



ST FRANCIS DE SALES COLLEGE

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

Electronics City Post, Bengaluru – 560 100 || www.sfscollege.in

Internal Quality Assurance Cell

MINUTES OF MEETING (APR-JUNE 2017)

Date: 12/04/2017

Venue: Conference Hall

Time: 10.30 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. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

Agenda:

- Introduction of new programmes
- FDP
- Plan for the next academic year 2017-2018
- Plan to organize National Level Student Seminar
- Alumni programs
- SFS Tricolour Flag and Logo
- Infrastructure – Science Wing and ICT
- SFS Woods
- Appraisal and feedback – Analysis
- Teaching and Non-teaching appraisals
- Perspective Plan
- Qualitative Programs

Discussion:

It was announced that new programmes like MA English, MA Journalism and Mass Communication, M.Com FA and a pure science Bsc Programme will be introduced in the upcoming year. To begin with the semester, FDP will be conducted for the teaching and non-teaching staff.

The planning of events for the semester was discussed and the Academic Council will take up the responsibility and contact various Committees and Cells for the same. The members of all the Committees, Cells, Associations and Clubs will be chalked out. Students National Seminar will be conducted and all the departments will be involved in conducting the same. Alumni related programs will be organised by the Alumni Association and measures will be taken to strengthen the same.

SFS Flag and Logo will be introduced to have a unique identity. The ICT developments will be given importance and the science wing which is been under construction will be opened for use this year.

Making the campus more eco-friendly, a section of the garden will be converted into SFS Woods and the NCC will be in-charge of its execution. The student feedback and the staff appraisal was undertaken and the analysis and review will be done and the same will be used for improvement of the institution.

The process of preparing a perspective plan for the institution is on the process and it will be completed by the end of June. The institution will conduct orientation programs on various quality development topics and IQAC will be incharge of the programs.


Co-ordinator
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MINUTES OF MEETING (JULY-SEPT 2017)

Date: 04/07/17
Time: 12: 30 pm
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. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

Agenda:

- Infrastructure
- MoU
- Seperate section for PG – Library
- Fountain Pen Campaign and Paper Pencil
- Sports and Cultural events
- Rising Star – Scholarship

Discussion:

It was informed that a NEWS Space and a Media Lab will be opened for the students and specially it will cater to the needs of the Journalism and Mass Communication students. A seperate section for the PG will be allotted in the library as the number of PG Programmes are on the increase.

Books will also be procured for the PG section.

The Research and IP Cell will conduct various seminars, workshops and conferences related to research and innovation. The Cell will also take measures to sign agreements with various institutions to conduct various activities. All the Cells, Committes and Clubs will be advised to conduct events for the holistic development of the students.

The College will resuse all the used papers during exams and other occasions by recyling it and converting it to pencils. The pencils will be disributed to all the students, staff and dignitaries visitng the college.

The college always takes pride in supporting the students financially for their education and a new scholarship “Rising Star Scholarship” will be started.


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MINUTES OF MEETING (Oct-Dec 2017)

Date: 11/10/17
Time: 10: 00 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. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

Agenda:

- Planning for the even semester
- NSS and NCC initiatives
- Placement
- New Programmes

Discussion:

The IQAC discussed on the events that will be conducted in the upcoming semester and how various Committees, Cells and Clubs will contribute in conducting the events. All the coordinators will initiate action in conducting the events.

The NSS/NCC/Red Cross/KCD will make the students more involved in serving different causes of the society. They will be participating more activities and serve the society in various capacities.

The Career Guidance and Placement Cell will organise programs to groom the students and guide them in their placement. Placement drives in the campus and off campus will be encouraged.

For the next academic year, the IQAC will recommend to start few more new programmes to cater to the needs of the students.


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MINUTES OF MEETING (JAN-MARCH 2018)

Date: 08/01/2018
Time: 11: 30 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. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
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Agenda:

- Audits
- Feedback and appraisal
- Internal audit
- Convocation and college day

Discussion:

The college will undergo AAA Audit and Green audit and the report will be submitted to the management for quality improvement purposes. The feedback from students will be collected and analysed.

Faculty appraisals will also be conducted. The Internal financial audit will be conducted and later external financial audit will also be arranged. The IQAC will also conduct quality audit by visiting all the departments, Committees, Cells and Clubs and check the documentation process.

Committee will be formed for the College Day and Graduation Day and it will be organised in a grand manner to commemorate the success of the students.


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