



# ST. FRANCIS COLLEGE

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

Email : [admin@stfranciscollege.edu.in](mailto:admin@stfranciscollege.edu.in), [www.stfranciscollege.edu.in](http://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

COLLEGE CODE : 1214

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2021-22/MN1

Date: 18.06.2021

### 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 2021-22 will be held on 21.06.2021 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 and review on ongoing virtual classes and performance of students in internal test
- Discussion on making the online teaching interesting through proven pedagogies
- Discussion on quality initiatives to be undertaken at the department level
- Proposal to organize two days international student development programme
- Discussion to host a student outreach programme on 75<sup>th</sup> year of independence and Celebration of 75<sup>th</sup> Independence Day
- Discussion on preparedness to implement NEP 2020 and review of guidelines from the university
- Proposal to host a workshop for the faculties on opportunities and challenges in implementation of NEP 2020.
- Closure of B.Sc MSE and B.Com Honours
- Confirmation about 2<sup>nd</sup> meeting

COORDINATOR, IQAC

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All the IQAC members

PRINCIPAL

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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2021-22/MOM/1

Date: 21.06.2021

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2021-22

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 13

Venue: Online-Zoom

The first meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on 21<sup>st</sup> June 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. Wished everyone to take proper precautions and stay safe due to the second wave of Covid-19.

### **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 and review on ongoing virtual classes and performance of students in internal test**

Due to the second wave of Covid-19, it was decided to have virtual classes began from May 2021. The meeting focused on evaluating the current virtual classes and reviewing student performance in recent internal test. The committee discussed various aspects of the virtual

learning environment, including engagement levels, technical issues, and overall effectiveness of the online platform. Performance data from internal tests was analyzed, highlighting areas where students are excelling and identifying subjects requiring additional support especially numerical papers. The team agreed on the need for enhanced virtual resources, slow learners' revision classes for struggling students, and improved communication channels between teachers and students.

**Agenda 4: Discussion on making the online teaching interesting through proven pedagogies**

The IQAC meeting centered on strategies for making online teaching more engaging by integrating proven pedagogical methods. The committee explored various techniques, including interactive content, gamification, interactive quizzes and collaborative presentations, video presentations to enhance student participation and motivation. Key discussions included the adoption of multimedia tools, incorporating real-time feedback mechanisms, and designing activities that foster active learning. It was decided to communicate all the faculties regarding the decision taken to adopt proven pedagogies to make online classes more effective.

**Agenda 5: Discussion on quality initiatives and activities to be undertaken at the department level**

The IQAC coordinator outlined on quality initiatives to be implemented at the department level to enhance academic standards and operational efficiency. Discussions included organizing workshops, guest lectures, industrial visits/field visits after the lockdown, activities which enhances the skills, aptitude, knowledge and abilities, regular peer reviews of teaching practices, developing a standardized framework for assessing student performance, and creating targeted professional development programs for faculty and students. The committee emphasized the importance of establishing clear metrics for evaluating quality improvements and ensuring consistent feedback mechanisms. Responsibilities for initiating these quality measures were assigned to all the departments, and they were asked plan and initiate the things.

**Agenda 6: Proposal to organize two days international student development programme**

The IQAC member Dr. Soniya K initiated the proposal to organize two days international student development programme aimed at enhancing global competencies and skills among students. The committee discussed the program's objectives, which include providing professional development opportunities, and offering workshops on global trends and career skills. It was agreed that the program would feature keynote speakers, interactive sessions, and

networking opportunities with international experts. Dr. Soniya agreed to take the responsibility in coordinating the event, including speaker engagement, program scheduling, and logistical arrangement in association with Department of Management and IQAC.

**Agenda 7: Discussion to host a student outreach programme on 75<sup>th</sup> year of independence and Celebration of 75<sup>th</sup> Independence Day**

The principal proposed to have a student outreach virtual programme on account of 75 years of independence. The committee gave the consent with enthusiasm for celebrating the milestone and engaging students in meaningful activities. The IQAC and the cultural committee was given the responsibility to host the program after discussions on collaboration with local organizations, coordinate with logistics and communicate with students and faculties to witness it. The meeting also gave consent to celebrate 75<sup>th</sup> year of independence virtually due to limited gathering as per the instructions from the government. The cultural committee was asked to oversee the preparations for the same and celebrate the Independence Day with pride.

