



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

Minutes of Meeting on 11.1.2023

Date: 11.1.2023

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Girls washrooms on the 2nd and 4th floor are not being cleaned properly at times which makes it difficult for students to use, also proper hygiene could not be maintained.
2. It is observed that cups that are used in the toilets are used by the ministerial staff to fill the drinking water too which is unhygienic.

Outcome:

Necessary steps are taken to solve the grievance and concerned persons are informed to make cleaning of washrooms more regular and effective.


COORDINATOR
Grievance Redressal Committee
St. Francis de Sales College
Electronic City Post, Bangalore - 560 100


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bangalore - 560 100



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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 28.11.2022

Date: 28.11.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Log tables were not provided to students writing risk management exam on 19 Nov 2022.
2. Invigilators had to wait to submit the answer scripts due to the same.

Outcomes:

The issue has been forwarded to the management for consideration and required measures are being taken to avoid further occurrences.

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Grievance Redressal Committee
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Bengaluru - 560100

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 21.9.2022

Date: 21.9.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

First year M Com students not able to get bus pass approval from academic office.

High costs has to be born by students to reach college every day.

Outcomes:

The issue has been taken into consideration and all the bus passes were approved immediately solving the issue.


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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 22.8.2022

Date: 22.8.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

Food is served in plastic plates in the college canteen since the reopening after covid. which is not healthy.

Alternative methods can be used like disposable plates or steel plates.

College always stays for a greener campus avoiding plastics.

Outcome:

The issue has been taken to the notice of the management for further discussion. Required measures will be taken soon.

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 17.8.2022

Date: 17.8.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Lights not working on classroom no 105,106
2. Hot water not available for students, when required we are to go to the faculty room which is not always convenient.

Outcome:

1. Issues noted by management, and necessary actions are taken to solve the issues.


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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 8.6.2022

Date: 8.6.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Boys washroom on 2nd floor stinking
2. Enough water not available in the washrooms
3. Projectors not working in room numbers 417 and 418

Outcomes:

1. Concerned person contacted, arrangements made for more regular cleaning and water made available in more quantity in washrooms.
2. Informed the concerned person regarding the projectors and arrangements made to repair the projectors.


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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 19.3.2022

Date: 19.3.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Water not available in any of the washrooms on 19.3.2022
2. Washroom in admin office not allowed for usage for teaching faculty

Outcome:

1. Repair done for the motor bringing the required technician so that water could be pumped solving the issue of unavailability of water.
2. Communication made to admin staff regarding usage of washroom for all faculties regardless of teaching, non-teaching or ministerial staff in the College.
3. Management has taken the issue into consideration and solved the complaint.


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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 6.1.2022

Date: 6.1.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. M.Com students facing shortage of faculties. One faculty is handling two subjects. So it is difficult for us to cooperate with the subjects under one faculty.
2. M.Com students asking permission to go out for the project work after 12.30 pm

Outcome:

1. The issue has been taken to the management and necessary steps for solving the issue is being taken.


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Letter of Appointment *

The College management is pleased to appoint the following as members of Grievance Redressal Committee for the academic year 2021-2022. The members of this Grievance Redressal Committee are entrusted with managing the activities and planning and executing the programs/events for the development of the students and the college.

S.No	Name	Department	Designation
1	Pof. Mamatha K	B.com	Staff Coordinator
2	Dr Mamatha K	M.sc- Psychology	President
3	Prof Diliya	BA- Humanities	Secretary

Date: 01.10.2021

Place: Bangalore

PRINCIPAL

St. Francis de Sales College
Electronics City Post, Bangalore - 560 100.

Electronics City P.O., Bengaluru - 560 100

Tel.: 080-27836065 / 27834611, Fax: 080-27832299, Email: principal@sfscollge.in

www.sfscollge.in



Minutes of Meeting

Date : 7/9/2021

Venue : Seminar hall

Time : 2.00 PM

Invites : Principal, Vice Principal.

