



ST. FRANCIS COLLEGE

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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/2023-24/MN1

Date: 15.06.2023

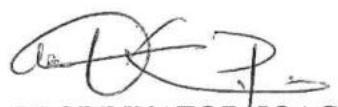
NOTICE

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 2023-24 will be held on 19.06.2023 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 preparedness to host an international conference
- Discussion on preparedness to host national level inter-collegiate fest, Carnivalesque 2023
- Proposal to host an international seminar on Applications of MATLAB by the Department of Mathematics and Statistics in the month of July 2023
- Proposal to initiate Academic and Administrative Audit (AAA), Green Audit / Environment audit and Energy Audit
- Discussion on hosting 2nd annual athletic meet
- Discussion regarding the establishment of Institution Innovation Council (IIC)
- Discussion on inauguration and orientation for 2023 new batch of UG students
- 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/2023-24/MOM/1

Date: 19.06.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2023-24

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 19

Venue: Director's Office

The first meeting of the Internal Quality Assurance Cell for the academic year 2023-24 was held on 19th June 2023. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

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

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

The 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. He also presented the action taken report to the members. All the members approved the minutes of the meeting.

Agenda 3: Discussion on preparedness to host an international conference

The principal and the IQAC coordinator discussed the preparedness for hosting the international conference on "Contemporary Trends in Commerce and Management," scheduled for June 30, 2023. The discussion focused on finalizing the conference agenda, prominent international chief guests and keynote speakers, and arranging for venue and technical support for enabling hybrid mode. It was agreed that a comprehensive checklist for logistics arrangements will be

made and work on the same. The committee also outlined a promotional strategy followed to enhance visibility and attract international delegates. Subcommittees were assigned specific tasks, such as managing registration, coordinating with speakers, and overseeing event operations.

Agenda 4: Discussion on preparedness to host national level inter-collegiate fest, Carnivalesque 2023

The IQAC members reviewed the preparedness for hosting the national-level inter-collegiate fest, Carnivalesque 2023, scheduled for July 14-16, 2023. The discussion covered key areas such as finalizing event schedules, booking of venues, and coordinating with participating colleges, contacting sponsors. The committee also addressed promotional strategies and engagement plans, with a focus on increasing event visibility and participant registration. Tasks were assigned to team members for overseeing different aspects of the fest, including sponsorship, event management, and volunteer coordination. The principal and all the members suggested to ensure all preparations are on track and to address any emerging issues.

Agenda 5: Proposal to host an international seminar on Applications of MATLAB by the Department of Mathematics and Statistics in the month of July 2023

The principal proposed based on the request from the Department of Mathematics and Statistics to host an international seminar on "Applications of MATLAB" in the month of July 2023. He added based on the proposal from the department, the seminar aims to bring together experts and researchers from around the globe to explore advanced applications and innovations using MATLAB. It was agreed to schedule the event in July 2023 but suggested to final the dates based on the availability of right resource persons, and to begin the planning process immediately. The committee outlined the need to identify keynote speakers, finalize the seminar agenda, and handle logistics such as communications, promotions and participant registration. The department was given the responsibility to commence the work in association with IQAC coordinating with speakers, managing promotional activities, and ensuring technical support.

Agenda 6: Proposal to initiate Academic and Administrative Audit (AAA), Green Audit / Environment audit and Energy Audit

The principal and the IQAC coordinator discussed the proposal for initiating an Academic and Administrative Audit (AAA), Green Audit/Environment Audit, and Energy Audit. After discussing the objectives, and scope for each audit. It was agreed that the Academic and Administrative Audit will focus on evaluating academic programs and administrative processes

to enhance institutional effectiveness. The Green Audit will assess environmental impact and sustainability practices in the college, while the Energy Audit will aim to improve energy efficiency and reduce costs. The proposed timeline for the audits will be finalized after the detailed discussion with the management. The IQAC approved the proposal and agreed to proceed with forming dedicated audit teams after the thorough discussion with the management.

