



ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in

Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2024-25/MN1

Date: 19.06.2024

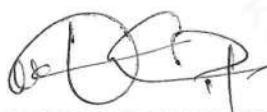
NOTICE

Dear IQAC Members, Greetings.

All the members of the Internal Quality Assurance Cell are hereby informed that the first meeting of IQAC for the academic year 2024-25 will be held on 24.06.2024 at 2:30 pm in the Boardroom. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcome and general well-being of the IQAC members
- Approval of minutes of the previous meeting
- Status check for IIQA submission for the 1st Cycle of NAAC
- Understanding of SOP and QnM & QIM metrics
- Allocation of staff members towards different criterions of NAAC
- Understanding the Procedure for the SSR Submission on Approval of IIQA
- Plan for the quality initiatives at the IQAC level
- Confirmation about 2nd meeting of 2024-25


COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bangalore-34

Copy to:

All the IQAC members

The File


PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034





ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in

Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE

Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2024-25/MOM/1

Date: 24.06.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 24

Venue: Boardroom

The first meeting of the Internal Quality Assurance Cell for the academic year 2024-25 was held on 24th June 2024. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the Management Representative.

Presentation of the agenda of the meeting.

Mr. Karthik P, IQAC Coordinator, presented the agenda for the meeting.

Agenda 1: Welcome and general well-being of the members

The Chairperson welcomed all the members of the IQAC and expressed gratitude for their continuous support towards maintaining and improving the quality standards of the institution. The well-being of the members was also checked, and the importance of a healthy work-life balance was emphasized.

Agenda 2: Approval of minutes of the previous meeting

The minutes of the previous IQAC meeting, held on 18.03.2024 were reviewed. The minutes were unanimously approved by the members, with no further corrections.

Agenda 3: Status Check for IIQA Submission for the 1st Cycle of NAAC

The IQAC coordinator presented the current status of the IIQA (Institutional Information for Quality Assurance) submission for the 1st cycle of NAAC. The IIQA is near completion, with only a few minor details pending. The Principal and the team members will finalize the document and ensure its timely submission within the specified time frame.



Agenda 4: Understanding of SOP of NAAC and QnM & QIM Metrics

The members discussed and gained a better understanding of the Standard Operating Procedures (SOP) of NAAC and the Metrics (QnM & QIM). It was emphasized that a thorough comprehension of these procedures is vital for the successful accreditation process. The importance of aligning the institution's practices with the NAAC guidelines was stressed by the Principal and the Director, and the members were encouraged to review the SOP and metrics in detail to ensure adherence.

Agenda 5: Allocation of Staff Members towards Different Criterions of NAAC

The allocation of staff members to the various criteria of NAAC was discussed in detail to ensure a smooth and efficient process in preparing for the 1st cycle of NAAC accreditation. Each criterion of the NAAC framework requires extensive documentation, data collection, and evidence to demonstrate the institution's performance in various areas. The members of the IQAC deliberated on the importance of assigning specific staff members who are well-versed in each criterion's requirements and have the necessary expertise to gather and analyze the required data. The Principal and the Director assured to allocate the members on their past expertise and provide the list at the earliest.

Agenda 6: Understanding the Procedure for the SSR Submission on Approval of IIQA

The members discussed the procedure for preparing and submitting the Self-Study Report (SSR) after the approval of the Institutional Information for Quality Assurance (IIQA). The importance of adhering to the NAAC guidelines for SSR submission was emphasized. It was noted that once the IIQA is approved, the institution will be required to compile an accurate and comprehensive SSR that reflects the institution's performance across all the NAAC criteria. The process involves gathering detailed data, evidence, and documentation from each of the assigned criteria areas, which will then be compiled into the SSR. The members acknowledged the need for coordination and a clear timeline to ensure that the SSR is prepared meticulously, with all necessary details and verifiable evidence.

Agenda 7: Plan for the quality initiatives at the IQAC level

The IQAC discussed a roadmap for quality initiatives aimed at enhancing academic and administrative performance. It was resolved that IQAC would focus on implementing outcome-based education (OBE) practices more effectively across departments, and, strengthening internal academic audits. Emphasis was laid on fostering a culture of continuous improvement



through periodic review of teaching-learning processes, benchmarking best practices and organizing activities which promotes quality amongst the staff and students.

