

St. Francis College for Women
Begumpet, Hyderabad - 500 016

(Autonomous & Affiliated to Osmania University)

MINUTES OF IQAC MEETING HELD ON 11TH JUNE 2018.

Time: 12.30 -1.00 p.m

Members Present

1. Sr Sandra - Principal
2. Dr. Savitha -IQAC Coordinator
3. Dr. Roselin - Asst IQAC Coordinator

The meeting began with a prayer by Sr. Sandra. Discussion on the IQAC calendar for the year followed by finalization of details for the IQAC seminar in the month of July was undertaken. The dates for NAAC Core Committee meeting schedule were finalized.

IQAC CALENDAR FOR THE ACADEMIC YEAR 2018 -2019

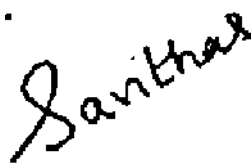
DATE	EVENT
JUNE 2018 :21 st	Election of SQC representatives for 2 nd year PG & 2 nd &3 rd year UG
JULY 2018: 8 th	Election of SQC representatives for I year PG & UG
20 th	Investiture of SQC representatives-
23 rd	Seminar organised by COFEE for SQC representatives
28 th	Orientation for SQC representatives - IQAC
28 th	State/National Seminar on New NAAC Guidelines
AUGUST 2018: 16 th - 24 th	SQC- Feedback
SEPTEMBER 2018: 19 th	IQAC Meeting - Internal Members
OCTOBER 2018 : 4 th	Workshop for SQC representatives
NOVEMBER 2018: 26 th	Seminar for SQC representatives (Resource Person: Internal)
DECEMBER 2018: 3 rd	Meeting with SQC Representatives- IQAC
JANUARY 2019: 18 th	Seminar for SQC Representatives organised by BMS and B. Voc
17 th - 25 th	SQC - Feedback
FEBRUARY 2019: 8 th & 9	2 Day National Seminar
15 th	IQAC Meeting - External Members

NAAC ACCREDITATION CORE COMMITTEE

Principal
Vice Principal
IQAC Coordinator
IQAC Asst Coordinator
Ms Nirmala
Dr. Uma Joseph
Ms Deepa James
Dr. Shailaja Raj
Dr. Lalitha
Dr. Mallika
Ms .Marykavitha

NAAC ACCREDITATION CORE COMMITTEE MEETING SCHEDULE

June 15th 2018- submission of final list of committee members
June 20th 2018
July 13th 2018
August 13th 2018
September 14th 2018
October 12th 2018
November 2018 (Reopening date)
December 12th 2018 January 11th 2019 February 11th 2019
March 4th&22nd 2019



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairperson

Principal
St. Francis' College for Women
BEGUMPET.

St. Francis College for Women

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(Autonomous & Affiliated to Osmania University) **MINUTES OF**

IQAC MEETING HELD ON 19th July, 2018.

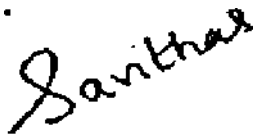
Members Present

1. Sr. Sandra - Principal
2. Dr. Savitha - IQAC Coordinator
3. Dr. Roselin - Asst IQAC Coordinator

The meeting discussed the introduction for mid semester feedback from students from this academic year as an initiative to improve quality of teaching, learning process. The questionnaire was presented in the meeting and efforts to make it available online for students were discussed. The meeting also finalized the IQAC agenda for class teachers meeting with students for the month of July. The agenda finalized included the following.

AGENDA FOR CLASS TEACHERS MEETING

1. Attendance - Class teachers to reiterate the attendance rules of the college.
2. Discipline - Class teachers to emphasize the importance of the maintenance of discipline by their class during assembly. The class representative and, in her absence, the vice representative must see that the teacher who takes their 10.30 am class stands with them for the assembly. If class rep and vice rep are absent any other student from the class can take up this responsibility. If the faculty member allotted the 10.30 am slot does not reach their class during assembly time, they need to go to the staff room and call them. The same is to be done if she does not report to class on time.
3. Feedback - Class teachers to orient students on the feedback mechanism available in the college. There will be 2 online feedback sessions in which the students are required to give their feedback. One session will be in the month of August and the other at the end of the Semester. Students to be advised to fill up feedback form with responsibility and genuineness and not to take it casually as their response is valuable in the improvement of Quality in the Institution.
4. Class teachers to inform students about the availability of Water Potability Committee and Canteen committee in the college. The Water Potability Committee monitors the quality of potable drinking water available in the campus and the Canteen Committee monitors hygiene and quality of food available in the college canteen
5. To inform students that their complaints can be addressed to IQAC -and dropped in the complaint box placed in IQAC room.



