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/2022-23/MN1 **Date:** 22.06.2022

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 2022-23 will be held on 27.06.2022 at 2:30 pm in Director's office. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcome and general well-being of the IQAC members
- Approval of minutes of the previous meeting
- Discussion about the successful hosting of Dodgeball Championship and Carnivalesque, an inter-collegiate fest
- Discussion on organizing regular activities from NDLI club of library
- Discussion to organize an awareness and literacy session on Intellectual property
- Discussion to host south zone inter-university kabaddi championship
- Discussion on inauguration and orientation of 2022-23 UG batch of students
- Discussion on preparation and approval of academic calendar of events and timetable
- Discussion to schedule bridge course classes for the new batch of students.
- Discussion on procedure for handing over of responsibility and no due procedure
- Discussion on proposal submission for inclusion of college under UGC 2(f)
- Proposal to host a job fair - Resourcegenic -2022
- Introduction of value-added programmes at the department level
- Confirmation about 2nd meeting

COORDINATOR, IQAC **PRINCIPAL**

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All the IQAC members

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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2022-23/MOM/1 **Date:** 27.06.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2022-23

MINUTES OF THE MEETING

Time: 2:30 pm **Members Present:** 18 **Venue:** Director's Office

The first meeting of the Internal Quality Assurance Cell for the academic year 2022-23 was held on 27th June 2022. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

Dr. Nazura Javed, IQAC Coordinator, presented the agenda for the meeting.

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

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

Agenda 2: Approval of minutes of the previous meeting

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

Agenda 3: Discussion about the successful hosting of Dodgeball Championship and Carnivalesque, an inter-collegiate fest

The principal started the discussion with the successful hosting of the Dodgeball Championship and the Carnivalesque inter-collegiate fest. Firstly, he congratulated the management for supporting the event and also, congratulated the department of physical education and student council of the college for the successful hosting of both the mega events. Highlights included positive feedback from participants, teachers, students and audience, smooth execution of

events, and effective management of logistics and coordination. The Dodgeball Championship was praised for its competitive spirit and well-organized matches, while Carnivalesque was celebrated for its vibrant cultural activities and engaging academic and sports events. The strong planning and teamwork were key to the events' success. It was agreed to document best practices and recommendations for future events. The external member and all other members praised and applauded the efforts of management, principal, and the event in charges.

Agenda 4: Discussion on organizing regular activities from NDLI club of library

The IQAC coordinator initiated the discussion and told that library and information centre must conduct regular activities by the NDLI Club. The discussion focused on enhancing engagement with the National Digital Library of India (NDLI) resources and fostering a vibrant learning community. Proposed activities included monthly guest lectures by experts, case study analysis, session on utilizing NDLI resources etc. The committee agreed that these activities would significantly benefit users by promoting better resource utilization and academic collaboration. The responsibility was given to Dr. Ramakrishna, the chief librarian. Mr. Karthik was asked to coordinate with them and organize the activities which will help further renewal process of NDLI.

Agenda 5: Discussion to organize an awareness and literacy session on Intellectual property

The IQAC coordinator proposed to discuss the organizing of an awareness and literacy session on Intellectual Property (IP). The KAPILA programme was launched virtually on 15th October 2020 by the Ministry of Education with the purpose to create awareness of Intellectual Property Literacy and Patents awareness. Bro. Peter, Principal, and all the members agreed to host the program. Our external members appraised such initiatives. The focus was on educating faculty, students, and staff about the importance of IP rights, including patents, copyrights, trademarks, and trade secrets. The committee agreed that the session should feature expert resource person, practical insights, and case studies to provide comprehensive information into IP management and protection. The event will aim to enhance understanding and encourage the responsible use and management of intellectual property within the institution. It was decided that IQAC and department of MBA will be taking the responsibility of coordinating the event.

