



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Reaccredited by NAAC with 'B++' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

**A FRANSALIAN INSTITUTE OF HIGHER LEARNING**

## Annual report on Desalite Staff Review Meeting

2021 – 2022

St. Francis de Sales College has the tradition of examining and taking into account the developmental growth of the college on a day to day basis. The Management treats the faculty and students with high regard and encourages the involvement of faculty in decision making. In this view Desalite Staff Review Meeting (DSRM) is conducted every day which is held from 2.45 – 3.00 pm in the Seminar Hall. This is the time when the Management makes important announcements, takes suggestions from faculty for the smooth functioning of the college. Rev.Dr.Roy and Rev.Fr. Jijo Jose address the faculty and collect a review of everyday wherein faculty's immediate concerns are discussed. Here are some of the important decisions by the Management in the year 2022.

In the DSRM held on 5 Jan 2022 it was mentioned that arrears of the previous year had been cleared before the end of 2021 and increment will be given from the month of January. It was also announced that department meetings or any other meetings should happen only after 2.10 pm.

An announcement was made by Father Principal on 16 February 2022 about the campus drive for final year students and students with no backlogs and good attendance record can appear for the interview with the permission of the class coordinators. Father also announced about the online alumni meet.

A short vacation from 24 April to 1 May 2022 was announced. The library was functioning during the vacation.

Rev. Fr. Robin Thonikuzhiyil was welcomed and introduced to the staff as the new fulltime Finance Administrator of the College on 10 May 2022. Fr.Roy announced that the college has been recognized as a research center for Commerce and an RAC will be constituted soon. It was also announced that Mr.Madhusudhan would be the new Placement Officer. Staff availing more than 2 days leave should mail Fr.Principal and seek his approval before filling in the manual form was informed to the staff.

On 25 May 2022, Fr.Roy announced about the SMS facility in LT software that has been enabled by the college to inform parents about their ward's daily attendance. The staff were asked to complete marking of the day's attendance before 2.20 pm since the software automatically sends SMS to parents

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On 25 May 2022, Fr. Roy announced about the SMS facility in LT software that has been enabled by the college to inform parents about their ward's daily attendance. The staff were asked to complete marking of the day's attendance before 2.20 pm since the software automatically sends SMS to parents at 2.30 pm. The staff were also repeatedly reminded about the log in timings and mentioned that faculty should be in the classroom before college anthem.

On 1 June 2022 it was announced that Prof. Devichandrika was appointed as the head of the department of Business administration, Dr. Mamatha K as the head of the PG Psychology department and Dr. Mariapriya as the head of MBA.

ANO Sampath Kumar was congratulated for winning the NCC Camp trophy for the eleventh time on 29 June 2022. It was informed that every department should submit the attendance and substitution register to Academic Coordinator in the first week of every month. It was also informed that faculty feedback will be collected through LT at the end of every semester.

On 6 July 2022 an announcement about FDP was made and it was mentioned that it was mandatory for all to attend. The date and timings of Sammilana was informed.

Father Roy informed on 20 July 2022 that the faculty should mandatorily submit CL or OOD forms to the HR once they are back to college, failing which it will be considered as CL or Loss of Pay. It was announced that Meril K P secured 5th Rank in MSc Psychology, Mr Sampath Kumar received Global Iconic Education Award – in the field of Education and Dr Kanchana Goudar received the Inspirational Super Women Awarded – in the field of best woman educator.

On 1 September 2022 it was announced that Prof. Annie Christila had been appointed as the Academic Coordinator for UG and Dr. Chitra as the new head of commerce department.

Father Roy announced and informed the staff that faculty who are in probation should serve a notice period of one month and staff who have completed probation should serve notice of 3 months as per the service rules of the institution.

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