Agenda 7: Discussion on hosting 2nd annual athletic meet

The IQAC coordinator discussed the proposal from the Department of Physical Education for hosting the 2nd Annual Athletic Meet, proposed for July 2023. Considering the academic commitments, the principal and the IQAC suggested to plan the dates. The discussion focused on finalizing event logistics, including venue selection, equipment needs, and scheduling of various athletic events. It was agreed to form subcommittees responsible for specific areas such as participant registration, safety measures, and volunteer coordination. The committee emphasized the importance of promoting the event across all departments to boost participation and audience attendance.

Agenda 8: Discussion regarding the establishment of Institution Innovation Council (IIC)

Bro. Peter, the management representative and the principal proposed the establishment of the Institution Innovation Council (IIC). Brother added, the IIC aims to foster a culture of innovation and entrepreneurship within the institution by providing a structured framework for promoting creative ideas and research initiatives. The committee agreed to form the council, with members drawn from various departments, including faculty, students, and industry experts. Key tasks include defining the council's objectives, creating a roadmap for activities, and establishing partnerships with external innovation hubs. It was discussed and decided to handover the responsibility to Dr. Pankaj A Tiwari from Department of MBA to initiate the things around IIC and ensure institution is registered and IIC is established in the college. It was suggested to schedule the council meetings as and when required and conduct minimum number of activities as per the requirements.

Agenda 9: Discussion on inauguration and orientation for 2023 new batch of UG students

The IQAC discussed plans for the inauguration and orientation of the 2023 new batch of undergraduate students after the university calendar of events is hosted. The orientation will include sessions on campus resources, academic expectations, and student life. The committee agreed to finalize the event schedule and arrange for necessary logistics, including venue setup

and communication to students. Additionally, a team was assigned to coordinate with faculty and student volunteers to ensure smooth execution of the events.

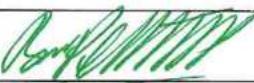
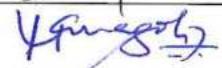
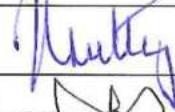
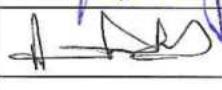
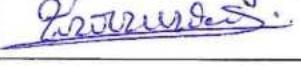
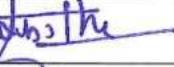
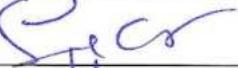
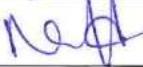
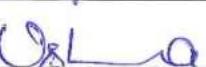
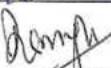
Concluding remarks and vote of thanks

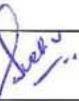
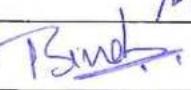
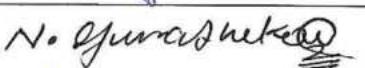
The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the first IQAC meeting of 2023-24 of St. Francis College. He urged that all the members to extend the complete support to implement the decisions taken in the meeting. All the members were asked to have regular monitoring on NAAC documentation work and update if any gaps are found.

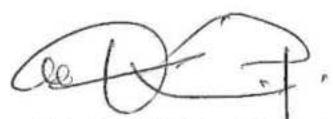
The IQAC decided to have its second meeting of 2023-24 on 18.09.2023. Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Mr. Karthik P, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	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	Ms. Sabitha S, Member	
11	Mr. Sathish Kumar T, Member	
12	Ms. Nethra R, Member	
13	Ms. Usha L, Member	
14	Dr. Ramya K, Member	

15	Mr. Sachin S Nayak, Member	
16	Ms. Bindu Prince, Member	
17	Mr. Chandrashekhar H K, Member	
18	Mr. Gunashekhar, Alumni Representative	
19	Mr. Malcom, Student Representative	


COORDINATOR, IQAC

IQAC Co-ordinator
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2023-24/MN2