Agenda 6: Discussion to host south zone inter-university kabaddi championship

The meeting centered on the proposal by the principal to host the South Zone Inter-University Kabaddi Championship in association with Bengaluru City University. The discussion

highlighted the potential benefits of the event, including enhanced regional sports engagement and strengthened inter-university relationships. Key aspects covered included the championship schedule, venue arrangements, and logistical support required from the institution and university. The committee expressed strong support for the initiative, emphasizing the importance of effective coordination to ensure a successful event. It was agreed to form a joint organizing committee with representatives from the institution and university to manage event planning and execution. The responsibility was given to Mr. Sachin Nayak and Mr. Amaregouda, Physical Education Directors to look after the complete schedule, registrations and permissions from the university. Bro. Peter discussed about the accommodation arrangements for the participants and necessary planning to be done. The principal and other members agreed to coordinate with the university officials and guests for the program.

Agenda 7: Discussion on inauguration and orientation of 2022-23 UG batch of students

The IQAC coordinator and the principal discussed on planning the inauguration and orientation for the 2022-23 undergraduate batch of students. The discussion covered key details, including the event schedule, guests, and the orientation program's content. It was agreed that the inauguration would include an overview of academic programs and student services. The orientation will feature interactive sessions, campus tours, and presentations from faculty and current students to facilitate a smooth transition. The committee emphasized the need for an engaging and informative program to help new students acclimate effectively. The responsibility of planning and organizing the programme was given to the cultural committee of the college in association with IQAC. It was decided from the members that date will be decided based on the university calendar of events and notification to start the new academic year and semester.

Agenda 8: Discussion on preparation and approval of academic calendar of events and timetable

The principal and the IQAC coordinator addressed the preparation and approval process for the academic calendar of events and timetable for the upcoming academic year. It was decided that it will be prepared based on the university calendar of events and proposed dates by them. Key discussions included deciding on academic dates, internal test schedules, and major institutional events. All the committees, cells, clubs and associations were also asked to plan and submit their activity calendar of events based on university COE. Emphasis was placed on ensuring alignment with academic policies and addressing any potential conflicts. Feedback was provided on optimizing the timetable to accommodate both academic and extracurricular

activities. The timetable committee agreed to work on the timetable based on COE and approved subject allocation and workload from HODs. It was also, decided to instruct all the HODs to work on the workload, and subject allotment based on the subject preferences by the faculties.

Agenda 9: Discussion to schedule bridge course classes for the new batch of students

The IQAC coordinator discussed the scheduling of bridge course classes for the new batch of students after their inauguration and orientation session. The discussion focused on designing a timetable that ensures all incoming students can participate in these bridge courses, aimed at addressing academic gaps and easing their transition into degree life. It was agreed that the bridge courses should be scheduled prior to the start of the regular academic classes. All the respective departments will be asked to plan for the same once university notifies about the start of new academic semester. The HODs were given responsibility to finalize the timetable and ensure the bridge course classes happens effectively.

Agenda 10: Discussion on procedure for handing over of responsibility and no due procedure

Mr. Karthik raised the point to discuss the procedures for the formal handing over of responsibilities and the no due procedure. The discussion emphasized the need for a structured process to ensure smooth transitions between outgoing personnel, including detailed documentation of current responsibilities, ongoing classes, and pending tasks. It was agreed that a comprehensive checklist and a formal handover report should be prepared, outlining all critical information and ensuring no issues are overlooked. Additionally, the no due procedure should be reviewed to ensure that all financial, administrative, and academic obligations are cleared before the transition. The members decided to handover the responsibility to IQAC coordinator to implement a standardized template for handover reports. The principal and the management representative asked to prepare the forms and submit for review and approval by the management.

Agenda 11: Discussion on proposal submission for inclusion of college under UGC 2(f)

The meeting was held to discuss the proposal for the college's inclusion under the University Grants Commission (UGC) Section 2(f). The discussion focused on the requirements and documentation needed to meet the UGC criteria, including academic standards, infrastructure, and administrative compliance. It was agreed that a comprehensive proposal outlining the college's achievements, compliance with UGC norms, and supporting evidence should be

prepared and submitted. The principal took the responsibility of taking necessary actions for the same.

