



# ST. FRANCIS DE SALES COLLEGE

## BANGALORE - 560 100

### Internal Quality Assurance Cell MINUTES OF MEETING (APR-JUNE 2014)

**Date:** 01/04/2014  
**Venue:** Conference Hall  
**Time:** 10.00 am

**Attendees:**

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
4	Rev. Fr. Tony	The Management representative
5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
7	Mr. Ashley Crasto	Member
8	Mr. Raju Kunnel	Member
9	Mr. William Antony	Member
10	Mrs. Sailiaja M.	Member
11	Mrs.Kusuma R.	Member

**Agenda:**

1. Academic Year Plan for 2014-2015
2. Feedback Analysis for 2013-2014
3. Initiating Effective Documentation: NAAC Steering Committee
4. Certificate and other courses to be introduced
5. Discussion over CBCS to be introduced by the university
6. Academic Council
7. Democratic Students' Elections
8. Placement Cell to be proactive

9. FDP to be conducted
10. Quality Seminar and Orientation programs to be conducted
11. Meetings with various stakeholders
12. IP and Research – seminars and conferences to be conducted
13. New Programmes: Approval to be sought for B.Com.(Travel & Tourism)
14. ICT developments
15. MOUs
16. Green initiative
17. Academic and Administrative Audit and Green Audit to be conducted
18. Inaugurating DFFA

### **Discussion:**

The IQAC Coordinator welcomed the gathering and started presenting his agenda and the discussion followed. The preparation of the Academic Year Calendar 2014-2015 based on the proposals and analysis of the previous year was discussed.

The students and faculty feedback report of 2013-2014 was analysed and certain needed actions like the infrastructure development, the introduction of more certificate and value added courses, the award of endowments, the enhancement of existing facilities, the addition of more extension activities, the installation of a language lab, the construction of PG block were discussed.

It was decided that the academic audit for the year will be conducted in March 2015. The enhancement of various committees and cells for the academic year was discussed: NAAC Steering Committee, Research Cell, Placement Cell, Academic Council, Cultural and Sports Committee, Anti-Ragging Team, Women Cell, Anti-Sexual Harassment Team besides various other committees; the need for documenting all academic and non-academic activities in the prescribed formats suggested by NAAC was discussed.

The certificate course and other add on courses to be introduced for the academic year was finalized. Conducting various academic and non-academic activities was discussed: seminar, workshop, bridge course, certificate and value added courses. All these proposals will be sent to the academic council for further discussion and implementation.

The IQAC team discussed the CBCS system to be introduced by the university shortly and the ways to enable this system effectively. It was decided to conduct democratic students' elections to address the students' needs and grievances better. As the students are expecting more number of placements

to happen in the campus, the placement cell will be enhanced and made stronger with more number of tie-ups with various employment agencies.

As a measure to enhance the quality of teaching, FDP for the teaching and non-teaching staff will be conducted in the month of June before the start of the semester. Quality oriented programs will be conducted all around the year for the staff as well as the students. The planning of the activities will be done by the IQAC, as and when needed.

The Research and IP Cell will work towards creating a conducive environment for research. In view with that, more number of seminars, workshops and conferences will be arranged by the cell and they will be completely responsible for the activities of their cell. Initiatives to sign more number of MOU's will also be taken by the IP and Research Cell.


The meetings with various stakeholders will be conducted at regular intervals and their inputs and suggestions will be taken into consideration for the decision making process. It was planned to seek approval to start B.Com. (Travel & Tourism) and few other courses.

The ICT facilities will be given importance and the college will give more weightage to install projectors and screens in every classroom. It will be increased at a regular phase and the college will aim at achieving 100% ICT developments in the near future.

As a green initiative measure, the college will undergo Green audit and the flora and the fauna of the college will also be maintained and enhanced. Academic and the Administrative audit will also be conducted as a means to improve the quality.

The college will inaugurate the Desalite Farmers Friendly Association (DFFA) which was in the pipeline last year. This association will help the farmers in their farming and the students will also become responsible citizens.

The meeting ended with all the members accepting the decisions taken.

