



ST. FRANCIS COLLEGE

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

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2020-21/MN1

Date: 17.06.2020

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 2020-21 will be held on 20.06.2020 at 2:30 pm in the Director's office. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcoming of Management representative, IQAC members and briefing about IQAC
- Proposal to organize international inter-collegiate e-festival
- Proposal to organize a student orientation program and career counselling
- Discussion on organizing Hatch and Hatch Initiatives
- Discussion on celebrating 74th Independence Day – Atma Nirbhar Bharath
- Training programme for new faculties on ERP and online class management
- Online Orientation programme for the new 2020 batch of students
- Preparation and approval of academic calendar of events and timetable
- Quality initiatives by the Department amidst of Covid-19
- HR Policy and HRMS awareness programme
- Introduction of value-added programmes at the department level
- Confirmation about 2nd Meeting

COORDINATOR, IQAC

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All the IQAC members

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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2020-21/MOM/1

Date: 20.06.2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 13

Venue: Director's Office

The first meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 20th June 2020. 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. R N Subba Rao, Principal and Chairperson of IQAC, presented the agenda for the meeting.

Agenda 1: Welcoming of Management representative, IQAC members and briefing about IQAC

Dr. R N Subba Rao welcomed the management representative, the IQAC Coordinator and all the members of it to the first meeting of Internal Quality Assurance Cell and briefed about the cell. He introduced, Mr. Vadiraj Managoli, Director, Cybersecurity, Capgemini as our External Member of IQAC and welcomed him on behalf of the institution, members and self.

He said, IQAC is a quality assurance mechanism in educational institutions, primarily in higher education, aimed at ensuring continuous improvement in the overall performance of institutions. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. The IQAC may channelize and systematise the efforts and measures of an institution towards academic excellence.

Sir, shared the Vision of IQAC, objectives, Functions and responsibilities of IQAC as follows.

Vision: To ensure quality culture as the prime concern for the St. Francis College through institutionalising and internalising all the initiatives taken with internal and external support.

Objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions and Responsibilities:

- Formulate and review the quality policy and objectives.
- Gather data related to academic and administrative functions to assess performance.
- Prepare and submit reports on quality-related activities to the governing body.
- Work with various departments to implement quality improvement initiatives

Agenda 2: Proposal to organize international inter-collegiate e-festival

The principal proposed to organize international inter-collegiate e-festival in the month of July 2020 aimed at engaging with the learning community during covid 19 and beyond. After discussing the possibilities of conducting the events over an online platform, it was approved to conduct a virtual event. It was suggested to make the plan and work towards it.

Agenda 3: Proposal to organize a student orientation program and career counselling

The principal discussed to take an initiative to organize a virtual student orientation program and career counselling on company secretary in association with the Institute of Company Secretaries of India (ICSI), Bengaluru Chapter to bring out the career prospects and opportunities for the commerce and management students. It was also directed to IQAC to make the necessary virtual arrangements to conduct the event.

Agenda 4: Discussion on organizing Hatch and Hatch Initiatives

The principal discussed with the members to host Hatch 2020, creating a new tomorrow with the global learning community and the initiative through Hatch immunity, Hatch Community and Hatch Thought Leaders. The main purpose of these events was to engage the community and students in the difficult times of Covid-19 and to create the importance of stress management during pandemic. He continued; through this event students can be involved to bring the best of creativity out of them through many events organized. The IQAC gave the

consent for the same and ensure proper teams are formed to initiate the plan and make it successful.

Agenda 5: Discussion on celebrating 74th Independence Day – Atma Nirbhar Bharath

The IQAC unanimously agreed to celebrate the 74th Independence Day virtually with the theme Atma Nirbhar Bharath on 15th August 2020. The Cultural committee was handed over the responsibility of hosting the event online. It was informed to make all the necessary arrangements to commemorate the Indian independence.

Agenda 6: Training programme for new faculties on ERP and online class management

The principal directed the IQAC to take initiative to conduct training programme for all the new faculties on the ERP system followed in the college for all the academic matters and also Director-Strategic Planning was asked to train faculties on online class management on Zoom Platform. Since the academic year was about to begin and the online teaching system was new to all, the decision was taken to train the staff to conduct classes more effectively using modern pedagogies. It was agreed to conduct after preliminary check of feasibility to accommodate the students during all the classes and subscription / registration to the software.

