

**St. Francis College for Women**  
Begumpet, Hyderabad – 500 016

(Autonomous & affiliated to Osmania University)

**Minutes of IQAC Core team ONLINE MEETING on SEP 11th, 2020**

Time: 4 p.m

Members Present

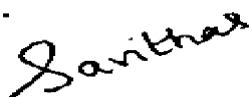
Sr. Sandra  
Dr.Sr. Sherly  
Dr. Mallika  
Dr. Savitha Sukumar  
Dr. Roselin  
Dr. Uma Joseph  
Ms. Alina Jyothi  
Dr. Shailaja Raj  
Dr. Lalitha  
Ms. Deepa  
Ms. Padmasree  
Ms. Mary Kavitha

The meeting began with a prayer by Sr. Sandra. The Core committee met to discuss the modalities related to the establishment of a Student Council in the College. The Core committee members opined that the Student Council is visualized as the representative student body which will act as the interface between the students, faculty and the management .

The following were the positions in the Student Council suggested by the Core Committee

1. President
2. Vice President
3. General Secretary (1 from PG & 1 from UG)
4. Treasurer
5. Sports Secretary
6. Cultural Secretary

It was decided in the meeting that the responsibility for definition of roles and responsibilities for various positions in the Student Council, eligibility Conditions, the Proforma of the nomination and application form would be drafted by the IQAC Coordinators Dr. Savitha Sukumar & Dr.Roselin in consultation with the members of the Core Committee. The application proforma would be finalized and made available to the Office of Dean Academics by the 16<sup>th</sup> September 2020. The application process would be completed by 30<sup>th</sup> September 30<sup>th</sup>,2020.



**Dr. Savitha**  
(IQAC Coordinator)



(Sr. Sandra Horta)  
(IQAC Chairperson)

**Principal**  
**St. Francis' College for Women**  
**BEGUMPET.**

# **St. Francis College for Women**

Begumpet, Hyderabad – 500 016

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## **IQAC CORE COMMITTEE MEETING MINUTES**

Date: 8/10/2020

Venue : Principals room

### Members Present

Sr. Sandra  
Dr.Sr. Sherly  
Dr. Mallika  
Dr. Savitha Sukumar  
Dr. Roselin  
Dr. Uma Joseph  
Ms. Alina Jyothi  
Dr. Shailaja Raj  
Dr. Lalitha  
Ms. Deepa  
Ms. Padmasree  
Ms. Mary Kavitha

### MEETING AGENDA

1. Assignment of responsibility for rankings
2. Discussion on National Education Policy 2020
3. Nominations for new External members (Industry and Academia) for Academic council and IQAC
4. Constitution of NAAC working group (subcommittee)
5. Revision of Feedback form (wrt online teaching)
6. Internal IQAC meeting
7. Investiture of Student Council
8. Freshers Programme

The meeting began with a prayer by Principal Sr. Sandra. A discussion on the conduct of Semester VI exams in the college was taken up first in the meeting before moving to the agenda of the meeting. Dr. Shuba, Controller of exams informed the members that about 20 students had missed the sixth semester exams conducted by the college in the month of September.

Sr. Sandra sought suggestions from the members regarding the conduct of the sixth semester exams for those students who had missed it. The members suggested that an intimation regarding the intended dates for the conduct of exams for these students could be made available by the College. Deliberations continued the conduct of concluded even semester (April 2020) exams and ongoing odd semester (June – Nov 2020) exams. Dr. Uma Joseph suggested it would be appropriate to get a written consent from the Controller of exams, Osmania University for the conduct of Even Semester exams in the College.

It was decided that even semester exams (sem ii & sem iv) would be conducted in the month of November and odd semester exams (Sem i, iii & v) would be conducted in the month of January 2021. The controller of exams, Dr. Shuba, informed that the detailed exam schedule will be made available by the Exam branch soon. The last teaching day for semester 1 would be 23<sup>rd</sup> December 2020 and the last date to complete skill tests for semester 1 would be Nov 30<sup>th</sup> 2020. The discussion then veered to the agenda of the meeting. About Assignment of responsibility for

rankings for the college, Sr. Sandra suggested that a committee with the following members would take up this responsibility.

1. Dr. Uma Joseph
2. Dr. Mallika Shetty
3. Ms. Deepa James
4. Dr. Savitha Sukumar
5. Dr. Shailaja Raj
6. Ms Mary Anthony

A Discussion on National Education Policy 2020 ensued. Sr. Sandra suggested that the NAAC Core committee members could help in disseminating information on NEP 2020 to the faculty members in the college after undertaking a thorough study.