Agenda.

- Making senior students aware of anti-ragging measures
- Spreading awareness among new-joiners regarding the measures that will be taken.
- Staff members to monitor occurrence of any unhappy incidents among students.
- Best practices found across the country to be adopted.

Dr. Mamatha K.

Prof. Delya Joseph (In-charge) -

Minutes of Meeting

Date : 12/8/2022

Venue : Seminar hall

Time : 2:00 PM

Invites : Principal, Vice Principal.

Discussion

- Faculties specially discipline committee making sure of a vigilance at all times across the campus for unhealthy incidents of ragging.
- Reading out rights and protections available for first year students in their classrooms to make them aware.
- Making senior students active in anti ragging activities.
- Frequent hostel visits and vigilance to be made by the anti ragging cell and discipline committee.

Meeting adjourned at 4:30 PM.

Ps. Manalika K.

Prof. Dulaya Joseph (Signature)

Minutes of Meeting Equal Opportunity Cell

Date: - 25/1/2024

Time: - 11.30 am

Members - EOC Members

Venue - Kuvempu Hall

Meeting agenda: - Focus on minority
Scheme for Students & faculties.

- To Create an atmosphere of Equal Opportunity through awareness generation programmes
- To provide auxiliary support towards Skill development & Enhancing the Employability of Students
- To tailor development and Sensitization Programmes to meet the distinct needs of the Students
- To Expedite legal redressal in matters of violation of Equal opportunity.

Meeting Ended with thanks to
fellow members.

Vanitha

COORDINATOR

Equal Opportunity Cell

St. Francis de Sales College

Bengaluru - 560100

Page No. _____
Date: 1/1

Minutes of the meeting Equal opportunity cell (EOC)

Date & Time : 02.02.2022 at 10.30 am

Meeting facilitators : EOC members

Venue : Kuvempu Hall

Meeting Agenda

- * To work out suitable programs / schemes, including Remedial Coaching, and Coaching for entry into All India services for improving performance of students from marginalized sections
- * To provide information and act as a counselling - cum - guidance centre for students belonging to the marginalized sections.
- * To extend support to the students to overcome problems and barriers emanating from discrimination at any level within its mandate.

Outcome

It was decided to organize a Gender awareness program for the students and also decided to aware students about the state and National level competitive examination

Meeting ended with thanks to fellow members.

Vanitha

COORDINATOR
Equal Opportunity Cell
St. Francis de Sales College
Bengaluru - 560100

Grievance Redressal Committee mom

Date: 21/5/2022

Venue: Room No: 506

Time: 2.00 PM

Members present: Prof. Mamatha K
• Prof. Dilya

Agenda: Actions taken for grievance received.

Matters arising:

The cell ~~and~~ has enquired about the issue and has found that it was taken it to the notice of the management. It is found that there was a repair for the motor ~~and~~ which was not resolved even after the best efforts of technicians and people concerned.

Prof. Dilya

(Sd/-)

Dr. Mamatha K

COORDINATOR

Grievance Redressal Committee

St. Francis de Sales College

Bengaluru - 560100

Minutes of Meeting on 8.6.2022

Date :- 8.6.2022.

Venue :- B04.

Agenda :- To discuss the grievance occurred.

Points Discussed :-

- ① Boys washroom on 2nd floor stinking.
- ② Enough water not available in the washrooms.
- ③ Projectors not working in room numbers 417 and 418.

Outcomes :-

① Concerned person contacted, arrangements made for more regular cleaning and water made available in more quantity in washrooms.

② Informed the concerned person regarding the projectors and arrangements made to repair the projectors.

Dr. Mamatha K

Prof. Dilya

(Signature)

COORDINATOR
Grievance Redressal Committee
St. Francis de Sales College
Bengaluru - 560100

Minutes of Meeting on 17.8.2022

Date:- 17.8.2022

Venue:- B04

Agenda:- To discuss the grievance received.