Agenda 7: Online Orientation programme for the new 2020 batch of students

It was discussed in the meeting regarding the virtual orientation programme for the new 2020 batch of students. The principal said, the decision on dates depends upon the Bengaluru City University circulars and notifications but the necessary arrangements and feasibility to arrange for the same can be checked.

Agenda 8: Preparation and approval of academic calendar of events and timetable

The principal directed the IQAC to get the academic calendar of events ready once the Bengaluru City University releases the notification of start date of virtual classes. Also, he directed the HODs to take the subject preference from faculties and allot the subjects. Once the allotment is approved, the same can be forwarded to timetable committee to prepare the timetable. Further, he added, once the allotment is done, faculties can start preparing the lesson plans and required PPTs for the classes.

Agenda 9: Quality initiatives by the Department amidst of Covid-19

The principal insisted that all the departments must undertake the quality initiatives aimed at enhancing academic standards, student satisfaction, and overall department's excellence. To

improve the quality in education, and teaching, he suggested to come up with innovative teaching practices and pedagogies which enhances the skills and abilities amongst the students. The most importantly, since there is a pandemic, suggested to host guest lectures or webinars on maintaining mental health and well-being and / or suggested to come out of creative events which makes the students to think out of box and participate in the virtual events. He also, suggested to look for the possibility to conduct professional development workshops in collaboration with industries, training for department faculties, involvement of students in academic and extracurricular activities.

Agenda 10: HR Policy and HRMS awareness programme

The director instructed the HR and accounts department to conduct HR policy and HRMS awareness programme to all the teaching and non-teaching staff of the college and guide everyone on all the aspects of the policies around and the importance to adhere to the same for the smooth functioning of the college. The HR and accounts department head accepted to organize the programme on the suitable date where all the staff members can be benefitted.

Agenda 11: Introduction of value-added programmes at the department level

The introduction of value-added programs at the department level was discussed by the principal and the director. The VAP aims to enhance academic offerings by incorporating certifications tailored to each department's focus. These programs should be designed to complement existing curriculum, provide practical skills, and improve students' employability. The responsibility of planning for the VAP courses offline / online was given to respective departments HODs and VAP Coordinators. Also, it was indicated that this should be brought to the notice of IQAC, principal and director before introducing the same to the students.

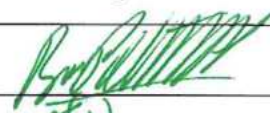

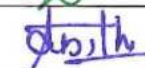
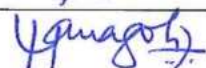
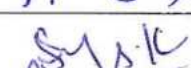
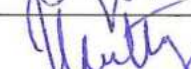

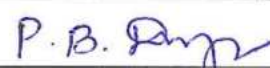
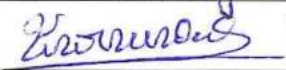
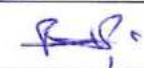

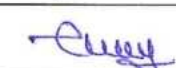
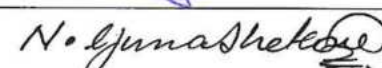
Concluding remarks and vote of thanks


The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal, the external IQAC member and all the internal IQAC members for their presence in witnessing the first ever IQAC meeting of St. Francis College. She urged the constant support from everyone which helps the institution in its professional and quality journey.

The IQAC decided to have the second meeting on 21st September 2020. 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	Ms. Sabitha S, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Dr. Soniya K, Member	
6	Dr. Nazura Javed, Member	
7	Ms. Annie John, Member	
8	Ms. Deepa P B, Member	
9	Dr. Jagadeesh Babu B V, Member	
10	Dr. Ramakrishna, Member	
11	Ms. Bindu Prince, Member	
12	Mr. Chandrashekar H K, Member	
13	Mr. Gunashekar, Student Representative	


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2020-21/MN2

Date: 17.09.2020

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 2020-21 will be held on 21.09.2020 at 2:30 pm via online. Link will be shared. 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
- Review of online classes via zoom meetings and its effectiveness
- Conducting internal tests (online) and its mechanism, monitoring and vigilance
- Roles and responsibilities of HODs and Class teachers
- Organizing a Faculty Development Programme (FDP) on holistic education
- Review of POs, PSOs, and submission of COs for the academic year
- Virtual activities to engage the students after class hours
- Confirmation about 3rd Meeting


COORDINATOR, IQAC

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All the IQAC members


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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2020-21/MOM/2

Date: 21.09.2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 13

Venue: Online-Zoom

The second meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 21st September 2020. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

Ms. Sabitha S, IQAC Coordinator, presented the agenda for the meeting.