Concluding remarks and vote of thanks

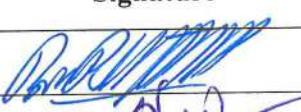
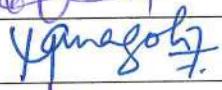
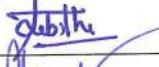
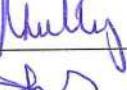
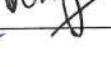
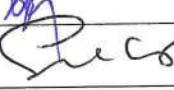
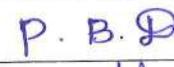
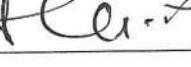
The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the first IQAC meeting of 2024-25 of St. Francis College. He urged that all the members to extend the complete support to implement the decisions taken in the meeting and request for complete support as the institution will be submitting the IIQA to NAAC.

The IQAC decided to have its second meeting of 2024-25 on 23.09.2024 but frequent meetings will be called to discuss about the SSR process on acceptance of IIQAC by NAAC.

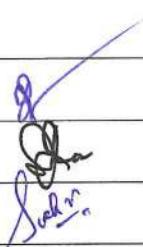
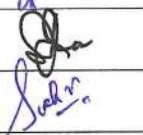
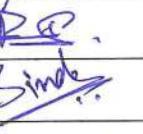
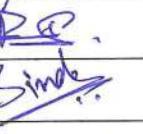
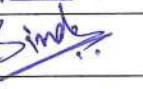
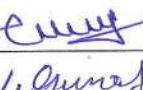
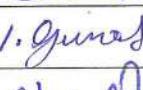
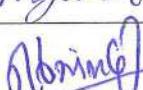
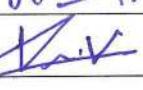
Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Mr. Karthik P, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Dr. Nazura Javed, Member	
7	Dr. Annie John, Member	
8	Dr. Lathif Ahamed B, Member	
9	Dr. Santhosh Kumar R M, Member	
10	Dr. Ramya K, Member	
11	Dr. Pankaj A Tiwari, Member	
12	Mr. Sathish Kumar T, Member	
13	Ms. P B Deepa, Member	
14	Ms. Nethra R, Member	
15	Ms. Anusha N, Member	



16	Ms. B Chitra, Member	
17	Ms. Prabha Susy Mathew, Member	
18	Mr. Sachin S Nayak, Member	
19	Dr. Ramakrishna, Member	
20	Ms. Bindu Prince, Member	
21	Mr. Chandrashekhar H K, Member	
22	Mr. Gunashekhar, Alumni Representative	
23	Ms. Menmozhi Senkathiravan, Student representative	
24	Mr. Krithik Venkatesan, Student representative	



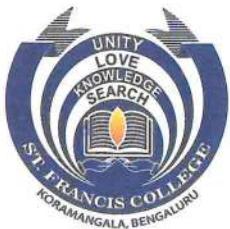
COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bengaluru-34




PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034



ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in

Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2024-25/MN2

Date: 19.09.2024

NOTICE

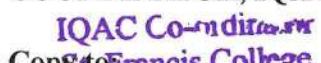
Dear IQAC Members, Greetings.

All the members of the Internal Quality Assurance Cell are hereby informed that the second meeting of IQAC for the academic year 2024-25 will be held on 23.09.2024 at 2:30 pm in the Boardroom. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcome and general well-being of the IQAC members
- Approval of minutes of the previous meeting
- Self-Study Report (SSR) submission status update and the related pending works
- Review of QnM documents as per the criterion and its metrics before submission
- Review of proposal to organize seminar of IPR and workshop on nurturing start-ups to the students
- Proposal to conduct National Level Faculty Development Programme (FDP) on IPR
- Review of the proposal to organize 2 days 2nd international conference
- ATAL Sponsored FDP – Capitalizing the opportunity to apply in second round of applications
- Confirmation about 3rd meeting of 2024-25


COORDINATOR, IQAC


IQAC Coordinator
Copy to St. Francis College
Koramangala Bengaluru-34
All the IQAC members

The File




PRINCIPAL


PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034



ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in

Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE Ref. No:1SFC/IQAC/2024-25/MOM/2

Date: 23.09.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 25

Venue: Boardroom

The second meeting of the Internal Quality Assurance Cell for the academic year 2024-25 was held on 23rd September 2024. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the Management Representative.

Presentation of the agenda of the meeting.

Mr. Karthik P, IQAC Coordinator, presented the agenda for the meeting.