**Agenda 8: Discussion on preparedness to implement NEP 2020 and review of guidelines from the university**

The external member of IQAC, director and principal discussed the preparedness for implementing the National Education Policy (NEP) 2020 and to review the guidelines issued by the university. The committee evaluated current academic practices and identified necessary adjustments to align with NEP 2020's focus on holistic and multidisciplinary education, flexible learning pathways, and enhanced student support systems. The departments are in need of much clarity on new decision of NEP and its curriculum structure. Key discussions included updating curriculum structures as soon as received from BCU, integrating innovative teaching methods, and ensuring faculty training on new policy requirements in terms of academic and non-academic matters.

**Agenda 9: Proposal to host a workshop for the faculties on opportunities and challenges in implementation of NEP 2020**

The IQAC coordinator and the principal proposed to organize a workshop for faculty focusing on the opportunities and challenges in implementing NEP 2020. The committee discussed the workshop's goals, including providing a detailed overview of NEP 2020, exploring its potential benefits, and identifying implementation challenges. It was agreed that the workshop would feature a mix of presentations, interactive discussions, and practical case studies to engage

participants effectively. Responsibilities for coordinating the event, including inviting speakers, and managing logistics, were assigned to IQAC.

#### **Agenda 10: Closure of B. Sc MSE and B. Com Honours**

The principal addressed, concerning the closure of the B. Sc MSE due to the lack of students opting for the same and B. Com Honours programs due to the introduction of NEP 2020. The discussion focused on evaluating the impact of phasing out these programs, including the academic and administrative implications. It was decided that both programs would officially conclude and the application will be submitted for the same. The meeting concluded with the assignment of tasks for notifying staff, and updating academic records, and ensuring a smooth closure process.

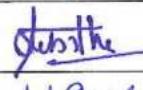
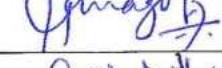
#### **Concluding remarks and vote of thanks**

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 first IQAC meeting of 2021-22 of St. Francis College. She urged that all the members support to the decisions taken for the holistic development especially on the perspectives of NEP implementation.

The IQAC decided to have its second meeting of 2021-22 on 20<sup>th</sup> September 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                   | P. B. Deepa<br>Member                 |
| 9  | Dr. Jagadeesh Babu B V, Member          | Jagadeesh<br>Member                   |
| 10 | Dr. Ramakrishna, Member                 | Ramakrishna<br>Member                 |
| 11 | Ms. Bindu Prince, Member                | Bindu<br>Member                       |
| 12 | Mr. Chandrashekhar H K, Member          | Chandrashekhar<br>Member              |
| 13 | Mr. Gunashekhar, Student Representative | Gunashekhar<br>Student Representative |

*John*  
**COORDINATOR, IQAC**

IQAC Co-ordinator  
St. Francis College  
Koramangala Bengaluru-34

*John*  
**PRINCIPAL**  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2021-22/MN2

Date: 16.09.2021

### 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 2021-22 will be held on 20.09.2021 at 2:30 pm in Director's office. 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
- Discussion on scheduling an orientation programme for the faculty members
- Proposal to host a session on impact of NEP 2020 on higher education for the staff and students of first year batch of NEP
- Discussion to schedule 2 days vaccination drive for the stakeholders
- Inauguration programme for the first batch of students under NEP
- Preparation and approval of academic calendar of events and timetable
- Discussion to schedule bridge courses for all the courses
- Discussion on scheduling the timelines for the submission of documents to IQAC
- Discussion on introducing PG Programmes and taking approvals from AICTE and BCU
- Introduction of value-added programmes at the department level
- Confirmation about 3<sup>rd</sup> meeting

A handwritten signature in blue ink, appearing to read 'dabitha'.

COORDINATOR, IQAC

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All the IQAC members

A handwritten signature in green ink, appearing to read 'S. J. S'.

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COLLEGE CODE : 1214

**Ref. No:** SFC/IQAC/2021-22/MOM/2

**Date:** 20.09.2021

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**ACADEMIC YEAR 2021-22**

**MINUTES OF THE MEETING**

**Time:** 2:30 pm

**Members Present:** 17

**Venue:** Director's Office

The second meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on 20<sup>th</sup> September 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.