Agenda 12: Proposal to host a job fair - Resourcegenic - 2022

The principal discussed the proposal from training and placement office for hosting the Resourcegenic 2022, a Job Fair. The discussion centered on the event's objectives, including connecting students with potential employers and providing career development opportunities. The training and placement officer was given the responsibility identify the potential employers and submit the proposal to the principal and management. On mutual discussion and approval, necessary arrangements can be done including invitation to participating companies, and logistical arrangements. The committee agreed on the importance of targeting a diverse range of industries and companies to maximize opportunities for job seekers. It was decided to establish a planning sub-committee responsible for coordinating the vent on finalization of list.

Agenda 12: 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 the brought to the notice of IQAC, principal and director before introducing the same to the students.

Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the first IQAC meeting of 2022-23 of St. Francis College. She urged that all the members to extend the support to implement the decisions taken in the meeting and works toward the progressive growth.

The IQAC decided to have its second meeting of 2022-23 on 19.09.2022. Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Dr. Nazura Javed, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Ms. Annie John, Member	
7	Ms. Deepa P B, Member	
8	Dr. Jagadeesh Babu B V, Member	
9	Dr. Ramakrishna, Member	
10	Mr. Karthik P, Member	
11	Mr. Sathish Kumar T, Member	
12	Ms. Nethra R, Member	
13	Ms. Usha L, Member	
14	Dr. Ramya K, Member	
15	Mr. Sachin S Nayak, Member	
16	Ms. Bindu Prince, Member	
17	Mr. Chandrashekar H K, Member	
18	Mr. Gunashekar, Student Representative	

COORDINATOR, IQAC

IQAC Co-ordinator
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2022-23/MN2 **Date:** 15.09.2022

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 2022-23 will be held on 19.09.2022 at 2:30 pm in Director's office. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcome and general well-being of the IQAC members
- Approval of minutes of the previous meeting
- Discussion on preparedness to host south zone inter-university kabaddi championship and registrations for the same
- Discussion on submission of department activity reports and Cells and committees reports to IQAC.
- Discussion to schedule internal audit by IQAC to check on the documents submitted by respective departments, committees, cells and clubs
- Discussion on installation of RFID security gate in library and information center
- Proposal to host a workshop on personality development and grooming of girls
- Discussion to go for 1st cycle of NAAC accreditation process
- Confirmation about 3rd meeting

COORDINATOR, IQAC

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All the IQAC members

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Ref. No: SFC/IQAC/2022-23/MOM/2 **Date:** 19.09.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2022-23

MINUTES OF THE MEETING

Time: 2:30 pm **Members Present:** 18 **Venue:** Director's Office

The second meeting of the Internal Quality Assurance Cell for the academic year 2022-23 was held on 19th September 2022. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

Dr. Nazura Javed, IQAC Coordinator, presented the agenda for the meeting.

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

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

Agenda 2: Approval of minutes of the previous meeting

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

Agenda 3: Discussion on preparedness to host south zone inter-university kabaddi championship and registrations for the same

As per the decision taken in previous meeting to host south zone inter-university kabaddi championship, the IQAC discussed and reviewed the preparations for hosting the South Zone Inter-University Kabaddi Championship. It was noted that all logistical arrangements, including venue setup, accommodation, and transport for teams, are in process and on track. The

organizing committee emphasized the importance of finalizing the schedule and confirming the availability of referees and medical staff. The management suggested to approach Sagar hospitals for the medical support. The registration process for participating universities was also discussed. Action items include coordinating with vendors for equipment, distributing promotional materials, and ensuring all safety protocols are in place. The external member of IQAC suggested to approach sponsors for the event so that it will build good networking and provides scope for collaboration.

Agenda 4: Discussion on submission of department activity reports and Cells and committees reports to IQAC

The IQAC Coordinator and the principal addressed the timely submission of department activity reports and reports from various cells, committees, and clubs to the Internal Quality Assurance Cell (IQAC). It was emphasized that all departments and committees must submit their comprehensive reports, to ensure that the IQAC has adequate time for review and consolidation. Each department head and committee coordinator were tasked with compiling their respective reports. It was decided by the end of October, the documents should reach IQAC and IQAC coordinator was asked to communicate properly to the heads of the department and coordinators.