Agenda 1: Welcome and general well-being of the members

The meeting commenced with a warm welcome extended by the Chairperson to all IQAC members. The Chair acknowledged the continued support and involvement of members in working towards the 1st cycle of NAAC and quality enhancement initiatives and appreciated their efforts in maintaining academic progress. A brief check-in on the general well-being of members was also conducted, fostering a collegial atmosphere.

Agenda 2: Approval of minutes of the previous meeting

The minutes of the previous IQAC meeting conducted on 24.06.2024 were presented and reviewed by the members. Upon confirmation that all recorded actions and discussions accurately reflected the previous proceedings, the minutes were unanimously approved with no amendments.

Agenda 3: Self-Study Report (SSR) Submission Status Update and the Related Pending Works

The coordinator presented the current status of the SSR preparation. It was noted that the majority of the criterion-wise drafts have been compiled. However, a few metrics and



supporting documents were still pending but at the final stage of completion. Members discussed timelines and delegated responsibilities to expedite the completion of these tasks to ensure timely submission of SSR.

Agenda 4: Review of QnM Documents as per the Criterion and Its Metrics before Submission

The committee undertook a criterion-wise review of the Quantitative Metrics (QnM) documents. Suggestions for refinement and consistency in data presentation were provided. Members emphasized the importance of adhering to the prescribed formats and ensuring the accuracy of uploaded data. Final verification responsibilities were assigned to the respective criterion heads.

Agenda 5: Review of Proposal to Organize Seminar on IPR and Workshop on Nurturing Start-ups for Students

A proposal to conduct a seminar on Intellectual Property Rights (IPR) and a workshop on nurturing start-up culture among students was reviewed. The members appreciated the relevance of these initiatives in promoting innovation and entrepreneurship. The proposal was approved in principle, and further planning regarding dates, speakers, and logistics was delegated to the organizing sub-committee.

Agenda 6: Proposal to Conduct National Level Faculty Development Programme (FDP) on IPR

The committee discussed the proposal to organize a National Level FDP on IPR, aimed at equipping faculty with knowledge on patents, copyrights, and other forms of intellectual property. The initiative was welcomed, and it was resolved to proceed with the necessary preparation and liaison with appropriate resource persons and institutions. Research and Innovation cell, KAPILA members were given the responsibility to host the programme and arrange for the requirements.

Agenda 7: Review of the Proposal to Organize 2-Day Second International Conference

The proposal to organize the second edition of the International Conference was reviewed. Members acknowledged the academic value and global engagement potential of such a platform. Suggestions were made regarding themes, timelines, and collaboration with institutions. The proposal was approved with a recommendation to form a core committee for



smooth coordination. Further, it was decided to take it up as one of the main agenda during subsequent meetings to understand the progress of it.

Agenda 8: ATAL Sponsored FDP – Capitalizing the Opportunity to Apply in Second Round of Applications

The members discussed the opportunity to apply for the second round of ATAL-sponsored FDPs. It was decided to prepare and submit a well-structured proposal aligning with AICTE guidelines. The committee resolved to prioritize themes related to innovation, technology, and identified Dr. Pankaj A Tiwari as the main coordinator and Mr. Karthik P as the assistant coordinator to initiate the drafting process and submit the application before the deadlines.

Concluding remarks and vote of thanks

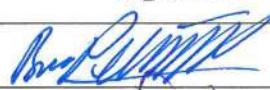
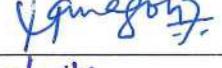
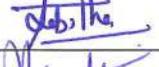
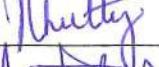
The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the second IQAC meeting of 2024-25 of St. Francis College. He urged that all the members to extend the complete support in the process of SSR submission and arrange the documents towards Peer Team Visit on acceptance of SSR and DVV. Also, to support and work on the proposals to organize quality enhancement activities.

The IQAC decided to have its third meeting of 2024-25 on 18.12.2024 but frequent meetings will be called to discuss about the peer team visit process on acceptance of SSR and DVV by NAAC.