### **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 scheduling an orientation programme for the faculty members**

The principal discussed on scheduling an orientation program aimed at enhancing faculty members' understanding of their role as teachers and also, he stated the need for a comprehensive orientation to empower teachers with strategies for fostering dynamic and inclusive learning environments. All the members gave their consent to organize the same. The IQAC was given the responsibility to organize the program by following the covid-19 protocols

in the college and ensure all the faculties are communicated about it and also, asked to coordinate with the resource person and finalize the dates.

**Agenda 4: Proposal to host a session on impact of NEP 2020 on higher education for the staff and students of first year batch of NEP**

The IQAC coordinator proposed to organize an informative session aimed at elucidating the implications of the National Education Policy (NEP) 2020 for the first-year batch of students and staff. It was agreed that the session should focus on how NEP 2020 is transforming higher education, including changes in curriculum, teaching methodologies, and assessment practices. The objectives are to enhance understanding among new students and faculty, facilitate smooth adaptation to the policy changes, and address any questions or concerns. The members community agreed to schedule the same. The responsibility was undertaken by the IQAC for session planning, finalizing the speaker list, preparing promotional posters, and arranging logistical details with a tentative month set for October.

**Agenda 5: Discussion to schedule 2 days vaccination drive for the stakeholders**

The meeting focused on organizing a two-day vaccination drive for all stakeholders, including staff, students, and their families. The management, principal and all the members agreed for the same and responsibilities were assigned to NSS and ISR, including coordinating with local health authorities of BBMP, setting up vaccination stations, and managing communication to ensure high participation amongst the staff and students. It was agreed to instruct informational materials and scheduling reminders would be sent promptly. The importance of ensuring a smooth and efficient process, including handling any potential concerns and providing clear instructions, was emphasized.

**Agenda 6: Inauguration programme for the first batch of students under NEP**

The principal proposed to have the inauguration program for the first batch of students under the National Education Policy (NEP). It was unanimously agreed by the members to call honourable Vice-Chancellor of Bengaluru City University (BCU). The cultural committee and IQAC team were given the responsibilities to host the same. The principal agreed to coordinate with the university officials to know the availability of Vice-Chancellor and deciding on the dates. The cultural committee was asked to prepare a detailed agenda once date is finalized. The committee emphasized the importance of creating a welcoming and informative experience to set a positive tone for the students' academic journey.

**Agenda 7: Preparation and approval of academic calendar of events and timetable**

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 8: Discussion to schedule bridge courses for all the courses**

The IQAC coordinator addressed the scheduling of bridge courses across all academic programs to facilitate a smoother transition for students into their respective courses. It was decided to implement bridge course for the first-year new batch of students depending upon university circular to start date of the new semester. The bridge courses will focus on foundational topics and skill gaps identified in recent assessments. All the HODs were given the responsibility of making the timetable, developing the syllabus, communicating with students and faculty. It was also directed to take assessments to know the basic understanding of the students. It was emphasized that the courses should be designed to accommodate varying levels of preparedness and ensure all students are equipped for their studies.

**Agenda 9: Discussion on scheduling the timelines for the submission of documents to IQAC**

The IQAC coordinator discussed on establishing clear timelines for the submission of documents to the Internal Quality Assurance Cell (IQAC) by the departments, committees and cells coordinators. It was agreed that all departments must submit their respective reports and documentation by October 30, 2021. To ensure timely compliance, a detailed timeline was proposed, including interim deadlines for drafts and reviews. Responsibilities were assigned with internal IQAC members for overseeing the collection and consolidation of documents. The importance of adhering to these deadlines to maintain accreditation standards and support continuous improvement was highlighted. The IQAC coordinator was asked to communicate detailed timelines to the staff members and keep the track of it.

**Agenda 10: Discussion on introducing PG Programmes and taking approvals from AICTE and BCU**

The principal and management representative discussed on the introduction of new postgraduate (PG) programs based on the requests received by the management and principal from some of the students to start PG programmes. The IQAC members also gave the consent

to take the necessary approvals from the All-India Council for Technical Education (AICTE) and Bengaluru City University (BCU). It was decided to propose three new PG programs (MBA, MCA, M. Com F & A) for the upcoming academic year, focusing on emerging fields with high industry demand. The management and the principal undertook the responsibilities for drafting and sending the requests to university. The importance of thorough documentation and adherence to regulatory guidelines was emphasized to ensure a smooth approval process.