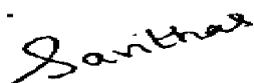
Members were requested to suggest Nominations for new External members (Industry and Academia) for Academic council and IQAC. The nominations were to be forwarded to the IQAC by the members and a decision on this would be taken Principal. It was decided in the meeting to constitute a subcommittee for each criterion handled by the NAAC Core Committee. The names of subcommittee members would be finalized in consultation with the principal.

As the online teaching mode was adopted in the odd Semester, a revision of student Feedback form was considered appropriate. Members deliberated on the inclusion of a few questions in the feedback to evaluate the effectiveness of online teaching. Dr. Savitha Sukumar informed the members that the finalized questions would be shared with the core committee soon. The date for student feedback was fixed for 16<sup>th</sup> October 2020. The date and agenda for the IQAC (Internal) meeting was fixed for 22<sup>nd</sup> October 2020.

Dr. Mallika Shetty, shared the details of the students elected to the Student Council. The members of the Student Council are

1. Ms. Isha Dutta B.A III (HLP)– President
2. Ms. Rakshanda B.COM III IB - Vice President
3. Ms Kashish B. Voc III– General secretary (UG)
4. Ms. Madhurima M.Sc. II Microbiology – General Secretary (PG)
5. Ms Veeba BMS III – Treasurer
6. Ms. Vaishnavi B.Sc. III (MECS) – Cultural secretary
7. Ms. Sejal B.A III – Sports Secretary

The Investiture Ceremony of Student Council is scheduled to take place on the 15<sup>th</sup> October 2020. The student council was entrusted with the responsibility of conduct of the Freshers day Programme.



**Dr. Savitha**  
(IQAC Coordinator)



**(Sr. Sandra Horta)**  
(IQAC Chairperson)

**Principal**  
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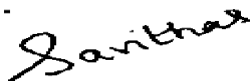
Minutes of IQAC Core team ONLINE MEETING on Dec 16th 2020

Time : 4 p.m

Members Present

Sr. Sandra  
Dr.Sr. Sherly  
Dr. Mallika  
Dr. Savitha Sukumar  
Dr. Roselin  
Dr. Uma Joseph  
Ms. Alina Jyothi  
Dr. Lalitha  
Ms. Deepa  
Ms. Padmasree  
Ms. Mary Kavitha

The meeting began with a prayer by Sr. Sandra. The Core committee met to discuss various issues related to the NAAC peer team revisit that is scheduled to take place on Feb 23<sup>rd</sup> & 24<sup>th</sup> 2021. Dr. Savitha Sukumar, IQAC Coordinator informed that the checklist for the various departments will be mailed to the respective Heads of Departments soon. Sr. Sandra suggested the idea of the college going through an External Academic Audit. She said that names of the members of the External Audit team would be put up for consideration at the Governing Body meeting in January 2021. She also informed that College proposes to organize the Convocation for graduating students in the virtual mode in the coming year owing to the Covid pandemic and that the Controller of Examinations would be initiating the student registration process for this soon. Dr. Uma Joseph informed in the meeting that a decision on the organization of College Outreach activity for this year would be taken soon. Sr. Sandra suggested that the Internal Academic Audit could be completed in the month of January 2021.



**Dr. Savitha**  
(IQAC Coordinator)



**(Sr. Sandra Horta)**  
(IQAC Chairperson)

**Principal**  
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## St. Francis College for Women

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### Minutes of IQAC Core Committee Meeting

Date: 2<sup>nd</sup> January 2021

Time: 1:00 – 1.45 p.m

Venue: Principal's Office

#### Members Present

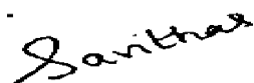
Sr. Sandra Horta  
Dr. Sr. Sherly  
Dr. Mallika Shetty  
Dr. Savitha Sukumar  
Dr. Roselin P  
Ms. Alina Jyothi  
Dr. Shailaja Raj  
Dr. Lalitha  
Ms. Padmasree  
Ms. Mary Anthony  
Dr. Uma Joseph  
Ms. Deepa Samuel

#### Agenda

1. HEI undertaking
2. SoP guidelines for Peer Team Revisit
3. Any other matter

The meeting began with a prayer invoking God's Blessings. Sandra informed the meeting that the HEI undertaking would be signed and mailed to the NAAC office and the guidelines suggested would be adhered to. Transport Arrangements would be arranged for the Peer team with COVID protocols in place.

