



# ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED • PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT • ISO 9001:2015 CERTIFIED

## Letter of Appointment

The college is pleased to appoint the following as members of IQAC for the academic year 2023-2024. The members of IQAC are entrusted with managing the Cell and planning and executing the programs/events for the development of the students and the college.

S.No	Names	Designation
1	Dr. Binu Edathumparambil	Chairperson/Principal
2	Rev. Fr. Jijo	Vice Principal/Administrative Member
3	Rev. Fr. Robin	Administrator/Administrative Member
4	Rev. Fr. Santhosh	Manager/ Management Representative
5	Dr. Tharini P	Coordinator/Assistant Professor
6	Ms. Maya Mathew	Assistant Professor/Member
7	Dr. Siny	Assistant Professor/Member
8	Ms. Roshini	Assistant Professor/Member
9	Ms. Pavithra	Assistant Professor/Member
10	Ms. Chaithra	Assistant Professor/Member
11	Ms. Priya	Assistant Professor/Member
12	Mr. Joshy K.J	Society Representative
13	Dhanush K	Student Representative
14	Ms. Divya	Alumni Representative
15	Mrs. Mary	Industry Representative



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## Internal Quality Assurance Cell

2023-2024

### Minutes of Meeting

**Date:** 29.03.2024

**Time:** 3:00 p.m. – 4:00 p.m.

**Venue:** IQAC Room

### Attendees

S.No	Name of the Faculty	Designation
1	Rev. Dr. Binu	Principal/Chairperson
2	Rev. Fr. Jijo Jose	Vice Principal
3	Dr. Tharini	IQAC Coordinator
4	Ms. Maya Mathew	Member
5	Ms. Roshini	Member
6	Ms. Pavithra	Member
7	Ms. Chaithra	Member
8	Dr. Siny	Member
9	Ms. Priya	Member
10	Rev. Fr. Robin	Administrator

S.NO	Agenda	Discussion
1	<b>SSR and DVV</b>	<ul style="list-style-type: none"> <li>• The IQAC team submitted the SSR on 21<sup>st</sup> January 2024</li> <li>• The DVV was opened and the same was submitted on 15.03.2024</li> </ul>
2	<b>ExAT - LT</b>	<ul style="list-style-type: none"> <li>• The faculty has been instructed to enter their personal details and other data in LT to encourage paperless documentation</li> </ul>
3	<b>Internal Audit</b>	<ul style="list-style-type: none"> <li>• The Internal audit for the Odd semester was completed</li> </ul>
4	<b>Infrastructure development</b>	<ul style="list-style-type: none"> <li>• The IQAC recommended the management to renew the ground floor auditorium as it required renovation to upgrade the facilities</li> </ul>
5	<b>Autonomous</b>	<ul style="list-style-type: none"> <li>• The IQAC has planned to conduct sessions on autonomy implementation to guide the faculty towards quality improvement.</li> </ul>



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## Internal Quality Assurance Cell

2023-2024

### Action Taken Report for the meeting held on 29<sup>th</sup> March 2024

S.NO	Agenda	Action Taken
1	<b>SSR and DVV</b>	<ul style="list-style-type: none"><li>• The preparations of the PTV visit will be initiated</li><li>• </li></ul>
2	<b>ExAT - LT</b>	<ul style="list-style-type: none"><li>• The institution is driven towards paperless documentation</li><li>• </li></ul>
3	<b>Internal Audit</b>	<ul style="list-style-type: none"><li>• The Denary audit was introduced by IQAC</li></ul>
4	<b>Infrastructure development</b>	<ul style="list-style-type: none"><li>• The management accepted the suggestion and action will be taken</li></ul>
5	<b>Autonomous</b>	<ul style="list-style-type: none"><li>• The Faculty Development Committee will take the lead in conducting the session</li></ul>

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## Internal Quality Assurance Cell

2023-2024

### Minutes of Meeting

**Date:** 18.11.2023

**Time:** 12:00 p.m. – 1:00 p.m.

**Venue:** IQAC Room

### Attendees

S.No	Name of the Faculty	Designation
1	Rev. Dr. Binu	Principal/Chairperson
2	Rev. Fr. Jijo Jose	Vice Principal
3	Dr. Tharini	IQAC Coordinator
4	Ms. Maya Mathew	Member
5	Ms. Roshini	Member
6	Ms. Pavithra	Member
7	Ms. Chaithra	Member
8	Dr. Siny	Member
9	Ms. Priya	Member
10	Rev. Fr. Robin	Administrator

S.NO	Agenda	Discussion
1	<b>Digital Data Uploads</b>	<ul style="list-style-type: none"> <li>The IQAC has initiated Digitally uploading the data through the ERP partner – LT.</li> <li>ExAT module has been enabled for all the faculty to upload their research, professional, and reports of activities.</li> <li>A page for each faculty will also be created on the website with the research details soon.</li> </ul>
2	<b>Data Bank</b>	<ul style="list-style-type: none"> <li>The Google spreadsheet that was created to collect data from faculty for the previous five years has been filled by almost all the faculty and the data will be used for SSR preparations.</li> </ul>
3	<b>Quality Meetings</b>	<ul style="list-style-type: none"> <li>A team of NAAC experts will be addressing the staff and students on the quality enhancement of the institution.</li> <li>The dates and details will be shared shortly.</li> </ul>
4	<b>IIQA and SSR</b>	<ul style="list-style-type: none"> <li>It was decided that the IIQA for NAAC Reassessment will be submitted in December.</li> <li>The SSR preparations should start and as stipulated, the SSR should be submitted within 45 days of the acceptance of the IIQA.</li> </ul>
5	<b>Internal Audits</b>	<ul style="list-style-type: none"> <li>The Internal Audits for the Odd semester – UG and Even semester – PG will happen in February 2024.</li> </ul>
6	<b>Autonomous Status</b>	<ul style="list-style-type: none"> <li>The application for the Autonomous status to UGC has been submitted on 1<sup>st</sup> November 2024.</li> <li>An application for the same to be submitted to Bangalore University needs to be submitted and the same will be initiated by IQAC.</li> </ul>



