

IQAC External Meeting -Minutes

2025-26

Date: 18-03-2026

Venue: Board Room

Attendees:

Prof. Uma Joseph - Principal & Chairperson, IQAC

Sr. Carmali Thaniath - Correspondent

Dr. Sr. Sherly ED - Vice Principal

Dr. Roselin - IQAC Coordinator

Dr. Kanchana - Additional Coordinator, IQAC

Dr. Usha Praveena VJ. Dean of Sciences

Dr. Reena Deewan, Dean of Arts

Dr. Savitha Sukumar, Dean of Commerce

Dr. Anitha Thomas – Controller of Examinations

Dr. Geetha Vemuganti- External Member, IQAC

Mr. Kiran K Somalanka - External Member, IQAC

Student Representatives

IQAC Core Committee Members

Ms. Suchitra – Senior Administrative Officer

Other Faculty Members

Agenda

- Prayer
- Welcome Address
- Minutes and Action Taken Report
- Presentation of Results
- Quality Initiatives and Plan of action for the next academic year
- Suggestions from External members for Sustenance and Enhancement of Quality in the Institution

2. Action taken report:

Recommendation: Develop Quality Benchmarks - Establish clear, measurable quality benchmarks for academic and administrative activities to ensure continuous improvement and accountability.

Response: Quality benchmarks are set for staff at the beginning of each academic year to ensure accountability and improvement.

Measurable quality benchmarks were established, and comprehensive internal and external academic audits of all departments were conducted for the academic years 2024–25 and 2025–26. Scores were assigned for each quality attribute based on predefined criteria. The strengths, areas for improvement, and challenges identified through the audits were discussed with the respective departments. Each department was subsequently required to set target scores for the following academic year, fostering a culture of continuous quality enhancement, accountability, and outcome-driven performance.

Recommendation: Adopt Innovative Teaching Methods

Response: Faculty actively integrate innovative pedagogical practices and ICT-enabled teaching tools to enhance student engagement, participation, and learning outcomes. E-content has been developed for Skill Enhancement Courses (SEC) and is being offered through a blended learning approach, providing students with greater flexibility and access to digital learning resources.

Recommendation: Feedback Collection and Outcome Analysis - Systematically collect feedback every semester from students, faculty, and stakeholders.

Response: Structured feedback is collected from stakeholders at the end of every semester, systematically analyzed, and utilized to implement corrective measures and drive continuous quality improvement. The feedback analysis and the corresponding action taken report are presented before the Governing Body for review, deliberation, and policy decisions.

Recommendation: Conduct Workshop on NAAC, IQAC for Students and Question Paper setting for faculty.

Response: Dedicated workshops are conducted for both staff and students to raise awareness of institutional quality assurance processes

Recommendation: Curriculum Harmonization with Global Standards

Response: The institutional curriculum will be aligned and benchmarked with international academic standards to ensure global relevance, competitiveness, and academic excellence

Recommendation: Increase Grants for Research and Development

Response: The institution is actively strengthening its research ecosystem by enhancing efforts to secure external grants for Research and Development. The number of patents filed and granted has increased significantly in recent years, reflecting a growing culture of innovation. The institution has also enrolled under the KAPILA Scheme and is submitting research project proposals to the ICSSR to obtain competitive funding and further promote quality research.

Recommendation: Presentation of Activities in Line with NEP 2020

Response: Efforts are being made to align institutional activities and reforms with the NEP 2020 framework; however, the curriculum and syllabus must also remain in alignment with the affiliating university's guidelines to ensure approval and compliance

Recommendation: Strengthening the Institutional Ethics Committee

Response: The institution is strengthening the functioning and Governance of the Institutional Ethics Committee to ensure the highest ethical standards in research and academic practices. It is also collaborating with hospitals and other academic institutions to enhance the committee's effectiveness, promote best practices, and ensure ethical oversight of research activities.

Recommendation: Inclusion of Basic Emerging Skill Courses in Health Sciences

Response: The institution plans to introduce foundational courses on emerging health-related skills to provide students with relevant knowledge in public health, digital health, and wellness.

Recommendation: Organization of Skill-Oriented Training Programs

Response: Several departments regularly organize training programmes, workshops, and field-based learning activities to equip students with emerging skills and prepare them for industry and research. During the academic year, the institution conducted **69 workshops** and **48 field trips**, providing students with experiential learning opportunities and enhanced practical exposure.

Recommendation: Emphasis on Sustainable Development Goals (SDGs)

Response: The departments align their goals with the United Nations Sustainable Development Goals (SDGs) by integrating them into academic programmes, research initiatives, and extension activities. Institutional activities are planned and implemented in alignment with relevant SDGs, with clearly defined outcomes that reflect the commitment to sustainable development and societal impact.

Recommendation: Encouragement of Visiting Professors and Expert Talks

Response: All departments regularly organize guest lectures and expert sessions by eminent academicians, researchers, and industry professionals to enrich students' academic experience, foster interdisciplinary learning, and bridge the gap between theory and practice. During the academic year, **133 guest lectures** were conducted across various faculties, providing valuable insights into emerging trends and professional practices.

Recommendation: Promotion of Summer Internships

Response: The institution actively encourages students to participate in prestigious internship programmes to enhance their practical skills, professional competence, and research exposure. Internships are mandatory for most postgraduate programmes and selected undergraduate programmes. To further promote research aptitude, students are provided academic support, including attendance considerations, enabling them to participate in internships, research projects, and other experiential learning opportunities.

Recommendation: Recommended teachers to effectively teach memory techniques to students.

Response: Faculty members are encouraged to adopt and teach evidence-based memory and learning strategies, such as active recall, spaced repetition, mnemonics, and mind mapping, to improve student engagement, retention, and academic achievement.

Recommendation: Encourage the conservation of natural resources by reducing water usage and help channel the students' inner drive and passion.

Response: The institution promotes the conservation of natural resources by encouraging efficient water usage and fostering environmental responsibility among students through Prakruthi Club (The Environment Club of College). To monitor and strengthen its environmental initiatives, the institution regularly conducts **Green, Energy, and Water Audits**, ensuring effective resource management and continuous improvement in sustainability practices.

Recommendation: Commercialization of research translate research to products.

Response: The institution is committed to promoting the commercialization of research by translating innovative ideas and research outcomes into viable products and technologies. Through the Institution's Innovation Council (IIC) and Eureka – The Innovation Hub, efforts are being made to strengthen collaborations with funding agencies, industry partners, and innovation ecosystems to support product development, technology transfer, entrepreneurship, and enhanced practical learning experiences.

3. Results 2025-2026

UG : Consolidated Course Completed Result after Revaluation & Instant Exam – June 2026

BATCH: 2023

B.A, B.Sc, B.Com, B.M.S, B.Voc (RM & IT)

S.No.	Course	No. Registered	No. Appeared	No. Passed	Pass %
1	B.A	203	203	182	90%
2	B.Sc	376	376	321	85%
3	B.Com	298	298	296	99%
4	B.M.S	56	56	55	98%
5	B.Voc (RM&IT)	47	47	45	96%
TOTAL		980	980	899	92%

PG: Consolidated Course Completed Result after Revaluation & Instant Exam – June 2026

PG CONSOLIDATED RESULT ANALYSIS OF SEMESTER IV (CBCS)

APRIL 2026

BATCH : 2024

S.No.	Course	No. Registered	No. Appeared	No. Passed	% Pass
1	M.A. MASS COMMUNICATION AND JOURNALISM	12	12	12	100%
2	M.A. ENGLISH	9	9	9	100%
3	M.COM FINANCE AND ANALYTICS	17	17	17	100%
4	M.SC. APPLIED PSYCHOLOGY	29	29	28	97%
5	M.SC. NUTRITION AND DIETETICS	26	26	26	100%
6	M.SC. DATA SCIENCE	26	26	25	96%
7	M.SC. MICROBIOLOGY	25	25	25	100%
8	M.SC. COMPUTER SCIENCE (AI & ML)	14	14	14	100%
9	M.SC. ORGANIC CHEMISTRY	10	10	10	100%
Total		171	171	169	99%

4. College Initiatives and Plan of Action:

Quality Initiatives:

- Equal Opportunity cell
- Upgradation of student feedback forms for improved quality assurance
- Development of a smart campus with smart classrooms • SFC MRP grant for Inter disciplinary research
- MoU with Public Relations Society of India (PRSI), Department of Heritage, GOI
- Collaboration with Don Bosco University of Paris.
- Series of guest Lectures by International Faculty for students of BA.
- Bended Teaching-Skill with Enhancement courses as E-Content

Plan of Action:

- Introduction of Innovative Teaching Methods- Flipped classroom, Use of AI based Tools
- E Content Development – Offer SEC through Online mode
- Set Research Goals- Department wise, Faculty Wise and for Students
- Seed Money for students for paper presentation and publication
- Sign more MoUs with Companies to increase Internships and Placements
- Set Up Innovation and Entrepreneurship Hub
- Formation of Institution Innovation Council
- Faculty Development Programs
- Renovation of Green House & Poly House
- Prepare the area for cultivating Medicinal Plants
- Conduct of External Audit
- Extension of Autonomy

Suggestions:

Prof. Geeta Vemuganti:

Excellent summary of suggestions & action plans. Can also consider peer learning amongst the students.

