



# ST FRANCIS DE SALES COLLEGE

Graded 'A' by NAAC || Affiliated to Bangalore University

Electronics City Post, Bengaluru – 560 100 || [www.sfscollege.in](http://www.sfscollege.in)

## Internal Quality Assurance Cell

### MINUTES OF MEETING (APR-JUNE 2016)

**Date:** 03/04/2016

**Venue:** Conference Hall

**Time:** 11.30 am

#### Attendees:

| Sl. No. | Name                               | Designation                   |
|---------|------------------------------------|-------------------------------|
| 1       | Rev. Dr. Herold Christopher Crasta | Principal                     |
| 2       | Rev. Fr. Jijo Jose Manjackal       | Vice Principal                |
| 3       | Rev. Fr. Tony                      | The Management representative |
| 4       | Mrs. Sailaja M                     | Coordinator, IQAC             |
| 5       | Mrs. Kusuma R.                     | Member                        |
| 6       | Mr. Johnson Pereira                | Member                        |
| 7       | Mrs. Margaret Francis              | Member                        |
| 8       | Dr. Shantharaju                    | Member                        |

#### Agenda:

- Suggestions by IQAC to improve the quality of teaching and learning process
- Initiatives by Cells and Committees to organize events and activities
- Two Postgraduate Courses to be started
- Preparation for the Next Academic Year 2016-2017 and preparation of calendar
- Feedback Analysis
- DSAT exam - discussion
- Information Circulation
- Quality programs and IP
- Gender inclusiveness

## Discussion:

The session was started with the IQAC Coordinator welcoming the esteemed gathering along with the agenda presentation. The basic suggestions to improve quality of teaching learning was focused primarily during the session. The necessity to impart higher quality knowledge dissemination was a priority from the inception of the college, and the same was further focused with the change incorporated, by being more specific to 2016-17 academic year.

Various initiatives of the college to conduct events based on the cells and committees were discussed. Gender equality, women empowerment, rural intellectual aid were the prime areas during the meeting with utmost priority.

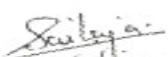
The need for Post graduate courses were specifically pointed during the session and all the member participants agreed to the necessity of PG courses starting at the earliest. Along with the focussed priorities, formulating a solid Academic Calendar for 2016-17 was done to make sure maximum efficiency teaching- learning happening over the course of time.

The necessity for improvement and the ways to achieve the best quality was discussed later with the Feedback analysis. The efficiency and the key areas of concern were discussed to ensure continued growth and thereby enhanced student satisfaction.

The DSAT exam and its associated criteria for the upcoming fresher's batch was once again discussed and made sure that the intake quality is never compromised. The information circulation of the same was also considered to be a priority by the members of the IQAC to make sure, enough prior preparation has been done from the best candidates.

Intellectual Property rights and quality programmes and workshops were planned to be conducted and certain criteria to ensure the same was also discussed.

The session was ended by discussing over the gender inclusive strategy that can put ahead the disadvantaged groups. The importance of the same in a co-ed was made aware by the participants through an open discussion.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JULY-SEPT 2016)

**Date:** 29/07/16  
**Time:** 10: 30 P.M.  
**Venue:** Conference Room

#### Attendees:

| Sl. No. | Name                               | Designation                   |
|---------|------------------------------------|-------------------------------|
| 1       | Rev. Dr. Herold Christopher Crasta | Principal                     |
| 2       | Rev. Fr. Jijo Jose Manjackal       | Vice Principal                |
| 3       | Rev. Fr. Tony                      | The Management representative |
| 4       | Mrs. Sailaja M                     | Coordinator, IQAC             |
| 5       | Mrs. Kusuma R.                     | Member                        |
| 6       | Mr. Johnson Pereira                | Member                        |
| 7       | Mrs. Margaret Francis              | Member                        |
| 8       | Dr. Shantharaju                    | Member                        |

#### Agenda:

- Issuing hall tickets
- Issuing OMR sheet for non-core paper examination
- Awareness on waste paper management
- Recycling of used papers
- AV rooms
- Ways to get UGC fund for National Conferences
- Scholarships to the Faculty kids
- Applying for science courses and more PG courses
- FDP
- National Seminar

## **Discussion:**

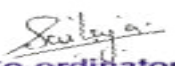
The importance of examination and the necessity to conduct the quality assessment was the focal point during this meeting. Hall ticket issue and the appropriate OMR sheets for non-core papers during the examination was discussed to ensure that the IQAC is prioritizing the same over the upcoming examinations.

During the exam season, the wastage of paper due to the pen and paper mode of exam was notified by the members and the management planned to initiate an awareness programme prior to the examination to student community. Along with that, the recycling of the previously used examination papers was also planned. The impact of recycling was analysed thoroughly and strategic implementation was discussed with an action plan over the meeting.

The requirement of an Audio-Visual Room was then considered for discussion to cater the need of student community from various departments. The need for such a facility was found beneficial by the faculty members, a student can get a hands-on training with various job requirements with them in access through media Room.