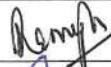
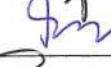
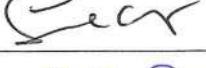
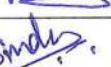
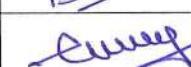
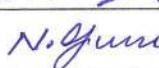
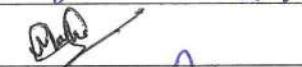
Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Mr. Karthik P, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Dr. Nazura Javed, Member	
7	Ms. Annie John, Member	



8	Dr. Lathif Ahamed B, Member	
9	Dr. Santhosh Kumar R M, Member	
10	Dr. Ramya K, Member	
11	Dr. Pankaj A Tiwari, Member	
12	Mr. Sathish Kumar T, Member	
13	Ms. P B Deepa, Member	
14	Ms. Nethra R, Member	
15	Ms. Anusha N, Member	
16	Ms. B Chitra, Member	
17	Ms. Prabha Susy Mathew, Member	
18	Mr. Sachin S Nayak, Member	
19	Dr. Ramakrishna, Member	
20	Ms. Bindu Prince, Member	
21	Mr. Chandrashekhar H K, Member	
22	Mr. Gunashekhar, Alumni Representative	
23	Mr. Malcom, Alumni Representative	
24	Ms. Menmozhi Senkathiravan, Student representative	
25	Mr. Krithik Venkatesan, Student representative	



COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bengaluru-34




PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034



ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in

Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2024-25/MN3

Date: 13.12.2024

NOTICE

Dear IQAC Members, Greetings.

All the members of the Internal Quality Assurance Cell are hereby informed that the third meeting of IQAC for the academic year 2024-25 will be held on 18.12.2024 at 2:30 pm in the Boardroom. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcome and well-being of the IQAC members
- Approval of the Minutes from the Previous Meeting
- Status of the Self-Study Report (SSR) Post-DVV Clarification
- Finalization of Dates for the NAAC Peer Team Visit
- Preparation for the NAAC Peer Team Visit and Compilation of QIM Files
- Planning the Pre-requisites for the NAAC Peer Team Visit including schedules and other arrangements
- Review of Preparations for the Second International Conference
- ATAL-Sponsored FDP – Review of Approval, Execution, and Post-Event Documentation
- Status of Teaching-Learning Innovations and ICT Integration
- Preparation for NIRF Submissions
- Confirmation of the 4th IQAC Meeting for the Academic Year 2024-25


COORDINATOR, IQAC

IQAC Coordinator

St. Francis College

Copy to:
Koramangala, Bengaluru-34
All the IQAC members
The File




PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034



ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in

Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE

Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2024-25/MOM/3

Date: 18.12.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 25

Venue: Boardroom

The third meeting of the Internal Quality Assurance Cell for the academic year 2024-25 was held on 18th December 2024. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the Management Representative.

Presentation of the agenda of the meeting.

Mr. Karthik P, IQAC Coordinator, presented the agenda for the meeting.

Agenda 1: Welcome and general well-being of the members

The meeting commenced with a cordial welcome by the Chairperson, who acknowledged the consistent involvement and efforts of IQAC members during the times of SSR submission to NAAC. A brief check-in on the general well-being of members was conducted, and mutual appreciation was expressed for the collective contributions made toward quality enhancement initiatives.

Agenda 2: Approval of minutes of the previous meeting

The minutes of the previous IQAC meeting were reviewed and placed before the committee for approval. All members confirmed the accuracy and completeness of the documentation, and the minutes were unanimously approved without modifications.

Agenda 3: Status of the Self-Study Report (SSR) Post-DVV Clarification

The coordinator presented an update on the status of the SSR following the Data Validation and Verification (DVV) process. It was noted that responses to the DVV clarifications had been submitted, and supporting documents were uploaded as per NAAC guidelines. The committee



appreciated the timely coordination and urged continued diligence in responding to any further queries.

Agenda 4: Finalization of Dates for the NAAC Peer Team Visit

The proposed dates for the NAAC Peer Team Visit were discussed. The committee resolved to circulate the confirmed schedule among all departments once it is finalized at the management level and initiate preparations in alignment with the visit timeline.

Agenda 5: Preparation for the NAAC Peer Team Visit and Compilation of QIM Files

The committee discussed the strategic preparations for the upcoming Peer Team Visit (Once the dates are finalized). Emphasis was placed on the proper compilation of QIM (Qualitative Metrics) files and other supporting documents. Criterion heads were instructed to complete the final formatting of files and ensure their availability in both digital and print formats at designated locations.