Geeta


Principal

**St. Francis College for Women
Begumpet, Hyderabad-16.**


IQAC Coordinator

**St. Francis College for Women
Begumpet, Hyderabad-16.**



St. Francis

College for Women

Begumpet, Hyderabad-500016

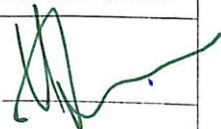
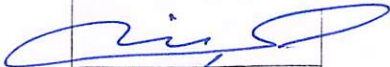
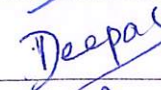
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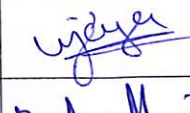
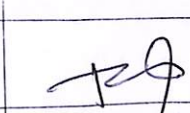
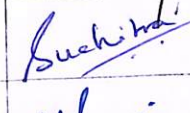
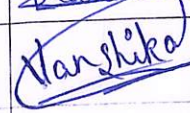
EXTERNAL IQAC MEETING 2025-26

Date: 18-March -2026

Time: 9.30 AM

Venue: Board Room

NAME	DEPARTMENT	SIGNATURE
Dr. Uma Joseph	Chairperson, Principal	
Sr. Carmely Thaniath	Correspondent	
Dr. Sr. Sherly E D	Vice Principal	
Sr. Suneetha M	College Treasurer	
Dr. P. Roselin	IQAC Coordinator	
Dr. S Kanchana P.	Asst. IQAC Coordinator	
Prof. B Lavanya	Dean UGC affairs – Alumni	
Dr. Geetha Vemuganti	Stake Holder	
Mr. Kiran K Somalanka	Nominee - Local Society	
Dr Anitha Thomas	Controller of Exams	
Ms. Deepa Samuel	Special Invite	
Dr. Usha Praveena V. J	Dean of Sciences	
Dr. Savitha Sukumar	Dean of Commerce	

Ms. Manjari Prashanth	Dean of Arts	
Dr. Vidya Jayaram	Criterion 1	
Ms. D B Rekha	Criterion 2	
Dr. Gayathri V	Criterion 3	
Dr. G V Sharada	Criterion 4	
Dr. Alice Esther David	Criterion 5	
Ms. P V S Lakshmi	Criterion 6	
Dr. R Shiny	Criterion 7	
Dr. Sinjini B	Coordinator – Centre for International Studies	
Lt. Marie Thomas	Placement Officer	
Ms. Vijaya kumari K	NSS Coordinator	
Ms. B. Geetha	Librarian	
Mr. Syed Farooq Kamal	HoD, Physical Education	
Ms. Rupali	Coordinator - UBA	
Ms. Suchitra Savant	Senior Administrative Officer	
Ms. Meenakshi Praveen	Student Representative	
Ms. S Pravallika	Student Representative	
Ms. Vanshika Nair	Student Representative	
Ms. Tanmaya P	Student Representative	



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Minutes of the IQAC Meeting Academic Year 2025-26

Date: 12.06.2025

Venue: IQAC ROOM

Time: 10.30 am

Agenda:

- FDP Planning
- NAAC Visit Planning
- AQAR 2025-26
- Linways the new ER Orientation.

The first IQAC meeting for the academic year 2025-26 commenced with a prayer led by Dr. Shiny. Dr. P. Roselin, IQAC Coordinator, expressed her appreciation to all coordinators for their consistent support, especially in ensuring the timely submission of the AQAR for 2023-24.

1. FDP on NAAC Reforms:

- An FDP focusing on the recent NAAC accreditation reforms is scheduled for **June 24, 2025**.
- The session is intended for all teaching faculty members.

2. Preparation for NAAC Reaccreditation:

- As this academic year marks the NAAC reaccreditation cycle, all coordinators were requested to begin planning and organizing their respective **NAAC Criteria** work.

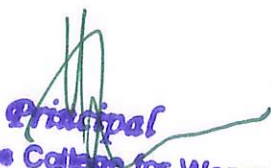
3. Departmental Data Sharing:

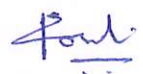
- Data collected from each department, categorized by NAAC criteria, will be compiled and shared with the coordinators.
- Coordinators are expected to utilize this data for the preparation of AQAR 2024-25.

4. Orientation on Linways ERP:

- Coordinators were instructed to orient faculty members on **Linways**, the new ERP system being implemented.
- Faculty members are required to update and maintain their information in the system accordingly.

The meeting concluded with a note of collaboration and commitment towards ensuring quality enhancement and institutional readiness for the upcoming accreditation process.


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IQAC Core Committee Meeting 2025-26

Date: 28-01-2026

Venue: IQAC Room

Agenda:

- NAAC attributes
- National seminar Planning
- AQAR 2024-25

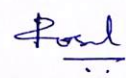
In alignment with the revised NAAC framework, the earlier seven criteria were restructured into ten quality attributes to ensure a more comprehensive, outcome-oriented, and decentralized approach to quality assurance. These ten attributes were systematically identified and mapped, and each attribute was assigned to a designated coordinator.

- Curriculum Design – Dr.Vidya Jaya ram Criterion 1 Coordinator
- Faculty Resources & Learning and Teaching -Ms.Rakha Criterion 2 coordinator
- Infrastructure&Financial Resources & Management – Dr.Sharada Criterion 4 coordinator
- Extended Curricular Engagements & Research and Innovation Outcomes – Dr.Gayatri, Criterion 3 coordinator.
- Governance and Administration -Ms.Lakshmi Criterion 6 coordinator.
- Student Outcomes – Dr.Alice Criterion 5 coordinator.
- Sustainability Outcomes & Green Initiatives – Dr.Shiny Criterion 7 coordinator.

- Further, marking a significant milestone of 25 years of the Internal Quality Assurance Cell (IQAC), the committee planned a National Seminar as a flagship academic event to commemorate the Silver Jubilee year of IQAC. The seminar aimed to reflect on the journey of quality assurance in higher education, share best practices, and deliberate on emerging trends, challenges, and innovations in academic quality enhancement.

- The National Seminar was proposed to be conducted in the month of April. As the Co-convener, Dr. Deepa James, Senior Faculty of the Department of Commerce, conceptualized the theme of the seminar and held detailed discussions with the core committee regarding the initial planning and organization. Following the approval of the Principal, further planning and execution activities will be undertaken in coordination with the organizing committees.
- Although the AQAR 2024–25 portal is not yet open, the IQAC has proactively completed data collection from all departments. The collected information is being collated and verified by the respective attribute coordinators to ensure accuracy, consistency, and NAAC compliance. This advance preparation will facilitate smooth and timely submission once the portal is activated.


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IQAC

Date: 20/03/26

Minutes of the Meeting – IQAC Interaction with SQC Representatives

A meeting was organized by the IQAC in Capitanio Hall for the Student Quality Circle (SQC) representatives. The session was coordinated by Dr. P. Roselin, IQAC Coordinator, and Dr.Kanchana, Assistant IQAC Coordinator.

Dr. P. Roselin addressed the gathering and highlighted the roles and responsibilities of SQC representatives. She emphasized the importance of student feedback in enhancing institutional quality and encouraged students to share both their grievances and positive learning experiences. She also informed the representatives that the faculty feedback questionnaire has been streamlined to 10 questions and advised students to read and respond to them carefully.

Dr.Kanchana explained the procedure for escalating grievances through the official form available on the institution's website.