  
**Co-ordinator**  
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**PRINCIPAL**  
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Electronics City Post, Bangalore - 560 100



# ST. FRANCIS DE SALES COLLEGE

## BANGALORE - 560 100

### Internal Quality Assurance Cell MINUTES OF MEETING (JULY-SEPT 2014)

**Date:** 07/07/14  
**Time:** 12: 00 P.M.  
**Venue:** Conference Room

#### Attendees:

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
4	Rev. Fr. Tony	The Management representative
5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
7	Mr. Ashley Crasto	Member
8	Mr. Raju Kunnel	Member
9	Mr. William Antony	Member
10	Mrs. Sailiaja M.	Member
11	Mrs.Kusuma R.	Member

#### Agenda:

Research Policy  
Extension Activities and support cells functioning  
Follow up on documentation for NAAC  
Result Analysis of May 2014 Exams  
More transparency in Internal Assessment  
Enriching Library Resources  
Cultural and Sports programs


**Discussion:**

The research policy was approved by the Governing Council and the management will be supporting the faculty in various ways including financial support for their research activities.

It was informed that the Library is equipped with INFLIBNET facility and both the staff and the students should make use of the facility. The result analysis of the May 2014 exams were submitted by various departments and the same was discussed. As the result percentage was low, it was decided that the Internal exam and model exams will be considered seriously and more transparency in the valuation system will be introduced. The academic council will be responsible for improving the result percentage of the students.

As the NAAC submission is getting closer, the documentation process of the institution should get up and the NAAC team will work in full swing to make all the arrangements for the NAAC SSR submission and the peer team visit. It was informed that all the departments should cooperate with the NAAC team to make the process simple and efficient.

The NCC/NSS and other extension activity cells will organise programs and the same will be reported to the IQAC. These activities will focus on the holistic development of the students. The support cells should have regular meetings and decide on the activities to be conducted. It was decided that more number of sports and cultural activities will be conducted for the students development.

  
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# ST. FRANCIS DE SALES COLLEGE

## BANGALORE - 560 100

### Internal Quality Assurance Cell MINUTES OF MEETING (Oct-Dec 2014)

**Date:** 05/10/14  
**Time:** 10: 00 A.M.  
**Venue:** Conference Room

#### Attendees:

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
4	Rev. Fr. Tony	The Management representative
5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
7	Mr. Ashley Crasto	Member
8	Mr. Raju Kunnel	Member
9	Mr. William Antony	Member
10	Mrs. Sailiaja M.	Member
11	Mrs.Kusuma R.	Member

#### Agenda:

Planning for the Even - Semester  
FDP for Teaching and non-teaching staff  
Job Fair  
Endowments and Scholarships  
SSR – Submission


## **Discussion:**

The IQAC planned for the next even semester and discussed on what are the activities to be conducted. It also discussed on the upcoming semester exams for the UG programmes.

As the next semester begins, FDP will be conducted for the Teaching and non-teaching staff at the beginning of the semester. Likewise, all the other cells and clubs will continue to conduct programs. It was decided that a job fair will be conducted for the students in the campus to promote our students getting placed immediately after they finish their exams. The Scholarships process was started in the beginning of the odd semester and the same has been approved by the management.

The scholarships will be distributed in the due course to the students.

The NAAC process is coming to a finish and the SSR will be submitted in the month of October as per the NAAC requirements.

  
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# ST. FRANCIS DE SALES COLLEGE

## BANGALORE - 560 100

### Internal Quality Assurance Cell MINUTES OF MEETING (JAN-MARCH 2015)

**Date:** 23/01/2015  
**Time:** 10: 00 am  
**Venue:** Conference Room

**Attendees:**

1	Rev. Fr. Benny Jacob	Principal & Chairman
2	Rev. Fr. Timson	Vice Principal, Member
3	Rev. Fr. William	The Management representative
4	Rev. Fr. Tony	The Management representative
5	Mr. K.M. Vinay Kumar	Coordinator, IQAC
6	Dr. Wilson Sebastian	Member
7	Mr. Ashley Crasto	Member
8	Mr. Raju Kunnel	Member
9	Mr. William Antony	Member
10	Mrs. Sailiaja M.	Member
11	Mrs.Kusuma R.	Member

**Agenda:**

NAAC Peer Team Visit- Planning  
Academic and Administrative Audit and Environment Audit  
360 degree appraisal  
College Day and Graduation Day  
Internal Auditing and record keeping




**Discussion:**

As the SSR report was submitted in the month of October, the NAAC visit will be happening as the follow up process and the NAAC team will take up complete responsibility of the Peer team visit.