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## Internal Quality Assurance Cell

2023-2024

### Action Taken Report for the meeting held on 18<sup>th</sup> November 2023

S.NO	Agenda	Action Taken
1	<b>Digital Data Uploads</b>	<ul style="list-style-type: none"><li>Digital uploads in LT have been initiated</li></ul>
2	<b>Data Bank</b>	<ul style="list-style-type: none"><li>Data bank was created and updated.</li></ul>
3	<b>Quality Meetings</b>	<ul style="list-style-type: none"><li>A series of quality meetings were planned</li></ul>
4	<b>IIQA and SSR</b>	<ul style="list-style-type: none"><li>IIQA preparation started and it was decided to be submitted in December 2023</li></ul>
5	<b>Internal Audits</b>	<ul style="list-style-type: none"><li>The schedule for the Internal Audit was discussed</li></ul>
6	<b>Autonomous Status</b>	<ul style="list-style-type: none"><li>Application for the Autonomous status has been submitted to Bangalore University</li></ul>

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## Internal Quality Assurance Cell

2023-2024

### Minutes of Meeting

**Date:** 02.07.2023

**Time:** 2:00 p.m. – 3:00 p.m.

**Venue:** IQAC Room

### Attendees

S.No	Name of the Faculty	Designation
1	Rev. Dr. Binu	Principal/Chairperson
2	Rev. Fr. Jijo Jose	Vice Principal
3	Rev. Fr. Robin	Administrator
4	Rev. Fr. Santhosh	Manager
5	Dr. Tharini	IQAC Coordinator
6	Ms. Maya Mathew	Member
7	Ms. Roshini	Member
8	Ms. Pavithra	Member
9	Ms. Chaithra	Member
10	Dr. Siny	Member
11	Ms. Priya	Member
12	Mr. Joshy	Member
13	Mr. Dhanush K	Member

### Absentees

S.No	Name of the Faculty	Designation
1	Ms. Divya	Member
2	Mrs. Mary	Member

S.NO	Agenda	Discussion
1	<b>Benchmarks</b>	<ul style="list-style-type: none"> <li>The IQAC released the benchmarks for the academic year 2023-2024C.</li> <li>The benchmarks were released for the departments and the cells/committees after approval from the management.</li> </ul>
2	<b>Even Semester Audit</b>	<ul style="list-style-type: none"> <li>The Even semester audit will be conducted in August for the departments and the cells and committees.</li> </ul>
3	<b>Restructuring</b>	<ul style="list-style-type: none"> <li>To enhance the quality culture of the institution the management has decided to restructure the working structure of the institution and the new model of working will be implemented soon.</li> </ul>
4	<b>OBE</b>	<ul style="list-style-type: none"> <li>The OBE cell took the initiative to orient the faculty on the OBE and a workshop has been planned by the Cell.</li> </ul>
5	<b>Data Collection</b>	<ul style="list-style-type: none"> <li>The IQAC team should start collating the data of the last five years as the institution is heading towards NAAC reassessment.</li> <li>Google spreadsheets are created and shared with the faculty to collect the data which will also serve as the Data bank of the faculty details.</li> </ul>
6	<b>AAA Audit</b>	<ul style="list-style-type: none"> <li>The AAA Audit will be conducted in August after the completion of the Internal Audits.</li> </ul>
7	<b>NAAC Reassessment Core Team and Office Staff</b>	<ul style="list-style-type: none"> <li>The IQAC members will be the core team for the NAAC reassessment process, each one in charge of one criterion.</li> <li>The team will be supported by IQAC representatives from each department.</li> </ul>
8	<b>Autonomous</b>	<ul style="list-style-type: none"> <li>As the UGC has released new guidelines for the Autonomous status, the institution has decided to apply for the Autonomous status.</li> <li>The IQAC will be in charge of the application process.</li> </ul>



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## Internal Quality Assurance Cell

2023-2024

### Action Taken Report for the meeting held on 02<sup>nd</sup> July 2023

S.NO	Agenda	Action Taken
1	Benchmarks	<ul style="list-style-type: none"><li>Benchmarks were released and orientation were given to the faculty</li></ul>
2	Even Semester Audit	<ul style="list-style-type: none"><li>The Even semester Audit schedule was discussed and prepared</li></ul>
3	Restructuring	<ul style="list-style-type: none"><li>IQAC suggested recommendations for restructuring</li></ul>
4	OBE	<ul style="list-style-type: none"><li>OBE workshop was conducted</li></ul>
5	Data Collection	<ul style="list-style-type: none"><li>Data collection for SSR began</li></ul>
6	AAA Audit	<ul style="list-style-type: none"><li>The External member for the AAA was decided as Dr. Sabin from Rajagiri, Kerala</li></ul>
7	NAAC Reassessment Core Team and Office Staff	<ul style="list-style-type: none"><li>NAAC Core team was formed to speed the process</li></ul>
8	Autonomous	<ul style="list-style-type: none"><li>IQAC started working on the Autonomous application</li></ul>

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