Agenda 5: Discussion to schedule internal audit by IQAC to check on the documents submitted by respective departments, committees, cells and clubs

The IQAC coordinator focused on scheduling an internal audit by the Internal Quality Assurance Cell (IQAC) to review the documents submitted by various departments, committees, cells, and clubs. It was agreed that the internal audit will take place once all the reports are in place as per the timelines. The audit will assess the completeness and accuracy of the submitted reports, ensuring compliance with established guidelines and standards.

Agenda 6: Discussion on installation of RFID security gate in library and information center

Dr. Ramakrishna, Chief Librarian addressed the installation of an RFID security gate in the Library and Information Centre to enhance security and streamline book checkouts and returns. The IQAC sought more information from him. After discussing the usage of it, the committee gave consent for the same. The project will involve setting up the RFID system at the main entrance and integrating it with the existing library management software. Bro. Peter, the

management representative asked the librarian to submit more details regarding the same so that after a detailed review, a decision can be taken to initiate it.

Agenda 7: Proposal to host a workshop on personality development and grooming of girls

The IQAC Coordinator discussed the proposal to host a workshop focused on personality development and grooming for girls. The program will cover topics such as self-confidence, professional etiquette, and personal style etc. It was agreed from all the members of IQAC to host the program and the workshop will be open to all the girl students from all departments. The responsibility was to the IQAC coordinator to associate with the women cell of the college to identify the right resource person to deliver engaging sessions and practical advice.

Agenda 8: Discussion to go for 1st cycle of NAAC accreditation process

The Director and principal discussed initiating the 1st cycle of the NAAC accreditation process and the necessary preparations before submitting the Institutional Information for Quality Assurance (IIQA). They enquired and sought the information from IQAC about the documentations from departments, committees, cells, clubs and other documentation. And, also, a status report is asked from IQAC regarding the documentation. It was agreed that the submission of the IIQA will be targeted for June 2024 where the institution will be completing 5 years from the date of commencement. The committee reviewed the steps required for accreditation, including gathering and organizing institutional data, updating documentation, and addressing any gaps in quality assurance practices. The Internal Quality Assurance Cell (IQAC) was tasked with coordinating the preparation activities, conducting internal audits of available documents, and ensuring all required documentation is in order and also to identify the gaps. The principal and director added the IQAC and all the staff must work with dedication to achieve the targets.

Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the second IQAC meeting of 2022-23 of St. Francis College. She urged that all the members to extend the support to implement the decisions taken in the meeting mainly preparation towards NAAC documentation.

The IQAC decided to have its third meeting of 2022-23 on 19.12.2022. Since there were no other matters to be discussed, the meeting was adjourned.

Attendance:

Following members were present for the meeting:

Sl. No	Name of the Member	Signature
1	Bro. Peter, Management Representative	
2	Dr. R N Subba Rao, Principal	
3	Dr. Nazura Javed, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Ms. Annie John, Member	
7	Ms. Deepa P B, Member	
8	Dr. Jagadeesh Babu B V, Member	
9	Dr. Ramakrishna, Member	
10	Mr. Karthik P, Member	
11	Mr. Sathish Kumar T, Member	
12	Ms. Nethra R, Member	
13	Ms. Usha L, Member	
14	Dr. Ramya K, Member	
15	Mr. Sachin S Nayak, Member	
16	Ms. Bindu Prince, Member	
17	Mr. Chandrashekar H K, Member	
18	Mr. Gunashekar, Student Representative	

COORDINATOR, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2022-23/MN3 **Date:** 15.12.2022

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 2022-23 will be held on 19.12.2022 at 2:30 pm in Director's office. Kindly make it convenient to attend the meeting.