As discussed in the beginning of the year, the AAA audit and the Environment audit will happen in the month of February or March. This initiative will enhance the quality of the institution.

The 360 degree appraisal will be taken i.e, form all the stake holders and the same will be analysed for further improvement. The feedback from students will be of primary importance as they play an important role in the institution.

The College Day and the Graduation Day will be planned, and a team will be formed for the same. Internal auditing will also be planned by the IQAC. The IQAC will audit every department in the college and verify the documentation process. The auditing report will be submitted to the management with suggestions and recommendations.

  
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### Internal Quality Assurance Cell

### MINUTES OF MEETING (APR-JUNE 2015)

**Date:** 07/04/2015  
**Venue:** Conference Hall  
**Time:** 10.00 am

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#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
6	Mrs. Kusuma R.	Member
7	Mr. Johnson	Member
8	Mr. Bipin	Member ( (Administration )
9	Mrs. Vimala	Member (Academic Officer)
10	Mr. Atchuta Rao	Member (Industry Representative)
11	Mr. Bharath Bushan	Member (Alumini Representative)

#### Agenda:

Academic Year Plan for 2015-2016

Feedback Analysis: 2014-2015

Peer team visit – Review

Infrastructure

FDP and Quality initiatives

Digital Library

Computer Lab to get more PCs

Gymnasium

Optra software

Programme Introduction: B.Com. (Travel & Tourism) and few other courses.

Review of 2014-2015 academic and non-academic activities

DSAT Exams

### **Discussion:**

The IQAC Coordinator discussed about the NAAC peer team visit in the month of March. He insisted that the visit went on well and they are expecting a good grade for the college. A review was made on how the visit went and what are the things that must be learned from the visit.

The academic year plan for the year 2015-2016 was discussed. It was decided that every cell department, cells and clubs will chalk out their plan and will submit the same to the IQAC. The IQAC will forward the same to the academic council for further action and planning.


Feedback analysis for the year 14-15 was made. It was understood the students need more computer aided learning and more ICT equipment will be installed for their benefit. It was decided to enhance the canteen as students need more space and variety of food to eat.

The digital library will be enhanced by adding more computers and more resources. The library will also have a boost by adding more books to the existing ones. The gymnasium will also be upgraded with more equipment. The Computer lab will also be enhanced by adding a greater number of computers.

FDP will be conducted for the teaching and non-teaching staff at the beginning of the semester. More orientation programs will also be organised.

New program B.Com TT will be introduced in the next academic year. OPTRA, a new ERP software will be used by the institution for better management.

A new common entrance exam will be conducted for the students – DSAT – and the meritorious students will be awarded scholarships to pursue their studies. A review of 14-15 activities were conducted and it was decided to add more activities this academic year.

  
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# ST FRANCIS DE SALES COLLEGE

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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JULY-SEPT 2015)

**Date:** 28/07/15  
**Time:** 12: 00 P.M.  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
6	Mrs. Kusuma R.	Member
7	Mr. Johnson	Member
8	Mr. Bipin	Member ( (Administration )
9	Mrs. Vimala	Member (Academic Officer)

#### Agenda:

NAAC A Accreditation - A Review  
Result Analysis 2014-2015  
Applying for PG courses and Permanent Affiliation  
National student Seminar  
Stakeholders meet  
Placement  
Scholarships  
Facilities for Differently Abled  
Timings change

Bus facility  
Cricket pitch

### **Discussion:**

A review of the accreditation of the NAAC was done. The IQAC coordinator congratulated all for the success and the A grade. Later, the recommendations of the NAAC was discussed. As per their recommendations, the Alumni association will be registered. More number of PhD will be recruited. The infrastructure will be modified in a way to support the differently abled people. All this will be done in the upcoming years.