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

The IQAC Coordinator welcomed the Director, Principal and all the IQAC internal and external members to the meeting and enquired about the general well-being of all the members. Suggested to take all the precautions to be safe during the pandemic.

Agenda 2: Approval of minutes of the previous meeting

The IQAC Coordinator read the previous minutes of the meeting, discussions and the decision taken during the meeting. She also presented the action taken report to the members. All the members approved the minutes of the meeting.

Agenda 3: Review of online classes via zoom meetings and its effectiveness

The principal discussed about the online classes and its effectiveness conducted via Zoom Meetings. Key points highlighted include the flexibility and accessibility that Zoom provides, allowing students to attend from any location and access recorded sessions at their convenience. However, challenges such as engagement issues, screen fatigue, and technical difficulties were

noted. The impact of reduced face-to-face interaction on student social skills and networking opportunities was also discussed. Additionally, concerns regarding the digital divide and varying home environments affecting student participation were raised. The members agreed on the need for improved strategies to enhance engagement of students, address technical issues, and ensure equitable access to resources. The external member suggested some of the strategies to make the virtual classroom environment more productive with content and technical settings.

Agenda 4: Conducting internal tests (online) and its mechanism, monitoring and vigilance

The principal and IQAC coordinator addressed the protocols for conducting internal tests online due to Covid-19 pandemic, focusing on the mechanisms, monitoring, and vigilance from the faculties required to ensure integrity and effectiveness. Key decisions included the dividing of students amongst all the faculties, question papers to be shared on screen by the invigilators, and students should ensure camera is on while writing the exam. Before commencement of test, it was agreed that all the invigilators will have demonstration class regarding the dos and don'ts of internal test. The members discussed the time limits to minimize the risk of academic dishonesty. Monitoring strategies were reviewed, including the use of webcam and screen monitoring tools to observe test-takers in real-time. It was agreed that clear guidelines and training for both students and faculty on the online testing procedures would be essential. The examination committee was asked to make all the preparations and ensure internal tests are happening smoothly.

Agenda 5: Roles and responsibilities of HODs and Class teachers

The principal outlined and clarified the roles and responsibilities of Heads of Departments (HODs) and class teachers to enhance academic coordination and support. It was agreed that HODs are responsible for overseeing all the departmental happenings and Class teachers were tasked with delivering instructional content, monitoring student progress, and providing individualized support to students. The discussion emphasized the importance of regular communication between HODs and class teachers to address academic and administrative issues effectively. The director stressed on creating detailed roles and responsibilities of HODs and Class teachers and circulating the same.

Agenda 6: Organizing a Faculty Development Programme (FDP) on holistic education

The meeting focused on the planning and organizing a Faculty Development Programme (FDP) centered on holistic education. The members agreed that the FDP should aim to enhance faculty

understanding and implementation of holistic teaching approaches, integrating academic, emotional, and social aspects of student development. The IQAC Coordinator was asked to take the responsibility of organizing the same based on faculties physical presence in the college and assign duties to other internal members to arrange for the logistics requirements, if any

Agenda 7: Review of POs, PSOs, and submission of COs for the academic year

The IQAC coordinator insisted on reviewing the Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) for the ongoing academic year. The members discussed the alignment of POs and PSOs with the institution's educational objectives and industry standards, ensuring they reflect current trends and student needs. It was noted that COs should be updated for each of the courses to better assess and measure the attainment of POs and PSOs. All the subject teachers were assigned with the task of submitting respective courses COs (III Semester and IV semester) to the IQAC for the review.

Agenda 8: Virtual activities to engage the students after class hours

The principal addressed that there should be a plan and implementation of virtual activities to engage students after class hours. It was agreed that a variety of interactive and educational activities, such as online discussion forums, virtual workshops, and themed presentations, would be beneficial for maintaining student engagement and fostering a sense of community. The members discussed the importance of incorporating activities that cater to diverse interests and academic needs, and the responsibility was handed to the departments to ensure facilitating and moderating the events.

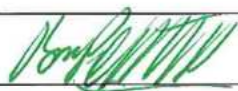

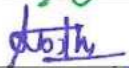


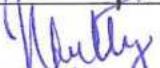


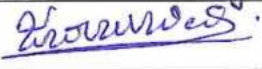

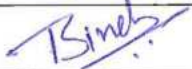
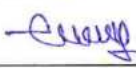

Concluding remarks and vote of thanks

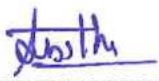
The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the second IQAC meeting of St. Francis College. She urged that all the members support to initiate the decisions taken and move forward to aim the greater quality in the upcoming prospects.