Agenda 6: Planning the Pre-requisites for the NAAC Peer Team Visit

Members deliberated on key logistical and academic requirements essential for a successful Peer Team Visit. Tasks were planned for arranging venue setups, display boards, signage, and documentation counters. A rehearsal session and presentation by key stakeholders were also proposed to ensure smooth execution during the visit but yet to be finalized on the same.

Agenda 7: Review of Preparations for the Second International Conference

An update was provided on the progress of the 2nd International Conference, including the finalization of themes, confirmation of speakers, and call for papers. The committee expressed satisfaction with the preparations and recommended ensuring the timely release of brochures and publicity through academic networks.

Agenda 8: ATAL-Sponsored FDP – Review of Approval, Execution, and Post-Event Documentation

The IQAC noted with appreciation the successful conduct of the ATAL-sponsored Faculty Development Programme. The event received positive feedback from participants. The institution proposal got accepted amongst 4000 applications. The 6-Day Online FDP sponsored by ATAL Academy was on the theme “Driving Innovation for Sustainable Urban Growth: Smart Cities, Mobility, Logistics and Start-up Ecosystems” and was organized from 02.12.2024 to 07.12.2024. The organizing committee was instructed to complete the post-FDP procedures,



including the submission of reports, attendance, feedback analysis, and utilization certificate to AICTE.

Agenda 9: Status of Teaching-Learning Innovations and ICT Integration

The committee discussed the ongoing efforts toward enhancing teaching-learning practices through innovative pedagogies and ICT-enabled methods. Updates were shared on the use of Learning Management Systems (LMS), digital content creation, innovative classroom practices, and adoption of online assessment tools. Members noted that several departments had incorporated the ICT models, and MOOCs into their curriculum delivery. It was resolved to encourage wider faculty participation in such innovations and to organize internal training sessions for capacity building.

Agenda 9: Preparation for NIRF Submissions

The committee discussed the institutional readiness for the upcoming NIRF (National Institutional Ranking Framework) submission. Information was given to all the members that the institution name was added to the database of NIRF on request on 30.10.2024 to participate in India Rankings 2025 under the "Overall Ranking" and "General Degree College" Categories. Data collection from all departments and other relevant cells and committees is in progress, and respective teams have been instructed to ensure accuracy and consistency in the metrics provided. The IQAC emphasized timely completion and review of each parameter, including Teaching-Learning, Research, Outreach, and Perception indicators. A deadline was fixed for internal submission, following which a final quality check will be conducted before uploading the data to the NIRF portal.

Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the third IQAC meeting of 2024-25 of St. Francis College. He urged that all the members to extend the complete support in the process of NAAC Peer Team Visit and arrange the documents towards the same.

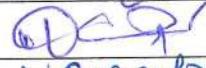
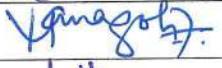
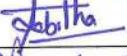
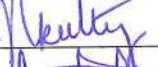
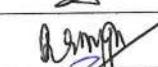
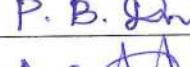
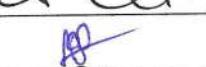
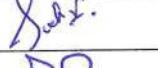
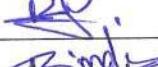
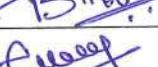
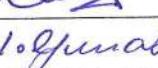
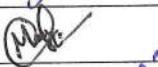
The IQAC decided to have its fourth meeting of 2024-25 on 14.03.2025 but frequent meetings will be called to discuss about the peer team visit process and scheduling on finalization of dates.

Since there were no other matters to be discussed, the meeting was adjourned.



Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Mr. Karthik P, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Dr. Nazura Javed, Member	
7	Dr. Annie John, Member	
8	Dr. Lathif Ahamed B, Member	
9	Dr. Santhosh Kumar R M, Member	
10	Dr. Ramya K, Member	
11	Dr. Pankaj A Tiwari, Member	
12	Mr. Sathish Kumar T, Member	
13	Ms. P B Deepa, Member	
14	Ms. Nethra R, Member	
15	Ms. Anusha N, Member	
16	Ms. B Chitra, Member	
17	Ms. Prabha Susy Mathew, Member	
18	Mr. Sachin S Nayak, Member	
19	Dr. Ramakrishna, Member	
20	Ms. Bindu Prince, Member	
21	Mr. Chandrashekhar H K, Member	
22	Mr. Gunashekhar, Alumni Representative	
23	Mr. Malcom, Alumni Representative	
24	Ms. Menmozhi Senkathiravan, Student representative	
25	Mr. Krithik Venkatesan, Student representative	


COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bengaluru-34




PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034



ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034
Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in
Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2024-25/MN4

Date: 14.03.2025

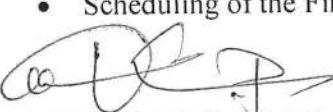
NOTICE

Dear IQAC Members, Greetings.