The agenda of the meeting is listed as follows-

- Welcome and general well-being of the IQAC members
- Approval of minutes of the previous meeting
- Proposal to host faculty development programme in the field of Aviation Management
- Proposal to host national level seminar on e-filing process and procedure of income tax
- Discussion on subscription renewal of Inflibnet, Delnet and Easylib in the library and information center
- Importance to extra-curricular and co-curricular activities
- Confirmation about 4th meeting

COORDINATOR, IQAC

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Ref. No: SFC/IQAC/2022-23/MOM/3 **Date:** 19.12.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2022-23

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 2022-23 was held on 19th December 2022. The meeting was chaired by Dr. R N Subba Rao, Principal and Bro. Peter, the management representative.

Presentation of the agenda of the meeting.

Dr. Nazura Javed, IQAC Coordinator, presented the agenda for the meeting.

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

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

Agenda 2: Approval of minutes of the previous meeting

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

Agenda 3: Proposal to host faculty development programme in the field of Aviation Management

The principal proposed to organize a Faculty Development Programme focused on Aviation Management. Ms. Nethra was consulted to check with the department and finalize the title which suits the industry needs and academic needs. The event will feature industry experts, and academic experts. The participants will be provided with interactive sessions, and case studies

to provide practical insights and current trends in aviation management. The department of management was given the responsibility to work in association with IQAC to coordinate with relevant aviation institutions to secure resource persons, develop the content and also aim for good number of participations. The principal agreed to coordinate with the university officials and welcome them for the FDP.

Agenda 4: Proposal to host national level seminar on e-filing process and procedure of income tax

Mr. Karthik, IQAC member and HOD of Department of Management proposed to host a national-level seminar on the e-filing process and procedures for income tax. He said, this seminar aims to provide comprehensive information on the latest e-filing practices, regulatory updates, Annual Information System (AIS), Form No.26AS and troubleshooting common issues. The department was ready to take the responsibility and host the program in association with IQAC. It was agreed in the meeting that the department will reach out to experts from the tax industry and / or firms to lead the sessions. It was suggested to start the promotional activities once the dates and resource persons are finalized and approval is taken from Principal and Director.

Agenda 5: Discussion on subscription renewal of Inflibnet, Delnet and Easylib in the library and information center

Dr. Ramakrishna, Chief Librarian, addressed the renewal of subscriptions for INFLIBNET, DELNET, and EasyLib services in the Library and Information Centre. The committee agreed to proceed with the renewals to ensure uninterrupted access to these valuable digital resources. A review of usage statistics was discussed, and suggested to promote amongst the faculties to use it.

Agenda 6: Importance to extra-curricular and co-curricular activities

The principal and the external member of IQAC emphasized the critical role of extra-curricular and co-curricular activities in enhancing students' overall development and academic experience. It was discussed that these activities not only foster essential skills such as leadership, teamwork, and time management but also contribute to personal growth and a well-rounded education. The departments, clubs, cells, committees were given the responsibility to ensure they focus more on extra-curricular and co-curricular activities. It was also decided to organize workshops, panel discussions and seminars /webinars to highlight the benefits and encourage greater student participation.

Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the third IQAC meeting of 2022-23 of St. Francis College. She urged that all the members to extend the support to implement the decisions taken in the meeting. All the members were asked to have regular monitoring on NAAC documentation work.

The IQAC decided to have its fourth meeting of 2022-23 on 20.03.2023. 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	Dr. Nazura Javed, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Ms. Annie John, Member	
7	Ms. Deepa P B, Member	
8	Dr. Jagadeesh Babu B V, Member	
9	Dr. Ramakrishna, Member	
10	Mr. Karthik P, Member	
11	Mr. Sathish Kumar T, Member	
12	Ms. Nethra R, Member	
13	Ms. Usha L, Member	
14	Dr. Ramya K, Member	
15	Mr. Sachin S Nayak, Member	
16	Ms. Bindu Prince, Member	
17	Mr. Chandrashekar H K, Member	

18	Mr. Gunashekar, Alumni Representative	N. Gunashekar
19	Mr. Malcom, Student Representative	

COORDINATOR, IQAC

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COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No: SFC/IQAC/2022-23/MN4 **Date:** 16.03.2023

