:

1. Academic Year Plan for 2014-2015
2. Feedback Analysis for 2013-2014
3. Initiating Effective Documentation: NAAC Steering Committee
4. Certificate and other courses to be introduced
5. Discussion over CBCS to be introduced by the university
6. Academic Council
7. Democratic Students' Elections
8. Placement Cell to be proactice

9. FDP to be conducted
10. Quality Seminar and Orientation programs to be conducted
11. Meetings with various stakeholders
12. IP and Research – seminars and conferences to be conducted
13. New Programmes: Approval to be sought for B.Com.(Travel & Tourism)
14. ICT developments
15. MOUs
16. Green initiative
17. Academic and Administrative Audit and Green Audit to be conducted
18. Inaugurating DFFA

Discussion:

The IQAC Coordinator welcomed the gathering and started presenting his agenda and the discussion followed. The preparation of the Academic Year Calendar 2014-2015 based on the proposals and analysis of the previous year was discussed.

The students and faculty feedback report of 2013-2014 was analysed and certain needed actions like the infrastructure development, the introduction of more certificate and value added courses, the award of endowments, the enhancement of existing facilities, the addition of more extension activities, the installation of a language lab, the construction of PG block were discussed.

It was decided that the academic audit for the year will be conducted in March 2015. The enhancement of various committees and cells for the academic year was discussed: NAAC Steering Committee, Research Cell, Placement Cell, Academic Council, Cultural and Sports Committee, Anti-Ragging Team, Women Cell, Anti-Sexual Harassment Team besides various other committees; the need for documenting all academic and non-academic activities in the prescribed formats suggested by NAAC was discussed.

The certificate course and other add on courses to be introduced for the academic year was finalized. Conducting various academic and non-academic activities was discussed: seminar, workshop, bridge course, certificate and value added courses. All these proposals will be sent to the academic council for further discussion and implementation.

The IQAC team discussed the CBCS system to be introduced by the university shortly and the ways to enable this system effectively. It was decided to conduct democratic students' elections to address the students' needs and grievances better. As the students are expecting more number of placements

to happen in the campus, the placement cell will be enhanced and made stronger with more number of tie-ups with various employment agencies.

As a measure to enhance the quality of teaching, FDP for the teaching and non-teaching staff will be conducted in the month of June before the start of the semester. Quality oriented programs will be conducted all around the year for the staff as well as the students. The planning of the activities will be done by the IQAC, as and when needed.

The Research and IP Cell will work towards creating a conducive environment for research. In view with that, more number of seminars, workshops and conferences will be arranged by the cell and they will be completely responsible for the activities of their cell. Initiatives to sign more number of MOU's will also be taken by the IP and Research Cell.

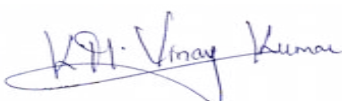
The meetings with various stakeholders will be conducted at regular intervals and their inputs and suggestions will be taken into consideration for the decision making process. It was planned to seek approval to start B.Com. (Travel & Tourism) and few other courses.

The ICT facilities will be given importance and the college will give more weightage to install projectors and screens in every classroom. It will be increased at a regular phase and the college will aim at achieving 100% ICT developments in the near future.

As a green initiative measure, the college will undergo Green audit and the flora and the fauna of the college will also be maintained and enhanced. Academic and the Administrative audit will also be conducted as a means to improve the quality.

The college will inaugurate the Desalite Farmers Friendly Association (DFFA) which was in the pipe line last year. This association will help the farmers in their farming and the students will also become responsible citizens.

The meeting ended with all the members accepting the decisions taken.


Co-ordinator
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Internal Quality Assurance Cell MINUTES OF MEETING (JULY-SEPT 2014)

Date: 07/07/14
Time: 12: 00 P.M.
Venue: Conference Room

Attendees:

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
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5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
7	Mr. Ashley Crasto	Member
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Agenda:

Research Policy
Extension Activities and support cells functioning
Follow up on documentation for NAAC
Result Analysis of May 2014 Exams
More transparency in Internal Assessment
Enriching Library Resources
Cultural and Sports programs


Discussion:

The research policy was approved by the Governing Council and the management will be supporting the faculty in various ways including financial support for their research activities.

It was informed that the Library is equipped with INFLIBNET facility and both the staff and the students should make use of the facility. The result analysis of the May 2014 exams were submitted by various departments and the same was discussed. As the result percentage was low, it was decided that the Internal exam and model exams will be considered seriously and more transparency in the valuation system will be introduced. The academic council will be responsible for improving the result percentage of the students.

As the NAAC submission is getting closer, the documentation process of the institution should get up and the NAAC team will work in full swing to make all the arrangements for the NAAC SSR submission and the peer team visit. It was informed that all the departments should cooperate with the NAAC team to make the process simple and efficient.

The NCC/NSS and other extension activity cells will organise programs and the same will be reported to the IQAC. These activities will focus on the holistic development of the students. The support cells should have regular meetings and decide on the activities to be conducted. It was decided that more number of sports and cultural activities will be conducted for the students development.


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Internal Quality Assurance Cell MINUTES OF MEETING (Oct-Dec 2014)

Date: 05/10/14
Time: 10: 00 A.M.
Venue: Conference Room

Attendees:

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
4	Rev. Fr. Tony	The Management representative
5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
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Agenda:

Planning for the Even - Semester
FDP for Teaching and non-teaching staff
Job Fair
Endowments and Scholarships
SSR – Submission


Discussion:

The IQAC planned for the next even semester and discussed on what are the activities to be conducted. It also discussed on the upcoming semester exams for the UG programmes.

As the next semester begins, FDP will be conducted for the Teaching and non-teaching staff at the beginning of the semester. Likewise all the other cells and clubs will continue to conduct programs.

It was decided that a job fair will be conducted for the students in the campus to promote our students getting placed immediately after they finish their exams. The Scholarships process was started in the beginning of the odd semester and the same has been approved by the management. The scholarships will be distributed in the due course to the students.

The NAAC process is coming to a finish and the SSR will be submitted in the month of October as per the NAAC requirements.


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Internal Quality Assurance Cell MINUTES OF MEETING (JAN-MARCH 2015)

Date: 23/01/2015
Time: 10: 00 am
Venue: Conference Room

Attendees:

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
4	Rev. Fr. Tony	The Management representative
5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
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Agenda:

NAAC Peer Team Visit- Planning
Academic and Administrative Audit and Environment Audit
360 degree appraisal
College Day and Graduation Day
Internal Auditing and record keeping


Discussion:

As the SSR report was submitted in the month of October, the NAAC visit will be happening as the follow up process and the NAAC team will take up complete responsibility of the Peer team visit.

As discussed in the beginning of the year, the AAA audit and the Environment audit will happen in the month of February or March. This initiative will enhance the quality of the institution.

The 360 degree appraisal will be taken i.e, from all the stake holders and the same will be analysed for further improvement. The feedback from students will be of primary importance as they play an important role in the institution.

The College Day and the Graduation Day will be planned and a team will be formed for the same. Internal auditing will also be planned by the IQAC. The IQAC will audit every department in the college and verify the documentation process. The auditing report will be submitted to the management with suggestions and recommendations.


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