Date: 14.09.2023

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 2023-24 will be held on 18.09.2023 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 commencing of classes for UG, preparation and approval of academic calendar of events calendar of events of committees, cells and clubs and preparation of timetable
- Introduction of value-added programmes at the department level
- Discussion on organizing inter-collegiate technical fest
- Discussion on subscription to plagiarism software, DrillBit
- Discussion on submission of activity reports by departments, clubs, committees, cells to the IQAC and scheduling the audit for the same
- Renewal of academic collaboration with JNC autonomous and conducting of FDP on research
- Confirmation about 3rd meeting.

A handwritten signature in black ink, appearing to read 'DR. S. S. S. S. S.'

COORDINATOR, IQAC

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All the IQAC members

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

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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2023-24/MOM/2

Date: 18.09.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2023-24

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 19

Venue: Director's Office

The second meeting of the Internal Quality Assurance Cell for the academic year 2023-24 was held on 18th September 2023. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

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

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

The 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. He also presented the action taken report to the members. All the members approved the minutes of the meeting.

Agenda 3: Discussion on commencing of classes for UG, preparation and approval of academic calendar of events calendar of events of committees, cells and clubs and preparation of timetable

The committee discussed the upcoming commencement of undergraduate classes and the preparation of the academic calendar. It was decided that classes for the UG programs will start on September 25, 2023. The academic calendar, which includes critical academic dates and

deadlines, is to be finalized and approved. Additionally, all departments, committees, cells, and clubs must submit their event calendars for review, to ensure coordination with the academic schedule. The timetable for classes is to be prepared and published before the start of the classes as per the work allocation submitted by the respective department HODs. Responsibilities were assigned to ensure timely updates and effective communication of these details to students and staff.

Agenda 4: 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.

Agenda 5: Discussion on organizing inter-collegiate technical fest

The HODs of BCA and MCA proposed their plans for organizing an inter-collegiate technical fest in association with TECHBYHEART tentatively scheduled for October or November 2023. The IQAC agreed for the same to be organized and give exposure to the students to participate in technical events and workshops planned to be organized as part of the fest. The primary focus was on finalizing event logistics, including booking the venue, coordinating technical workshops, and arranging for guest speakers and judges. It was agreed that a detailed event schedule and promotional strategy would be developed on confirmation from associate partner. The committee also emphasized the importance of engaging participating colleges through effective outreach and ensuring that technical equipment and support are in place. Task assignments were asked to be made for managing registrations, sponsorships, and volunteer coordination.

Agenda 6: Discussion on subscription to plagiarism software, DrillBit

Dr. Ramakrishna, the chief librarian proposed on the subscription to the plagiarism detection software, DrillBit. He added, it is useful for the staff and students if we subscribe for it so that student's dissertation projects can be checked for plagiarism before submitting to the university. The management representative, principal, external and internal IQAC members agreed to go for subscription realizing the importance of the same. It was suggested to chief librarian to

invite the person for a detailed presentation of Drillbit's features, such as its advanced detection algorithms and seamless integration with existing academic systems and suggested to take attendees feedback, noting Drillbit's efficiency in identifying potential plagiarism and its comprehensive reporting tools. After thorough discussion, if the consensus is favorable, and the university's acceptance confirmation, the management was ready to proceed with the subscription.

Agenda 7: Discussion on submission of activity reports by departments, clubs, committees, cells to the IQAC and scheduling the audit for the same

The IQAC coordinator started the discussion centered on the submission of activity reports from various departments, clubs, committees, and cells to the Internal Quality Assurance Cell (IQAC). It was agreed that all entities must submit their reports, to ensure timely processing and evaluation. Additionally, the scheduling of the audit for these reports was confirmed to take place after the schedule is sent by IQAC coordinator. The members emphasized the importance of adhering to these deadlines to facilitate a smooth audit process and enhance the institution's quality assurance mechanisms. The IQAC coordinator was asked to make communications to the respective departments, committees, cells and clubs asking them to do the needful.