The result analysis for the previous year was reviewed. The results were not up to the mark and it was decided that measures like revision classes should be held. More enhancement programs also should be conducted to improve the student's qualification and help them to get placed. Placement cell also must conduct more grooming programs for the students.

It was recommended to change the timings of the college to 8 am to 2.00 pm, as this will facilitate the students to take up part time job.

It was decided that a National student seminar will be conducted to make the students understand the nuances of research. Bus facility was introduced to help the students and the staff. A cricket pitch will be constructed for the players benefit.

Meetings with all the stakeholders will be planned and conducted by the IQAC. Scholarships and endowments will be approved by the management after the selection process is done by the committee.

The college will also apply for PG courses and also to apply for permanent affiliation from the Bangalore University.

  
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## Internal Quality Assurance Cell MINUTES OF MEETING (Oct-Dec 2015)

**Date:** 15/10/15  
**Time:** 10: 00 A.M.  
**Venue:** Conference Room

### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
6	Mrs. Kusuma R.	Member
7	Mr. Johnson	Member
8	Mr. Bipin	Member ( (Administration )
9	Mrs. Vimala	Member (Academic Officer)

### Agenda:

Preparation for the next semester

Library Enhancement


Bio-metric system for Staff Attendance and college mail ids for HODs

Qualitative programs

## **Discussion:**

The preparations for the even semester was discussed. All the committees, clubs and cells were asked to continue conducting various programs. FDP's were planned for the teaching staff and non-teaching staff. It was decided to add more number of books to the library. The college timings will be changed, and bio-metric attendance system will be introduced for the teaching as well the non-teaching staff.

The IQAC will conduct orientation programs on quality issues for the staff and the students. The orientation programs will help the staff and students to understand the issues related to the quality culture of the college.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JAN-MARCH 2016)

**Date:** 28/01/16  
**Time:** 10: 00 am  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Timson	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mr. K.M. Vinay Kumar	Coordinator, IQAC
5	Mrs. Sailaja M.	Member
6	Mrs. Kusuma R.	Member
7	Mr. Johnson	Member
8	Mr. Bipin	Member ( (Administration )
9	Mrs. Vimala	Member (Academic Officer)

#### Agenda:

Enhancing ICT  
Placement Cell initiatives  
Sports Infrastructure – Cricket pitch  
360 degree appraisal and student Feedback  
College and Graduation day  
AAA Audit and Greenaudit



## **Discussion**

The further enhancement of ICT to support the teaching learning process was discussed elaborately. It was decided to increase the ICT enabled classrooms. It was decided to create a cricket pitch for practice for the sports enthusiasts.

The Placement Cell was asked to find ways to enhance the employability of students. It was decided to have tie-ups with external agencies to provide career counseling. The 360 degree feedback for the staff and feedback from the students were planned and will be taken in the month of March and April.

The college day and graduation day was planned, and a committee will be framed to execute the events. It was decided that the AAA and Green audit will be conducted in the month of March. With all these discussions coming to an end, the IQAC Coordinator thanked the members for attending the meeting.

  
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## Internal Quality Assurance Cell MINUTES OF MEETING (APR-JUNE 2016)

**Date:** 03/04/2016  
**Venue:** Conference Hall  
**Time:** 11.30 am

### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Kusuma R.	Member
6	Mr. Johnson Pereira	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member

### Agenda:

- Suggestions by IQAC to improve the quality of teaching and learning process
- Initiatives by Cells and Committees to organize events and activities
- Two Postgraduate Courses to be started
- Preparation for the Next Academic Year 2016-2017 and preparation of calendar
- Feedback Analysis
- DSAT exam - discussion
- Information Circulation
- Quality programs and IP
- Gender inclusiveness

## **Discussion:**

The session was started with the IQAC Coordinator welcoming the esteemed gathering along with the agenda presentation. The basic suggestions to improve quality of teaching learning was focused primarily during the session. The necessity to impart higher quality knowledge dissemination was a priority from the inception of the college, and the same was further focused with the change incorporated, by being more specific to 2016-17 academic year.