The possible UGC funding to the national conferences was the next major discussion point. The action plan for the same was also outlined after the discussion. Along with that the plan to organise the national seminar was brought up by the IQAC coordinator and the same was considered vital to all the members alike. The necessity for FDP was also pointed out and the tentative dates were fixed and will be further confirmed after discussion with individual department coordinators for improved cooperation.

The necessity to add more PG courses were further emphasised over the meeting. The faculty empowerment was planned to get raised to another level by motivating them through a scholarship program for their kids.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (Oct-Dec 2016)

**Date:** 16/10/16  
**Time:** 11: 00 A.M.  
**Venue:** Conference Room

#### Attendees:

| Sl. No. | Name                               | Designation                   |
|---------|------------------------------------|-------------------------------|
| 1       | Rev. Dr. Herold Christopher Crasta | Principal                     |
| 2       | Rev. Fr. Jijo Jose Manjackal       | Vice Principal                |
| 3       | Rev. Fr. Tony                      | The Management representative |
| 4       | Mrs. Sailaja M                     | Coordinator, IQAC             |
| 5       | Mrs. Kusuma R.                     | Member                        |
| 6       | Mr. Johnson Pereira                | Member                        |
| 7       | Mrs. Margaret Francis              | Member                        |
| 8       | Dr. Shantharaju                    | Member                        |

#### Agenda:

- FDP
- Extended library and Extension of Library Hours
- NSS and NCC initiatives
- National Workshop
- Educational Tour
- College Radio Programme
- Sports and cultural activities
- Auditorium – Expansion

## **Discussion:**

The session started with the discussion pertaining towards an FDP program for the faculty of SFS College. The session was proposed to be handled by an eminent academician who should be qualified in the field of research according to the suggestions put forward by the members.

The extension of the library timing hereafter till 5:00 PM was a key decision taken by the members all alike. The repeated requests from Faculties and students during the academic year was thus made into an action through this discussion unanimously.

The NCC and NSS activities are proposed to be extended with the meeting and found it useful towards the holistic development of students of different strata of life. Along with such initiatives, a national level workshop for the student community was also proposed by the IQAC members for a broader student exposure. An educational tour along with industrial visit from each department individually was proposed by the members and the decision regarding the destination was left to be decided by the department co Ordinator and Head of the Department.

College Radio programme was another initiative that was proposed during the meeting. Individual departments were given exclusive access over the radio programme, in association with the BA Department being the overall organisers. The feasibility of the programme was left to the individual department and will be further curated by the Department coordinators.

Co-curricular activities such as Sports and Cultural events for the academic year was finalised over the meeting and the theme was also proposed during the meeting. A further meeting with the individual student representatives was also considered for better student participation.

The necessity for an increased seating capacity in the auditorium was raised by the members and the management agreed to take care of the requirement.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JAN-MARCH 2017)

**Date:** 10/01/17  
**Time:** 10: 15 am  
**Venue:** Conference Room

#### Attendees:

| Sl. No. | Name                               | Designation                   |
|---------|------------------------------------|-------------------------------|
| 1       | Rev. Dr. Herold Christopher Crasta | Principal                     |
| 2       | Rev. Fr. Jijo Jose Manjackal       | Vice Principal                |
| 3       | Rev. Fr. Tony                      | The Management representative |
| 4       | Mrs. Sailaja M                     | Coordinator, IQAC             |
| 5       | Mrs. Kusuma R.                     | Member                        |
| 6       | Mr. Johnson Pereira                | Member                        |
| 7       | Mrs. Margaret Francis              | Member                        |
| 8       | Dr. Shantharaju                    | Member                        |

#### Agenda:

- Enhancement of ICT use
- Job Fair
- New Facilities for Ministerial Staff
- Awareness Programme for foreign students
- Proposal for science lab
- Appraisal and feedback
- AAA and green Audits
- Internal audit and documentation
- Perspective Plan

**Discussion:**

The meeting was initiated with the discussion pertaining to the enhancement of the ICT. Enhanced teaching through advanced technology found more creative and was the need of the hour. The meeting emphasised on the same and the members contributed their viewpoints supporting the idea of ICT enhancement.

The employability of the final year students were planned to be supported through a week job fair and the IQAC co Ordinator presented an action plan over the same.

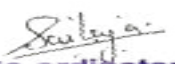
The need of various facilities of the ministerial staff were discussed in the meeting. A locker facility was proposed and found necessary to the IQAC.

The various beneficial practices for the foreign students were planned to be addressed with an awareness programme. The concerns , if any regarding their stay, fee and so on were also planned to be addressed with the session.

The IQAC proposed a science lab for the college as the students were requesting for the same for practical purposes. The management agreed to mee the requirement with utmost priority.

The AAA, green audit, internal audit and documentation were discussed along with their implementation procedures. The faculty appraisal and feedback based increment was also discussed during the IQAC meeting.

The need to frame a perspective plan for the college was discussed and it was decided that the plan will be chalked out by the IQAC and the needed will be done before June 2017.

  
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