Agenda 7: Renewal of academic collaboration with JNC autonomous and conducting of FDP on research

The IQAC coordinator focused on renewing the academic collaboration with JNC Autonomous and planning a Faculty Development Program (FDP) on research methodologies. It was unanimously agreed to extend the existing collaboration to enhance research opportunities and academic exchanges between the institutions. The FDP is scheduled to plan for November or December based on mutual understanding with the management of respective institutions.

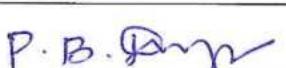
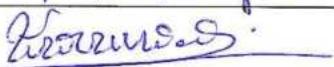
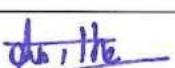
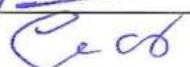
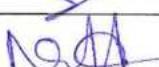
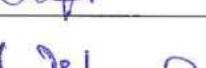
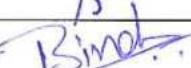
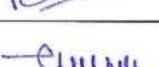
Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the second IQAC meeting of 2023-24 of St. Francis College. He urged that all the members to extend the complete support to implement the decisions taken in the meeting. All the members were asked to have regular monitoring on NAAC documentation work and update if any gaps are found.

The IQAC decided to have its third meeting of 2023-24 on 18.12.2023. Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Mr. Karthik P, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Dr. Nazura Javed, Member	
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2023-24/MN3

Date: 14.12.2023

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 2023-24 will be held on 18.12.2023 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 renewal of Inflibnet, Delnet and Easylib Softwares for library and information center
- Discussion on organizing a mental health sensitization programme for the faculty members and administrative staff
- Discussion on hosting a faculty development programme (FDP) for the in-house faculty members
- Discussion on scheduling an orientation session on HR policies and HRMS for all the new joiners
- Discussion on scheduling of internal test to assess the performance of students
- Confirmation about 4th meeting.



COORDINATOR, IQAC

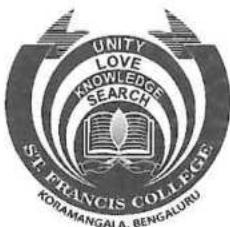
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All the IQAC members



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Ref. No: SFC/IQAC/2023-24/MOM/3

Date: 18.12.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2023-24

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 19

Venue: Director's Office

The third meeting of the Internal Quality Assurance Cell for the academic year 2023-24 was held on 18th December 2023. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

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

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

The 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. He also presented the action taken report to the members. All the members approved the minutes of the meeting.

Agenda 3: Discussion on renewal of Inflibnet, Delnet and Easylib Softwares for library and information center

Dr. Ramakrishna, Chief Librarian discussed on the renewal of the Inflibnet, Delnet, and Easylib software subscriptions for the library and information center. It was agreed that the renewal process for all three services should be initiated immediately to ensure uninterrupted access to

vital academic resources. The committee reviewed the current usage and benefits of each software and recommended for their renewal.

Agenda 4: Discussion on organizing a mental health sensitization programme for the faculty members and administrative staff

The principal proposed on organizing a mental health sensitization program for faculty members and administrative staff. The committee agreed that the program should be scheduled to address the importance of mental well-being and provide strategies for support and self-care. He added, the initiative will feature expert speakers from NIMHANS, tailored to the needs of the teaching and administrative staff. It was decided that the IQAC will organize and oversee the arrangements, and venue logistics. The principal agreed to coordinate with the guests and finalize the date based on their availability and also considering the academic timelines.