The number of Teaching Staff to be present on the days of visit would be decided and restricted to the number specified by the NAAC office. Communication to Parents and Students and the Alumnae would be made regarding the peer team revisit. Cultural Programme would be organised after confirmation with the NAAC Office and the Cultural Committee would be informed on the same. Dr. Savitha, informed that information to be kept ready for the visit has already been shared by the IQAC to the Department Heads, Office Administrator, Financial Bursar, and the Controller of Examinations. All the college members would follow the COVID protocol of wearing masks, hand gloves and Face shield during the visit.



Dr. Savitha  
(IQAC Coordinator)



(Sr. Sandra Horta)  
(IQAC Chairperson)

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**Minutes of IQAC Core Committee Meeting**

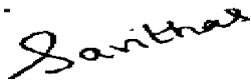
Date: 26<sup>th</sup> January 2021  
Venue: Principal's Office

Time: 10:30a.m– 1.00p.m

Members Present

Sr. Sandra Horta  
Dr. Sr. Sherly  
Dr. Mallika Shetty  
Dr. Savitha Sukumar  
Dr. Roselin P  
Ms. Alina Jyothi  
Dr. Shailaja Raj  
Dr. Lalitha  
Ms. Padmasree  
Ms. Mary Anthony  
Dr. Uma Joseph  
Ms. Deepa Samuel

The meeting began with a prayer invoking God's Blessings. The core Committee discussed details relating to the upcoming peer team visit in February. A detailed checklist relating to various criteria was discussed in the meeting.



Dr. Savitha  
(IQAC Coordinator)



(Sr. Sandra Horta)  
(IQAC Chairperson)

*Principal*  
*St. Francis' College for Women*  
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**Minutes of IQAC Core Committee Meeting**

Date: 12<sup>th</sup> February 2021

Time: 10:30a.m– 1.00p.m

Venue: Board room

Members Present

Sr. Sandra Horta

Dr. Sr. Sherly

Dr. Mallika Shetty

Dr. Savitha Sukumar

Dr. Roselin P

Ms. Alina Jyothi

Dr. Shailaja Raj

Dr. Lalitha

Ms. Padmasree

Ms. Mary Anthony

Dr. Uma Joseph

Ms. Deepa Samuel

All Heads of Departments

The meeting was convened to share the details of the peer team visit with all heads of department. The criteria coordinators also shared information relating to details to be kept ready by departments for the peer team visit. The details of the Academic and administrative audit to be conducted on 18<sup>th</sup> February 2020 was shared by the IQAC Coordinator.

**ACADEMIC AND ADMINISTRATIVE AUDIT VISIT SCHEDULE**  
**18<sup>TH</sup> FEBRUARY 2021**  
**10.00 A.M TO 1.30 P.M**

<b>DEPARTMENTS&amp; FACILITIES</b>	<b>AUDIT TEAM</b>
Microbiology, Chemistry, Mass Communication, BMS & B.Voc , Innovation Hub	Dr. Uma Joseph & Ms. Deepa James
Psychology, Social Management, Computer Science, Biochemistry, Biotechnology, NSS & NCC	Dr. Shailaja & Dr. Mallika
Botany, EVS, Nutrition Commerce, English, Health Centre, Yoga Centre, IT Admin, DSW	Dr. Roselin & Ms. Padmashree
Physics, Mathematics, Statistics, Languages, Placement cell, Electronics Sports Facilities	Dr. Savitha & Ms. Mary Kavitha
Zoology, History, Political Science, AXIS, Economics, Public Administration, Counselling Centre	Dr. Lalitha & Ms. Alina Jyothi
Principal's office, Administrative office, Exam branch	Dr. Uma Joseph, Ms. Alina Jyothi Dr. Savitha & Dr. Roselin
IQAC (Documents Display)	Ms. Deepa James & Dr. Mallika

*Savitha*

**Dr. Savitha**  
(IQAC Coordinator)

*Sandra Horta*

(Sr. Sandra Horta)  
(IQAC Chairperson)

*Principal*  
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**Minutes of IQAC Core Committee Meeting**

Date: 2<sup>nd</sup> March 2021

Time: 10:30a.m– 1.00p.m

Venue: Board room

**Members Present**

Sr. Sandra Horta

Dr. Sr. Sherly

Dr. Mallika Shetty

Dr. Savitha Sukumar

Dr. Roselin P

Ms. Alina Jyothi

Dr. Shailaja Raj

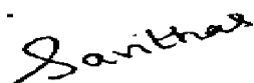
Dr. Lalitha

Ms. Padmasree

Dr. Uma Joseph

Ms. Deepa James

Sr. Sandra announced that the college was awarded A grade with a score of 3.05 by NAAC in the 4<sup>th</sup> cycle of reaccreditation in February 2021. The IQAC Coordinator Dr. Savitha presented the scores obtained criterion wise. The peer team report was shared by the Principal Sr. Sandra. The procedure related to submission of AQAR for the years 2018-19 and 2019 -20 was also discussed. It was decided that a meeting with heads of departments would be conducted on 23<sup>rd</sup> March to orient them on the AQAR.



