



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act  
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Internal Quality Assurance Cell

## MINUTES OF MEETING (APR 2020)

Date: 20/04/2020

Venue: Zoom Meet

Time: 10.00 am

Attendees: IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. RoyP.K	Principal
2.	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3..	Rev. Fr. Tony	The Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5.	Dr. Tharini	PG Member
6.	Prof. Geetha P.S.	Member
7.	Prof. Sailaja	Member
8.	Dr. Shantharaju	Member
9.	Prof. Roshini	Member
10.	Prof. Archana	Member
11.	Prof. Nayana K V	Member
12.	Prof. Bharathi	Member
13.	Prof. J Umamaheswari	Member
14.	Prof. Prashanth SP	Member
15.	Prof. Maria Priya	Member
16.	Prof. Sonia Ashok	Member
17.	Prof. Satiswari	Member
18.	Prof. Siny	PG Member
19.	Mrs. Vimala	Academic Office
20.	Mr. Achuta Rao	Industry Representative
21.	Ms. Divya	Alumni Representative

Electronics City P.O., Bengaluru - 560 100

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**Agenda:**

- ☐ NAAC Preparation
- ☐ Preparation for SSR Submission
- ☐ Online Classes

**Discussion:**

The IQAC discussed about the preparation of online classes and activities and events that will be conducted through online in the upcoming days. Since the NAAC second cycle is approaching and simultaneously planning for the SSR submission has to happen and a core committee will be formed to execute the events and reports for the same. Discussion was made for conducting online classes for all the programs.

  
PRINCIPAL  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JULY 2020)

Date: 20/07/20

Time: 12: 00 pm

Venue: Zoom Meet

Attendees: IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. Roy P.K	Principal
2.	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3..	Rev. Fr. Tony	The Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5.	Dr. Tharini	PG Member
6.	Prof. Geetha P.S.	Member
7.	Prof. Sailaja	Member
8.	Dr. Shantharaju	Member
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12.	Prof. Bharathi	Member
13.	Prof. J Umamaheswari	Member
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15.	Prof. Maria Priya	Member
16.	Prof. Sonia Ashok	Member
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**Agenda:**

- ☐ SSR Submission
- ☐ Online Classes

**Discussion:**

The IQAC Members discussed about SSR submission and NAAC Core team has been formed and the team will work towards the SSR submission. Since Covid situation prevails, the team could not meet in person and everyday updates and planning are happening through the online platforms. The planning and implementation of the online classes was done in the meeting. .

  
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Internal Quality Assurance Cell

MINUTES OF MEETING (Oct 2020)

Date: 20/10/20  
Time: 10:30 am  
Venue: Zoom Meet

## Attendees:

### IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. Roy P.K	Principal
2.	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3..	Rev. Fr. Tony	The Management Representative
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6.	Prof. Geetha P.S.	Member
7.	Prof. Sailaja	Member
8.	Dr. Shantharaju	Member
9.	Prof. Roshini	Member
10.	Prof. Archana	Member
11.	Prof. Nayana K V	Member
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**Agenda:**

- ☐ SSR Submitted
- ☐ NAAC Peer team Preparation
- ☐ Planning of activities

**Discussion:**

The Head of the Institution congratulated IQAC Members and all Faculty Members for their efforts put forth for the SSR submission. Team Members were asked to move with the same spirit for further action on SSR.

The next step is the Peer Team visit and the team was asked to prepare for the same. They also planned for online activities to be conducted for the students.



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MINUTES OF MEETING (FEB 2021)

Date: 21/02/2021

Time: 1: 30 pm

Venue: Conference Room

## Attendees:

IQAC Members - Academic Year 2020-2021

Sl. No.	Name	Designation
1.	Rev. Dr. RoyP.K	Principal
2.	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3..	Rev. Fr. Tony	The Management Representative
4	Prof. Maya Mathew	Coordinator, IQAC
5.	Dr. Tharini	PG Member
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**Agenda:**

- ☐ DVV Submitted
- ☐ Planning for Peer Team Visit
- ☐ Research Activities
- ☐ IQAC Initiatives
- ☐ Planning for orientation Program
- ☐ NAAC

**Discussion:**

The IQAC Members discussed about the Peer Team Visit and the arrangements have to be made for the same. The Feedback and Appraisal process will also be initiated and carried out by the IQAC. The IQAC has recommended Research and IP Cell to have a recognised IP Cell and the Cell has taken initiatives for the same. Orientations on various quality issues for the staff and students were conducted and few more will be conducted in the upcoming months. The Principal congratulated the IQAC team for overseeing various activities that encourage them to prepare for the Peer Team Visit. The NAAC Core team started working on the Peer team visit and the progress is regularly reported to the Management.



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Minutes of Meeting (April 2021)

Date: 29.04.2021

Time: 12.00 pm to 2.00 pm

Venue: Conference Hall

Attendees:

IQAC Members – Academic Year 2020-2021

Sl. No.	Names	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Maya Mathew	Coordinator, IQAC
4	Dr. Tharini	Member
5	Prof. Geetha P S	Member
6	Prof. Sailaja	Member
7	Dr. Shantaraju	Member
8	Prof. Roshini	Member
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**Agenda:**

- ☐ NAAC grade
- ☐ Planning for the Internal Audit
- ☐ Plan for Research and other activities
- ☐ IQAC initiatives

**Discussion:**

The institution received NAAC grading of B++. The Principal congratulated the IQAC team and the IQAC and NAAC Coordinators for taking up the work and executing it well. The Principal proposed to the team that the process for next NAAC cycle to be started and plan for the same needs to be prepared. He said that long term goals and commitment will help in achieving better results. A review of the second cycle of NAAC was done and the areas to be addressed was discussed.

It was decided in the meeting that a Cell will be created "Academic Audit and Accreditation Cell" and will follow the same guidelines of AAA as proposed by NAAC. This team will be in-charge of internal audit and suggestions to be made for the quality improvement of the college. The IQAC proposed the plan for the upcoming semester and the coordinator proposed that the IQAC members need to be more active and involved in executing the plan. The plan was also submitted to the management.

  
Co-ordinator  
Internal Quality Assessment Cell  
St Francis de Sales College  
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