Points discussed:-

- ① Lights not working on classroom no 105, 106.
- ② Hot water not available for students, when required we are to go to the faculty room which is not always convenient.

Outcome:-

- ① Issues noted by Management, and necessary actions are taken to solve the issues.

Dr. Mamatha K

Prof. Dilaya 

COORDINATOR
Grievance Redressal Committee
St. Francis de Sales College
Bengaluru - 560100

Minutes of Meeting on 6.1.2022

Date:- 6.1.2022

Venue: B04

Agenda: To discuss the grievance received.

Point discussed:-

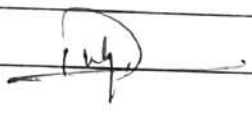
- ①. M. Com students facing shortage of faculties. One faculty is handling two subjects. So it is difficult for us to cooperate with the subjects under one faculty.
- ②. M. Com students asking permission to go out for the project work after 12.30 pm.

Outcome:-

- ①. The issue has been taken to the management and necessary steps for solving the issue is being taken.

Dr. Mamatha K

Prof Dileya



COORDINATOR
Grievance Redressal Committee
St. Francis de Sales College
Bengaluru - 560100

Minutes of meeting on 19.3.2022

Date :- 19.3.2022

Venue :- B04

Agenda :- To discuss the grievance
also received.

Points discussed :-

- ①. Water not available in any of the washrooms on 19.3.2022.
- ②. Washroom in admin office not allowed for usage for teaching faculty.

Outcome :-

- ①. Repair done for the meter bringing the required technician so that water could be pumped solving the issue of unavailability of water.
- ②. Communication made to admin staff regarding usage of washroom for all faculties regardless of teaching, non-teaching or ministerial staff in the college.
- ③. Management has taken the issue into consideration and solved the complaint.

Dr Mamatha R

Prof Dilip a





Minutes of Meeting on 28.11.2022

Date:- 28-11-2022

Venue:- B04

Agenda:- To discuss the grievance received.

Points discussed:-

- ①. Log tables were not provided to students writing risk management exam on 19 Nov 2022.
- ②. Invigilators had to wait to submit the answer scripts due to the same.

Outcomes:-

The issue has been forwarded to the management for consideration and required measures are being taken to avoid further occurrences.

Dr. Mamatha K

Prof. Dilip

COORDINATOR

Grievance Redressal Committee

St. Francis de Sales College

Engaluru - 560100

Minutes of Meeting on 22.8.2022.

Date:- 22.8.2022

Venue:- B04.

Agenda:- To discuss the grievance received.

Points discussed:-

- * Food is served in plastic plates in the college canteen since the reopening after covid, which is not healthy.
- * Alternative methods can be used like disposable plates or steel plates.
- * College always stays for a greener campus avoiding plastics.

Outcome:-

The issue has been taken to the notice of the management for further discussion. Required measures will be taken soon.

Dr. Mamatha K

Prof. Divya

(Ink)

COORDINATOR
Grievance Redressal Committee
St. Francis de Sales College
Bengaluru - 560100



Minutes of Meeting on 21.9.2022

Date :- 21.9.2022

Venue :- B04

Agenda :- To discuss the grievance received.

Points discussed :-

- * First year M com students are not able to get bus pass approval from academic office.
- * High costs has to be born by students to reach college every day.

Outcomes :-

The issue has been taken into consideration and all the bus passes were approved immediately solving the issue.

Dr. Mamatha K

Prof. Dilip

COORDINATOR

Grievance Redressal Committee

St. Francis de Sales College

Bengaluru - 560100



Minutes of Meeting on 11.1.2023

Date :- 11.1.2023

Venue :- B04

Agenda :- To discuss the grievance received.