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

The principal and director discussed to introduce value added programs (VAP) to all the batch of students. They suggested 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 including finalization of the course and syllabus 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.

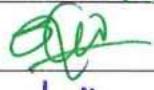
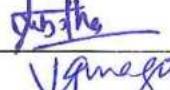
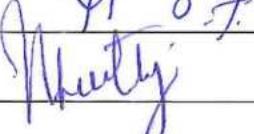
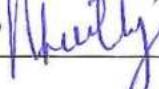
#### **Concluding remarks and vote of thanks**

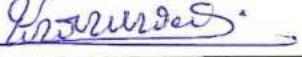
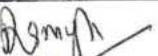
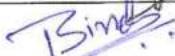
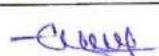
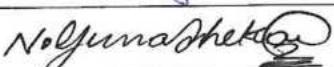
The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the second IQAC meeting of St. Francis College. She urged that all the members to extend the support to implement the decisions taken overall growth of the institution and students.

The IQAC decided to have its third meeting of 2021-22 on 20<sup>th</sup> December 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. Nazura Javed, Member              |  |

|    |                                         |                                                                                     |
|----|-----------------------------------------|-------------------------------------------------------------------------------------|
| 6  | Ms. Annie John, Member                  |   |
| 7  | Ms. Deepa P B, Member                   |  |
| 8  | Dr. Jagadeesh Babu B V, Member          |  |
| 9  | Dr. Ramakrishna, Member                 |   |
| 10 | Mr. Karthik P, Member                   |  |
| 11 | Mr. Sathish Kumar T, Member             |   |
| 12 | Ms. Nethra R, Member                    |  |
| 13 | Ms. Usha L, Member                      |  |
| 14 | Dr. Ramya K, Member                     |  |
| 15 | Ms. Bindu Prince, Member                |   |
| 16 | Mr. Chandrashekhar H K, Member          |  |
| 17 | Mr. Gunashekhar, Student Representative |  |



**COORDINATOR, IQAC**

IQAC Co-ordinator  
St. Francis College  
Koramangala Bengaluru-34



**PRINCIPAL**

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2021-22/MN3

Date: 16.12.2021

### 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 2021-22 will be held on 20.12.2021 at 2:30 pm in Director's office. 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
- Discussion on ongoing efforts to make classes effective especially after covid
- Discussion to go for 2<sup>nd</sup> renewal of Easylib software in library and information center.
- Discussion to schedule internal tests to assess the performance of students
- Discussion to host inter-collegiate academic and sports tournament for PU students
- Discussion on scheduling the inauguration and orientation of first ever batch of Post Graduate Programmes and preparations to be done regarding the same.
- Preparation of calendar of events and timetable for the PG courses
- Introduction of value-added programmes at the department level
- Confirmation about 4<sup>th</sup> meeting

COORDINATOR, IQAC

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All the IQAC members

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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2021-22/MOM/3

Date: 20.12.2021

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2021-22

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 17

Venue: Director's Office

The third meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on 20<sup>th</sup> December 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.

### **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 ongoing efforts to make classes effective especially after covid**

The principal discussed about the ongoing efforts to enhance the effectiveness of classes in the post-COVID era. The discussion centered on integrating hybrid learning models, improving digital infrastructure, and fostering interactive engagement through new technologies. Strategies to address the varying levels of digital literacy among students and faculty were also explored, with a focus on providing targeted training and support. The team emphasized the

importance of continuous feedback from students to refine these approaches and ensure that both in-person and online components of the classes are engaging and educationally effective. The principal and the director recommended that all the faculties must adopt enthusiastic approach in taking the classes and bring back the classroom culture. Further, external member added, the teaching can be made more interesting through activity-based approach, experiential learning and other proven pedagogies.

**Agenda 4: Discussion to go for 2<sup>nd</sup> renewal of Easylib software in library and information center**

Dr. Ramakrishna, the chief librarian proposed that library and information centre should go for 2<sup>nd</sup> renewal of Easylib software. Considering the digitalization of library and its activities, the committee approved the same and gave the consent to renew the same for the benefit of all.