**Dr. Savitha**

**(IQAC Coordinator)**



**(Sr. Sandra Horta)**

**(IQAC Chairperson)**

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**Minutes of IQAC Core Committee Meeting**

Date: 23<sup>rd</sup> March 2021

Time: 10:30a.m– 1.00p.m

Venue: Board room

**Members Present**

Sr. Sandra Horta

Dr. Sr. Sherly

Dr. Mallika Shetty

Dr. Savitha Sukumar

Dr. Roselin P

Ms. Alina Jyothi

Dr. Shailaja Raj

Dr. Lalitha

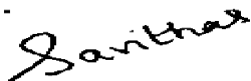
Ms. Padmasree

Dr. Uma Joseph

Ms. Deepa James

Heads of departments

The meeting was convened to orient all the Heads of Departments on the details required for the AQAR. Each criterion head presented details that departments will be required to provided for the AQAR. The templates required for data entry by the departments was shared by the IQAC Coordinator. The IQAC coordinator informed the meeting that a Webinar on NEP 2020: Reforms in Higher Education would be organised by the IQAC on 30<sup>th</sup> March 2020 with Dr. Shakeela Shamsu as the resource person. Another Webinar on Assessment of Learning outcomes with Dr. Binu Thomas, as the resource person would be conducted on 23<sup>rd</sup> April 2020.



**Dr. Savitha**  
**(IQAC Coordinator)**



**(Sr. Sandra Horta)**  
**(IQAC Chairperson)**

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**St. Francis College for Women**  
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**Minutes of IQAC Core Committee Meeting**

Date: 5<sup>th</sup> April 2021  
Venue: Principal's Room

Time: 10:30a.m– 1.00p.m

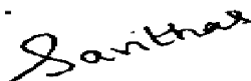
Members Present

Sr. Sandra Horta  
Dr. Sr. Sherly  
Dr. Mallika Shetty  
Dr. Savitha Sukumar  
Dr. Roselin P  
Dr. Shailaja Raj  
Ms. Padmasree  
Ms. Mary Antony

The meeting began with a prayer by Sr. Sandra. It was decided to have online meeting criterion wise from 15<sup>th</sup> April onwards to finalise the data for the AQAR. The meeting would be from 2.30p.m to 3. 30p.m. Each criterion head along with their team would be present for the online meeting and share details of information question wise collected so far for the AQAR. The schedule would be as follows.

Date	Criterion
15 <sup>th</sup> April	I
16 <sup>th</sup> April	II
17 <sup>th</sup> April	III
19 <sup>th</sup> April	IV
20 <sup>th</sup> April	V
22 <sup>nd</sup> April	VI
23 <sup>rd</sup> April	VII

After finalization of data, upload of information in the AQAR (2018-19) will commence on 27<sup>th</sup> April 2021 and will be completed by May 4<sup>th</sup>, 2021. The upload of information for AQAR (2019-20) will commence on May 5<sup>th</sup>, 2021, and will be completed by May 15<sup>th</sup>, 2021. A meeting to review filled in details for AQAR of both the years will be held on 17<sup>th</sup> May 2021 and the final submission will be on 19<sup>th</sup> May 2021.



**Dr. Savitha**  
(IQAC Coordinator)



**(Sr. Sandra Horta)**  
(IQAC Chairperson)

*Principal*  
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## **St. Francis College for Women**

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### **Minutes of the IQAC Internal Meeting**

Date: May 25 ,2021

Time :10 am

Link: <https://meet.google.com/dhk-xsqm-how?hs=122&authuser=0>

#### **Agenda**

- 1.Covid Response by Educational Institutions related - COVID portal on Website
- 2.COVID related counselling initiative - To Students and families in grief, Starting Angel Network at the college level.
- 3.Webinar on Counselling Skills for Faculty
- 4.Creation of e-content by Departments
- 5.Minor Research Proposals related
- 6.Star College Scheme - Dr. Shailaja
- 7.Spoken Tutorials from IIT Bombay - Dr. Lalitha
- 8.SWAYAM Course Registrations
- 9.Department-wise Farewell for passing - out batch students
- 10.Department Report related
- 11.Any other matter