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC Chairperson

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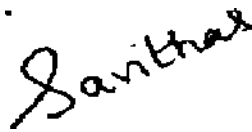
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MINUTES OF IQAC (NAAC CORE) MEETING HELD ON
30th July 2018

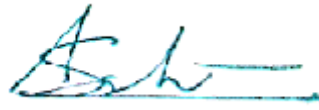
Members Present

1. Sr Sandra - Principal
2. Dr.Sr. Sherly- Vice Principal
3. Dr. Savitha -IQAC Coordinator
4. Dr. Roselin - Asst IQAC Coordinator
5. Ms. Nirmala
6. Dr. Uma Joseph
7. Dr. Shailaja Raj
8. Dr. Mallika
9. Dr. Vanisree
10. Dr. Lalitha
11. Ms. Deepa
12. Ms. Mary Kavitha

The meeting of the NAAC Core committee started with a prayer by the Principal. The Core Committee discussed the details of next accreditation. The IQAC Coordinator Dr. Savitha Sukumar shared details on the One-day Seminar on “Total Quality Management in Higher Education “organized by IQAC to be conducted on 13th August 2018. The 7 Criteria for Accreditation was discussed in detail with the core Committee members and decision regarding inclusion of subcommittee members was taken.



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairperson

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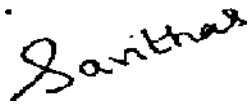
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MINUTES OF IQAC (NAAC CORE TEAM) MEETING HELD ON 7th August 2018.

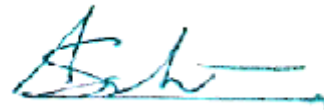
Members Present

1. Sr Sandra - Principal
2. Dr.Sr. Sherly- Vice Principal
3. Dr. Savitha -IQAC Coordinator
4. Dr. Roselin - Asst IQAC Coordinator
5. Ms. Nirmala
6. Dr. Uma Joseph
7. Dr. Shailaja Raj
8. Dr. Mallika
9. Dr. Vanisree
10. Dr. Lalitha
11. Ms. Deepa
12. Ms. Mary Kavitha

The meeting began with a prayer by Sr. Sandra. Each Criteria Coordinator from the Core Committee presented progress of work undertaken by them regard collection of Information for the Self Study Report. The meeting also discussed the points to be borne in mind while compiling the data and the sources of information they can access. The meeting concluded with a decision to have a review of progress done in the month of September 2018.



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)
IQAC chairperson

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**MINUTES OF IQAC (NAAC CORE COMMITTEE) REVIEW
MEETING HELD ON 20th September 2018.**

Members Present

1. Dr. Savitha -IQAC Coordinator
2. Dr. Roselin - Asst IQAC Coordinator
3. Ms. Nirmala
4. Dr. Uma Joseph
5. Dr. Mallika
6. Dr. Vanisree
7. Dr. Lalitha
8. Ms. Padmasree
9. Ms. Mary Kavitha
10. Dr. Shailaja Raj

The meeting began with an Introduction by Dr Mallika, Dean Academics on the agenda for the meeting. Dr. Savitha Sukumar, IQAC Coordinator explained the procedure to be followed for compilation of data and the timeline to complete the collection of information under each criteria was fixed as 10th January 2019. Each Criteria Coordinator from the Core Committee presented progress of work undertaken by them with regard to collection of Information for the Self Study Report. The meeting also discussed the points to be borne in mind while compiling the data and the sources of information they can access. The meeting concluded with a decision to have a review of progress done in the month of October 2018.



Dr. Savitha

(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairperson

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MINUTES OF IQAC MEETING HELD ON 19th November 2018.

Members Present

1. Sr Sandra - Principal
2. Dr.Sr. Sherly- Vice Principal
3. Dr. Savitha -IQAC Coordinator
4. Dr. Roselin - Asst IQAC Coordinator
5. Ms. Nirmala
6. Dr. Uma Joseph
7. Dr. Shailaja Raj
8. Dr. Mallika
9. Dr. Vanisree
10. Dr. Lalitha
11. Ms. Deepa
12. Ms. Mary Kavitha

The meeting began with a prayer by Sr. Sandra. Each Criteria Coordinator from the Core Committee presented progress of work undertaken by them with regard to collection of Information for the Self Study Report. Dr. Mallika presented details of work completed with respect to Criterion I and explain the plan with regard to collection of information at the department level. Ms. Alina Jyothi sought clarification with regard to few points related to criterion II. Dr. Lalitha presented details of information collected with respect to Infrastructure and learning resources. Dr. Shailaja presented details of information sought under Research and Extension and how departments could maintain a record of those in the format prescribed. Ms. Deepa presented details of best practices of the Institution and there was discussion on what could be projected as Best Practice. Ms. Mary Anthony explained in detail the procedure followed for collection of information regarding student progression. Dr. Uma Joseph explained the details of the strategic plan of the Institution and the points related to Governance and Management.