The IQAC decided to have the third meeting on 21st December 2020. 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	Ms. Sabitha S, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Dr. Soniya K, Member	
6	Dr. Nazura Javed, Member	
7	Ms. Annie John, Member	
8	Ms. Deepa P B, Member	
9	Dr. Jagadeesh Babu B V, Member	
10	Dr. Ramakrishna, Member	
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2020-21/MN3

Date: 17.12.2020

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 2020-21 will be held on 21.12.2020 at 2:30 pm via online. Link will be shared. 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
- Review on ongoing online classes and performance of students in internal tests
- Review of activities conducted by the department
- Organizing free covid test for the stakeholders
- Scheduling of virtual parent-teacher meeting
- Inauguration of additional functional committees and cells
- Scheduling of Prize distribution ceremony of the competitions and felicitation to course toppers
- Student council nominations, selection, installation and investiture ceremony
- Discussion on renewal of Easylib, infibnet and delnet
- Discussion on Preparation of students to face university examination
- Preparation to introduce value-added programmes at the department level for the new semester
- Confirmation about 4th meeting


COORDINATOR, IQAC

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Date: 21.12.2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 13

Venue: Online-Zoom

The third meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 21st December 2020. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

Ms. Sabitha S, IQAC Coordinator, presented the agenda for the meeting.

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

The IQAC Coordinator welcomed the Director, Principal and all the IQAC internal and external members to the meeting and enquired about the general well-being of all the members and their families.

Agenda 2: Approval of minutes of the previous meeting

The IQAC Coordinator read the previous minutes of the meeting, discussions and the decision taken during the meeting. She also presented the action taken report to the members. All the members approved the minutes of the meeting.

Agenda 3: Review on ongoing online classes and performance of students in internal tests

The principal and the IQAC coordinator asked the review about the current status of online classes and student performance in internal tests. The discussion highlighted that while the structure of the classes—comprising live lectures through Zoom meetings has been effective, student engagement remains inconsistent, with some students showing high participation while

others are less active. Performance metrics of students indicate a mixed picture. There are noticeable challenges in specific subjects especially numerical papers. Feedback on internal tests is being provided to the students promptly, but additional support mechanisms are needed for students struggling to keep up with the online classes. Technical issues have been minimal, though network issues were common.

Agenda 4: Organizing free covid test for the stakeholders

The Principal and the Director proposed to organize a free COVID-19 testing event through National Service Scheme (NSS) of the college and in association with BBMP. The members agreed for the same as it is an institutional responsibility to ensure stake holders are safe and sound during Covid-19 pandemic. The responsibility was handed over to Dr. Lathif Ahamed, NSS Program Officer to coordinate with BBMP authorities to set up testing stations at accessible locations in the college, ensuring the provision of free tests to all interested stakeholders. Responsibilities were assigned for publicizing the event amongst the students, teachers, admin staff, parents and managing logistics, and coordinating with BBMP medical professionals.

Agenda 5: Scheduling of virtual parent-teacher meeting

The IQAC coordinator proposed to schedule virtual parent-teacher meeting to discuss the performance of students in the internal tests and to know the impact on online classes on their wards. It was agreed by the members to conduct it virtually during the convenient time of parents to ensure maximum participation. The IQAC was asked to ensure parents receives the detailed invitations with links and instructions once the date and time is finalized. It was agreed to discuss family well-being, student progress, upcoming academic goals, and addressing any concerns from both parents and teachers.

Agenda 6: Inauguration of additional functional committees and cells

The IQAC coordinator discussed on the inauguration of additional functional committees in the college for the community outreach and to undertake other quality initiatives. The members approved to same and asked the coordinator to finalize in consultation with the principal. It is also highlighted that each of the committee and / or cell shall outline the objectives and their role in initiating the activities for the holistic development.

Agenda 7: Scheduling of Prize distribution ceremony of the competitions and felicitation to course toppers

The principal discussed about the scheduling of prize distribution ceremony of the competitions held by the cultural committee and activities organized as part of Atma Nirbhar Bharat. Also, the principal stressed on felicitation to course toppers to keep their spirit high and appreciate the academic efforts taken to perform well in university exams. The IQAC approved the same and suggested to organize the same at the earliest. The cultural committee of the college was given the responsibility to host the programme with proper discussion and planning.