Points discussed :-

- ①. Girls washrooms on the 2nd and 4th floor are not being cleaned properly at times which makes it difficult for students to use, also proper hygiene could not be maintained.
- ②. It is observed that cups that are ~~not~~ used in the toilets are used by the ministerial staff to fill the drinking water too which is unhygienic.

Outcome :-

* Necessary steps are taken to solve the grievance and concerned persons are informed to make cleaning of washrooms more regular and effective.

Dr. Mamatha K

Prof. Dilip

July

COORDINATOR

Grievance Redressal Committee

St. Francis de Sales College

Bengaluru - 560100

Minutes of the meeting

6/11/21

Date 6/11/21

Meeting facilitators : Prof. Mangayarkarasi,
Prof. Manatha.

Venue : Faculty Room No. 1.

Members : ICC faculty members.

Agenda:

1. Formulate action plan for the academic year 2021-22.
2. Program for staff -
program for students

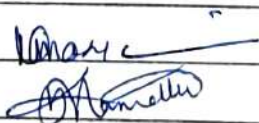
Discussion:

Meeting commenced with a discussion regarding the action plan for this academic year 2021-22. And it was decided to conduct an orientation session for staff and students about ICC so that it will help them in case any issues arise.

It was decided to have this program along with other cells and committee introduction which will happen during bridge course.

Start Time: 2.00 pm.

End Time 2.30 p.m.


Manatha

~~23/02/22~~

Minutes of the Meeting

23/02/22. Date: 23/02/22.

Meeting facilitators: Mangayarkarasi. N.
Mamatha. K.

Venue: Room No. On line (What's up)

Agenda: Regarding Orientation Session for Students.

Discussion:

The meeting was all about the orientation session that will happen on 24th February for first year students in New Auditorium. It was decided to prepare a Powerpoint presentation and give a small talk about ICE - What, when, whom. by Prof. Mangayarkarasi which ~~has~~ she accepted for the same.

Meeting time: 12.30

End time : 12.45.

Mangayarkarasi
Mamatha



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Minutes of the Meeting

Anti-Ragging Cell

11.03.2022

Type of the Meeting: Meeting on Anti-Ragging Strategies

Date and Time: 11.03.2022, 2.00 pm

Meeting Facilitators: Anti-Ragging Cell

Invitees: Principal, Vice Principal

Venue: Seminar Hall

Meeting Agenda:

1. Measures taken to prevent ragging in the campus
2. Spreading awareness among students and faculties
3. Adoption of new practices in Anti-ragging
4. Providing effective anti-ragging protection to out of state/non- native students

Outcomes:

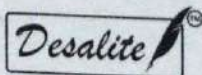
1. Faculties along with the discipline committee must have a vigilance at all times across the campus against all unhealthy incidents of ragging.
2. Reading out the rights and protections available for the first year students in their classrooms to make them aware.
3. Making senior students active in anti-ragging activities.
4. Frequent hostel visits and vigilance to be made by the anti-ragging cell and discipline committee.

Prepared by: Anti Ragging Cell

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Anti-ragging Committee
St. Francis de Sales Collage
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Minutes of the Meeting

Anti-Ragging cell on 7.9.2021

Type of meeting: Meeting on anti-ragging strategies

Date and Time: 7.9.2021, 2.00 PM

Meeting facilitators: Anti-Ragging cell

Invitees: Principal, Vice Principal

Venue: Seminar Hall

Meeting Agenda:

1. Measures taken to prevent ragging in the campus
2. Spreading awareness among students and faculties

Outcome:

1. Making senior students aware of anti-ragging measures adopted by college
2. Spreading awareness among new joiners regarding their rights and protections.
3. Staff members to monitor occurrence of any unhappy incidents among the new students.
4. Best practices found across the country to be adopted in SFS college as well.

Prepared by: Anti-Ragging cell

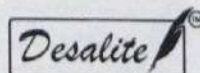
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S. No	Name	Designation
1	Dr. Mamatha K	Coordinator
2	Prof. Diliya	Member


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Outcomes:

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Minutes of Meeting on 22.8.2022

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Venue: B04

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Alternative methods can be used like disposable plates or steel plates.