Following the introductory remarks, the floor was opened for student feedback. The key points discussed are summarized below:

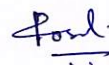
- Students reported that the Linways portal frequently crashes during the registration process for SEC, DSE, and project courses.
- The I-year BTZC representative mentioned that the timetable is highly packed, combining regular classes with co-curricular activities, making it challenging for students to manage.
- Some classes indicated that portions of their syllabus are yet to be completed.
- Students requested the provision of handwash facilities in restrooms.
- Concerns were raised regarding Internal Assessments (IA), where students who miss exams due to genuine reasons are adversely affected by the averaging system. They requested the consideration of retests for such cases.
- It was suggested that the Sports Club (Krida) commence its courses earlier to avoid overlap with Ramzan fasting days and practical examination schedules.

- A few students expressed concern about certain faculty members using inappropriate language in class when students are unable to answer questions. Additionally, few faculties were reported to be rushing through portions, making it difficult for students to follow.

The meeting concluded with the assurance from the IQAC coordinators that the concerns raised would be reviewed and appropriate measures would be taken to address them.



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IQAC Coordinator
St. Francis College for Women
Begumpet, Hyderabad-16.

MINUTES OF THE FACULTY MEETING

Date: 09.06.2025

Time: 10:00 AM - 3:00 PM

Venue: Capitanio Hall

Agenda:

- Prayer by the Management.
- Welcome address by the Principal.
- Introduction of New coordinators for the academic year 2025-26.
- Introduction of Newly joined Faculty members.
- FDP for the teaching staff
- Orientation on Linways & Greatleap - HR software

Discussions and Resolutions:

- The new academic year 2025-26, began with a prayer session by Dr. Sr. Sherly, Vice-Principal and Management members.
- Management felicitated Prof. Uma Joseph, Principal, on being promoted as Professor in History by the Commissioner of College Education, Govt of Telangana.
- Prof. Uma Joseph, Principal, welcomed and motivated the faculty for the new academic year 2025 -26.
- She highlighted the challenges faced by educators and the recent trends in education. She spoke to the staff on how teachers should prepare themselves and gear up for changes.
- Prof. Uma Joseph, introduced the Deans, Heads of Department, Controller of Examination, Additional Controller of Examination and the Students Advisors for the academic year 2025-26.
- The newly recruited staff (teaching and non teaching) were introduced.
- Following this, the teaching staff had a Faculty Development Programme on 'Recent trends in education - staying relevant as a teacher in 2025' by Prof. Mathew George - Director (Higher Education) St. Mary's Educational Society.
- Post lunch session started with an orientation on linways platform for academic usage.
- The teaching and non teaching staff were oriented to use Greatleap - HR software for the leave management.

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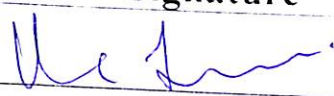
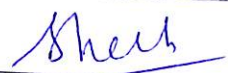
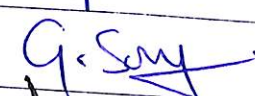
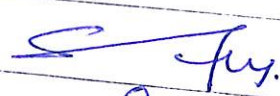
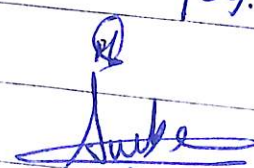
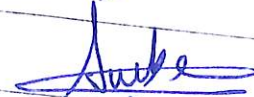
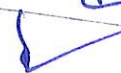
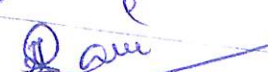
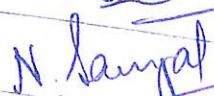
Student Advisors

HOD's Meeting

Date : 26 June, 2026

Venue : Board Room

Time : 10.45 am

S. No.	Name	Signature
1.	Prof. Uma Joseph	
2.	Dr. Sr. Sherly E D	
3.	Dr. Sr. Sujatha Yeruva	
4.	Dr. P Roselin	
5.	Dr. Usha Praveena	
6.	Dr. Saritha A	
7.	Dr. Rekha J	
8.	Dr. Yugandhar	
9.	Ms. Shouni Niveditha	
10.	Dr. G Sony	
11.	Ms. Tabitha Ramona	
12.	Dr. Basanthi	
13.	Dr. Jyothi Rani	
14.	Dr. Surekha Chavan	
15.	Ms. Manjiri P	
16.	Ms. J Sameera Sandhya	
17.	Dr. Mangamma	
18.	Dr. S Sunitha	
19.	Dr. Mahnoor	
20.	Dr. Subi Varghese	
21.	Dr. Afshan	
22.	Ms. Rooman	
23.	Dr. Sirisha K	
24.	Mr. Ravi Kumar	
25.	Dr. Nandini Sanyal	
26.	Dr. Reena Dewan	

HOD's Meeting

Date : 26 June, 2026

Venue : Board Room

Time : 10.45 am

S. No.	Name	Signature
27.	Ms. Rupali	
28.	Dr. Priyanka Vatte	
29.	Dr. Savitha Sukumar	
30.		
31.		

MINUTES OF THE HOD'S MEETING

Date: 26.06.2025

Time: 10:40 AM

Venue: Board Room

Agenda:

1. Information sharing on OBE
2. Feedback on Orientation of First years

Minutes of Meeting

- The Meeting began with the Principal Prof. Uma Joseph clarifying on the OBE mapping.
- Dean Sciences, Dr. Usha Praveena, said that some departments have represented that scores for CO - PO attainment while using the winnou platform are not satisfactory especially with Faculties which have 3 subject combinations. The excel sheet method of calculation reflected the attainments better.
- Principal mentioned that departments have the choice to use either of the methods based on the convenience to generate the Action taken Report (ATR) to be attached to Course files.
- Principal said that the outcomes of the ATR will also be discussed to facilitate changes that are to be made in the curriculum.
- A review of the conduct of the Orientation Programme for the First years was done. Dr. Sunitha suggested that separate venues for orientation for B. Com and BMS could be considered from the next year considering the large turnout for the orientation.
- Dr. Sr. Sherly, Vice Principal mentioned that they were a few issues with parking which can be resolved by sending out clear instructions in the mail to the first year students.
- Dr. Rekha, HoD, Maths enquired whether Internal assessments for the first years dates will be the same as mentioned in the calendar to which Principal replied that Internal Assessments will be conducted as per the dates mentioned in the academic calendar for all the 3 years.
- Dr. Sr. Sherly, Vice Principal requested HoD's to inform faculty members in respective departments to focus more on T-L-E and ensure proper documentation of department activities, thus making good use of the extra time.

- Dr. Roselin, IQAC coordinator mentioned that faculty members were informed to upload required information including details on Publications and Presentations on Linways ERP portal by July 1, 2025.
- The Management will share the official information about log in and log out timings by the end of June 2025.
- Principal stressed that minutes of Mentor meeting should include the outcome of the discussion as per the agenda.
- Dr. Anitha Thomas, Controller of Examinations, informed that students with low scores in Internal Assessment were unable to clear the end Semester Exams, to which Principal suggested conducting varied and innovative Skill tests based on the student's caliber, could improve overall performance.
- Various other methods of Skill tests like mini group projects, drafting seminar reports were discussed in the meeting which would cater to slow and fast learners.
- Parents are to be informed incase their ward scored less than 10 marks in the Internal Assessment.
- Deans expressed concern over the issues related to student registration in SFC wings. An excel sheet has been shared with the mentors of second and third years as a follow up.

The meeting concluded with no other matter for further discussion.