Agenda 8: Student council nominations, selection, installation and investiture ceremony

The IQAC discussed the importance of having student council in the college. It was decided to initiate the process for student council nominations, selection, installation, and the investiture ceremony. Dr. Soniya K was given the responsibility to chalk out the plan, take the approval and communicate to the students regarding the process and selections. Mr. Gunashekar, the student representative of IQAC was asked to assist Dr. Soniya K in planning the things. It was also decided, the final selections will undergo an interview by director and principal.

Agenda 9: Discussion on renewal of Easylib, inflibnet and delnet

The Chief Librarian, Dr. Ramakrishna discussed the renewal of subscriptions for Easylib, INFLIBNET, and DELNET. It was agreed by the IQAC members to continuing these subscriptions as it is essential for maintaining access to valuable academic resources and digital library services. The members reviewed the benefits and current usage statistics of each service and confirmed that renewal is both necessary and cost-effective.

Agenda 10: Discussion on Preparation of students to face university examination

The principal enquired about the strategies that can be adopted for preparing students for the university examinations. The members agreed on implementing a comprehensive support plan that includes additional classes specially for practical and numerical papers, mock exams or preparatory exams, and slow learners' revision classes. Ms. P B Deepa emphasized on the importance of providing students with study materials, exam-taking strategies, and stress management techniques especially to first year students. It was also decided to schedule regular progress check-ins with students to monitor their readiness and address any concerns to face the exams.

Agenda 11: Preparation to introduce value-added programmes at the department level for the new semester

The principal and the director discussed to plan and prepare to introduce value-added programs at the department level for the next semester. It was suggested that these programs should be designed to complement existing curriculum, provide practical skills, and improve students' employability. The responsibility of planning for the VAP courses offline / online was given to respective departments HODs and VAP Coordinators. Also, it was indicated that this should be brought to the notice of IQAC, principal and director before introducing the same to the students.



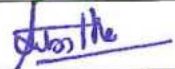
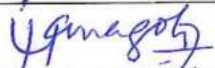
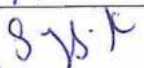

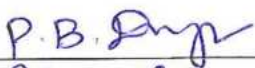
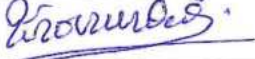
Concluding remarks and vote of thanks


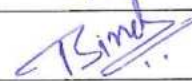

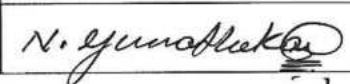
The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the third IQAC meeting of St. Francis College. She urged that all the members support to the decisions taken for the holistic development.

The IQAC decided to have its fourth meeting on 20th March 2021. 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	Ms. Sabitha S, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Dr. Soniya K, Member	
6	Dr. Nazura Javed, Member	
7	Ms. Annie John, Member	
8	Ms. Deepa P B, Member	
9	Dr. Jagadeesh Babu B V, Member	

10	Dr. Ramakrishna, Member	
11	Ms. Bindu Prince, Member	
12	Mr. Chandrashekar H K, Member	
13	Mr. Gunashekar, Student Representative	


COORDINATOR, IQAC

IQAC Co-ordinator
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COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2020-21/MN4

Date: 17.03.2021

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 2020-21 will be held on 20.03.2021 at 2:30 pm via Zoom Meetings. Kindly make it convenient to attend the meeting online.

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
- Discussion on hosting an international workshop on research
- Discussion on commencing the 2020-21 even semester classes
- Preparation and approval of academic calendar of events and timetable
- Approval of COs of new academic semester
- Discussion to host a webinar on mind control due to covid
- Proposal to have syllabus orientation programme in association with BCU
- Confirmation about 1st meeting of 2021-22

COORDINATOR, IQAC

Copy to:

The File

All the IQAC members

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Ref. No: SFC/IQAC/2020-21/MOM/4

Date: 20.03.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 13

Venue: Online-Zoom

The fourth meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 20th March 2021. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

Ms. Sabitha S, IQAC Coordinator, presented the agenda for the meeting.

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

The IQAC Coordinator welcomed the Director, Principal and all the IQAC internal and external members to the meeting and enquired about the general well-being of all the members and their families. All were safe and sound. Wished everyone to take proper precautions and stay safe.

Agenda 2: Approval of minutes of the previous meeting

The IQAC Coordinator read the previous minutes of the meeting, discussions and the decision taken during the meeting. She also presented the action taken report to the members. All the members approved the minutes of the meeting.