**Agenda 5: Discussion to schedule internal tests to assess the performance of students**

The examination committee deliberated on the scheduling of internal tests to effectively assess student performance. The discussion highlighted the need for a balanced testing schedule that aligns with the academic calendar while minimizing student stress due to covid pandemic. It was suggested by the principal and director to introduce periodic quizzes, interactive presentations from the students. The examination committee agreed on implementing a staggered schedule to accommodate different subjects and prevent overlap with major assignments. The importance of clear communication regarding test expectations, guidelines and providing timely feedback to students were also discussed.

**Agenda 6: Discussion to host inter-collegiate academic and sports tournament for PU students**

The principal and the management representative discussed the proposal to host an inter-collegiate academic and sports tournament for PU students. The conversation focused on the event's objectives, which include fostering inter-collegiate collaboration, enhancing student engagement, and promoting holistic development. It was agreed to organize the events on different dates due to restrictions on common gathering. The respective departments were given the responsibility of hosting academic competitions and the physical education department was given the responsibility of hosting sports events, with separate planning committees for each. Key discussions included deciding on venues, arranging logistics, and developing a robust promotional strategy to maximize participation.

**Agenda 7: Discussion on scheduling the inauguration and orientation of first ever batch of Post Graduate Programmes and preparations to be done regarding the same**

As per the discussion in last IQAC meeting to introduce PG programmes, the necessary approvals were taken from competent authorities. The IQAC discussed the scheduling and preparations for the inauguration and orientation of the inaugural batch of Post Graduate Programmes. The responsibility of hosting the inauguration and orientation programme was given to student council of the college. Key preparations include finalizing the event agenda, deciding a venue, and other preparations. The principal took the responsibility of contacting the chief guests and university officials for the programme. It was decided based on the approvals and university calendar of events, dates of the event would be decided.

**Agenda 8: Preparation of calendar of events and timetable for the PG courses**

The IQAC coordinator stressed on the point that, once the university calendar of events is received, the focus will be on the preparation of the calendar of events and timetable for the new Post Graduate courses. The discussion included outlining key academic dates, such as semester start and end dates, examination periods, and deadlines for major assignments. The team also addressed scheduling co-curricular activities, guest lectures, and industry interactions to complement the academic curriculum. The department HOD was given the responsibility to conduct mandatory events and also facilitate advanced learning options for the students where they can explore experiential learning.

**Agenda 9: Introduction of value-added programmes at the department level**

The principal and director discussed to introduce value added programs (VAP) to the PG batch of students once we commence the programme. They suggested a plan should be ready and these programs should be designed to complement existing curriculum of PG, provide practical skills, and improve students' employability. The responsibility of planning for the VAP courses offline / online including finalization of the course and syllabus 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.

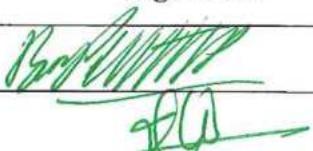
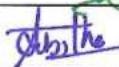
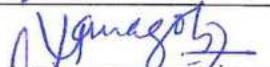
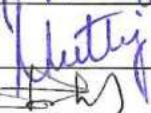
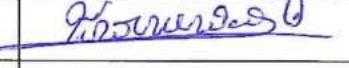
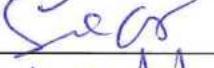
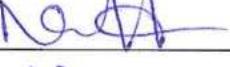
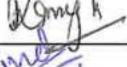
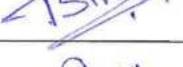
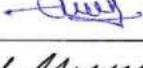
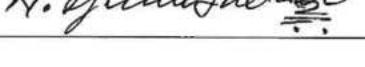
**Concluding remarks and vote of thanks**

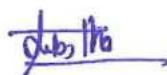
The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the third IQAC meeting of St. Francis College. She urged that all the members to extend the support to implement the decisions taken overall growth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

The IQAC decided to have its fourth meeting of 2021-22 on 21<sup>st</sup> March 2022. 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. Nazura Javed, Member                |    |
| 6      | Ms. Annie John, Member                  |     |
| 7      | Ms. Deepa P B, Member                   |   |
| 8      | Dr. Jagadeesh Babu B V, Member          |   |
| 9      | Dr. Ramakrishna, Member                 |  |
| 10     | Mr. Karthik P, Member                   |  |
| 11     | Mr. Sathish Kumar T, Member             |  |
| 12     | Ms. Nethra R, Member                    |  |
| 13     | Ms. Usha L, Member                      |  |
| 14     | Dr. Ramya K, Member                     |  |
| 15     | Ms. Bindu Prince, Member                |  |
| 16     | Mr. Chandrashekhar H K, Member          |  |
| 17     | Mr. Gunashekhar, Student Representative |  |