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 2022-23 will be held on 20.03.2023 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 even semester of UG programs after examinations
- Discussion on preparation and approval of academic calendar of events, calendar of events of committees, cells and clubs and timetable
- Proposal to host FDP for the in-house faculties on machine learning
- Proposal to host seminar on latest buzz in computer science
- Discussion on renewal of NDLI club of library and information center
- Proposal to host an international conference
- Discussion to host national level inter-collegiate fest, Carnivalesque 2023
- Discussion to host an inter-collegiate weight lifting and power lifting championship for men and women in association with Bengaluru City University and obtaining of necessary approvals
- Proposal to request for additional intake for BCA, MBA, Proposal to introduce M. Com Regular and closure request of BSW
- Introduction of value-added programmes at the department level
- Confirmation about 1st meeting of 2023-24

COORDINATOR, IQAC

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All the IQAC members

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COLLEGE CODE : 1214

Ref. No: SFC/IQAC/2022-23/MOM/4 **Date:** 20.03.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2022-23

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 2022-23 was held on 20th March 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.

Dr. Nazura Javed, IQAC Coordinator, presented the agenda for the meeting.

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

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

Agenda 2: Approval of minutes of the previous meeting

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

Agenda 3: Discussion on commencing of semester after university examinations

The principal and the IQAC discussed the commencement of the semester following the conclusion of university examinations. The schedule includes a staggered start for different departments to facilitate smooth transitions and minimize disruptions. Faculty members are to ensure that all course materials, class plans are updated and accessible before the semester

starts. Further, a plan to address any potential delays or issues will be put in place to ensure a seamless start to the semester.

Agenda 4: Discussion on preparation and approval of academic calendar of events, calendar of events of committees, cells and clubs and timetable

As per discussion in the previous agenda, it was decided to start the semester post examinations. The principal discussed the preparation and approval of the academic calendar of events, as well as the calendars for various committees, cells, and clubs as per the COE of the BCU. It was decided to inform HODs to submit the workload and work allocation based on the subject preferences opted by faculties. Once it is approved, the timetable for classes will be prepared and communicated to faculties. Each department is tasked with verifying the accuracy of their specific schedules and ensuring all updates are communicated effectively to students and department colleagues.

Agenda 5: Proposal to host FDP for the in-house faculties on machine learning

The IQAC coordinator who is also the HOD of MCA department gave the proposal to host a Faculty Development Program (FDP) on Machine Learning for in-house faculty members. After the discussions knowing the benefits of the FDP, it was approved. The FDP will be scheduled, with the objective of enhancing faculty expertise in machine learning techniques and applications. The program will include hands-on workshops, expert lectures, and interactive sessions. The Computer Science Department was given the responsibility to check the availability of resource persons and proceed with the plan and was asked to submit the same.

Agenda 6: Proposal to host seminar on latest buzz in computer science for the students

The IQAC coordinator and HOD of MCA department gave one more proposal to host a seminar on the Latest Buzz in Computer Science for students. It was discussed and approved by the IQAC. The seminar aims to provide students with insights into emerging trends and cutting-edge technologies in the field of computer science. The event will feature keynote speakers from industry and academia, interactive panel discussions, and student Q&A sessions. The computer science department was given the responsibility to plan and submit the plan of action for the same.

Agenda 7: Discussion on renewal of NDLI club of library and information center

Dr. Ramakrishna, the Chief Librarian brought to the attention of the IQAC about the renewal of the National Digital Library of India (NDLI) club at the Library and Information Centre. The

management representative and the principal enquired about the usage of the same and the activities conducted through NDLI. After discussions, it was agreed proceed with the renewal process, to ensure uninterrupted access to digital resources for students and faculty. It was decided to continue organizing programmes through NDLI club and upload the data on to the portal on time.