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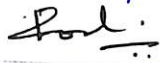
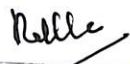
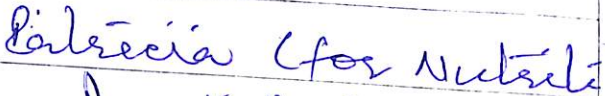
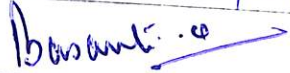
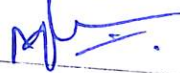
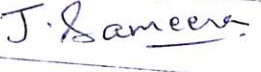
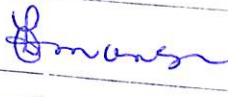
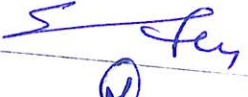
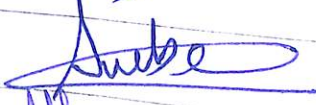
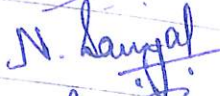
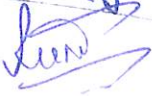
Deans

HOD's Meeting

Date : 07 October, 2025

Venue : Board Room

Time : 10.40 am

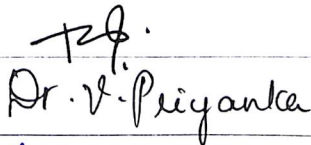
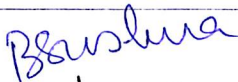
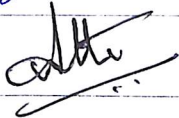
S. No.	Name	Signature
1.	Prof. Uma Joseph	
2.	Dr. Sr. Sherly E D	
3.	Dr. Sr. Sujatha Yeruva	
4.	Dr. P Roselin	
5.	Dr. Usha Praveena	
6.	Dr. Saritha A	
7.	Dr. Rekha J	
8.	Dr. Yugandhar	
9.	Ms. Shouni Niveditha	
10.	Dr. G Sony	
11.	Ms. Tabitha Ramona	
12.	Dr. Basanthi	
13.	Dr. Jyothi Rani	
14.	Dr. Azad	
15.	Ms. Manjiri P	
16.	Ms. J Sameera Sandhya	
17.	Dr. Mangamma	
18.	Dr. S Sunitha	
19.	Dr. Mahnoor	
20.	Dr. Subi Varghese	
21.	Dr. Afshan	
22.	Ms. Rooman	
23.	Dr. Srisha K <i>Alice</i>	
24.	Mr. Ravi Kumar	
25.	Dr. Nandini Sanyal	
26.	Dr. Recna Dewan	

HOD's Meeting

Date : 07 October, 2025

Venue : Board Room

Time : 10.40 am

S. No.	Name	Signature
27.	Ms. Rupali	
28.	Dr. Priyanka Vatte	
29.	Dr. Savitha Sukumar	
30.	B. Sushma	
31.	Dr. Anitha Thomas	

MINUTES OF THE HOD'S MEETING

Date: 07.10.2025

Time: 10:40 AM

Venue: Board Room

The meeting was convened by Principal, Prof. Uma Joseph. Members present were vice principal Dr. Sr. Sherly, Deans of Academics, Controller of Exams and Heads of Departments.

Meeting started with Prayer by vice principal Dr.Sr.Sherly. Principal Prof.Uma Joseph welcomed everyone and informed them about the Graduation day ceremony scheduled on 11th October and then requested Dr.Anitha Thomas, Controller of Examinations to give details about the program.

The program will be conducted in two sessions

Session I: 10.00 a.m. -12.00 Noon - Arts and Commerce (UG&PG)

Chief Guest: Sri. M. Venkaiah Naidu Garu, Hon'ble Former Vice President of India

Guest of Honor: Ms. Deepali Masirkar, IPS, Director, Ministry of Tribal of affairs

Session II - 2.00 p.m. – 4.00 p.m - Sciences (UG&PG), BMS & B.Voc.

Chief Guest: Prof. K. Shashikanth, Controller of Examination, Osmania University, Hyderabad

Guest of Honor: Ms. Rama Devi Lanka, Superintending Engineer, GHMC, Former Director, Emerging Technologies, ITEC Department.

Dr. Anitha Thomas, Controller of Examinations shared key dates of ensuing odd semester examinations.

Important Examination Dates-2025

Internal Marks updation on Linways by 10th Oct 2025 and submission of registers by 17th Oct 2025
For II year SEC the last date to mark attendance will be 14th Oct 2025 (Time 12.00 noon).

For EVS & BCS for 1st years the last date to mark attendance will be 14th October 2025 (Time 12.00 noon)

For SEC- SEM V (B.Com) - Data Visualisation practicals- Last date to mark attendance would be 12th October 2025 (12.00 noon)

Concerned faculty need to check the attendance status for eligibility for the respective exams.

Invigilation duties for SEC and BCS would be shared by 13th October 2025.

Time Schedule for SEC and BCS Exams on 15th October will be shared by the Controller of examinations.

Sciences and Psychology department

Last Teaching day for Sciences is 15th October 2025. Faculty to complete marking attendance by 10.00 a.m on the same day after which attendance entry is blocked
Hall Ticket downloads from 1.00 p.m on the same day (15th October).

Arts, BMS, B.Voc and Commerce

— Last Teaching day for Arts, BMS and Commerce is 18th October 2025. Faculty to complete attendance entry by 10.00 am on the same day after which attendance entry is blocked. Hall ticket download from 1.00 p. m on the same day.

— Principal Prof.Uma Joseph informed that all Programs organized by departments should have a measurable outcome. Nutrition and Psychology departments have implemented this by taking a feedback on their respective activities (Nutri tip and Suicide prevention).

— All the activities for the even semester should conclude by 15th February 2026.

— Arts and Science departments should plan for activities without disturbing regular classes of the respective combinations.

— Dr.Sr.Sherly suggested to collaborate with Institutions who are signatories to MoU's with SFC. The List of collaborating institutions will be displayed on the Principal's notice board for reference. Departments were informed to make use of Club funds to support student participation in various competitions organized by other Institutions.

— Principal emphasized the importance of monitoring student's performance in the IA's by faculty. Student Council and Class reps have already been informed to follow up on student's progress. As the follow up is not satisfactory, Heads of departments were informed to monitor the same with department members.

— Ms.Rooman, Head, department of History expressed challenges in engaging students for remedial sessions to which principal replied that such cases can be brought to the notice of the management. To improve NIRF ranking, Dr. Usha praveena suggested that Peer perception score can be improved by updating the college website and sharing department programs and achievements through LinkedIn profile. It was further suggested that having college LinkedIn page will improve visibility.

— SFC has taken an initiative to extend help to the flood victims in Chaderghat area of Hyderabad for which an appeal was made for contribution from staff and the students.

Information sharing:

The following points are shared by the members during the meeting:

- Dr.Usha praveena informed that SEC registrations for Second year Science and Arts students will be done by the end of October.
- Dr.Roselin informed that internal academic audit is scheduled from 23rd October and External audit is planned in November for which the details will be shared later after Principal's approval.

Meeting concluded at 12.30 PM

Compiled by DEANS

MINUTES OF THE HOD's MEETING

Date: November 24, 2025

Time: 9:30 AM

Venue: Board Room

Agenda:

1. Information sharing regarding External Audit on November 25, 2025.
2. Sharing the schedule for the imminent external audit.

Members Present:

Principal
Vice Principal
IQAC Coordinators
Deans
Heads of Departments

Minutes of Meeting

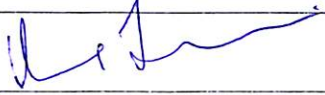
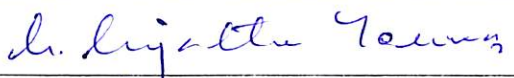
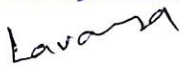
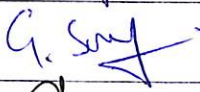
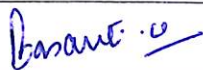
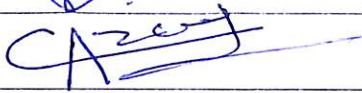
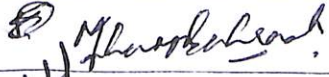
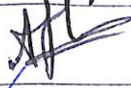
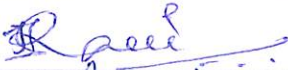
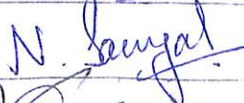
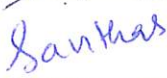
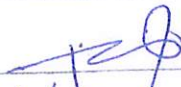
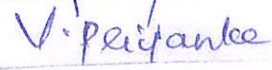
- The meeting was initiated with a prayer by the Principal, Prof. Uma Joseph.
 - Dr Roselin, IQAC Coordinator, provided the checklist for auditing to all the HoDs, which mentioned all the attributes and the supporting documents.
 - All the Heads were instructed to prepare PPT, starting with first two slides about the Department highlights.
 - Dr Kanchana, IQAC, Asst. Coordinator informed all the heads to sign and attest each document submitted for verification.
 - There would be 4 Auditors in the campus to visit all the Departments. The schedule of each auditor and the assigned departments was shared.
 - The forum was open for queries from the heads and they required few clarifications regarding specific attributes, which were taken up by the IQAC Coordinators.
 - Dr.Roselin also informed that lesson planner for the previous and current semesters should be updated on Linways ERP by each faculty.
 - Each department asked about the tenth attribute regarding waste management. and supporting that a document was shared by Dr Usha Praveena, Dean of Science.
- The meeting was concluded with no other matter for further discussion.
- Complied by Deans.