All the members of the Internal Quality Assurance Cell are hereby informed that the fourth meeting of IQAC for the academic year 2024-25 will be held on 17.03.2025 at 2:30 pm in the Boardroom. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcome Address and Well-being of IQAC Members
- Confirmation of the Minutes of the Previous Meeting
- Introduction and Welcome of New IQAC Members
- Update on NAAC Peer Team Visit
- Progress on Preparation of Presentations for Peer Team Visit
- Proposal for Establishment of Indian Knowledge System (IKS) Cell in the College
- Academic Audit – Documentation Review for:
 - ✓ 2024–25 Odd Semester (UG)
 - ✓ 2023–24 Even Semester (PG)
 - ✓ 2024–25 Odd Semester – Committees, Cells and Clubs
- IIRF Ranking 2025 – Status Update
- Update on National Level Inter-Collegiate Fest: *Carnivalesque 2025*
- Enhancing the Active Participation of Committees, Cells, and Clubs in Quality Initiatives of the institution
- Scheduling of the First IQAC Meeting for the Academic Year 2025–26


COORDINATOR, IQAC

IQAC Coordinator
Copy to:
St. Francis College
Koramangala Bangalore-34
The File




PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034



ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in

Ph.: 080 2553 1037 / 38 Mob.: +91 8792265704 / 9449260409

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2024-25/MOM/4

Date: 17.03.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 27

Venue: Boardroom

The fourth meeting of the Internal Quality Assurance Cell for the academic year 2024-25 was held on 17th March 2025. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the Management Representative.

Presentation of the agenda of the meeting.

Dr. Karthik P, IQAC Coordinator, presented the agenda for the meeting.

Agenda 1: Welcome and general well-being of the members

The Principal and Chairperson of IQAC warmly welcomed all members to the meeting. The well-being of the members was acknowledged, and appreciation was extended for their continued support and contribution toward quality initiatives.

Agenda 2: Approval of minutes of the previous meeting

The minutes of the previous IQAC meeting were circulated and were unanimously approved without any modifications.

Agenda 3: Introduction and Welcome of New IQAC Members

New members inducted into the IQAC were introduced by the Coordinator. Dr. Iyappan M and Dr. Soniya K from the Department of Sciences and Department of Management respectively were newly added to the team. The Chairperson extended a warm welcome and expressed hope for their active engagement in the quality assurance processes of the institution.

Agenda 4: Update on NAAC Peer Team Visit

As per the recent updates from NAAC, HEIs in Cycle 1 under Revised Accreditation Framework (RAF) are given the option to opt for Basic accreditation. If any of the HEIs in the



still wish to proceed with assessment as per the existing RAF, the peer team assessment will be carried out through an “Online mode”. Detailed process and SOPs for Online and will be shared shortly with the HEIs by the NAAC.

After the thorough discussions with the College Management, Principal and other stake holders involved, it was decided to go with assessment as per the existing RAF and the consent was sent to NAAC on 12.02.2025. The college is still waiting for the SOP and the process for virtual peer team visit from the NAAC so that other preparations can be made.

Agenda 5: Progress on Preparation of Presentations for Peer Team Visit

The heads of various criteria committees presented the status of their respective presentations. Most were in the final stage of completion and were scheduled for mock reviews before submission to the Peer Team. All the criterion heads, HODs were asked to review the PPTs again and ensure for its correctness. Also, it was suggested to keep all the scanned documents ready for the virtual PTV.

Agenda 6: Proposal for Establishment of Indian Knowledge System (IKS) Cell in the College

The Indian Knowledge Systems (IKS), or the Bhāratīya Jñāna Paramparā Vibhāga is a division of the Ministry of Education of the Government of India which purports to promote indigenous Indian systems of knowledge. A proposal was kept on behalf of the committee to establish an Indian Knowledge System (IKS) Cell at the institution level. The IQAC recommended the formation of a committee and the responsibility was given to Dr. Pankaj A Tiwari, IQAC member, to initiate the policy and draft the objectives, structure, and activities of the cell. The members for the IKS cell were proposed to be the members from each of the disciplines. The Principal and the Director agreed for the same. The proposal was unanimously approved in principle.