Information sharing, Discussions and Resolutions:

Principal Sr. Sandra shared detailed information and advised as follows:

1. Under the guidance of Ms. Margaret, HoD, Social Management who is also the Covid-19 Cell coordinator in college, the college website will be updated with reports/pictures of activities done at various levels like student groups, individual faculty and at the college level.
  - \* Principal sister informed that help with groceries was extended to needy families by the college.
  - \* Talks are on with government agencies, for setting up a vaccination centre in college. The shortage of vaccines is the major hurdle.
  - \* Sister invited suggestions for any activities that can be taken up by the college towards COVID relief. She also expressed the difficulty in offering the campus as a quarantine centre due to the non-availability of rooms in the ground floor.
2. Under the guidance of Ms. Geeta K, HoD Psychology, Aasra -Psychological Counselling

centre will offer free tele - counselling to COVID-19 affected students , faculty and their families. This outreach will come under the ‘Angel Network’ Initiative.

\*Trained counsellors comprising of M.Sc. Psychology and PG Diploma in Psychological Counseling Skills will be available to offer tele-counselling.

It was informed that.

\* The work of getting a telephone line is in progress.

\*The Brochure is ready and will be put up on HoD, Faculty and HoD WhatsApp groups

3. Encouraged by the effectiveness and reach of the recently held webinar on ‘Helping students deal with COVID in COVID times’ by Dr. Samson Gandhi, it was proposed that a webinar on counselling skills for faculty members be held to equip teachers to handle related student concerns.

4. HoDs will initiate department level meeting to work on putting together e-content with respect to their courses /topics. The same to be uploaded on the college website.

5. HoDs to also initiate meeting to identify Minor Research Project proposals. Application form for the same will be made available by the principal’s office. It was suggested to have at least one Proposal from each department.

6. Dr. Shailaja Raj, HoD, Microbiology informed about the work underway by the Science Departments towards applying for the ‘Star College Scheme’. An orientation by a faculty member from Bhavan’s Vivekananda College, Secunderabad was also planned.

Dr. Shailaja Raj is the coordinator of the scheme in college.

7. Dr. Lalitha, HoD Mathematics elaborated on the Spoken Tutorials, an educational content platform by IIT Bombay. Students enrolled on this platform can learn several free and open-source software online. Learning can take at an individual level as well in an organised manner -in a computer lab in the college. End-of-course online exams and certifications are also available. Options to be explored for offering these courses as ‘Value -added’ course and awarding a credit/certificate.

This programme will be coordinated by Dr. Lalitha K in the college.

8. Dr. Mallika Shetty informed about the online courses on SWAYAM portal available for registrations (ending July 2021). She also gave details about the requirements that the college will have to comply with to formalize the association with SWAYAM. Information on the college website, nomination of a SPOC and initiating permissions from statutory bodies to be taken up.

Dr. Mallika Shetty will be coordinating SWAYAM related matters in college.

9. Dr. Anitha K, HoD, Mass Communication will along with Dean Student Affairs meet and decide on the finer details of an Online Farewell Programme for the passing out batch.

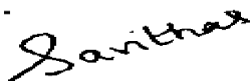
Dr. Uma Joseph, HoD, History suggested that departments can have farewell for their final year students that can have fun activities, quiz, and competitions. At the college level, the prayer for

the outgoing batch can be held online through SFC YouTube channel. And both these to be done at the earliest before the final years get busy with entrance tests and PG admissions.

It was also decided that departments can report their farewell programme details to the Department of Mass Communication, which in turn will compile the same into a short video that can be played during the prayer programme.

Principal sister also invited suggestions from departments towards the common farewell programme by the college.

The IQAC Coordinator Dr. Savitha Sukumar informed in the meeting that the Proforma for evaluative reports of the departments and staff self-appraisal formats for the year 2020-21 will be mailed shortly to all the Heads of Departments and that the of collection of stakeholder feedback for the year 2020-21is underway. She also shared the information that the college has successfully submitted the AQAR for the years 2018-19 and 2019-20 on 19<sup>th</sup> May 2021 to NAAC.



**Dr. Savitha**  
**(IQAC Coordinator)**



**(Sr. Sandra Horta)**  
**(IQAC Chairperson)**

**Principal**  
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