HOD's Meeting

Date : 09 January, 2026

Venue : Board Room

Time : 1.40 pm

S. No.	Name	Signature
1.	Sr. Carmali Thaniath	
2.	Prof. Uma Joseph	
3.	Dr. Sr. Sherly E D	
4.	Dr. Sr. Sujatha Yeruva	
5.	Dr. P Roselin	
6.	Dr. Usha Praveena	
7.	Dr. Saritha A	
8.	Dr. B Lavanya	
9.	Dr. Yugandhar	
10.	Ms. Shouni Niveditha	
11.	Dr. G Sony	
12.	Dr. Tabitha Ramona	
13.	Dr. Basanthi	
14.	Dr. Jyothi Rani	
15.	Dr. Azad	
16.	Ms. Manjiri P	
17.	Ms. J Sameera Sandhya	
18.	Dr. Mangamma	
19.	Dr. Mahnoor	
20.	Dr. Afshan	
21.	Ms. Rooman	
22.	Dr. Sirisha K	
23.	Mr. Ravi Kumar	
24.	Dr. Nandini Sanyal	
25.	Dr. Reena Dewan	
26.	Dr. Savitha Sukumar	
27.	Ms. Rupali	
28.	Dr. Priyanka Vatte	

Minutes of the meeting With Heads of Departments

Date : 9/1/2026

Venue : Board Room

Agenda:

1. Discussion on the proposal for applying for Deemed to be University (DTBU) status
2. Any other matter with permission of Principal

Members Present :

1. Prof Uma Joseph
2. Sr. Carmali
3. Dr. Sr. Sherly
4. Deans
5. Heads of Departments
6. Controller of Examinations

The meeting commenced with the Principal outlining the college's long-term vision for academic growth and institutional advancement. She stated that the management is favourable towards establishing a Centre for International Studies, a dedicated Research Centre, and an Incubation Centre, with specific physical space proposed for these initiatives.

The Principal highlighted the challenges faced under the current affiliating university system, particularly the restrictions imposed on curriculum revisions, introduction of new academic programmes, and academic flexibility. She informed the members that the expenditure incurred towards university compliance requirements has been steadily increasing, amounting to approximately ₹55 lakhs during the previous academic year. In this context, she explained that the rationale for applying for Deemed to be University status arises from the need for academic autonomy, financial sustainability and institutional growth.

The Principal further informed that a preliminary meeting with a consultant has already been conducted to facilitate the process and that, as per the initial assessment, the college satisfies the eligibility criteria required for applying for Deemed to be University status. She requested the active cooperation and support of all Heads of Departments in taking this process forward.

Sr. Carmali shared that a questionnaire was given for the Canonical Visit of our Provincial Superior and the Superior General's Visit regarding the vision of the College for the next 5 & 10 years. We have discussed in the community and submitted the report stating that we would see our college as Deemed to be University with Research Centre and Incubation Centre. Again, same point was submitted to the Provincial Council and was approved and sent to General Council. The same was unanimously agreed upon in the community and the management meeting.

The Principal then invited the Heads of Departments to voice their views on the proposed decision.

- Dr. Savitha Sukumar, Dean, Faculty of Commerce and Management and Head, Department of Commerce, stated that the decision is a welcome step in the present academic environment, which is marked by intense competition from private universities. She

emphasized that a college with a 65-year legacy must evolve to meet student expectations through updated curricula, skill-based programmes, enhanced learning opportunities, improved employability, and increased national and global visibility and alignment with NEP.

- Dr. Sr. Sujatha, Head, Department of Computer Science, expressed concern over the increasing expenditure and stated that Deemed University status would provide the flexibility to launch industry-oriented programmes, thereby addressing both academic and financial challenges.
- Dr. Usha Praveena, Dean, Faculty of Sciences and Head, Department of Physics, stated that Deemed University status would enable greater flexibility in curriculum design and promote financial independence.
- Dr. Nandini, Head, Department of Psychology, mentioned that Deemed University status would facilitate the introduction of four-year Honours programmes.
- Dr. Afshan, Head, Department of Political Science added that DTBU status will facilitate greater autonomy in curriculum design.
- Dr. Reena, Dean, Faculty of Arts and Head, Department of English, stated that Deemed University status would support credit transfers and promote international collaborations.
- Dr. Sirisha noted that the transition would facilitate the launch of five-year integrated programmes.
- Dr. Sr. Sherly, Vice Principal, stated that Deemed University status would increase internship opportunities, help bridge the academia-industry gap, and overcome existing challenges in the establishment of research centres, ratification of faculty posts by the affiliating University
- Dr. Jyothi, Head, Department of Zoology, stated that Deemed University status would attract NRI students and enhance the global visibility of the institution.
- Prof. Uma Joseph stated that Deemed University status would enable optimal utilisation of institutional resources, including the possibility of introducing evening shifts.
- Dr. Anitha, Controller of Examinations, mentioned that expenditure related to the examination branch has increased significantly in recent years and that Deemed University status would help address this concern.
- Mr. Ravi, Head, Department of Mass Communication, stated that Deemed University status would facilitate the establishment of research centres and enable Ph.D. guidance.
- Dr. Yugandhar, Head, Department of Statistics, stated that becoming a Deemed University would benefit the academic community in the long run.

Prof. Uma Joseph further informed the members that from the academic year 2026-27, the management has decided to close admissions for B.Sc. (BZC and MPC) programmes due to low

enrolments. The Mandatory attendance requirement for students revised from 80% to 75% from this even semester, as approved in the management meeting.

Dr. Sr. Sherly added that the management is also reviewing admission data for the B.Sc. (Biochemistry, Chemistry, CAP) programme over the last five years to take a decision regarding its continuance.

The members were informed that the new programmes proposed for the academic year 2026-27 include:

- **B.Sc. combination in Botany, Biotechnology, and Chemistry**
- **Postgraduate programme in Statistics**
- **Additional section in BMS**

Prof. Uma Joseph clarified that the closure of certain programmes has been decided by the management owing to consistently low enrolments.

Sr. Carmali emphasized that the proposal for Deemed to be University status must be presented convincingly to Mother General during her visit to the college in February.

The Principal stated that departments must manage their teaching workload internally using faculty within their own departments and should not depend on faculty from other departments, in order to avoid uneven workload allocation. The Principal also mentioned that a meeting with the syllabus revision committee would be conducted on 12th January to initiate action for progressive revision of existing curriculum.

Dr. Sr. Sherly, Vice Principal, added that the transition to Deemed to be University (DTBU) would involve substantial academic and administrative work, and faculty members must be willing to actively contribute to this process. The Principal instructed the Heads of Departments to ensure that faculty members strictly adhere to the management's leave rules, to avoid unnecessary issues, including loss of pay. She further clarified that attendance for students participating in events cannot be granted without her prior approval, and Heads of Departments were requested to ensure compliance.

At this point, Dr. Sr. Sherly requested the Arts and Science departments to plan academic programmes and events carefully and in coordination, so as to avoid clashes.

The meeting concluded with a prayer by Sr. Carmali, seeking blessings for the successful realization of the institution's intention to attain Deemed to be University status.

Compiled by Deans.

PG COORDINATORS MEETING

DATE: 3rd February 2026

VENUE: Principal's Room

AGENDA: PG II Students project work fees.

Members Present:

Prof. Uma Joseph, Principal

Dr. Sr. E.D. Sherly, Vice Principal

Dr. Usha Praveena, Dean of Science

Dr. Savitha Sukumar, Dean of Commerce

Dr.D. Sunita, Student Advisor & PG Coordinator, Microbiology

Dr. Shiny, PG Coordinator, Commerce

Ms Geeta, PG Coordinator, Psychology

Dr. Bhargavi, PG Coordinator, Chemistry

Ms. P V S Lakshmi, PG Coordinator, English

Mr. Clement, HOD & PG Coordinator, Mass Communication

Ms. Jyothi, PG Coordinator, Computer Science & Data Science

Ms Patricia Thomas, PG Coordinator, Nutrition

RESOLUTIONS:

- Dr Uma Joseph, Principal and Dr. Sr Sherly, Vice Principal have gathered inputs from all the PG Coordinators, department wise, regarding the PG Project fees.
- Departments of English, Psychology, Mass Communication, and Commerce conveyed that students do not use any infrastructure to complete their dissertations. They use their own laptop to do it. Students receive supervision from the faculty. Therefore, no payments would need to be collected from the students.
- Computer science department represented that students are using free software on their laptops to complete projects. They will buy any necessary paid software on their own.