Savitha

Dr. Savitha
(IQAC Coordinator)

Sandra

(Sr. Sandra Horta)
IQAC chairperson

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MINUTES OF IQAC MEETING HELD ON 12th February 2019.

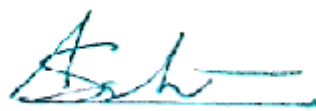
Members Present

1. Sr Sandra - Principal
2. Dr.Sr. Sherly- Vice Principal
3. Dr. Savitha -IQAC Coordinator
4. Dr. Roselin - Asst IQAC Coordinator
5. Ms. Nirmala
6. Dr. Uma Joseph
7. Dr. Aruna
8. Dr. Mallika
9. Dr. Vanisree
10. Dr. Lalitha
11. Ms. Deepa
12. Ms. Mary Kavitha

Each Criteria Coordinator from the Core Committee presented progress of work undertaken by them with regard to collection of Information for the Self Study Report. Dr. Mallika presented details of work completed with respect to Criterion I. Ms Alina jyothi sought clarification with regard to few points related to criterion II. Ms. Padmashree presented details of information collected with respect to Infrastructure and learning resources. Dr. Aruna presented details of information sought under Research and Extension and how departments could maintain a record of those in the format prescribed. Ms. Deepa presented details of best practices of the Institution and there was discussion on what could be projected as Best Practice. Ms Mary Anthony explained in detail the procedure followed for collection of information regarding student progression. Dr. Uma Joseph explained the details of the Criterion VI and the points related to Governance and Management



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairperson

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MINUTES OF IQAC INTERNAL MEETING HELD ON 9th February, 2019

IQAC Internal Meeting was held on 9th February, 2019 in the boardroom from 10:30 am. Meeting began with prayer by Sr. Sandra Horta, Principal and IQAC Chairperson. Vice Principal, Dean Academics, Controller of Exams, IQAC coordinators, Heads of the Departments, PG Coordinators, Dean Student affairs, NSS, NCC coordinators, Librarian and SQC representatives were present at the meeting. The IQAC coordinator Dr. Savitha Sukumar made a presentation covering aspects relating to IQAC Calendar, activities conducted by IQAC - workshops and seminars for staff and students was presented. Student grievances stream wise and also general grievances were also discussed and addressed during the meeting.

GRIEVANCES OF PG STUDENTS

PG Students represented that there are no separate Placement opportunities for them..

They said that they were asked to register for placements, but job profiles were not put up by placement cell and most of the companies that come to campus do not recruit PG students.

ACTION TAKEN

Ms. Marie, the placement Coordinator clarified that the placement cell was working a solution for this by holding discussions with prospective employers. A more structured approach for the working of the placement cell was suggested and Principal informed the meeting that from the academic year 2019, a placement committee would be set up to oversee the working of the Placement cell.

MA Mass Communication students wanted the credits and course structure revised. Too much pressure in the 4th Semester (Internship and Dissertation in same Semester).

ACTION TAKEN: Dr. Anitha, HoD, Mass communication, clarified that students are informed well in advance about the timelines for submission of Projects. She reiterated that this problem was only with students who did not take timelines seriously.

GRIEVANCES OF UG STUDENTS

B.Sc 2 complained about having to wait for 3 hours between classes as labs are not able to accommodate full strength.

ACTION TAKEN: Sr Sujatha, the IT administrator informed the meeting Time Table committee has looked into and addressed the problem.

Complaints on systems not working in the Internet lab. Request for extension of timings of Library. Problems with regard to books reissue. A request for considering refund of amount paid to library for Holding Books.

ACTION TAKEN: The Librarian Ms. Geetha clarified that the infrastructure committee has been given information on that and most of the systems are in working condition. She also informed the meeting that the library already is working upto 4.30 pm every day and extending beyond this would not be feasible. Ms. Geeta also clarified that only a minimal amount was being collected as deposit for books as a normal practice.