Agenda 8: Proposal to host an international conference

The principal and the IQAC coordinator proposed to host an international conference focused on Commerce and Management. The conference aims to attract leading experts and researchers from around the world. Key discussion points included a discussion on venue, discussion to schedule on hybrid mode, finalizing the list of keynote speakers, and developing a comprehensive program agenda. The conference was discussed and planned to be scheduled in the month of June 2023. The responsibility was given to the IQAC and the team assigned tasks for coordinating with international participants, arranging logistical support, and managing event promotion. It was agreed that a detailed planning schedule and budget will be prepared and submitted for approval. It was suggested by the external member to divide the faculty groups in teams to work in different committees of the conference.

Agenda 9: Discussion to host national level inter-collegiate fest, Carnivalesque 2023

The IQAC coordinator and the principal discussed the proposal to host our annual national-level inter-collegiate fest, Carnivalesque 2023. The event aims to bring together students from various colleges across the country for a series of cultural, academic, and sports activities. The responsibility was given to student council of the college. It was agreed that a detailed plan for logistics, sponsorship, and event scheduling should be developed by the team and submit the same for the review and approval. Promotional strategies to attract participants and enhance visibility were also discussed.

Agenda 10: Discussion to host an inter-collegiate weight lifting and power lifting championship for men and women in association with Bengaluru City University and obtaining of necessary approvals

The Department of Physical Education gave the proposal to host an inter-collegiate weight lifting and power lifting championship for men and women, in association with Bengaluru City University. It was thoroughly discussed in the meeting about the possibilities to host the event. The championship and aims to attract participants from various colleges to showcase their strength and skills. The committee decided to initiate the process of obtaining necessary

approvals and permissions from the university. The department of physical education was assigned to coordinate with Bengaluru City University, manage event logistics, and plan for the event. It was also agreed to develop a comprehensive event plan, including safety measures and marketing strategies, to ensure a successful and well-organized championship.

Agenda 11: Proposal to request for additional intake for BCA, MBA, Proposal to introduce M. Com Regular and closure request of BSW

The principal discussed several proposals: a request for additional intake of 60 each for the Bachelor of Computer Applications (BCA) and Master of Business Administration (MBA) programs, a proposal to introduce a new Master of Commerce (M. Com) Regular program, and a request for the closure of the Bachelor of Social Work (BSW) program. The proposal for increased intake in BCA and MBA was supported due to high demand and request from stake holders, while the introduction of the M. Com Regular program was deemed a strategic addition to the academic offerings. The closure of the BSW program since there were no admissions. Action items include preparing detailed implementation plans for the new intake capacities and M. Com program, as well as managing the BSW closure. It was decided to submit the application to BCU.

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

The principal and director discussed to introduce value added programs (VAP) to all the batch of students. They suggested these programs should be designed to complement existing curriculum, provide practical skills, and improve students' employability. The responsibility of planning for the VAP courses offline / online including finalization of the course and syllabus was given to respective departments HODs and VAP Coordinators. Also, it was indicated that this should be the brought to the notice of IQAC, principal and director before introducing the same to the students.

Concluding remarks and vote of thanks

The formal vote of thanks was proposed by the IQAC Coordinator. She thanked the Director, Principal and all the IQAC members for their presence in witnessing the fourth IQAC meeting of 2022-23 of St. Francis College. She 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.

The IQAC decided to have its first meeting of 2023-24 on 19.06.2023. 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	Dr. Nazura Javed, IQAC Coordinator	
4	Mr. Vadiraj Managoli, External Member	
5	Ms. Sabitha S, Member	
6	Ms. Annie John, Member	
7	Ms. Deepa P B, Member	
8	Dr. Jagadeesh Babu B V, Member	
9	Dr. Ramakrishna, Member	
10	Mr. Karthik P, Member	
11	Mr. Sathish Kumar T, Member	
12	Ms. Nethra R, Member	
13	Ms. Usha L, Member	
14	Dr. Ramya K, Member	
15	Mr. Sachin S Nayak, Member	
16	Ms. Bindu Prince, Member	
17	Mr. Chandrashekar H K, Member	
18	Mr. Gunashekar, Alumni Representative	
19	Mr. Malcom, Student Representative	

COORDINATOR, IQAC

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