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Outcome:

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Minutes of Meeting on 17.8.2022

Date: 17.8.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Lights not working on classroom no 105,106
2. Hot water not available for students, when required we are to go to the faculty room which is not always convenient.

Outcome:

1. Issues noted by management, and necessary actions are taken to solve the issues.


COORDINATOR
Grievance Redressal Committee
St. Francis de Sales College
Bengaluru - 560100


PRINCIPAL
St. Francis de Sales College
Electronics City Post, Bangalore - 560



ST FRANCIS DE SALES COLLEGE

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 8.6.2022

Date: 8.6.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Boys washroom on 2nd floor stinking
2. Enough water not available in the washrooms
3. Projectors not working in room numbers 417 and 418

Outcomes:

1. Concerned person contacted, arrangements made for more regular cleaning and water made available in more quantity in washrooms.
2. Informed the concerned person regarding the projectors and arrangements made to repair the projectors.


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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 19.3.2022

Date: 19.3.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. Water not available in any of the washrooms on 19.3.2022
2. Washroom in admin office not allowed for usage for teaching faculty

Outcome:

1. Repair done for the motor bringing the required technician so that water could be pumped solving the issue of unavailability of water.
2. Communication made to admin staff regarding usage of washroom for all faculties regardless of teaching, non-teaching or ministerial staff in the College.
3. Management has taken the issue into consideration and solved the complaint.


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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Minutes of Meeting on 6.1.2022

Date: 6.1.2022

Venue: B04

Agenda: To discuss the grievance received

Points Discussed:

1. M.Com students facing shortage of faculties. One faculty is handling two subjects. So it is difficult for us to cooperate with the subjects under one faculty.
2. M.Com students asking permission to go out for the project work after 12.30 pm

Outcome:

1. The issue has been taken to the management and necessary steps for solving the issue is being taken.


COORDINATOR
Grievance Redressal Committee
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Bengaluru - 560100


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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Letter of Appointment *

The College management is pleased to appoint the following as members of Grievance Redressal Committee for the academic year 2021-2022. The members of this Grievance Redressal Committee are entrusted with managing the activities and planning and executing the programs/events for the development of the students and the college.

S.No	Name	Department	Designation
1	Pof. Mamatha K	B.com	Staff Coordinator
2	Dr Mamatha K	M.sc- Psychology	President
3	Prof Diliya	BA- Humanities	Secretary

Date: 01.10.2021

Place: Bangalore

PRINCIPAL

St. Francis de Sales College
Electronics City Post, Bangalore - 560 100.

Electronics City P.O., Bengaluru - 560 100

Tel.: 080-27836065 / 27834611, Fax: 080-27832299, Email: principal@sfscollge.in

www.sfscollge.in



OBC/SC/ST cell
Minutes of the meeting 2021-22

Date: 1/12/21

Venue: Kuvembu hall

Time: 2 PM

Members.

Rev Dr Roy P.K., Principal

Rev Fr Jijo Jose, Vice principal

Dr. S. Rosalina Jayanthi

Prof. Kanya Sree

Agenda:

To make SC/ST & OBC
Students to aware about the
various scholarship available
for them from government.

Discussion

- 1) To conduct PARINIBBANA Day
along with Ambedkar Study Centre

2) Essay writing Competition on the topic of "Remove laws that harm, create laws that empower" will be conducted for students in the month of March 2022.

3) Article writing Competition will be conducted for student in the month of July 2022 on the topic of "Civil Rights Under Indian Constitution".

4) Debate will be conducted for students in the month of September 2022 on the topic of "Social Security in rural Area v/s Urban Area".

The above matters were raised and discussed in the meeting.

S. Prathy COORDINATOR

OBC Cell

St. Francis de Sales College
Bengaluru - 560100