Agenda 5: Discussion on hosting a faculty development programme (FDP) for the in-house faculty members

The principal and the management representative proposed to organize a Faculty Development Program (FDP) for in-house faculty members. After discussion with all the members, it was finalized to host the FDP on igniting the excellence for empowered educators. It was decided that the FDP will take place in February or March 2024 based on the academic commitments of ongoing semester. The main aim of the FDP was to enhance faculty skills in teaching, research, and leadership, focusing on empowering educators to achieve excellence in their roles. The IQAC was given the responsibility to host the program considering the academic timelines. It was also discussed to handle logistics, speaker arrangements, and schedule planning. All faculty members were expected to participate, and take the benefit of the session. IQAC was asked to send invitation to the faculty members once the event date is finalized.

Agenda 6: Discussion on scheduling an orientation session on HR policies and HRMS for all the new joiners

The principal discussed scheduling an orientation session on HR policies and the Human Resource Management System (HRMS) for all new joiners to ensure that new employees are well-informed about company policies, procedures, and the HRMS platform. The management representative suggested that few more faculties will be joining soon. It can be conducted once for all and even existing faculties may attend the session if they need any clarifications. All the IQAC members agreed for the same. It was decided that the orientation may be scheduled during March 2024 considering the academic commitments of staff members. The session will

include presentations to facilitate a smooth onboarding process. The HR department was assigned the responsibility of organizing the event in association with the IQAC, including preparing PPT and showing HRMS demonstrations. All new joiners are expected to attend the session on invitation from HR department and IQAC.

Agenda 7: Discussion on scheduling of internal test to assess the performance of students

The principal discussed the scheduling of internal tests to assess student performance. He added, the tests aim to evaluate students' understanding and provide timely feedback to support their academic progress. The examination committee headed by Ms. P B Deepa was asked to look into the COE and decide on the same. It was also emphasized that all faculty members must ensure the timely dissemination of test materials and marks. She added, once the marks are finalized, as per the university notifications, final internal assessment marks can be uploaded to UUCMS on approval from principal. The IQAC agreed the same and decided to communicate the same to all the staff members to stick on to the timelines given by the examination committee.

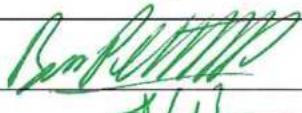
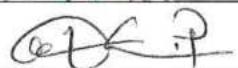
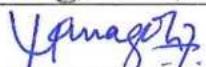
Concluding remarks and vote of thanks

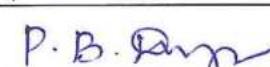
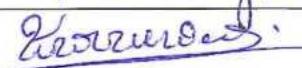
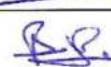
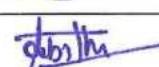
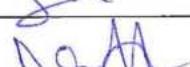
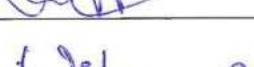
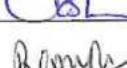
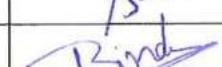
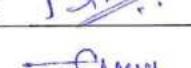
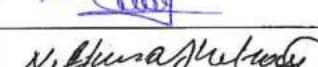
The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the third IQAC meeting of 2023-24 of St. Francis College. He urged that all the members to extend the complete support to implement the decisions taken in the meeting. All the members were asked to have regular monitoring on NAAC documentation work and update if any gaps are found.

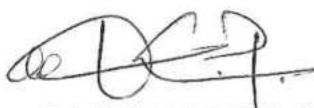
The IQAC decided to have its fourth meeting of 2023-24 on 18.03.2024. Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Mr. Karthik P, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	

5	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	Ms. Sabitha S, Member	
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12	Ms. Nethra R, Member	
13	Ms. Usha L, Member	
14	Dr. Ramya K, Member	
15	Mr. Sachin S Nayak, Member	
16	Ms. Bindu Prince, Member, Member	
17	Mr. Chandrashekhar H K, Member, Member	
18	Mr. Gunashekhar, Alumni Representative	
19	Mr. Malcom, Student Representative	


COORDINATOR, IQAC

IQAC Co-ordinator
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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/2023-24/MN4