Various initiatives of the college to conduct events based on the cells and committees were discussed. Gender equality, women empowerment, rural intellectual aid were the prime areas during the meeting with utmost priority.

The need for Post graduate courses were specifically pointed during the session and all the member participants agreed to the necessity of PG courses starting at the earliest. Along with the focused priorities, formulating a solid Academic Calendar for 2016-17 was done to make sure maximum efficiency teaching- learning happening over the course of time.

The necessity for improvement and the ways to achieve the best quality was discussed later with the Feedback analysis. The efficiency and the key areas of concern were discussed to ensure continued growth and thereby enhanced student satisfaction.

The DSAT exam and its associated criteria for the upcoming fresher's batch was once again discussed and made sure that the intake quality is never compromised. The information circulation of the same was also considered to be a priority by the members of the IQAC to make sure, enough prior preparation has been done from the best candidates.

Intellectual Property rights and quality programmes and workshops were planned to be conducted and certain criteria to ensure the same was also discussed.

The session was ended by discussing over the gender inclusive strategy that can put ahead the disadvantaged groups. The importance of the same in a co-ed was made aware by the participants through an open discussion.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JULY-SEPT 2016)

**Date:** 29/07/16  
**Time:** 10: 30 P.M.  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Kusuma R.	Member
6	Mr. Johnson Pereira	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member

#### Agenda:

- Issuing hall tickets
- Issuing OMR sheet for non-core paper examination
- Awareness on waste paper management
- Recycling of used papers
- AV rooms
- Ways to get UGC fund for National Conferences
- Scholarships to the Faculty kids
- Applying for science courses and more PG courses
- FDP
- National Seminar

## **Discussion:**

The importance of examination and the necessity to conduct the quality assessment was the focal point during this meeting. Hall ticket issue and the appropriate OMR sheets for non-core papers during the examination was discussed to ensure that the IQAC is prioritizing the same over the upcoming examinations.

During the exam season, the wastage of paper due to the pen and paper mode of exam was notified by the members and the management planned to initiate an awareness programme prior to the examination to student community. Along with that, the recycling of the previously used examination papers was also planned. The impact of recycling was analysed thoroughly and strategic implementation was discussed with an action plan over the meeting.

The requirement of an Audio-Visual Room was then considered for discussion to cater the need of student community from various departments. The need for such a facility was found beneficial by the faculty members, a student can get a hands-on training with various job requirements with them in access through media Room.

The possible UGC funding to the national conferences was the next major discussion point. The action plan for the same was also outlined after the discussion. Along with that the plan to organise the national seminar was brought up by the IQAC coordinator and the same was considered vital to all the members alike. The necessity for FDP was also pointed out and the tentative dates were fixed and will be further confirmed after discussion with individual department coordinators for improved cooperation.

The necessity to add more PG courses were further emphasised over the meeting. The faculty empowerment was planned to get raised to another level by motivating them through a scholarship program for their kids.

  
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## Internal Quality Assurance Cell MINUTES OF MEETING (Oct-Dec 2016)

**Date:** 16/10/16  
**Time:** 11: 00 A.M.  
**Venue:** Conference Room

### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Kusuma R.	Member
6	Mr. Johnson Pereira	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member

### Agenda:

- FDP
- Extended library and Extension of Library Hours
- NSS and NCC initiatives
- National Workshop
- Educational Tour
- College Radio Programme
- Sports and cultural activities
- Auditorium – Expansion

## **Discussion:**

The session started with the discussion pertaining towards an FDP program for the faculty of SFS College. The session was proposed to be handled by an eminent academician who should be qualified in the field of research according to the suggestions put forward by the members.

The extension of the library timing hereafter till 5:00 PM was a key decision taken by the members all alike. The repeated requests from Faculties and students during the academic year was thus made into an action through this discussion unanimously.

