



ST. FRANCIS DE SALES COLLEGE

BANGALORE - 560 100

Internal Quality Assurance Cell

MINUTES OF MEETING (APR-JUNE 2015)

Date: 07/04/2015

Venue: Conference Hall

Time: 10.00 am

Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
6	Mrs. Kusuma R.	Member
7	Mr. Johnson	Member
8	Mr. Bipin	Member ((Administration)
9	Mrs. Vimala	Member (Academic Officer)
10	Mr. Atchuta Rao	Member (Industry Representative)
11	Mr. Bharath Bushan	Member (Alumini Representative)

Agenda:

Academic Year Plan for 2015-2016

Feedback Analysis: 2014-2015

Peer team visit – Review

Infrastructure

FDP and Quality initiatives

Digital Library

Computer Lab to get more PCs

Gymnasium - more equipment to be added

Optra software

Programme Introduction: B.Com. (Travel & Tourism) and few other courses.

Review of 2014-2015 academic and non-academic activities

DSAT Exams

Discussion:

The IQAC Coordinator discussed about the NAAC peer team visit in the month of March. He insisted that the visit went on well and they are expecting a good grade for the college. A review was made on how did the visit go and what are the things that has to be learned from the visit.

The academic year plan for the year 2015-2016 was discussed. It was decided that every cell department, cells and clubs will chalk out their plan and will submit the same to the IQAC . The IQAC will forward the same to the academic council for further action and planning.

Feedback analysis for the year 14-15 was made. It was understood the students need more computer aided learning and more ICT equipments will be installed for their benefit. It was decided to enhance the canteen as students need more space and variety of food to eat.

The digital library will be enhanced by adding more computers and more resources. The library will also have a boost by adding more books to the existing ones. The gymnasium will also be upgraded with more equipments. The Computer lab will also be enhanced by adding more number of computers.

FDP will be conducted for the teaching and non-teaching staff at the beginning of the semester. More orientation programs will also be organised.

New program B.Com TT will be introduced in the next academic year. OPTRA, a new ERP software will be used by the institution for better management.

A new common entrance exam will be conducted for the students – DSAT – and the meritorious students will be awarded scholarships to pursue their studies. A review of 14-15 activities were conducted and it was decided to add more activities this academic year.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
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MINUTES OF MEETING (JULY-SEPT 2015)

Date: 28/07/15
Time: 12: 00 P.M.
Venue: Conference Room

Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
6	Mrs. Kusuma R.	Member
7	Mr. Johnson	Member
8	Mr. Bipin	Member ((Administration)
9	Mrs. Vimala	Member (Academic Officer)

Agenda:

NAAC A Accreditation - A Review
Result Analysis 2014-2015
Applying for PG courses and Permanent Affiliation
National student Seminar
Stakeholders meet
Placement
Scholarships
Facilities for Differently Abled
Timings change

Bus facility
Cricket pitch

Discussion:

A review of the accreditation of the NAAC was done. The IQAC coordinator congratulated all for the success and the A grade. Later, the recommendations of the NAAC was discussed. As per their recommendations, the Alumni association will be registered. More number of PhD will be recruited. The infrastructure will be modified in a way to support the differently abled people. All this will be done in the upcoming years.

The result analysis for the previous year was reviewed. The results were not upto the mark and it was decided that measures like revision classes should be held. More enhancement programs also should be conducted to improve the students qualification and help them to get placed. Placement cell also has to conduct more grooming programs for the students.

It was recommended to change the timings of the college to 8 am to 2.00 pm, as this will facilitate the students to take up part time job.

It was decided that a National student seminar will be conducted to make the students understand the nuances of research. Bus facility was introduced to help the students and the staff. A cricket pitch will be constructed for the players benefit.

Meetings with all the stakeholders will be planned and conducted by the IQAC. Scholarships and endowments will be approved by the management after the selection process is done by the committee.

The college will also apply for PG courses and also to apply for permanent affiliation from the Bangalore University.


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Internal Quality Assurance Cell

MINUTES OF MEETING (Oct-Dec 2015)

Date: 15/10/15
Time: 10: 00 A.M.
Venue: Conference Room

Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
6	Mrs. Kusuma R.	Member
7	Mr. Johnson	Member
8	Mr. Bipin	Member ((Administration)
9	Mrs. Vimala	Member (Academic Officer)

Agenda:

Preparation for the next semester

Library Enhancement

Bio-metric system for Staff Attendance and college mail ids for HODs

Qualitative programs

Discussion:

The preparations for the even semester was discussed. All the committees, clubs and cells were asked to continue conducting various programs. FDP's were planned for the teaching staff and non-teaching staff. It was decided to add more number of books to the library. The college timings will be changed and bio-metric attendance system will be introduced for the teaching as well the non-teaching staff.

The IQAC will conduct orientation programs on quality issues for the staff and the students. The orientation programs will help the staff and students to understand the issues related to the quality culture of the college.


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Internal Quality Assurance Cell

MINUTES OF MEETING (JAN-MARCH 2016)

Date: 28/01/16
Time: 10: 00 am
Venue: Conference Room

Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
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7	Mr. Johnson	Member
8	Mr. Bipin	Member ((Administration)
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Agenda:

Enhancing ICT

Placement Cell initiatives

Sports Infrastructure – Cricket pitch

360 degree appraisal and student Feedback

College and Graduation day

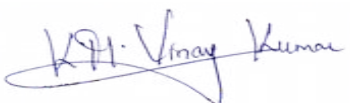
AAA Audit and Green audit

Discussion

The further enhancement of ICT to support the teaching learning process was discussed elaborately. It was decided to increase the ICT enabled classrooms. It was decided to create a cricket pitch for practice for the sports enthusiasts.

The Placement Cell was asked to find ways to enhance the employability of students. It was decided to have tie-ups with external agencies to provide career counseling. The 360 degree feedback for the staff and feedback from the students were planned and will be taken in the month of March and April.

The college day and graduation day was planned and a committee will be framed to execute the events. It was decided that the AAA and Green audit will be conducted in the month of March. With all these discussions coming to an end, the IQAC Coordinator thanked the members for attending the meeting.


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