



## IQAC – Minutes of Meeting

2019-2020

Date: 12/04/2019

Venue: Conference Hall

Time: 10.00 am

### Attendees:

Sl. No.	Names	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice- Principal
3	Rev. Fr. Tony	Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5	Prof. Geetha P.S	Member
6	Prof. Chitra	Member
7	Prof. Anusha Bhat	Member
8	Dr. Shantharaju	Member
9	Prof. Archana R	Member
10	Prof. Roshini Anne Koshy	Member
11	Prof. Gnanajyothi	Member
12	Dr. Tharini	Member
13	Prof. Lakshmi CB	Member
14	Mrs. Vimala	Member (Academic Officer)
15	Mr. Achutha Rao	Member (Industry representative)
16	Ms. Divya	Member (Alumni representative)

## **Agenda:**

- Plan for Academic year 2019-2020
- NAAC revised framework and documentation requirement
- IQAC initiatives for 2019-2020
- Library resource requirement
- Development of course content
- Feedback analysis of 2018-2019
- New programs in B.Sc. and BA
- OBE

## **Discussion:**

IQAC team discussed the final plan after collating the ideas received from all the departments. Members were requested to work on the documentation required for uploading in the SSR. New NAAC framework was discussed. A common suggestion was received from heads of all the departments about the need for more number of books, journals etc in the library. The team discussed the need for course content to be prepared immediately before the commencement of the semester. IQAC coordinator suggested that 75% of classroom teaching should happen through ICT. All the departments were asked to prepare course content like PPTs, videos, audio material etc. Feedback that was collected for the previous academic year has to be analyzed and IQAC decided to work on the recommendations and suggestions in the next meeting. The POs and COs were chalked out in the academic year 2018-19 for all the Programmes and Courses offered by the institution. It was decided that the next academic year the process of OBE attainment will be discussed and implemented.

  
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Internal Quality Assessment Cell  
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## IQAC – Minutes of Meeting

2019-2020

Date: 18/07/2019

Venue: Conference Hall

Time: 12.00 pm

### Attendees:

Sl. No.	Names	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice- Principal
3	Rev. Fr. Tony	Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5	Prof. Geetha P.S	Member
6	Prof. Chitra	Member
7	Prof. Anusha Bhat	Member
8	Dr. Shantharaju	Member
9	Prof. Archana R	Member
10	Prof. Roshini Anne Koshy	Member
11	Prof. Gnanajyothi	Member
12	Dr. Tharini	Member
13	Prof. Lakshmi CB	Member
14	Mrs. Vimala	Member (Academic Officer)
15	Mr. Achutha Rao	Member (Industry representative)
16	Ms. Divya	Member (Alumni representative)

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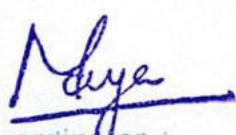
Tel: 080-27836065 / 27834611, Fax: 080-27832299, Email: [sfscollege.ecity@gmail.com](mailto:sfscollege.ecity@gmail.com) | [sfscollege@rediffmail.com](mailto:sfscollege@rediffmail.com)  
[www.sfscollege.in](http://www.sfscollege.in)

### **Agenda:**

1. Implementation of Course Plan and ICT tools
2. Progress of documentation work of 2019-2020
3. Planning for Student National Seminar
4. Planning of activities of Cells and committees
5. First internals
6. Measures for slow learners and advanced learners

### **Discussions:**

The College IQAC discussed the implementation of the course plan. The principal wanted to know the progress of work as per schedule. The members discussed the progress of department wise documentation of the previous quarter. Members suggested that since we are 100% ICT enabled, the data can be documented digitally and save paper. Department coordinators were asked to plan for certificate courses, skill development programs and student national seminar to be conducted during the academic year. The IQAC coordinator instructed that a complete evaluation must be made to categorize the slow learners and advanced learners. Discussions about various measures to be initiated for quality improvement of these students was done and the rest brainstormed to it. The members exchanged a few ideas regarding student national seminar and discussed how the quality of student presentations could be enhanced.



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## IQAC – Minutes of Meeting

2019-2020

Date: 03/10/2019

Venue: IQAC Cell

Time: 12.00 pm

Attendees:

Sl. No.	Names	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice- Principal
3	Rev. Fr. Tony	Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5	Prof. Geetha P.S	Member
6	Prof. Chitra	Member
7	Prof. Anusha Bhat	Member
8	Dr. Shantharaju	Member
9	Prof. Archana R	Member
10	Prof. Roshini Anne Koshy	Member
11	Prof. Gnanajyothi	Member
12	Dr. Tharini	Member
13	Prof. Lakshmi CB	Member
14	Mrs. Vimala	Member (Academic Officer)

**Agenda:**

- Orientation on placements

- Review of skill development programmes
- Extension activities for students
- Enrollment for SWAYAM courses
- Planning for the next semester

#### **Discussion:**

IQAC suggested that one placement orientation must be conducted to outgoing students to inform them about the placement opportunities available in the college. Observations were given by the members that there was 100% student enrollment for skill development programmes. Suggestions were made on how the quality of these presentations can be improved. Coordinator reiterated that students should mandatorily participate in at least one activity every semester. The faculty members were informed to enroll for one SWAYAM course and asked to encourage students for the same. Activity plans were proposed for the next semester.

  
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### IQAC – Minutes of Meeting

2019-2020

Date: 13/01/2020

Venue: Conference Hall

Time: 12.00 pm

#### Attendees:

Sl. No.	Names	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice- Principal
3	Rev. Fr. Tony	Management Representative
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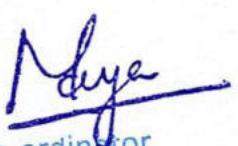
#### Agenda:

- Collection of feedback from stakeholders
- Reviewing of documents required for NAAC

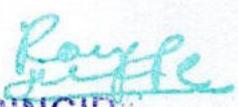
- Academic year audit
- Placement drives
- Recommendations by members
- Industry exposure

#### Discussions:

By the end of every academic year feedback is collected from stakeholders by IQAC. Coordinator discussed if any changes are needed in the process of collecting feedback. Few recommendations were made that feedback could be collected online. IQAC planned to conduct a department wise audit and an audit of the administrative and academic office. It was decided that we will have an external audit in the days to come. The coordinator suggested that placements in the college have to be improved by conducting more placement drives. Many suggestions were made for implementation of different student-centric teaching methods. Industry visits have to be extensively offered to students of all streams due to the quality exposure they get. Good industries in and around Bangalore could be collaborated with based on the learning needs of the students.



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