Date: 14.03.2024

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 2023-24 will be held on 18.03.2024 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 preparedness to start the new semester, preparation and approval of academic calendar of events, calendar of events of committees, cells and clubs and finalization of timetable
- Introduction of value-added programmes at the department level and status of registration to SWAYAM Courses for January 2024 Semester
- Discussion to host BCU inter-collegiate softball and netball tournament for men and women 2024
- Discussion on hosting 3rd annual athletic meet
- Proposal of IIC and IIIC to host HR Conclave 2024
- Discussion on hosting national level inter-collegiate fest, Carnivalesque 2024
- Discussion regarding the preparedness and status check for IIQA submission
- Closure of M.Com (F & A) Program
- Proposal to introduce performance appraisal system at the college
- Confirmation about 1st meeting of 2024-25

A handwritten signature in black ink, appearing to read "D. S. J." followed by a horizontal line.

COORDINATOR, IQAC

Copy to:

The File

All the IQAC members

A handwritten signature in green ink, appearing to read "S. J. V." followed by a horizontal line.

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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2023-24/MOM/4

Date: 18.03.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2023-24

MINUTES OF THE MEETING

Time: 2:30 pm

Members Present: 19

Venue: Director's Office

The fourth meeting of the Internal Quality Assurance Cell for the academic year 2023-24 was held on 18th March 2024. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

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

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

The 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. He also presented the action taken report to the members. All the members approved the minutes of the meeting.

Agenda 3: Discussion on preparedness to start the new semester, preparation and approval of academic calendar of events, calendar of events of committees, cells and clubs and finalization of timetable

The principal discussed the readiness for the start of the new semester from 21st March 2024. He also focused on the preparation and approval of the academic calendar of events, as well as the calendars for committees, cells, and clubs based on the inputs from BCU Calendar of Events. It was decided that the academic calendar, including key dates such as start and end of

semester, examination periods, and holidays, will be finalized and submitted for approval immediately. Additionally, the timetable committee was asked to finalize the timetable based on the work allotment received from the respective HODs to allow for any necessary adjustments before the semester begins. The IQAC was asked to oversee all these matters on priority

Agenda 4: Introduction of value-added programmes at the department level and status of registration to SWAYAM MOOCs Courses for January 2024 Semester

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 suggested to help students to identify the right courses under SWAYAM MOOCs and register for it. The director and principal asked to submit the SWAYAM MOOCs registration status of January 2024 launched courses. The mail communication was sent to all the faculties on 26.01.2024. IQAC was asked to inform all the departments to explore right courses under SWAYAM, NPTEL courses and motivate students register and complete the course by attending proctored exam.

Agenda 5: Discussion on hosting 3rd annual athletic meet

The principal and the director discussed the arrangements for hosting the 3rd Annual Athletic Meet. It was decided that the event will be held in the month of April 2024 as per the COE, and will include a range of track and field events for students and staff. Responsibilities were assigned to the department of physical education for organizing the event, coordinating with officials, and handling registration and equipment. The committee emphasized the need for effective promotion amongst the students of the college and participant engagement to ensure the success of the meet.

Agenda 6: Discussion to host BCU inter-collegiate softball and netball tournament for men and women 2024

The principal discussed hosting the BCU Inter-Collegiate Softball and Netball Tournament for men and women in 2024 on receiving the proposal from Department of Physical Education. The IQAC gave consent to host the same. The committee outlined key responsibilities, including finalizing the venues, coordinating with participating colleges, and organizing

logistics for both sports. It was decided that the Department of Physical education will coordinate with the university officials and finalize the fixtures and official matters relating to the event including arranging for referees, equipment, and marketing. It was suggested in the meeting to finalize the date considering the university recommendations and academic obligations.