The NCC and NSS activities are proposed to be extended with the meeting and found it useful towards the holistic development of students of different strata of life. Along with such initiatives, a national level workshop for the student community was also proposed by the IQAC members for a broader student exposure. An educational tour along with industrial visit from each department individually was proposed by the members and the decision regarding the destination was left to be decided by the department co Ordinator and Head of the Department.

College Radio programme was another initiative that was proposed during the meeting. Individual departments were given exclusive access over the radio programme, in association with the BA Department being the overall organisers. The feasibility of the programme was left to the individual department and will be further curated by the Department coordinators.

Co-curricular activities such as Sports and Cultural events for the academic year was finalised over the meeting and the theme was also proposed during the meeting. A further meeting with the individual student representatives was also considered for better student participation.

The necessity for an increased seating capacity in the auditorium was raised by the members and the management agreed to take care of the requirement.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JAN-MARCH 2017)

**Date:** 10/01/17  
**Time:** 10: 15 am  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Kusuma R.	Member
6	Mr. Johnson Pereira	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member

#### Agenda:

- Enhancement of ICT use
- Job Fair
- New Facilities for Ministerial Staff
- Awareness Programme for foreign students
- Proposal for science lab
- Appraisal and feedback
- AAA and green Audits
- Internal audit and documentation
- Perspective Plan



**Discussion:**

The meeting was initiated with the discussion pertaining to the enhancement of the ICT. Enhanced teaching through advanced technology found more creative and was the need of the hour. The meeting emphasised on the same and the members contributed their viewpoints supporting the idea of ICT enhancement.

The employability of the final year students were planned to be supported through a week job fair and the IQAC co Ordinator presented an action plan over the same.

The need of various facilities of the ministerial staff were discussed in the meeting. A locker facility was proposed and found necessary to the IQAC.

The various beneficial practices for the foreign students were planned to be addressed with an awareness programme. The concerns, if any regarding their stay, fee and so on were also planned to be addressed with the session.

The IQAC proposed a science lab for the college as the students were requesting for the same for practical purposes. The management agreed to mee the requirement with utmost priority.

The AAA, green audit, internal audit and documentation were discussed along with their implementation procedures. The faculty appraisal and feedback-based increment was also discussed during the IQAC meeting.

The need to frame a perspective plan for the college was discussed and it was decided that the plan will be chalked out by the IQAC and the needed will be done before June 2017.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (APR-JUNE 2017)

**Date:** 12/04/2017  
**Venue:** Conference Hall  
**Time:** 10.30 am

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

#### Agenda:

- Introduction of new programmes
- FDP
- Plan for the next academic year 2017-2018
- Plan to organize National Level Student Seminar
- Alumni programs
- SFS Tricolour Flag and Logo
- Infrastructure – Science Wing and ICT
- SFS Woods
- Appraisal and feedback – Analysis
- Teaching and Non-teaching appraisals
- Perspective Plan
- Qualitative Programs

**Discussion:**

It was announced that new programmes like MA English, MA Journalism and Mass Communication, M.Com FA and a pure science Bsc Programme will be introduced in the upcoming year. To begin with the semester, FDP will be conducted for the teaching and non-teaching staff.

The planning of events for the semester was discussed and the Academic Council will take up the responsibility and contact various Committees and Cells for the same. The members of all the Committees, Cells, Associations and Clubs will be chalked out. Students National Seminar will be conducted and all the departments will be involved in conducting the same. Alumni related programs will be organised by the Alumni Association and measures will be taken to strengthen the same.

SFS Flag and Logo will be introduced to have a unique identity. The ICT developments will be given importance and the science wing which is been under construction will be opened for use this year.

Making the campus more eco-friendly, a section of the garden will be converted into SFS Woods and the NCC will be in-charge of its execution. The student feedback and the staff appraisal were undertaken and the analysis and review will be done and the same will be used for improvement of the institution.