Agenda 7: Academic Audit – Documentation Review

The IQAC Coordinator proposed to commence the academic document audit for the 2024–25 Odd Semester (UG), the 2023–24 Even Semester (PG), and the files of various committees, cells, and clubs. All the IQAC members agreed to the proposal and assured that the audit would be completed by 2nd April 2025. Members were assigned to complete the audit within the prescribed timeframe and to record their observations in the designated audit register. It was also suggested that, during the audit, any minor discrepancies identified should be communicated to the respective HOD or coordinator for rectification.



Agenda 8: IIRF Ranking 2025 – Status Update

The members working on the IIRF Ranking presented the progress made in data compilation and submission. It is with immense pride and joy that St. Francis College has secured the 19th rank in the state and the 33rd rank in the zone in the IIRF Rankings 2025 – Best B-Schools Category! This remarkable achievement is a testament to the collective dedication, hard work, and unwavering commitment to academic excellence demonstrated by all members of the institution. The Principal and the Director appreciated and congratulated all the team members involved and wished the institution to continue the journey in the pursuit of excellence.

Agenda 9: Update on National Level Inter-Collegiate Fest: Carnivalesque 2025

The Student Council and the cultural committee gave an overview of the preparations towards the National Level Inter-Collegiate Fest: Carnivalesque 2025. It was noted that several inter-collegiate invitations had been sent out and the schedule was nearly finalized. The event is expected to enhance the institution's visibility and stakeholder engagement. The Carnivalesque 2025 is scheduled to happen on 08.04.2025 and 09.04.2025.

Agenda 10: Enhancing the Active Participation of Committees, Cells, and Clubs in Quality Initiatives of the Institution

The IQAC emphasized the need to enhance the active and structured participation of all committees, cells, and clubs in the institution's quality initiatives. It was proposed that each unit should work on detailing their activities, outcomes, and alignment with institutional goals such as NAAC criteria, SDGs, and NEP 2020 objectives.

Concluding remarks and vote of thanks

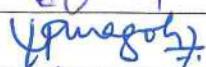
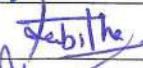
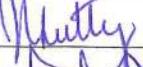
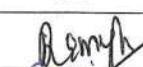
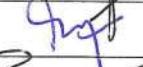
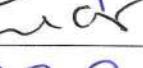
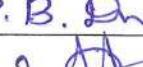
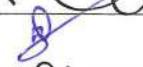
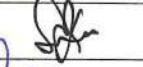
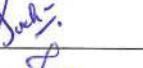
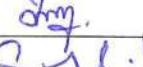
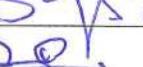
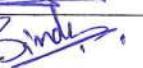
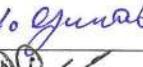
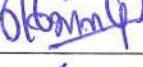
The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the fourth IQAC meeting of 2024-25 of St. Francis College. He urged that all the members to extend the complete support in the process of Virtual NAAC Peer Team Visit and arrange the documents towards the same. The IQAC decided to have its first meeting of 2025-26 on 27.06.2025. Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	



3	DY. Karthik P, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Dr. Nazura Javed, Member	
7	DY. Annie John, Member	
8	Dr. Lathif Ahamed B, Member	
9	Dr. Santhosh Kumar R M, Member	
10	Dr. Ramya K, Member	
11	Dr. Pankaj A Tiwari, Member	
12	Mr. Sathish Kumar T, Member	
13	DY. P B Deepa, Member	
14	Ms. Nethra R, Member	
15	Ms. Anusha N, Member	
16	Ms. B Chitra, Member	
17	Ms. Prabha Susy Mathew, Member	
18	Mr. Sachin S Nayak, Member	
19	Dr. Iyappan M, Member	
20	Dr. Soniya K, Member	
21	Dr. Ramakrishna, Member	
22	Ms. Bindu Prince, Member	
23	Mr. Chandrashekhar H K, Member	
24	Mr. Gunashekhar, Alumni Representative	
25	Mr. Malcom, Alumni Representative	
26	Ms. Menmozhi Senkathiravan, Student representative	
27	Mr. Krithik Venkatesan, Student representative	


COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bengaluru-34




PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034