



# 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 2018)

**Date:** 16/04/2018  
**Venue:** Conference Hall  
**Time:** 10.00 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:

- Plan for the Academic Year 2018-2019
- Feedback Analysis 2017-2018
- NAAC Requirements and Recent Developments
- ICT enabled library and classroom
- Student National seminar
- B.Com
- FDP/Qualitative Programs
- Girl Child Scholarship

**Discussion:**

The IQAC discussed activities and events that will be conducted in the upcoming semester. The feedback will be analysed and action will be taken on the feedback. Since the NAAC second cycle is approaching planning for the SSR submission has to happen and a core committee will be formed to execute the events.

The college will develop its facilities by making all the classrooms ICT enabled. The library will also be updated. Student National Seminar will be conducted to enhance the research skills of the students.

As the number of students joining the B.Com courses are on the rise, the sections for the same will be added for the upcoming year. The IQAC will conduct FDP program for the teaching and non-teaching staff at the beginning of the semester.

A new scholarship called the Girl Child Scholarship will be added to the existing list of Scholarships.

  
Co-ordinator  
Internal Quality Assessment Cell  
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PRINCIPAL  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JULY-SEPT 2018)

**Date:** 17/07/18  
**Time:** 12: 00 pm  
**Venue:** Conference Room

#### Attendees:

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	Prof.. Geetha P.S.	Member
6	Dr. Nebula Murukesh	Member
7	Dr. Shantharaju	Member
8	Dr. Tharini	Member
9	Prof. Bhama	Member
10	Prof. Gnanajyothi	Member
11	Mrs. Vimala	Member (Academic Officer)
12	Mr. Atchuta Rao	Member (Industry Representative)
13	Ms. Divya	Member (Alumini Representative)

#### Agenda:

- 2f and 12b
- NAAC – Core Team
- Facilities for staff
- Hostel

- Student National Seminar
- Cells and Committees

**Discussion:**

The college will apply for the 2f and 12b status to procure funds for the research activities. The NAAC Core team has been formed and the team will work towards the SSR submission.

The Principal enhanced the facilities of the staff in the campus by providing facilitated cabins for the staff. Every cabin has power sockets and internet connectivity provisions. Apart from this, wi-fi facility is also available. Every classroom is also be equipped with speakers to convey the information and also to use it during skill development classes.

The boy's hostel will have an upgrade and the girl's hostel will also be extended. The Student National Seminar will be organised and the IQAC will take up the initiatives.

All the Cells and Committees will be motivated to conduct various events and support the student's development.



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## Internal Quality Assurance Cell

### MINUTES OF MEETING (Oct-Dec 2018)

**Date:** 08/10/18  
**Time:** 10: 30 am  
**Venue:** Conference Room

#### Attendees:

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	Prof. Geetha P.S.	Member
6	Dr. Nebula Murukesh	Member
7	Dr. Shantharaju	Member
8	Dr. Tharini	Member
9	Prof. Bhama	Member
10	Prof. Gnanajyothi	Member

#### Agenda:

- Pool Campus Drive
- Gandhi Centre
- NSS/NCC/Red Cross/KCD
- Planning for next semester
- New Auditorium

**Discussion:**

To encourage the final year students and support them in their placements, The Career Guidance and Placement Cell will conduct pool campus drive in the campus and they will also conduct grooming programs for the students.

It was informed that Gandhian Centre will be a part of the college and programs was conducted to commemorate 150th birth Anniversary of Gandhi.

The NSS/NCC/Red Cross/KCD wings will conduct and participate in various extension activities. The next semester will start with FDP for the teaching and non-teaching staff. The IQAC will also conduct orientations on quality improvement of the institution.

It was decided to construct a spacious Auditorium on the request from various quarters.

  
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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 (JAN-MARCH 2019)

**Date:** 09/01/2019  
**Time:** 1: 30 pm  
**Venue:** Conference Room

#### Attendees:

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	Prof. Geetha P.S.	Member
6	Dr. Nebula Murukesh	Member
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10	Prof. Gnanajyothi	Member

#### Agenda:

- Audits
- Convocation and college day
- Feedback and appraisal
- Research Activities
- IQAC initiatives
- Inclusiveness
- NAAC
- 12b and 2f

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**Discussion:**

The Internal and External financial audit, internal quality, AAA and Green audits will be conducted in the campus. The Convocation and College Day will be organised by the institution.

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 inclusiveness and participation from the students. The Principal also noted that the college has received its 2f and 12b status.

The NAAC Core team started working on the SSR process and the progress is regularly reported to the Management.



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