Agenda 3: Discussion on commencing the 2020-21 even semester classes

The meeting focused on the preparation and logistics for the commencement of the 2020-21 even semester classes. The principal proposed to start the semester as per the notifications from Bengaluru City University. Due to Covid-19 pandemic, and ensuring compliance with current health and safety guidelines from the Government, it was decided to host the classes online

again and urged all the faculties must ensure learning materials required to take the classes are up to date. He continued; teachers must come up with innovative teaching pedagogies which suits the current requirements. All the members agreed upon the same. The IQAC coordinator was given the responsibility of communicating these updates to students and faculty.

Agenda 4: Preparation and approval of academic calendar of events and timetable

Based on discussion in previous agenda, the IQAC coordinator was given the responsibility of making a calendar of events aligned with the university calendar. HODs were given the responsibility to work on the workload, take subject preferences, allot the subjects and take approval from Principal. Once approved, timetable committee was asked to prepare timetable based on the work allocation. All the members gave consent to the decisions taken regarding the academic prospects.

Agenda 5: Approval of COs of new academic semester

The IQAC coordinator reinforced on collection of course outcomes of the new semester subjects from the respective faculties once the subjects are allotted and align with the POs and PSOs. It was decided that the COs should be given IQAC for approval. Discussions included ensuring that the COs are measurable, relevant, and achievable, and that they adequately prepare students for their respective fields. The members also agreed on the need for periodic reviews and updates to maintain the COs' relevance and effectiveness and attainment throughout the semester.

Agenda 6: Discussion on hosting an international workshop on research

The R & D head and the IQAC coordinator proposed to organize an international virtual workshop on research by bringing the global community together. After discussing the possibilities of the same, it was decided to plan on the organization of an international workshop on research. Key discussions included selecting a theme relevant to current global research trends, identifying and inviting prominent speakers from various fields, and finalizing the online logistics. The team agreed to form a subcommittee to handle invitations and speaker arrangements, while another group would focus on marketing and participant registration. The principal reiterated to plan the agenda keeping in mind the maximum participation and asked for the proposal and plan for approval.

Agenda 7: Discussion to host a webinar on mind control due to covid

The IQAC coordinator and the principal discussed the need of a webinar on mind control due to covid pandemic. The members were consented and everybody gave the approval. The

meeting focused on planning a webinar addressing mind control strategies in the context of the COVID-19 pandemic. The group agreed that the webinar should cover topics such as mental resilience, stress management, and coping mechanisms to support individuals affected by the pandemic. The department of Psychology was given the responsibility of hosting a webinar. Key discussion points included selecting qualified speakers with expertise in psychology and mental health, setting a date and time that maximizes attendance, and developing promotional materials to reach a broad audience. The team decided to form a committee to handle speaker coordination, event logistics, and communication to the students and faculties.

Agenda 8: Proposal to have syllabus orientation programme in association with BCU

The principal proposed to organize a syllabus orientation program in collaboration with Bengaluru City University (BCU). The members discussed the objectives of the program, which include familiarizing faculty with the updated syllabus, integrating best practices from BCU, and ensuring consistency in academic delivery. It was agreed that the orientation can be held virtually to accommodate all participants, with sessions covering key syllabus changes, academic expectations if BCU agrees for the same and gives the opportunity to host the same for one of the programmes. The principal agreed to coordinate with BCU representatives and officials and further updates will be given to IQAC for planning and execution.

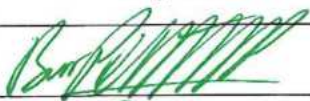

Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their virtual presence in witnessing the fourth IQAC meeting of St. Francis College. She urged that all the members support to the decisions taken for the holistic development.

The IQAC decided to have its first meeting of 2021-22 on 21st June 2021. 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	Ms. Sabitha S, IQAC Coordinator	<i>Sabitha</i>
4	Mr. Vadiraj Managoli, External Member	<i>V Managoli</i>
5	Dr. Soniya K, Member	<i>Soniya K</i>
6	Dr. Nazura Javed, Member	<i>Nazura Javed</i>
7	Ms. Annie John, Member	<i>Annie John</i>
8	Ms. Deepa P B, Member	<i>P. B. Deepa</i>
9	Dr. Jagadeesh Babu B V, Member	<i>Jagadeesh Babu B V</i>
10	Dr. Ramakrishna, Member	<i>R. R.</i>
11	Ms. Bindu Prince, Member	<i>Bindu Prince</i>
12	Mr. Chandrashekar H K, Member	<i>Chandrashekar H K</i>
13	Mr. Gunashekar, Student Representative	<i>Mr. Gunashekar</i>

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