Students reported on Canteen hygiene. Canteen staff could be asked to use Hand gloves sand Head Caps. Segregation of waste during morning class hours is causing a lot of problems to students. They also made a request to change garbage clearance time near the canteen

ACTION TAKEN: Ms Saritha O.T, HoD EVS and member, Canteen Committee addressed these grievances. She informed the meeting that the canteen committee has been doing its best to inculcate sense of hygiene among the canteen staff. They have also suggested changes in the time for segregation of waste.

Students have made a request for unlocking the door beside the canteen as it would save considerable time for them when they have to move between classes.

ACTION TAKEN: Sr. Sandra, Principal replying to this grievance clarified that opening the door beside the canteen would be posing a security and safety issue for the library and hence will not be possible.

B.A: B.A I: Request for lockers for sports students

B.A PPP III: Problem with Time table. Same time slot for Abnormal psychology and Financial administration. Need Improvements in P.A system, Display boards to be improved. Problems with website and app. They requested for more time for course registrations. Wanted a committee to exclusively to look at issues with website and app, especially for fee repayment.

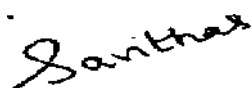
ACTION TAKEN : Sr Sujatha, the IT admin clarified that the Time table committee has resolved the issue regarding time table clash. The infrastructure committee was already addressing the problem with regard to display boards. The IT admin committee was already looking at student grievances in a proactive manner. Request for lockers for sports students would be looked into.

GENERAL GRIEVANCES ACROSS STREAMS:

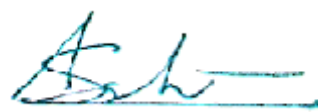
Placement Information not disseminated properly. Placement and student excursion schedule were at the same time. Students are requesting that they be given more time at 10.10 as most of them are not able to get time to eat. Students complained about the poor quality of latches, flushes, vending machines for sanitary napkins in bathrooms. They are requesting for better hygiene in washrooms, availability of hand sanitizers and liquid soap dispensers. Request for games or library hour in the time table (B.Sc IB). Certificate course timings to be in the mornings. Student shave issues in coming to college on Saturdays as they already enrolled in other courses on Saturdays.

ACTION TAKEN : The placement officer Ms Marie, clarified that steps were being taken to improve the process of disseminating information to students regarding placement opportunities. With regard to the query of students regarding the extension of break time for students in the morning, Principal Sr. Sandra informed the meeting that a new timing schedule was being considered by the management. The morning timing would begin at 8.45 a.m break at 10.25 for assembly and end by 2.30 p.m with a six hour class schedule and a lunch break at 1.00 p.m for all. Sr. Sandra also mentioned that steps were being taken by the management to improve the hygiene in the washrooms. Regarding the request for games hour, the time table committee was asked to look into it and rescheduling of certificate course timings in the morning, was being worked out. With regard to student query on working on Saturdays, Principal clarified that working on Saturdays was only to compensate for unanticipated holidays that occurred during the Semester.

The Feedback by Students, alumni, faculty and parents was presented and discussed. With regard to feedback on teaching ,learning and evaluation, Principal Sr Sandra clarified that feed back issues regarding faculty would be taken by her on a one to one basis .



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairsperson

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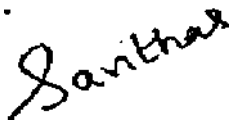
MINUTES OF IQAC EXTERNAL MEET HELD ON 12th March 2019

The meeting began with a prayer by the Principal Sr Sandra. Dr. Roselin, Assistant Coordinator IQAC welcomed all the participants to the meeting and presented the minutes of the IQAC external meeting held on 27th March 2018. This was followed by a presentation by Dr. Savitha Sukumar, IQAC Coordinator. The presentation focused on new quality initiatives, quality sustenance and quality improvement initiatives of the college. Prof Ramreddy External expert from, Academia appreciated the efforts of the college in maintaining quality. He suggested that the management could consider organising a training programme for the administrative staff to further improve efficiency and quality. He suggested that an association of students can be included in key committees to incorporate student perspective in decision making. Active participation of students in Library committee could be encouraged. He advised the college to review the average investment per student as part of initiatives for quality improvement and sustenance. He reiterated that monitoring average rate of participation of the faculty of the college in faculty development programmes with institutional support stream wise can provide an insight into curricular enrichment and will throw light on disparities in that.