During project hours, faculty members assist students.

- Nutrition department has represented that students prepare food samples at home and outsource the sample analysis & statistics to be done. Hence no need of any fee payment.
- Microbiology department: Most of the Students have already paid an amount of 8000/- for a complete in house projects, performing in the department. They are utilizing 2000/- for purchasing chemicals, to finish the work. One student who was allotted computational work, would be paying an amount of 5000/- towards the project.
- Chemistry department has expressed that 3 students are performing computational based project. They would pay 5000/-. Any spare chemicals required, will be managed from SFC MRP amount.
- Accounts book for project details to be maintained by the departments with details: Name of the student, Amount paid by student & Chemicals purchased for project.
- Dr Shiny & Ms Geeta suggested the purchase of SPSS software for statistical analysis of project works done by students and also an orientation/ workshop on SPSS, would be helpful to students in performing statistical analysis of data. Students can use software by paying some amount.
- Dr Uma Joseph, Principal has also taken feedback from PG Coordinators on Community outreach. Coordinators expressed the successful progress the program.
- Dr Uma Joseph suggested an MoU to be signed with Vijaya Marie Hospital to send our students for community outreach and in turn their Doctors could visit our Health Centre on stipulated days.
- **Project Fees finalized for 25 - 26:**
 - Arts, Commerce and Physical Sciences:** No Project Fees
 - Life Sciences:** Computational based projects: Rs 5000/-
 - Wet Lab Project (Including chemicals worth Rs 2000/-):** Rs 8000/-

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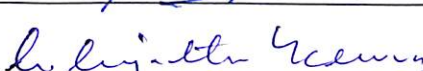
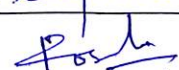
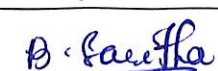
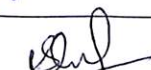
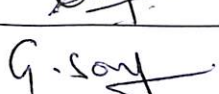
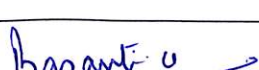
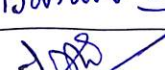
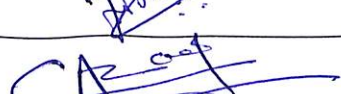
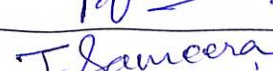
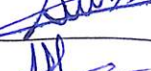
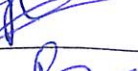
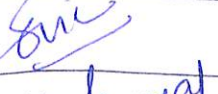
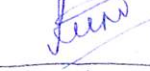
Dr. D. Sunita, Student Advisor, PG

HOD's Meeting

Date : 12 February, 2026

Venue : Board Room

Time : 10.40 am

S. No.	Name	Signature
1.	Prof. Uma Joseph	
2.	Dr. Sr. Sherly E D	
3.	Dr. Sr. Sujatha Yeruva	
4.	Dr. P Roselin	
5.	Dr. Usha Praveena	
6.	Dr. Saritha A	
7.	Dr. Rekha J	
8.	Dr. Yugandhar	
9.	Ms. Shouni Niveditha	
10.	Dr. G Sony	
11.	Dr. Tabitha Ramona	
12.	Dr. Basanthi	
13.	Dr. Jyothi Rani	
14.	Dr. Azad	
15.	Ms. Manjiri P	
16.	Ms. J Sameera Sandhya	
17.	Dr. Mangamma	
18.	Dr. Mahnoor	
19.	Dr. Subi Varghese	
20.	Dr. Afshan	
21.	Ms. Rooman	
22.	Dr. Sirisha K	
23.	Mr. K Ravi Kumar	
24.	Dr. Nandini Sanyal	
25.	Dr. Reena Dewan	
26.	Ms. Rupali Dr. VINITHA K.V	

HOD's Meeting

Date : 12 February, 2026

Venue : Board Room

Time : 10.40 am

S. No.	Name	Signature
27.	Dr. Priyanka Vatte	
28.	Dr. Savitha Sukumar	
29.	Pvs Lakshmi	Santhal
30.	S. Geeta	<u>Lakshmi</u>
31.	P. Clement	G. Clement
32	Patricia	Mr. ✓
33	Dr. D. Sunita	Huel
34	B. Tyothi	Tyothi
35	Dr. Anthe Thomas	12/2/2026 Atte 13/2/26.

Minutes of the Heads of the Departments (2025-26)

Date: 12-02-2026

Time: 10.40 AM

Venue: Board Room

The meeting was convened by Principal, Prof. Uma Joseph. Members present were Vice principal Dr. Sr. Sherly, Deans of Academics, Controller of Exams and Heads of Departments

Agenda of the Meeting:

1. SEC Examination
2. Work Load Allocation For the Academic Year 2026-27

Minutes:

1. It was decided to decentralise final SEC (Th/Pr) and schedule it on last practical day. The minimum attendance required is 65% (including exam day). Question papers should be sent one week before the commencement of exam. Dr. Anitha will inform the date by which all the departments should complete SEC exam.
2. Principal Prof. Uma Joseph informed faculty submitting requisition to attend seminars/conferences need to attach a supporting document (invite or poster) along with registration payment details. Faculty on contract basis cannot claim the registration amount.
3. Principal Prof. Uma Joseph informed that workload for both odd & even semesters of the academic year 26–27 should be submitted by 20th February.
4. Dr. Usha Praveena, Dean of Science, shared details pertaining to allotted strengths for SEC,GE & Project Work for the faculties of Arts & Science which is as follows:

B.Sc. Semester III ODD SEM-2026-27

S.NO	DEPARTMENT	ALLOTED STRENGTH
1.	Botany	12
2.	Zoology	24
3.	Chemistry	75
4.	Biotechnology	34
5.	Mathematics	63
6.	Physics	23
7.	Microbiology	22
8.	Biochemistry	29
9.	Computer science	57

10.	Nutrition	14
11.	Statistics	41

Arts

S.no	Department	Allotted strength
1.	Economics	17
2.	Public administration	27
3.	History	18
4.	Literature	41
5.	Psychology	29
6.	Mass communication	22
7.	Political science	54

Generic Elective

S.no	Department	Allotted strength
1.	Economics	29
2.	History	26
3.	Political science	26
4.	Public administration	26
5.	Literature	26
6.	Mass communication	26
7.	Psychology	26

Physical Sciences	Class Strength : 46 students
Life Science	Class Strength : 28 students

- Regarding Generic elective paper of BMS, the question was raised that it cannot be called elective as it caters to their own department (BMS) students only.
- Principal Prof. Uma Joseph conveyed that for UG – 5-7 project students is considered as 1 hr, and for PG – 1 hr for 4 students.
- Principal Prof. Uma Joseph informed departments to nominate two subject experts from two different universities outside the parent university, which will be approved in the forth coming Academic Council meeting. It was also suggested to have separate

BOS composition for PG (OU nominee is the same). BOS should be held separately for UG & PG with different date and time.

8. Dr. P. Roselin informed about feedback forms for the curriculum to be collected from the stakeholders for (TLE) and feedback from faculty for HOD and vice versa.
9. Principal Prof. Uma Joseph enquired about the feedback on SEC–E content offered by few departments in the current semester, for which Mr. Clement explained that there are still few technical glitches with Moodle and he was asked to submit a feedback report on it.
10. All faculty should be involved in carrying out the work allotted to the departments.
11. It was observed that few faculty members are reporting late regularly to the college and also availing Earned Leaves before and after vacation, which is affecting the class schedule and completion of the syllabus on time. HOD's were requested to orient their staff members regarding the same.
12. Dr. Sr. Sherly, Vice Principal conveyed that all club activities / seminars / field visits should be scheduled on Saturdays in the odd semester to avoid clashes in class schedules in the Arts and Science departments, which will be mentioned in the Francis Handbook for the year 2026–27.
13. International/ National seminars, if at all scheduled for two days, should be fixed on Fridays and Saturdays so that two working days are not affected.
14. Dr. Azad, HOD, Department of Hindi, requested to review their workload, to which the Principal replied that a meeting will be held to discuss this issue.
15. Principal Prof. Uma Joseph informed departments to get signatures on the BOS minutes document only and attach the same to the BOS syllabus copy – 2024.
16. Dr. Usha Praveena informed that every department should update their faculty & student's achievements in the respective folder shared by reports@sfc.ac.in and also update the checklist periodically.
17. Principal Prof. Uma Joseph proposed to follow Nudge theory for the allotment of SEC & Wings registration henceforth.