COORDINATOR, IQAC

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

COLLEGE CODE : 1214

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2021-22/MN4

Date: 16.03.2022

### 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 2021-22 will be held on 21.03.2022 at 2:30 pm in Director's office. 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
- Discussion to renew the subscription of Inflibnet and Delnet in the library and information center.
- Discussion on functioning of all the clubs, committees, cells and associations
- Proposal to have international / national level webinars for the post graduate students
- Proposal to host 1<sup>st</sup> junior national level dodgeball championship for boys and girls
- Proposal to host 3 days national level inter-collegiate fest (academic, cultural and sports events)
- Discussion to host a faculty development programme (FDP) on Outcome based Education (OBE) in view of NEP
- Discussion on registration of college in National Digital Library of India
- Introduction of feedback mechanism from the students
- Proposal to add new programmes based on survey and feedback from stakeholders
- Confirmation about 1<sup>st</sup> meeting of 2022-23

COORDINATOR, IQAC

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Copy to:

The File

All the IQAC members



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Ref. No: SFC/IQAC/2021-22/MOM/4

Date: 21.03.2022

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2021-22

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 18

Venue: Director's Office

The fourth meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on 21<sup>st</sup> March 2022. 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.

### **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: Renew the subscription of Inflibnet and Delnet in the library and information center**

The meeting commenced with a review of the current subscription statuses for Inflibnet and Delnet. Dr. Ramakrishna, chief librarian gave usage statistics. It was unanimously agreed that renewing both subscriptions is crucial for maintaining access to valuable academic resources and research databases essential for our library and information centre. The IQAC discussed

the benefits of continued access to these platforms, including enhanced research capabilities and inter-library services. It was decided that the renewal process should be initiated immediately to avoid any service interruptions.

**Agenda 4: Discussion on functioning of all the clubs, committees, cells and associations**

The meeting continued with a comprehensive review of the current functioning of all clubs, committees, cells, and associations within the organization. It was noted that while several clubs, cells and committees have shown impressive engagement and progress, some have encountered challenges related to resource allocation and member participation. The external member of IQAC reinforced that all the clubs and committees must function to the core to enhance the skills, knowledge and abilities amongst the students. Students should be involved in these committees to make it progressive. All the members of the IQAC gave its consent to the same.

**Agenda 5: Proposal to have international / national level webinars for the post graduate students**

The IQAC coordinator proposed to organize international and / or national level webinars aimed at enhancing the academic and professional development of post graduate students. The proposal highlighted the potential benefits, including exposure and expertise sharing from leading experts, current research trends, and networking opportunities. After a detailed discussion, there was unanimous support, with members agreeing on the need to identify relevant topics and secure distinguished speakers. The responsibility was given to PG department to work in association IQAC and schedule the webinars with proper planning and communication.

**Agenda 6: Proposal to host 1<sup>st</sup> junior national level dodgeball championship for boys and girls**

On receiving the request from department of physical education and the dodgeball association, the principal proposed hosting the inaugural Junior National Level Dodgeball Championship for boys and girls. The proposal outlined the objective to promote youth engagement in sports and provide a competitive platform for junior athletes across the nation. After reviewing the plan, which included details on venue, scheduling, and potential sponsors, there was strong support for the event. The committee agreed on the importance of ensuring robust organizational support and effective promotion to attract participants and spectators. It was decided that a dedicated organizing committee would be established to manage event logistics,

secure sponsorships, and coordinate with national dodgeball associations. The complete responsibility was given to department of physical education and the principal agreed to coordinate with the guests and take necessary approvals from the dodgeball association as well.

**Agenda 7: Proposal to host 3 days national level inter-collegiate fest (academic, cultural and sports events)**

The principal and the IQAC coordinator convened to discuss the proposal for hosting a 3-day national level inter-collegiate fest encompassing academic, cultural, and sports events. Especially after Covid-19, to bring the students community together, build the networking and collaboration, such events are necessary. The proposal emphasized the aim of fostering collaboration among colleges, showcasing student talent, and enhancing institutional visibility. The director and the management wanted to reviewed the proposed schedule, including event categories, logistics, and preliminary budget estimates. The student council of the college was given the complete responsibility of hosting the events including identifying the sponsors. Consensus was reached on the significance of such an event in promoting inter-collegiate engagement and enhancing student experience. It was agreed that a comprehensive organizing committee would be formed to handle event planning, coordination with participating institutions, and sponsorship acquisition.