The process of preparing a perspective plan for the institution is on the process and it will be completed by the end of June. The institution will conduct orientation programs on various quality development topics and IQAC will be in charge of the programs.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JULY-SEPT 2017)

**Date:** 04/07/17  
**Time:** 12: 30 pm  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

#### Agenda:

- Infrastructure
- MoU
- Separate section for PG – Library
- Fountain Pen Campaign and Paper Pencil
- Sports and Cultural events
- Rising Star – Scholarship

**Discussion:**

It was informed that a NEWS Space and a Media Lab will be opened for the students and specially it will cater to the needs of the Journalism and Mass Communication students. A separate section for the PG will be allotted in the library as the number of PG Programmes are on the increase.

Books will also be procured for the PG section.

The Research and IP Cell will conduct various seminars, workshops and conferences related to research and innovation. The Cell will also take measures to sign agreements with various institutions to conduct various activities. All the Cells, Committees and Clubs will be advised to conduct events for the holistic development of the students.

The College will re-use all the used papers during exams and other occasions by recycling it and converting it to pencils. The pencils will be distributed to all the students, staff and dignitaries visiting the college.

The college always takes pride in supporting the students financially for their education and a new scholarship “Rising Star Scholarship” will be started.

  
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## Internal Quality Assurance Cell MINUTES OF MEETING (Oct-Dec 2017)

**Date:** 11/10/17  
**Time:** 10: 00 am  
**Venue:** Conference Room

### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

### Agenda:

- Planning for the even semester
- NSS and NCC initiatives
- Placement
- New Programmes

**Discussion:**

The IQAC discussed on the events that will be conducted in the upcoming semester and how various Committees, Cells and Clubs will contribute in conducting the events. All the coordinators will initiate action in conducting the events.

The NSS/NCC/Red Cross/KCD will make the students more involved in serving different causes of the society. They will be participating more activities and serve the society in various capacities.

The Career Guidance and Placement Cell will organise programs to groom the students and guide them in their placement. Placement drives in the campus and off campus will be encouraged.

For the next academic year, the IQAC will recommend starting few more new programmes to cater to the needs of the students.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JAN-MARCH 2018)

**Date:** 08/01/2018  
**Time:** 11: 30 am  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

#### Agenda:

- Audits
- Feedback and appraisal
- Internal audit
- Convocation and college day



**Discussion:**

The college will undergo AAA Audit and Green audit and the report will be submitted to the management for quality improvement purposes. The feedback from students will be collected and analysed.

Faculty appraisals will also be conducted. The Internal financial audit will be conducted, and later external financial audit will also be arranged. The IQAC will also conduct quality audit by visiting all the departments, Committees, Cells and Clubs and check the documentation process.

Committee will be formed for the College Day and Graduation Day and it will be organised in a grand manner to commemorate the success of the students.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (APR-JUNE 2018)

**Date:** 16/04/2018  
**Venue:** Conference Hall  
**Time:** 10.00 am

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Herold Christopher Crasta	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Mrs. Sailaja M	Coordinator, IQAC
5	Mrs. Maya Mathew	Member
6	Mrs. Geetha P.S.	Member
7	Mrs. Margaret Francis	Member
8	Dr. Shantharaju	Member
9	Dr. Tharini	Member

#### Agenda:

- Plan for the Academic Year 2018-2019
- Feedback Analysis 2017-2018
- NAAC Requirements and Recent Developments
- ICT enabled library and classroom
- Student National seminar
- B.Com
- FDP/Qualitative Programs
- Girl Child Scholarship

**Discussion:**

The IQAC discussed activities and events that will be conducted in the upcoming semester. The feedback will be analysed and action will be taken on the feedback. Since the NAAC second cycle is approaching planning for the SSR submission has to happen and a core committee will be formed to execute the events.

The college will develop its facilities by making all the classrooms ICT enabled. The library will also be updated. Student National Seminar will be conducted to enhance the research skills of the students.

As the number of students joining the B.Com courses are on the rise, the sections for the same will be added for the upcoming year. The IQAC will conduct FDP program for the teaching and non-teaching staff at the beginning of the semester.