HOD's Meeting

Date : 20 February, 2026

Venue : Board Room

Time : 11.30 am

S. No.	Name	Signature
1.	Prof. Uma Joseph	
2.	Dr. Sr. Sherly E D	
3.	Dr. Sr. Sujatha Yeruva	<i>Sherly</i>
4.	Dr. P Roselin	<i>Dr. Sujatha Yeruva</i>
5.	Dr. Usha Praveena	<i>Paul</i>
6.	Dr. Saritha A	<i>Usha</i>
7.	Dr. Rekha J	<i>B - Saritha</i>
8.	Dr. Yugandhar	<i>Rekha</i>
9.	Ms. Shouni Niveditha	<i>Yugandhar</i>
10.	Dr. G Sony	<i>Shouni</i>
11.	Dr. Tabitha Ramona	<i>G Sony</i>
12.	Dr. Basanthi	
13.	Dr. Jyothi Rani	<i>Basanti</i>
14.	Dr. Azad	<i>Jyothi</i>
15.	Ms. Manjiri P	<i>Azad</i>
16.	Ms. J Sameera Sandhya	<i>Manjiri</i>
17.	Dr. Mangamma	<i>J. Sameera</i>
18.	Dr. Mahnoor	<i>Mahnoor</i>
19.	Dr. Subi Varghese	<i>Subi</i>
20.	Dr. Afshan	
21.	Ms. Rooman	<i>Afshan</i>
22.	Dr. Sirisha K	<i>Rooman</i>
23.	Mr. K Ravi Kumar	<i>Sirisha</i>
24.	Dr. Nandini Sanyal	<i>K Ravi Kumar</i>
25.	Dr. Reena Dewan	<i>Nandini</i>
26.	Ms. Rupali	<i>Reena</i>

HOD's Meeting

Date : 20 February, 2026

Venue : Board Room

Time : 11.30 am

S. No.	Name	Signature
27.	Dr. Priyanka Vatte	V. Priyanka
28.	Dr. Savitha Sukumar	Savitha
29.	Geeta S.	G.
30.	Dr. M. Bhargavi	M. Bhargavi
31.	Patricia	Patricia
32.	Dr. Shiny	R. Shiny
33.	P. Clement	Clement
34.	Prs Lakshmi	Lakshmi
35.	B. Jyothi	B. Jyothi 20/2/2026
36.	Dr. D. Sunita	D. Sunita

Syllabus Revision Committee

MINUTES OF THE MEETING

Venue: Board Room

Date: 20th February 2026

Members Present:

Syllabus Revision Committee

Agenda:

1. Review of preparedness for Board of Studies in accordance with the TGCHE directives.
2. Discussion on compliance with TGCHE and Osmania University guidelines for the upcoming BOS meeting.
3. Finalization of required Templates, documents for BOS.

Minutes:

1. The meeting commenced with Vice Principal Dr. Sr. Sherly requesting committee members to prepare for BOS in accordance with TGCHE directives.
2. Committee members were advised to work on the syllabus following TGCHE and Osmania University (OU) guidelines.
3. It was communicated that the PG program would be developed with 96 credits, in line with OU's proposal.
4. Dr. Usha Praveena informed the committee that templates for both UG and PG programs would be shared.

The meeting was concluded with no other matter for further discussion.

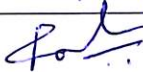
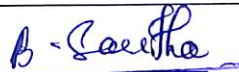
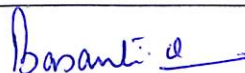
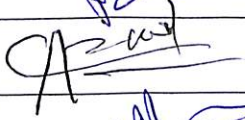
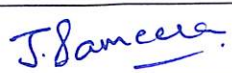
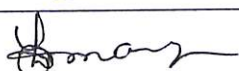
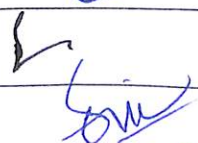
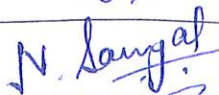
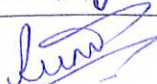
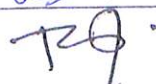
Compiled by Dr. Usha Praveena, Coordinator, Syllabus Revision Committee.

HOD's Meeting

Date : 24 February, 2026

Venue : Board Room

Time : 10.40 am

S. No.	Name	Signature
1.	Prof. Uma Joseph	
2.	Dr. Sr. Sherly E D	
3.	Dr. Sr. Sujatha Yeruva	
4.	Dr. P Roselin	
5.	Dr. Usha Praveena	
6.	Dr. Saritha A	
7.	Dr. Rekha J	
8.	Dr. Yugandhar	
9.	Ms. Shouni Niveditha	
10.	Dr. G Sony	
11.	Dr. Tabitha Ramona	
12.	Dr. Basanthi	
13.	Dr. Jyothi Rani	
14.	Dr. Azad	
15.	Ms. Manjiri P	
16.	Ms. J Sameera Sandhya	
17.	Dr. Mangamma	
18.	Dr. Mahnoor	
19.	Dr. Subi Varghese	
20.	Dr. Afshan	
21.	Ms. Rooman	
22.	Dr. Sirisha K	
23.	Mr. K Ravi Kumar	
24.	Dr. Nandini Sanyal	
25.	Dr. Reena Dewan	
26.	Ms. Rupali	

HOD's Meeting

Date : 24 February, 2026

Venue : Board Room

Time : 10.40 am

S. No.	Name	Signature
27.	Dr. Priyanka Vatte	V. Priyanka
28.	Dr. Savitha Sukumar	Savitha
29.	Latrecia	Latrecia
30.	Dr. M. BHARUANI	M. Bhu
31.	P. Clement	P. Clement
32.	Dr. Alice Esther David	Alice
33.	Dr. D. Sunita	D. Sunita
34.	B. Jyothi	Jyothi
35.	Dr. 2. Mangam	
36.	S. Kamehan	S. Kamehan
37.	Shobana	Shobana
38.	Shobana	Shobana

Minutes of the Heads of the Departments -2025-26

Date: 24-02-2026

Time: 11.30 AM

Venue: Board Room

The meeting was convened by Principal, Prof. Uma Joseph. Members present were, Vice Principal Dr. Sr. Sherly, Deans of Academics (Arts, Science and Commerce), Heads of Departments and PG Coordinators.

Agenda for the Meeting:

1. Syllabus Revision for UG & PG.
2. Division of subjects in majors and minors.
3. Training faculty for counselling sessions during admission with changed courses.
4. Tentative dates for completion of BoS and proposal to shift academic council meeting.
5. Certain administrative instructions.
6. Information shared.

Minutes:

1. Principal Prof. Uma Joseph informed the Heads of Departments to prepare and implement the new structure for Undergraduate programmes in accordance with the TGCHE directives, and to restructure the Postgraduate programmes to align with the 96-credit framework.
2. The Principal instructed the departments to work on the Major and Minor subject combinations in coordination with the Syllabus Revision Committee. List of Major and Minor subjects in each combination were read by Dr. Usha Praveena for Science and by Dr. Sirisha for Arts. The combinations for B.Sc. and B.A. are as follows:

Combinations	Major – 1	Major -2	Minor
BTBC	BOTANY	BIOTECHNOLOGY	CHEMISTRY
BTZC	BIOTECHNOLOGY	ZOOLOGY	CHEMISTRY
BTMBC	BIOTECHNOLOGY	MICROBIOLOGY	CHEMISTRY
BCMBC	MICROBIOLOGY	CHEMISTRY	BIOCHEMISTRY
BTBCC	BIOCHEMISTRY	CHEMISTRY	BIOTECHNOLOGY
BCCAC	BIOCHEMISTRY	COMPUTER APPLICATIONS	CHEMISTRY
ANBC	NUTRITION	CHEMISTRY	BOTANY
ANZC	NUTRITION	CHEMISTRY	ZOOLOGY
MPCS	PHYSICS	COMPUTER SCIENCE	MATHEMATICS
MSCS	STATISTICS	MATHEMATICS	COMPUTER SCIENCE
MES	ECONOMICS	STATISTICS	MATHEMATICS
SE	COMPUTER SCIENCE	MATHEMATICS	STATISTICS
HLP	HISTORY	LITERATURE	POLITICAL SCIENCE
MLP	MASS COMMUNICATION	POLITICAL SCIENCE	LITERATURE
PLP	PSYCHOLOGY	POLITICAL SCIENCE	LITERATURE
MLPSY	MASS COMMUNICATION	LITERATURE	PSYCHOLOGY
HPP	HISTORY	PUBLIC ADMINISTRATION	POLITICAL - SCIENCE
EPP	ECONOMICS	PUB AD	POLITICAL - SCIENCE
PPP	PSYCHOLOGY	POLITICAL SCIENCE	PUBLIC ADMINISTRATION