This will lead to improvement in quality of faculty and will provide faculty enrichment. He suggested that the college must periodically obtain opinion of how satisfied the students are regarding curriculum followed in the college. The student view on curriculum will pave the way for making changes that can make curriculum learner centric.

He suggested that the identifying Institutional distinctiveness is key to quality improvement and sustenance. The Institution needs to measure how it is adding to quality in terms of the seven criteria laid down by NAAC. Mr. Rohit Cherukuri, External expert from Industry emphasised on the need for building entrepreneurial orientation among students. This will provide employability to the community at large. Students need to be encouraged to develop prototypes of products and participate in summits with the help of an incubation centre in the college. A suitable eco system in the college to promote and encourage entrepreneurial spirit among students is essential. He also answered student queries on how they could get

help with regard to pursuing their entrepreneurial ideas. Dr Uma Joseph, Associate Professor and Head, Department of History mentioned that the college was providing a lot of opportunities for students to pursue their interest and the faculty were always available for advice and support. He suggested that the college can play an active role in enhancing the emotional and spiritual quotient of students to help them manage out of control situations. The Alumni, corporate organizations, and participation in seminars are the three sources from which students can learn a lot. Ms Ann Jovita, External expert from Alumni, complimented the institution for improving its quality over the years. She mentioned that the low faculty attrition rate at St. Francis College is a proof of Institutional distinctiveness. She suggested that students should pursue a career after understanding completely what is in store for them and not pursue it for the sake of it or due to peer pressure. The meeting concluded with a vote of thanks by Dr. Mallika Shetty, Dean academics.



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairperson

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Minutes of IQAC (NAAC Core Team) Meeting on 10th April 2019

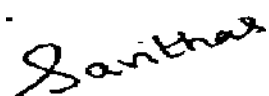
Time: 10.30a.m Venue: Board room

Members Present

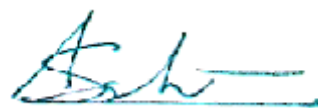
1. Sr Sandra - Principal
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7. Dr. Aruna
8. Dr. Mallika
9. Dr. Vanisree
10. Dr. Lalitha
11. Ms. Deepa
12. Ms. Mary Kavitha

The meeting began with a prayer by Sr. Sandra. The IQAC coordinator Dr. Savitha Sukumar informed the meeting that the IIQA has been approved by NAAC and the last date to submit the SSR was 18th May 2019. The core Committee coordinators were asked to share the checklist pertaining to the criteria with the Heads of Departments. A status check on details required for SSR upload was taken. The Core committee coordinators listed out the details that they have compiled for the SSR. A schedule was finalized to finalise the data to be uploaded for the SSR.

Date	Criterion
16th April	4 & 5
17th April	2
18th April	3
19th April	6
20th April	1
25th April	7



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairperson

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Minutes of IQAC (NAAC Core Team) Meeting on 2nd MAY 2019

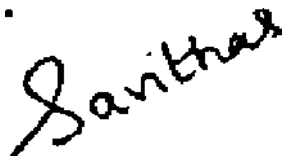
Time : 10.30a.m Venue : Board room

Members Present

1. Sr Sandra - Principal
2. Dr.Sr. Sherly- Vice Principal
3. Dr. Savitha -IQAC Coordinator
4. Dr. Roselin - Asst IQAC Coordinator
5. Ms. Nirmala
6. Dr. Uma Joseph
7. Dr. Aruna
8. Dr. Mallika
9. Dr. Vanisree
10. Dr. Lalitha
11. Ms. Deepa
12. Ms. Mary Kavitha

The meeting began with a prayer by Sr. Sandra. The IQAC coordinator Dr. Savitha Sukumar informed the meeting that details to be uploaded for the SSR will be reviewed. The core Committee coordinators shared the final details of what is to be uploaded in the SSR.. A schedule was finalized to upload the data in the SSR for submission to NAAC.

Date	Criterion
MAY 3 RD 2019	Meeting with IT Team
MAY 6th 2019	Review of filled in Data
MAY 7th 2019	PART 1 Upload
MAY 8th ,2019	Criteria 1 Upload
MAY 9th 2019	Criteria 2 Upload
MAY 10th 2019	Criteria 3 Upload
MAY 11th 2019	Criteria 4 Upload
MAY 11th 2019	Criteria 5 Upload
MAY 13 th 2019	Criteria 6 Upload
MAY 13th 2019	Criteria 7 Upload



Dr. Savitha
(IQAC Coordinator)



(Sr. Sandra Horta)

IQAC chairperson

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