A new scholarship called the Girl Child Scholarship will be added to the existing list of Scholarships.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JULY-SEPT 2018)

**Date:** 17/07/18  
**Time:** 12: 00 pm  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Prof. Maya Mathew	Coordinator, IQAC
5	Prof. Geetha P.S.	Member
6	Dr. Nebula Murukesh	Member
7	Dr. Shantharaju	Member
8	Dr. Tharini	Member
9	Prof. Bhama	Member
10	Prof. Gnanajyothi	Member
11	Mrs. Vimala	Member (Academic Officer)
12	Mr. Atchuta Rao	Member (Industry Representative)
13	Ms. Divya	Member (Alumni Representative)

#### Agenda:

- 2f and 12b
- NAAC – Core Team
- Facilities for staff
- Hostel

- Student National Seminar
- Cells and Committees

**Discussion:**

The college will apply for the 2f and 12b status to procure funds for the research activities. The NAAC Core team has been formed and the team will work towards the SSR submission.

The Principal enhanced the facilities of the staff in the campus by providing facilitated cabins for the staff. Every cabin has power sockets and internet connectivity provisions. Apart from this, wi-fi facility is also available. Every classroom is also be equipped with speakers to convey the information and also to use it during skill development classes.

The boy's hostel will have an upgrade and the girl's hostel will also be extended. The Student National Seminar will be organised and the IQAC will take up the initiatives.

All the Cells and Committees will be motivated to conduct various events and support the student's development.



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## Internal Quality Assurance Cell MINUTES OF MEETING (Oct-Dec 2018)

**Date:** 08/10/18  
**Time:** 10: 30 am  
**Venue:** Conference Room

### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Roy P. K	Principal
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6	Dr. Nebula Murukesh	Member
7	Dr. Shantharaju	Member
8	Dr. Tharini	Member
9	Prof. Bhama	Member
10	Prof. Gnanajyothi	Member

### Agenda:

- Pool Campus Drive
- Gandhi Centre
- NSS/NCC/Red Cross/KCD
- Planning for next semester
- New Auditorium

**Discussion:**

To encourage the final year students and support them in their placements, The Career Guidance and Placement Cell will conduct pool campus drive in the campus, and they will also conduct grooming programs for the students.

It was informed that Gandhian Centre will be a part of the college and programs was conducted to commemorate 150th birth Anniversary of Gandhi.

The NSS/NCC/Red Cross/KCD wings will conduct and participate in various extension activities. The next semester will start with FDP for the teaching and non-teaching staff. The IQAC will also conduct orientations on quality improvement of the institution.

It was decided to construct a spacious Auditorium on the request from various quarters.

  
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## Internal Quality Assurance Cell

### MINUTES OF MEETING (JAN-MARCH 2019)

**Date:** 09/01/2019  
**Time:** 1: 30 pm  
**Venue:** Conference Room

#### Attendees:

Sl. No.	Name	Designation
1	Rev. Dr. Roy P. K	Principal
2	Rev. Fr. Jijo Jose Manjackal	Vice Principal
3	Rev. Fr. Tony	The Management representative
4	Prof. Maya Mathew	Coordinator, IQAC
5	Prof. Geetha P.S.	Member
6	Dr. Nebula Murukesh	Member
7	Dr. Shantharaju	Member
8	Dr. Tharini	Member
9	Prof. Bhama	Member
10	Prof. Gnanajyothi	Member

#### Agenda:

- Audits
- Convocation and college day
- Feedback and appraisal
- Research Activities
- IQAC initiatives
- Inclusiveness
- NAAC
- 12b and 2f



**Discussion:**

The Internal and External financial audit, internal quality, AAA and Green audits will be conducted in the campus. The Convocation and College Day will be organised by the institution.

The Feedback and Appraisal process will also be initiated and carried out by the IQAC. The IQAC has recommended Research and IP Cell to have a recognised IP Cell and the Cell has taken initiatives for the same.

Orientations on various quality issues for the staff and students were conducted and few more will be conducted in the upcoming months.

The Principal congratulated the IQAC team for overseeing various activities that encourage inclusiveness and participation from the students. The Principal also noted that the college has received its 2f and 12b status.

The NAAC Core team started working on the SSR process and the progress is regularly reported to the Management.

  
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