**Agenda 8: Discussion to host a faculty development programme (FDP) on Outcome based Education (OBE) in view of NEP**

The meeting also focused on the proposal to host a Faculty Development Programme (FDP) centered on Outcome-Based Education (OBE) in alignment with the National Education Policy (NEP). The discussion highlighted the importance of equipping faculty with the skills and knowledge required to implement OBE effectively, ensuring adherence to NEP guidelines. The committee reviewed potential topics, expert resource persons, and logistical arrangements for the FDP. There was strong agreement on the need for such a program to enhance teaching quality and academic outcomes. The IQAC coordinator and the team was given the responsibility to plan for the program. It was decided to finalize the structure of FDP, after the thorough discussion with the Principal and the Management.

**Agenda 8: Discussion on registration of college in National Digital Library of India**

Dr. Ramakrishna, chief librarian and Mr. Karthik discussed the registration of our college in the National Digital Library of India (NDLI). The discussion centered on the benefits of NDLI registration, including enhanced access to a vast array of digital resources and increased

research visibility. The team reviewed the registration process and required documentation, and it was agreed that enrolling in NDLI would significantly support academic and research activities of both students and faculties. It was decided that the library and IQAC would collaborate to complete the registration process, ensuring all necessary information is accurately submitted.

#### **Agenda 9: Introduction of feedback mechanism from the students**

The principal and the IQAC coordinator discussed the introduction of a new feedback mechanism for students utilizing the ERP system Linways. The primary objective is to enhance the feedback collection process by integrating it directly into the Linways platform, allowing for real-time input from students on various aspects of their academic experience. The proposal includes setting up surveys and feedback forms within the system to capture students' opinions and concerns efficiently. The questions of the faculty feedback from students were approved from IQAC and decided to initiate with immediate effect.

#### **Agenda 9: Proposal to add new programmes based on survey and feedback from stakeholders**

The principal and the management representative proposed to IQAC to introduce new programs—Bachelor of Visual Arts (BVA), Bachelor of Social Work (BSW), and Bachelor of Commerce in Business Data Analytics (B. Com BDA) was reviewed. The proposal was driven by recent surveys and feedback from stakeholders indicating a strong demand for these fields. The team discussed the potential benefits and resource requirements for each program, including curriculum review from BCU, faculty hiring, and infrastructure needs. It was agreed to move forward with the proposal, initiating a detailed feasibility study and implementation plan. It was decided to submit the application to the university.

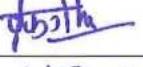
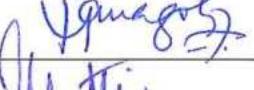
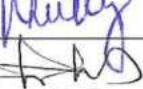
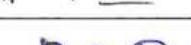
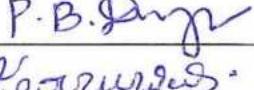
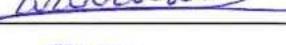
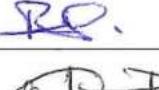
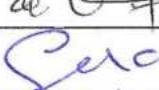
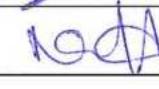
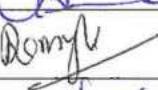
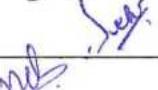
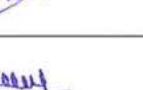
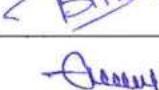
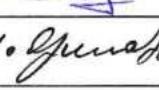
#### **Concluding remarks and vote of thanks**

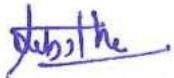
The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the fourth IQAC meeting of St. Francis College. She urged that all the members to extend the support to implement the decisions taken in both academic and sports fields and thereby support the quality initiatives.

The IQAC decided to have its first meeting of 2022-23 on 20<sup>th</sup> June 2022. 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   |    |
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| 17     | Mr. Chandrashekhar H K, Member          |  |
| 18     | Mr. Gunashekhar, Student Representative |  |


**COORDINATOR, IQAC**

IQAC Co-ordinator  
St. Francis College  
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