Agenda 7: Proposal of IIC and IIIC to host HR Conclave 2024

The principal and the director discussed the proposal received from the institution innovation council (IIC) and Industry-Institution Interaction Committee (IIIC) and reviewed the same to host the HR Conclave 2024. It was agreed that the event will tentatively take place in the month of May 2024, and will focus on emerging trends and best practices in human resource management. The IIC and IIIC were tasked with coordinating the event, including inviting industry experts, organizing panel discussions, and managing logistics.

Agenda 8: Discussion on hosting national level inter-collegiate fest, Carnivalesque 2024

The principal and the IQAC coordinator discussed regarding the hosting of the national-level inter-collegiate fest, Carnivalesque 2024. It was decided that the fest will be featuring a variety of cultural, sports, and academic events. As per the COE, it is to be planned for May 2024. The responsibility was given to Student Council of the college. The committee agreed to form a dedicated organizing team from the student council and the sub-committees with other teachers to manage event logistics, including venue arrangements, participant registration, and sponsorship procurement. Responsibilities were allocated for marketing, inviting guest speakers and performers, and coordinating with participating colleges. The director and principal asked for a detailed budget. On approval, the final event plan, including a detailed schedule will be reviewed to ensure all preparations are on track. The principal and the student council agreed to coordinate with the guests to be invited for the fest.

Agenda 9: Discussion regarding the preparedness and status check for IIQA submission

The principal and the management representative discussed regarding the preparedness and enquired about the status of documentation about the IIQA submission. It was confirmed by the IQAC coordinator that the collection of required documents is in process, and few are outstanding. The accuracy of the data to be validated, although additional checks are conducted to ensure consistency across all reports. The team discussed the need for final revisions to the self-assessment report and established deadlines for completing these updates. Overall, the team is on track to meet the submission, with the majority of tasks either completed or in progress.

The principal and the management representative told; criteria wise follow up meetings will be scheduled to check the status. IQAC coordinator was informed to communicate to all the concerned to keep the documents ready for verification.

Agenda 10: Closure of M.Com (F & A) Program

The principal addressed, concerning the closure of the M. Com (F & A) due to the lack of students opting for the same. The discussion focused on evaluating the impact of phasing out this program, including the academic and administrative implications. It was decided that this program 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.

Agenda 11: Proposal to introduce performance appraisal system at the college

The IQAC coordinator discussed the proposal for implementing a performance appraisal system at the college. The primary objective of the system is to enhance faculty development, align individual goals with institutional objectives, and ensure fair and constructive feedback from both the parties concerned. The proposal outlined a structured approach including regular evaluations, self-assessments, Assessment by HODs and Principal, Management assessment to provide a comprehensive view of performance. It was agreed by the internal and external members and IQAC coordinator was given the responsibility to come up with the required performance appraisal forms and submit to principal and management for review and approval.

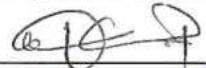
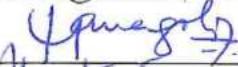
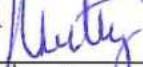
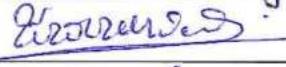
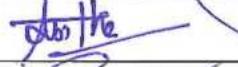
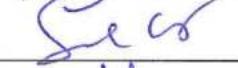
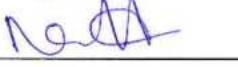
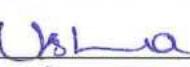
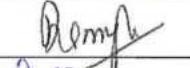
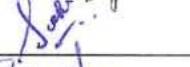
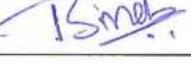
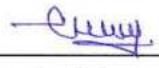
Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. He thanked the Director, Principal and all the IQAC members for their presence in witnessing the fourth IQAC meeting of 2023-24 of St. Francis College. He urged that all the members to extend the complete support to implement the decisions taken in the meeting and request for complete support as the institution has decided to go for 1st process of NAAC accreditation i.e., submission of IIQA.

The IQAC decided to have its first meeting of 2024-25 on 24.06.2024. Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

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