



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 (August 2021)

Date: 24.08.2021

Time: 1.00 pm to 2.00 pm

Venue: Seminar Hall

Attendees:

IQAC Members – Academic Year 2020-2021

Sl. No.	Names	Designation
1	Prof. Maya Mathew	Coordinator, IQAC
2	Dr. Tharini	Member
3	Prof. Geetha P S	Member
4	Prof. Sailaja	Member
5	Dr. Shantaraju	Member
6	Prof. Roshini	Member
7	Prof. Archana	Member
8	Prof. Nayana K V	Member
9	Prof. Bharathi	Member
10	Prof. J Umamaheswari	Member
11	Prof. Prashanth S P	Member
12	Prof. Maria Priya	Member
13	Prof. Sonia Ashok	Member
14	Prof. Satiswari	Member
15	Prof. Siny	Member

Electronics City P.O., Bengaluru - 560 100

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Agenda:

- Internal and External Audit
- AQAR
- Feedbacks
- Plan for Next Semester

Discussion:

The IQAC coordinator informed that the Internal Audit will be taking place in the month of September and the AAA will be taking up the responsibility of the Audit. The schedule of the Audit will be prepared and shared with all the HODs and the Cells and Committee coordinators after the approval of the Principal. The External Audit should also be planned as the AQAR for the academic year needs to be submitted by December 2020. The IQAC Coordinator informed that the work for the AQAR 20-21 needs to be started and the same to be completed by November 2021 and submitted to the management for review.

The feedback from all the stakeholders' needs to be collected and analysed and the member's in-charge were asked to take up the task as priority and submit the data to IQAC. The formats for the feedback and the mode of collecting feedbacks were also discussed. As the next academic year will begin in October, the plans for the same needs to be discussed and proposed to the management. The IQAC members were asked to discuss the same in their concerned departments and give inputs to frame the plan for the next academic year.


Co-ordinator
Internal Quality Assessment Cell
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Minutes of Meeting

Date: 12/10/2021



Time: 1:30 pm

Venue: IQAC Room

Agenda: Discussion on Department Plan

- Mentor-Mentee List will be ready and given to the departments.
- Dr Maria Priya will orient on POCO
- Every Department should have Infinity Guest Lecture. One session should be Offline
- Minimum one Webinar/Seminar/SNS/ should happen in collaboration with Industry Academia Cell.
- All can access MOU data from Prof. Dhruva.
- All should encourage Department Faculty to write Research Papers
- College has been associated with a Council and this council helps in Start-Up so all the departments to be in touch with Incubation Cell.
- All the departments should conduct Activities (Outreach/Extension) with the help of Prof Victoria and in association with NCC, NSS.
- All the staff members should give Assignment to students so that students start using Library Resources.
- All the departments should identify Best Practices
- IQAC Members role was explained.

Members of Meeting

1	Prof Archana	
2	Dr. Prakash a	

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3	Prof Ramandeep Kaur	<i>Ramandeep Kaur</i>
4	Prof Prakasha	<i>Prakasha</i>
5	Prof Akshaya	<i>for Akshaya</i>
6	Prof. Mahesh	<i>mahesh..</i>
7	Dr.Smritee	<i>for M. Smritee</i>
8	Dr. Mamatha	<i>M. Mamatha</i>
9	Prof. Nagarathna	<i>Nagarathna</i>
10	Prof. Ajitha Shaji	<i>Ajitha Shaji</i>
11	Prof. Deepashree	<i>Deepashree</i>
12	Prof.Madhuri	<i>M. Madhuri</i>

R. Nua
 Co-ordinator
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[Signature]
 PRINCIPAL
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Minutes of Meeting

Date: 28/10/2021

Time: 1.20 pm

Venue: Board Room

Agenda: Roles and Responsibilities of IQAC Members by Father Principal

- Objectives of IQAC was discussed.
- All are expected to give information on time
- Response and feedback of last Audit should be implemented in this year
- Father suggested to collaborate IQAC Team and AAA Team for better understanding and implementation of Criteria
- IQAC Mail Id password will be reset and will be sent
- Prof Archana suggested to start students Exit feedback form and also suggested to have IQAC Newsletter from this year onwards and conduct NAAC sponsored and UDC sponsored program

Members of the Meeting:

1	Rev Roy P.K.(Principal)	
2	Rev Jijo Manjackal (Vice Principal)	
3	Prof. Archana	
4	Dr. Prakash	
5	Prof Ramandeep Kaur	
6	Prof Deepashree	
7	Prof. Umamaheshwari	
8	Prof. Mamatha	

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9	Prof. Mahesh	<i>mahesh</i>
10	Prof. Nagarathna	<i>AN</i>
11	Prof. Akshaya	
12	Prof. Madhuri	<i>MB</i>
13	Dr. Tharini	

R. Anu
Co-ordinator
Internal Q. *3*
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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting

Date:14/01/2022

Time: 2.15 pm -3.30 pm

Venue: Online G-Meet

Agenda: To discuss viewpoints with IQAC Team

The details of meeting are as follow:

- It is mandatory for all staff to register for NPTEL Courses and complete it. Fees for exam will be paid by faculty or reimbursed by college will be confirmed by Prof Archana after discussing with Principal Father
- IQAC are accountable to collect data from staff relating to NPTEL Courses
- All Department should organise workshop related NEP with outside person as Resource Person in next week.
- All the departments should come up with Research Project.
- IQAC Members has to submit Alumni data to IQAC so that AQAR will be filled.
- IQAC will launch IQAC Newsletter. Faculty has to prepare the reports for the same.
- Department can collaborate with other college to plan program for student.
- Department has to change and alter offline activities to Online Activities for next two weeks.
- Each Faculty should give Two reports for the month of Nov and Dec.
- COPO Word file of I, III and V Semester Should to IQAC Mail Id by 30 January 2022

Members of the meeting

1	Rev. Dr. Roy	
2	Rev. Fr. Jijo Jose	
3	Prof Archana	
4	Dr. Prakash	

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5	Prof Ramandeep Kaur	
6	Dr. Prakash	<i>Prakash</i>
7	Prof Akshaya	
8	Prof. Mahesh	<i>mahesh</i>
9	Prof. Saranya	<i>C. Saranya</i>
10	Dr. Mamatha	<i>Mamatha</i>
11	Prof. Nagarathna	<i>Nagarathna</i>
12	Prof. Ajitha Shaji	<i>Ajitha Shaji</i>
13	Prof. Deepashree	<i>Deepashree</i>
14	Prof. Madhuri	<i>Madhuri</i>

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Co-ordinator
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Principle
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