3. It was informed that an orientation programme for staff regarding admission counselling will be planned and organized by the Syllabus Revision Committee.
4. Principal informed that all the departments must complete their BoS by March 10th 2026. It was also discussed if the Academic Council meet could be shifted to 25th March.
5. A) Principal Prof. Uma Joseph informed the faculty that those submitting requisitions to avail OD for serving as external examiners for practical examinations in other colleges must have completed a minimum of ten years of service. Faculty appointed on a contract basis are not eligible to claim OD.
B) Dr. Sr. Sherly, Vice Principal, conveyed that all club activities, seminars, and field visits must be planned in Odd Semesters on Saturdays and must be informed in advance to be included in the Franciscan Handbook for next academic year 2026-27.
6. Dr. Usha Praveena informed that the Osmania University nominee for the respective departments will be received shortly from the Dean, CDC, OU.

Compiled by DEANS

Minutes of the Heads of the Departments 2025-26

Date: 26-03-2026

Time: 10.40 AM

Venue: Board Room

Agenda:

1. Information sharing regarding Management's decision and plans for the new academic year 2026-27.

Members Present:

Principal

Vice Principal

Correspondent

Deans of Academics

Heads of Departments

Minutes of Meeting

- The meeting was initiated with a welcome by the Principal, Prof. Uma Joseph followed by a prayer by Correspondent Sr. Carmali Thaniath.
- Sr. Carmali Thaniath informed that a few decisions were taken in the management meeting held during the Superior general's visit in the month of February.
- The major decisions taken were:
 1. The decision to apply for Deemed to be University, Establishment of Research Centre in the College will not be pursued.
 2. Incubation centre will be established on a moderate scale.
 3. Introduction of new course-Biotechnology/Botany/ Chemistry.
 4. The sanctioned strength for the UG Science combinations are as follows:
MPCS-60
All the Life science combinations-30
 5. No additional section will be added to BMS program.

6. M. Sc Applied Statistics program will not be launched in the coming Academic year.
- Vice Principal Sr. Sherly added that department of Chemistry would be a part of Life Science.
 - Discussions revolved around the vision for the Institution in the next 5-10 years.
 - St. Francis College will continue to work reflecting on the mission of working for the societal wellbeing and spreading the charism of the Sisters of charity.
 - A new diploma program on Travel & Tourism in collaboration with ATM travels will be launched in the year 2026-27.
 - Principal mentioned that with the reduction in credits to 142 for the UG programs, there is a fall in workload across departments and as a consequence a reduction in the intake of faculty. With plans of TGCHE to reduce credits to 120 for UG programs, there is likelihood of further reduction in faculty workload from the academic year 2027-28 and this will impact the faculty recruitment plans.
 - HoD's were requested to inform faculty to fill in the details for student counselling in the form shared, update the details in EXAT Module.
 - Dr. Sr. Jascinta informed that departments have shared information relating to Program structure which is to be updated on the website.
 - Dr. Savitha Sukumar, Dean of Commerce & Management enquired if the Management would reconsider to apply for DTBU for which principal replied that there were no such plans.



St. Francis

College for Women

Begumpet, Hyderabad-500016
(Autonomous & Affiliated to Osmania University)

HOD's Meeting

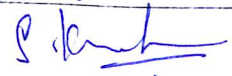
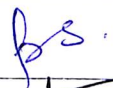
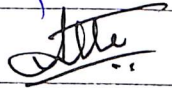
Date: 26/03/2026

Time: 10:30 am

Venue: Board Room

S.No.	Name	Designation	Signature
1.	Prof. Uma Joseph	Principal	
2.	Sr. Carmali Thaniath	Correspondent	<i>[Signature]</i>
3.	Dr. Sr. Sherly ED	Vice Principal	<i>[Signature]</i>
4.	Dr. Usha Praveena VJ	Dean of Sciences	<i>[Signature]</i>
5.	Dr. Reena Deewan	Dean of Arts	
6.	Dr. Savtiha Sukumar	Dean of Commerce & Mgmt.	
7.	Ms. Deepa Samuel	Senior Faculty, Commerce	<i>[Signature]</i>
8.	Dr. P Roselin	IQAC Coordinator	<i>[Signature]</i>
9.	Dr. Sr. Sujatha Yeruva	HoD, Department of Computer Science	<i>[Signature]</i>
10.	Dr. Sony G	HoD, Department of Biochemistry	<i>[Signature]</i>
11.	Ms. Mahnoor	HoD, Department of BMS	
12.	Ms.T. Shouni Niveditha	HoD, Department of Biotechnology	<i>[Signature]</i>
13.	Dr. Basanti	HoD, Department of Botany	<i>[Signature]</i>
14.	Dr. Subi Varghese K G	HoD, Department of BVOC	
15.	Dr. Saritha Aduri	HoD, Department of Chemistry	<i>[Signature]</i>
16.	Dr. K Shirisha	HoD, Department of Economics	<i>[Signature]</i>
17.	Ms. Sushma	HoD, Department of Electronics	<i>[Signature]</i>

18.	Dr. Priyanka	HoD, Department of EVS	<u>Priyanka</u>
19.	Ms. Sameera	HoD, Department of French	<u>Sameera</u>
20.	Dr. Azad	HoD, Department of Hindi	<u>Azad</u>
21.	Ms. Rooman Deb	HoD, Department of History	<u>Rooman</u>
22.	Mr. Ravi Kumar	HoD, Department of Mass Comm	
23.	Dr. Rekha Jaichander	HoD, Department of Mathematics	<u>Rekha</u>
24.	Dr. Tabitha Ramona	HoD, Department of Nutrition	<u>Tabitha</u>
25.	Dr. Afshan Shireen	HoD, Department of Political Science	<u>Afshan</u>
26.	Dr. Nandini Sanyal	HoD, Department of Psychology	
27.	Ms. D. Rupali	HoD, Department of Public Administration	<u>Rupali</u>
28.	Ms. Manjiri Prashant	HoD, Department of Sanskrit	<u>Manjiri</u>
29.	Dr. Yugandhar	HoD, Department of Statistics	<u>Yugandhar</u>
30.	Dr. Lingala Mangamma	HoD, Department of Telugu	<u>Lingala</u>
31.	Dr. Jyothi Rani	HoD, Department of Zoology	<u>Jyothi</u>
32.	Dr. Bhargavi	PG Coordinator, Chemistry	<u>Bhargavi</u>
33.	Mr. Clement Babu	PG Coordinator, Mass Comm &	
34.	Dr. Shiny	PG Coordinator, Commerce	<u>Shiny</u>
35.	Ms. Geetha	PG Coordinator, Psychology	
36.	Ms. B Jyothi	PG Coordinator, Data Science, AI & ML	<u>Jyothi</u> 26/3/2026
37.	Ms. Pvs Lakshmi	PG Coordinator, English	<u>Lakshmi</u> 26/3/26
38.	Ms. Patricia	PG Coordinator, Nutrition	<u>Patricia</u> 26/3
39.	Ms. Sunitha	PG Coordinator, Microbiology	<u>Sunitha</u> 26/3
40.	Dr. Alice Esther	Asst. Professor, Department of Economics	
41.	Ms. ^X Stella Martina	Asst. Professor, Department of English	<u>Stella</u> 26/3/2026
42.	Dr. Shikha Chander	Asst. Professor, Department of Chemistry	<u>Shikha</u>
43.	Dr. Suryavardhani	Asst. Professor, Department of Mathematics	
44.	Dr. Sr. Jacintha	Asst. Professor, Department of Mathematics	

45.	Dr. Vidya Jayaram	^{Sso} Asst. Professor, Department of Zoology	
46.	Dr. Kanchana P	Asst. Professor, Department of Biochemistry	
47.	Ms. Padmashree	Asst. Professor, Department of Computer Science	
48.	Dr. Anitta Thomas	Assoc Professor, Department of	
49.			